

**BYLAWS
OF
BETHESDA CHURCH**

**ARTICLE 1
NAME AND PURPOSE**

- A. Name: This congregation of believers shall be known as BETHESDA CHURCH. The church is incorporated as a non-profit corporation under the laws of the state of North Carolina.

- B. Purpose: This congregation is organized as a church exclusively for charitable, religious, and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (IRC) of 1986, for such purposes including, but not limited to, proclaiming the gospel of the Lord Jesus Christ; establishing and maintaining religious worship; educating believers in a manner consistent with the requirements of Holy Scripture, and maintaining missionary activities in the United States and around the world.

**ARTICLE 2
STATEMENT OF FAITH**

- A. We believe in the one true God who is revealed in the three persons of the Father, Son, and Holy Spirit. We believe in salvation by grace through faith in Jesus Christ. We believe the Bible is the divinely inspired Word of God. We also share other Christian beliefs such as the Kingdom of God, in the sacraments of baptism, and the Lord's Supper.

- B. We profess the Apostles Creed: I believe in God, the Father Almighty, creator of heaven and earth. I believe in Jesus Christ, His only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; He descended to the dead. On the third day He rose again; He ascended into heaven, is seated at the right hand of the Father, and will come again to judge the living and the dead. I believe in the Holy Spirit, the holy catholic (universal) church, the communion of saints, the forgiveness of sins, the resurrection of the body and the life everlasting. Amen.

- C. Additional Beliefs:
 - 1) Marriage and Sexuality
 - a) We believe that the term "marriage" has only one legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in the single, covenantal union as delineated by Scripture. Marriage ceremonies performed in any facility or space owned, leased, or rented by this church will be only those ceremonies sanctioned by God, joining one man with one woman as their genders were determined by anatomy at birth (and not subject to change). Whenever there is a conflict between the church's position and any new legal standard for marriage, the church's statement of faith, doctrines, and biblical positions will govern. (Gen. 2:24; Mark 10:6-9)

- b) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage as defined in (1) above. We believe that any other type of sexual activity, identity, or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God's natural design and purpose for sexual activity. (Gen. 2:24; Lev. 18:1-30; Rom. 1:24-29; I Cor. 5:1-5, 6:9-10; I Thes. 4:1-8; Heb. 13:4)
 - c) We believe that God creates each person as male or female. These two distinct, unchangeable genders together reflect the image and nature of God, and the rejection of one's biological gender is a rejection of the image of God within that person. (Gen. 1:26-27)
- 2) Sanctity of Life
- Abortion: We believe that human life begins at conception and that the unborn child is a living human being created in the image of God and must be valued and protected. (Ps. 139:13-16; Isa. 44:24, 49:1, 49:5; Jer. 1:5; Luke 1:44)
- 3) Love
- We believe that we should demonstrate love for others, not only toward fellow believers, but also toward those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal graciously, humbly, gently, and patiently with those who oppose us. God forbids the stirring up of strife, the taking of revenge, or the threat or use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such actions. (Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-21, 13:8-10; I Cor. 13:1-13; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; I Peter 3:8-9; I John 3:17-18)
- 4) Protection of Children
- We believe that children are a blessing from the Lord and must be absolutely protected within the church from any form of abuse or molestation. The church has zero tolerance for any person, whether paid staff, volunteer, member, or visitor, who abuses or molests a child. (Ps. 127:3-5; Matt. 18:6, 19:14; Mark 10:14)
- 5) Baptism
- a) Baptism is a sacrament of the New Testament, ordained by Jesus Christ. By baptism a person is solemnly admitted into the visible church. Baptism is also a sign and seal of the covenant of grace, of the believer's engrafting into Christ, of rebirth, of remission of sins, and of the believer's yielding to God through Jesus Christ to walk in newness of life. By Christ's own direction this sacrament is to be continued in His church until the end of the world. The sacrament of baptism does not accomplish salvation but is an outward sign of an inward work of the Holy Spirit.
 - b) The physical substance to be used in this sacrament is water. The person is to be baptized in the name of the Father, the Son, and the Holy Spirit. Dipping the person into the water is not necessary nor is it forbidden. Baptism is correctly administered by immersion, pouring, or sprinkling water on the person. (Mat. 3:11, 28:19-20; Mark 16:16; John 1:33; Acts 2:38-41, 8:36-38, 10:47-48, 16:33; I Cor. 12:13; Gal. 3:27)
 - c) Through baptism, infants are welcomed into the covenant community to receive all the benefits of being part of it: the faithful nurture of Christian parents, the prayers and influence of family, friends and teachers, the involvement in worship services and children's programs where they will hear God's truth. The belief is that God uses the benefits of this participation in the community of faith to bring little ones to know Him so that they might

make a profession of faith when they are older, and so fulfill the intent of their baptism. Our practice at Bethesda Church is to perform both infant baptisms and infant dedications, depending on the convictions of the parents; as well as baptisms of those who profess faith as youth or adults.

- 6) Lord's Supper
 - a) The Lord's Supper should be celebrated routinely, in a manner that is consistent with the holy nature of the remembrance.
 - b) Bethesda Church believes that the Lord's Supper may be celebrated by anyone who repents of their sins and earnestly seeks to live their life in submission to Christ Jesus.
- D. The statement of faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the statement of faith accurately represents the teachings of the Bible and, therefore, is binding upon all members, staff, and volunteers. All literature, whether print or electronic, used in the church shall be in complete agreement with the statement of faith. All activities permitted or performed in any facilities owned, rented, or leased by this church, or engaged in by any member of the church staff (volunteer or paid), and all decisions of the administration of this church shall not conflict with the statement of faith. In all conflicts regarding interpretation of the statement of faith, the pastor and Church Council, on behalf of the church, have the final authority.

ARTICLE 3

MEMBERSHIP

- A. Membership: Membership in Bethesda Church shall consist of all persons who have met the qualifications of membership and are listed on the membership roll. The new members shall have all the rights, privileges, and responsibilities of a member of the Church. The Church Council may adopt and amend application procedures for membership in the Church.
- B. Qualifications for Membership: The minimum qualifications for membership are as follows:
 - 1) Profession of faith openly in Jesus Christ;
 - 2) Baptism in the name of the Father, Son, and Holy Spirit;
 - 3) A commitment to abide by Bethesda Church's Bylaws;
 - 4) A member must be a professing baptized believer who is at least 12 years of age; then can become a voting member at 18 years of age; and
 - 5) Responsibly support Bethesda Church by their prayers, presence, gifts, service, and witness
- C. Former members of Bethesda United Methodist Church are not automatically members of Bethesda Church. They, like all prospective members, must attend a worship service and sign the Church Membership Agreement (Covenant) in the presence of the Pastor or Lay Leader. For former Bethesda UMC members who cannot physically attend a worship service, the Church Council can vote to grant membership on individual cases.
- D. Inactive Membership: Members may be considered inactive when they voluntarily disconnect from Bethesda Church by lack of attendance, participation, or giving financial support in the preceding year. Inactive members who do not communicate their reasons for their inactivity may be suspended from membership by a two-thirds majority vote by the Church Council.

