CONSTITUTION & BYLAWS OF FLEWELLYN BAPTIST CHURCH

PREAMBLE: In order to affirm our foundation in faith, to promote religious education, and to seek the salvation of the lost: we, an organized body of baptized believers, do declare and establish this constitution.

NAME: This body, known as Flewellyn Baptist Church, LLC, (also doing business as Flewellyn Church) is a nonprofit religious organization organized under IRS Section 501(c)(3).

CORE VALUES: "We are Flewellyn" (Hebrews 10:19-25)
We celebrate God's grace. We share eternal hope. We love one another.

ARTICLES OF FAITH: We agree with the general intent of the Baptist Faith and Messages, adopted by the Southern Baptist Convention in May, 1963, and June, 2000.

We believe the Bible to be the only inspired, trustworthy and true, without error, Word of God. (2 Timothy 3:16-17)

We believe there is only one God who eternally exists in three persons: Father, Son and Holy Spirit. (Matthew 28:19)

We believe Jesus Christ is God, in His virgin birth, in His sinless life, in His miracles, in His death that paid for our sin through His shed blood, in His bodily resurrection, in His ascension/rising up to the right hand of the Father and in His personal return in power and glory. (John 1:1; Matthew 1:18,25; Hebrews 4:15; Hebrews 9:15-22; 1 Corinthians 15:1-8; Acts 1:9-11; Hebrews 9:27-28)

We believe that acceptance of Jesus Christ and the corresponding renewal of the Holy Spirit are the only paths to salvation for lost/sinful men and women. (Jn 3:16; Jn 5:24; Titus 3:3-7)

We believe in the present ministry of the Holy Spirit, who lives within and guides Christians so they are enabled to live godly lives. (John 14:15-26; John 16:5-16; Ephesians 1:13-14)

We believe in eternal life, and that through faith in Jesus Christ as the Son of God, we spend eternity with the Lord in Heaven. We believe that in rejecting Jesus Christ as Lord and Savior, we receive eternal suffering in hell. (Matthew 25:31-46; 1 Thessalonians 4:13-18)

We believe in the spiritual unity of believers in our Lord Jesus Christ, that all believers are members of His body, the Church. (Philippians 2:1-4)

We believe God's design for sexual intimacy is to be expressed only within the context of marriage. God instituted marriage between one man and one woman as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one man and one woman. (Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9)

We believe that God created all human beings in His image. Therefore, we believe that human life is sacred from conception to its natural end; that we must honor the physical and spiritual needs of all people; following Christ's example, we believe that every person should be treated with love, dignity and respect. (Psalm 139:13; Isaiah 49:1; Jeremiah 1:5; Matthew 22:37-39; Romans 12:20-21; Galatians 6:10)

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Article I Church Membership

A. Membership Types - The church recognizes two types of membership: Covenant Membership and Kingdom Membership. Both are expressions of connection to the body of Christ and the mission of this church, with differing roles and responsibilities.

B. Covenant Members - Covenant Members are those who have confessed Jesus Christ as Savior and Lord, been baptized by immersion as a symbol of their death to sin and resurrection to new life in Christ, and been received into membership by vote of the church as outlined below:

- By profession of faith and being baptized by immersion.
- By letter of recommendation from other churches of like faith.
- By statement of faith & baptism when coming from a church of like faith & practice.
- By restoration.
- All members shall be received by a majority vote of those members entitled to vote who are present and voting.

C. Voting Privileges - Only Covenant Members 16 years of age and older shall be entitled to vote on church matters. Children (saved and baptized) under the age of 16 may hold Covenant Membership but shall not yet have voting privileges..

Voting-eligible, covenant members must demonstrate active participation in the life of the church within the past 12 months, and are consistently connected -if physically able- in at least two of the following three ways:

- Giving financially toward the church's mission.
- Serving on a church ministry team.
- Growing in a small group, Bible study, or class.

D. Kingdom Membership - Kingdom Members are those who have personally confessed Jesus Christ as Lord and Savior and are consistently connected in at least two of the following three ways:

- Giving financially toward the church's mission.
- Serving on a church ministry team.
- Growing in a small group, Bible study, or class.

1. Purpose and Recognition - Kingdom Members are an essential part of the church body and are welcomed to participate in church life and service. While they do not hold voting rights, they may be publicly recognized, included in ministry teams, and cared for as members of the church family. They are encouraged to take steps toward Covenant Membership as God leads.

2. Leadership Participation - Kingdom Members may serve in all ministry areas except as Pastor/Elder, Deacon Chairman, Youth Pastor, Children's Ministry Leader, and Worship Leader. Kingdom Members may serve in leadership

positions such as Deacons, Team Leaders, Teachers, etc. after the confirmation by a Covenant Member vote in a regular business meeting.

3. Record Keeping - Kingdom Members (formerly Active Attendees) shall be recorded on a separate but maintained roll from Covenant Members, allowing the church to shepherd and celebrate both levels of connection.

E. Removal from Membership - Membership, whether Covenant or Kingdom, may be terminated in the following ways:

- By death.
- By request for a letter of transfer to another church of like faith.
- By request for removal due to joining a church of another faith.
- By church discipline:

Both Covenant and Kingdom Members are accountable to the body of Christ and expected to walk in repentance and obedience to Scripture. When the church leadership is made aware of ongoing, public, unrepentant sin, they shall lovingly follow the process outlined in Matthew 18:15–17 to seek restoration: to seek to restore the member to obedience and fellowship (a personal visit by a Pastor/Elder, a Deacon, and possibly another). Only the member who refuses to repent shall be removed from membership by church vote (conduct shall be brought before the church one month prior to the vote).

F. Restoration of Membership - A person previously removed from membership due to offense may be restored by church vote after giving evidence of repentance and renewed Christian conduct.

E. Bereavement Care - In the event of a death, the church, led by the Admin Team, will provide a meal and flowers for all active Covenant or Kingdom Members and their immediate family (parents and/or children). The church facilities should be made available, if possible, for funeral services and/or post-funeral family gatherings.

Article II Church Business

A. Business Meetings

1. Number of people - A quorum and the pastor or chairman of deacons shall be present in order to conduct the business of this church. A quorum shall consist of 15 members entitled to vote who are present and voting.

2. Time - Regular business meeting should, when possible, be held on the second Sunday of each month after Morning Worship. The "Annual Budget Meeting" should be held on the 2nd Sunday of July after Morning Worship.

3. Called Business Meeting - A called business meeting shall be announced at least one week before date of meeting. This meeting and the matter shall be made known by church announcement and digital communication or other means possible. Only the stated matter can be discussed and voted on at this meeting.

