

**Peniel Baptist Church Bylaws**  
(Voluntarily affiliated with the Southern Baptist Convention)  
Tulsa, Oklahoma  
Motto: “Reach and Teach with Jesus’ Compassion.”

**MISSION STATEMENT**

“Peniel Baptist Church is committed to reach and teach the Gospel with Jesus’ love and compassion”

**VISION STATEMENT**

Peniel Baptist Church aims to build up strong missional church for evangelism works to accomplish the Great Commission of Jesus Christ”

**ARTICLE I**

**Name and Principal Office**

The name of the Church is PENIEL BAPTIST CHURCH. This church will be further referred to in the Bylaws as the “Church”. The Church maintains its principal office at 2140 S 67<sup>th</sup> E Ave. Tulsa, Oklahoma 74129. The Pastoral Team of the Church shall have full power and authority to change the principal office from one location to another by adopting a resolution. The Secretary of the Church shall record any change of this location on these Bylaws, or this ARTICLE may be amended to state the new location.

**ARTICLE II**

**Purpose**

The purpose of the Church is to glorify God by fulfilling the Great Commandment (Matthew 22:36-40) and the Great Commission (Matthew 28:18-20) in accordance with the following biblical principles: Worship, Evangelism, Ministry, Discipleship, and Fellowship.

The Church also seeks to benefit everyone (and the Asian emigrants in particular) in the Tulsa Metropolitan Area by providing opportunities for spiritual, physical, social, and cultural development. (Luke 2:52)

The Church, PBC treated everyone equally and do not entertain any type of discrimination because of race, color, national origin, disability, age, and sex.

**ARTICLE III**

**Statement of Faith**

We affirm the Holy Bible as the inspired Word of God and as the only basis for our beliefs. This Church accepts “The Baptist Faith and Message,” in its most recent form as adopted by the Southern Baptist Convention, as a general statement of our faith.

**ARTICLE IV**

**Affiliation**

This Church PBC is voluntarily affiliated to the Southern Baptist, and it is an autonomous and maintains the right to govern its own affairs. Recognizing, however, the benefits of cooperation

with other churches, this Church voluntarily affiliates with the Southern Baptist Convention, the Baptist General Convention of Oklahoma, and the Tulsa Metro Baptist Association.

## **ARTICLE V**

### **Membership**

#### **SECTION 1: General**

Membership in this Church shall consist of all persons who have met the qualifications for membership and are listed on the membership rolls.

#### **SECTION 2: Qualifications for Membership**

There shall be four qualifications for membership in the Church:

- i. A personal commitment of faith in Jesus Christ for salvation.
- ii. Baptism by immersion as a testimony of salvation.
- iii. Completion of the Church's membership class; and
- iv. A commitment to abide by the Membership Covenant.

#### **SECTION 3: Designation of Membership**

reflect the membership of the Church properly and accurately, three rolls shall be maintained as follows:

Voting Members: All members who are currently active in the Church and are eighteen years old or older.

Non-Voting Members: All persons who have met all qualifications for membership but have not yet attained the age of eighteen years shall become non-voting members of the Church. Upon their eighteenth birthday, non-voting members shall automatically become voting members.

Inactive Members: Members who have become inactive as determined by the Pastors.

Voting members will be, hereafter, referred to in these Bylaws as "Members". Any applicable reference to stockholders or members in the Oklahoma General Corporation Act shall be construed to refer to the voting members of the Church.

#### **SECTION 4: Membership Benefits**

Any or every Church member will have the privilege to enjoy membership benefits base on the following condition set up by the Church.

- (i) Every member of the church is required to pay tithe faithfully and regularly to sustain and enhance the functions and ministry of the church, in doing so such member in case of experiencing a loss within the family (church member) is entitled to get a sum of dollar 6000 from church's charity fund.
- (ii) Mission donation, ministry donation and freewill donation are always welcome for the extension of God's kingdom, and this too will be considered important for the above-mentioned point.

- (iii) Any member who barely take part in giving tithes to the church (PBC) and other donations in the church has no right to claim Section 4 (i) in any case.
- (iv) Church member who earned a degree/graduation ceremony in any field of training from high school and above should have their graduation gown paid by the church.
- (v) Any PBC youth member who will be having holy marriage program will get a financial assistance of \$1,000/- from the church's charity fund.
- (vi) Any new member coming from outside state (Oklahoma) and international who officially enrolled as permanent church member of PBC will get \$150/- per head as welcome money.

### **SECTION 5: Membership Covenant**

The responsibilities of membership are described in the Membership Covenant as follows:

#### *Membership Covenant*

“Having received Christ as my Lord and Savior and been scripturally baptized, and agreeing with Peniel Baptist Church's statements, strategy, and structure, I now feel led by the Holy Spirit to unite with the Peniel Baptist Church family. In doing so, I commit myself to God and to the other members to do the following:

#### 1. I WILL PROTECT THE UNITY OF MY CHURCH

...By acting in love toward other believers

“May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus,” Rom 15:5

“Now that you have purified yourselves by obeying the truth so that you have sincere love for your brothers, love one another deeply, from the heart.” 1 Peter 1:22

“Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble.” 1 Peter 3:8

...By refusing to gossip

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Eph 4:29

...By following the leaders

“Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.” Heb 13:17

#### 2. I WILL SHARE THE RESPONSIBILITY OF MY CHURCH

...By praying for its growth

“We always thank God for all of you, mentioning you in our prayers.” 1 Thess 1:2

“I always pray with joy because of your partnership in the gospel from the first day until now” Phil 1:4,5

...By inviting the unchurched to attend

“Then the master told his servant, ‘Go out to the roads and country lanes and make them come in, so that my house will be full’” Luke 14:23

...By warmly welcoming those who visit

“Accept one another, then, just as Christ accepted you, in order to bring praise to God.” Rom 15:7

### 3. I WILL SERVE THE MINISTRY OF MY CHURCH

...By discovering my gifts and talents

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” 1 Peter 4:10

...By being equipped to serve by my pastors

“It was He who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up” Eph 4:11-12

...By developing a servant’s heart

“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus...[who] made himself nothing, taking the very nature of a servant” Phil 2:3-5,7

### 4. I WILL SUPPORT THE TESTIMONY OF MY CHURCH

...By attending faithfully

“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching.” Heb 10:25

...By living a godly life

“Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ.” Phil 1:27a

“As obedient children do not conform to the evil desires you had when you lived in ignorance. But just as He who called you is holy, so be holy in all you do” 1 Peter 1:14-16

...By giving regularly

“A tithe of everything from the land, whether grain from the soil or fruit from the trees, belongs to the LORD; it is holy to the LORD.” Lev 27:30

“On the first day of every week, each one of you should set aside a sum of money in keeping with his income, saving it up, so that when I come no collections will have to be made.” 1 Cor 16:2

## **SECTION 5: Voting Rights of Membership**

Every Member shall have the right to vote on the following matters: (a) annual budget of the Church, (b) election of the Pastoral team, (c) disposition of all or substantially all the

Church's assets, merger, or dissolution of the Church, (d) acquisition of real property and related indebtedness, (e) amendments to the Bylaws of the Church, (f) call or removal of the Senior/Lead Pastor.

### **SECTION 6: Termination of Membership**

Members shall be removed from the Church rolls for any of the following reasons:

Death, transfer of membership to another church by letter of recommendation which shall be granted after approval by the Pastors, by personal request of the member, dismissal according to the following conditions:

(a) When the member's conduct, public or private, violates the Membership Covenant as determined by the Pastors, and (b) such dismissal has been communicated to the Church in a timely manner by a Pastor, in accordance with Matthew 18:15-17.