- E. Termination of Membership: Members shall be removed from Bethesda Church's Membership Roll for the following reasons: (a) by personal request in writing by the member; (b) by transfer of membership to another church; (c) death; (d) by termination of membership due to inactivity; (e) by adopting opinions that violate Bethesda Church's Bylaws; (f) by filing a lawsuit in violation of Bethesda Church's Bylaws.

ARTICLE 4
GOVERNING BODY

- A. Bethesda Church Council: The Council Chair is responsible for setting meeting dates and times, scheduling special called meetings (with at least one week's notice), and conducting the meetings. The Bethesda Church Council shall:
- a. Envision, plan, implement, and evaluate the mission and ministry of the church.
 - b. Function as the administrative agency of the church.
 - c. Meet every other month as needed.
 - d. Abide by Parliamentary Procedure (Roberts Rules of Order).
 - e. Hear reports from committees and vote on recommendations.
 - f. Hear recommendations for the staff salaries from the Staff Parish Relations Committee.
 - g. Vote on the annual budget presented from the Finance Committee.
 - h. Fill vacancies for committees with help from the Nominations Committee.
 - i. Review membership in the church.
 - j. Determine situations that should be presented to the church membership for a vote; church meetings require at least a 2 week notice and efforts are made to notify all church members.
 - k. Conduct votes only if a majority of members (quorum) are present.
 - l. Oversee all committees of the church.
- B. The Church Council Chair shall serve as president of the corporation; the Church Council Vice Chair shall serve as vice president of the corporation; the Church Council Secretary shall serve as secretary; and the Church Treasurer shall serve as treasurer of the corporation.
- C. Members of Church Council: *(38 voting members)*
- 1) Church Council Chair
 - 2) Church Council Vice Chair
 - 3) Council on Ministries Chair
 - 4) Lay Leader
 - 5) Church Council Secretary
 - 6) Church Council Asst. Secretary
 - 7) Treasurer
 - 8) Financial Secretary
 - 9) Auditor
 - 10) Trustees Chair
 - 11) Membership Secretary
 - 12) Finance Chair
 - 13) PPR Chair
 - 14) Evangelism Chair
 - 15) Missions Chair
 - 16) Worship Chair

- 17) Social Media Coordinator
- 18) Technology Chair
- 19) Children's Department Coordinator
- 20) Men of Bethesda President
- 21) Women of Faith President
- 22) Youth Council Chair
- 23) Secondary Education/Campus Coordinator
- 24) Church Historian
- 25) Young at Heart Coordinator
- 26) Cemetery Chair
- 27) +12 At Large voting Members
- 28) Pastor (Non-Voting)

ARTICLE 5
CONFLICT OF INTEREST POLICY

- A. Purpose: The purpose of this conflict-of-interest policy is to protect the church's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the church or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state or federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

Definitions:

- 1) Interested Person: Any officer, or member of a committee with governing Church Council-delegated powers who has a direct or indirect financial interest.
- 2) Financial interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the church has a transaction or arrangement;
 - b. A compensation arrangement with the church or with any individual or entity with which the church has a transaction or arrangement; or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the church is negotiating a transaction or arrangement.
 - d. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Church Council decides that a conflict of interest exists.
- 3) Compensation: Direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- 4) The pastor and Church Council will determine procedures for determining a possible conflict of interest.

B. Procedures:

- 1) Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Church Council and, if applicable, members of committees with governing Church Council-delegated powers considering the proposed transaction or arrangement.

- 2) Determining whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, including any presentations by and discussion with the interested person, he or she shall leave the Church Council or committee meeting while the determination of a conflict of interest involving the transaction or arrangement is discussed and voted upon. The remaining Church Council or committee members (as applicable) shall decide, by a majority vote, if a conflict of interest exists.
- 3) Procedures for Addressing the Conflict of Interest:
 - a. The chair of the Church Council shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - b. After exercising due diligence, the Church Council or committee shall determine whether the church can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - c. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Church Council shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the best interests of the church, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- 4) Violations of the Conflict-of-Interest Policy:
 - a. If the Church Council or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Church Council determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
- 5) Records of Proceedings:
 - a. The minutes of the Church Council shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Church Council or committee's decision as to whether a conflict of interest in fact existed.
 - b. The minutes of the Church Council also shall contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
- 6) Compensation:
 - a. A voting member of the Church Council or any committee who receives compensation, directly or indirectly, from the church for services rendered may not vote on matters pertaining to that member's compensation.
 - b. A voting member of the Church Council or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the church, either individually or collectively, are not prohibited from providing information to any committee regarding compensation.

ARTICLE 6
TAX-EXEMPTION PROVISION

- A. Private Inurement: No part of the net earnings of the church shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I hereof.

- B. Political Involvement: No substantial part of the activities of the church shall be the carrying on of propaganda or otherwise attempting to influence legislation. To the extent prohibited by law, the church shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

- C. Dissolution: Upon the dissolution of the church, no part of the organization's earnings or assets may inure to the benefit of any of its members; and the Church Council shall, after paying or making provision for payment of all the liabilities of the church, dispose of all assets of the church to such organization or organizations formed and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1986, as the Church Council shall determine. Assets may be distributed only to tax-exempt organizations that agree with the church's statement of faith.

- D. Nondiscrimination Policy: The church shall not discriminate on the basis of race, color, nationality, or ethnic origin; however, as a religious institution it reserves the right to deny or terminate employment or to deny or terminate any other status of persons whose lifestyle, words, actions, or otherwise do not align with the church's statement of faith, standard of conduct, or other policies of the church. This policy statement is not intended to waive the ministerial exception or any other exception or exemption to federal, state, or local antidiscrimination laws or regulations.

- E. Limitation of Activities: Notwithstanding any other provision of these bylaws, the church shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes stated in Article I.

ARTICLE 7
AMENDMENTS AND MISCELLANEOUS ITEMS

These bylaws may be revised or amended by a majority vote of the eligible members present and voting at any regular Church Council meeting, provided that said revision or amendment is announced from the pulpit for at least two consecutive Sundays, and at least fourteen days before the vote is taken. Proposed amendments or changes must be made available to voting members for review at least one week prior to the meeting at which the vote to amend the bylaws will be taken. Amendments become effective immediately upon a majority vote approving same.

ARTICLE 8
DUTIES AND POWERS OF OTHER COMMITTEES – Bylaws/Guidelines

The last section includes all Committee/Group structure or guidelines.