4. Order of Business
   - Prayer
   - Summary of unfinished and new business from previous business meeting
   - Reception of new members
   - Unfinished business
   - Treasurer's report
   - Admin Team report (event announcements, initiatives, etc.)
   - Recommendation from Pastors/Elders, Deacons, and teams
   - New business
   - Motion to adjourn & closing prayer

5. Other:
   - The moderator may speak on any subject by calling on any brother to preside in his place.
   - Every member who wishes to speak shall be recognized by the moderator.
   - In case of a tie, the moderator can, if he so desires, cast the deciding vote.
   - The church in conference shall entertain no proposition for discussion which has not been presented on motion of one member and seconded by another.
   - A motion before the church must be disposed of before another motion can be determined, unless the motion is to amend, postpone, adjourn or call for the previous question.
   - All questions, including that of reception of members, shall be decided by a majority of members entitled to vote who are present and voting (1/2 plus one).

B. Change of Constitution and By-laws

1. The addition or change shall be written and read to the church at a regular business meeting.
2. The addition or change shall be reread at the following month's business meeting.

3. Approval of any proposed change or amendment shall require the affirmative vote of three-fourths (3/4ths) of the members entitled to vote who are present and voting.

C. Church Property

1. The property of this church shall be used by members of this church as a place of worship and fellowship becoming a Christian body of believers.
2. The Admin Team [Deacons] shall serve as trustees for the corporation with Flewellyn Baptist Church, LLC holding the deed. This corporation shall have two officers: a president and a secretary. The president shall be the Chairman of the Deacons and the secretary shall be the Administrative Assistant [church clerk].
3. If this property ceases to be used for church purposes, the land and buildings shall become the property of the Tennessee Baptist Mission Board with hopes it be used for religious purposes.
4. The Building and Grounds Team and the deacons should maintain the church and buildings as outlined by the church.

D. Church Finance

1. The church and its organizations shall be financed by the tithes and offerings of free will only.
2. The church and its organizations shall have a central treasurer.
3. The church will adopt a proposed operating budget in June or July each year to begin on August 1st.
4. The Budget and Finance Team should serve in a joint administrative capacity to decide within the guidelines of the church budget all orders of purchase. If at any time a member, class or organization has a need for funds that exceed their budget, they should present in writing a request for the funds needed to a member of the Budget and Finance Team. If this team approves the request, it will be presented at the next meeting for approval by the church.
5. Each Sunday two or three deacons should count the total offering given during Sunday School and Worship. The total should be posted on a spreadsheet and initialed by those counting. The Assistant Treasurer should then take the spreadsheet and money, put all figures in the church bookkeeping software and prepare the deposit to be picked up and taken to the bank by the Deposit Transporter. This is to protect the Treasurer, Assistant Treasurer and the church from any type of mistakes or fraud.

Article III Church Leadership

Flewellyn's central leadership goal: "Give ministry away." (Ephesians 4:11-16) We "equip the saints" because:

- Every Christian is a spiritually-gifted minister of the gospel;
- Church leaders empower others to grow closer to Christ and one another;
- Christian maturity values unity in mission above personal differences.

A. Pastors/Elders are spiritual-leaders to proclaim the gospel of Jesus Christ, to teach the biblical revelation, to engage in pastoral care, and provide administrative leadership in all areas of church life. In the New Testament, the terms "elder," "overseer," and "pastor" are used interchangeably to describe the same church office, with the role of Pastor/Elder being central in leading the local congregation. Ordination as a Pastor/Elder is a privilege but not required. *[See Handbook for qualifications, election process, and more.]*

Pastors/Elders should serve on the Missions, By-laws, and Discipleship Teams, as well as the Personnel Team (shepherding and serving employees). Their primary responsibility should be as spiritual leaders developing suggested church objectives, and recommending actions-steps for reaching such goals (as Flewellyn's Vision Team) in accordance with our unique "Antioch" strategy (Acts 11:20-30).

- Reach the unreached.
- Invest in disciples.
- Send our best.

Lead Pastor - As lead Pastor/Elder, the pastor's primary duty is nearness to the Lord. His second responsibility is to his family, then to the church. He will lead the Pastors/Elders and Admin Team in pastoral care of the flock and church administration through preaching, counseling, visitation, meetings, and other means. *[See Handbook for qualifications, election process, and more.]*

B. Deacons are servant-leaders. The position of deacon is not inherently one of leadership but of service. Deacons are nominated to serve the church, and as they serve well, they gain their leadership voice. Their voice is one of recommendations to the church and to the Pastors/Elders. They should assist the Pastors/Elders in shepherding the flock and serve the church by ministering to our community. *[See Handbook for qualifications, election process, and more.]*

C. Admin Team - This team, formerly known as Church Council, should gather quarterly (at a minimum) to develop the church calendar (church ministry & community outreach events). The Admin Team will be made up of the following:

- Representative of Pastors/Elders + Discipleship leader or SS Teacher (by invitation)
- Deacon Chairman or Co-chair + member of House & Grounds (by invitation)
- Lead Pastor + Newer Member (by invitation)
- Youth Minister + Ministry Volunteer or teenager in good standing (by invitation)
- Children's Ministries Leader(s) + Ministry Volunteer (by invitation)
- Admin. Assistant + Treasurer or Assist Treasurer
- Worship Leader + Hope Center leader (Director or Recovery Pastor)

*Admin team oversees Adoption / Approval / Changes of Personnel Handbook - developed to accompany by-laws - to include policies and procedures plus expectations of employees & teams
*Admin Team will operate as Flewellyn's Board of Trustees.
*Spouses of the Team are welcome & shall have a voice
*Invited team members are expected to be involved for 3-4 meetings (up to 1 year)
*Every member of the Admin Team has a vote (even those by invitation). Regular votes must be decided by majority. Votes to change the Personnel Handbook must be 2/3 majority (but still must be approved by church during business meetings). Admin Team quorum is 9 minimum.

D. Worship Leader - The Worship Leader is responsible for planning, conducting and the promotion of the music and worship programs of the church.*

E. Youth Minister - The Youth Minister shall develop and oversee a well-balanced program for youth designed to win the lost to Christ and help Christians mature in Him.*

F. Director(s) of Children's Ministries – Our Director(s) of Children's Ministries shall provide leadership in developing and implementing a young family outreach ministry focused on children's activities.*

G. Other Paid Staff and/or Volunteer Positions
1. Administrative Assistant - The Administrative Assistant should function as a church receptionist during scheduled weekday hours, assisting Pastor's administrative needs, and maintaining key information and communication in the church while providing aid to committee leaders as needed.*
2. Custodian - Maintaining clean church facilities by performing weekly duties and spot cleaning in all public areas of the building, including bathrooms, worship space(s), kitchens, and meeting rooms. ... Performing minor maintenance, restocking bathrooms, etc.*

**Additional, detailed information regarding expectations, benefits, and team details may be found in the Personnel Handbook. Recommended changes / updates to the Handbook may be made by the Admin Team or by recommendation by Pastors/Elders at a regular business meeting.*

H. Volunteer Leaders
1. Sunday School Leader – a Pastor/Elder or volunteer appointed by a Pastor/Elder
2. Discipleship Leader - a Pastor/Elder or volunteer appointed by a Pastor/Elder, overseeing Wednesday Adult group(s) and non-Sunday morning Bible studies
3. Men's & Women's Ministry Leaders
4. Church Treasurer

Article IV Church Teams

A. Administrative Church Teams – These teams are advisory in nature, tasked with working together with other teams and making educated recommendations for the church or Admin Team to vote upon. Advisory teams do not usually receive an expendable budget and are not expected to make unilateral decisions. Nominations/appointments should be affirmed by church vote.

