

**Main Street Baptist Church
Governance Structure**

Originally approved by church vote on April 19, 2015
Amendments listed by approval date on last page

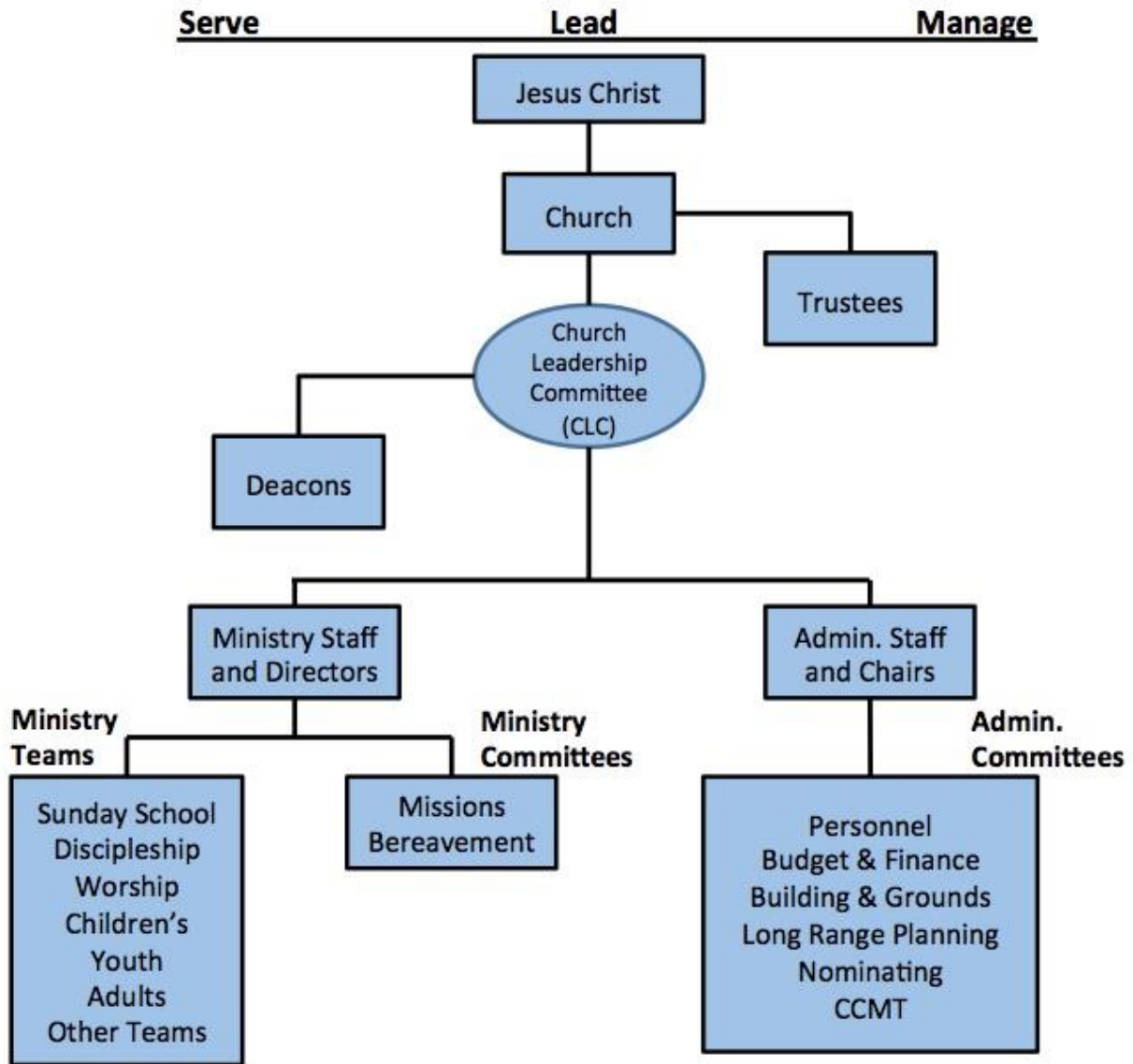
Table of Contents:

Proposed Governance Structure	Page 2
Flowchart	Page 3
Glossary	Page 17
Amendments	Page 18

Main Street Baptist Church Proposed Governance Structure

After much prayer, discussion, and consideration, the Main Street Baptist Church Governance Task Force (formation and members approved by the Church body on April 27, 2014) is pleased to present the following recommendation for a Church governance structure. In developing the proposed governance structure, the following **characteristics** were deemed essential:

- Biblically based
- Congregational in form
- Baptist in nature
- Partnership of shared ministry between ministers and members
- Balance of teams and committees
- Streamlined with clear decision making channels
- Accountability for all



Jesus Christ: The Bible teaches that He is the head of the Body, his Church. Jesus is Lord and Savior. It is for His will and the advancement of His Kingdom for His Glory that the church exists. (Ephesians 4:15, 5:23, Colossians 2:6-12, and Hebrews 4:14-16)

Main Street Baptist Church is part of the universal church consisting of all Christ Followers through the ages. It is also a local, autonomous “called out” group of baptized Believers under the lordship of Jesus Christ voluntarily cooperating with other groups and organizations to fulfill the Great Commission and Great Commandment. (Matthew 28:18-20, Colossians 3:5-17, Matthew 22:37-39)

Main Street Baptist Church (referred to herein as the Church) is a congregationally-ruled church under the lordship of Christ. While democratic processes are often used, it is in its purest form a “Christocracy.” The Church has the right to self-govern according to the teachings of the Scripture but should always be seeking the will of Christ, not its own, in its decisions and functioning. The Church empowers other people, groups and entities to lead with the authority necessary to do the work of the Church in a fitting and orderly manner. The Church authorizes each entity to operate and govern according to the elements and explanations in this document. The Church reserves the right to vote on major items such as:

- Calling of Pastors
- Ordaining of deacons
- Adopting an annual budget
- Voting on amendments to the budget as required by policy
- Election of Church lay members to be on the Church Leadership Committee per process detailed herein
- Approval of the Trustees annually
- Determining the number of deacons
- Approval of all committee members
- Approval of large projects calling for major funding outside of the budget, such as new buildings, renovation campaigns, land purchases and so forth.
- Approval of major changes to the Mission, Vision, Core Values, Structure and Constitution/By-laws of the Church.

Church Leadership Committee (CLC): (Proverbs 15:22, Proverbs 1:5, and Ephesians 2:19-22)

Primary Purpose: To serve the Church by providing leadership that directs the Church and its entities to fulfill its mandate from Christ. This group will determine the location, times, and frequency of its meetings. Their meetings will consist of such things as prayer, study of the scriptures, seeking God's will, developing strategy, coordinating ministries, and decision making using the authority granted by the Church according to Church-adopted policies.

Membership: Shall consist of the Senior Pastor, up to two other members from the Senior Pastor's Leadership Team as selected by the Senior Pastor, and a minimum of 4 lay Church members elected by the Church, no later than May 15 each year, in a business meeting. A majority of the CLC members shall be lay members of the Church and the total number of members shall be odd. They will serve June through May of each fiscal year. Members may be male or female. (See election process.) The CLC reserves the right to invite others, when additional counsel is needed, to its meetings. Each church lay member will be appointed to a 4-year term. A rotation system will be used to ensure continuity. After a one-year break, former members will be eligible to serve again. In some cases, if a member was filling an unexpired term less than four years, they may serve again without a one-year break. The CLC will be led by the Senior Pastor, who is the spiritual leader of the Church, and will be collaborative in nature and function. If the Senior Pastor role is vacant, a Pro Tem chair will be elected by a ¾ vote of the CLC. Husband and wife shall not serve together on the CLC, nor immediate family members.

~~Any formal meeting of the CLC requires a quorum of 4 members, including the Senior Pastor, in order to make decisions.~~

A "Quorum" of the CLC requires:

- At least half of the CLC members who are serving at that time, with a majority being lay members.