FINANCE COMMITTEE GUIDELINES

The Finance Committee consists of the Chairperson; Pastor (non-voting); Lay Leader; Chairperson of the Church Council; Chairperson of Staff-Parish Committee; Chairperson of Trustees; Financial Secretary; Assistant Financial Secretary; Treasurer; Auditor, Check Signer(s) of the General Fund Account.

The persons in the positions of Treasurer and Financial Secretary should not be immediate family members.

No immediate family members of any Bethesda Church clergy may serve on the Finance Committee or as a Counter.

All Bethesda Church bank accounts, including Certificates of Deposit and Money Market accounts, are at First National Bank of Welcome. No church account can be opened at a different institution, without approval of the Church Council.

Persons wanting reimbursement for purchases they made for the church must complete a "Bethesda Expense Reimbursement Request" form with their receipts attached within three months of their purchases. However, all purchases made in the last quarter of the year must be submitted before January 31st of the next year.

The Finance Committee shall:

- Act in the best interest of the congregation in all financial decisions, placing the mission and interests of the church above personal interests.
- Compile an annual budget for the church and submit it to the Church Council for review and adoption. All financial requests to be included in the annual budget of the church shall be submitted to the committee. After the budget of the church has been approved, additional appropriations or changes in the budget must be approved by the Church Council.

- Be charged with responsibility for developing and implementing plans that will raise sufficient income to meet the budget adopted by the Church Council.
- Administer the funds received according to instructions from the Church Council.
- Audit Bethesda Church funds' accounts annually.
- Audit all other church accounts semiannually; January-June statements and July-December statements with receipts.
- Designate at least two persons to count the offering that are then approved by the Church Council. The Counters should not be immediate family members and should not be related to the Treasurer or Financial Secretary.
- Require that any church group that has fundraisers have at least two people count the money raised. The funds should be deposited as soon as possible.
- Establish written financial policies to document the internal controls of the church.

The Finance Chair shall:

- Conduct Finance Committee meetings. The committee should meet at least every other month.
- Keep records on the signers for each church account. Authorize the changing of any church account signer.
- Make sure the church secretary prepares semi-annually the spreadsheets and forms for reimbursement of sales tax from the State of North Carolina. Review and sign the forms.
- Keep Finance Committee records to be passed on to the succeeding Finance Chair.
- Serve for a term of four years.
- Be a member of the Church Council and provide appropriate reports.

The Treasurer shall:

- Disburse all money contributed to causes represented in the church budget, and such other funds and contributions as the Church Council may determine.
- Write checks to pay bills, but not sign them. They are signed by the designated signers on the General Fund Account, including the church secretary.
- Get approval for payment from the appropriate committee chair or committee before writing a check that is not a monthly expenditure. This includes the Staff-Parish Chair, who must approve any travel mileage reimbursement for the Pastor. Finance Committee must approve requests from Pastor or Pastor's spouse for any reimbursement except travel. The Treasurer should consult with the Finance Chair if there are concerns about any requested reimbursement.
- Make sure each check issued by the church is supported by written documentation.
- Make a copy of the General Fund bank statement each month and give the original to the Auditor.

- Balance the General Fund account each month using the copy of the General Fund bank statement.
- Make regular and detailed reports on funds received and expended to the Finance Committee and to the Church Council. Prepare reports of all designated funds for Finance Committee meetings and Church Council meetings.
- Make sure amounts for monthly payroll are correct.
- Serve for a term of four years.
- Be a member of the Church Council.

The Financial Secretary shall:

- Supervise the offering count. At all times there shall be at least two people handling the offering. This includes the carrying of the offering to the Finance Office, the counting of the offering, and the recording of the offering. Before the offering is locked in the Finance Office, cash in the offering plate should be counted.
- Make sure the offering remains locked in the Finance Office until the count takes place, donations are recorded, and then the funds are taken directly to the bank for deposit.
- Give a record of each deposit to the Treasurer that includes the amount given to each account or fund.
- Keep records of the contributions by donor. Before January 31st of each year, give or mail all donors an acknowledgement of their tax-deductible contributions for the previous year.
- Contact donors if their donations were not made to existing Bethesda Church funds. Return the donation to the donor if the donor does not want the donation to go into an existing fund. New Bethesda Church funds can only be started by the Church Council.
- Give a report to the church secretary before Monday morning of each week, that includes the amounts of each fund's donation and the number of people that attended Sunday School, so that the "Our Faithfulness" report can be made.
- Give church secretary the information for sending acknowledgements for donations made in memory or honor of members.
- Make sure offering envelopes are available and accessible in multiple locations of the church, especially sanctuary pews.
- Maintain utmost confidentiality and accountability in the handling of gifts and offerings collected. If the Financial Secretary or a Counter is discovered to have shared information regarding a donor's donation, the Church Council may vote to immediately relieve them of their position.
- Take minutes at each Finance Committee meeting and prepare minutes for the next meeting
- Serve for a term of four years.
- Be a member of the Church Council.

WORSHIP COMMITTEE GUIDELINES

Purpose of the Committee

The Worship Committee works with the pastor and other worship leaders to make sure the services are as meaningful as possible for the congregation. This is accomplished by organizing the efforts of several groups, including Communion stewards, lay readers, greeters, ushers, or others. Any major changes in the order of worship need to be brought to the Church Council by the Worship Committee as a recommendation.

Members of the Committee

Members of the committee should include:

1. Pastor
2. Worship Leader(s)
3. Pianist
4. Technology Team Representative
5. Head Usher
6. Plus six rotating members (two per class, who serve for 3 year terms)

Duties of the Committee

The duties of this committee are often accomplished on a rotational basis as the entire group is not needed every week. However, attention to detail and advanced planning are prerequisites to ensuring minimum disruptions during the service. Regular weekly services require committee members to:

1. Make sure any cloths used on the altar or the stage are clean and in good repair, and are the correct color for the season.
2. Ensure that any candles being used during the service have adequate oil and wicks. If candles will be lit during the service, ensure the torch(es) are working properly and lighters are available.
3. Move the Prayer Book to the appropriate place beside the podium prior to the start of the service.
4. Additional duties may be requested from time to time. The committee will make every effort to support the worship leaders to make the worship service as reverent and spirit-filled as possible.

In addition to the regular weekly services there are special services that require additional attention, such as Love Feast, Homecoming, Easter Services, and the following:

Communion:

1. Ensure arrangements are made to have the elements (bread and juice) available for the service.
2. Prior to the service, coordinate with the pastor to ensure assistant(s) have been selected and instructed to help with the distribution of the elements.
3. Ensure all needed items are in place before the congregation arrives for the service. Those items may include the communion table, pitcher or goblets, serving trays, cloth napkins and trash cans. If

individual cups are used for the juice, they will need to be prepared and on the serving table with the other items.

