

**BYLAWS FOR THE NEW BETHEL CHURCH, INC.**  
**Located in Southern Indiana near Chelsea**

Approved at the Annual Church Meeting 11-17-2024

This congregation is establishing these by-laws to state the vision, mission, statement of faith, governing organization and protection of the rights of its individual members.

**ARTICLE I – NAME**

The name of this organization, as a nonprofit Corporation, shall be the New Bethel Church, Inc. located in Southern Indiana near the town of Chelsea.

**ARTICLE II – VISION & MISSION**

**Vision Statement:** To manifest and make known the glory of God, so that individuals may experience and be transformed by the power of the Holy Spirit.

**Mission Statement:** New Bethel exists to equip and mobilize the church by the power of the Holy Spirit in delivering individuals from the bondage of sin, discipling them into devoted Christ followers, and deploying them as leaders who transform our world for Jesus.

**ARTICLE III –AFFILIATIONS**

The congregation is not affiliated with any other Religious Organization, Church, or Association.

**ARTICLE IV – STATEMENT OF FAITH**

Our statement of faith as in the constitution and listed below does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of church doctrine, practice, policy, and discipline, our Council is the church's final interpretive authority on the Bible's meaning and application.

**God**

There is only one true and living God, the Creator and Ruler of the Universe. He has eternally existed in three persons: the Father, the Son and the Holy Spirit. These three are co-equal and are one God. *Genesis 1:1, 1 Corinthians 8:4-6, Mark 12:29, Deuteronomy 6:4, John 17:11, 1 Peter 1:2, Matthew 28:19, John 1:1, John 17:5, Isaiah 46:9-10*

**Jesus**

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus was born of the Virgin Mary by miraculous conception, lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all by dying on a cross. He arose from the dead after three days demonstrating His power over sin and death. He ascended into heaven

where, at the right hand of God, is now our High Priest and Advocate. He is the only Mediator between God and people. Jesus will return again and reign as King of Kings and Lord of Lords. *Matthew 3:16-17, John 1:14-18, Isaiah 7:14, Matthew 1:20-21, John 3:16, John 14:6, John 12:44-45, Luke 1:35, John 17:1-5, Acts 1:9-11, Mark 16:19, Matthew 17:22*

### **Holy Spirit**

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make people aware of their need for Jesus Christ. He lives in every Christian from the moment of salvation. He provides the Christian with power for living; understanding of spiritual truth and guidance in doing what is right. The Christian seeks to live under His control daily. *John 14:16-18, John 20:22, 1 Corinthians 2:10-16, John 16:13-15, Acts 1:4-5, Acts 2:4, Acts 8:14-17, Romans 8:26-27*

### **Spiritual Gifts**

Spiritual gifts are spiritual endowments of God's grace bestowed upon natural man. Spiritual gifts empower man with the supernatural ability to accomplish supernatural tasks in operation for God's glory. A spiritual gift is not to be used in the power of man's own will and determination, but rather under the direction, guidance, and inspiration of the Holy Spirit. Spiritual gifts function in accordance with God's will, purpose, and intentions. They are activated and operated only by the Divine planning and timing of God. Spiritual gifts serve as a means to advance the Kingdom of Heaven on Earth and benefit the church. The purpose of spiritual gifts are to exalt and magnify the name of Jesus Christ (1 Peter 4:10-11); to edify and strengthen the church (1 Corinthians 14:12 & 26; Romans 1:11-12); and to equip the saints for Kingdom work (Ephesians 4:11-12; 1 Peter 4:10)

