



*A Family and Community Church Sharing the
Hope of Jesus Christ*

151 Washington Street • Dover
New Hampshire • 03820-3779

Constitution and By-Laws

**Dover Baptist Church
Dover, NH**

Amended - November 30, 2015

Accepted & Approved at a Special Business Meeting held January 11, 1998.
Revised November 21, 2005 at Semi-Annul meeting.
Amended September 2, 2009 at a Special Business Meeting.
Amended November 18th, 2009 at a Special Business Meeting.
Accepted as amended at the March 28, 2012 Annual Business meeting.
Amended at the November 30, 2015, Special Business Meeting.

Table of Contents

Articles of Agreement 4

ARTICLE I Charter..... 5

ARTICLE II Statement of Faith 5

ARTICLE III Distinctives and Definitions 6

ARTICLE IV Membership..... 8

ARTICLE V Officers & Ministry Teams - Elections, Terms of Service, and Removal..... 10

ARTICLE VI Elders 12

ARTICLE VII Leadership Team 13

ARTICLE VIII Duties of Officers..... 14

ARTICLE IX Duties of Ministry Teams..... 16

ARTICLE X Pastors 17

ARTICLE XI Meetings 19

ARTICLE XII Amendments..... 20

Appendix A: Ministry Teams..... 21

Appendix B: Ministry Team Responsibilities..... 22

The undersigned being persons of lawful age, associate under the provisions of Chapter 147 of the Public Statues of New Hampshire by the following:

Articles of Agreement

Article I.

The name of this corporation shall be Dover Baptist Church.

Article II.

The object for which this corporation is established is the promotion of religious and charitable work and the maintenance of worship according to the doctrines and polity of the Baptist denomination.

Article III.

The place in which the business of this corporation is to be carried on is in Dover, New Hampshire.

Article IV.

The amount of capital stock to be paid in shall be none.

Article V.

The first meeting of the corporators on the twelfth day of February, 1918.

C. L. Jenness

Luke McEwan

Charles E. Cate

George H. Mills

Fred W. Demeritt

Charles W. Cross

Melvin A. Galucia

Roland J. Bennett

William C. Swan

Recorded in "Records of Voluntary Corporations" Vol. 18, Page 58, at Concord, NH, February 8, 1918, and on Page 2, Book of "Miscellaneous Records", Dover, NH, February 7, 1918.

ARTICLE I Charter

The charter of Dover Baptist Church is the great commission to make disciples in all the world (Matthew 28:18-20). We believe that the local church is the vehicle for carrying out that commission. We view the New Testament local church to be a committed body of believers in Jesus Christ functioning together "Standing firm in one spirit, with one mind, striving together for the faith of the Gospel". (Philippians 1:27) To accomplish its God-given task the local church must have members who are committed to the Lordship of Jesus Christ, employing their spiritual gifts for one another, and ministering as good stewards the manifold grace of God (I Peter 4:10).

ARTICLE II Statement of Faith

We believe:

- 1) That the Bible, being divinely inspired in its entirety, is the inerrant and infallible Word of God; therefore it is the supreme authority in all matters of faith and practice;
- 2) That there is only one living and true God, perfect in holiness, infinite in wisdom, measureless in power, eternally existing in three Persons: The Father, the Son, and the Holy Spirit;
- 3) That Jesus Christ was born of a virgin, was sinless in His life, and made atonement for sin by His shed blood and substitutionary death and then rose bodily from the dead and ascended to the right hand of the Father;
- 4) That the Holy Spirit came to convict the world of sin, or righteousness and of judgment; to witness to the truth; and to regenerate, indwell, seal, endow, guide, teach and sanctify the believer, causing him to grow into the likeness of Christ;
- 5) That Man by nature and by choice is a sinner and is under the wrath of God;
- 6) That God out of his love for man gave His Son so that those who by faith believe in Jesus Christ as Lord and Savior are reconciled to God and have everlasting life;
- 7) That the church, with Jesus Christ as the Head, is the living spiritual body of true believers, and is manifested in the local church;
- 8) That our Lord Jesus Christ is bodily coming again to the earth to claim His own people, to judge the world, to vindicate Himself, and to set all things in order.

ARTICLE III Distinctives and Definitions

In fulfilling its charter, Dover Baptist Church is committed to certain distinctives and to the building of these distinctives into the life and ministry of this church and its people.