4. The stewards will also be responsible to wash and dry the items used during the service and return them to the appropriate storage area.

Advent Season

1. The Advent Wreath will need to be in position before each service. This includes preparing the candles and having a working torch and lighter available.
2. Coordinate with the pastor to ensure readers have been selected and instructed on how to participate in lighting of the wreath.
3. The committee will be responsible for cleaning and storing the wreath after Advent season is over.

Christmas Eve Service

1. Coordinate with the pastor to ensure laity volunteer(s) are available to assist as needed.
2. If a candlelight service is planned, members of the committee will work with the pastor to ensure individual candles are available. A member will also be needed to coordinate dimming the lighting, if needed, at the appropriate time.
3. If Communion is to be offered, the same preparations will need to be taken as stated above.

Baptism by Aspersions (Sprinkling)

For baptisms, the table containing the water will need to be in place prior to the service. Positioning the table and subsequently cleaning, drying and removing the table following the service will be the responsibility of the Worship Committee. Adding water to the well will be coordinated with the pastor.

Qualifications of Committee Members

The stated aim of the Worship Committee is to support others.

The worship leaders on the committee fill multiple functions as they support each other, the committee and the congregation. And while they are actively involved in planning and providing worship activities through word, music and other means, many members of this committee operate almost exclusively behind the scenes. For those members, a servant's heart is essential. Most of what those members do, if done correctly, is never seen by those attending the services. And that is as it should be. Attention to detail, knowledge of liturgy and a willingness to learn are all desirable qualities in members.

Procedures of the Committee

The committee shall operate using the following procedures:

It is suggested that the committee meet at least quarterly to plan and/or update the worship calendar. This schedule may be altered according to the needs of the committee.

A chairperson will be elected annually from among the six members. Terms of service for members will be January 1 to December 31 of the appropriate years.

NOMINATIONS COMMITTEE GUIDELINES

Purpose of the Committee

Every church has some organizational structure necessary for accomplishing its mission. The Nominations Committee of Bethesda is a group of individuals charged with finding the right church members to accomplish the mission of this particular church. This is best accomplished by finding the right persons to fill specific volunteer positions as needed.

Once identified, the people being nominated are recommended to the Church Council for approval. The Church Council may elect those recommended by the Nominations Committee or they may elect others who have been nominated from the floor, if a volunteer position had not previously been identified or filled.

Qualifications of Committee Members

Since the Nominations Committee is responsible for making recommendations of servants to accomplish the mission of the church, members must be rightly related to Christ and His people. Other qualifications include:

1. Be an active member of the church for at least one year
2. Be in a growing relationship with Christ
3. Display faithfulness to the church and its programs, including experience and/or knowledge of various committees
4. Exhibit an appreciation of the need for confidentiality when involved in discussions about the needs of the church and the needs of the individual church members
5. Have discernment regarding the potential of church members for leadership and service through the structure of the church
6. Exhibit tact in dealing with people
7. Have knowledge of most of the church members
8. Be willing to be trained and to serve faithfully on the committee.

Duties of the Committee

The duties of the Nominations Committee are:

1. **Select, interview and enlist organizational leaders, program leaders, general officers and committee members, as needed.** A list of the positions that require nominations is included at the end of this guideline. All nominations, terms of service and scope of responsibilities are subject to approval by the Church Council.
2. **Endeavor to distribute the most capable leaders among the most pressing needs of the church.** Qualified leaders can typically be viewed as a limited resource among most organizations, including churches. The Nominations Committee will therefore strive to ensure that the highest priority needs are met by the most capable leaders.

The Nominations Committee may ask the help of the Church Council if assistance is needed in establishing the priority of needs in the church.

- 3. Devise methods for discovering potential leaders and the gifts and abilities of church members.** Survey forms, or other means, on which members indicate what they would like to do, or what they have done in the past, may be useful for discovering potential opportunities and matching candidates for service. Church leaders and Sunday School teachers may also be sources of information to identify candidates with special gifts, abilities or interests.
- 4. Present a comprehensive list of nominees to the Church Council for approval during the last quarter of the year.** Nominated positions will typically begin service on January 1 and run until December 31, for a length of time specified by the position. Having the Church Council approve of the nominees not only affirms the candidates, but also emphasizes their responsibility to the church for their service rendered on its behalf.

Procedures of the Committee

- 1. The committee is to be composed of not more than seven members, in addition to the pastor and the lay leader.** At least one member shall be a young adult (19-34), if possible, and one member may be a youth. A layperson elected by the committee (annually) shall serve as the chairperson of the committee.
- 2. In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term.** To begin the process of rotation where such has not been in place, in the first year, one class shall be elected for one year, one class for two years, and one class for three years. Each year's new class, and vacancies, shall be elected from recommendation of the committee on nominations and/or from the floor of the Church Council. Retiring members of the committee shall not succeed themselves. Only one person from an immediate family residing in the same household shall serve on the committee.
- 3. The committee shall meet at least twice each year.** Additional meetings shall be scheduled as needed to complete the mission of the committee.

The Nominations Committee shall nominate church members to serve in the following capacities:

- 1) Church Council Chair
- 2) Church Council Vice-Chair
- 3) Church Council Secretary
- 4) Church Council Assistant Secretary
- 5) Church Council Members At-Large
- 6) Finance Committee Chair
- 7) Finance Committee Members
- 8) Financial Secretary
- 9) Assistant Financial Secretary
- 10) Treasurer
- 11) Auditor
- 12) Trustees
- 13) Council of Ministries Chair (COM)
- 14) Worship Committee Members
- 15) Cemetery Committee Members
- 16) Membership Secretary
- 17) Youth Council Members

- 18) Lay Leader
- 19) Nominations Committee Members
- 20) Missions Committee Chair
- 21) Evangelism Committee Chair
- 22) Hospitality Team Members
- 23) Safe Sanctuary Committee Members
- 24) Social Media Coordinator
- 25) Technology Committee Members
- 26) Pastor Parish Relations Committee (PPR)
- 27) Secondary Education/Campus Coordinator
- 28) Children’s Department Coordinator
- 29) Bethesda Cares Committee Members
- 30) Young at Heart Senior Adult Ministry Coordinator
- 31) Giving Love And Dignity (GLAD) Coordinator
- 32) Funeral Food Ministry Chair
- 33) Historian
- 34) Facilities Coordinator

All nominations must be presented for approval to the Church Council by the end of November for the upcoming year.