- \**Wisdom (1 Corinthians 12:8)*
- \**Word Of Knowledge (1 Corinthians 12:8)*
- \**Faith (1 Corinthians 12:9)*
- \**Healing (1 Corinthians 12:9)*
- \**Miracles (1 Corinthians 12:10)*
- \**Prophecy (1 Corinthians 12:10)*
- \**Discernment Of Spirits (1 Corinthians 12:10)*
- \**Tongues (1 Corinthians 12:10)*
- \**Interpretation Of Tongues (1 Corinthians 12:10)*
- \**Apostleship (1 Corinthians 12:28; Ephesians 4:11)*
- \**Teaching (1 Corinthians 12:28; Ephesians 4:11)*
- \**Serving (1 Corinthians 12:28; Romans 12:7)*
- \**Administration (1 Corinthians 12:28)*
- \**Evangelism (Ephesians 4:11)*
- \**Shepherding (Ephesians 4:11)*
- \**Exhortation (Romans 12:8)*
- \**Giving (Romans 12:8)*
- \**Leadership (Romans 12:8)*
- \**Mercy (Romans 12:8)*

## **Scripture**

The Bible, both Old and New Testaments, is God's word to all. It is alive, powerful and active. It was written by human authors, under the supernatural guidance of the Holy Spirit. The Scriptures are inspired by God and are infallible and inerrant in the original manuscripts. They are the final authority in all matters of faith and practice and there are no other writings similarly inspired by God. *Hebrews 4:12, 2 Timothy 3:16, Hebrews 6:18, Matthew 4:4, Hebrews 1:1-2, 2 Peter 1:20-21, 2 Peter 3:15-16, Luke 1:1-4, Numbers 23:19, Proverbs 30:5, Psalm 119:4, Psalm 119:11, Psalm 119:109, Psalm 119:160, Romans 10:17*

## **Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person. (Psalm 139:13-16; Genesis 1:27)

We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. (Genesis 2:18-24; Ephesians 5:31)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex) is sinful and offensive to God. (1 Corinthians 6:9-11; 1 Corinthians 7)

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage, Gender, and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Colossians 1:13-14; Colossians 1:20-22; 1 Timothy 2:5-6)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture not the doctrines of the church. (John 13:34-35)

## **Salvation**

We are made in the image of God, to be like Him in character. We are the supreme object of God's creation. Although we have tremendous potential for good, we are all born with a sinful nature. Sin separates people from God. Salvation is a gift from God to all people. Men and women can never make up for their sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can a person be saved from sin's penalty. *Romans 3:23-24, Romans 6:23, Romans 7:14-25, Romans 10:9, Romans 10:13, 2 Corinthians 5:17, John 14:6, 1 John 1:9, Psalm 103:10-12*

## **The Church**

The one body of Christ, for which He will return, composed of all from every tongue, tribe, people and nation who have trusted Christ alone for their salvation. Jesus commissioned the church to “go and make disciples of all nations, baptizing them in the name of the Father, the Son, and the Holy Spirit, and teaching them to obey everything I have commanded you.” Water baptism and the Lord’s Supper are Holy Sacraments to be observed by the Church. They are visible and tangible expressions of the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer. *Matthew 3:13-15, Matthew 16:18, Matthew 28:5-6, Matthew 28:19-20, 1 Corinthians 10:16-17, 1 Corinthians 12:12-31, 2 Corinthians 5:17-21, Romans 8:1, Romans 12:4-8 Luke 22:19, Luke 23:42-43, Acts 10:47-48, Ephesians 4, Ephesians 25:27*

## **Christ’s Return**

We believe in the personal and bodily return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, requires constant expectancy and as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission. *John 14:1-3, Acts 2:17-21, Acts 9:11, 1 Peter 4:7, Matthew 24:27-50, Revelation 22:7, Revelation 22:20, Revelation 16:15*

## **Eternity**

People are created to exist forever. In the resurrection of the dead every person will either exist eternally separated from God by sin or in union with God through the forgiveness and salvation of Jesus Christ. To be eternally separated from God is hell. To be eternally in union with Him is heaven. Heaven and hell are places of eternal existence. *John 3:3-6, John 3:16, John 5:24-29, John 6:40, John 11:25, John 14:2-3, Matthew 25:31-46, Hebrews 2:3, 2 Thessalonians 1:8-9, Philippians 3:14, Revelation 21:4, Isaiah 65:17*

## **Baptism**

New Bethel holds that immersion by water to be the means by which baptism is to be carried out. This is a belief that comes from the convictions found in the scriptures in that:

The Greek word for baptism is *Baptizo* meaning “to submerge, to dip, to immerse.”