Voting by proxy is not permitted by CLC members.

Responsibilities:

1. Providing Godly and wise direction for the Church according to the Church's mission, vision, core values, core beliefs, strategy, approved policies and the Church Constitution and By-Laws

2. Developing strategy prayerfully and overseeing its implementation
3. Praying for the Church and ensuring the proper care for its members
4. Serving as examples to the Church
5. Guarding the doctrine of the Church
6. After collaboration, acting as the final decision-making group for other Church entities and their work with the exception of items reserved for Church, mentioned above under “The Church.” (See Church Governance Flow Chart.)
7. Working with other Church entities to ensure alignment of priorities throughout the organization
8. Coordinating Church events, activities, ministries and strategies
9. Compiling the agenda for Church business meetings

Formation and Election Process: Once each year, preferably in the fall, the Church will be called into a time of prayer and fasting to seek the will of God in the matter of nominations of 1-4 Church lay members, depending upon the number of vacancies, who will join with the Senior Pastor and two others from the Senior Pastor’s Leadership Team, selected by the Senior Pastor, to form the CLC. Church members may nominate to the Screening Task Force over a period of three weeks any Church member over the age of 21 using the written nomination form provided.

Nominations: Everyone who nominates a Church member is encouraged to:

- Pray and fast.
- Read Bible passages such as I Corinthians 12-13, Ephesians 4, I Timothy 4:12 and Colossians 4:6.
- Consider such characteristics as spiritual maturity, integrity, wisdom, Church tenure, Church involvement, and behavior.
- Ask the person if they are willing to be nominated.
- Prayerfully complete the nomination form and submit it to the Screening Task Force prior to the deadline.

Screening: The Screening Task Force will consist of a deacon, a trustee, chair of the Nominating Committee and the Senior Pastor if the position is filled. The deacons and trustees will select their respective representatives. The Screening Task Force will prayerfully consider all nominations and typically begin the screening process in January of each year, which will include:

- Clarification- Assessing each nominee's qualifications and contacting each remaining nominee to ensure their willingness to be considered.
- Character- Considering each nominee's attendance, stewardship, service, and reputation.
- Chemistry- Ensuring fit with doctrine and agreement with the Church's Mission, Vision, Core Values, Core Beliefs, and Strategy.
- Culture- Ensuring an understanding and fit with the Church's structure, expectations of role, and a passion for the people of the Church.
- Calling- Candidate and spouse, if applicable, agree and articulate that God is calling them to the role (in written and verbal form).
- Communicating- The Church will receive information about the Church member(s) being nominated at least two weeks prior to the vote. In this communication, details about the business meeting and secret ballot vote will be explained.

Election: The Screening Task Force will recommend to the Church for approval the proposed Church member(s) to serve on the CLC no later than May 15 of each year. The Church will vote separately on each nominee on one ballot. Each nominee must receive at least 80% affirmative vote to be elected. If a nominee is not elected, an additional nominee will be nominated at a future business meeting using the same process. Vacancies during the year, should they occur, will be handled by the same process in a timely manner.

Summary:

- Each Fall - nominations taken for three weeks
- Early Spring - Screening Process
- By May 15 each year - Church approval
- Year of service - June through May each year

Deacons: (Acts 6:1-7, I Timothy 3:8-13, Philippians 2)

Primary Purpose: To serve the Church by performing functions of care and ministry to meet the practical needs of the Church. Their function is less about authority and more about influence through serving. Deacons may be male or female.

Membership: New/first time deacons will be elected and ordained by the Church. Individuals who have been ordained previously at another Baptist church and expressed a desire to serve as a deacon at MSBC, must serve faithfully as members of MSBC for at least 6 months before being screened by the deacons for consideration into the active deacon body. When additional deacons are needed, they may be asked to serve. The number of deacons needed shall be recommended by the deacon body and ratified by the Church. (See Deacon Procedures for screening and election process.)

