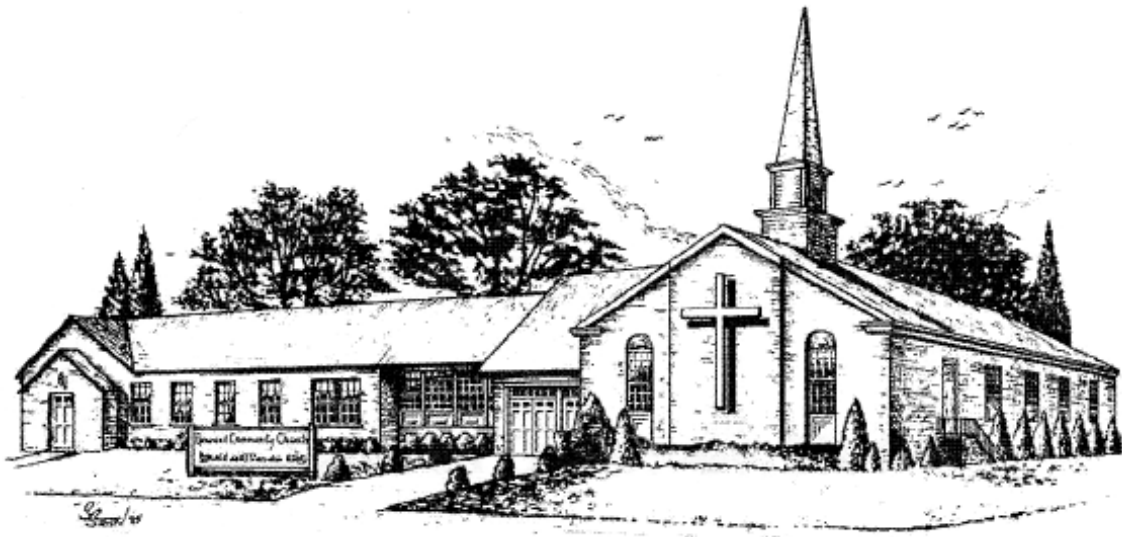


Church Constitution and Bylaws



Linwood
COMMUNITY CHURCH

1838 Shore Road, Linwood, NJ 08221 • 609-927-2950
linwoodcommunity.church • office@linwoodcommunity.church

TABLE OF CONTENTS - CONSTITUTION

Latest Revision 8/11/19

- C 1.0 NAME, PURPOSE AND AFFILIATIONS OF THE LINWOOD COMMUNITY CHURCH 6**
 - C 1.1 NAME 6
 - C 1.2 INCORPORATION 6
 - C 1.3 PURPOSE 6
 - C 1.4 AFFILIATIONS 6
 - C 1.5 MISSION STATEMENT 6

- C 2.0 PROPERTY OWNERSHIP RIGHTS AND AUTHORIZATIONS 6**
 - C 2.1 RIGHT TO OWN, BUY, OR SELL PROPERTY 6
 - C 2.2 EXPENDITURE LIMITATION 6
 - C 2.3 PROFIT RESTRICTION 7
 - C 2.4 USE OF FACILITIES 7
 - C 2.5 DISSOLUTION OF CORPORATION 7

- C 3.0 STATEMENT OF BELIEF 7**
 - C 3.1 BASIS AND FOUNDATION 7
 - C 3.2 THE BIBLE 7
 - C 3.3 GOD 7
 - C 3.4 JESUS CHRIST 7
 - C 3.5 MINISTRY OF THE HOLY SPIRIT 8
 - C 3.6 MAN 8
 - C 3.7 SALVATION 8
 - C 3.8 RESURRECTION 8
 - C 3.9 ETERNAL SECURITY OF THE BELIEVER 8
 - C 3.10 THE RAPTURE 8
 - C 3.11 THE RESURRECTION OF THE DEAD 8
 - C 3.12 ORDINANCES OF THE CHURCH 9

- C 4.0 CHURCH MEMBERSHIP 9**
 - C 4.1 EVIDENCE OF SALVATION 9
 - C 4.2 MEMBERSHIP TERMINATION OR TRANSFER 9
 - C 4.3 TIME PRIOR TO HOLDING OFFICE 9
 - C 4.4 DIVORCED PERSONS 9
 - C 4.5 MINOR CHILDREN 9-10
 - C 4.6 CONDUCT 10
 - C 4.7 ATTENDANCE AND OFFERINGS 10
 - C 4.8 VOTING REVOCATION 10
 - C 4.9 RECOGNITION 10
 - C 4.10 TRANSFER OF CHURCH MEMBERSHIP 10
 - C 4.11 DISMISSAL 10-11
 - C 4.12 MEMBERS WHO HAVE MOVED 11

TABLE OF CONTENTS – BYLAWS

B 1.0 CHURCH OFFICES AND OFFICERS 12

- B 1.1 OFFICES OF THE LINWOOD COMMUNITY CHURCH 12
- B 1.2 STANDARDS FOR HOLDING OFFICE 12-13
- B 1.3 VOTING 13
- B 1.4 PASTORATE 13-14
- B 1.5 ASSISTANT PASTOR 14
- B 1.6 YOUTH PASTOR 14
- B 1.7 VISITATION PASTOR 14
- B 1.8 BOARD OF DEACONS 14-16
- B 1.9 BOARD OF DEACONESSES 16-18
- B 1.10 BOARD OF TRUSTEES 18-19
- B 1.11 CHURCH CLERK 20
- B 1.12 FINANCIAL SECRETARY 20
- B 1.13 CHURCH TREASURER 20
- B 1.14 ASSISTANT CHURCH TREASURER 21
- B 1.15 MISSIONARY TREASURER 21
- B 1.16 ASSISTANT MISSIONARY TREASURER 21
- B 1.17 BOARD OF MISSIONS 21-22
- B 1.18 COMMITTEES 22-24

B 2.0 CHURCH AND MISSIONS SUPPORT 24

- B 2.1 CHURCH 24
- B 2.2 MISSIONS AND MISSIONARIES 24
- B 2.3 FINANCIAL MISSION TRIP SUPPORT 24-25

B 3.0 MEETINGS OF THE CHURCH 25

- B 3.1 WORSHIP 25
- B 3.2 COMMUNION 25
- B 3.3 BOARD OF DEACONS 25
- B 3.4 BOARD OF TRUSTEES 25
- B 3.5 BOARD OF DEACONESSES 25
- B 3.6 ANNUAL CONGREGATIONAL BUSINESS MEETING 25
- B 3.7 SPECIAL CONGREGATIONAL MEETINGS 25
- B 3.8 RECEPTION OF NEW MEMBERS 25-26
- B 3.9 QUORUM 26

B 4.0 CONDUCTING CHURCH BUSINESS 26

- B 4.1 PRAYER 26
- B 4.2 RULES 26
- B 4.3 ORDER OF PROCEDURES 26

B 5.0 DISCIPLINE IN THE CHURCH 26

- B 5.1 DISCIPLINE OF MEMBERS 26

B 6.0 AMENDMENTS AND MISCELLANEOUS 26

B 6.1 CONSTITUTION AND / OR BYLAWS 27

B 6.2 LIBRARY AND LITERATURE 27

B 6.3 EMPLOYEES 27

B 6.4 BY LAW CONCERNING MARRIAGE 27-28

E 7.0 CHURCH SCHOOL OFFICES, OFFICERS & EDUCATIONAL PROGRAM 28

E 7.1 BOARD OF CHRISTIAN EDUCATION 28

E 7.2 OFFICES OF THE LINWOOD COMMUNITY CHURCH SCHOOL 28

E 7.3 CHURCH SCHOOL STAFF 29-32

CONCLUSION 32

TEACHING COMMISSION 33

FORWARD

- (1) **CONSTITUTION:** The fundamental laws and principles that normally Govern the operation of a state of association; also a document recording such laws and principles.
- (2) **BY-LAWS:** A rule or law adopted by an association, a corporation, or the like, and subordinate to a Constitution or charter.

