

## **BY LAWS OF THE LISLE BIBLE CHURCH**

These by-laws are a supplement to the constitution of the Lisle Bible Church. They will embody the stated duties for the board and committees. Proposed changes in the by-laws shall be presented in writing to the official board. The official board may change the by-laws at any of its regular meetings.

### **GENERAL PROVISIONS:**

- I. Any person chairing or heading a committee or serving as an officer of the church must be a member of Lisle Bible Church.
- II. Any person serving on a committee must either be a member of Lisle Bible Church or sign a "statement of agreement".
  - a. "Statement of Agreement": I attest that I will represent myself while serving on a committee of the Lisle Bible Church in a manner that does not deviate from the stated doctrine as found in the Lisle Bible Church Constitution Article III.
- III. The number of members for each committee will be determined by the needs of that committee.

### **COMMITTEES:**

Following are the standing committees that shall be appointed by the official board. Members shall serve for two years.

#### **A. SERVICE**

- a. Coordinating the Nursery Supervision.
- b. Ministry in periods of special stress.
  - i. Arrange for meals as necessary (death, illness, etc.)
  - ii. Arrange for flowers for funerals in the church family.
- c. Address the special needs of our church members and friends.
- d. To arrange for flowers for the church worship services.
- e. To maintain the Prayer Chain.

#### **B. SOCIAL**

- a. Plan and provide for fellowship dinners.
- b. Procure and maintain kitchen and dining equipment, arranging with deacons for the financing.
- c. To arrange various church programs such as the Breaking of Bread, Giving Tree, Card Table, etc.

#### **C. SUNDAY SCHOOL**

- a. The Sunday School Board will be considered the Sunday School Committee.
- b. To serve as a board of directors for the Sunday School Program.
- c. To plan, staff, and maintain a Sunday School for all age groups.
- d. To plan, staff, and maintain a summer Vacation Bible School.

**D. MUSIC**

- a. Arrange for music for special occasions.
- b. Investigate and recommend to the deacons the purchase of new hymnals or song books.

E. **USHER:** Recruit, schedule and instruct ushers.

F. **AUDIT:** Audit the treasurer's records and the financial records of all the groups of the church.

G. **AUDIO VISUAL:** To maintain and operate the audio and visual equipment.

**H. MISSIONS**

- a. To coordinate the support sent to missionaries from Lisle Bible Church.
- b. To make recommendations regarding missionary support.
- c. To plan an annual Mission's Conference.
- d. To keep the church informed regarding the work of missions.

**NON-BOARD MEMBER OFFICERS**

**EXECUTIVE ASSISTANT:**

Appointed by the pastor with the approval of the Church Board to help serve the Pastor with administrative tasks.

**FINANCIAL ASSISTANT:**

Appointed by the treasurer with the approval of the Church Board to help serve in the administration of the treasurer's duties.

**FINANCIAL SECRETARY:**

Appointed by the treasurer with the approval of the Church Board to help collect, record, and maintain the financial records of the Lisle Bible Church.

## OFFICIAL BOARD

The duties of the official board shall be as follows:

- A. Shall elect a moderator to call and guide its meeting. A vice-moderator shall be elected to serve in the absence of the moderator.
- B. Require the church clerk to record the minutes of its meeting. The minutes of the prior regular meeting of the official board and any special meeting will be read for review and approval. Minutes shall be kept for the minimum of two years by the clerk. Provide copies to each board member.
- C. The official board moderator shall appoint a temporary clerk in the absence of the regular clerk at congregational or official board meetings.
- D. Shall call a special meeting of the membership upon the written request of ten percent of the voting members, within four weeks after request is filed with the church board.
- E. To consider and decide on suggestions and recommendation to be presented to the church business meeting.
- F. To appoint individuals or committees for the transaction of its business. *Refer to the list of standing committees.*
- G. To be the officiating body in dealing and communicating with other churches and outside organizations. *Refer to the duties of the deacons for the authority delegated to them.*
- H. To approve and recommend to the church an annual church budget.
- I. To act as a pastoral committee to select a candidate for pastor in the event of vacancy.
- J. To act on requests made by the board of deacons for expenditures of over \$250.00.
- K. Shall consider the recommendations of the board of deacons of any major additions or alterations to the church property and approve or reject those recommendations. Any recommendations to purchase or add to the real estate of the church must be approved by the church.

## **BOARD OF ELDERS**

The duties of the board of elders shall be as follows:

- A. Shall elect a chairman to call and guide its meeting. Hold regular meetings and submit regular reports to the official board.
- B. To supervise the spiritual affairs of the church in cooperation with the pastor.
- C. To assist the pastor in promoting the various worship services of the church. To officiate with the pastor at the communion service and to make provisions for the same.
- D. To assist the pastor in visitation.
- E. To cooperate with the pastor to increase the usefulness of the church in the community.
- F. To examine prospective candidates for baptism and membership and make recommendations to the church.
- G. To annually review with the pastor, the church membership roll to determine if any members are not in good standing and report to the official board.
- H. To act as a pulpit committee to arrange for temporary supply of the pulpit.
- I. To assist at baptismal services.
- J. To act with the pastor as a committee for the discipline of the membership.
- K. To counsel with the pastor on any problems concerning his pastoral relationship that may arise.
- L. To recommend to the official board personnel to fill any vacancies in the board of elders.

## **BOARD OF DEACONS**

The duties and limitations of the board of deacons shall be as follows:

- A. Shall elect a chairman to call and guide its meetings. Shall meet and report regularly to the official board.
- B. To assume full charge of the church property and be responsible for its care and maintenance.
- C. To have the authority without the consent of the church or official board to arrange for needed repairs, alterations, and additions to the church property, provided that expenditures do not exceed \$250.00 on one project and the total of the maintenance budget is not exceeded.
- D. To make recommendation to the official board on all expenditures exceeding \$250.00.
- E. To make recommendations to the official board on all major additions or alterations to the church property. If necessary obtaining the necessary blue prints and or bids.
- F. To act as the agents for the church in all legal matters.
- G. To have authority to engage and discharge personnel to clean and maintain the church property. To supervise the work of the personnel who clean and maintain the church property.
- H. To have the authority to engage and discharge personnel to do any needed clerical work for the church and to cooperate with the pastor in the supervision of the clerical personnel.
- I. To assist the pastor and elders at their request in guiding the spiritual life of the church, ministering its ordinances, and any necessary visitation.
- J. To cooperate with the pastor in suggesting missionary and benevolent expenditures for approval of the official board.
- K. To recommend to the official board personnel to fill vacancies on the board of deacons.
- L. To prepare and submit to the official board an annual budget in conjunction with the church treasurer.