Term Limitations for Positions:

- Church Council Chair.....4 years
- Council of Ministries Chair.....4 years
- Finance Committee Chair.....4 years
- Treasurer.....4 years
- Sunday School Superintendent.....4 years
- Pastor Parish Relations Chair.....2 years
- Lay Leader.....4 years
- Financial Secretary.....4 years
- All Other Positions.....3 years

PASTOR-PARISH RELATIONS COMMITTEE GUIDELINES

There shall be elected annually by the Bethesda Church Council a committee on pastor-parish relations who are professing members of Bethesda Church. People serving on this committee must be engaged in and attentive to their Christian spiritual development so as to give proper leadership in the responsibilities with which the committee is entrusted.

In conducting its work, the committee shall identify and clarify the church's values for ministry. It shall engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of Bethesda Church.

The committee shall reflect biblically and theologically on the role and work of the pastor and staff as they carry out their leadership responsibilities. The committee shall assist the pastor and staff in assessing their gifts, maintaining health holistically and work-life balance, and setting priorities for leadership and service. It is the responsibility of the committee to communicate with the Nominations Committee and the Church Council when there is a need for other leaders or for employed staff to perform in areas where utilization of the gifts of the pastor and staff proves an inappropriate stewardship of time.

1. The committee shall be composed of seven to nine members, representative of the total church, and the pastor (non-voting). The Lay Leader shall be one of the committee members. No staff member or immediate family member of a pastor or a staff member may serve on the committee. Only one person from an immediate family residing in the same household shall serve on the committee.
2. Committee members shall be identified by the Nominations Committee and approved by the Church Council.
3. The committee shall elect a chairperson, vice chairperson, and secretary to one-year terms at the first meeting of each year. Elected persons should have served on the committee one year prior to being elected.
4. In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term. The Lay Leader is exempt from the three-year term. Members of the committee shall be able to succeed themselves for one three-year term. When vacancies occur during the year, nominees shall be elected by the Church Council.
5. The committee shall meet at least quarterly. It shall meet additionally at the request of the pastor, any other person accountable to the committee, or the chairperson of the committee. The committee shall meet only with the knowledge of the pastor. The pastor should be present at each meeting of the Pastor-Parish Relations Committee or except where he or she has been notified by the chairperson of the committee that the purpose of the meeting is to discuss the pastor in a closed session. The committee shall meet in closed session, and information shared in the committee shall be confidential.
6. Only committee members will be allowed to vote at the meetings and the chairperson will only vote in the event of a tie.
7. The duties of the committee shall include the following:
 - a. To encourage, strengthen, nurture, support, and respect the pastor and staff and their family(s).
 - b. To promote unity in the church.
 - c. To confer with and counsel the pastor and staff on the matters pertaining to the effectiveness of ministry; relationships with the congregation; health and self-care, conditions that may impede the effectiveness of ministry; and to interpret the nature and function of the ministry.
 - d. To confer with, consult, and counsel the pastor and staff on matters pertaining to priorities in the use of gifts, skills, and time and priorities for the demands and effectiveness of the mission and ministry of the congregation.
 - e. To provide evaluation at least annually for the use of the pastor and staff in an ongoing effective ministry and for identifying continuing educational needs and plans.
 - f. To develop and submit for approval written job descriptions for the pastor and other staff members.
 - g. To recommend pastor candidate(s) to the Church Council and greater church body for consideration of hiring.
 - h. To consult with the pastor and staff concerning continuing education, work-life balance, dimensions of personal health and wellness, and spiritual renewal, to arrange with the Church Council for the necessary time and financial assistance for the attendance of the pastor and/or staff at such continuing education, self-care, and spiritual renewal events as may serve their professional and spiritual growth, and to encourage staff members to seek professional certification in their fields of specialization.

- i. To confer with the pastor if it should become evident that the best interests of the church and pastor will be served by a change of pastor.
 - j. To recommend to the Church Council, after consultation with the pastor, the professional and other staff positions needed to carry out the work of the church.
 - k. The committee shall recommend to the Church Council an employee handbook of policy and procedures regarding the process for hiring, evaluating, promoting, retiring, and dismissing staff.
 - l. The committee shall further recommend to the Church Council a provision for adequate health and life insurance and other benefits for employees as applicable.
 - m. Members of the PPR Committee shall keep themselves informed of personnel matters in relationship to the church's policy, professional standards, liability issues, and civil law. They are responsible for communicating and interpreting such matters to staff. Committee members should make themselves available for educational and training opportunities.
 - n. To consult on matters pertaining to pulpit supply, proposals for compensation, travel expense, vacation, health and life insurance, pension, housing, and other practical matters affecting the work and families of the pastor and staff, and to make annual recommendations regarding such matters to the Church Council, reporting budget items to the Finance Committee.
 - o. The parsonage is to be mutually respected by the pastor's family as the property of the church and by the church as a place of privacy for the pastor's family. The committee will follow up to assure timely resolution of parsonage problems affecting the health or well-being of the pastor or pastor's family. The chairperson of the PPR Committee, the chairperson of the Board of Trustees, and the pastor shall make an annual review of the church owned parsonage to assure proper maintenance and to give immediate resolution to parsonage issues affecting the family's health and well-being.
 - p. To encourage, monitor, and support clergy and lay staff pursuit of health and wholeness.
8. The duties of chairperson (and vice chairperson when assuming duties for chairperson) shall include:
- a. Lead committee meetings.
 - b. Serve as a member of Church Council and Finance Committee.
 - c. Make committee recommendations to Church Council.
 - d. Ensure guidelines of the committee are followed.
 - e. Review and approve appropriate pastor mileage expenses.
9. The duties of the secretary shall include:
- a. Take minutes at each meeting and communicate those minutes to committee members prior to next committee meeting.
 - b. Make a record of any votes taken.

BOARD OF TRUSTEES GUIDELINES

Board of Trustees' Powers and Limitations:

1. Subject to the direction of the Church Council, the Board of Trustees shall have the supervision, oversight, and care of all real property owned by the church and of all property and equipment acquired directly by the church, provided that the Board of Trustees shall not violate the rights of any church organization elsewhere granted ; provided further, that the Board of Trustees shall not prevent or interfere with the pastor in the use of any of the said property for religious services or other proper meetings or purposes recognized by the law, usages, and customs of Bethesda Church, or permit the use of said property for religious or other meetings without the consent of the pastor or, in the pastor's absence.

2. The Board of Trustees shall annually compare the existence and adequacy of the church's insurance coverages. The purpose of this review is to ensure that the church, its properties, and its personnel are properly protected against risks.
3. When a pastor and/or a Board of Trustees are asked to grant permission to an outside organization to use church facilities, permission can be granted by the Board of Trustees or the Church Council.
4. The chairperson of the Board of Trustees, the chairperson of the PPR Committee, and the pastor shall make an annual review of the church-owned parsonage, if one exists, to ensure proper maintenance.
5. The Board of Trustees shall receive and administer all bequests made to the congregation; make certain that all trust funds of the congregation are invested properly.
6. The Board of Trustees shall conduct an annual accessibility audit to ensure that the facilities are accessible to persons with disabilities.
7. The Trustees are the only committee that can sign contracts or buy and sell church property.

