

I. INTRODUCTION

- A. Purpose
The purpose of the Ceresco Baptist Church is to serve and strengthen our congregation, and to be in partnership with other local churches to carry out the mission of Jesus Christ.
- B. Organizational Overview
The Ceresco Baptist Church's purpose is carried out largely through its officers, members, congregation, Administrative Council and four Ministry Teams, i.e. Deacons, Property Management, Worship, and Educational.

II. OFFICERS

- A. Moderator: The Moderator shall:
 - 1. Prepare agenda and preside over the meetings of the Administrative Council, Quarterly and Annual meetings and at specially called meetings;
 - 2. Serve as Chairman of the Administrative Council;
 - 3. Be an ex-officio member of all teams with the exception of the Pulpit Committee;
 - 4. Be the spokesperson for the Church in matters pertaining to general business and organization;
 - 5. Appoint special teams as needed and have authority to call any Ministry Team meetings deemed necessary;
 - 6. Sign church checks when necessary.
- B. Assistant Moderator: The Assistant Moderator shall:
 - 1. Assist the Moderator when that officer is unable to fulfill his/her duties on a temporary basis;
 - 2. Preside over the Administrative Council and all business meetings of the Church when the Moderator is unable to be present;
 - 3. Serve as chairman of the Nominating Committee
- C. Clerk: The Clerk shall:
 - 1. Keep complete record of the business transactions of all Administrative Council, and their special and Annual meetings of the Church;
 - 2. Carry on such general correspondence as required;
 - 3. Maintain a current and complete roll of the members of the Church and their addresses;
 - 4. Issue letters of dismissal when authorized by the Administrative Council;
 - 5. Maintain a file of all communications, written reports and documents pertaining to the office of the Clerk, and immediately deliver such records to successor Clerk.
- D. Treasurer: The Treasurer shall:
 - 1. Keep record of all financial contributions in the name of the Church;
 - 2. Pay all bills when authorized by the budget of the Administrative Council;
 - 3. Pay all bills by check and sign all checks;
 - 4. Receive and reconcile bank statement(s);
 - 5. Train the Assistant to the Treasurer to perform all duties of the Treasurer in the absence of that officer;
 - 6. Make monthly reports when requested by the various teams of the Church;
 - 7. Make quarterly and annual reports to the Administrative Council;

8. Present the books of the office for audit at the close of the year and at other times as requested by the Administrative Council;
 9. Immediately deliver to the successor Treasurer all books and records pertaining to the office of the Treasurer.
- E. Assistant to the Treasurer: The Assistant Treasurer shall:
1. Fulfill all duties of the Treasurer if that officer is unable to perform those duties;
 2. Sign Church checks when necessary;
 3. Vote at Administrative Council meetings when requested by the Treasurer to act on behalf of that officer.
- F. Financial Secretary: The Financial Secretary shall:
1. Receive and oversee the counting of all monies contributed to the Church through regular and special offerings and gifts;
 2. Deposit all monies in the bank approved by the Administrative Council;
 3. Provide the Treasurer a duplicate record of the total amount received;
 4. Train the Assistant to the Financial Secretary to perform all duties of the Financial Secretary in the absence of that officer;
 5. Maintain an accurate, confidential record of individual giving and other contributions;
 6. Send out annual statements to all givers of record;
 7. Deliver immediately to successor Financial Secretary all records pertaining to the position.
- G. Assistant to the Financial Secretary: The Assistant Financial Secretary shall:
1. Fulfill all duties of the Financial Secretary if that officer is unable to perform those duties.
 2. Vote at Administrative Council meetings when requested by the Financial Secretary to act on behalf of that officer.

III. ADMINISTRATIVE COUNCIL

- A. Specific responsibilities include, **but are not limited to**:
1. Oversee the life of the Church, including worship, education, finances and the physical properties of the Church;
 2. Accountability to the congregation of the Church;
 3. Hold in trust all property belonging to the Church, including purchase, sale, mortgage or lease of any or all properties owned by the Church, when authorized by the Church at a special meeting;
 4. Receive from each Ministry Team an annual budget request;
 5. Monitor all budget and non-budget expenditures;
 6. Approve all bills, in excess of budgeted items, prior to payment;
 7. Develop a stewardship education program;
 8. Plan, carry out and evaluate the annual Stewardship Program;
 9. Appoint the following Ministry Teams and Committees: Property Management, Worship, and Educational; Nominating, Auditing, Constitution and By-Laws;
 10. Review all team mission statements at least once annually;
 11. Oversight of all personnel hired [personnel matters would be discussed in “closed session” (i.e. holding the Pastor and all others accountable for their approved job descriptions; approving all staff appointments after consultation with the Pastor; supporting and under girding the Pastor and staff; and conducting an annual salary review of all Church personnel)];

12. Set the date of the next meeting at the end of each meeting

IV. MINISTRY TEAMS

A. Introduction

Each Ministry Team shall:

1. Develop its purpose or mission statement;
2. Meet at least quarterly;
3. Submit a budget request annually to the Administrative Council, should funds to support its work be desired;
4. Submit agenda items to the Moderator at least three weeks in advance of the Administrative Council meetings;
5. Submit an Annual Report to the Administrative Council by January 31st;
6. Use their discretion to set term limits for their members;
7. Set the date of the next meeting at the end of each meeting;
8. Advise the Administrative Council of vacancies to be filled for the next year, due by the July Administrative Council meeting.