### **SECTION 7: Restoration of Members**

Members dismissed by the Pastors shall be restored to full membership privileges by the Pastors according to the spirit of 2 Corinthians 2:7,8 when their conduct is judged by the Pastors to be in accordance with the Membership Covenant. Pastors will communicate such restoration to the Church in a timely manner.

## **ARTICLE VI**

### **Membership Meetings**

#### **SECTION 1: Place**

Meetings of the Members shall be held at such place or places within the Tulsa Metropolitan Area as may be designated from time to time by the Pastoral team.

#### **SECTION 2: Assemblies**

The PBC Assembly is the highest authority in the overall function of the church. There shall be no project run without the permission of the assembly.

#### **SECTION 2 (A) General Assembly**

PBC general assembly shall be held every three years (i.e. at the end of three year term for elected church leaders). The PBC general assembly member includes all the Baptized member of the church. The purpose of this general assembly shall be to conduct an election of 1/3 elders (pastoral team) and department leaders for the next term, and to adopt an annual budget. Any other proper business may be conducted at this meeting, when approved by the Senior/Lead Pastor or majority of the Pastoral team, but only if the notice requirements of ARTICLE VI, SECTION 4 have been complied with in regard to the said item(s) of business. The meeting quorum should be at least two-third of its member. Other than that, shall be called annual/general meetings for the church as shown in ARTICLE VI, SECTION 2 (B).

#### **SECTION 2 (B) Annual/general Meetings**

A general meeting of the Members shall be held on the Second Sunday of the year at such time as determined by the Pastoral team. This general meeting shall be the annual membership

meeting. The purpose of this meeting shall be to adopt an annual budget and to elect departmental leaders for any position laying vacant due to resignation or termination/removed. Any other proper business may be conducted at this meeting, when approved by the Senior/Lead Pastor or majority of the Pastoral team, but only if the notice requirements of ARTICLE VI, SECTION 4 have been complied with in regard to the said item(s) of business.

### **SECTION 2 (C) Half Yearly Meetings**

Half Yearly meeting of the Members shall be held on the First Sunday of July at such time as determined by the Pastoral team. This general meeting shall be the half-yearly membership meeting. The purpose of this meeting shall be to evaluate and retrospect the functions of the church with respect to the resolutions adopted in the annual assembly. Any other proper business may be conducted at this meeting, when approved by the Senior/Lead Pastor or majority of the Pastoral team, but only if the notice requirements of ARTICLE VI, SECTION 4 have been complied with in regard to the said item(s) of business.

### **SECTION 2 (D) Assembly Moderator**

The PBC assembly shall appoint assembly moderator for one financial year. The moderator shall preside the general assembly/election, annual assembly, general meeting, and emergency meeting. In the absence of the appointed/elected moderator, the lead pastor shall replace the moderator and preside the meeting. The Moderator shall have a good amount of experienced in conducting and presiding a meeting, and by default the moderator must be a member of the PBC Pastoral Team.

### **SECTION 3: Special Meetings**

Special meetings may be called at any time and for any purpose by majority of the Pastoral team or by the Senior/Lead Pastor, by giving notice to the Members in accordance with ARTICLE VI, SECTION 4.

### **SECTION 4: Notice Requirements for Membership Meetings**

**General Requirements.** Whenever Members are required or permitted to take any action at a meeting, notice shall be given to Members no less than ten (10) days or more than sixty (60) days prior to a meeting. Notification of membership meetings shall be given in any of the following manners, any of which shall be deemed to be a reasonable method of calling a membership meeting:

- a) Distribution of written material to the congregation in attendance at a regular weekend service.
- b) Oral announcement to the congregation at a regularly scheduled service.
- c) By United States mail to each Member identified on the membership roll using their last known address per the membership roll.

**Notice of Certain Agenda Items.** Action by the Members on any of the following proposals is valid only if the notice specifies the general nature of the proposal:

- a) disposition of all or substantially all the Church's assets,
- b) merger or dissolution of the Church,

- c) acquisition of real property and related indebtedness,
- d) amendments to the Certificate of Incorporation or Bylaws of the Church,
- e) call or removal of the Senior Pastor

### **SECTION 5: Recording Secretary**

The PBC general assembly shall appoint a recording secretary for one three years term. The recording secretary can be male or female member of the church. The recording secretary shall take the recording secretary seat in the general assembly, annual assembly, general meeting, emergency meeting, and Pastoral team meeting. The elected recording secretary by default shall be a member of the PBC Pastoral Team.

### **SECTION 6: Quorum**

Those Members present at a meeting called pursuant to ARTICLE VI, SECTION 4, shall constitute a quorum of the membership for the transaction of business. All items of business will be conducted using simple majority rule except where otherwise specified in these Bylaws.

## **ARTICLE VII**

### **Pastoral Team (Elders)**

#### **SECTION 1(A): Establishment and Makeup of the Pastoral Team**

There shall be a Pastoral Team, which shall be comprised of the Senior/lead Pastor and the other elected elders of the Church with a minimum of five members and a maximum of 11 members. The Senior/Lead Pastor in his sole discretion from time to time shall determine the number and identity of such Pastors, as well as the various responsibilities of such Pastors. The Senior/lead Pastor shall retain the sole authority and discretion to remove any Pastor for any cause deemed insufficient by the Senior Pastor, Which shall be latter approve by the assembly.

The Pastor Team may include Assistant Pastor, Mission Minister, Worship minister, Fellowship minister, Christian Education Minister, Finance Secretary, Youth Minister/chairman, and women chairperson.

#### **SECTION 1 (B): Responsibilities of the Pastoral Team:**

- The Pastoral team is responsible for the well-functioning of the church and its growth.
- They shall take responsibility to execute the resolution of the annual assembly.
- They shall also oversee the church body and organize outreach services for individuals or families in need. Unless the matter required the consent of the church body (general body), the pastoral team has the authority to take decision on their own in any matter related to the growth and well-development of the church.
- They shall take responsibility to carry out the church projects and they have the authority to organize fund raising program of any kind to achieve the church project as planned.
- The Pastoral team shall have special meetings on the third Sunday of an alternate month as planned in the Event Calendar. In case of emergency, the lead Pastor shall call an emergency meeting for the team, or the meeting chair/any of the pastoral team member in prior contact with lead pastor can initiate the call of the meeting.

- Any Team member should respect the scheduled meetings and other emergency meetings of the pastoral team. Member who in any case could not make it to the meeting must give a prior notice to the lead Pastor or meeting chairman with a good reason. Team member who are consecutively absent for three meetings without asking leave from the lead pastor/meeting chair should be considered seriously and such member can be liable to be replaced from his/her position in the church.

## **SECTION 2: Role and Responsibilities of Pastor**

As a Pastor/shepherd of the church, pastor shall always be alert and vigilant in overseeing the movement of his church members, and the overall function of the church. Thus, the church agreed to set some important roles, responsibilities, and authority of the pastor in the church for well and systematic functioning of the church.

### **SECTION 2 (A): Authority of the Senior/Lead Pastor**

The Senior/Lead Pastor shall have the general oversight of the operations of the Church and shall have the authority to take all actions that are necessary and proper to exercise his oversight responsibilities within the Certificate of Incorporation and within these Bylaws. Among other things, the Senior/Lead Pastor shall have the authority to appoint and remove all agents and employees of the Church and prescribe any powers and duties for them that are consistent with law, with the Certificate of Incorporation, and with these Bylaws.