Membership on the Board of Trustees:

The Committee consists of 9 members and the pastor (non-voting).

The members of the Board of Trustees shall be divided into three classes, and each class shall consist of 3 members.

Within two weeks after the beginning of the ensuing calendar year, the Board of Trustees shall meet for the purpose of electing a chairperson, vice chairperson, and secretary; and transacting any other business. The board will meet at least every other month during the calendar year.

Additional Responsibilities

Emergency Lights, Maintenance and Work Days

The Trustees are responsible to check all emergency lights every 3 months to follow the Fire Marshall's regulations. These records shall be kept by the trustees and be available for inspection if needed.

The Trustees are also responsible to meet with any maintenance or repair technicians at the church. This should not interfere with any ongoing church activities such as weddings, funeral, or other planned events.

Trustee "work days" will be planned to clean, repair, or replace the church property and its assets.

Trustees make sure doors are unlocked on Sunday mornings and locked on Sunday nights.

Sanctuary and Family Life Center

The Trustees have posted guidelines for use of these facilities within the church.

Audio/Visual Equipment

All technology equipment belonging to the church are operated, maintained, and controlled by the Technology Committee. The Technology Committee is responsible to the Trustees and the Church Council.

Record-Keeping

The Board of Trustees keeps recorded minutes of their meetings on file in the church office.

Safe Sanctuary Policy

The Trustees are responsible for all physical attributes of the Safe Sanctuary policy including doors and windows and all egress to the church.

The official and most current version of the Bethesda Church Safe Sanctuary Policy will be kept in the Trustee Manual, which is maintained by the Trustees. All subsequent revisions to the Safe Sanctuary Policy will be noted and dated below upon approval of the Board of Trustees.

CEMETERY COMMITTEE

The cemetery at 2922 Bethesda Road in Lexington, North Carolina is the property of Bethesda Church. It is maintained as a non-profit operation by the Cemetery Committee of Bethesda Church on behalf of its congregation. The primary use and purpose of the cemetery is for the interment of Bethesda Church members.

The Cemetery Committee is responsible for keeping records of all graves, plots, names, deaths, memorials, monetary transactions, etc. The committee also is responsible for the proper administration and upkeep of the cemetery.

The Cemetery Committee recognizes that the care and maintenance of the cemetery is a matter of pride, concern, and interest to the community, church members, and relatives of those interred in the cemetery. It is for this reason that the committee encourages donations of memorials and bequeaths to the cemetery fund for the care, maintenance, and upkeep of the cemetery. The rules and regulations for the cemetery are approved by the Church Council.

TECHNOLOGY COMMITTEE

Every Sunday Responsibilities: Supply sound to the sanctuary during the worship service. Have hearing assistance devices available to anyone that requests it. Make sure that the pastor or guest speaker has a lavalier mic and knows how to use it. Record the worship service video for shut-ins and people unable to attend. Edit and upload recorded video to YouTube in the Bethesda Church account. Assist pastor and/or worship leader to obtain any audio or visual

aids needed for the service. Assist worship leader with software, computer, audio, instruments, and sound board. Use computer to project images and song lyrics on screen during the worship service. Review lyrics during Sunday morning practice for typos or incorrect screens and make corrections as needed. Supply microphones to the worship team, worship leader, special speakers, and pastor. Correctly input various instruments into the sound system.

Weekly/Monthly Responsibilities: Inventory and purchase batteries for various microphones and hearing assistant devices. Inventory and replace or purchase any sound or video equipment as needed. Maintain the printer used by the worship team to print music. Try to accommodate various church functions by supplying A/V as requested.

Other Responsibilities: Maintain the wireless network within the church. (3 routers) Maintain all computers and software in the church. (4 computers) Maintain Copyright license (CCLI) that allows us to record church service. (annually) Do as much as possible to supply sound for funerals and weddings upon request.

COUNCIL OF MINISTRIES (COM)

The Council of Ministries (COM) is comprised of leaders at Bethesda Church. The COM coordinates an annual calendar of events to ensure that activities are properly aligned with the church’s mission and beliefs.

A chairperson is recommended by the Nominations Committee and approved by Church Council for a four-year term. Responsibilities of the COM chairperson include conducting and coordinating quarterly meetings and reporting at Church Council meetings all upcoming calendar events. The chairperson will get the bulk of the calendar completed after the annual January meeting then send it to the church secretary. Updates will be sent to the secretary throughout the year.

Committee representatives include:

- COM Chair
- Pastor
- Church Council Chair
- Lay Leader
- Young at Heart Coordinator
- Social Media Coordinator
- Facilities Coordinator
- Men of Bethesda President
- Women of Faith President
- Youth Director
- Worship Leaders
- Missions Chair
- Children’s Department Coordinator

LAY LEADER ROLES AND RESPONSIBILITIES

DESCRIPTION:

An effective Lay Leader functions as the primary representative and role model of Christian discipleship and faith lived out in the church and in daily life. The main task of the Lay Leader is to connect the people of the church, the leadership of the church, and the local community. This connection is multi-directional. The Lay Leader works with the pastor(s) to fulfill the mission and vision of the congregation. As a member of important church leadership teams, the Lay Leader represents the laity and provides crucial insight into the wider community's needs. In the other direction, the Lay Leader helps to engage the people in the church's ministries.

Election and term limits for this position are set by the Nominations Committee in conjunction with the Church Council. The use of Associate Lay Leader(s) should be encouraged to assist with fulfilling responsibilities and to mentor future leaders.

SKILLS:

Certain skills are beneficial in any lay leadership positions in the church. Those of particular importance for the Lay Leader include the ability to:

- Listen well.
- Demonstrate one or more of these spiritual gifts: compassion, discernment, faith, helping, leadership, and servanthood.
- Communicate with people of all ages and backgrounds.
- Show evidence of working well with both clergy and laity and with various teams and ministry groups.
- Keep a broad view of separate parts of the congregation such as leadership committees, small groups, and specialized ministries while helping all to work together toward the mission of the church.
- Work to connect the congregation and the community and inspire the congregation to care for those beyond the walls of the church.
- Be a living example of one who loves God and loves others, emulating the servant ministry of Jesus.

RESPONSIBILITIES:

Foster awareness of the role of laity:

- Encourage laity to discover and use their gifts, skills, talents, treasure, and witness to love and serve God and neighbor.
- Represent the laity of the church in the community.
- Help laity of all ages recognize that they represent the church in the larger community and workplace.
- Recognize and celebrate the ministry of the laity.