The New Testament scriptures display the importance of baptism by immersion by the fact that:

- Jesus did and taught it (Matthew 4:13-17; Matthew 28:19)
- The early church practiced it (Acts 2:38; Acts 2:41; Acts 8:12; Acts 8:38; Acts 9:18; Acts 10:48; Acts 16:15; Acts 16:33; Acts 18:8; Acts 22:16)
- The Apostles confirmed it (Romans 6:3; 1 Corinthians 12:13; 1 Peter 3:21; Colossians 2:12; Galatians 3:27; Ephesians 4:5)

## **ARTICLE V – MEMBERSHIP**

### **Section 1. Admission of Members**

Potential members, who are at least eighteen years of age, will attend Membership 101 Workshop. They will learn about New Bethel's Statement of Faith, By-Laws, and member's responsibilities. Potential members must have made a public profession of faith. They will be asked to sign an application for membership which includes their agreement to the Statement of Faith, By-Laws and their responsibilities as members.

## **Section 2. Baptism of Members**

- a. Each person will be encouraged to be baptized by immersion, if they have not already done so.
- b. In unique situations accommodations can be made.

## **Section 3. Dismissal/Removal of Members**

- a. Member requests letter of transfer to another church.
- b. Member dies.
- c. Member makes a written request desiring to withdraw membership.
- d. Member is dropped from the membership when they no longer support the church by their attendance, involvement, and/or financial support. This removal does not include a member who is no longer physically able to attend worship.
- e. Member moves from the community where it is not feasible for them to commute on a regular basis.
- f. Recommendations for removal based on d and e above will be presented to the Council by the membership team for approval.

## **Section 4. Responsibilities of an Active Member**

Support the congregation by attending at least 75% Sundays' a year (vacation and sickness/medical reasons not included), involvement and/or financial.

## **Section 5. Voting rights**

- a. Members 18 years of age and older have a right to vote on any issues presented to the congregation.
- b. Members are to be active and present to vote on church business.
- c. The Head Pastor and The Next Gen Pastor have voting rights. The Head Pastor and Next Gen Pastor do not have voting rights when voting pertains to his/her financial package or when the council deems there is a conflict of interest.

# **ARTICLE VI –MEETINGS**

## **Section 1. Regular Worship Services**

- a) Regular worship services will be held on each Sunday Morning.
- b) Marriages are a Christian worship service and will be scheduled as appropriate.

## **Section 2. Special Church Services**

- a) Special worship services may be initiated by the pastor, a church team, or an individual member.
- b) Special worship services are to be brought before the Council for approval and scheduling.

## **Section 3. Business Meetings**

- a) Council business meetings will be held normally each month in the evening during the week. The dates will be planned from meeting to meeting and announced as part of the church calendar.
- b) Special business meetings are normally called by the Council when they feel that congregation input and vote is necessary. These meetings will be announced as part of the church calendar.
- c) Over 50% of yes votes of those present and eligible to vote will pass a motion in normal meetings of church business.
- d) When more than 2 choices are voted on, if there is not over 50% for any one choice, a second vote will be taken for the top 2 choices.

## **Section 4. Annual Church Meeting**

- a) Annual church meeting will be held in the fall.
- b) Officers and team chairs and members for the following calendar year will be voted on.
- c) As needed, amendments or changes to the by-laws and/or constitution will be voted on.
- d) The congregation will be notified of this meeting during normal worship service announcements.

## **Section 5. Special Events/Activities/Fellowship/Use of the Building by Other Groups**

- a) Plans for special events/activities/fellowship of the church will be brought before the council for approval and coordination with the church calendar.
- b) Use of the church facilities for non-church related events/activities would be brought before the council for approval and coordination with the church calendar. The group/person making the request would complete the appropriate application. Approval will not be granted to any request for any usage of church property that conflicts with the church's statement of faith.