### **SECTION 2 (B): Responsibilities of the Senior/Lead Pastor**

- The lead pastor is defined as the head of the administrative body, commonly called the church elders (pastoral team). With the help of the elders (pastoral team), the pastor oversees the overall functions of the church. The utmost responsibility of the Senior/Lead Pastor in the church/upon his Church members is to provide appropriate spiritual teaching and nurture in their spiritual growth, (i.e., the pastor is responsible for delivering gospel message at least two Sunday a month).
- The pastor acts as a manager of sorts to the paid/unpaid church staff, which often includes a secretary, office manager and custodian.
- The lead pastor along with the elders ensure that the church is adhering to the laws set by the Southern Baptist Churches and the Bible. This includes dealing with conflicts within the church and any discipline issues that may arise.
- The lead pastor/pastors shall perform weddings, Child dedication, holy communion in a regular basis, baptisms, counseling, and funerals, visit homes, and visit infirm members of the congregation in the hospital or nursing homes. Pastor/pastors shall take responsible for dedication of new homes, automobiles, and the like. As the head of the church, the lead pastor is expected to serve as an ambassador or liaison between the church and the community.
- The lead pastor is responsible for signing contract with any parties whether it be from government or private entities.



- The Lead Pastor shall act as a copyright holder for anything that bear the name Peniel Baptist Church, the PBC website and its content, all social media platforms, any printed and unprinted documents belonging to the church, etc.

### **SECTION 2 (D): Call or Removal of the Senior Pastor**

The Senior/Lead Pastor may be called or removed only by a vote of at least 75% of the Members in attendance at a Membership meeting called for that purpose pursuant to ARTICLE VI, SECTION 4 of this Bylaws.

### **SECTION 3: Assistant Pastor**

Assistant Pastor shall assist the lead Pastor of the Church in its overall function.

#### **SECTION 3 (A): Qualification of Assistant Pastor**

- He must be a born-again Christian fully committed to Christian service.
- He must have a working experienced of the church.
- Be creative, emotionally stable, and able to relate constructively to other people.
- He must have a theological degree from a reputed Seminary/accepted by the PBC.

#### **SECTION 3 (B): Responsibilities of Assistant Pastor**

- Assistant pastor shall serve as secretary to the Lead pastor.
- Assistant pastor is responsible to the lead/senior pastor in all matters of church administration. In the absence of a lead/senior pastor, the assistant pastor will be responsible to the interim team leader named during the time of transition.
- Assistant pastor shall serve as office receptionist, answering phone and greeting visitors.
- Assistant pastor shall Collect and compile information for weekly Church bulletin, newsletter, including typing, printing, folding, affixing labels and mailing.
- Assistant pastor shall Serve as secretary for all Church program, including preparing and mailing any correspondence relating to the church ministry.
- Assistant pastor shall Prepared a Book of Reports for half-yearly and annual assembly meeting.
- Assistant pastor shall be responsible for arranging and announcing any important announcement.
- Assistant pastor shall perform other duties as assigned by the lead pastor.

### **SECTION 4: Leave Rule & Working Days**

For any paid worker/staffer in the church, the church has laid down few guidelines to follow with regards to Leave rule and working days.

#### **SECTION 4(A): Leave Rule for paid staffer.**

Any Full-time PBC worker/staffer shall have the following leave rules:

- Casual leave for 13 days a year and not more than four consecutive days at a time.
- Earned leave shall be 30 days a year, and another 30 days with half pay if situation demands.

- Maternity and special leave shall be 60 days a year, and another 60 days with half pay if situation demands.
- Leave rule for a part-time worker or staffer must be the same as full-time worker/staffers.

#### **SECTION 4(B): Working Days.**

- Any Full-time worker/staffers is required to engage in ministry of the church for a minimum of 40 hours a week and 20 hours a week for part-timer employee.
- All PBC workers/staffers shall give a brief report of their activities in writing half-yearly to the Pastor, and pastor shall report to the assembly.

#### **SECTION 5: Pastoral Manual**

The Peniel Baptist Church has adopted a manual for pastoral ministry, which any minister in ministering the church should follow and be abided by it.

#### **SECTION 5 (A): Baptism**

Baptism is an English word taken from Greek word *baptismos*, which mean emersion/emerge in the water that signifies the death and resurrection of our Lord Jesus Christ.

“Jesus answered, “Most assuredly, I say to you, unless one is born of water and the Spirit, he cannot enter the kingdom of God” (John 3:5). “He who believes and is baptized will be saved; but he who does not believe will be condemned” (Mark 16:16). We can see several verses about baptism in the Bible (Matt. 3:1-11; 1 Cor. 10:2; Ge. 6:5-7, 7:1-24; Acts 2:41)

- Church member who is willing to testify his/her faith in Christ by water baptism should be given baptism counseling ahead of baptism service.
- The person willing to take baptism (if adult) should give his/her consent to the pastoral team by him/herself; but if a minor by parent/guardian and the pastoral team shall arrange appropriate time for baptism counseling and baptism service.
- The minister officiating the baptism service should give pre-baptism counseling to ascertain the person’s faith in Christ and genuineness in willing to follow Christ.
- Baptism should be an emersion baptism, not sprinkling or purging.
- The officiating minister shall pronounce the following lines while baptizing the believers  
Mr./Miss/Mrs. \_\_\_\_\_ as/since you testify your faith in Christ Jesus and accept Him as your personal savior and Lord, I baptized you in the name of the God the Father, God the Son, and God the Holy Spirit. May the goodness of our Lord shine upon you now and forever, Amen.

#### **SECTION 5 (B): Sendoff Ceremony**

(Gen. 24:1-67; Prov. 12:4, 14:1, 31:10-31; Ruth 1:16-18)

Sendoff ceremony as a part of Christian way of marrying off a daughter to her betrothed husband to build up a Christian home and fulfill God’s plan in one’s life.

Minister should be an ordained pastor. The event can be organized inside/outside the church or if the family want to rent a hall it will up to the choice of the family.

Minister shall read from scripture portion and give a brief exhortation and offer a blessing prayer for the brides to be in the name of God the Father, God the Son, and God the Holy Spirit.

### **SECTION 5 (C): Holy Marriage**

Marriage is instituted by God (Gen. 1:28). “*He who finds a wife finds a good thing and obtains favor from the LORD*” (Prov. 18:22). And the LORD God said, “*It is not good that man should be alone; I will make him a helper comparable to him.*”

A Christian should marry a Christian and not to a non-Christian. Do not be unequally yoked together with unbelievers. For what <sup>[a]</sup>fellowship has righteousness with lawlessness? And what <sup>[b]</sup>communion has light with darkness? (2 Cor. 6:14)

Pastor should conduct a pre-marital counselling for the couple and make sure they are well informed about what a Christian marriage should be, help them to accept one another in the love of God (unconditional love).

#### Questions to the groom and bride.

#### **To the Groom:**

Pastor: \_\_\_\_\_ will you take \_\_\_\_\_ to be your lawful wedded wife, to live together according to God’s Holy law in the state of marriage?

*Groom: Yes, I will*

Pastor: Do you promise to be true to her in health and in sickness, in riches and in poor, in good times and in bad times to love, to honor, and take good care of her?

*Groom: Yes, I do.*

Pastor: Do you promise to be a faithful husband to her as long you both shall live?

*Groom: Yes, I do*

#### **To the Bride:**

Pastor: \_\_\_\_\_ will you take \_\_\_\_\_ to be your lawful wedded husband, to live together according to God’s Holy law in the state of marriage?

*Bride: Yes, I will*

Pastor: Do you promise to be true to him in health and in sickness, in riches and in poor, in good times and in bad times to love, to honor, and take good care of him?

*Bride: Yes, I do.*

Pastor: Do you promise to be a faithful wife to him as long you both shall live?

*Bride: Yes, I do*

#### **Marriage Pledge:**

The couple shall hold their right hands together and say,

**Groom:** I \_\_\_\_\_ take you \_\_\_\_\_ from this day forward, to be my lawful wedded wife, to have and to hold, for better, for worse, for richer, for poorer, in sickness and in health, to love and cherish according to God’s holy law till death do us part; and to this I pledge myself before God.