Meet with the pastor:

- Meet and talk with the pastor regularly. Seek ways to engage the laity in a shared ministry. Pray for, and with, the pastor. Identify opportunities to share responsibilities.

- Work to cultivate a mutual respect with the pastor, recognizing the church is God’s Church. As such, it doesn’t belong to the laity or the clergy.
- Serve as a confidant and sounding board for how ideas, visions, and plans of the clergy might be received by the laity.
- Encourage teamwork between the pastor(s) and the lay leadership and work to strengthen the relationship between the two.
- Act as the initial resource to provide a substitute worship speaker in cases where the clergy is unexpectedly and/or suddenly unavailable.

Engage in continuous learning and study:

- Provide an example of Christian discipleship by seeking to grow in knowledge and faith.
- Study the mission of the church and its heritage.

Provide input:

- Participate in learning the interests of the congregation and the community as a member of both. Seek to understand the needs of both through active participation in worship, events, and fellowship. Model the gift of “presence” by involvement in congregational activities.
- Work with the pastor and other leaders to launch or strengthen ministries that build discipleship. Seek to help the Church Council and the church define their direction as related to ministry and vision.
- Give participation in numerous committees a high priority. The Lay Leader position includes membership in several groups within the church, including Church Council, Finance Committee, Nominations Committee, and Pastor-Parish Relations Committee. Your perspective across several ministries helps ensure that each group is working in concert to support the mission of the church.

CHILDREN’S DEPARTMENT COORDINATOR

The Children’s Department Coordinator oversees all children’s ministries, reaching children aged from birth to fifth grade, with the main purpose of leading all children to a relationship with Jesus Christ.

The Coordinator must:

- Be a born-again believer and follower of Jesus Christ.
- Have sound beliefs and doctrine, and possess moral character and conduct.
- Have the ability to make decisions; have vision, passion, as well as be creative and energetic.
- Be competent in leadership abilities that include organization, delegation, administration, and interpersonal relationships.
- Have the ability to work well with children, parents, volunteers, and church staff.
- Have effective oral and written communication skills, as well as the ability to interact with many different individuals in a professional manner.
- Work with the pastor to recruit, motivate, and coordinate volunteers for children’s ministry that include Sunday School, Nursery, Children’s Church, Vacation Bible School, and other ministries as they are identified and developed.
- Work with the pastor to select and evaluate age-appropriate program materials, equipment, supplies, and space for children’s ministry.
- Conduct regular safety and cleanliness inspections of all spaces and equipment.

- Work with the Trustees to help facilitate the Safe Sanctuary Policy, including background checks for all children’s ministry volunteers.
- Work with the pastor and Finance Chair to determine the amount needed in the annual budget for the Children’s Department, and manage those funds for the fiscal year.
- Serve on the Council of Ministries (COM).
- Attend Church Council meetings and provide a report on children’s activities.

YOUTH COUNCIL RULES AND REGULATIONS

The Youth Council of Bethesda Church consists of a chairperson, Youth Director, financial auditor, pastor, plus at least four other individuals appointed by the Nominations Committee. The council must include at least one youth group member. The Youth Council members, other than Youth Director and pastor, must be members of Bethesda Church and will serve a term of three years.

Purpose:

Provide support and guidance to the Youth Director, both as representatives of the youth and the larger church body. The Youth Council shall meet at least quarterly. It shall meet additionally at the request of the Youth Director or the chairperson of the committee.

Youth Council’s responsibilities include:

- 1) Promote spiritual growth within the Youth Group, by encouraging the importance of prayer, bible study, and worship.
- 2) Assist the Youth Director in planning and developing activities, programs, and ministries for the youth.
- 3) Help the Youth Director in finding and enlisting adult volunteers to work with the youth.
- 4) Advise regarding safe sanctuary requirements.
- 5) Assist and advise regarding fundraising.
- 6) Provide a forum to report and discuss both concerns and visions for the youth program as communicated by youth parents and other church committees.
- 7) Hear and discuss issues and concerns the Youth Director may be dealing with and provide counsel and support.
- 8) Work with the Youth Director in formulating and administering documents necessary for the protection and well being of youth members as required relative to legal or insurance mandates. Examples: trip permission forms, medical insurance documentation, and behavioral covenants.
- 9) Help the Youth Director interpret the Youth Group’s place as part of Bethesda Church.

Financial Auditor’s Responsibilities:

Audit youth program financial expenditures and financial records.

Youth Council Chairperson Responsibilities:

Attend Church Council meetings and provide a report on youth activities.

*******OTHER MINISTRIES*******

MISSIONS MINISTRY COMMITTEE

The Missions Ministry Committee will serve those in need with our prayers and our physical and spiritual assistance. The committee is responsible to the Church Council to organize, coordinate, and complete mission activities and projects in which the congregation engages both within and beyond our local community. The work of the committee is central to our success in our mission to make disciples for Jesus. Mission projects give the members of the congregation opportunities to use their gifts to help others – to be the hands and feet of Jesus Christ in the world.

The committee consists of the pastor, a chair appointed by the Nominations Committee (and approved by the Church Council), and any church member who wants to serve as a member.

Committee members should:

- Connect the congregation to opportunities to be in missions.
- Educate, inform, and motivate the congregation about mission outreach and their part in it.
- Connect to work being done by other groups within the congregation.
- Involve members of the congregation in mission and service projects in the community and around the world.

The Missions Ministry Chair shall:

- Conduct committee meetings. The committee should meet at least once every quarter.
- Attend the Council of Ministries (COM) meetings.
- Work with the Evangelism Ministry Chair to coordinate the efforts of the two committees.
- Give reports to the Church Council when appropriate.

EVANGELISM MINISTRY COMMITTEE

The Evangelism Ministry Committee will witness and share the Gospel message with the intention of spreading the Good News of Jesus Christ in our church and to our families, friends, and community. The committee consists of the pastor, a chair appointed by the Nominations Committee and approved by the Church Council, and any church member who wants to serve as a member.

Committee members should:

- Pray for our church, our members, and our community.
- Pray for God's leadership concerning where and how to spread the Good News of Jesus Christ.

- Have a heart for lost souls.
- Seek ways to share the plan of salvation.
- Encourage lost souls to make the decision to ask God to forgive them of their sins and to accept Jesus Christ as their personal Savior.
- Witness as Jesus asked us to do in Matthew 28:18-20 *“Then Jesus came to them and said, all authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and Son and the Holy Spirit, and teach them to obey everything I have commanded you. And surely I am with you always to the very end of the age.”*
- Help others grow and mature in their walk with Christ.
- Help others have a desire to follow God’s Word.
- Serve as evangelists for outreach events.
- Make sure visitor information cards are available and accessible in multiple locations of the church, especially sanctuary pews.
- Assemble and distribute gift bags to first-time visitors in appreciation of their presence in our church.