These distinctives are:

- 1) The Lordship of Jesus Christ over the total ministry of the church, over the leadership of the church and over every believer in every area of life;
- 2) Individual and corporate response to God's Word (The Bible) as the guide for our lives, and the teaching of God's Word for the "equipping of the saints for the work of service, to the building up of the body of Christ". (Ephesians 4:12);
- 3) Individual and corporate prayer as a source of power for the ministries of the church;
- 4) The priority of local evangelism and worldwide missions that encourages the involvement of every believer;
- 5) The realization that God has chosen to use local churches to accomplish His purposes in the world and that God has equipped every believer with spiritual gifts so that he or she has the ability and potential for ministry;
- 6) The exercise of willing stewardship by every believer of his or her time, spiritual gifts, finances, and other material resources;
- 7) The continued and consistent growth of every believer toward spiritual maturity "till we all attain to the unity of the faith, and of the knowledge of the Son of God, to a mature man, to the measure of the stature which belongs to the fullness of Christ". (Ephesians 4:13);
- 8) The love for Christ created by the Holy Spirit in the hearts of believers as the basis for fellowship;
- 9) The practice of believers' baptism by immersion as a visible testimony of a new relationship with Jesus Christ;
- 10) The regular observance of the Lord's Supper with all who know and love Jesus Christ invited to examine themselves and to partake;
- 11) The encouragement of Biblically qualified men in the body to take leadership roles in the church as well as their individual homes and families.

Marriage

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Dover Baptist Church will only recognize marriages between a biological man and a biological woman. Further, the pastors and staff of Dover Baptist Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Dover Baptist Church shall only host weddings between one man and one woman.

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person male and female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27)

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25) We believe that God intends sexual intimacy to occur only between a biological man and a biological woman who are married to each other. (1 Cor. 6:18, 7:2-5, Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20, 1 Cor. 6:9-10)

We believe to preserve the function and integrity of Dover Baptist Church as the local Body of Christ, and to provide a biblical role model to Dover Baptist Church’s members and the community, it is required that all persons employed by Dover Baptist Church in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16, Phil. 2:14-16, 1 Cor. 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31, Luke 6-31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Dover Baptist Church.

Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable value in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or conditions from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

ARTICLE IV Membership

Section 1. Principles

Dover Baptist Church recognizes that it is God the Holy Spirit who confers membership in the church by baptizing an individual into the body of Christ (the church universal) at the moment of salvation (I Corinthians 12:13) and by leading an individual to express his relationship with Christ by identifying and fellowshiping with a particular local body of believers.

Scripture lays down two specific qualifications for recognition as a member of the local church; profession of faith in Christ, and giving public testimony of faith by being baptized as a believer (Acts 2:41). In addition, it provides for the exclusion from the local church of persons living in open sin (I Corinthians 5:1-13), advocating doctrines contrary to sound biblical teaching (II John 9-11) or promoting dissension among believers (Titus 3:10-11). Moreover, Scripture assumes that believers will actively participate in the life of a local body by worshipping, giving, and serving. (Hebrews 10:24-25, Malachi 3:8-10, I Corinthians 12, II Corinthians 9:6-9, Romans 12:6-8)

Section 2. Qualifications

Anyone professing faith in the Lord Jesus Christ as personal Savior and Lord, and having been baptized by immersion since conversion, unless physically unable to do so (as determined by the Elders), giving evidence of a changed heart, and declaring himself or herself in accord with the charter, Statement of Faith, and the distinctives of this church, and declaring himself or herself willing to exercise the responsibilities of membership, is encouraged to seek recognition as a member.

Section 3. Responsibilities

A member shall participate in the Dover Baptist ministry by using his or her spiritual gifts and energies; by praying regularly for its ministry, its leadership and people by regularly contributing financially to its work as God prospers; and by seeking spiritual growth through its regular services and programs. Members are called to treat each other with love according to the principles found in Ephesians chapter 4 & 5. Disagreements among members should be addressed in the spirit of Matthew 18:15-17. A member who moves out of the area is expected to unite with a local church in his or her new location.

Section 4. Recognition

The Elders shall examine all applicants for membership in order to determine whether or not they meet the qualifications for membership and are willing to exercise the responsibilities of membership. Provided that the results or the examination are positive, each applicant shall meet with the Elders for the purpose of presenting his or her testimony. Following this appearance and after a vote of confirmation by the Elders, the applicant shall be presented to the church at a regularly scheduled meeting or Special Meeting. A majority vote by the church will be required for membership. For those potential members awaiting baptism, their membership will become official at the time of the baptism ceremony.

