

# GREENWELL SPRINGS BAPTIST CHURCH BYLAWS

These Constitution & Bylaws were:

Proposed to Church on November 10, 2009

Adopted by the Church on December 2, 2009

Effective – January 1, 2010

Revised – October 17, 2021

# Ministry Teams

## General Policies for All Regular and Special Ministry Teams

1. All ministry teams shall be responsible to the church with direct reporting to the Executive Pastor, in his absence, one designated by the Senior Pastor as an interim.
2. Rotation of Team Leader and Co-Leader shall be as prescribed in the language below. All additional team members will be allowed to serve as determined by the Nominating Ministry Team, the Team Leaders and Co-Team Leaders, subsequent to the approval of the Senior Pastor and Council of Elders.
3. A Ministry Advisory Team shall be formed, made up of the Team Leader from each of the active Ministry Teams. The Ministry Advisory Team will serve as advisors to the Senior Pastor and the Council of Elders on matters pertaining to the general ministry of the Church.
4. The Nominating Ministry Team (NMT) is responsible for nominating the Ministry Team Leaders and Co-Leaders, with confirmation given by the Council of Elders and final confirmation by the membership. The team responsibilities shall be assigned according to the Bylaws language for a designated team.
5. Team Leaders and Co-Leaders for the MT's, both standing and special, shall be nominated by the NMT with oversight from the Executive Pastor and approved by the Council of Elders.
6. The Senior Pastor and Executive Pastor shall be ex-officio members of all MT's and shall be notified by the MT's Team Leader of regular and called meetings in due time for consideration of attendance.
7. Resignations for MT's shall be submitted to the NMT chairman and shared with the Executive Pastor.
8. Vacancies on any team will be filled in the same manner as the original appointment and the chosen person will fill the unexpired portion of the term vacated.
9. The Recording Secretary will be elected by the NMT and shall keep permanent minutes of all meetings and shall submit to the Executive Pastor a copy in a timely manner (7-10 days).

## **General Policies (cont'd)**

10. All MT members shall be in good standing with the church (attendance, support of staff and tithing).
11. The Executive Pastor will strive for unity and give direction in all MT's so as to enhance and accomplish the work, vision and covenant of the church.
12. Sunday School teachers will be appointed by the Education Pastor and will serve September 1<sup>st</sup> through August 31<sup>st</sup> of the following year and all Ministry Team Leaders and Co-Leaders will serve from January 1<sup>st</sup> through December 31<sup>st</sup> of the current year.
13. The use of all tobacco, alcoholic products and illicit drugs shall be forbidden on the property of Greenwell Springs Baptist Church.

## Nominating Ministry Team

### Membership:

Members: The Elders shall appoint five (5) church members to serve as the Nominating Ministry Team (NMT) to be approved by the Senior Pastor, with final confirmation by the membership.

Officers: Leader and Co-Leader, selected by the Elders

Office Term: **Two (2) years** (Consideration to be given to maintain working continuity)

### Responsibilities:

1. To enlist and nominate Leaders and Co-Leaders of Ministry Teams and VBS Director.
2. To make nominations for special Ministry Teams, along with the Executive Pastor, with final approval coming from the Senior Pastor and the Council of Elders.
3. To fill vacancies which occur during the year.
4. To make nominations to the Senior Pastor and Council of Elders for approval.
5. To receive resignations from any elected office, nominated by this team.
6. Unless otherwise stated, the NMT shall select the Leader and Co-Leader of each Ministry Team.

## Long-Range Planning Ministry Team

### Membership:

Members: The team shall consist of a Leader and Co-Leader and seven (7) members nominated by the Nominating Ministry team (NMT) and approved by the Senior Pastor and Council of Elders, with final confirmation by the membership.

Officers: Leader and Co-Leader, selected by the NMT

Office Term: **Three (3) years** (Consideration to be given to maintain working continuity)

### Responsibilities:

1. Study and analyze the present and future needs of GSBC and the community we are serving.
2. Set GSBC objectives, goals and strategies.
3. Maintain communication with the Senior Pastor and Council of Elders throughout the planning process.
4. Present specific long-range plans to the Senior Pastor and Council of Elders for study/approval.
5. Prepare a budget request and present to the Executive Pastor and Council of Elders for the next year.
6. Inform the church family of the works and opportunities in the Long-Range Planning Ministry Team.

