

Constitution of Eastside Baptist Church Collinsville, Oklahoma

Established: March 31, 1991
Incorporated: May 11, 1999

Constitution Approved: September 11, 2011
Constitution Last Revised: September 11, 2011

14211 N. 137th East Ave.
Collinsville, OK 74021

EASTSIDE BAPTIST CHURCH, COLLINSVILLE, OKLAHOMA

CONSTITUTION

PREAMBLE

We declare and establish this constitution for the preservation and security of the principles of our faith, and that this body shall be governed in an orderly manner. This constitution shall preserve the liberties of each individual member of the church and the freedom of action of this body in relation to other churches.

ARTICLE I: NAME

The name of this congregation shall be Eastside Baptist Church, Collinsville, OK.

ARTICLE II: DECLARATION OF FAITH

The Baptist Faith and Message 2000 serves as the doctrinal statement for this church.

ARTICLE III: CHARACTER

SECTION I: POLITY

The government of this church is vested solely in the body members who compose it. It shall be subject to the control of no other ecclesiastical body, but is recognized as and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist Churches.

SECTION II: DOCTRINE

This church receives the Scripture as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of the Southern Baptist Churches as indicated in the Statement of Faith, as described in ARTICLE II.

SECTION III: AFFILIATION

So far as may be consistent with the principles and teachings of God's Word, this church shall cooperate with, and have representation in, the denominational causes sponsored by the Southern Baptist Convention, the Tulsa Metro Baptist Network and the Baptist General Convention of Oklahoma, or any successors of these bodies.

ARTICLE IV: AMENDMENTS

For this constitution to be amended, the Pastoral Council will appoint a committee of Active Members to study the issue in question. The study committee will present a written recommendation or constitutional amendment to the Pastoral Council. The Pastoral Council will vote on the recommendation or amendment. If an amendment is approved by a three-fourths (3/4) majority vote by the Pastoral Council, it will then be presented to the Active Members for a vote. If the Pastoral Council does not approve the recommendation or amendment, the issue would either go back to the study committee for further work, or dismissed. A two-thirds (2/3) vote by the Active Members present is required to amend the constitution.

By-Laws
of
Eastside Baptist Church
Collinsville, Oklahoma

Established: March 31, 1991
Incorporated: May 11, 1999

By-Laws Approved: September 11, 2011
By-Laws Last Revised: January 13, 2013

14211 N. 137th East Ave.
Collinsville, OK 74021

BYLAWS

ARTICLE I: MEMBERSHIP

SECTION I: DEFINITION

The membership of this church shall consist of personal believers in Jesus Christ who have given evidence of their having been saved and have followed Christ in scriptural baptism by a New Testament church. Members shall be received by approval of the church in accordance with Section 2 of this article. Levels of membership are defined as follows:

- A. Active Members. These members give evidence of being active in the church by their faithful giving and attendance. Failure to remain active for a lapse of one year will suspend active status.
- B. Resident Inactive Members. Members who are not active but who live near enough to the church to participate in the life of the church.
- C. Non-Resident Members. Members who have moved from the area but who have not transferred their membership. If such do not request a letter within one year they will not be granted a letter of recommendation but merely a statement that they were at one time a member here.

SECTION II: RECEPTION OF MEMBERS

A. METHODS OF APPLICATION

1. Profession of faith in Jesus Christ followed by baptism by immersion as authorized by the church.
2. Transfer of a church letter from another church of like faith and order.
3. Statement of former relationship to a church of like faith and order may be accepted when a church letter cannot be obtained because of a loss of records or similarly unavoidable circumstances.

B. METHOD OF RECEPTION

When a person responds to the invitation and requests church membership, he shall be welcomed by the pastor and church.

SECTION III: TERMINATION OF MEMBERSHIP

The following policy of this church shall be to remove names of members from the church roll in the following manner.

- A. By death.
- B. By letter—letters of recommendation for any member who is in good standing with the church shall be granted to any church of like faith and order upon request for letter from said church.
- C. Statement of church relationship shall be sent to churches of other denominations upon request.
- D. Members who wish to resign their church membership shall submit their request in writing before such request is granted.