Responsibilities: Due to the nature and function of the deacon, responsibilities and tasks may change as needs change in the Church. Some responsibilities include but are not limited to:

1. Organizing its body and election of its chair and officers
2. Providing all types of services using their gifts as requested
3. Assisting the CLC as requested
4. Providing counsel to the CLC as requested
5. Promoting the welfare of the Church
6. Protecting and supporting the Church staff
7. Acting as a resource for all Church groups if requested
8. Providing care and prayer for the Church membership
9. Acting as advocates for the Church leadership and participating in Church ministries
10. Assisting in worship services as requested
11. Assisting in the ordinances of the Church

12. Setting an example of Godly character and behavior
13. Selecting one deacon to serve on the Screening Task Force
14. Recommending to the Church when new deacons are required, and the number of deacons required

Trustees:

Primary Purpose: To serve the Church, as requested by the Church, in legal matters related to the ongoing work of the Church.

Membership: 3- Five (5) Church members nominated by the deacons and approved by the Church. Members must meet the following criteria: be active members of the Church, above the age of 21 and legal residents of the State of Texas. Trustees may be male or female.

Responsibilities:

1. Acting only at the discretion and direction of the Church
2. Serving as the legal agents and representatives in the legal transactions of the Church (at least two Trustees must sign in order for major documents and transactions to be considered legal.)
3. Signing all documents related to the purchase, sale, mortgaging, or rental of Church property after approval by the Church in a business session
4. Assisting in the maintaining of all legal documents
5. Providing counsel and advice to the Pastor and other Church entities concerning legal matters
6. Serving on the Screening Task Force (only one selected Trustee)
7. Staying up to date on current trends related to the Church and legal matters

Administrative Staff and Committee Chairs:

Primary Purpose: To serve as liaisons between the administrative committees and the CLC.

Membership: Shall consist of administrative staff, committee chairs and other appropriate staff.

Responsibilities:

1. Exchanging information between committees and the CLC
2. Communicating the committee's recommendations to the CLC for feedback
3. Communicating the CLC's feedback to the committee

Administrative Committees: (I Corinthians 12)

Primary Purpose: To serve the Church in “management” type areas to support and carry out the work of the Church under the direction of the CLC. (Examples: Budget & Finance, ~~Building & Grounds~~, Personnel, ~~Committee on Committees & Ministry Teams~~, ~~Nominating and Long-Range Planning~~)

Membership: The number of Church members on each committee shall range from 5-9 Church members as determined by the nominating committee each year. They will be nominated by the Church-elected nominating committee and approved by the Church. An “odd” number of members is preferred. Members may be male or female but must be Church members. Each committee chair will work cooperatively with the Business Administrator or CLC designee to co-lead the committee in its work. All administrative committee members shall be appointed in the fourth quarter of each calendar year with their term of service running January through December. They will serve on a 3-year rotational basis. As a general rule, no

person shall serve on the same committee for more than three consecutive years before taking a minimum one-year break. Except in rare and extreme cases, no person shall serve on more than two committees, or chair more than one committee at a time.

Responsibilities: Administrative committees will conduct their work efficiently, effectively and in timely manners. Each administrative committee will decide the location, frequency and times for their meetings. Their recommendations will be presented to the CLC for review and feedback. After collaboration, the CLC will make the decision regarding each recommendation or, if appropriate, per policy, take a joint recommendation to the Church for action. (See job descriptions for each specific committee)

Administrative Committees Responsibilities

Budget and Finance Committee: The Budget and Finance Committee in partnership with the Business Administrator is responsible to the CLC for the effective stewardship of all Church finances. This management role includes such things as:

- Develop and recommend jointly with the CLC an annual budget to the Church
- Provide accountability to all Church groups through the development and oversight of appropriate and wise financial procedures and policies
- Approve and oversee as needed the weekday ministry budget
- Ensure the proper and legal disbursements of Church-designated funds
- Assist the CLC as requested with capital fund campaigns, reports, research and special offerings
- Recommend strategies to the CLC that will encourage giving in the Church and biblical stewardship.