## Missions Ministry Team

### Membership:

Members: The team shall consist of a Leader and Co-Leader and (Total of 7) seven (7) members nominated by the Nominating Ministry Team (NMT) and approved by the Senior Pastor and Council of Elders, with final confirmation by the membership.

Officers: Leader and Co-Leader, selected by the NMT

Office Term: **Three (3) years** (Consideration to be given to maintain working continuity)

### Responsibilities:

1. Conduct studies to determine local missions direction.
2. Conduct studies to determine foreign missions direction.
3. Establish and maintain communication with the Associational Missions Committee and other appropriate groups outside the church.
4. Organize and lead mission teams in doing mission work (spiritual, physical and medical) both local and foreign.
5. Request and administer resources according to the church's policies and procedures for the work approved to be done.
6. Prepare a budget request and present to the Executive Pastor and Council of Elders for the next year.
7. Work with the Publicity Ministry Team to inform the church family of mission opportunities and needs.

## Hospitality Ministry Team

### Membership:

Members: The team shall consist of a Leader and Co-Leader and ten (10) members nominated by the Nominating Ministry Team (NMT) and approved by the Senior Pastor and Council of Elders, with final confirmation by the membership.

Officers: Leader and Co-Leader, selected by the NMT and approved by the Council of Elders

Office Term: Each team member will be elected to serve for **two (2) years**

Meetings: The Team will meet quarterly or more often, as needed.

### Responsibilities:

1. Plan activities in cooperation with the Council of Elders, Deacons and Ministerial Staff.
2. Assume responsibility for or assist with unscheduled events, including but not limited to church fellowships and receptions. In addition, help with concert events, decorating for seasonal/special occasions in sanctuary/gym and organize the ushers and greeters within the church.
3. Plan and organize any bereavement functions held at the church.
4. Record detailed expenses of each event in a book of records. Keep a running tally of the amount spent by the Team.
5. Report regularly to the Executive Pastor.
6. Oversee all activities concerning the use of the kitchen and adhere to the posted policies of the kitchen.

7. Make an inventory list of all paper goods, food and drink supplies used for each event for replacement by the Kitchen Team.
8. Refer equipment problems to the Properties Team and any Team problems to the Executive Pastor.
9. Prepare a budget request and present to the Executive Pastor and Council of Elders for the next budget year.

Bereavement:

1. Work with the family to organize time, place and food for the reception, to be held preferably at a family residence, when possible. The food will then be transported to that residence. If church is to be used, the reception will be held in the coffee shop or gym.
2. Church will provide for up to 35 people including ham, fried chicken, rolls, tea, coffee, water, plates, napkins, silverware and cups (\$75 - \$100).
3. If the reception is held at a family residence, only food will be provided.
4. If the deceased is a member of a Sunday School Class, the class will be asked to provide the additional food for the reception and help with receiving food, serving, making list of those contributing and clean-up afterward.
5. Should the deceased not be a member of a Sunday School Class, the organizer will then call on other classes or church members for help.
6. A list of Sunday School Classes, teachers and phone numbers to be given to the Hospitality Team.



## **Hospitality Ministry Team (cont'd)**

7. Those contributing will be encouraged to bring food in throw-away containers. The church will not be responsible for any other containers left that are to be returned.
8. A list of all those that contributed will be given to the family and all food will be packaged in throw-away containers, labeled and sent home with the deceased's family.
9. Time for the reception will be limited to two (2) hours to provide time for clean-up.

### **Responsibilities for Ushers and Greeters Team Leader:**

1. Assign ushers and greeters to definite positions for both services.
2. Prior to services, secure materials needed for handouts, such as: bulletins, visitor's packets, ballots, etc.
3. Make sure ushers and greeters are available for revivals and special services.
4. Reserve special sections for seating, when requested.
5. Assure the greeter or usher is properly dressed for the occasion.