- E. New Testament Church Discipline. "Yet do not regard him as an enemy, but warn him as a brother." (II Thessalonians 3:15).
1. It shall be a basic purpose of Eastside Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastors, other members of the church staff, and deacons are available for counsel and guidance. Redemption rather than discipline should be the guideline which governs the attitude of one member toward another. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'" (Matt. 18:15-16).
 2. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance; but finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a majority vote of Active Members present and voting at any regular business meeting; and the church may proceed to declare the offender to be no longer in the membership of the church. "If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven." (Matt. 18: 17-18).
 3. Discipline in the church is to take a certain pattern so that the injured member will know how to respond. This is the procedure of love and patience, bathed in prayer (II Thessalonians 3:6, Rom. 16:17-18). It shall be the conviction of this church to carry out the New Testament teaching of church discipline in the following way.
 - a. "But now I am writing you that you must not associate with anyone who calls himself a brother but is sexually immoral or greedy, an idolater or a slanderer, a drunkard or a swindler. With such a man do not even eat." (I Corinthians 5:11).
 1. The first member who has knowledge of the offense should seek the offender, and if possible remove the difficulty. If he can win a brother from his evil way, and remove a reproach from the church, such would be a work of faith and a labor of love.
 2. If a member will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. If he shall hear thee thou hast gained thy brother.
 3. If the member shall neglect to hear them, tell it unto the church.
 4. Any person whose membership has been terminated for any condition which made it necessary for the church to exclude him from fellow-ship, may be restored to membership upon his evidence of repentance and reformation and request.

ARTICLE II: LEADERSHIP

An imperfect system filled with men and women of integrity will function far better than a perfect system filled with men and women who lack integrity. The people we choose are as important as the system we use. Furthermore, the imperfections in any system will stand out larger than life when the system is put to the test.

The Eastside Baptist Church government is built around four teams of people:

1. Pastoral Staff
2. Pastoral Council
3. Ministry Team Representatives
4. Active Members

SECTION I: PASTORAL STAFF

Pastoral Staff

The Pastoral Staff consists of staff members called to serve in pastoral roles at Eastside Baptist Church. This is a calling and leading of God as acknowledged by a 3/4 majority vote of approval from the Active Members of the church.

This group is to determine programming, give vision to the various ministries of the church, and oversee the day to day operations of the church. The Pastoral Staff is accountable to the Senior Pastor and the Pastoral Council. Members of the Pastoral Staff are required to meet the character qualifications as outlined in 1Timothy 3:1-7 and Titus 1:5-9.

Electing A New Senior Pastor

When the Senior Pastor's position is vacated; the Pastoral Council will provide a list of recommendations to be considered in the formation of a Pastoral Search Committee consisting of five Active Members. (Additional nominations may be made by Active Members) After completion of the Pastoral search, the Pastoral Search Committee will then make their recommendations to the Active Members. A three fourths (3/4) affirmative vote by the Active Members in an official business meeting of the church is required to elect a new Senior Pastor.

Electing A New Member of the Pastoral Staff

When a Pastoral Staff position is vacated, the Pastoral Council will appoint a Pastoral Staff Search Committee consisting of five Active Members. The Pastoral Staff Search Committee will make recommendations to the Senior Pastor. The Senior Pastor will then make his recommendation to the Pastoral Council. The Pastoral Council will then seek to confirm the recommendations of the Pastor and the Pastoral Search Committee. The Pastoral Staff Search Committee will then make their recommendations to the Active Members. A three fourths (3/4) affirmative vote by the Active Members in an official business meeting of the church is required to elect a new member of the Pastoral Staff.

SECTION II: Pastoral Council

Pastoral Council

The Pastoral Council is comprised the Senior Pastor, the Pastoral Staff and a number of Men elected by the Active Members that is equal to one (1) less than the combined total of the Senior Pastor and the Pastoral Staff (ie. 3 Pastoral Staff and 2 Men elected from the Congregation). Men elected by the Active Members to serve on The Pastoral Council will serve for two years before rotating off. The Senior Pastor and Pastoral Staff are permanent members of the Pastoral Council.