NOTES: Whenever the word *church* is used in the Constitution and Bylaws, as regards policies, procedures and related references, it is understood that it also applies to The Linwood Community Church School (Sunday School) and Educational Program.

In any paragraph in the Constitution and Bylaws where there is the statement “Pastor and Board of Deacons” or “Board of Deacons and Pastor”, it is to be understood that in the absence of the pastor, the Board of Deacons will undertake the matters in question.

C refers to items relating to the Constitution.

B refers to items relating to the Bylaws.

E refers to items relating to Education.

CONSTITUTION

C 1.0 NAME, PURPOSE, AND AFFILIATIONS OF THE LINWOOD COMMUNITY CHURCH

C 1.1 NAME

The name of this church shall be: The Linwood Community Church

C 1.2 INCORPORATION

The Linwood Community Church was incorporated as a nonprofit corporation under the laws of the State of New Jersey, in the year of our Lord 1934.

C 1.3 PURPOSE

The purpose of this church shall be to declare the whole of all the truths, as contained in the Holy Bible; to assist the people of the area in worship and work; to introduce men, women, boys and girls to the Lord Jesus as personal Lord and Savior, to the glory of God. See Matthew 28:19-20, and I Peter 4:11.

C 1.4 AFFILIATIONS

This Church shall not at any time, enter into a relationship, a agreement, or support any individual organization, group, etc., that does not align with this Church in regard to its Statement of Belief.

C 1.5 MISSION STATEMENT

In obedience to our Lord's command, we will make disciples of Jesus Christ who are: Exalting Him in worship, Edifying one another in love toward maturity, Exercising their gifts in fruit bearing ministries, Evangelizing the lost world around us, all to the glory of God!

C 2.0 PROPERTY OWNERSHIP RIGHTS AND AUTHORIZATIONS

C 2.1 RIGHT TO OWN, BUY, OR SELL PROPERTY

This church shall have the right to own, buy, or sell tangible properties, both real and personal in its own name, and through properly elected and authorized officers.

C 2.2 EXPENDITURE LIMITATION

The expenditure limitation of the authorized officers for any item other than a regular budget item shall not exceed \$10,000. Expenditures beyond this amount shall require a properly called Congregational Business Meeting.

C 2.3 PROFIT RESTRICTION

No profit shall ever accrue to the benefit of any persons, from the assets, holdings or other transactions in which this corporation may become involved.

C 2.4 USE OF FACILITIES

The facilities of Linwood Community Church and Church School are to be used only by those Christian organizations, groups, etc. that align with this church in regard to its Statement of Belief. The facilities may also be used in ways that benefit the community, providing those involved do not advocate, promote, teach, or induce others to embrace ethical or moral behavior contrary to what is expressed in Linwood Community Church's doctrinal statement while using its facilities. All non-Christian organizations which desire to use the facilities must be preapproved by the Deacon Board. The facilities are not to be used for any endeavor whose primary purpose is to make a profit.

C 2.5 DISSOLUTION OF CORPORATION

In the event of the dissolution of this corporation, all of its debts shall be fully satisfied. None of its assets or holdings shall be divided among the members, but shall be irrevocably assigned by the Trustees, to such other non-profit religious corporations as are in agreement with letter and spirit of this Constitutional Statement of Belief, and in conformity with the requirements of the U.S. Internal Revenue Service Code of 1954 (Section 501-C-3), or any subsequent amendments thereto.

C 3.0 STATEMENT OF BELIEF

C 3.1 BASIS AND FOUNDATION

The Word of God, in its entirety, is the basis and foundation of this church.

C 3.2 THE BIBLE

We believe in the Old and New Testament as the verbally inspired Word of God, inerrant in the original writings, and that the Bible is the supreme and final authority for faith and life. See II Timothy 3:15-17 and II Peter 1:15-21.

C 3.3 GOD

We believe in one God eternally existing in three persons, God the Father, God the Son and God the Holy Spirit. See Matthew 3:16-17; John 10:30, 36; John 14:7-9 and John 14:16-20, 26.

C 3.4 JESUS CHRIST

We believe that Jesus Christ was begotten of the Holy Spirit, born of the virgin Mary, and is true God and true Man. See Matthew 1:18-25; Luke 1:26-38; Isaiah 7:14 and Isaiah 9:6-7.

C 3.5 MINISTRY OF THE HOLY SPIRIT

We believe the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age, to convict men of sin, regenerate the believing sinner and indwell, guide, instruct and empower the believer for godly living and service. See John 16:8-14; Titus 3:5; I Corinthians 6:19-20; John 10:17, 26, and Acts 1:8.

C 3.6 MAN

We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost. See John 5:24-29.

C 3.7 SALVATION

We believe that the Lord Jesus Christ died for our sins according to the scriptures, as a representative and substitutionary sacrifice; and all who believe in Him are justified on the grounds of His shed blood. See Isaiah 53:4-6, 10; II Corinthians 5:21; Romans 3:24-26 and I Peter 2:21-25.

C 3.8 RESURRECTION

We believe in the bodily resurrection of our Lord Jesus Christ and His ascension into Heaven where, at the right hand of God, He is now our High Priest and Advocate. See Acts 1:8-11; Romans 8:11, 34; I Corinthians 15:1-22 and Hebrews 4:14-16.

C 3.9 ETERNAL SECURITY OF THE BELIEVER

We believe that salvation is by grace through faith and that all who receive the Lord Jesus Christ are born again by the Holy Spirit and, thereby become children of God. We believe that this salvation is eternal. See Romans 10:9-10; John 3:16-18; I John 5:11-13; John 10:27-29; Romans 8:38-39 and Ephesians 1:13-14.

C 3.10 THE RAPTURE

We believe the Pre-Millennial and Pre-Tribulation return of our Lord Jesus Christ, to catch up His people to meet Him in the air, is imminent. See I Thessalonians 4:13-18; I Thessalonians 5:9-11 and Romans 8:18-25.

C 3.11 THE RESURRECTION OF THE DEAD

We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost. See John 5:24-29.

C 3.12 ORDINANCES OF THE CHURCH

We believe water baptism, after accepting Jesus Christ as personal Savior, is a testimony of a person's death to sin and resurrection to a new life. We practice baptism by immersion. We believe that the Lord's Supper is a memorial service setting forth, in a sacred and symbolic manner, the death of the Lord Jesus Christ. All true believers, and only true believers, may take part in these ordinances. See Mark 16:16; Colossians 2:12; I Corinthians 11:23-29 and Romans 6:3.