## **Hospitality Ministry Team (cont'd)**

Responsibilities of the Ushers and Greeters:

To be of service to congregational members and guests before, during and after services and to assist in maintaining a worshipful atmosphere in the church.

1. Distribute bulletins and greet people before and after the services.
2. Seat those entering at specified times
3. Distribute and collect ballots when voting is done in the service.
4. Ushers shall receive the offerings.
5. Be alert to special needs of persons during the service, especially the handicapped, aged or infirm.
6. Help maintain order during the service.
7. Provide two (2) ushers, when necessary, to be on duty, in the foyer, during the service.
8. Report finances and other physical items to the Executive Pastor on a quarterly basis. The Executive Pastor will present these items to the Council of Elders.

## Food Service Ministry Team

### Membership:

Members: The team shall consist of a Leader and Co-Leader and eight (8) members nominated by the Nominating Ministry Team (NMT) and approved by the Senior Pastor and Council of Elders, with final confirmation by the membership.

Officers: Leader and Co-Leader, selected by the NMT and approved by the Council of Elders

Office Term: Each team member will be elected to serve for **two (2) years.**

Meetings: The Team will meet quarterly or more often, as needed.

### Responsibilities:

The Food Service Team will, by definition, prepare, cook and present food items quickly, economically, healthy and efficiently.

1. The Food Service Team will assume responsibility for preparing, cooking/catering and serving for the following:
  - a. Wednesday night meals for the church body
  - b. "Choose Joy" (Senior Adults over 50) functions
  - c. Church-wide family Christmas Party
  - d. Staff retirement and receptions
2. Post and enforce kitchen rules and policies.

## **Food Service Ministry Team (cont'd)**

3. Maintain inventory supplies for kitchen.
4. Keep a running inventory of equipment, utensils, food and supplies.
5. Prepare a budget request and present to the Executive Pastor and Council of Elders for the next budget year.
6. Prepare a detailed expense report along with receipts to the office accountant.
7. Oversee all activities and periodic inspections to assure compliance.
8. Refer equipment problems to the Properties Team and any Team problems to the Executive Pastor.

## Properties Ministry Team

### Membership:

Members: The team shall consist of a Leader and Co-Leader and seven (7) members nominated by the Nominating Ministry Team (NMT) and approved by the Senior Pastor and Council of Elders, with final confirmation by the membership.

Officers: The Leader and Co-Leader shall be appointed by the NMT and approved by the Senior Pastor and Council of Elders.

Office Term: **Three (3) years**

Meetings: The Team shall set an initial meeting to plan the activities for the coming year. Subsequent meetings will be called by the officers, Team Members, Council of Elders or Senior Pastor, as needed.

### Responsibilities:

1. The Team will act as needed, along with the church maintenance staff in maintenance and repair of all church properties. These church properties include:
  - a. All buildings, grounds, equipment and facilities located at 19421 Greenwell Springs Road and in close proximity to the Worship Center.
  - b. Additional properties the church might acquire.
2. The Team will purchase all supplies required and approved by the Council of Elders.
3. The Team shall ensure that safety codes are followed on all facilities.

## **Properties Ministry Team (cont'd)**

4. The Team will have oversight and administration responsibilities of the church cemetery.
5. The Team will be responsible for having a proposed budget ready for presentation to the Executive Pastor and Council of Elders in accordance with the established schedule.

### Cemetery Responsibilities:

1. Will administer the church's policies governing the use and maintenance of the cemetery.
2. Will handle all requests for open graves or place markers. A Cemetery Team Member must locate the site prior to grave opening.
3. Will keep an "Official Register of the Greenwell Springs Baptist Church Cemetery."
4. Will rule on eligibility not covered by church policies when church approval is not feasible.
5. Update the policies for the approval of the Council of Elders as needed.

## **Properties Ministry Team (cont'd)**

### **Section I – Cemetery Policy**

The following is intended for the purpose of governing the use of the cemetery, as it exists under the original plot designation.