B. Deacons Ministry Team [DMT]

1. The responsibilities of this team shall be to provide services actively rendered to the glory of God and the up-building of the Body of Christ.
2. Specific responsibilities include, **but are not limited to:**
 - a. Oversee administering of communion (i.e. during worship service and to shut-ins) and communion supplies;
 - b. Provide Pulpit supply in Pastor's absence;
 - c. Introduce guest pastors/speakers;
 - d. Collect the Deacon Fund offering;
 - e. Visit the sick and shut-ins;
 - f. Send cards as needed from the Church;
 - g. Food Distribution and Food Pantry (for those that call 211);
 - h. Planning/providing Funeral Dinners;
 - i. Provide flowers for appropriate occasions, i.e., Grandparents Sunday, funerals;
 - j. Assist Church Clerk with maintaining active/inactive membership rolls;
 - k. Maintain Church Telephone Directory;
 - l. Assist Worship Ministry Team with planning of Grandparent's Sunday;
 - m. Planning/providing Palm Sunday Brunch;
 - n. Determine Thanksgiving and Christmas Families to assist/provide needed items;
 - o. Maintain Sunday Worship attendance records;
 - p. Baptisms;
 - q. Assist the Pastor in determining membership
 - r. Assist the Pastor in other areas as needed

C. Property Management Ministry Team [PMMT]

1. The responsibilities of this team shall be to oversee the properties of the Church.
2. Specific responsibilities include, **but are not limited to:**
 - a. Oversight of all physical properties of the Church (i.e. the buildings, grounds and capital inventory items)
 - b. Usage, maintenance, development and protection of all physical properties of the Church

- D. Worship Ministry Team [WMT]
1. The responsibilities of this team shall be to develop meaningful worship opportunities open to the leading of the Holy Spirit.
 2. Specific responsibilities include, **but are not limited to:**
 - a. Planning and staffing of worship services (i.e. weekly and special);
 - b. Selecting hymns that help support the Pastor's sermons; and congregational response at conclusion of service;
 - c. Make sure piano, organ, audio/video equipment are in good working condition;
 - d. Schedule Choir practices when singing at different times during the year;
 - e. Assist Pastor in the planning of special 'joint services' with other churches when held at Ceresco Baptist Church;
 - f. Chairperson of WMT is responsible for requesting ushers (in absence of head usher) and greeters (in absence of head greeter);
 - g. Changing seasonal banners and window decorations;
 - h. Schedule the 'Hanging of the Greens' and provide lunch for the helpers;
 - i. Request volunteers for Special Music, "i.e.: instruments, solos, duets, trios, readings, etc. for the worship services;
 - j. Responsible for planning Mother's Day, Father's Day, Women's Sunday, Grandparent's Day, and other special services
- E. Educational Ministry Team [EMT]
1. The responsibilities of this team shall be to oversee the educational activities of the Church.
 2. Specific responsibilities include, **but are not limited to:**
 - a. Planning and staffing of educational activities (i.e. Sunday School, Vacation Bible School, Youth Activities, Junior Church, Family Nights, Bible Studies, Missions, Camps, and other Christian Educational activities of the Church);
 - b. Plan and oversee the Annual Church picnic;

V. COMMITTEES

Committees – report to Administrative Council as requested. Prepare Annual Report due by January 31st for the preceding calendar year.

- A. Nominating Committee
1. Shall be chaired by the Assistant Moderator;
 2. Specific responsibilities include, **but are not limited to:**
 - a. Nominating and preparing a slate of officers (including a list provided by Administrative Council of ministry teams and committees)
 - b. Immediately upon appointment, committee chairman needs to contact all officers to determine any vacancies
- B. Auditing Committee
1. The responsibilities of this committee shall be to perform an annual audit of the Treasurer's books
 2. Specific responsibilities include, **but are not limited to:**
 - a. Annual Audit of Treasurer's books
 - b. Submit Treasurer's books to a professional independent auditor at least once every five years.

- C. Constitution and Rules of Procedure Committee
 - 1. The responsibilities of this committee shall be to review the Constitution and Rules of Procedure.
 - 2. Specific responsibilities include, **but are not limited to:**
 - a. Prepare proposed amendments to the Constitution of Ceresco Baptist Church, and the Ceresco Baptist Church Rules of Procedure;
 - b. Present to the Administrative Council the proposed constitutional amendments for review and subsequent presentation to the membership for approval;
 - c. Advise Administrative Council of any changes to the Rules of Procedure

- D. Pulpit Committee
 - 1. The responsibilities of this committee shall be to secure and recommend to the Church a desirable candidate for the pulpit.
 - 2. Specific responsibilities include, **but are not limited to:**
 - a. Seek the assistance of the American Baptist Churches of Michigan to establish procedures in the search for a new pastor;
 - b. Consider candidates with no preference to gender, race, or ethnic background;
 - c. Shall not consider any candidate that has not been reviewed by the Region

- E. Other Committees as needed

VI. AMENDMENTS

The Rules of Procedure may be amended by a majority vote of those Administrative Council members present and voting, provided the amendment is consistent with the Constitution and written notice of the proposed amendments has been mailed to each Administrative Council member at least 2 weeks in advance of the time of the meeting where action is to be taken.

Rules of Procedure approved 09/06/2011, by Administrative Council.