C 4.0 CHURCH MEMBERSHIP

C 4.1 EVIDENCE OF SALVATION

Any person who gives evidence of having been born again followed by baptism by immersion shall, upon examination by the pastor and the Board of Deacons, be received into full membership of this church and shall have full voting privileges.

C 4.2 MEMBERSHIP TERMINATION OR TRANSFER

Any request for termination or transfer of membership in this church shall be acted upon by the pastor and the Board of Deacons.

C 4.3 TIME PRIOR TO HOLDING OFFICE

All members must be in the membership of this church six (6) months prior to holding office and any teaching ministry. Exception to teaching ministry: with the approval of the pastor and Board of Deacons.

C 4.4 DIVORCED PERSONS

1. Divorced persons will be accepted into the full membership of this church upon examination of the Board of Deacons and the Pastor, as to their personal faith in Jesus Christ. See I Corinthians 1:2-3.
2. Divorced persons will be allowed to teach in our Church School Educational program according to the standards of life and testimony set forth for each church member. See C4.1 C4.6
3. Divorced persons may be allowed to serve in any office of this church, if the divorce does not violate biblical standards. Each situation should be reviewed by the pastor(s) of the church to make a determination of eligibility to serve in an office followed by a recommendation to the deacons.

C 4.5 MINOR CHILDREN

1. Any minor child desiring to become a member of this church between ages seven (7) and eighteen (18), may become a member by meeting the following requirements:
 - A. Attend a Church Membership Class taught by the pastor.
 - B. Upon satisfactory completion of the Church Membership Class, they must appear before not less than two (2) members of the Board of Deacons and the pastor, for examination concerning their personal salvation.
2. At the age of eighteen (18), they must reappear before the Pastor and Board of Deacons, to be examined for full membership, voting, and office holding privileges.

C 4.6 CONDUCT

Every member should so walk and conduct themselves in daily life, as to give evidence of being possessed of the Spirit of Christ and in agreement with the Statement of Belief of Linwood Community Church.

C 4.7 ATTENDANCE AND OFFERINGS

Every member should faithfully attend the services of the church and participate regularly in the giving of their tithes and offerings, as the Lord prospers them.

C 4.8 VOTING REVOCATION

Any member absent from the services of this church for a period of (6) months and has not attended a minimum of (6) times during the six month period shall be removed from Active Membership and placed on the Inactive Membership removing voting privileges. Prior to the change a letter will be sent to the member informing them of the pending action also giving them the opportunity to provide an explanation of their absence. With the approval of the pastor and Board of Deacons the member can remain on the Active Membership List.

A member on the inactive membership list for (1) year shall be removed from membership. This does not apply to members physically unable to attend services.

C 4.9 RECOGNITION

Members who are faithful in their responsibilities, as set forth in B5.1, shall be recognized as being members in good standing.

C 4.10 TRANSFER OF CHURCH MEMBERSHIP

Any member in good standing who desires to transfer to another evangelical church, upon application, shall be granted a letter of recommendation under procedure set forth in C4.2.

C 4.11 DISMISSAL

Any member not in good standing who desires to transfer to another evangelical church will not be granted a letter of recommendation. But, a letter of dismissal will be given under procedure set forth in C 4.2.

C 4.12 MEMBERS WHO HAVE MOVED

In cases where members have moved from the area, and a transfer request not received, a letter is to be sent from the pastor requesting the individual's intention and / or decision in this regard.

BYLAWS TO THE CONSTITUTION

B 1.0 CHURCH OFFICES AND OFFICERS: ELECTION, STANDARDS, AND DUTIES

B 1.1 OFFICES OF LINWOOD COMMUNITY CHURCH

1. Senior Pastor (1) called for an undesignated period
2. Assistant Pastor (1) called for an undesignated period
3. Youth Pastor (1) called for an undesignated period
4. Visitation Pastor (1) called for an undesignated period
5. Deacons (3) elected for (3) years
6. Deaconesses (3) elected for (3) years
7. Trustees(3) elected for (3) years
8. Church School Superintendent (1) elected for (3) years
9. Assistant Church School Superintendent (1) elected for (3) years
10. Church Clerk (1) elected for (3) years
11. Financial Secretary (1) elected for (3) years
12. Assistant Financial Secretary (1) elected for (3) years
13. Financial Associate (6) elected for (3) years
14. Church Treasurer (1) elected for (3) years
15. Assistant Church Treasurer (1) elected for (3) years
16. Missionary Treasurer (1) elected for (3) year
17. Assistant Missionary Treasurer (1) elected for (3) year
18. Finance Committee Member-At-Large (1) elected for (1) year

B 1.2 STANDARDS FOR HOLDING OFFICE

1. Members desiring to hold office in this church shall be in good standing and meet the standards below. See I Timothy 3:1-7 and I Peter 5:1-4.
2. No officer of this church can be a user of alcoholic beverages, tobacco, narcotics, or any substance or practice that destroys both the body, and the temple of the Holy Spirit.
3. The Deacons, Deaconesses and Trustees are to set the example by living up to the standards of Christian life and separation as set forth in the Bible and this Constitution.
4. Officers of this church shall be of the highest spiritual quality and, thereby, command respect as real spiritual leaders of the church. They shall set an example of faithfulness in their attendance of the services of the church.
5. Women are welcome to serve in any area of ministry in the church except that which is specifically gender restricted by Scripture. The women in the church shall not usurp authority over the men of the church, or hold any office that would usurp authority over men. In this church, the reference is made to the Board of Deacons and the chairman, vice chairman, and secretary of the Board of Trustees. See I Corinthians 14: 33-35; I Timothy 2:11-14; I Timothy 3:1-7.

6. All elected positions within the church shall be subject to two consecutive elected terms. Following two elected consecutive terms there shall be at least a one-year interim before reelection. This guideline may be bypassed by a 51% congregational vote in certain situations if it is felt necessary to do so.
7. No more than one (1) member of an immediate family shall be on one given board at a time, if the number of church members is sufficient to avoid this situation.
8. The church office holding and voting age shall be eighteen (18) years of age, according to New Jersey state law, and said member must be in good standing.

B 1.3 VOTING

1. All voting of this church will be done as determined by the moderator and counting affected by at least three (3) officials not running for office.
2. Approval of all offices by the congregation must be by a fifty-one percent (51%) majority vote of the members present at that meeting.
3. In the event that there are more candidates recommended for an office than there are vacancies, and each receives at least a fifty-one percent (51%) majority, the office shall be filled first by the candidate receiving the highest number of votes, second by the second highest number of votes, and so on until all vacancies are filled. If an office does not have a candidate with a fifty-one percent (51%) majority, the office will remain vacant.