**Bride:** I \_\_\_\_\_ take you \_\_\_\_\_ from this day forward, to be my lawful wedded husband, to have and to hold, for better, for worse, for richer, for poorer, in sickness and in health, to love and cherish according to God's holy law till death do us part; and to this I pledge myself before God. *Loose the hands*

*Dedication of Ring: Best man give the rings to pastor and Pastor shall dedicate the ring before he gave it to them.*

**Groom:** I give you this ring as a symbol of our marriage in the name of God the Father, God the Son, and God the Holy Spirit. With my body I honor you, what I am I give to you, what I have I share with you, Amen.

**Bride:** I give you this ring as a symbol of our marriage in the name of God the Father, God the Son, and God the Holy Spirit.

### **Declaration of Marriage:**

*Groom and Bride holding their hands...* \_\_\_\_\_ and \_\_\_\_\_ have made their promises and pledged themselves to each other before God and their witnesses and have shown their consent by joining their hands and giving rings to one another. I \_\_\_\_\_ declare in the name of God the Father, God the Son, and God the Holy Spirit that they are husband and wife. Those whom God had joined together let no one put asunder, Amen.

Giving out Marriage certificate, Blessing Prayer, Garlanding, and Special Song

### **SECTION 5 (D): Holy Communion**

(Matt. 26:26-29; 1 Cor. 11:23-34; Isaiah 53:28; Mark 14:20-25; Luke 22:17-20; John 6:4-56)

This Holy Communion is what Jesus had commanded us to celebrate as often as possible in remembrance of Him.

Matthew 26:26-29 And as they were eating, Jesus took bread, [a]blessed and broke *it*, and gave *it* to the disciples and said, "Take, eat; this is My body." <sup>27</sup> Then He took the cup, and gave thanks, and gave *it* to them, saying, "Drink from it, all of you. <sup>28</sup> For this is My blood of the [b]new covenant, which is shed for many for the [c]remission of sins. <sup>29</sup> But I say to you, I will not drink of this fruit of the vine from now on until that day when I drink it new with you in My Father's kingdom."

#### **Who can Participate in the Holy Communion?**

Whoever believes in Jesus (born again) and took believer's baptism can take part in the holy communion, but anyone under discipline should not/cannot participate in it. Moreover, anyone participating in it should examine himself/herself before partaking of the bread and wine (vine) (1 Cor. 11;27-32).

#### **How to officiate the Holy Communion?**

Pastor shall have a call for participation in the Lord's table (holy communion), read related Bible passages and give a brief exhortation to the audience to meaningfully take part in the Lord's table.

Pastor Should start with prayer and ends with prayer. The pastor can officiate this sacrament by himself (alone) or by asking help from other ordained pastor/among the elders.

Any officiating minister must sure the congregation understand the purpose of the sacrament. They should be reminded of the sufferings, death, and resurrection of our Lord Jesus Christ.

The Lord Jesus on the *same* night in which He was betrayed took bread; and when He had given thanks, He broke *it* and said, “Take, eat; this is My body which is broken for you; do this in remembrance of Me.”

*As the bread goes to the audience music can follow/pastor shall keep chanting “take this and eat, this is the bread that signifies the body of Jesus that is bruised and broken for us, eat in remembrance of Him.”*

Note: The pastor can ask the congregation to take it, wait, and eat together, or first come first serve basis.

In the same manner *He* also *took* the cup after supper, saying, “This cup is the new covenant in My blood. This do, as often as you drink *it*, in remembrance of Me.” For as often as you eat this bread and drink this cup, you proclaim the Lord’s death till He comes.

*As the cup goes to the audience music can follow/pastor shall keep chanting “take this and drink, this is the vine/wine that signifies the blood of Jesus that cleansed us from all our sins, drink it in remembrance of Him.”*

#### **SECTION 5 (E): Child Dedication**

(Psalms 127:3; 1 Sam. 1:27-28; Luke 2:22-38; Matt. 19: 13-14; Mark 10:13-16; Luke 18:15-17)

\_\_\_\_\_ (baby’s name) As your (lawful) parents agreed and consent to dedicate you to the Lord, I pastor \_\_\_\_\_ (name) dedicate you in the name of God the Father, God the Son, and God the Holy Spirit. May the goodness of God shine upon you now and forevermore, Amen.

#### **SECTION 5 (F): House Dedication**

(Psalms 4:8, 122:7, 127:1; Prov. 24:3-4, 24:27; 2 Chron. 7:15-16; 1 Sam. 25:6; Matt. 7:24; Haggai 2:7; 2 Sam. 7:28-29; Isaiah 32:18; Hebrews 3:4; 1 Kings 8:13; Joshua 24:15)

When a church member gets a new home/house and plan to have housewarming program, he/she should give official notice to the Pastoral team through the pastor. Pastoral team with the home/house owner shall come together and schedule the detail program.

Pastor will be an officiating minister in the program. He will read from scripture portion, give a brief exhortation speech, and do the dedication and blessing prayer for the home and owner.

Pastor: On this day of the Lord \_\_\_ (M) \_\_\_ (D) \_\_\_ (Y), I \_\_\_\_\_ Pastor Peniel Baptist Church dedicated this home/house in the name of God the Father, God the Son, and God the Holy Spirit. May the holy presence of the Lord indwell this house, and His love shines upon it now and forevermore, Amen. Close with blessing prayer.

#### **SECTION 5 (G): Funeral**

(Eccl. &:2; Job 14:1-2; 19:25-27; Ps. 103:15-16; 23:4; 1 Cor 15:1-11, 15:40-44, 58; Phi 1:21; 2 Cor. 5:1-5; Rev. 14:13; Eccl. 3:2; Rom. 5:12; 1 Thess. 4:13-18)

In funeral service, pastor shall give a short and encouraging message for the bereaved family and the congregation. Take time to invoke the audience to be prepared for this unavoidable day each one is going to get into and finally give valediction to the mortal remain to be buried.

Our beloved \_\_\_\_\_ has experienced physical death and the dead body could no longer remain with us. Therefore, we lay down and bury this dead body to the grave to wait the return of Christ and to be resurrected with glory on the resurrection day, amen.

## **ARTICLE VIII**

### **Departmental Leaders**

The Ministry department such as Mission, Christian Education, Women, and Youth departments will be formed to strengthen the Pastoral Care and outreach ministry of the Church. The elected leaders of the various departments will be representative members of the pastoral team. The department leaders shall be elected by the church members in the general meeting, and they shall be men and women who are members of the Church and meet the qualifications as set forth in 1 Timothy 3:8-13.

### **SECTION 1: Mission Department.**

Mission being the heart and soul of the church should be considered vital in the ministry of the church. The church ministry should give utmost important to the Great Commission of the Lord Jesus Christ (Matt. 28:16-20). The department shall have a committee led by Mission Minister to oversee the mission work of the church. The Committee member shall be a minimum of three and maximum of seven members elected by the general election/assembly of the church for three-year term.

### **SECTION 1 (A): Committee Member.**

- Chairman : Mission Minister
- Secretary :
- Member :

### **SECTION 1 (B): Responsibilities of Mission Committee.**

- Mission committee shall Oversees PBC's mission strategy making sure it aligns and supports the church's mission and core values, to actively engage in mission activities.
- Mission committee shall focus on both reached and unreached people groups as well as local, regional, and international partnerships.
- Mission Committee shall assist in the development and administer the annual mission's budget and responsible for mission fund raising and collection of Missionary box each month.
- Mission committee shall Participate in church sponsored mission trips and encourage other members to participate and assist in organizing projects and programs.
- Mission Committee shall meet at least four times a year to discuss on important matters related to mission and evangelism works.