1. Nominating Team - Deacons and Spouses
2. Budget & Finance Team - led by Treasurer or Asst. Treasurer
3. Personnel Team – Pastors/Elders

B. Church Ministry Teams – These teams are action-oriented, asked to perform specific tasks and usually given a budget to facilitate that task. These teams are expected to represent the church at large, working with other teams, not acting as authoritarians but as servants. The Nominating Team will assist in organizing these teams annually, affirmed by church vote.

1. House & Grounds Team – led by appointed Deacon(s) and Volunteers
2. Benevolence Team - led by appointed Deacon(s), Spouses, and Volunteers
3. Missions Team - Pastors/Elders and Volunteers
4. Discipleship Team - Pastors/Elders, Group Leader(s), and Adult SS Teachers
5. Lord's Supper & Baptism Teams - led by appointed Deacon(s) and Spouse(s)
6. Men's & Women's Ministry Teams - led by volunteers (nominated by Deacons)
7. Prayer Team - led by a Pastor/Elder or appointed volunteers

C. Provisional Teams are temporary teams organized at certain times and seasons to serve the church at large based on specific needs. Nominations/appointments should be affirmed by church vote.

1. Building Team – appointed by Pastors/Elders and Admin Team
2. Audit Team – led by a Deacon or appointed by a Deacon
3. By-Laws Team – led by Pastors/Elders and appointed Deacon(s)
4. Pastor-Search Team - nominated by Admin Team, affirmed by church vote

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PERSONNEL HANDBOOK

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CHURCH MEMBERSHIP COVENANT

Having been led, as we believe, by the spirit of God, to receive the Lord Jesus Christ as our savior, And on profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit,

We do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness and comfort.

To promote its prosperity and spirituality; to sustain its worship, discipline and doctrines.

To contribute cheerfully and regularly to the support of ministry, the expense of the church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and secret devotions, to religiously educate our children: to seek the salvation of our kindred and acquaintances;

To walk circumspectly in the world, to be just in our dealings, faithful in our engagements and exemplary in our deportment.

To avoid all tattling, backbiting and excessive anger.

To abstain from the sale and use of intoxicating drinks as beverage and habit-forming narcotics and drugs and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love;

To remember each other in prayer, to aid each other in sickness and distress, to cultivate Christian sympathy in feeling and courtesy in speech;

To be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place, we will, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

LEAD PASTOR

Hours: If full-time: an average of 40 hours which includes Sundays.
If bi-vocational: an average of 20 hours which includes Sundays.

Reports to: Personnel Team

Principal Function: To proclaim the gospel of Jesus Christ, to teach the biblical revelation, to engage in pastoral care, provide administrative leadership in all areas of church life, and conduct the ordinances and functions of worship.

Qualifications:

- Must maintain a faithful, active and personal relationship with Jesus Christ.
- Education: minimum of a bachelor's degree from an accredited seminary school.
- Experience: previous ministry experience is required 1 to 5 years minimum.
- Ordained by a church or accredited body.

Position Responsibilities: *Subject to review and adjustment in conjunction with the Personnel Team, the following constitute the major responsibilities of the Lead Pastor:*

- Serves under the guidance of the Holy Spirit and the Church Body.
- Directly receives counsel from the Deacons who serve the congregation.
- Responsible for providing spiritual instruction and strategic leadership to the members, staff and ministries of the church.
- Maintains a vital and wholesome personal relationship with the Lord through daily Bible study and prayer.
- Adheres to the church bylaws and policies and procedures adopted by the church.
- Plan and conduct worship services, developing sermons, planning with music leadership and leads in the observance of ordinances. (An average of 10 hours should be devoted to preparing and preaching weekly services.)
- Preach and/or teach in both the Sunday Morning and Sunday Evening services if applicable. They should also lead the Wednesday Bible Study, though he may choose to assign the teaching portion of that study to someone from time to time.
- Allow for visiting and ministering to members and prospective members in homes, nursing care facilities and hospitals and if needed during office hours under special circumstances. (This should average 10 hours weekly.)
- Leads and demonstrates effective ways to witness and win the lost to salvation through Jesus Christ.
- Responsibility to the members of FBC should take priority over non-member outside organizations, etc.
- Oversee and lead outreach and pastoral care efforts, including biblical counseling, performing baptisms, weddings and conduct funeral services.
- The Lead Pastor should be in the office Monday – Friday, 4 days a week, 5 hours average daily totaling 20 hours a week. Hours during the day should be consistent. They should be accessible to members of the congregation, the community and for regular communication with members of the church staff.

Rights and Privileges:

- During the time of an authorized absence, the Lead Pastor will choose the replacement. It is also their privilege to choose the evangelist for revivals.
- The Lead Pastor may have two revivals, 14 days, with two Sunday's away per calendar year

- If the Lead Pastor is unable to perform their duties due to illness, the church will pay for a replacement plus their salary. If an extended illness occurs each will be considered separately by the church. The Lead Pastor is allowed 12 major holidays and 10 sick days per calendar year.
- The Lead Pastor will have the right to have one day off each week of his choosing to be free from his church work. His choice should be the same day each week when possible.
- The Lead Pastor is to fulfill his biblical responsibilities to his family. It is not the desire of the church that the Lead Pastor neglect his responsibilities of his family while serving the church.

Compensation Package:

- Compensation can be allocated between salary, health insurance including family coverage and housing expenses.
- The church will pay the employer's portion of social security taxes. Other tax obligations will be deducted from payroll checks subject to IRS.
- The Lead Pastor shall have the privilege of attending one local seminar and one out of town seminar annually per budget approval.
- Mileage will be reimbursed at the standard mileage rate that is issued by the IRS.
- The Lead Pastor shall have vacation of 14 days with pay with two Sundays off per calendar year. There is a 90-day waiting period before vacation is available.

- Travel expenses and love offering(s) for visiting ministers shall be paid by the church.

YOUTH MINISTER

Hours: an average of 8-10 hours per week, including Sundays and Wednesdays.

Reports to*:* Lead Pastor

Principal Function: The Minister of Youth shall develop and oversee a well-balanced program for youth designed to win the lost to Christ and help Christians mature in Him.

Qualifications:

- Must maintain a faithful, active and personal relationship with Jesus Christ.
- Must have a passion and enthusiasm for youth, experience with leading a youth ministry, a strong personal faith, administrative skills, self-motivated and able to work with small and large groups, parents and staff.
- Should possess a college degree or a min. of 2 years' experience in youth ministry.