B 1.4 PASTORATE

1. The Senior Pastor shall direct the worship of the church, preach, and perform all duties incumbent upon his office, as set forth in his call from the church. He shall work in cooperation with the Board of Deacons to effectively plan and carry out the ministry of Linwood Community Church. He shall be an ex-officio member of all committees, unless otherwise directed by the church.
2. When a vacancy occurs within the pastorate, the Board of Deacons and the church shall, without unnecessary delay, call a pastor. The man called must subscribe to the Statement of Belief, unequivocally, and without mental reservation.
3. Notice of the Board of Deacons' recommendation of a new pastor must be given, by public announcement from the pulpit, two (2) Sundays prior to the Congregational Meeting. Approval of said recommendation by the congregation must be by a $\frac{3}{4}$ majority vote of the members present and voting at that meeting.
4. The call of a pastor may be terminated by virtue of any of the following: a) A resignation submitted by the pastor, and accepted by the Board of Deacons, b) The pastor's departure from the Statement of Belief, as determined by the Board of Deacons, c) Recommendation of the Board of Deacons, after prayerful and diligent efforts in accord with scriptural

principles, to resolve the problem. This recommendation must then be approved by a $\frac{3}{4}$ majority vote of those members present and voting.

5. Upon the vacancy of the Senior Pastor, a Search Committee shall be formed for the purpose of seeking a man to fill the position. This committee shall consist of three (3) members of the Board of Deacons, one being the chairman of the Board of Deacons who shall chair the Search Committee, two (2) members of the Board of Trustees, two (2) members of the Board of Deaconesses, one (1) member of the Board of Missions, one (1) member of the Board of Christian Education, one (1) member of the Music Committee, and two (2) members of the congregation, one male, one female. This committee shall consist of twelve (12) people.

B 1.5 ASSISTANT PASTOR

1. The Assistant Pastor is to serve with and assist the Senior Pastor, as directed, in the duties of the pastorate. It is desirable that the Assistant Pastor be an ordained man.
2. The call or termination of the Assistant Pastor shall be in the same manner as that of the Senior Pastor.
3. Whenever an Assistant Pastor is desired, a Search Committee shall be formed for the purpose of seeking a person to fill the position. The committee shall be named and appointed by the pastor, and shall consist of the pastor, two (2) members of the Board of Deacons, two (2) members of the Board of Trustees, one (1) member of the Board of Deaconesses, and one (1) member of the congregation.

B 1.6 YOUTH PASTOR

1. The Youth Pastor is to be under the direction of the Senior Pastor and assist him in the duties of the pastorate with emphasis on those programs dealing with the youth of our church.
2. The call or termination of the Youth Pastor shall be in the same manner as that of the Senior Pastor.
3. Whenever a Youth Pastor is desired, a Search Committee shall be formed. See B1.5 Assistant Pastor #3.

B 1.7 VISITATION PASTOR

1. The Visitation Pastor shall be under the direction of the Senior Pastor with emphasis on visits to hospitals, shut-ins, and visitors to the church.
2. Whenever a Visitation Pastor is required, a Search Committee shall be formed. See B1.5 Assistant Pastor #3.

B 1.8 BOARD OF DEACONS

1. The Board of Deacons shall be comprised of nine (9) male members, each of whom shall be elected to serve a three (3) year term. It shall be arranged so that three (3) deacons are elected or re-elected each year.
2. The deacons must subscribe to the Statement of Belief unequivocally and without mental reservations thereto. The departure from the Statement of Belief by any deacon shall be just cause for his removal from office. Should a vacancy occur on the Board of Deacons, a special Congregational Business Meeting shall be called, giving two (2) weeks notice from the pulpit. By a majority vote of those present and voting, another scripturally qualified man shall be selected to fill the unexpired term. See Acts 6:1-6 and I Timothy 3:8-13.
3. The deacons shall assist the pastor in serving Communion on the first Sunday of each month. In the event of the pastor's illness or any other reason whereby he could not lead the service, the Deacon Board Chairman is thereby responsible to see this duty carried out in accordance with the Constitution. Assistance as noted would be applicable to all services of this church.
4. The deacons shall oversee all matters related to the spiritual ministry of this church. They shall approve or reject, by expression of their vote, the existence and / or continuance of all auxiliary organizations of this church, and such organizations and their activities shall only come into being by approval of these men.
5. The deacons shall administer all offerings to the Deacon's Benevolent Fund. At their first meeting after each Annual Congregational Business Meeting, they shall elect a chairman, vice-Chairman, secretary, and treasurer.
6. The salaries and benefit packages for all employees of this church will be established and administered by the Personnel Committee. The Personnel Committee will be comprised of three members of the Deacon Board. The members of the Personnel Committee shall be chosen annually by consensus of the members of the Deacon Board. They will establish and review salary and benefit packages and make recommendation to the Deacon Board for approval.
7. **BOARD OF DEACONS' CHAIRMAN**
 - A. The chairman has a direct responsibility to the pastor of this church, to assist, to confide, and as a spiritual leader of the Church, hold the position with reverence and respect. He shall be the moderator of any properly called Congregational Business Meeting. The chairman shall appoint a moderator in the event of his absence.
 - B. The chairman shall conduct the monthly meeting held with the other deacons and the pastor. At this meeting, along with regular business, prospective members of the church may be examined for church membership.

- C. The chairman, in the event of a vacant pastorate, would be the person responsible to acquire pulpit replacements that subscribe to the Statement of Belief of this Church. Also, in cooperation with his Board, he shall be responsible to obtain prospective selections for the vacant pastorate.
- D. The chairman, in April each year, shall appoint one (1) of his Board members to the Nominating Committee and upon this selection submit the name to the pastor.

8. **BOARD OF DEACONS' VICE CHAIRMAN**

- A. The vice chairman has the responsibility to assume the duties of the chairman, should the occasion become necessary through absence, illness or any other unforeseen situation.
- B. The vice chairman shall coordinate and work closely with the chairman in all phases of the Board's duties, in order to achieve a well-run organization.

9. **BOARD OF DEACONS' SECRETARY**

- A. The secretary shall be responsible to record as completely as possible, the minutes of each Board of Deacons meeting and submit to the office.
- B. The secretary shall send any correspondence necessary that relates to the affairs of the Board of Deacons. His endeavor here shall be in cooperation with the pastor, if assistance is needed.

10. **BOARD OF DEACONS' TREASURER**

The Treasurer shall record the offerings to the Deacons Benevolent Fund and maintain the continuous records of that fund. He shall submit each year, a report of income and expense for the Annual Report; this report shall be ready no later than February 1st of each year and submitted to the Church Secretary.

B 1.9 BOARD OF DEACONESSES

1. **COMPOSITION**

- A. The Board of Deaconesses shall be comprised of nine (9) female members, each of whom shall be elected to serve a three (3) year term.
- B. It shall be arranged so that three (3) deaconesses are elected or re-elected each year.
- C. Regarding vacancy, see B1.8 Board of Deacons, #2.

2. **QUALIFICATIONS**

- A. A deaconess shall be above reproach: trustworthy, self-controlled, faithful, reliable, and disciplined.
- B. A deaconess shall be respectful of individual differences, not given to gossip.
- C. A deaconess shall recognize that deaconesses are called upon to serve.
- D. A deaconess must subscribe to the Statement of Belief unequivocally and without mental reservations thereto. See C3.0 Statement of Belief.