# **ARTICLE VII – LEADERSHIP**

## **Section 1. The Head Pastor**

- a) The head pastor selection process will be handled by the Pastor Relations and Personnel Team.
- b) Duties of the head pastor are found in the job description, by-laws, and policy manual.

- c) The head pastor will be a member of each team because of his/her position.
- d) The Pastor Relations and Personnel Team will be responsible for a fill-in head pastor while the position is vacant.
- e) The head pastor will be selected by a congregational member vote
- f) The head pastor will support the Statement of Faith in action, lifestyle, and performance of his responsibility as a pastor such as marriages.

## Section 2. The Next Gen Pastor

- a) The Next Gen Pastor selection process will be handled by the Pastor Relations and Personnel Team.
- b) Duties of the Next Gen Pastor are found in the job description, by-laws, and policy manual.
- c) The Pastor Relations and Personnel Team will be responsible for a fill-in Next Gen Pastor while the position is vacant.
- d) The Next Gen Pastor will support the Statement of Faith in action, lifestyle, and performance of his/her responsibility as a pastor

## Section 3. Children's Ministry Leader (birth thru 5<sup>th</sup> grade)

- a) To serve under the Next Gen Pastor as the coordinator of the children's ministry.
- b) Works with and trains children's ministry volunteers to ensure the appropriate and adequate amount of materials and supplies.
- c) To help provide Christian education, to help children grow in their understanding of the Bible and their Christian faith so that they may live as Christian disciples.

## Section 4. Worship Leader

- a) The Worship Leader is responsible for praise and worship time during Sunday Service and special worship services
- b) The Worship Leader is to work with the spiritual leaders and praise team.
- c) The Worship Leader will work with the SMPT and Trustees in regard to maintenance and purchase of all equipment pertaining to the church service (i.e. instruments, PA system, Sound board, etc) with the approval of the council.

## Section 5. The Council

- a) The Council is to lead the congregation in long-range planning and in carrying out its program so that people are received into its fellowship, encouraged in strengthening their relationship with God, and supported as they seek to live as Christian disciples.
- b) The Council provides oversight and approval of the activities and finances of the church.

- c) Membership will be the Pastor, Next Gen Pastor, Children's Ministry leader, Worship Leader, chairs of the teams, officers, and there may also be a church member at large elected to the Council.
- d) Each member gets a vote. The Pastor and The Next Gen Pastor do not have voting rights when voting pertains to his/her financial package or when the council deems there is a conflict of interest. In accordance with Robert's Rules of Orders the chairperson can vote as follows: If the chair has not already voted, the chair can vote to break a tie or to create a tie. The chairperson can vote when using a secret ballot as any other council member.
- e) Chair of this Council is a member of the congregation elected by the church.
- f) Members of the congregation may attend the Council meetings, unless there is a confidential meeting to discuss personnel matters.
- g) All members of the Council must be on the approved lists of background checks.

## ARTICLE VIII– OFFICERS

### **Section 1. Selection, Term, and Guidance**

- a) Nomination and selection – Officers, Team chairs, and team members will be nominated by the Membership-Nomination Team. The Membership-Nomination Team will take the slate of nominations to the Council for approval in October of each year. After approval the congregation will vote on them at their annual fall meeting.
- b) Term of Office - one-year term beginning on January 1 of the year following their election.
- c) Termination of officer's term – death, resignation, termination of membership in the church, removal from the office by the church due to lack of performance as outlined in the church procedures.
- d) Officers will work within the responsibilities outlined in the by-laws, job descriptions, policy manual, and procedures of the church which have been approved by the congregation and/or Council.
- e) Officers and Team Chairs are members of the congregation and Council and report to that group.
- f) Church officers and team chair positions that are vacated during the year will be filled for the remainder of the term. The Membership and Nominations Team will submit recommendations to the Council for its approval. There will not be a vote by the church.