Position Responsibilities: *Subject to review and adjustment in conjunction with the Personnel Team, the following constitute the major responsibilities:*

- Organize and lead effective youth programs, implementing ministries of fellowship, worship, biblical teaching, discipleship, and mission opportunities through camps, retreats, and community service.
- Assure every youth activity focuses entirely on building mature youth of the church. Areas of responsibility are to attend and/or teach Youth Sunday School and Sunday evenings when applicable and lead activities for Wednesday night. An average of 2-3 hours should be devoted to preparing lessons.
- Develop and manage the youth ministry budget including fundraisers, etc.
- Serve as a member of the Admin Team and coordinate the youth calendar.
- Attend scheduled staff meetings.
- Provide recreational and fellowship activities for youth when possible.
- Allot a time for monthly group outings or field trips.
- Provide counseling and spiritual direction to youth on an individual basis.
- Maintain contact with students and parents, keeping them updated and informed of ongoing activities and strategies.
- Work cooperatively with the Lead Pastor for clarification of the vision for this ministry, strategic planning, and for guidance, prayer and support.
- If the Youth Minister is not able to perform their duties due to illness, another person shall be appointed to oversee youth activities. The Minister of Youth shall be responsible for securing supply in their absence.
- The Youth Minister shall have two weeks vacation per calendar year which includes Sunday mornings, 2 Sunday evenings and 2 Wednesday nights off if they so desire to spend time with their family.

WORSHIP LEADER

Hours: Hours worked should be an average 8-10 hours per week which includes Sunday worship.

Reports to*:* Lead Pastor

Principal Function: The Worship Leader is responsible for planning, conducting and the promotion of the music and worship programs of the church.

Qualifications:

- They must maintain a faithful, active and personal relationship with Jesus Christ.
- Education – Degree in music preferred
- Experience – previous music ministry experience is required

Position Responsibilities: *Subject to review and adjustment in conjunction with the Personnel Team, the following constitute the major responsibilities of the Worship Leader:*

- Direct the planning, organizing, conducting and evaluating of the church music program, including choirs, praise teams and other vocal and instrumental groups.
- Working & coordinating with all team members which includes the sound booth responsibilities.
- Supervise the work of paid music staff and volunteer workers.
- Serve as a member of the Admin Team and coordinate the music and worship program with the church calendar and emphasis of the church.
- Collaborate with the Children's Minister regarding Christmas programs.
- Assist the Lead Pastor in planning all worship services.
- Arrange / provide music for special events and other church related activities.
- Maintain a music library, materials, supplies, musical instruments and other equipment. An updated inventory list must be kept for insurance purposes.
- Develop and manage the music ministry budget.
- Perform other duties as assigned by Lead Pastor.
- Hours worked shall consist of but not limited to a minimum of 2 hours of planning and preparing, 1-2 hours practice and 1 hour of Sunday worship.
- Possibility to add Wednesday night programs and Sunday evenings.
- If the Worship Leader is not able to perform his duties due to illness, another person shall be appointed to oversee Sunday worship. The Worship Leader shall be responsible for securing supply in their absence.
- The Worship Leader shall have two weeks vacation per calendar year which includes 2 Sunday mornings, 2 Sunday evenings and 2 Wednesday nights off if they desire to spend time with their family.

DIRECTOR(S) OF CHILDREN'S MINISTRIES

Hours: Hours worked shall average 8-10 hours minimum per week.

Reports to*:* Lead Pastor

Principal Function: Director of Children's Ministry (DCM) shall provide leadership in developing and implementing a young family outreach ministry focused on children's activities.

Qualifications:

- Have a personal, active and growing relationship with God through Jesus Christ.
- Experience in children's ministry and/or management of children's programs is required.
- Ability to make changes, corrections and solve problems quickly under pressure.
- College degree is preferred.

Position Responsibilities: *Subject to review and adjustment in conjunction with the Personnel Team, the following constitute the major responsibilities of the DCM:*

- Oversee all programming and ministry for children age birth – 5th grade including Sunday School, summer programs, and special events.
- Choose and prepare curriculum for each program and each age level that will facilitate learning and encourage spiritual growth.
- Organize, setup, and stock classrooms with necessary supplies.
- Attends regular staff meetings
- Serve as a member of the Admin Team and coordinate the children's program with the church calendar.
- Develop and manage the Children's Department annual budget.
- Recruit, schedule and lead teams of volunteers.
- Pre-screen volunteers (background check)
- Schedule regular outings.
- If the DCM is not able to perform their duties due to illness, it is the DCM's responsibility to notify the Sunday School Director and the Personnel Team.
- The DCM shall have two weeks vacation per calendar year which includes 2 Sunday mornings, 2 Sunday evenings and 2 Wednesday nights off if they desire to spend time with their family.

Area or Program Responsibilities should include but are not limited to:

- Sunday Morning
    - Sunday School Teachers
    - Nursery – paid position (if needed)
    - Kids' Worship

- Outreach Programs/Special Events
    - Baby Dedications
    - Easter Egg Hunt and/or Outreach
    - VBS
    - CentriKids – Camp/Fundraisers
    - Fall Festival

ADMINISTRATIVE ASSISTANT

Hours: Hours worked should be an average 10-12 hours per week during normal business hours.

Reports to*:* Lead Pastor

Principal Function: The Administrative Assistant should function as a weekday church receptionist, assisting Pastor's administrative needs, and maintaining key information and communication in the church while providing aid to team leaders as needed.

Qualifications: General knowledge of office management, equipment, and ability to work well with others.

Position Responsibilities: *Subject to review and adjustment in conjunction with the Personnel Team, the following constitute the major responsibilities of the Administrative Assistant:*

- Order and pick up supplies for the Pastor, office, and other Group Leaders as needed. Maintain office supply and administration budget accounts.
- Responsible for all reports as needed by the Robertson County Baptist Association. ACP annual report.
- Send out messages to all members via "One Call" system and "Breeze" system for text as needed to inform them of member illness, death, or activities taking place at the Church.
- Take minutes at each business meeting. Maintain copies of all business meeting notes. Email a copy of the minutes to all leadership members a week prior to the next month's meeting including monthly baptisms and new members.
- Schedule member requests to use the Life Center for other functions outside of Church functions.
- Prepare Sunday bulletins for worship service as directed by the Pastor.
- Deliver mail to the Post Office and check mail when the office is open.
- Send out new member letters and sympathy cards and flowers as needed. Send out birthday cards or text monthly. Send out baptism cards with DQ gift card to all children that were baptized the prior Sunday.
- Let the Head of the House and Grounds Team know of any repairs that are needed for the Life Center, office building, or grounds.
- Schedule pest control for the inside and outside of the buildings as needed.
- Responsible for any other requests from the Pastor or Church Officers as needed.
- Maintain list of all baptisms, new members, deaths (this will help with the annual ACP report. Maintain copies of all the forms that are in the file cabinet and rework them as needed. Some templates are on the computer.
- Print baptism certificates and deacon certificates as needed. Templates are in the computer.
- Maintain the Breeze system with all members and attenders' records. This includes updating and adding records, pictures, tags and more.