### **SECTION 1(C): Responsibilities of Mission Minister.**

- Mission minister shall serve as the chairman of the mission department and work closely with the committee and oversee the execution of the goals and plans of the missions committee.

- Mission minister shall engage with the PBC’s mission team to evaluate past, present, and future mission opportunities.
- Mission minister shall facilitate mission projects and short-term mission trips. Challenge, motivate and recruit church members for involvement in missions.
- Mission minister shall call a meeting as and when necessary.
- Mission minister shall introduce new ideas and ministries that will stimulate the mission vision of the church.

#### **SECTION 1(D): Qualifications Mission Minister**

- Mission minister should be a committed and mission minded member within the church.
- Mission Minister shall have a minimum of five years of church or on-the-field missions experience.
- Mission Minister shall have the ability to plan, organize, direct and oversee mission’s ministry.
- Mission Minister shall demonstrate ability to cultivate relationships and rally others around ministry vision and goals.

#### **SECTION 1(E): PBC Mission Project.**

PBC is committed to spread the gospel of Jesus Christ in whatever ways we can. “Reach and teach with Jesus’ Compassion” being the theme, PBC will always give Mission work as the focus of the church’s ministry. Thus, PBC shall involve in sponsoring missionary/ missionaries based on its missionary manual.

#### **SECTION 1(F): PBC Missionary Manual.**

- 1. Title:** This Manual shall be called “PBC MISSIONARY MANUAL” with its headquarters at Tulsa, Oklahoma USA.
- 2. Scope:** This manual shall be applied to any or every missionary who are sponsor by Peniel Baptist Church as full time missionary or partnership missionary.
- 3. Area of Operation:** The area of operation for missionary activity of Peniel Baptist Church will not have any regional restriction, hence this manual shall be globally applicable wherever the mission work is carried out by the organization/church.
- 4. Objectives of Mission:**
  - 4.1. To witness the Gospel of Jesus Christ as an obedient to the Great Commission of Jesus Christ.
  - 4.2. To ascertain the spiritual growth and maturity of new believers.
  - 4.3. To equip and give adequate training to new believers for effective mission engagement.
  - 4.4. To identify compatible and likeminded mission agencies or churches or ministries for partnership ministry.
  - 4.5. To acquire movable or immovable assets for the furtherance of the gospel.
  - 4.6. The ultimate purpose of the mission is to plant a church; however, the planted church on its maturity should be handed over to the mainline churches located in its locality.
- 5. Officers of the Department:**

Mission Minister: The department shall have a mission minister elected by the assembly who should be in-charge of the overall functions of the department and its missionary activities.

## **6. Power & Functions of Mission Department:**

Peniel Baptist Church Mission Department shall have the following power and functions to facilitate the most appropriate and successful mission activities.

- 6.1. The Mission department shall have a minimum of three member to function as department committee to be led by the mission minister.
- 6.2. To propose the recruitment and expulsion of missionary to the Church assembly.
- 6.3. To propose pay raise, allowance, and gift for the missionaries.
- 6.4. To propose any project related to mission works.
- 6.5. To organize, sponsor, and facilitate spiritual activities for the church, Missionary training, conference, camps, and department meetings.
- 6.6. To prepare an annual budget for the department that needs to be approved by the assembly.
- 6.7. To raise donations/funds from individuals, churches, or organizations to accomplish the department project.

## **7. Categories of PBC Missionaries:**

- 7.1. Full time Missionary: Is appointed by the pastoral team and approved by the annual assembly.
- 7.2. Partnership Missionary: Is a missionary partly sponsor by PBC in collaboration with other partnering agency/churches.

## **8. Salaries of Missionaries:**

Missionary salaries will be set/fixed by the Pastoral Team and approved by the assembly according to place, currency, and condition of sponsorship.

## **9. Appointment of Missionary:**

- 9.1. The Mission Department committee shall act as recommending authority to recruit or dismiss missionary. The recommendation shall be forwarded to the Pastoral Team for final decision.
- 9.2. The Mission Department should act as a search committee for appointment of new missionary as and when necessary.

## **10. Qualifications of Missionaries:**

- 10.1 Must be born again Christian who exhibit a daily holy Christian living.
- 10.2 Should have a clear calling and commitment to serve the Lord and has a strong burden and compassion for the lost.
- 10.3 Shall be well equipped for the ministry and have a sound biblical knowledge.
- 10.4 Should be ready to face challenges in ministry and persevering in all circumstances.
- 10.5 Should have a minimum degree of Bachelor of Theology (B.Th.) or its equivalent from a recognized institution affiliated to Serampore or accredited by Asian Theological Association (ATA)

## **11. Missionaries Tithing/Fund Raising Rules:**

- 11.1 Every missionary shall give their tithe regularly.



- 11.2 No full-time missionary shall not work in partnership with other churches, organizations, and mission agencies.
- 11.3 No missionary shall in any case raise funds without obtaining permission from the PBC Pastoral Team.

**12. Missions Funds and Financial Head:**

- 12.1 Mission sponsor fund
- 12.2 ME BOX
- 12.3 Faith Promise & Fund Raising.

**13. Missionary Pay and Allowance:**

- 13.1 Missionary Pay will be arranged based on their posting and their job description.
- 13.2 Missionary Pay will be paid in a monthly basis at the end of the month after reviewing his/her working day report, but not later than the 5<sup>th</sup> of the following month.
- 13.3 The missionary pay-scale for Tamu, Myanmar will be as of the following,
  - 13.3.1 Full-time

Sl. No.	Name of Missionary	Place of work	Pay scale	Incre.	Net Basic	Med.	Housing	Gross
1	Mr.	Tamu	\$180-300	15% NB	\$200			\$200

13.3.2 Patnership/contract basis

Sl. No.	Name of Missionary	Place of work	Pay scale	Incre.	Net Basic	Med.	Housing	Gross
1	Mr.	Tamu	\$90-150	10% NB	\$110			\$110

- 13.4 Allowances shall be arranged if the Pastoral Team consider it as important.
- 13.5 Missionary pay shall be reviewed every term (three years).

**14. Leave Rule:**

Any Full-time missionary shall have the following leave rules:

- 14.1 Casual leave for 13 days a year and not more than four consecutive days at a time.
- 14.2 Earn leave shall be 30 days a year, and another 30 days with half pay if situation demands.
- 14.3 Maternity and special leave shall be 60 days a year, and another 60 days with half pay if situation demands.
- 14.4 Leave rule for a partnership/contract missionary must be the same as full-time missionary unless the partner mission agency/church has their own leave rules.

**15. Working Days:**

- 15.1 Full-time missionaries are required to engage in mission activities for a minimum of 20 days a month.
- 15.2 Each missionary should submit their working day report in writing to the Pastor, copy to the mission minister at the end of every month before the missionary pay-stuff is prepare.
- 15.3 All PBC missionaries shall give a brief report of their mission activities in writing half-yearly to the Pastor, copy to mission minister.

15.4 Failing to comply with the above point may lead to withholding of the missionary pay.

**16. Dismissal of Missionary:**

An active PBC missionary who is found guilty on the following ground may be terminated by the Pastoral Team subject to approval of the assembly.

- 1) Immorality
- 2) Breach of PBC Faith statement
- 3) Breach of service rules that is protected in the PBC missionary manual
- 4) Found guilty of involvement in any illegal conduct

**17. Term of contract**

17.1 The PBC Missionaries whether it be full-time, or partnership shall be on a contract basis for a period of three years and should be renewed every three years. The renewal of the contract should be based on the missionary's performance during the contract with reference to article 15.