### **Section 2. Chairperson of the Council**

- a) To be responsible for guiding and planning the work of the Council throughout the year, planning agendas, and presiding at meetings.
- b) To organize an annual church meeting
- c) To help all leaders focus on their primary task.
- d) To maintain an open working relationship with the pastor.
- e) To be familiar with and use the resources of the New Bethel Congregation.

- f) To be accountable to the New Bethel Church
- g) To be a member of the church and not be holding any other leadership, team leader, or officer position when holding the Council Chair Position

### **Section 3. Secretary**

- a) To record and maintain the minutes of the Council
- b) To record and maintain the minutes of general church congregation or business meetings.
- c) To maintain the church calendar and building usage.
- d) To bring building usage requests from outside the church to the Council for approval. If the request is from a group or individual that has used the building before, without an adverse impact, the secretary can schedule the building usage.
- e) To maintain legal documents of the church (constitution, by-laws, etc)

### **Section 4. Treasurer**

- a) To distribute funds received into the church treasury in accordance with the by-laws, job description, policy manual and the federal and state laws in a timely manner.
- b) To make recommendations on discretionary spending to the Stewardship Team and Council.
- c) To maintain proper records of the expenditures and provide the Council of a monthly record of income and expenses.
- d) To be the Chair of the Stewardship Team, this officer can not be related to anyone on the Stewardship Team.

### **Section 5. Appointed Positions**

- a) The Council may appoint short term positions as needed.
- b) These positions may be representatives on the Council during the term of their appointment.

## **ARTICLE IX – TEAMS**

### **Section 1. Selection, Term, Membership, and Guidance**

- a) Nomination and selection – Team members and the chair of each team will be nominated by the Membership and Nominations Team. The chair of each team must be an active member on that team for at least a year prior to holding that position. The Membership and Nominations Team will take the slate of nominations to the Council for approval in October of each year for approval.

- b) Term of Office - one-year term beginning on January 1 of the year following their election.
- c) Termination of an officer's or Team Chair's term – death, resignation, termination of membership in the church, removal from the office by the church.
- d) Teams will work within the responsibilities outlined in the by-laws, job descriptions, policy manual, and procedures of the church which have been approved by the congregation and/or Council.
- e) Teams are to normally meet monthly or less if their mission can be accomplished.
- f) Team chairs are members of the congregation and Council and report to that group each month.
- g) Teams will have a minimum of three members unless otherwise stated in the by-laws.
- h) There will be standing teams as described in the by-laws and additional teams appointed by the Council for short term projects/activities.
- i) Activities requiring the expenditure of funds must be approved by the Council.

## **Section 2. Pastor Relations and Personnel Team**

- a) To support the pastor and other paid staff so that they can work effectively in managing the ministry of our congregation for witness and service. The committee will be in the lead on the process approved by the Council to recruit, select, determine the terms of employment and annual evaluation, and termination of the pastor and other paid staff for the congregation.
- b) To serve as the connector between the congregation and the spiritual leaders: Head Pastor, Next Gen Pastor, Children's Ministry Leader, and Worship Leader) where concerns of the spiritual leaders and congregation can be shared to arrive at suitable solutions.
- c) To see that all paid staff receives an annual evaluation of their work and an opportunity to discuss concerns that they have.
- d) To see that fringe benefit packages including retirement, health and life insurance, vacation leave, and sick leave of paid staff are administered appropriately.
- e) To assure that Worker's Compensation insurance is current, and it covers all paid staff and contract staff who do not have their own coverage. Keep the church current and within the state requirements of this program.
- f) To develop and maintain the job descriptions for all positions, officers, and teams of the congregation.
- g) To maintain personnel records necessary for the operation of the church business.
- h) In conjunction with the Stewardship Team recommends salaries to the Council.
- i) To obtain criminal background checks on volunteers and staff. Provide approved lists for individuals to work with children, drive others for events, and financial background checks to team chairs/officers as needed.