Personnel Committee: The Personnel Committee in partnership with the Senior Pastor and Business Administrator is responsible to the CLC for all personnel matters per policy as stated in the Personnel Handbook, Church Constitution/By-laws and other Church policies. This management role includes such things as:

- Revise and maintain an up-to-date Personnel Handbook and job descriptions
- Monitor and administer employment practices of the Church
- Recommend compensation packages, benefit plans and other personnel matters during the process of the development of the annual budget
- Ensure the timely completion of annual evaluations of all employees according the personnel organization chart
- Adhere to “grievance” and “conflict resolution” procedures
- Adhere to hiring processes per policy and personnel structure
- Assist the CLC as requested in research, reporting and other personnel-related tasks
- Recommend strategies to the CLC that will increase the effectiveness and development of church staff and employees.

Building and Grounds: ~~The Building and Grounds Committee in partnership with the Business Administrator is responsible to the CLC for the effective stewardship of the Church’s existing physical assets such as land and buildings. This management role includes such things as:~~

- ~~Responsible for the maintenance of all existing facilities in good working condition within the church budget~~
- ~~Recommend jointly with the CLC matters that cause expenditures outside of the church budget, capital campaigns or designated funds~~
- ~~Develop and recommend to the CLC appropriate and wise procedures and policies related to Church property~~
- ~~Recommend budget needs during the process of the development of the annual budget~~
- ~~Develop a comprehensive strategic plan for keeping all existing facilities and grounds clean, updated and functional in such a way that they align with the church strategy and long range plans.~~
- ~~Assist the CLC as requested in research, reporting and other matters related to existing Church facilities~~
- ~~Recommend strategies to the CLC that will improve the use of Church facilities.~~

Long Range Planning Committee: The Long Range Planning Committee in partnership with the Senior Pastor is responsible to the CLC for the development, implementation and oversight of plans related to meeting the future needs of the Church that align with and support the Church mission and vision. This management role includes such things as:

- Study and research future trends that might affect the mission and vision of the Church and develop strategies related to future buildings and expansion to proactively meet the challenges
- Explore and secure buildings, properties and land per Church direction and approved policies for future needs
- Recommend and lead the process for the construction of new facilities
- Recommend budget needs during the process of the development of the annual budget
- Recommend jointly with the CLC matters that cause expenditures outside of the Church budget, capital campaigns or designated funds
- Assist the CLC as requested in research, reporting and other matters related to long range plans
- Recommend strategies to the CLC that will prepare the Church for future building, properties and land needs

Nominating Committee: The Church-elected Nominating Committee in partnership with the Senior Pastor is responsible to the CLC to prayerfully and wisely identify and nominate persons to serve on all committees of the Church. The Nominating Committee management role includes such things as:

- Reviewing Church Nominating Committee policies and procedures and making any necessary recommendations to the CLS.
- Communicating to the Church their nominations to serve on the various committees throughout the year.

Committee on Committees & Ministry Teams (CCMT): The CCMT in partnership with the Senior Pastor is responsible to the CLC

~~to prayerfully and wisely identify any perceived gaps or overlaps in the roles and responsibilities of the committees and to make recommendations to correct any problems identified. This management role includes the following:~~

- ~~• Proposing the members of the Nominating Committee for approval by the Church at a business meeting~~
- ~~• Developing and periodically reviewing committee's responsibilities and membership guidelines in order to make the necessary recommendations to the CLC~~
- ~~• Recommending to the CLC a plan for periodic training and orientation for all committees as needed~~
- ~~• Recommending to the CLC the need for additional or fewer committees~~
- ~~• While each committee is responsible for selecting its own chair, in the event that a committee fails to select a chair within one month after its first meeting, the CCMT will collaboratively facilitate the selection of the chair.~~

Please Note: The current Décor Committee will become a Ministry Team.

Ministry Staff and Directors:

Primary Purpose: To serve as liaisons between the ministry teams and committees and the CLC.

Membership: Shall consist of ministry staff and directors (staff members of the church) and Team Leaders.