CUSTODIAN

Hours: as needed

Reports to*:* House & Grounds

Principal Function: Maintaining clean church facilities by performing weekly duties and daily spot cleaning in all public areas of the building, including bathrooms, sanctuary, kitchens, and meeting rooms. ... Performing maintenance, such as changing light bulbs and restocking bathrooms, and making repairs.

Qualifications: General knowledge

Position Responsibilities: *Subject to review and adjustment in conjunction with the Personnel Team, the following constitute the major responsibilities of the Custodian:*

- Cleaning

HIRING PROCESS

A. Application

Open period for taking applications. The Personnel Team may seek to use job-seeker websites or publications to collect applications. The Pastor & Team should pray over all applications and recommend a maximum of 3 candidates to the next step.
*In the hiring of Lead Pastor, the Pastor-Search Team will act as Personnel Team in these steps.

B. Background Check

In addition to a background check, the Personnel Team should also check references and social media accounts, etc. of the candidates. During this phase, the Pastor & Team should seek to limit the candidates to two.

C. Consultation

This is the interview phase of the process. Each approved candidate should have at least one interview. The approved candidate should receive three separate sign-offs: Pastor, Personnel, Deacons, and/or Admin Team.
*The approved pastoral candidate should be invited to preach at least once at Flewellyn.

D. Details

The approved candidate should receive and sign a detailed job description, code of conduct, and sexual reporting policy with an appropriate compensation package (approved by Budget & Finance Team).
*After the candidate has preached at Flewellyn and has received and agreed to the terms these documents, the candidate should be brought before the church for a vote.

E. Employment

Unless otherwise stated, each employee is hired for a three-month interim period. After three months, the church will vote on the employment becoming permanent in nature.
*The Lead Pastor shall be hired as permanent, not on interim basis.

F. Follow-through

Each employee should have a 90-day evaluation with the Personnel Team to discuss expectations and responsibilities. Then, at a 1-year evaluation, the employee should discuss possible expansion of responsibilities and/or adjustments to their job description.

EMPLOYEE CODE OF CONDUCT

As an employee of the Church, I promise to:

- respond to reasonable directions from the person with responsibility for the ministry I am involved in;
- communicate with integrity, including wise and accountable use of electronic communication;
- not knowingly make false, misleading, or deceptive statements;
- not engage in bullying, harassment, emotional abuse, spiritual abuse, physical abuse, sexual abuse, of any person including my own family;
- not act violently or intentionally provoke violence;
- upholding confidentiality; not disclosing any confidential information without the consent of the person providing the information (the exception being where there is a legal obligation);
- report concerns about misconduct and/or abuse to the appropriate authorities;
- disclose to the Church Leadership if I am investigated for any criminal offenses or have any knowledge of serious unlawful activity within the church context;
- express my sexuality in healthy and God-directed ways;
- act with financial integrity, including:
    - having accountable and transparent systems in place for financial matters.
    - not seeking personal advantage or financial gain from our position (other than in wages, recognized allowances and deductions).
    - not take or use property belonging to others without express consent, including intellectual property (copyright);
- not use any prohibited substance and be responsible in my use of substances that may be addictive (i.e. - prescriptions, alcohol);
- avoid inappropriate interaction with everyone, but especially persons deemed vulnerable (minors, elderly, dependent adults, developmentally disabled, etc.)
- avoid ongoing counseling of people with whom I have pastoral relationships; and
- make alternative arrangements for pastoral ministry for any person with whom I may develop a romantic or intimate relationship.

I understand that if there is a complaint against me relating to a breach of this Code of Conduct:

- and it is a plausible complaint relating to Child Sexual Abuse or Sexual Misconduct involving a child, the Church may ask me to step aside from my duties while the complaint is being considered; and/or
- if the complaint relates to serious misconduct and/or abuse (including Child Sexual Abuse) it will be reported to relevant government authorities in accordance with relevant legal requirements; and/or
- I agree to participate in any process initiated for Resolving Conflict / Christian Arbitration and agree to be bound by the outcomes of any such process, which may include termination of my employment/engagement as a staff member at the Church.

Sexual Misconduct & Reporting Policy

- All workers, volunteer and paid, full-time and part-time, will sign a release for Criminal Records Check to be used at the church's discretion.
  - All workers in a leadership position with direct relation to children must have been members for a minimum of six (6) months prior to filling the position.
  - No applicant or volunteer ever convicted of a sexual related crime is eligible for service in a position with direct relation to children.

  - Two Adult Rule – our goal is to provide a minimum of two (2) adults in any setting or activity regarding children. In cases where an adult has a legitimate reason to be alone with a child (i.e., counseling, visitation), all workers should obtain the consent of the child's parent or guardian prior to being alone with the child.

Reporting Procedures:

- All allegations must be taken seriously.
- All allegations should be reported to the established authority and/or Pastors/Elders as immediately as possible.
- The established authority and/or Pastors/Elders will notify the parents or legal guardian.
- All situations will be handled forthrightly with due respect for people's privacy and confidentiality.
- Full cooperation will be given to civil authorities when applicable.
- No accused will be addressed by anyone other than the established authorities and/or Pastors/Elders until the safety of the child or victim is secured.
- No victim involved in an allegation or anyone responsible for reporting an allegation will be retaliated against.

Investigation of an Allegation:

- All allegations will be investigated expeditiously by established authorities and/or Pastors/Elders.
- Any accused worker will be relieved temporarily of his or her duties until the investigation is completed.
- All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action up to and including termination.
- No individual involved in an allegation or anyone responsible for investigating an allegation will be retaliated against.

Employee/Officer Indemnification Policy:

No officer, director, pastor, employee, or volunteer of the church shall be personally liable for any debts, obligations, or liabilities of the church. The church shall indemnify and hold harmless any officer, director, employee, or volunteer from any liability for actions undertaken in good faith within the scope of their duties.

Exclusion: This indemnification shall not extend to actions constituting willful misconduct, gross negligence, fraud, or criminal conduct. Any indemnified person shall be entitled to prompt legal defense at the expense of the church, unless and until a final judicial determination finds that their actions constitute misconduct as outlined above.

Third-Party Claims: The church shall also indemnify and hold harmless any individual covered under this section against any third-party claims, lawsuits, or damages arising from actions carried out in good faith during the course of their official duties on behalf of the church.

Insurance: The church shall maintain adequate General Liability Insurance to cover indemnified individuals and protect against claims arising out of church operations.

Employee/Officer Conflict Resolution Policy:

Any disputes arising between church officers, employees, or members related to the governance of the church, or any decisions made on behalf of the church, shall first be resolved through third-party, Christian arbitration or other mutually agreed upon forms of dispute resolution. The goal of such processes is to ensure peaceful, biblical reconciliation and avoid litigation.