The Evangelism Ministry Chair shall:

- Conduct committee meetings. The committee should meet at least once every quarter. All decisions should be made by a majority vote of the members who are present. These decisions include any items purchased for Evangelism, such as visitor information cards, gift bag items, and handouts for outreach events.
- Attend the Council of Ministries (COM) meetings to obtain information of upcoming church and community events.
- Work with the Missions Ministry Chair to coordinate the efforts of the two committees.
- Give reports to the Church Council when appropriate.

SAFE SANCTUARY MISSION STATEMENT:

Safe Sanctuary is the protection initiative to create a community of faith where people grow safe and strong. Bethesda Church is committed to making our church a safe place that protects children and other vulnerable people from all types of abuse, neglect, and mistreatment.

MEMBERSHIP SECRETARY:

The Membership Secretary is appointed by the Nominations Committee. Duties of the Membership Secretary include:

- Keep accurate documentation of Bethesda Church membership, making note of whether the person joined by profession of faith or by transferal from another church.
- Remove from membership anyone who has asked to be removed in written correspondence (letter or email) that has been received by the church secretary, the pastor, or membership chair.
- Remove from membership those members who have died and those who have been voted upon by the Church Council for removal.
- Keep copies of all written correspondence. Keep minutes of the Church Council when those minutes include a vote on removal of a church member.
- Work together as a team with the pastor and church secretary to ensure the accuracy of the membership document. Email a copy of the membership document to the church secretary each time it is updated so that it can be stored on the church computer.

- Give reports to the Church Council on any additions and removals of the church membership.

HISTORIAN:

The purpose and responsibilities of the Bethesda Church Historian are as follows:

- Keep records of decisions the church makes.
- Store items that were used in Bethesda Church in the past. (Examples: first church organ, desk, chairs, tables, wooden box filled with old records.)
- Keep pictures that were made and displayed of the past and present.
- Store books of church activities.
- Number and record all history items in a record book.

FACILITY COORDINATOR:

Duties of the Facility Coordinator include:

- Keep a calendar record of dates and times that an adult church member books an event or celebration in the Fellowship Hall or the Family Life Center.
- Make sure church activities take top priority over any other bookings.
- Stress that a generous donation is expected for the use of the facilities.
- Make sure the rules and regulations for the use of the facilities are posted in the church and on the website.
- Stress that the rules and regulations for the use of the facilities are to be followed.
- Stress that facilities are to be cleaned and left in the proper order.
- Report to the Church Council any problems that arise from the use of the facilities.
- Serve on the Council of Ministries.

HOSPITALITY COMMITTEE

The purpose of the Hospitality Committee is to set up serving tables for any church meal that has been established by the Council of Ministries (COM). Members are nominated by the Nominations Committee and approved by the Church Council.

Duties include:

- Keep foods that need to be warm in the warmer and foods that need to be refrigerated in the refrigerator until the meal is served.
- Prepare tea, coffee, and lemonade.
- Prepare the serving tables with trays, plates, napkins, cups, eating and serving utensils.
- Clean-up the serving tables and kitchen after the meal.
- Take garbage bags to the dumpster and replace trash bags in each trash container.

FUNERAL FOOD MINISTRY:

The purpose of the Funeral Food Ministry is to provide a meal at the church to the family of a deceased church member before or after the funeral or memorial service. By providing a meal, we not only feed the family, we also give them a chance to visit with family members in a relaxed atmosphere. Church members are encouraged to volunteer to be involved in this important ministry.

When our pastor visits with the family of a deceased member to offer condolences and his services, he also asks if the family would like a meal from the Funeral Food Ministry. If so, he asks them for a time and an approximate number of family members they expect to be at the meal. Then he contacts the Funeral Food Ministry Chair with this information.

The Chair contacts the leaders of the next-in-line group, who then contacts the group's members to ask what food dishes they can prepare. (Some members provide cash for purchasing food items.) The leaders give the members of their group the time that the food needs to be at the church.

The group leaders, with the help of the Chair, set-up and decorate the tables. The leaders make sure the food is either kept warm or refrigerated until the family is ready for the meal. They will serve the meal and offer left-overs to the family. After the meal they will clean-up the tables and kitchen.

SENIOR ADULT MINISTRY (YOUNG AT HEART)

Mission Statement:

The Young At Heart Ministry seeks to glorify God as we continue to reach the senior adults of Bethesda Church and those in the Davidson County area, to enhance their lives, encourage them to grow in the Lord, and to challenge them to serve the Lord with all their heart, mind, soul, and strength. We wish to make each person feel that they matter as a person, that they have gifts and talents to offer to others, and that it's never too late to make a difference.

We would love for all seniors of Bethesda Church to be a part of this vibrant ministry, as we spur one another on toward love and good deeds. (Hebrews 10:24)

This ministry meets every month for fellowship by having events to include: day trips, meals, special speakers and/or singers. Remember Proverbs 16:31 says, *"Gray hair is a crown of glory; it is gained in a righteous life."*

HANDMADE FOR CHRIST PRAYER SHAWL MINISTRY

"So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with My righteous right hand." Isaiah 41:10

Mission Statement:

To give of our talents in order to bring comfort and peace to those who are hurting. We do this by making and giving items such as blankets, bone pillows, and prayer squares. These items have been filled with prayers, not only from our group, but also from our congregation when they are placed near the altar on the second Sunday of each month.

Our desire is that all who receive an item will feel those prayers and will know that our Lord is with them always and will never let them go. Jesus said in John 14:16, *"And I will pray the Father, and He shall give you another Comforter, that He may abide with you forever."*

We encourage others to join us and share their talents and prayers.

This ministry holds close to our hearts the words found in Psalm 90:17, *"May the favor of the Lord our God rest on us; establish the work of our hands for us - yes, establish the work of our hands."*

BETHESDA CARES FUND

Purpose:

The purpose of the Bethesda Cares Fund is to provide temporary financial aid to an individual or family in the Bethesda community in a time of crisis or extreme need.

The annual budget for the Bethesda Cares will come from the general fund, at a rate recommended by the Finance Committee and approved by the Church Council.

GIVING LOVE AND DIGNITY MINISTRY (GLAD)

Mission Purpose:

To honor and nurture Bethesda Church members who can no longer participate in church-wide activities on a regular basis with visits, cards, gifts, love, prayer, and attention.

Every church member is encouraged to join this ministry.

"I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me." Matthew 25:40

I certify that I am the acting Church Council Secretary of Bethesda Church and that these Bylaws constitute the initial Bylaws of Bethesda Church. These Bylaws were adopted by a majority vote of the Church Council members at a Church Council meeting dated August 18, 2024 in which a quorum was present.

By: Karen S. Jones

Name: Karen S. Jones

Title: Church Council Secretary