17.2 Any intending PBC missionary shall be appointed for one year probationary. The pastoral team shall confirm his/her appointment for three years contract based on the recommendation of the Mission Department.

17.3 Orientation shall be given by the Mission Department within the first week of joining the job.

**18. Pension/Retirement/Benefit:**

17.4 There is no pension/retirement provision provided for PBC missionaries.

17.5 Benefits like; housing, medical, childcare, emergency fund, etc. cannot be set in advance. It should be considered according to need arises and base on a request made by the beneficiary in written with documents proof.

**19. Evaluation:**

- 1) The Evaluation of Missionaries and their works shall be done on a yearly basis, and if any substandard activities found, the Pastoral Team shall take necessary action.
- 2) There will incentives each year for any distinguish missionary on the recommendation of the Mission Department committee.
- 3) The Pastoral shall have the final authority for the dismissal/replacement of any missionary who does not meet the required standard as a missionary.

**SECTION 2: Fellowship Minister.**

- *Primary function*-To lead the church to grow warmer by providing kingdom leadership in the area of fellowship.
- *General function*-To work with and under the direction of the lead/senior pastor as a member of the pastoral team to enable the church to focus on the Great Commission and to equip the church to carry out the five functions of the New Testament church: evangelism, discipleship, ministry, fellowship, and worship.

**SECTION 2 (A): Responsibilities of Fellowship Minister.**

- Fellowship minister shall train and equip members of the church in the cultivation of the spiritual discipline of fellowship.

- Fellowship minister shall provide the direction and oversight for the assimilation of new members into the life of the church.
- Fellowship minister shall create opportunities for the members of the church to network effectively with one another, nurturing healthy relationships within the body of the church and developing relationships with those in the community.
- Fellowship minister will work with the lead/senior pastor in communicating the vision for ministry that God gives to this congregation.
- Fellowship Minister shall have the authority to oversee, supervise, and coordinate all special events and celebrations of the church. In any financial matter he shall contact the finance incharge.
- Fellowship minister shall act as a meeting chair of any pastoral team meeting. If in any case the fellowship minister is absent for a meeting the Lead Pastor will automatically take up the meeting chair seat.

### **SECTION 3: Worship Minister**

Worship minister is solely responsible for the spiritual nourishment of the members in and through praise and worship ministry. Worship minister will provide visionary and pastoral leadership over all worship ministry at Peniel Baptist Church including music, production, training, and spiritual care of members within the church and its ministry.

#### **SECTION 3(A): Responsibilities of Worship Minister**

- Prayerfully plan times of corporate worship with intentional focus on leading people to an authentic response of worship to God
- Proactively and effectively plan all musical, vocal, and technical facets of the worship service
- Oversee staff and volunteers who implement facets of the worship service
- Develop and implement vision for a cohesive worship philosophy across life stage ministries.
- Oversee recruitment and development of worship leaders and musicians for all areas of worship.
- Oversee creation and use of media elements in the worship services and use of media for streaming, web training and recruitment purposes.
- Plan and manage annual budget for worship and production.
- Support special events of other church ministries with worship and production support.
- Form and disciple the worship team and production team members in the maturing of their faith and gifting.
- Must be responsible for all church related song service within and without the church premises.

#### **SECTION 3(B): Spiritual and Character Qualifications.**

- Clear testimony of faith in Jesus Christ and a passionate, growing personal relationship with Him
- High moral integrity consistent with the Biblical qualifications for church leaders as outlined in Scripture (1 Timothy 3:1-7, Titus 1:5-9, 1 Peter 5:1-5)
- Commitment to the doctrine, vision, and philosophy of the PBC.
- Teachable spirit with a desire to be held accountable

- Team player with a positive attitude and a willingness to work collaboratively.
- Ministry partner willing to voice concern and disagreement in a respectable way while following accepted relationships of authority, responsibility, and leadership

#### **SECTION 4: Women Department.**

PBC Woman department is formed by the married women within the Church with a special focus on having prayer fellowship, women's worship, and other church ministries when and where their involvement is in demand by the church under the guidance and direction of the PBC Pastoral Team. The department shall have a committee with a minimum of three members and those committee shall function as the department leader for three-year term. The department shall elect the committee for one term and forwarded to the Pastoral Team with the minutes of the annual/general women's meeting for assembly approval. The department shall arrange any activity as and when necessary. The department shall have annual budget approved by the PBC annual assembly. Any property owned by the department shall be made available in the church office, and any amount of cash they have shall be deposited in the PBC Arvest account.

#### **SECTION 4(A): Women Department Committee.**

- The department Committee shall consist of the following portfolios.
- Chairperson :
- Secretary :
- Finance Secretary :
- Member :

#### **SECTION 4(B): Responsibilities of the Women Committee.**

The women Department Committee are a group of leaders elected by the PBC general assembly for three years term.

- They shall oversee the overall function of the department in every aspect.
- They shall oversee the development and coordination of ministry to all the women in the church and work hard for the welfare and spiritual development of the department.
- Prepare for and lead monthly meetings including Executive Committee meetings.
- They shall take responsibilities for the women fellowship and monthly/weekly prayer meeting as and when/where necessary.
- They shall work under the supervision of the PBC Pastoral team.
- They shall execute responsibilities entrusted to them by the department and the PBC assembly as planned.
- They will schedule any special event for the department and fulfill any type of project approved by the PBC assembly.
- They shall propose the annual budget for the department and projects to the Pastoral Team for necessary approval of the annual assembly.
- They shall make fund raising for the department as and when necessary, by the approval of the pastoral team.
- Participate in and oversee special events and activities for women.

- Administer the work of women's ministries by encouraging teamwork and mutual support and by providing leadership for all.
- Pray regularly for the women of the church and God's direction.
- Develop a women's ministries budget, with the help of the Executive Committee, and oversee the distribution of funds and keep track of expenditures.
- Cast ministry vision, establish goals by prioritizing related programs.
- Oversee the planning and coordinating of special interest classes such as: cooking, gardening, needlework, crafts, etc.
- Attend monthly Leadership Ministry Meetings with the pastor and other church leaders.
- Be accountable to the women department, the Pastoral team, and church members.

### **SECTION 5: Youth Department.**

Youth are the future leaders of the church. According to the research result of Barna Group 59% (percent) of the teens stop involved in the church after age 15, either temporarily or permanently. Teens need a place to congregate and want opportunities to do things with friends; parents want their children involved with activities under the watchful eye of an adult they trust. Therefore, the best way keeps teenagers to get involved in the church activities is to set up a very active, vibrant youth department lead by a committed, spiritually strong, and mature youth leader (pastor). The department shall function within the guidelines/bylaws of the PBC under the supervision of the Pastoral Team. The department shall have a committee to lead the department in all aspects of its function. The youth committee/leader/pastor may organize the youth group and schedule Bible studies, youth group parties, outings such as ski trips and mission trips as and when necessary for different age group. The department shall have annual budget for the department approved by the PBC annual assembly. Any property owned by the department shall be made available in the church office, and any amount of cash they have shall be deposited in the PBC Arvest account.

#### **SECTION 5(A): Youth Department Committee.**

- The department Committee shall consist of the following portfolios.
- Chairman/pastor :
- Secretary :
- Finance Secretary :
- Members :

#### **SECTION 5(B): Responsibilities of a youth committee.**

The Youth Department Committee are a group of leaders elected by the PBC general assembly for three years term.

- They shall oversee the overall function of the department and put their focus on the the welfare and spiritual development of the Youth group.
- They will be responsibilities to arrange monthly/weekly youth group fellowship and prayer meeting as and when/where necessary.
- They shall work under the supervision of the PBC Pastoral team.