VOLUNTEER LEADERSHIP

Qualifications of Pastors/Elders & Deacons:

- A person with a good reputation (Acts 6:3)
- Filled with the Holy Spirit (Acts 6:3)
- Guided by wisdom (Acts 6:3)
- Strong in faith (Acts 6:3)
- Serious and respectful (1 Timothy 3)
- Honest and trustworthy (1 Timothy 3)
- Not addicted to alcohol or drugs (1 Timothy 3)
- Not driven by greed (1 Timothy 3)
- Committed to the faith (1 Timothy 3)
- Tested and proven reliable (1 Timothy 3)
- Living a blameless life (1 Timothy 3)
- Living out Christian values in family life (1 Timothy 3)
- A one-woman man (1 Timothy 3)
- Leading their children and household well (1 Timothy 3)
- Confident and courageous in their faith (1 Timothy 3)

Eligibility of Pastors/Elders: Any man who is at least 35 years of age and has been an active member for two years at Flewellyn and reveals a 'spiritually-development' of a father/leader/mentor; any man who has previously been ordained is eligible for reelection. Any man who is currently serving is eligible for immediate reappointment.

Eligibility of Deacons: Any man who is at least 21 years of age and has been an active member for one year at Flewellyn; Any man who has previously served as ordained is eligible for reelection; any man who is currently serving is not eligible for immediate reappointment.

PASTORS/ELDERS

Responsibilities: Pastors/Elders are spiritual-leaders to proclaim the gospel of Jesus Christ, to teach the biblical revelation, to engage in pastoral care, and provide administrative leadership in all areas of church life. In the New Testament, the terms "elder," "overseer," and "pastor" are used interchangeably to describe the same church office, with the role of elder being central in leading the local congregation. Ordination as a Pastor/Elder is a privilege but not required. Pastors/Elders should serve a minimum five-year term after which Pastors/Elders should be affirmed by church vote (if he chooses to forego a 1-year respite) to continue longer terms.

Pastors/Elders should serve as the Missions, By-laws, and Discipleship Teams, as well as the Personnel Team (shepherding and serving employees). Their primary responsibility should be as spiritual leaders developing suggested church objectives, and recommending actions-steps for reaching such goals (formerly Vision Team) in accordance with our unique “Antioch” strategy (Acts 11:20-30).

Nomination of Pastors/Elders:

- The Elder body shall consist of 3-5 active individuals voted on by the church,
- Eligible members will be nominated by the current Pastors/Elders, Deacons and/or Admin team, vetted by current Pastors/Elders, and then affirmed by the church
- During the vetting process, the Pastors/Elders, led by Lead Pastor, should discuss qualifications, responsibilities, and expectations of the office of pastor/elder with the candidate(s).

Ordination: The process of ordination shall be carried out by the Pastors/Elders and Deacons and the Pastor in accordance with our Baptist predecessors.

Vacancy & Absenteeism: Any vacancy may be filled at a regular business meeting by recommendation of the Pastors/Elders and church vote, following the guidelines above. Any pastor/elder that becomes inactive, without just cause, should be removed from the body.

DEACONS

Responsibilities: Proclaim the gospel to believers and unbelievers, Care for the church members and others in the community through an organized family ministry, Build Christian fellowship among church members, Serve as an exemplar Christian leader, Serve in whatever need the church assigns. Deacons should serve a three-year term and will rotate off for at least one year.

Nomination of Deacons:

- The Deacon body shall consist of 7-9 active individuals nominated by the Deacons and/or Admin Team, vetted by Pastors/Elders, and then affirmed by the church
- During the vetting process, the Chairman of Deacons and the Pastor should contact the persons receiving the most nominations. They should discuss qualifications, responsibilities, and expectations of the office of deacon.
- If the person decides to serve as a deacon, he shall be presented to the church for a vote of approval at the next regular business meeting, and if the church approves, the schedule of ordination or reinstatement is decided by the deacons and pastor.

Ordination: The process of ordination shall be carried out by the deacons and the pastors/elders in accordance with our Baptist predecessors.

Vacancy & Absenteeism: Any vacancy may be filled at a regular business meeting by recommendation of the Deacons and church vote, following the guidelines above. Any deacon that becomes inactive, without just cause, should be removed from the body.

TREASURER
(Nominated by Nominating Team)

Hours: Hours shall be flexible and determined by Treasurer, and usually an average of 3 hours per week, with another 2 hours (once/month) of prep of the Treasurer's report the week before the monthly business meeting.

Reports to*:* Budget & Finance Council (BFT)

Principal Function: Manage and Oversee church finances and assets, and ensure there is good accounting practices for segregation of duties so as to eliminate any opportunities for financial fraud. Serves as an informational (non-voting) member of the BFT.

Qualifications: General knowledge of how a business is run, understands budgets and of profit and loss principals. Able to manage, delegate and direct people to comply to financial requirements to make accounting reporting possible and to manage a good set of books for the church. Quickbooks Online and Breeze software experience is a plus but not required.

Position Responsibilities:

- Serves on BFT for an informational resource, as needed, but is a *NON-VOTING* board member.
- Carry out decisions and policies made by the BFT to protect church assets.
- Administrate all church banking accounts (is an authorized signer).
- Administrate all church credit card accounts.
- Appropriate any policies and procedures necessary for handling of church funds.
- Weekly, prepare the bookkeeping packet.
- Coordinate with the Deposit Transporter, the pick up and delivery of both the deposit and the bookkeeping packet to/from bank and/or Financial Secretary.
- Oversee that the out-sourced Financial Secretary is:
  - paying all church bills in a timely manner
  - keeping accurate records of expenses
  - balancing all bank account statements
  - balancing all credit card statements
  - preparing payroll accurately, and making monthly EFTPS tax deposits
  - preparing IRS 941 quarterly payroll reports timely
  - preparing W-2 and 1099 annual payroll reports timely
  - accurately recording expenses from designated funds to the correct account
- Ensure designated funds are ONLY disbursed to causes for which they were given.
- Sign checks, including payroll checks, that are prepared by the Financial Secretary (but Treasurer does not prepare them).
- Sign any "fiduciary" documents such as IRS 941, W-2 and 1099 payroll reports/documents, and TN Corporation Commission Annual Report; etc.)
- Prepare, and present at monthly business meetings, an "easy-to-understand" "Treasurer's Report" that includes "year-to-date" expenditure amounts on all budget line-items, and all bank account and fund balances. Treasurer is to ensure a copy of this monthly Treasurer's Report is distributed to all Team Chairs, the pastor and other church and/or department leaders (or place a copy into their box if they did not attend that month's business meeting.)
- Receive a copy of "Deacon's Counting Tally Sheet" from Assistant Treasurer and within the same week of the deposit, ensure the same total of monies were "actually" deposited into the bank account.
- Designate, coordinate and oversee the person that picks up and transports the sealed/locked deposit from the Assistant Treasurer and takes it (WITHIN 48 HOURS), to the bank.