1. All plots of the cemetery are for the use of Greenwell Springs Baptist Church Members and their immediate family (husband, wife, dependent children and parents).
2. Plots may be reserved with the following stipulations:
  - a. The church will honor all previous commitments regarding reserved plots, however, non-members holding reserved plots will be requested to relinquish their claim and can receive reimbursement of all fees paid if requested by them.
  - b. Only one interment per plot/site is permitted.
  - c. Previously reserved plots may not be sold or reassigned without permission of the Properties Team and approval of the Council of Elders.
  - d. As the need arises, plots not reserved or those which were reserved by former members, no longer on the rolls, will be made available on a first come first serve basis.

## **Properties Ministry Team (cont'd)**

### **Section I – Cemetery Policy (cont'd)**

3. There will be a yearly fundraising time when those families who have used or reserved plots will be asked to contribute a small amount (set by the current Properties Team) to help offset the maintenance cost.
4. Those who need to bury a loved one should contact a member of the Properties Team, a Staff Member or the Executive Pastor, who will assist in making the needed arrangements. A Properties Team Member or someone designated by them shall locate and mark the plot to be used before the grave opening.
  - a. Those using the cemetery will be responsible for digging and refilling graves, moving surplus dirt to a spot designated as soon as possible and generally making the plot neat. The Properties Team reserves the right, if needed, to require a deposit before use to enforce this responsibility. The deposit could be forfeited to reimburse the church for the expense of doing so.
  - b. Those needing to use the cemetery will be given a copy of the current policies.
5. In order to make perpetual care less of a burden to future generations:
  - a. No above ground vaults are allowed.
  - b. Only flat markers will be permitted and they must be at ground level to enable a mower to pass over them without damage to the mower or to the marker. A member of the Properties Team should be contacted prior to purchase and/or installation to determine if all regulations are followed.



## **Properties Ministry Team (cont'd)**

### **Section I – Cemetery Policy (cont'd)**

- c. Artificial flowers must be removed after 30 days.
6. All maintenance, financial and business arrangements will be handled by Greenwell Springs Baptist Church, with a Properties Team appointed by the NMT and approved by the Council of Elders to advise and guide in these matters, with this exception: the Properties Team shall have the authority, with the approval of the Council of Elders, to act on problems such as eligibility not covered by these policies.
7. The Greenwell Springs Baptist Church Office will maintain an “Official Register of the Greenwell Springs Baptist Church Cemetery,” as well as the Properties Team – Team Leader.
8. These policies may be amended or added to as prescribed in the Church Bylaws.

### **Section II – Cemetery Policy**

1. It is the policy of the church to operate a choice unit cemetery, which would include new sections to be used for church members and dependent children.
2. Persons eligible for burial in the sections of the new cemetery shall be: (a) member; (b) spouse of member; (c) dependent child (a child under 21, living with parent or over 21 and/or totally dependent on parent members of church).

## **Properties Ministry Team (cont'd)**

### **Section II – Cemetery Policy (cont'd)**

3. There will be a yearly fundraising time when those families who have used or reserved plots will be asked to contribute a small amount (set by the current Properties Team) to help offset the maintenance cost.
  
4. Those who need to bury a loved one should contact a member of the Properties Team, a Staff Member or the Executive Pastor, who will assist in making the needed arrangements. A Properties Team Member or someone designated by them shall locate and mark the plot to be used before the grave opening.
  - a. Those using the cemetery will be responsible for digging and refilling graves, moving surplus dirt to a spot designated as soon as possible and generally making the plot neat. The Properties Team reserves the right if needed to require a deposit before use to enforce this responsibility. The deposit could be forfeited to reimburse the church for the expense of doing so.
  
  - b. Those needing to use the cemetery will be given a copy of the current policies.
  