A. *The Purpose of the Pastoral Council*

The Pastoral Councils' function is to serve primarily as *discerners* and *guardians* of the organization. They function as overseers for the entire organization. They evaluate the effectiveness and direction of the organization according to three criteria:

1. The organization's mission: To lead people into a growing relationship with Jesus Christ.
2. The organization's resources.
3. The organization's doctrine:

We believe the entire Bible is the inspired Word of God and that men were moved by the Spirit to write the words of Scripture. Therefore, the Bible is without error.

We believe in one God who exists in three distinct persons (Father, Son, and Holy Spirit). We believe that Jesus Christ is the second member of the Trinity (the Son of God) who became flesh to reveal God to man and to become the Savior of the lost world.

We believe that man was created in the image of God to have fellowship with Him, but became alienated from that relationship through sinful disobedience. As a result, man is totally incapable of coming back into a right relationship with God by his own effort.

We believe that the shed blood of Jesus Christ on the cross provides the sole basis for the forgiveness of sins. Therefore, salvation only occurs when a person places his faith in the death and resurrection of Christ as the sufficient payment for his sin.

We believe that every Christian should live for Christ and not for himself. By obedience to the Word and daily yielding to the Spirit, every believer will mature and become conformed to the image of Christ.

We believe that the church is the body of Christ of which Jesus Christ is the Head. The members are those who have trusted by faith the finished work of Christ. The purpose of the church is to glorify God by loving Him and by making Him known to a lost world.

The Pastoral Council is responsible for evaluating and making recommendations regarding programming based on its appropriateness and effectiveness in furthering the overall mission of Eastside Baptist Church.

The Pastoral Council will meet on a monthly basis, not less than eight times per year.

B. The Authority of the Pastoral Council

There are five decisions that the Pastoral Council may not make without membership approval at an Organizational Business Meeting.

1. The Pastoral Council may not appoint a new senior pastor.
2. The Pastoral Council may not approve debt for the organization in excess of one-twelfth of the previous year's annual operating budget.
3. The Pastoral Council may not change or establish the denominational affiliation of Eastside Baptist Church.
4. The Pastoral Council may not change the Articles of Incorporation, or the Constitution.
5. The Pastoral Council may not buy, sell or add debt in regards to "real property" (Land, Buildings, and Vehicles).

Pastoral Council does have the authority to call for a special meeting of the church.

C. The Election of Pastoral Council

At a time as set by the Pastoral Council, but no less frequently than annually, each Active Member will be given the opportunity to nominate any man who is a Active Member of the church, as a candidate for the Pastoral Council.

The Active Members will then conduct a successive series of votes, wherein each Active Member will vote for up to the top two or three candidates from the slate of candidates under consideration. A two thirds majority of votes received is required to elect a new member of the Pastoral Council. *(amended 01/13/13)

D. The Dismissal of a member of the Pastoral Council

If it becomes apparent that a certain member of the Pastoral Council (including the positions of Senior Pastor or Pastoral Staff) should not continue to serve on the Pastoral Council, he may resign, or by unanimous vote of the other members of the Pastoral Council be brought before the Active Members for a vote of removal. A three fourths (3/4) majority affirmative vote by the Active Members in an official business meeting of the church is required to remove a member of the Pastoral Council.

SECTION III: MINISTRY TEAM REPRESENTATIVES

Ministry Team Representatives

Ministry Team Representative (MTR) is an individual chosen by a particular ministry or team to represent that group. MTRs serve as a channel of communication to and from the various ministries of the church. MTR meetings are a time for an open exchange of ideas and information.

MTRs are selected by the leadership of each ministry area, or team, in the church. The Pastoral Council determines which ministry areas are represented, as well as the number of representatives needed. The MTRs meet every other month no less than five times during the year. Their purpose is to represent their area of ministry within a group that represents every area of ministry.

The MTR's serve one year terms with an option to be re-elected for a second consecutive term. An MTR can serve another set of terms after rotating off for at least one year.