3. **RESPONSIBILITIES**

- A. The deaconesses shall prepare the elements for the Communion Service and do the necessary cleanup afterwards.
- B. The deaconesses shall assist women in baptismal preparation.
- C. The deaconesses shall assist the pastor and deacons in visitation of the sick and shut-ins.
- D. The deaconesses shall assist the pastor or deacons in the counseling of women.
- E. The deaconesses shall be responsible for the sending of cards; the sick, shut-ins, sympathy, and special occasions.
- F. The deaconesses shall maintain a Hospitality Program which includes the preparation of meals for those in need; the sick, funerals, first babies, etc.

4. **BOARD OF DEACONESSES' CHAIRWOMAN**

- A. The chairwoman shall oversee the Responsibilities delegated to the deaconesses. (See B1.9 #3)
- B. The chairwoman shall conduct the regular meetings of the Board of Deaconesses.
- C. The chairwoman has a direct responsibility to the pastor and Board of Deacons of this church, to assist, to confide, and as a spiritual leader of the church, hold the position with reverence and respect.
- D. The chairwoman, in April each year, shall appoint one (1) member of her board to serve a one (1) year term on the Nominating Committee and shall submit the name to the pastor.
- E. The chairwoman shall appoint one (1) member of her board to serve a three (3) year term on the Board of Missions whenever the position becomes vacant and shall submit the name to the pastor.

5. **BOARD OF DEACONESSES' VICE CHAIRWOMAN**

- A. The vice chairwoman has the responsibility to assume the duties of the chairwoman should the occasion become necessary.
- B. The vice chairwoman shall coordinate and work closely with the chairwoman in all phases of the board's duties, in order to achieve a well-run Board.

6. **BOARD OF DEACONESSES' SECRETARY**

- A. The secretary shall be responsible to record, as completely as possible, the minutes of each Board meeting and submit to the office.
- B. The secretary shall send any correspondence necessary that relates to the affairs of the Board. Her endeavor here should be in cooperation with the chairwoman, if assistance is needed.
- C. The secretary shall submit an Annual Deaconess Report, due by the beginning of February, to the church office. The report is to cover from January to December of the previous year. (Refer to previous reports as a guideline).

7. **MEETINGS**

- A. The deaconesses shall meet once each month for prayer and business.
- B. At the first meeting following the Annual Congregational Business Meeting, a chairwoman, vice chairwoman, and secretary shall be elected to serve a one (1) year term.

B 1.10 BOARD OF TRUSTEES

- 1. The Board of Trustees shall be comprised of nine (9) members, each of whom shall be elected to serve a three (3) year term. It shall be arranged so that three (3) trustees are elected or re-elected each year.
- 2. The trustees must subscribe to the Statement of Belief unequivocally and without mental reservation thereto. In totality without any reservations whatsoever thereto. See B1.8 BOARD OF DEACONS #2, regards vacancy.
- 3. The trustees shall be responsible for the repair, maintenance and security of all church buildings, properties, and vehicles. They will be responsible to maintain property and liability insurance for Linwood Community Church, its ministers and its ministries.

4. The Trustees, at their first meeting after the beginning of each new year shall elect a chairman, vice-chairman and secretary. Trustee officers shall be male.
5. The Trustees are authorized to spend up to a maximum of 1% of the approved annual church budget to address emergency expenditures that may arise throughout the year without prior approval. Cumulative emergency expenditures over 1% of the annual church budget in any given year must be approved by congregational vote. Planned projects must be included in the church's annual budget. The Finance Committee must be made aware of all significant expenditures prior to the expense occurring.

6. BOARD OF TRUSTEES' CHAIRMAN

- A. The chairman shall conduct monthly meetings held with the other trustees and the pastor. The chairman shall be responsible to provide an agenda and moderate the meeting.
- B. The chairman shall call work parties as necessary to maintain, repair, and otherwise see that the church properties are kept in good order.
- C. The chairman shall be responsible to keep the deacons informed of activities of the trustees.
- D. The chairman shall appoint one Board member to the Nominating Committee and upon selection submit the name to the pastor.

7. BOARD OF TRUSTEES' VICE CHAIRMAN

The vice chairman shall work under the direction of the chairman and has the primary responsibility to assume the duties of the chairman, should the occasion become necessary through absence, illness or any other unforeseen situation.

8. BOARD OF TRUSTEES' SECRETARY

- A. The secretary shall be responsible to record the minutes of each Board of Trustees' meeting.
- B. The secretary shall be responsible for all correspondence relating to the actions of the Board of Trustees.
- C. The secretary, in the absence of both chairman and vice chairman, at a Board meeting shall conduct the meeting.

B 1.11 CHURCH CLERK

The Church Clerk shall be responsible to maintain proper and complete records of the respective office, and to specifically record and provide the minutes of any Congregational Business Meeting.

B 1.12 FINANCIAL SECRETARY

1. The Financial Secretary and associates shall be responsible for the counting, recording and deposit of all contributions made to this church. Counting of contributions shall be done by at least two people.
2. The Financial Secretary will maintain proper and complete records of the offerings and contributions and give a weekly report to the treasurer of the church.
3. The Financial Secretary shall be responsible to see that a Report of Offerings is given to each contributor in accordance with I. R. S. requirements. The report shall be all inclusive for the preceding year. It is to be signed by the financial secretary and in the hands of the contributor no later than January 31 of each new year.
4. The Financial Secretary shall be responsible to issue new envelopes to those persons using the envelope contribution system. New envelopes are to be issued no later than the third Sunday in December.
5. Four associates for the Financial Secretary shall be elected from the congregation at the Annual Business Meeting for a three-year term. In the absence of the Financial Secretary they shall fulfill needed responsibilities.

B 1.13 CHURCH TREASURER

1. The Church Treasurer shall administer the church's funds and maintain complete and accurate records of all the church's cash accounts and expenditures.
2. The Church Treasurer shall pay all bills and invoices that are obligations of the church.
3. The Church Treasurer is a member of the Finance Committee.
4. The Church Treasurer is responsible to insure generally accepted accounting principles are employed in keeping the church's books.
5. The Church Treasurer is to provide monthly reports to the Finance Committee and the Board of Deacons.

B 1.14 ASSISTANT CHURCH TREASURER

1. The Assistant Church Treasurer shall assist the Church Treasurer in the administration of his / her duties. He / she should be completely familiar with the system of accounting utilized by the Church and shall be available as needed by the Treasurer.
2. The Assistant Church Treasurer has full authority to act on behalf of the Church Treasurer in the event of absence, illness or any other unforeseen situation.

B 1.15 MISSIONARY TREASURER

1. The Missionary Treasurer shall be responsible for the administration of the church missionary funds, along with maintenance of proper and complete records of the office.
2. The Missionary Treasurer shall be responsible to see that the remittances are sent to the church-supported missionaries and missions each month.
3. The Missionary Treasurer's annual financial reports are to be submitted upon request to the church secretary. All financial accounts are to be audited yearly by outside auditors.

B 1.16 ASSISTANT MISSIONARY TREASURER

The Assistant Missionary Treasurer shall assist the Missionary Treasurer in the administration of his / her duties. He / She shall be completely familiar with the system being utilized and be ready to act on behalf of the Missionary Treasurer whenever the occasion demands.