- They shall execute all plans and projects for the department approved by the PBC assembly.
- They shall schedule any special event for the department within the department budget and project.
- They shall make a propose annual budget for the department and projects to the Pastoral Team for necessary approval of the annual assembly.
- They shall make fund raising for the department as and when necessary, by the approval of the pastoral team.

### **SECTION 5(C) Responsibilities of a youth pastor.**

- Youth pastor should act as a confidant.
- Youth pastor shall be a source of counseling for those who are in spiritual dilemma looking for answers on how Christian beliefs and practices fits into their lives.
- Youth pastor shall work with the ministerial staff, appropriate committees, and program leaders in planning, evaluating, and coordinating all youth ministries of the church.
- Youth pastor shall act as a loving counselor and adviser, also at times simply offer a listening ear to those whom he led.
- Youth pastor must always maintain confidences and give advice in a way that doesn't alienate teens. However, a youth pastor must also set appropriate boundaries and follow proper procedures to avoid any misinterpretation of his actions.
- Youth pastor shall undergo training for effective ministries.
- Conduct special training projects for youth workers.
- Advise in the use of program materials, equipment, supplies and space by youth groups in all church program organizations.
- Administer and plan numerous youth programs like evangelism, retreats and Bible study sessions.
- Coordinate with parents of youth group members regarding their children's involvement and participation in the church.
- Plan and direct youth groups in all church program organizations.
- Plan and direct youth fellowships, retreats and mission trips.
- Lead in a weekly youth visitation program.
- Conduct weekly youth Bible study for the youth group.
- Remain informed of current trends in youth education programs and youth culture.
- Be alerted to win the lost and assist both workers and youth in reaching the unreached.
- Youth pastor also provide feedback and input to senior pastors.
- Train youths on how to be future faith-filled leaders and set up programs to facilitate spiritual growth.
- Develop and maintain effective relationships with various leaders in the community for purposes of swift outreach programs.

### **SECTION 5(D): Qualification of a youth pastor.**

- Youth pastor must be a born again, theologically graduate in Baptist recognized seminary.
- Youth Pastor must have solid knowledge of the Bible and their church's teachings
- Youth pastor must have to walk the walk as well as talk the talk; if the church teaches premarital sex is wrong, for example, a youth pastor who is living with his girlfriend will send the wrong message.

### **SECTION 6: Christian Education Minister (CEM).**

The Christian Education Minister is responsible to the pastor for the total educational church program in planning, conducting, and evaluating a comprehensive Christian education ministry to achieve the mission of the church.

#### **SECTION 6(A): Qualification of CEM.**

- CEM must be born again, committed, and experiencing God's call for ministry.
- CEM must have a minimum qualification of BA/its equivalent.
- CEM must be a theological graduate from a reputed seminary/institution.
- CEM shall be able and willing to teach in all areas of Christian doctrine, faith, and beliefs.
- CEM must be able to defend the Evangelical Baptist faith and practices from all sorts of cult and false teachers.

#### **SECTION 6(B): Responsibilities.**

- Correlate all programs, plans and activities with the staff and church council.
- Always maintain the church calendar of activities.
- Train and work closely with the Nominating Committee in selecting and enlisting qualified leaders for the educational program.
- Responsible in organizing weekly Bible study and some other informal Bible studies during the week.
- The CEM might act as the administrator for the Sunday school program and might also run activities such as summer vacation Bible school.
- Serve as resource and liaison person for committees related to the educational program.
- Have a special plan and emphasis in educational programs (i.e. attendance campaigns, leadership recognition, Preparation Week, VBS, promotion, January Bible Study, etc.).
- Develop special educational/training projects such as camps, retreats and seminars.
- Lead in any meeting related to a regular education program and organization planning.
- Lead in selecting and ensuring the most suitable educational materials and curriculum available.
- Coordinate the production of church publications

### **SECTION 7: Music Director.**

The Music director is solely responsible to lead the total music ministry of the church, whether it be giving training to the church members/youth group/Sunday school group on a

weekly basis. He/she must be responsible for the overall function and development of the church in the field of Music.

#### **SECTION 7(A): Qualifications of Music Director**

- Music Director must be a born again, talented and committed to music field, and experiencing God's called for ministry.
- The Minister of Music must have a love and appreciation of music and be able to lead the church choir and congregation in worship with confidence.
- Must be an individual of high moral character who has respect for and has the respect of his/her contemporaries.
- Music Director must be someone who earned Music degrees from a reputed institution or the like with a good amount of experienced in music field.
- Music Director must keep him/herself informed on music methods, materials, promotion, and administration.
- The Minister of Music is to manifest a Christian character in all dealings with others and always conduct themselves in a Christian manner.
- Must be a good steward and support the church in giving of finances.
- Music Director must be able and willing to teach Music in the church at all costs.

#### **SECTION 7(B): Responsibilities of Music Director**

- Direct the planning, organizing, conducting, and evaluating of a comprehensive music program in preparing groups, soloists, and choirs for internal and external ministry.
- Work with the ministerial staff on special music needs in the total church program.
- Supervise the work of the music ministry staff.
- Work with the nominating committee to enlist and train leaders for the music ministry.
- Work with the pastor in selecting music for regular and special worship services – including weddings, funerals, and special projects.
- Coordinate the music program with the organizational calendar and emphases of the church.
- Monitor the purchasing, maintenance, and replacement of all music-related equipment, supplies and instruments.
- Prepare an annual music budget for approval and administer the budget.
- Direct congregational singing at all regularly scheduled worship services.

#### **SECTION 8: Finance Department**

A finance department is the unit of a business responsible for obtaining and handling any monies on behalf of the church. The department controls the income and expenditure in addition to ensuring effective business running with minimum disruptions. Besides the traditional roles of handling the payroll, income and expenses, finance department responsibilities also include economic analysis to improve key business strategies.



### **SECTION 8(A): Finance Committee**

Finance committee is formed by a minimum of three members elected members by the PBC general assembly for one (three years) term. They are solely responsible to look after all financial matters of the Church.

### **SECTION 8(B): Responsibilities of Finance Secretary**

- Work according to the policies and procedures established by the Pastoral team.
- Receive, record and receipt funds from all sources and report them to the Church Treasurer, Pastoral team, or Auditors.
- Receive offerings collected during worship services and count them at the conclusion of the services, ensuring more than one person is involved collecting and counting the offerings.
- Ensure funds are deposited in a bank as soon as possible after they are received. Deposits should be made within three days of receipt.
- Post receipts and disbursements of all accounts according to financial system.
- Post the weekly offerings to individual accounts.
- Reconcile the bank statement monthly.
- Prepare monthly and annual financial reports for finance committee, Pastoral team, and church business meetings.
- Establish a procedure to collect and record funds received other than through regular offerings, including funds received the mail or electronically.
- Report regularly to the Trustee Board or Financial Management/Committee/Team regarding total funds pledged and received for the year.
- Report to the congregation at Annual Meeting regarding total funds pledged (if appropriate) and received for the year.
- Inform and encourage regular, systematic giving by congregation through providing information regarding electronic giving.
- Maintain confidentiality of all financial information pertaining to receiving, recording, and depositing of funds.
- Maintain a file of invoices, correspondence, and reports.
- Prepare and issue checks to staff members, designations, and organizations in accordance with approved church policy.
- Orders church and office supplies when necessary.
- Take responsibility in maintenance of necessities for the church.

### **SECTION 8(C): Responsibilities of Asst. Fin. & Property Secretary**

- Assistant finance shall be elected/appointed by the general assembly
- The main responsibility of the assistant finance is to assist the finance secretary in all financial matters.
- In the absence of the finance secretary, the Assistant finance shall automatically take the position of finance secretary as and when necessary.
- As a property secretary he/she shall have the full knowledge about the PBC property.