5. In order to make perpetual care less of a burden to future generations:
  - a. No above ground vaults are allowed.

Only flat markers will be permitted and they must be at ground level to enable a mower to pass over them without damage to the mower or to the marker. A member of the Properties Team

## **Properties Ministry Team (cont'd)**

### **Section II – Cemetery Policy (cont'd)**

- b. should be contacted prior to purchase and/or installation to determine if all regulations are followed.
  - c. Artificial flowers must be removed after 30 days.
6. All requests to open graves or place markers on graves must be presented to the church office, the Properties Team or Executive Pastor for approval.
  7. Plots may not be reserved but will be assigned as the need arises. The Cemetery will be filled from the front to the back in consecutive order. In case of the death of a spouse, who is a church member, a space will be reserved for the surviving spouse until their time of death.
  8. The remaining available plots in the old section of the cemetery will continue to be handled as in the past, until all plots are taken. It shall be for immediate members of the families already buried in the cemetery, a spouse of a deceased church member already buried in the cemetery or parents of a child already buried in the cemetery.
  9. The second addition to the cemetery will be the final plot of ground designated for burial on the property of Greenwell Springs Baptist Church. Once the final grave has been filled, there will be no more burials at our church.
  10. The Greenwell Springs Baptist Church Office will maintain an “Official Register of the Greenwell Springs Baptist Church Cemetery,” as well as the Properties Team – Team Leader.

11. These policies may to be amended or added to as prescribed in the Church Bylaws.

## **Weddings, Anniversaries and Wedding Parties**

1. All reservations for an event such as rehearsals, weddings, receptions, reunions etc., shall be made through the church office to the Executive Pastor by completing the “Action Request Form.”
  - a. Members may request a date up to one year in advance of the wedding. The deposit must be paid at the time of request. Once approved, the dates will be secured and take precedent over any other event for that given date and time.
  - b. Non-members may request a date up to one year in advance, however, the date cannot be confirmed until six (6) months in advance of the event. The deposit must be paid at the time of request. Once approved, the dates will be secured and take precedent over any other event for that given date and time.
  - c. Note: Any event scheduled to take place at our church may be cancelled and/or rescheduled, if deemed necessary, by the Senior Pastor and/or Elders.
2. All weddings will be handled through the Wedding Coordinator. The Wedding Coordinator(s) will be selected by the Executive Pastor and approved by the Council of Elders.
3. Dates for reservations are put on the church calendar only after receipt of the completed form.
4. The party securing permission to use these facilities shall be responsible for the adherence to these policies.

## **Weddings, Anniversaries and Wedding Parties (cont'd)**

5. When a clergyman of another faith requests or is asked to participate in some activity, the clergyman must be approved by the Senior Pastor of GSBC.
6. All music used in a wedding ceremony must be approved by the Wedding Coordinator and the Worship Pastor.
7. Instrumentalists other than GSBC instrumentalists who will be playing in a wedding ceremony must be approved by the Worship Pastor.
8. Only GSBC authorized personnel will operate the sound system for a wedding.
9. No smoking or tobacco use is allowed on any GSBC property.
10. No alcoholic beverages (of any type) or dancing (of any type) will be permitted.
11. GSBC facilities shall be returned to classroom or worship status as soon as possible after the ceremony, as supervised by the Church Custodian.
12. The kitchen shall be left clean and all items restored to their proper places. The Hospitality Ministry Team Leader will approve the use of the kitchen facilities and will give a final inspection.
13. The lights will be turned off and the buildings locked after the ceremony.
14. The throwing of birdseed/etc. after weddings shall be confined to areas outside the buildings. All steps and walkways shall be swept clear of birdseed/etc.

## **Weddings, Anniversaries and Wedding Parties (cont'd)**

15. If janitorial services are required, it is the responsibility of the wedding party to arrange it with the Church Custodian at a fee arrived at between the Wedding Coordinator, Custodian and wedding party.
16. Non-members, using the GSBC facilities, agree to assume liability for any damages that might result from such use.
17. The minister officiating or his appointed representative shall work closely with the Wedding Coordinator to ensure an orderly service.
18. Permission for non-members to use the facilities of GSBC, shall be granted by the Executive Pastor after consultation with the appropriate Ministry Team.
19. Candles that drip wax will not be used in the Worship Center.
20. Parties using these facilities must leave a signed copy of these regulations in the church office as a means of verifying their acceptance of the above regulations.
21. Applicable fees are available at the church office.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Wedding Coordinator Job Description

In order to ensure that it is understood what services are provided by our Wedding Coordinator, we have included the following information. If you have any questions regarding this, please contact the Wedding Coordinator or the church office.