- Designate, coordinate and oversee the person that picks up and transports the bookkeeping packet from the church office and takes it to the out-sourced Financial Secretary.
- Work with Assistant Treasurer to generate and distribute annual giving statements and ensure accuracy with respect to the reporting of *"if goods and services were received for donations."*
- Oversee that Assistant Treasurer has accurately recorded deposits and donations.
- After BFT has met and recommended a new church-year-budget, the Treasurer prepares the "official" proposed budget document to be made available to the church member's review by the last Sunday in June, prior to the annual business meeting in July.
- Once the church votes in July at the Annual Budget Meeting, on the new proposed budget, the Treasurer will prepare the "Final" approved church budget sheet and make this available to church members at the next business meeting in August.
- Submit accurate financial records and give full cooperation for annual audit according to church policy.
- Provide the church's Administrative Assistant accurate annual financial records for them to submit to church association(s).

ASSISTANT TREASURER
(Nominated by Nomination Team)

Hours: Hours shall be flexible and determined by Assistant Treasurer, and usually an average of 1-2 hours per week.

Reports to*:* Budget & Finance Council (BFT)

Principal Function: Ensures the weekly tithes and offerings are posted to each giver's church giving account and that the "Deposit Transporter" is able to obtain the deposit in ample time, from them, to have the deposit made to the bank within 48 hours of receiving the monies from the church offering. Serves as an informational (non-voting) member of the BFT

Qualifications: General clerical knowledge and have some level of understanding of how to utilize internet programs. Quickbooks Online and Breeze software experience is a plus but not required.

Position Responsibilities:

- Serves on BFT for an informational resource, as needed, but is a *NON-VOTING* board member.
- Is an authorized signer on all church bank accounts.
- Is authorized to sign checks (including payroll checks).
- Serves as a backup for all Treasurer responsibilities (including can sign checks).
- On Sundays, the deacon counters give Assistant Treasurer that Sunday's cash and checks from offerings (including Tally Sheet) and immediately send a picture of the Tally Sheet to the Treasurer.
- Enters all donor's tithes into church's giving software and then enters all batches into the church's bookkeeping software.
- Prepare the deposit.
- Place the prepared deposit's cash and checks into a Bank-ready tamper-proof and sealed plastic bank envelope. (Assistant Treasurer CANNOT take deposits to the bank, themselves).
- Coordinate with the deposit transporter, the pick-up of the deposit.
- Generate and distribute annual giving receipts, maintaining accuracy on the reporting of *"if goods and services were received for donations"* (work together with Treasurer on this item)

FINANCIAL SECRETARY
(Vetted and hired by Treasurer with approval of BFT)

Hours: Hours shall be determined by the 1099 contractor.

Reports to*:* Treasurer

Principal Function: Handles all the accounting and bookkeeping functions relating to the finances of the church, under the direction of the Treasurer.

Qualifications: Must have strong accounting and bookkeeping skills. Church non-profit bookkeeping experience is preferred but not required.

Position Responsibilities:

- Enter expenses into the church's bookkeeping software, keeping accurate records of related expense receipts.
- Pay all church bills in a timely manner.
- Balance all bank account statements.
- Balance all credit card statements.
- Prepare payroll checks (but do not sign).
- Monthly EFTPS payments.
- Prepare quarterly IRS 941, and yearly W-2 and 1099 payroll reports/documents (but do not sign).
- Call or text church credit card holders, to track down receipts that are missing, so they are able to reconcile the credit card statement.

DEPOSIT TRANSPORTER
(Chosen and designated by Treasurer)

Hours: As necessary to transport deposit and bookkeeping packets as directed.

Reports to*:* Treasurer

Principal Function: Transport the weekly deposit and bookkeeping packet to appropriate destinations as directed by the Treasurer.

Qualifications: A driver's license, a vehicle, and are trustworthy and responsible.

Position Responsibilities:

- On Monday or Tuesday, pick up the deposit, and the bookkeeping packet.
- Transports the deposit to the bank NO LATER THAN TUESDAY AT NOON.
- Transports the bookkeeping packet to the Financial Secretary by no later than Tuesday evening.
- When the bookkeeping packet is processed, pick it up from the Financial Secretary, and return it to the church office, and ensure it is in the Treasurer's box by early Sunday morning.

TEAMS

Administrative Church Teams

These teams are advisory in nature, tasked with working together with other teams and with making educated recommendations for the church or Admin Team to vote upon. Advisory teams do not usually receive an expendable budget and are not expected to make unilateral decisions.

Admin Team- This team, formerly known as Church Council, should gather quarterly (at a minimum) and will be made up of the following:

- Representative of Pastors/Elders + Discipleship leader -or- SS Teacher (by invitation)
- Deacon Chairman + Co-chair or House & Grounds (by invitation)
- Pastor + Newer Member (by invitation)
- Youth Minister + Ministry Volunteer or teenager in good standing (by invitation)
- Dir. Of Children's Ministries + Asst. Children's Min. or Ministry Volunteer (by invitation)
- Admin. Assistant + Treasurer or Assist Treasurer
- Worship Leader + Hope Center leader (Director or Recovery Pastor)

Responsibilities:

- Developing the church calendar (in-reach ministry, community outreach)
- Joining Pastors/Elders in overseeing Adoption / Approval / Changes of Personnel Handbook - developed to accompany by-laws - to include policies and procedures plus expectations of employees & teams
- Operating as Flewellyn's Board of Trustees.
- Every member of the Admin Team (14) has a vote (even those by invitation). Regular votes must be decided by majority. Votes to change the Personnel Handbook must be 2/3 majority (but still must be approved by church during business meetings). Spouses of the Team are welcome & shall have a voice. Admin Team quorum is 10 minimum.

Nominating Team - The Deacons of Flewellyn will act as the Nominating Team.

Responsibilities:

- Locate, interview, screen and recommend qualified persons for church officers, teachers, leaders and team members.
- Give each person nominated for a team a copy of their duties when they agree to accept the nomination.

Budget and Finance Team - This team should be composed of 8 members, helping give oversight to the church's finances:

- A Pastor/Elder – as an always-welcome, non-attending, non-voting member
- Treasurer – serve as chairman and as a non-voting member
- Assistant Treasurer – as a non-voting member
- At least 5 other people (to be the voting body), at least one of which is a "financial expert" -- this could be a church member who is a small business owner and who understands budgets, and how profit and loss works in the business and/or corporate world

Responsibilities:

- Oversees Treasurer/Assistant Treasurer.
  - Treasurer works closely with, and oversees, Financial Secretary.
  - Treasurer works closely with, and oversees, Deposit Transporter.