B 1.17 BOARD OF MISSIONS

1. The Board of Missions is an appointed board of this Church, with each member serving a three (3) year term. The Chairman of the Deacons, the Chairwoman Deaconesses, the Chairman of Trustees and the Church School Superintendent shall each appoint one (1) member of their respective organizations to serve on this Committee. The Missionary Treasurer and Assistant are members ex-officio of the Board, along with the Pastor. The Pastor and / or Deacons may appoint other members from the church congregation as needed. Persons appointed to the Board of Missions should demonstrate a genuine interest and knowledge of missions and missionaries.
2. The Board of Missions shall meet at a mutually agreed date every month. At their first regular meeting after the Annual Congregational Business Meeting, they shall elect a chairperson, vice chairperson and secretary.
3. The Board of Missions shall be responsible for a Missionary Conference. They may request church members, not on the Board of Missions, to assist them.
4. The Board of Missions' secretary shall maintain proper and complete records of the office,

including the dates for beginning and expiration of Board members' terms of service. The secretary shall advise the Church Clerk of expiration dates, whereby new or renewal appointments shall be made as described in #1.

5. The Board of Missions shall recommend to the Board of Deacons any candidates for our missionary budget. The addition of missionaries to the budget, and any increase in support, shall be presented to the congregation for final approval. The addition of missionaries to the budget, and any increase in support, shall be presented to the congregation for final approval. Emergency situations may be handled by the Board of Missions to the amount limit of \$500, with any amount exceeding this figure to be presented using the procedure outlined above. Any other recommendations, including our Summer Student Missionary Program, should also follow the above procedure.

B 1.18 COMMITTEES

1. APPOINTMENT OF COMMITTEES

The pastor, the presiding officers of the Board of Deacons and the Board of Trustees, are empowered to appoint such committees as required to conduct the business of this church in a proper manner.

2. FINANCE COMMITTEE

- A. The Finance Committee will consist of the Church Treasurer, Assistant Church Treasurer, 1 deacon, 1 trustee, (appointed by consensus of their respective Boards each year) along with a member-at-large elected by the congregation for a one-year term. Servants on this committee should be gifted in the area of financial management.
- B. The Finance Committee will appoint a chairman / secretary at the first meeting following the Church's Annual Business Meeting.
- C. The Finance Committee is responsible to monitor cash flow and expenses of the church and make quarterly recommendations to the Deacon Board regarding our overall financial position. The Finance Committee's responsibility is not focused on authorizing budgeted expenditures, but to ensure that our cash position permits requested purchases.
- D. The Finance Committee is responsible to formulate and present an annual budget to the Deacon Board no later than 45 days prior to the Annual Business Meeting. The budget should be formulated by reviewing the previous year's expenses and obtaining input from the various ministries of the church.
- E. The Finance Committee is to ensure that financial reports are submitted in a complete and timely manner, and that the church is following generally accepted accounting principles.

- F. The Finance Committee is to ensure that a yearly audit is conducted on the church's books.

3. NOMINATING COMMITTEE

During the month of April, the chairperson of the Board of Deacons, the chairwoman of the Board of Deaconesses, the chairperson of the Board of Trustees, and the Church School Superintendent shall appoint one (1) member of their respective organizations to serve on a Nominating Committee, which is to be approved by the Board of Deacons. If a position cannot be established the Board of Deacons shall appoint to fill the position. The pastor shall appoint one (1) member, of his choice, from the congregation at large to also serve on this committee. After the Board of Deacons approval, this committee will present their nominations to the congregation to fill any normal vacancy in the church. This committee will serve for a period one (1) year. Nominees for offices are to be typed, reproduced and placed at the disposal of the members two (2) Sundays prior to the Annual Congregational Business Meeting. This requirement would also apply if voting for a vacancy occurred or was necessary at some other time of the year.

4. MUSIC COMMITTEE

The Music Committee and music program of this church shall be under the guidance and jurisdiction of the pastor and Board of Deacons regarding methods, contents and ethics of presentation, as related to the spiritual beliefs and conduct of this church. The Music Committee shall be appointed by the pastor and Board of Deacons. They shall be assisted by a worship leader, choir director and other music personnel.

5. INTERIOR DECORATING AND FLOWER COMMITTEE

The Interior Decorating and Flower Committee shall be appointed by and under the jurisdiction of the Board of Deaconesses.

6. USHERS ASSOCIATION

The ushers perform a valuable service to the church and as such are under the direction of the pastor and Board of Deacons. A schedule is to be maintained to provide a compliment of ushers for all services that require them.

7. COMMITTEE TERMS

All committees are formulated basically for one (1) year terms and then they are to be dissolved if their reason for existence has been satisfied. If the committee is the type where continuity is a factor for a longer period than one (1) year, or if re-grouping, re-appointment or renewal is needed, this is to be effective immediately after the Annual Congregational Business Meeting.

8. COMMITTEE CHAIRPERSON

All committees shall have a chairperson, either appointed by the Board that formed them, or if none is appointed, the committee, by a majority of its number, elects a chairperson. The chairperson is responsible for all committee activity. Instead of the chairperson abstaining from speaking on questions, he is, usually, the most active participant in the discussion and work of the committee.

9. COMMITTEE MEETINGS

It is the duty of the chairperson to call the meeting together, but, if absent, neglects, or declines to call a meeting, it is the duty of the committee to meet on the call of any two members with every member being notified.

10. COMMITTEE SECRETARY

In small committees the chairperson usually acts as secretary, but the committee may elect a secretary, who keeps a brief memorandum of what is done. The secretary should also prepare the report for the Annual Business Meeting with the approval of the chairperson.

11. NON-COMMITTEE MEMBERS

Members of Linwood Community Church may appear at the committee meetings and present their views on a matter being considered. But during deliberations of the committee, only committee members may be present.

12. VOTING

All questions must be put to a vote.

13. QUORUM

The committee needs a quorum or a majority of committee members to conduct business.

B 2.0 CHURCH AND MISSIONS' SUPPORT

B 2.1 CHURCH

Linwood Community Church shall always be supported primarily by freewill offerings and investment returns. LCC shall never present bazaars, fairs, paid suppers or utilize any other means of raising monies as church financial support.

B 2.2 MISSIONS AND MISSIONARIES

This church's support of missions and missionaries shall be determined by the recommendation of the Board of Missions, using this Church's Statement of Belief as their guideline for basis of support.

B 2.3 FINANCIAL MISSION TRIP SUPPORT

Upon the church organizing and supporting adult or youth mission trips, specific fundraising ideas would be considered. Detailed plans and scope of the fund raiser must be approved by the Board of Deacons prior to being implemented. Monies received shall be distributed equally among those participating in the mission trip.

B 3.0 MEETINGS OF THE CHURCH

B 3.1 WORSHIP

This church shall assemble for worship in the morning and evening of each Sunday and for prayer as determined by the pastor with the approval of the Board of Deacons.

B 3.2 COMMUNION

The ordinance of Communion shall be observed on the first Sunday each month, unless otherwise directed by the pastor and / or Board of Deacons.

B 3.3 BOARD OF DEACONS

The Board of Deacons shall meet once each month with the pastor for prayer and consultation on matters of the spiritual ministry of the church.

B 3.4 BOARD OF TRUSTEES

The Board of Trustees shall meet once each month on the date set by that Board.