### **Section 3. Membership and Nominations Team**

- a) To ensure that our congregation has a process for discovering, inviting, nominating, and supporting people for leadership positions and teams.
- b) To make available the Membership 101 Workshop as outlined in Article V-Membership.
- c) To bring candidates for membership before the congregation at a worship service, after they have attended the Membership 101 Workshop.
- d) To help new members to grow as Christian disciples. Assist in getting them directed to groups and individuals that will assist them to grow in Christ.
- e) To work with all members of the congregation to be knowledgeable of their spiritual gifts. As a member grows in Christ, their spiritual gifts should be updated.
- f) To maintain a listing of all the members' spiritual gifts and the areas where the member wants to serve in the church.
- g) To annually, prepare the nominations for officers, teams members, and team chairs to present in October to the Council for approval and at the fall church meeting.
- h) To maintain membership records—names, addresses, e-mail address, phone numbers, birth dates, dates members were accepted into the congregation, baptized, and removed from the membership with the reason for removal.
- i) To maintain a church listing of the family households, addresses, e-mail addresses and phone numbers.
- j) To maintain congregation attendance records for the regular worship service. Follows-up on congregation members who have missed three consecutive regular worship services.
- k) This team is chaired by a church member with the pastor as an active member.

### **Section 4. Stewardship Team**

- a) To propose, raise, manage, and distribute the resources of the congregation to support and strengthen the mission and ministry of the congregation.
- b) Membership will be unrelated and include the treasurer and two other members.
- c) To meet at least quarterly to review the overall status of the financial situation of the church and develop strategy to meet the needs. Present that strategy to the Council.
- d) To develop the budget and adjust as needed.
- e) To develop financial policies and procedures of operation.
- f) To see that an annual audit is conducted on the financial records.
- g) To receive, record, and deposit all funds, received for the church in accordance with the by-laws, job description, policy manual and the federal and state laws.
- h) To provide financial reports to donors as needed.
- i) To input weekly income into the church management system.
- j) To appoint two people on the team to count cash offering each week.

## Section 5. Outreach and Events Team

- a) To reach out to people in the surrounding communities in the name of Jesus; to be the hands and feet of Christ by being “doers” of the Word.
- b) Assist individual’s needs by using the benevolent fund as appropriate, providing food, meals, giving flowers and other remembrances. This can include individuals who are homebound, in a nursing home or hospital and deaths/family funerals. All benevolent fund requests will be considered by the chair.
- c) To address the concerns and conditions of the community and discern how to reach those “outside the church walls”.
- d) Host special outreach events to reach the community.

## Section 6. Sunday Morning Planning Team

- a) To work as a team to ensure that the congregation has opportunities for worship that will help people develop and strengthen their relationship with God and will help them live more faithfully as Christian disciples.
- b) Membership of the team should include the Head Pastor, Next Gen Pastor, Children’s Ministry Leader, Worship Leader, Main Sound Operator, Computer/Projector Operator, and a member of the congregation; The Head Pastor will lead this team.
- c) The SMPT will work with the Worship Leader and Trustees in regard to maintenance and purchase of all equipment pertaining to the church service (i.e. instruments, PA system, Sound board, etc.). All purchases are to be approved by the council.
- d) The members of the team are to work together to organize the regular Sunday services as well as special services (Mothers Day Service, Fathers Day Service, Veterans Day Service, Easter Service, Christmas Service, etc.)
- e) This team is responsible for scheduling a volunteer worship leader if the worship leader is absent.
- f) Changes in the worship service are to be taken to the Council.
- g) To see that the church bulletin is prepared, and that greeters and ushers are scheduled and trained.
- h) To see that a volunteer has the communion elements as needed.
- i) To assure copyright licensing for music and movies is maintained and related requests from the licensing organization requirements are completed.

## Section 7. Trustees

- a) To serve as the legal representative in transitions related to the church property, sign documents to purchase, sell, mortgage, or rent property after the Council and/or congregation approval.
- b) To assure that the proper actions are taken to see that the property retains its tax-exempt status. Assure that legal property related documents are placed in a church safety deposit box.