- Meets annually in June, to compile a recommended church budget for the upcoming new church year.
- Presents a recommended church budget for members' review the last Sunday in June, prior to the Annual Business Meeting in July.
- Develops and recommends to the church, financial policies and procedures for approval by the church, if necessary.
- Oversees that the Fifth Sunday offering is deposited into the church's Building & Grounds Fund.

Personnel Team - The Pastors/Elders of Flewellyn will act as the Personnel Team.

Responsibilities:

- recommending new staff positions based on needs voted on by the church
- serving as an advocacy group for church staff (church employees)
- maintaining a Personnel Handbook and recommending changes as necessary
- address employee expectations re: holidays, vacations, office hours, PTO, benefits
- review and approve job descriptions for all new church staff (employees)
- meet annually with the pastor to review employee evaluations conducted by the pastor
- maintain a confidential personnel file for each staff employee
- assist the church in the details of the discipline or termination of staff, as necessary
- It is of necessity that this team work closely with the Budget & Finance Team to be able to appropriately make recommendations regarding salary, benefits, etc.
- All recommendations of this team shall be submitted to the church for review / approval by vote at the next Sunday business meeting or by a special called business meeting.

<u>Church Ministry Teams</u>

These teams are action-oriented, asked to perform specific tasks and usually given a budget to facilitate that task. These teams are expected to represent the church at large, working with other teams, not acting as authoritarians but as servants. The Nominating Team helps to organize these teams annually.

Benevolence Team - The Deacons of Flewellyn, with the help of volunteers, will act as the Benevolence Team. The Benevolence Team exists to meet the needs of our community – both for members and non-members of Flewellyn. The team seeks to be the hands and feet of Jesus, offering a hand-up and not merely a hand-out.

Responsibilities:

- Process applications from applicants in need who may request assistance with rent, utilities, food, children's items, etc.
- Review and evaluate each application with grace
- Seek to assist in meeting the needs of our community
- Offer referrals to other local programs (i.e. – COPE)
- In most cases attempt to make payments directly to the creditor (the intention is to "never give cash")

House and Grounds Team - The Deacons of Flewellyn, with the help of volunteers, will act as the House and Grounds Team. This team oversees all activities associated with the operation, maintenance, safety and security of all buildings, grounds, furnishings and equipment owned by the church, except items expressly the responsibility of another team/ministry. As needed, the team assists the staff on matters relating to the building, facilities, and grounds. This team shall develop and make recommendations regarding maintenance policies and procedures. Ideally, this team should be made up of 5 members on a 1-year term.

Missions Team – The Pastors/Elders of Flewellyn will act as the Missions Team. This Team exists to provide our church with opportunities to share the gospel locally, regionally, nationally, and internationally. To follow the direction of this scripture: "Go into all the world and proclaim the Gospel to the whole creation." Mk. 16:15

Responsibilities:

- Involvement through personal witness or testimony.
- Hands-on mission work
- Exercising our faith to disciple others
- Create and coordinate organized efforts to take Jesus to the world
- Find opportunities to share the gospel with many people.
- Coordinate involvement with Homeless ministries
- Coordinate support of FBC's African church plants
- Coordinate Mission trips

Discipleship Team - The Pastors/Elders of Flewellyn will act as the Discipleship Team. We believe that we were meant to grow spiritually as we grow relationally. The Discipleship Team seeks to equip the church members grow spiritually by providing opportunities, training materials, and environments for people to connect deeply to each other in the Word of God. Whether these opportunities might happen at home, at church, or in a coffee shop or whether these materials are in-print or digital, we simply seek to promote true life-transformation, not the mere transfer of information.

Lord's Supper Team - This team exists to assist the Pastor to oversee the preparation of the Lord's Supper. The Deacons of Flewellyn, with the help of volunteers, will act as the Lord's Supper Team.

Baptism Team - This team should be composed of at least one woman and one man to prepare for and coordinate the details of a Baptismal Service and to provide assistance to candidates for baptism. The Deacons of Flewellyn, with the help of volunteers, will act as the Baptism Team.

Social Events Team – The Admin Team of Flewellyn, with the help of volunteers, will act as the Social Events Team. This team plays an important role in creating a spirit of hospitality through food and/or decorations at fellowship events (homecoming, revivals, meals, bereavements, etc.)

Recreation Team – The Admin Team of Flewellyn, with the help of volunteers, will act as the Recreation Team. A family that plays together, stays together. This team seeks to find fun and exciting activities that build unity and teamwork or that are outreach in nature.

Men's & Women's Ministry Teams – Led by volunteers (nominated by Deacons), these teams are committed to cultivating authentic Christian community and spiritual growth. We believe that life transformation happens when we connect deeply with one another in faith. Through regular Bible studies, prayer gatherings, service projects, and special events, we provide opportunities for men and women to grow spiritually, encourage one another, and serve both the church and the broader community. Our mission is to foster an environment where discipleship thrives—where men and women

are equipped to live out their faith in every season of life, whether at home, at work, or in the world. Together, we seek to live out the love of Christ, build lasting relationships, and create spaces for growth, healing, and service.

Prayer Team – The Prayer Team, led by a Pastor/Elder or volunteer appointed by a Pastor/Elder, is devoted to lifting up our church, community, and world through faithful prayer. We come together regularly to pray, encourage one another, and connect with others who need spiritual support. Whether in times of joy or struggle, we are here to listen, intercede, and bring the needs of our church family before God in love and faith.

Provisional Teams

These teams are temporary teams organized at certain times and seasons to serve the church at large based on specific needs.

Building Team - This team shall be organized at the request of and by nomination by Admin Team (affirmed by church vote), to study building recommendations made by the church.

Responsibilities:

- This team should propose a building program and plan.
- This team should maintain communication with church members on progress.
- This team should place bids and award contracts upon vote of approval by the church.
- This team should prepare a budget for the building program and analyze bills relating to the building program.
- This team should be in charge of maintaining a good relationship between the builder and the church.
- This team should consist of a diversity of the membership (age, gender, etc.)

Audit Team - The Deacons of Flewellyn will act as the Audit Team, organized at the request of Budget & Finance Team, to lead and/or conduct a financial audit of the church finances and procedures.

Responsibilities:

- Audit that all cash received has been recorded and deposited.
- Audit that all payments were properly authorized.
- Audit that designated donations were disbursed according to the designation.
- Audit that staff are being paid at the rate approved by the church.
- Audit any other areas this team feels necessary.
- Audits can be done at any frequency the team feels necessary.

By-Laws Team - The Pastors/Elders of Flewellyn will act as the By-Laws Team, organized at the request of the church, the Deacons, or the Admin Team to make recommended updates / edits to the by-laws.

Pastor-Search Team - If not already operating, this team, organized in the absence of a pastor, should be composed of up to two Pastors/Elders (and/or formerly ordained pastors in our church, if applicable), two deacons chosen by the deacon body, the church treasurer, and two church members, one man and one woman, to be appointed by the church by silent vote on Sunday morning after church at a special called business meeting or at a Sunday business meeting.