An MTR meeting is not an official business meeting of the church. However, the MTRs can call for a special business meeting of the church by a three-fourths (3/4) majority vote, assuming a quorum of three-fourths (3/4) of all MTR's are present. They are the only group in the church, other than the Pastoral Council, or the Senior Pastor that can call for a special business meeting of the church.

All teams (committees) of the church, unless otherwise specified, shall be considered as standing teams. Team members shall be elected by the Active Members, and shall serve on a three-year rotating basis. Former members are eligible to serve again after being inactive for one year. If no other person is available to serve on a given Ministry Team, the one year inactive term may be waived by a 3/4 majority vote of Active Members present at a regularly scheduled or special called business meeting.

ARTICLE III: MEETINGS

SECTION I: CHURCH BUSINESS MEETINGS

Church Business Meetings

A church business meeting will be scheduled quarterly. This meeting will provide a forum for handling the business of the church not otherwise reserved for the Pastoral Council.

An agenda for the meeting will be developed by the Pastoral Council and made available to the membership no less than one week prior to each meeting. At the meeting, Active Members will be given an opportunity to make motions related to the direction or programs of the church. However, motions introduced from the floor not pertaining to the published agenda may not be voted on until the next meeting. This will ensure that there is sufficient time for the issues raised by the motion to be considered by the appropriate leadership team before bringing their recommendation to the church.

All issues (unless otherwise noted in this document) voted on in an official congregational meeting require a two-thirds (2/3) affirmative vote of Active Members present to pass. Annual Budget requires a simple majority vote of Active Members present to pass.

The Senior Pastor or, in his absence an associate Pastor, will serve as moderator for all church business meetings. Matters properly brought before the church and passed at business meetings shall be binding on the church.

The Pastoral Council, the Senior Pastor, and the MTRs have the authority to call special business meetings. The MTRs may do so by presenting a petition to the Pastoral Council, which includes the signatures of two-thirds of the MTRs. The Pastoral Council will schedule the meeting and publish the agenda at least one week in advance.

SECTION II: SPECIALLY CALLED MEETINGS

Specially Called Business Meetings

The Pastoral Council, the Senior Pastor, and the MTRs have the authority to call special business meetings.

The Ministry Team Representatives may call for a special congregational business meeting. Assuming a three-fourths (3/4) majority vote of the MTR's to call the meeting and assuming a quorum of three-fourths (3/4) of total MTR membership, the MTRs will present their request to the Pastoral Council. The Pastoral Council will schedule the meeting, as well as publish the agenda one week in advance. The agenda will include the issues the MTRs have given for calling the special meeting.

SECTION III: PROCEDURE

Parliamentary Procedure

Church business meetings will be conducted according to Robert's Rules of Order, except as this constitution conflicts.

ARTICLE IV: Deacons

Role of Deacons

In accordance with the meaning of the word 'deacon' and the practice of the New Testament, deacons are to be servants within the church, filling needs which would otherwise deter the pastors from their duties to give attention to the Word of God and prayer. Deacons are to serve under pastoral leadership but beside our pastors in meeting needs and caring for people in the church. The main recurring duties of the deacon body are to organize and serve the church in carrying out the ordinances of the church.

Southern Baptists believe there are two ordinances the church should practice:

- (1) Believer's baptism and
- (2) The Lord's Supper:

ARTICLE V: AMENDMENTS

Amending the By-Laws

For the By-Laws to be amended, the Pastoral Council will appoint a committee of Active Members to study the issue in question. The study committee will present a written recommendation or amendment to the Pastoral Council. The Pastoral Council will vote on the recommendation or amendment. If an amendment is approved by a three-fourths (3/4) majority vote by the Pastoral Council, it will then be presented to the Active Members for a vote. If the Pastoral Council does not approve the recommendation or amendment, the issue would either go back to the study committee for further work, or dismissed. A two-thirds (2/3) vote by the Active Members present is required to amend the By-Laws.