B 3.5 BOARD OF DEACONESSES

The Board of Deaconesses shall meet once each month on the date set by that Board.

B 3.6 ANNUAL CONGREGATIONAL BUSINESS MEETING

The Annual Congregational Business Meeting shall be held in November and notification of such meeting must be given from the pulpit at least two (2) Sundays before the meeting.

B 3.7 SPECIAL CONGREGATIONAL MEETINGS

Special meetings of the congregation of this church may be called at any time by the pastor, two (2) Sundays notice being given from the pulpit of such meeting. A majority of the Board of Deacons may call a special Congregational Business Meeting, provided they likewise give two (2) weeks notice from the pulpit.

B 3.8 RECEPTION OF NEW MEMBERS

New members may be received and the right hand of fellowship extended, following their personal appearance, their confession of faith and subsequent approval before and by the Board of Deacons.

B 3.9 QUORUM

The transaction of business in the Congregational Business Meeting shall follow the direction of the statement as set forth in Robert's Rules of Order.

- A. There must be 1/3 of the active and voting membership present at the meeting.
- B. A majority vote (more than half) of those present and voting, is thereby considered sufficient to transact all business of this Church. The exceptions to a majority vote (more than half) are in the case of B1.4 Pastorate – #3 and #4, and B6.1 Constitution and / or Bylaws - #1, whereby a three-quarter (3/4) majority vote of those members present and voting must be obtained.

B 4.0 CONDUCTING CHURCH BUSINESS

B 4.1 PRAYER

The moderator of a business session shall open and close all meetings with prayer.

B 4.2 RULES

Robert's Rules of Order shall be observed in the conduct of church business.

B 4.3 ORDER OF PROCEDURES

Church Business Shall Follow this Order:

- A. Opening Prayer
- B. Approval of the Minutes
- C. Old Business
- D. New Business
- E. Reports of Officers and Committees
- F. Closing Prayer

B 5.0 DISCIPLINE IN THE CHURCH

B 5.1 DISCIPLINE OF MEMBERS

The discipline of any member, when necessary, shall be administered by the pastor and the Board of Deacons. A disciplined member has the right of appeal to the church congregation, at a properly called Special Congregational Meeting, as stated in B3.7, of the Bylaws.

B 6.0 AMENDMENTS AND MISCELLANEOUS

B 6.1 CONSTITUTION AND / OR BYLAWS

1. The Constitution and / or Bylaws of this church shall be amended by a three-quarters (3/4) majority vote of those members present and voting in a properly called Congregational Business Meeting.
2. All proposed amendments are to be presented to the pastor and Board of Deacons in writing along with an explanation. Proposed amendments will be published with the original wording, if any, the revised wording, and the explanation two (2) Sundays prior to the Congregational Business Meeting. The pastor and the Board of Deacons will then present them to the congregation in a properly called Congregational Business Meeting.
3. All approved amendments are to be typed, reproduced and then distributed to all members for insertion into their Constitution and Bylaws manual. The Church Secretary is responsible to see that the unused copies of the manual have the approved amendments inserted into them.

B 6.2 LIBRARY AND LITERATURE

All books, magazines, literature, CDs, DVDs, video and audio tapes, tracts, booklets, displays, posters and related materials must be submitted to the pastor and Board of Deacons before they can be placed in the church, library or church school premises for reading, listening, viewing and distribution.

B 6.3 EMPLOYEES

This church and / or Church School as required, and upon approval of the congregation, shall employ those personnel needed to perform various duties for which remuneration is necessary.

B 6.4 BY LAW CONCERNING MARRIAGE

The Bible teaches that marriage is the uniting of one man and one woman in commitment to one another for a lifetime. We believe God authored marriage to reveal the union between Christ and His Church, to provide for a man and woman in marriage the framework for intimate companionship the channel of sexual expression according to biblical standards, and the means for procreation of the human race. Any legalized form of marriage that does not meet a biblical definition of marriage as one man and one woman will not be approved or performed by the pastors or licensed ministers at The Linwood Community Church. See Genesis 1:26-28; 2:24; Exodus 20:12; Matthew 19:4-6; Ephesians 5:23, 31-32; II Corinthians 6:14-18.

1. Marriage ceremonies can only be performed by an ordained pastor or licensed minister who holds to our doctrinal convictions and moral standards without reservation.
2. The couple must receive pre-marital counseling by a pastor of this church or his designate.

3. The couple must be of like spiritual condition (i.e. cannot be unequally yoked) 2 Cor. 6:1.

E 7.0 CHURCH SCHOOL OFFICES, OFFICERS, & EDUCATIONAL PROGRAM

E 7.1 BOARD OF CHRISTIAN EDUCATION

1. The Board of Christian Education is an appointed Board of this church, with each member serving a three (3) year term or longer if so appointed. The Senior Pastor and Youth Pastor shall be members' ex-officio. A deacon shall be appointed by the Board of Deacon Chairman and a trustee appointed by the president of the Board of Trustees. The Church School Superintendent, Children's Club Ministry, Vacation Bible School, Junior Worship Directors, and two (2) Church School teachers, (one from adult, the other from children) appointed by the Church School Superintendent shall make this a ten (10) member Board.
2. The Board of Christian Education shall meet at a mutually agreed time, at least bimonthly. At their first regular meeting after the Annual Congregational Business Meeting they shall elect a chairperson, vice chairperson, and secretary.
3. The Board of Christian Education's secretary shall maintain proper and complete records of the Board, including the dates for beginning and expiration of Board members' terms of service. The secretary shall advise the Church Clerk of expiration dates, whereby new or renewal appointments shall be made as described in #1.
4. The Board of Christian Education shall oversee all aspects of Christian Education from nursery through adult, based on approval by the Board of Deacons as it pertains to our beliefs written in Linwood Community Church Constitution and Bylaws.
5. The Board of Christian Education shall recommend the use of educational material designed to give our students a systematic and comprehensive view of Christian education.

E 7.2 POSITIONS OF LINWOOD COMMUNITY CHURCH SCHOOL

1. Superintendent(1) elected for (3) yrs. (by congregation)
2. Assistant Superintendent(1) elected for (3) yrs. (by congregation)

E 7.3 CHURCH SCHOOL STAFF

1. The Church School Staff shall be comprised of a superintendent, assistant superintendent, teachers, Resource Center staff, and associates. The positions of the staff are superintendent and assistant superintendent. The superintendent is elected or re-elected to serve in three (3) year terms, by the Congregation. The assistant superintendent is elected or re-elected to a three (3) year term, also by the congregation. In the event of a vacancy in the position of superintendent, the procedure established under B1.8, Board of Deacons #2 regards vacancy is to be followed. The election or re-election of the assistant superintendent is to be held when the term expires, the first Church School staff meeting after the Annual Congregation Business Meeting.
2. The Church School Staff must subscribe to and annually sign the Statement of Belief unequivocally and without mental reservations thereto. The staff shall be responsible for the administration of the Church School educational program under the jurisdiction of its officers. Any departure, by any staff member, from the Statement of Belief of this church shall be just cause for removal from the staff. Church School Staff members must be members in good standing of this church.
3. The Church School Staff shall be regular in attending the services of this church, and a continued absence, without proper explanation, shall be just cause for removal from the staff.
4. The Church School Staff shall be comprised of those individuals who have volunteered or been recommended as possible candidates. They must, if interested, receive a majority vote of the staff, at a regular or special meeting of that group, before being permitted to participate in the program. Assignments to positions shall be under jurisdiction of the church school superintendent.

