
Policy, Procedure and Bylaws Committee

Scope: Maintain an up-to-date Policies and Procedures Manual containing the bylaws, policies, procedures, and guidelines documents which have been adopted by the church.

Purpose:

The Policy, Procedure and Bylaws Committee shall ensure that complete and up-to-date copies of Aversboro Road Baptist Church's Bylaws and Policies and Procedure Manual and other adopted policies are maintained in the church office and are always readily available. The committee shall be responsible for reviewing all policies and amendments to the Policies and Procedure Manual for proper form, completeness, and adherence to church bylaws to ensure they are sufficiently updated to meet current goals, ministries, and programs of the church. All recommendations for amendments or changes to the bylaws shall be reviewed by the committee prior to submission to the Diaconate and the membership.

Membership:

The Policy, Procedure and Bylaws Committee is composed of six (6) members nominated by the Nominating Committee and elected by the church for three-year terms. The Nominating Committee should try to nominate persons who are aware of the importance of maintaining well defined Bylaws, an updated Policies and Procedures Manual, and adopted church policies. Ex-officio members of the committee are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.

Relationships:

The committee assists the church, within the realm of the committee purpose, in fulfilling the church's Mission: To proclaim the Gospel of Jesus Christ and to minister to the needs of our congregation, the community, and the world through the leadership of the Holy Spirit. This committee shall utilize the five Biblical Functions of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the committee's purpose and duties and in communicating, collaborating, coordinating, and cooperating with others. The Committee Chair serves as a member of the Church Council.

Duties:

1. At the first of the church year, hold an organizational meeting to appoint committee officers, train new members, and prepare an annual plan of work.
2. If manual, policy, or bylaws changes are deemed advisable, send a copy of that portion to the appropriate party for review and revision with a suspense date for return.
3. As changes are received, the committee reviews each for policy content, adherence to Bylaws, and prescribed format. If a policy or Bylaws change is indicated, the committee obtains required reviews and approvals.
4. When a new church organization is established, the committee shall initiate inclusion of that organization in the Church Office Master File, the Policies and Procedures Manual, and the Bylaws.

5. When an established church organization is eliminated by the church, the committee shall initiate removal of that organization from the Master File, the Policies and Procedures Manual, and the Bylaws.
6. Revised and/or new portions of the Policies and Procedures Manual or Bylaws are submitted to the church office for update. The Church Officer Master File contains the Policies and Procedures Manual, the Constitution, and the Bylaws. An electronic copy is also submitted to the church webmaster.
7. The Policies and Procedures Manual is available on the ARBC website.
8. Distribution of the manual and changes and revisions is one each to:
 - a. The Lead Pastor
 - b. Pastoral Staff (as desired)
 - c. Church Office
 - d. Church Library
 - e. Chair of Deacons
 - f. Chair of Nominating Committee
 - g. Chair of Personnel Committee
 - h. Chair of Policy, Procedure and Bylaws Committee
 - i. Members of the Policy, Procedure and Bylaws Committee
 - j. Others by request to the Policy, Procedure and Bylaws Committee
9. A copy of each revised description or policy will be provided to the leader of that organization.
10. Requested changes to the Policies and Procedures Manual may be submitted to the Policy, Procedure and Bylaws Committee at any time.
11. Initiate a periodic review of descriptions in the Policies and Procedures Manual and church policies.
12. Initiate a review of the Bylaws annually.
13. Meet as often as needed to accomplish the committee's purpose.
14. Invite assigned Pastoral staff and Deacon liaisons to committee meetings and provide a copy of meeting minutes.
15. Provide a written report of deliberations, activities and recommendations to the Church Council when requested.