Amendment Approved 1/13/2013

This amendment to the bylaws of Eastside Baptist Church is approved and made effective on the 13th day of January, 2013 by vote of the Active Members of Eastside Baptist Church.

Article II: LEADERSHIP,
Section II PASTORAL COUNCIL,
Letter C. *The Election of Pastoral Council,*
Paragraph 2

Will be amended to delete the phrase “three fourths” and replace it with the phrase “two thirds”.

(Current Reading)

The Active Members will then conduct a successive series of votes, wherein each Active Member will vote for up to the top two or three candidates from the slate of candidates under consideration. A **three fourths** majority of votes received is required to elect a new member of the Pastoral Council

(Amended Reading)

The Active Members will then conduct a successive series of votes, wherein each Active Member will vote for up to the top two or three candidates from the slate of candidates under consideration. A **two thirds** majority of votes received is required to elect a new member of the Pastoral Council

Appendix Pages

The following pages are provided to give further explanation of some of the elements contained within the Constitution and By-Laws. They are to serve as a help section and hopefully provide a better understanding of some of the terms.

They are not an official part of the Constitution or By-Laws.

APPENDIX 1

LEADER TO LEADER

Standards for Leaders* of Eastside Baptist Church

1 Corinthians 4:1-2

Let a man so account of us, as of the ministers of Christ, and stewards of the mysteries of God. Moreover it is required in stewards, that a man be found faithful.

Philippians 4:9

Whatever you have learned or received or heard from me, or seen in me – put it into practice. And the God of peace will be with you.

Hebrews 10:24

And let us consider how we may spur one another on toward love and good deeds.

As a means of furthering the Kingdom of the Lord, I believe the Holy Spirit has gifted and led me to serve as a leader in ministry.

By accepting this position of leadership in ministry, I acknowledge my motive in service is to glorify and honor the Lord, and acknowledge my willingness, by God's grace, to abide by God's standards for church leadership as follows:

1. I am a born again Christian, an active member of EBC and attend services weekly. (John 3:3; Hebrews 10:25)
2. I will work humbly, cooperating with those who lead me while I lead others lovingly, with a prayerful spirit. (Philippians 2:1-4; Ephesians 4:1-3)
3. I believe in and am obedient to the inerrant Word of God, seeking to live out its' principles through the enabling of the Holy Spirit. (2 Timothy 3:16-17; James 1:22; John 14:21)
4. I am positive and enthusiastic in embracing the vision, direction, and programs of the church. (1 Corinthians 3:8-9)
5. I am faithful and effective in my ministry responsibility. (1 Corinthians 4:2)
6. I am growing and strengthening my love for God through regular private devotions. (Matthew 22:37; Psalm 1:1-3; Mark 1:35)
7. I have a love for the souls of men and am active in reaching people for Christ. (Romans 1:16; Mark 16:15-16)
8. I will seek to discover and meet the needs of those with whom I come into contact, especially fellow church members and prospects for my church. (Galatians 6:2, 10)
9. I will be careful to minister to my family by fulfilling my God-given role in my home. (1 Timothy 5:8; Ephesians 5:21-6:4)
10. I will give tithes and offerings with a cheerful and generous heart. (Malachi 3:10; 2 Corinthians 9:6-7)
11. I will be slow to anger and always ready for reconciliation. (James 1:19; Matthew 5:23-25; Ephesians 4:29-32)
12. I will pray regularly for my church, pastors and other leaders. (Ephesians 6:18-19; 1 Timothy 2:1-4, 8)

*Anyone who is leading workers, people or ministry in the church fellowship.

Signed: _____

Date: _____

APPENDIX 2

MINISTRY TEAMS

All teams (committees) of the church, unless otherwise specified, shall be considered as standing teams. Team members shall be elected by the Active Members, and shall serve on a three-year rotating basis. Former members are eligible to serve again after being inactive for one year. If no other person is available to serve on a given Ministry Team, the one year inactive term may be waived by a 3/4 majority vote of Active Members present at a regularly scheduled or special called business meeting.

Personnel Ministry Team

The Personnel Team oversees all personnel matters. The Pastoral Staff is accountable to the Personnel Team in all matters relating to personnel.