CHURCH SCHOOL SUPERINTENDENT

- A. The Church School Superintendent shall have supervision of the Church School educational program of the church, under the direct advisement of the Board of Christian Education, pastor and Board of Deacons.
- B. This position carries tremendous responsibility to provide leadership, spiritual guidance and instruction to both subordinate Church School Staff, and also students.
- C. The superintendent shall administer the overall operation of the Church School, and work in cooperation with the assistant superintendent for the benefit of the total program. They shall formulate and oversee programs and activities that provide for interest, enthusiasm, growth and continuity of the Church School educational program.

- D. He / She shall also see that all Church School classes are staffed with a regular or associate teacher each Sunday. He / She should request that all staff members provide for their absence on a given Sunday by proper and fair notice to an approved substitute.
- E. It shall be the duty of the superintendent to establish with his / her staff, the pastor, Board of Deacons, and Board of Christian Education, a curriculum of educational material for the Church School staff, that reflects the Statement of Belief of Linwood Community Church.
- F. He / She shall, in the month of April each year, appoint one (1) staff member to serve on the Nominating Committee. He / She shall submit this name to the pastor.
- G. He / She shall appoint a committee to plan and arrange for a teacher's banquet and / or breakfast.
- H. He / She shall appoint committees to be responsible for the annual Easter and Christmas programs presented by the Church School.
- I. He / She shall conduct a quarterly Church School Staff meeting.

5. ASSISTANT SUPERINTENDENT

The responsibility of the assistant superintendent is to assist and cooperate with the superintendent in all areas of the Church School program. He / She is to assume the obligations of the superintendent, if necessary, and he / she is to serve in the absence of the superintendent.

6. TEACHERS AND ASSOCIATES

- A. Each Church School teacher and associate shall maintain the highest ethics in their responsibility to the instruction of God's Word to his or her students as it coincides with the Statement of Belief of The Linwood Community Church.
- B. They shall be required to be in attendance each Sunday, unless illness, vacation or situation beyond their control prevents this fulfillment of duty.
- C. In the event of a proposed absence, they shall notify their superintendent in advance, if possible, and also advise their associates to allow sufficient preparation time.
- D. They shall subscribe to the Commission set forth for the Church School Staff and shall expend the time necessary in lesson and Bible study in order to be properly prepared. The Teaching Commission is reproduced on the last page of the Constitution and Bylaws.

- E. They shall make every effort to attend the regular Church School Staff meetings, remembering that no meeting can be effective without attendance, interest and participation.
- F. They should be a continual source of ideas and suggestions for the Church School Staff, and not be reluctant or hesitant to make their presentations known.
- G. All associates should maintain a constant readiness regards preparations, in order to assist when and if the occasion develops.
- H. The minimum age to be a teacher or associate shall be eighteen (18). They must possess the maturity to handle the task and must also meet the requirements as set forth in E7.3, #2, #3 and #4. They must also be selected by majority vote of the Church School Staff.
- I. It is recognized that volunteers of organized classes in the Church School are associated with the teacher in a distinct service for the Lord; and, because of this, it shall be mandatory that they give satisfactory testimony of their salvation. Church membership shall not be required to be a class volunteer.

7. VACATION BIBLE SCHOOL

- A. The Church School shall be the sponsor of the annual Vacation Bible School which is to be held between the fifteenth of June and Labor Day. The actual dates are to be selected by the director (see E7.3, 8, C) with the approval of the Board of Deacons.
- B. The Vacation Bible School shall be held on the church property and the curriculum is to be based upon the Statement of Belief of this church.
- C. The Church School Superintendent, in December if necessary, is to appoint a director of Vacation Bible School. The director will be responsible to formulate plans for the school. The assistance of the Church School Staff is required for an effective program.

8. JUNIOR WORSHIP

- A. Junior Worship shall be under the guidance and jurisdiction of the Youth Pastor with assistance from the Board of Christian Education, Pastor, and Board of Deacons. The director and staff are to meet the same qualifications as a Church School teacher (See E7.3, #2, #3 and #4)
- B. The director is to be appointed by the Youth Pastor and shall be responsible for programs and staffing.

- C. The Youth Pastor along with the director shall determine any age division.
- D. The director(s) shall be responsible to see that the Junior Church programs are adequately staffed with approved personnel.
- E. All materials to be used must be approved in the same manner as Church School materials.

9. **NURSERY PROGRAM**

The nursery program shall be under the guidance and jurisdiction of the pastor and Board of Deacons. The staff is to be subject to E7.3, #2, #3 and #4.

10. **CHILDREN'S CLUB MINISTRIES**

- A. Children's Club Ministries shall be under the guidance and jurisdiction of the Youth Pastor with assistance from the Board of Christian Education, Pastor, and Board of Deacons.
- B. The Youth Pastor, in April if necessary, is to appoint a director who will be responsible to formulate plans and staffing for the club.
- C. Children's Church Ministries shall be held on the church property and all material approved in the same manner as church school material.

CONCLUSION

Each church member is responsible to know and to obey the statements as set forth in this Constitution. Each board president, church school superintendent and committee chairman is responsible to see that each member of their respective organizations meet, in full, the requirements and responsibilities of this Constitution. We are instructed in the Scripture to do all things decently and in good order, I Corinthians 14:40. We are required, by God's Word, to be faithful stewards, I Corinthians 4:1-2, in order that Jesus Christ, who is the head of the church, has preeminence in all things. Colossians 1:18.

LINWOOD COMMUNITY CHURCH TEACHING COMMISSION

BELIEF:

I believe in the Lord Jesus Christ and have received Him as my personal Savior, and desire Him to be the Lord of my life.

I believe the Bible to be the inspired Word of God.

I believe in the deity of Jesus Christ, that He is the living God. I believe in His vicarious death upon the cross, His bodily resurrection and His personal return.

I believe the responsibility and call of teaching is of great importance, and my conscientious participation is necessary for the total success of the program.

RESOLVE TO:

Study diligently with the Holy Spirit as my guide, search for new ideas and new approaches to presentation of my lessons, all within the Statement of Belief of Linwood Community Church.

Follow the guidelines established in the Church Constitution and Bylaws in regards to attendance of the regular church services, to preparation of lesson material, to attendance of staff meetings, notice to superintendent, director and associate of possible absence, and to otherwise subscribe completely to all content of the Church Constitution and Bylaws.

Be in constant contact by telephone, letter, card, personal visits of those students that show extended absences from the rolls.

Guide my students into a personal relationship with the Lord Jesus Christ and help them grow in their Christian character and service.

CONSECRATION:

Having prayerfully considered this responsibility, I accept this commission as a teacher. I agree to fulfill the terms of my commission to the best of my ability, trusting the Lord for the grace, wisdom and knowledge to fulfill this obligation. This commission shall be renewed annually by each staff member of the Church School, Vacation Bible School, Church School Ministries, Junior Worship, and Nursery program.

Date: _____ Signature _____

Position _____