- He/she shall maintain an updated record of property list and be able to present to the auditors/pastoral team/general public as and when necessary.
- He/she shall give an immediate report to the pastoral team/pastor in case of damage on any of the church property,

#### **SECTION 9: Responsibilities of Auditors:**

- Perform routine audit functions within the congregation.
- Maintain audit files.
- Schedule audits and send engagement letter to appropriate church office bearers.
- Report audit results to local entity's treasurer, pastor, principal, and church members as appropriate.
- Assign and train audit personnel in carrying out audits and assist in addressing issues as they surface.
- Respond expeditiously to the requests for emergency audits and assign personnel to assist or direct in these audits.
- Respond effectively to requests for information regarding church treasury functions, including denominational policies, IRS rules & regulations, and internal controls.
- Report the audit results and coverage periods at the half-yearly and year-end conference/assembly
- Other duties as needed or assigned by the Pastoral team.

#### **SECTION 10: Responsibilities of Praise & Worship leader**

- Arrive early and be prepared for all worship services and scheduled meetings or rehearsals.
- Establish and foster exemplary relationships with staff/non-staff workers, church members, business partners and the community at large. Select, teach and execute all praise and worship music for services, funerals, events and etc. In the case of approved absences, make sure facilitation is at a comparable level.
- Teach, sing with and/or lead songs with choirs/ensembles as requested.
- Independently manage praise team rehearsals.
- Manage all administrative duties related to the praise team. (Schedules attire & etc.)
- Manage Planning Center about praise and worship. (Scheduling, music uploads and etc.)
- Provide the AV team with song lyrics (formatted for singing) and any other visuals
- Build the praise team spiritually, numerically, and vocally. Develop quality leaders and singers.

#### **SECTION 11: Responsibilities of Sunday School Teacher:**

- Create lesson plans in line with the age and spiritual maturity of the kids in the church.
- Arrive early for class and ensure that all kids are at the designated places on time.
- Prepare and oversee weekly Bible lessons.
- Help with all the fundraising events related to the Sunday school department.

- Develop educational plays and skits.
- Attend weekly meetings with all assigned teachers and management staff.
- Respond to all Sunday-school related issues and offer guidance.
- Ensure that the designated area of the Sunday school is clean and presentable.
- Be exemplary and a role model for the Sunday school children.
- Oversee the attendance record.
- Have a good relationship and an open communication with the church education minister.

### **SECTION 12: Responsibilities of Janitor incharge**

A person who supervised all the cleaning operations in the church and responsible for maintaining a cleanly facility by scheduling church member in completing a variety of cleaning tasks. Below are some of the duties of Janitor Incharge.

- Janitor Incharge shall lead the church member in Cleaning the interior of buildings including floors, carpet, rugs, windows, all the church offices, Meeting Room, Toilets, Kitchen, Visitor Lounge and etc.
- Janitor Incharge shall make sure that all the equipment necessary for janitor task are available in good condition for church member to perform the work.
- Janitor Incharge shall assign weekly or monthly cleaning duties to church member with proper instruction.
- Janitor Incharge need to review all the janitor related equipment and can buy if necessary for below \$50 value and re-imburse from the Finance Department.

### **SECTION 13: Responsibilities of Campus Monitor**

- He/She shall have access to Church CCTV and monitor on regular basis.
- He/She shall have control of Church Campus Air Conditioner and ensure that it is function as require.
- As a Campus monitor, he/She can call 911 in case of any issue which is related to church with outside threat or accident in the premises.
- Campus Monitor shall ensure that all the church property are up to date and if any property need repair or need purchase, he need to report it to the church staff or pastoral team.

### **SECTION 14: Responsibilities of Gas, Water, and Electric**

- This responsibility shall be given to a person who has good knowledge in all the related issue to Gas, Water and Electric.
- Incharge shall ensure that Gas, Water and Electric safety rules are followed by Church members.
- Incharge person shall perform overall monthly review and if any issue found, he shall report it to the church staff for repair or replacement.

### **SECTION 15: Responsibilities of Parking incharge**

- Parking in charge ensures that all vehicles are given proper direction for parking in a right parking lot on all occasion in the church campus.
- In charge shall assign parking duties to church members on any given day if needed.

- In charge ensure that all the parking duty personal shall always wear safety uniform.
- In Charge shall inform church staff or Church Monitor in case of any vehicle accidents occur in the church premises.

### **SECTION 16: Media & Sound**

Media & Sound department shall have a team of 3-5 members lead by a Technical Director. They shall be responsible in handling and maintenance of anything related to Media & Sound outside and within the church premises.

#### **SECTION 16 (A) Responsibilities of Technical Director**

- Operates, maintains, and safeguards the technical assets of the church, including supervising the use of lighting, sound, video and lighting systems, and communications equipment.
- Advises production managers, lighting, video and sound designers, on the technical specifications, costs and usage of technical equipment required for the ministries, and supervises the implementation of approved technical designs.
- Supervises and assists with set and stage construction and management.
- Assists in recruiting, training and assignment of volunteer or paid technical staff.
- Assist in recording for special events and video shoots.
- Assists with the preparation and control of production budgets; maintains inventory and orders specialized supplies.
- Attends technical rehearsals, in order to supervise and assist in the technical aspects of the services.
- Makes recommendations to the church leadership regarding capital purchases of technical equipment.
- Designs, sets up, maintains, and operates lighting, video and sound systems for theatre, dance, music, and other productions and projects; assists guest designers and arts with technical matters.

#### **SECTION 16(B): Responsibilities of Media & Sound team**

- Media & Sound Team is directly link to the Pastoral Team.
- Media & Sound In charge shall supervise all the media and sound personal on all occasions in the church.
- Shall ensure that all the sounds systems are up to date or working conditions all time.
- Shall report it to the church staff for any issues related to media and sounds.
- For any new purchase or repair or replacement needed, the leader shall reach out to the Church Staff member or Pastoral Team.
- Shall ensure that all the song Notes/Lyrics, Soundtracks, Power Points for the day are compile in well advance and reviewed.
- In Charge shall do monthly maintenance check to all the instruments related to media and sounds and share report to the church staff.

- They can have a plan to purchase items within the limit of a budget or with a consent of the Pastoral Team.

**ARTICLE IX**  
**Records and Reports**

The Church shall maintain the following records and reports: (a) correct books and records of accounts (financial records), (b) written minutes of the proceedings of its membership and Corporate Trustee meetings, (c) the membership rolls specified in ARTICLE V, SECTION 3 of these Bylaws, which rolls shall set forth the members' names and addresses, (d) contribution statements for contributors, (e) property record.

All such records shall be kept at the Church's principal office. The Church may also maintain any other records as may from time to time be deemed necessary or useful in the pursuit of its purposes.

Any Member of the Church may inspect the records (reports from completed quarterly cycles) of the Church, as specified in items 1-3 in this ARTICLE XII, within normal business hours, in the offices of the Church, upon written request delivered to any Officer of the Corporation or Trustee of the Church. The written request shall state the time at which inspection is desired and shall be delivered to the Officer of the Corporation or Trustee of the Church at least five (5) business days prior to the proposed date of inspection. Copies of any disclosed records of the Church shall be made available to the Member upon payment of a reasonable charge per page for such copies. However, individual records of contributions and personnel records shall be confidential and not subject to disclosure.

**ARTICLE X**  
**Construction and Definition**

Unless the context requires otherwise, Oklahoma law shall govern the construction of these Bylaws.

**ARTICLE XI**  
**Amendments to the Bylaws**

These Bylaws, or any part thereof, may be altered, amended, or repealed, and/or new Bylaws may be adopted, by a vote of two-thirds majority of the Members present at any special or regular membership meeting called according to ARTICLE VI, SECTION 4 hereof, at which a quorum is present.

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