Responsibilities:

1. Exchanging information between their ministry team or committee and the CLC
2. Communicating the team or committee's recommendations to the CLC for feedback
3. Communicating the CLC's feedback to the team or committee

Ministry Teams and Committees: (Ephesians 4)

Primary Purpose: To serve the Church in the ministry and program areas in order to support and carry out the work of the Church under the direction of the CLC. (Examples: Sunday School, Discipleship, Missions, Worship, VBS, Preschool Ministry, Children's Ministry, Youth Ministry and Adult Ministry)

Membership: Ministry Staff/Directors will be responsible to cooperatively enlist Ministry Team leaders, who must be members of the church. Members of each team will be enlisted by the Ministry Team leader and may or may not be Church members. The number, size, make up and duration of each Ministry Team will vary. Members may be male or female. (Ministry Team leaders and members are not elected by the Church.) Membership requirements for Ministry Committees (~~e.g., Missions and Bereavement~~) shall be the same as for Administrative Committees.

Responsibilities: (See the general Team Responsibilities description for each Team developed by the Ministry Staff/Director. For Ministry Committees, the responsibilities description is developed by the CCMT.)

Business Meetings:

The Moderator shall be the Pastor or such other member as the Church shall designate.* The Church shall be guided in parliamentary procedure by the current version of Robert's Rules of Order.

The Church shall conduct quarterly business meetings. Those Church members present at a duly called special or regular business meeting shall constitute a quorum.

A special called business meeting may be called by the CLC for a specific purpose. The nature, purpose, date and time of a special called business meeting shall be announced at least two Sunday mornings in advance and printed in major Church publications at least 10 days prior to said meeting, to include two Sundays.

Adoption and Implementation of Governance Task Force Recommendation:

1. Because the GTF recommends no changes to the By-laws or Constitution, the recommendation contained herein shall require a simple majority vote in order to be approved. If this recommendation is approved, it will take precedence over all previous Church documents/policies, with the exception of the By-laws and Constitution.
2. If this recommendation is approved, 4 members of the GTF will join with the Senior Pastor, Worship/Missions Pastor and Senior Adult Pastor to temporarily serve the function of the CLC until the Church elects the 4 Church lay members, per new procedure, to serve on the CLC. The temporary CLC members shall be replaced no later than May 15, 2015.
3. The GTF would also be responsible to oversee and guide the process of change from the existing Church governance structure to the newly adopted Church

governance structure to ensure a smooth transition.

4. The GTF would cease to exist no later than July 1, 2015.
5. The effectiveness of the implemented church governance structure will be reviewed and evaluated periodically by the CCMT.

Amendments

April 24 & May 15, 2016 – by 2 church votes (because it involved a change in Bylaws) the number of Trustees was changed from 3 to 5.

October 29, 2017 – by church vote, the Long-Range Planning Committee was disbanded.

September 23, 2018 – by church vote, removed the line that read “However, for those committees that serve under a Minister with assigned leadership responsibility for that specific area (e.g. Minister of Worship/Missions), the Minister shall be the chair of that committee.”

July 28, 2019 – by church vote, the Committee on Committees and Ministry Teams was disbanded.

*September 12, 2022 – by church vote, any Trustee, Deacon, or member of the CLC may be called upon by the Pastor or the CLC to moderate a business meeting of Main Street Baptist Church.

December 12, 2022 - by church vote, the Building & Grounds Committee was changed from a Committee to a Ministry Team.

March 27, 2023 – by church vote:

Pg. 5 - Changed CLC Membership to be “up to” 2 staff members and “a minimum of” 4 lay members. Added language to ensure a majority of the CLC will be lay members and the total number of CLC members will be odd. Changed quorum definition of CLC to be at least half of the members serving and majority lay members. Removed Senior Pastor presence requirement for quorum of CLC. Noted that voting by proxy on CLC not allowed. Added election of Pro Tem chair of CLC when Senior Pastor role is vacant.

Pg. 6 - Added language that Senior Pastor is included on Screening Task Force only if the Senior Pastor role is filled.