1. Coordinator will act as contact person for the bride and groom on behalf of Greenwell Springs Baptist Church.

Coordinator will:

- Check the church calendar for availability of dates
  - Receive and process application and deposit
  - Arrange for Sound/Lighting Tech for rehearsal and wedding
  - Handle any other needs involving the church facility to the best of her ability
  - Enforce all guidelines as set forth in this booklet by GSBC
  - Correspond with pastor if on GSBC staff to confirm dates, times, etc.
  - Correspond with GSBC Worship Pastor to get all ceremony music approved
2. Coordinator will provide a minimum of one (1) consultation to discuss ceremony details at least one (1) month prior to wedding date.
  3. Coordinator will direct rehearsal for ceremony. Order of Service will be provided to Sound Tech and any other applicable vendors.
  4. Coordinator will arrive one (1) hour prior to ceremony on the wedding date and assist in directing the ceremony. Corsages and boutonnieres can be pinned on if desired by the bride and groom.
  5. If reception is held at GSBC, coordinator will be present through the duration to ensure that all aspects of the reception are handled properly. Specific requests/needs must be discussed with coordinator in advance. For example: assistance with reception events such as bouquet toss, cake cutting, etc.



## **Wedding Coordinator Job Description (cont'd)**

GSBC Wedding Coordinators are professional and are equipped to handle any needs you may have in regards to your wedding. Any services that you may desire in addition to those listed above will need to be arranged directly with your coordinator and for an additional fee – to be determined.

## **Employee Benefits**

### **Employee Absences:**

1. Absence due to death in immediate family or household – the employee will be paid for absence due to the death for a period not to exceed one week.
2. Absence due to death of relative other than the immediate family – the employee will be paid for up to three days with the approval of the Senior Pastor or Council of Elders.
3. Jury or Witness Duty – an employee will be paid for the time absent on such duty and is entitled to retain all compensation for that time missed. If such service does not require the employee to be absent the entire day, he/she is expected to report to the church for the remainder of the day.
4. Personal Business – such absences must be approved by the immediate supervisor.
5. Personal Illness – illness requiring absence from regular assigned duties should be reported and recorded by 8:30 AM on the first day of absence and each succeeding day thereafter. In reporting, the employee should give the best estimate as to the ability to return to work. After the third day missed, a doctor's excuse may be required. Under certain conditions, as determined by the supervisor, serious illness in the immediate family may be classified as personal illness.
6. Leave of Absence – such absences should be recommended to the Council of Elders and approved by the Senior Pastor.

## Employee Benefits (cont'd)

### Holidays:

All employees of the church, except part-time and temporary employees, are eligible to receive pay for the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

If a holiday falls on a Saturday, the holiday will be observed on the last working day before the holiday. If a holiday falls on a Sunday, the holiday will be observed on the first working day after the holiday.

### Vacation Policies:

After six (6) months of continuous employment, a full-time employee will receive one (1) week paid vacation. After twelve (12) months of continuous employment, a full-time employee will receive one (1) additional week of paid vacation. After fifteen (15) months of continuous employment, vacations may be scheduled without regard to employment date.

No vacation can be taken until the employee has completed six (6) months of continuous service. In each succeeding calendar year thereafter, through nine (9) years of service, employees will be eligible to receive ten (10) days of vacation. Employees will be eligible for 15 days of vacation annually in the tenth year of service through the 19<sup>th</sup> year of service and 20 days of vacation annually in the 20<sup>th</sup> year of service and each full year of service thereafter.

Vacation schedules should be arranged as early as possible each year with the Executive Pastor or department head. Every effort should be made to allow longer service employees first choice of vacation time and vacations should be scheduled to adequately staff the offices and other functions during periods of vacation. Employees cannot carry over vacation from one (1) year to the next without special permission from the Council of Elders.

## Employee Benefits (cont'd)

Under no circumstances will employees be allowed vacation in excess of that shown. An employee cannot remain on the job and receive vacation pay.

### Vacation:

0-6 months	0
6 months – 1 year	1 week
1 year – 10 years	2 weeks
10 years – 20 years	3 weeks
20 years –	4 weeks