

Work Sheets:

Constitution should reflect:

“how it is done”

not

“how it should be done”

Only create office if there is task to be done and it can't be done well by another office holder.

How many does it take and why?

Who should be qualified and why?

Term of office and why?

2 years probably better than 3

How do persons know what their job is?

Who are they accountable to and why?

Are office holders commissioned and recognized?

Constitution Components:

Preamble

Name

Purpose

Polity

Doctrine

Church Covenant

Membership

Admission of Members

By Baptism

By Letter -

By Statement of Faith & Experience -

Dismissal of Members:

By Death

By Letter

By Exclusion

By Request -

Ministries/ Councils Committees

Church Council

Nominating Committee:

Finance

Minister Search Committee:

Special Committees:

Deacons

Trustees

Christian Education

Pastors & Officers

Pastor:

(A) Mode of Calling -

(B) Duties -

(D) Discontinuance of Services

Clerk:

Treasurer:

Election Of Officers

Office voided by?

Qualification of Voters:

Meetings

Business Meetings:

Fiscal Year

Amendments or Revisions

Data Sheet

Office/Committee/Council:

Qualifications:_____

Term of Office:

List Responsibilities:

List committees/Councils this person serves on by virtue of this office.

Membership:

Admission of Members:

What are the criteria of membership:

- 1) _____
- 2) _____
- 3) _____

By Baptism- Acceptable modes of baptism:

- 1) _____
- 2) _____
- 3) _____

By Letter -From which churches are letters acceptable?

- 1) _____
- 2) _____
- 3) _____

By Statement of Faith & Experience - What constitutes a statement of faith & experience?

Dismissal of Members:

By Death

By Letter: To whom do you send letters

- 1) _____
- 2) _____
- 3) _____

By Exclusion: What are grounds for exclusion and what is the process?

By Request -What form of request is acceptable?

Why? _____

Voting Issues

Election of Officers: When is election what vote is required for election?

Qualification of Voters:

Who is qualified to vote on regular matters? _____

Who is qualified to vote on matters of Property?

Meetings

Business Meetings:

How are special Business meetings called?

How Much notice is required?

Who can call special business meeting?

What % is required to approve regular motions?

What business can be conducted at Special called meeting?

Fiscal Year

Amendments or Revisions
Process:

vote required to
amend:_____

Will Roberts Rules of Order be your reference?