The Personnel Team will consist of at least, three members.

Personnel Team members are required to have the skills necessary to perform their assigned tasks. Members serve one three-year term. Former members are eligible to serve again after being inactive for one year.

Personnel recommendations originate with the Pastoral Council. The Pastoral Staff or Pastoral Council may not create staff positions without the approval of the Personnel Team. The Personnel Team may not hire a staff member without the consent of the Senior Pastor and Pastoral Council. The Personnel Team may not dismiss a staff member. This is the responsibility of the Senior Pastor. Their role is not so much the selection of personnel, as much as it is the stewardship issues related to any hiring decision.

This team will establish the guidelines for staff salaries

The Personnel team's primary function is to ensure the personnel health of those working within the organization.

The Personnel Team is ultimately accountable to the Pastoral Council of the church.

Finance Ministry Team

The budget will be developed by the Finance Team in conjunction with the Pastoral Staff. The Finance Team will present the budget to the Pastoral Council for approval. Once approved by the Pastoral Council, the Finance Team will be asked to make their recommendations to the congregation. A simple majority vote by the Active Members in an official business meeting of the church is required to adopt the new budget.

Salaries

Individual staff salaries are established by The Finance Team and are not published or discussed in church business meetings. Questions regarding an individual staff member's salary may be addressed privately with the Senior Pastor or with the Ministry Team Representative of the Personnel Team. Any questions regarding the Salary of the Senior Pastor may be addressed privately with him or with the Ministry Team Representative of the Personnel Team.

Men's Ministry Team

The men's ministry team will organize and lead a ministry that builds up and helps the men of the church become spiritual leaders and provide an avenue of outreach to men in the community.

Responsibilities/Duties

1. Regularly pray for
 - a. Men in the church
 - b. Families in the church whose men do not attend
 - c. Men in the community at large
2. Organize and oversee the men's ministry.
3. Plan special courses for training men to become spiritual leaders in the home, church and community.
4. Plan at least one yearly retreat for prayer, fellowship and encouragement: a men's rally event, special camp, lake retreat, etc.
5. Organize small groups that meet regularly for accountability, building relationships and spiritual encouragement through prayer, devotions and sharing.
6. Plan activities and special projects for men only: prayer breakfasts, church improvement day, fishing expedition, father/son event, softball league, etc.
7. Develop a mentoring network where spiritually mature men (or men who have faced specific situations) can identify with and give guidance/support to men going through similar situations.
8. Oversee budget and expenditures for the men's ministry.

Women's Ministry Team

The women's ministry team will provide direction and vision and will organize, coordinate and oversee the women's ministries of the church.

Responsibilities/Duties

1. Regularly pray for Women in the church
2. Organize and oversee the women's ministry.
3. Plan special courses for training women in the church and community.
4. Plan at least one yearly retreat for prayer, fellowship and encouragement
5. Organize small groups that meet regularly for accountability, building relationships and spiritual encouragement through prayer, devotions and sharing.
6. Plan activities and special projects for women only
7. Develop a mentoring network where spiritually mature women (or women who have faced specific situations) can identify with and give guidance/support to women going through similar situations.
8. Oversee budget and expenditures for the women's ministry.

Children's Ministry Team

The children's ministry team is responsible to oversee the entire children's ministry to ensure a smoothly operating, safe and effective program. The team will recruit and train leaders who will touch children's lives with God's love, teach them God's Word and provide fellowship with God's people—laying a foundation that will keep children interested in the things of God and involved in church.

Responsibilities/Duties

1. Oversee and coordinate all aspects of the children's ministry.
2. Organize training and planning sessions for children's leaders/workers.
3. Screen children's workers and leaders before placing them in ministry.
4. Work with children's church leaders to plan weekly programs and participate as needed.
5. Be available to counsel and pray with children regarding spiritual matters.
6. Pray for the children and children's ministry workers.

Buildings and Grounds Ministry Team

The buildings and grounds team is responsible for the general upkeep and oversight of the church property. This team may arrange for church clean-up days in which church volunteers assist with special projects.