- c) To supervise and maintain real property belonging of our church so that the ministries of the congregation can be effective.
- d) To assure that property and liability insurance needs are met for the church property.
- e) Major expenditures for maintenance will be brought before the Council for approval.
- f) To organize volunteer work teams to assist in the maintenance of the property.
- g) To maintain and replace equipment of the church that is not real estate.

### **Section 8. Building Team**

- a) To review ideas for making changes to the buildings (their external and internal appearance).
- b) To manage new construction projects
- c) To take the recommendations to the Council for approval

### **Section 9. Missions Team**

Provides finances, materials, supplies, and products to support organizations outside of New Bethel who are helping those in spiritual and/or physical need.

### **Section 10. Visitation and Communication Team**

- a) To have a visitation program to include new people in the church, those who are ill, deaths in families, those who attend church. Also, provide communion as needed.
- b) Send cards to newcomers, those who have not been to church for a while, those who have an illness, and sympathy (death in the family).
- c) To notify the congregation of prayer requests, deaths, illnesses not announced at Sunday worship service using – One Call, e-mails, etc.

### **Section 11. Outlet Ministries Team (birth thru 12<sup>th</sup> grade)**

- a) Provides services, programs, events, and activities for youth aging from birth to senior high school. Outlet Ministries exists to train and disciple kids to be a power source in the communities in which they participate.
- b) Team members will have responsibilities regarding youth age birth thru 12<sup>th</sup> grade.
- c) Team members will consist of Next Gen Pastor, Children's Ministry Leader, Head Pastor, and volunteers from the congregation. The Next Gen Pastor will lead this team.
- d) The Next Gen Pastor serves as the director of Outlet Ministries.
- e) The Children's Ministry Leader's responsibilities fall under Outlet Ministries.

## ARTICLE X – SMALL GROUPS

### **Section 1. Small Group Ministry**

- a) The groups are organized for Christian Growth of its members and outreach to the community. Groups are designed to give its members an opportunity to fellowship with each other and build bonds of friendship in Christian service. Individuals may join a group as they wish.
- b) Leaders will be approved by the pastor.
- c) Study materials will be approved by the pastor.
- d) Small group membership may be all men, women, couples, singles, etc.

## ARTICLE XI – FINANCIAL POLICIES

### **Section 1. Establishing Church Financial Accounts**

With the prior approval of the Council, the Treasurer is authorized to open Savings, Checking, and Credit Card Accounts. These accounts will have the signature authority for at least three unrelated members of the church, the treasurer and two other persons on the Council.

### **Section 2. Handling the Income for the Church use**

The income from the offering on Sunday will be counted by two unrelated members of the church. The Chair of the Stewardship Team and a member of the Stewardship Team or a designated alternative when one of these persons is absent. The total will be given to the Treasurer. Later in the week the Stewardship Chair will send a listing of the income broken out by funds, the total which should be the same as the amount given earlier to the Treasurer.

### **Section 3. Handling the expenses for the Church**

The Treasurer will pay the general and program operating expenses of the church on a routine basis. New expenditures will come before the Council for approval prior to making the expenditure. The Treasurer will make monthly financial reports to the Council meetings.

## ARTICLE XII – REVIEW AND CHANGES TO THE BY-LAWS

### **Section 1. Review of and Changes to By-Laws**

- a) The Council will ask a group of two or three people to review the by-laws each fall for possible changes. Possible changes will be drafted by this group and presented to the Council in October. Changes in the bylaws outside the

normal review cycle will follow the following process just as the annual review changes.

- b) The Council will review and determine if they should be brought to the congregation for a vote at the fall annual meeting.
- c) A written copy of the proposed change in by-laws will be given to the congregation at a regular worship service prior to the annual or a special meeting.
- d) Reasons for the proposed changes will be addressed when the proposed change is given and before a vote to make a change is taken.
- e) Church members over 18 years of age must be present to vote. Over 50% of the votes will approve a change. Changes will be effective immediately after the vote has approved them unless otherwise stated prior to the vote.
- f) Votes will be taken by ballot.