Responsibilities/Duties

1. General oversight of buildings and grounds maintenance; ensuring safe, clean and proper order of the facilities. Keep a record of regular maintenance done on buildings/grounds and a list of projects to do.
2. Order and maintain supplies for maintaining and repairing building/grounds.
3. Make building repairs such as plumbing, electrical, carpentry, painting, and arrange for outside repair services when necessary.
4. Maintain lawn and arrange snow/ice/debris removal from parking areas, sidewalks, steps, etc.
5. Fill/drain baptistry as needed.
6. Operate heating and cooling equipment (ensure proper settings for any events held in the facilities and adjust settings for times the facilities may not be in use).
7. Set up and take down chairs/partitions as needed for weekly services, meetings and special functions.
8. Manage all keys to the facilities. Keep a master of each key. Obtain new keys when needed.
9. Ensure church security; lock and unlock facilities for church services and events.
10. Oversee budget and expenditures for buildings and grounds.

Outreach Ministry Team

The outreach team will organize and oversee the outreach ministries of the church, including evaluating and planning for the future.

Responsibilities/Duties

1. Organize and oversee the outreach ministries of the church.
2. Recruit and train leaders for the various outreach ministries.
3. Research, survey and evaluate the church and community to determine what outreach ministries are most needed and if existing ministries are effective.
4. Develop new ministries as needed.
5. Obtain and supply materials needed for the outreach ministries.
6. Meet to determine how to improve the outreach ministries and to discuss challenges and solutions.
7. Pray regularly for the outreach ministries.
8. Promptly give church visitor information to visitor follow-up assistants for follow-up calls, letters and visits.
9. Oversee budget and expenditures for the outreach ministry.

Fellowship Ministry Team

The fellowship team is responsible for planning and coordinating church-wide fellowship activities. This team will recruit volunteers or contact appropriate ministry directors or team members for assistance as needed.

Responsibilities/Duties

1. Plan, organize and oversee church-wide fellowship events no less than once a quarter. Events could include picnics, potlucks, ice cream socials, family sports days and skating parties.
2. Recruit volunteers or contact appropriate ministry directors to assist with food preparation/service, set up facilities, decorations, equipment needs, publicity, etc.

Small Group Ministry Team

The Small Group Team will lead and oversee the ministry of the small groups. This team will ensure proper staffing, training and operation of the small groups.

Responsibilities/Duties

1. Recruit volunteers to serve in Small Group ministry.
2. Develop and implement a training program for Small Group leaders (teachers and workers).
3. Obtain information on Small Group curriculum inform teachers of selection; order curriculum.
4. Oversee distribution of Small Group material or store it in a designated location for easy access by leaders.
5. Recognize, encourage and motivate Small Group workers.
6. Communicate information regarding goals, special days, etc.
7. Oversee operation of Small Group ministry (teachers on hand, lessons available, start/end on time, records procedures followed/forms completed, etc.).
8. Serve as a liaison between Small Groups and pastor.

Missions Ministry Team

The missions team will lead the effort to maintain a comprehensive missions program in the church and is responsible for exploring missions opportunities, keeping the church informed regarding potential and ongoing missions involvement and serving as a liaison between the church and missionaries.

Responsibilities/Duties

1. Act as a liaison with missionaries and organizations the church supports.
2. Research, locate, validate and follow up on missions projects, opportunities, needs within the local community as well as home and foreign mission fields.
3. Organize the church's efforts in supporting missions.
4. Educate the church regarding missions, including planning a yearly missions awareness emphasis.

APPENDIX 3

Pastor Accountability Team

The pastor accountability team is a group of men to whom the senior pastor is accountable regarding issues relating to his qualifications to serve. The members of this group will be selected by the senior pastor and approved by the Pastoral Council. They may be members of Eastside, or members of another church of like faith and order. The members of the pastor accountability team do not serve a pre-determined term. However, each member must be reaffirmed by the Pastoral Council each year, and report no less than annually to the Pastoral Council.

APPENDIX 4