Section 5. Membership Roll

- a) Active. The active membership roll shall consist of those members who fulfill the responsibilities of membership as given in Article IV, Section (3). Members of Dover Baptist Church's worldwide ministry (home and foreign missions outreach) in a location other than the Dover area shall be considered active members. Shut in members shall be considered active members.
- b) Inactive. The inactive membership roll shall consist of those members who, over the period of one year, choose not to fulfill the responsibilities of membership as stated in Article IV, Section (3). The Elders shall determine when a member no longer fulfills the responsibilities of membership and shall recommend to the church at a properly called business meeting that, upon a majority vote, the member be moved to the inactive membership roll. The Elders shall attempt to contact the person in order to counsel in regards to membership responsibilities.

The Elders shall also determine when an inactive member has resumed fulfilling the responsibilities of membership and shall restore the member to the active membership roll.

Section 6. Termination of Membership

- a) Members who have transferred to another church or have requested in writing that their membership be terminated shall be removed from the rolls. Any member who has been on the inactive roll for one year or more shall be removed from the roll by vote of the Elders unless special circumstances warrant retention.
- b) In the event that a member engages in conduct that the Scriptures specify as grounds for exclusion from the church (Section 1) the Elders shall approach the member in accordance with Matthew 18:15-17. The Elders shall approach the member in a spirit of brotherly love for consideration of the problem. If the member cannot be restored to fellowship, the Elders shall recommend to the church at a properly called business meeting that the member be removed from the membership rolls upon a majority vote.

ARTICLE V Officers & Ministry Teams - Elections, Terms of Service, and Removal

Section 1.

The officers of the church shall consist of Elders and Deacons. Deacons may be either male or female. No person may be elected to serve in more than one Leadership Team position at one time.

Section 2.

The number of Elders shall be determined by the number of men evidencing the gift of spiritual leadership and fulfilling the biblical qualifications found in I Timothy 3:1-7 and Titus 1:5-8.

Section 3.

The Deacons shall be those persons filling the positions of Clerk, Treasurer, Assistant Treasurer, Financial Secretary, Assistant Financial Secretary, two Auditors, and those leading a Ministry Team as designated in Appendix A. They shall meet the biblical qualifications found in I Timothy 3:8-13.

Ministry Teams reflect the Distinctives of Dover Baptist Church as outlined in Article III, and, as noted in Appendix A, respond to the ongoing and changing work of the Holy Spirit as He guides the ministry of Dover Baptist Church..

Section 4.

The number of members of each Ministry Team shall be approved annually by the Leadership Team in light of anticipated responsibilities to be assumed by team members. There shall be a minimum of three including the team leader, not including ex officio members. A minimum of three team members shall be present at a Ministry Team meeting in order to conduct ministry business.

Section 5.

Elders shall be elected at the Annual Meeting by majority vote for a term of three years. The Ministry Coordination Team may nominate elders to the church for a term of one or two years in order to stagger the terms of the elders. After serving for a maximum of two three-year terms an elder may continue to serve up to two additional one year terms as long as it is mutually agreeable between the Elders. An Elder may request a one year sabbatical at any point of their tenure. If the sabbatical extends beyond one year then the remaining Elders shall decide whether the Elder should resign

Section 6.

Deacons (except team leaders of each Ministry Team), and members of Ministry Teams shall be elected at the Annual Meeting by majority vote for a term of one year or until their successor is elected.

Team leaders of each Ministry Team shall be elected for a maximum of two three year terms. After serving for a maximum of two three-year terms a Team Leader may continue to serve up to two additional one year terms as long as it is mutually agreeable between the Team Leader and the Elders.

All officers and voting team members must be church members on the active membership roll and of voting age. They shall assume office at the start of the fiscal year. Non-church members will be allowed and encouraged to serve alongside of a Ministry Team but will not hold office or vote on team matters. Active non-members will be encouraged to consider membership to fully utilize their God-given gifts.

Section 7.

Nominations for positions of Elders, Deacon and Ministry Team members to be elected at the Annual Meeting shall be made by the Ministry Coordination Team consisting of the pastors, an elder serving as team leader, and a minimum of three others as appointed by the Leadership Team.

Nominations for any position, except Elder or Deacon, may be made from the floor of the meeting, provided that the person being nominated has previously given his or her consent. All nominations for the position of Elder and Deacon must be approved by the Elders prior to being asked to serve. In the event any position becomes vacant during the year, the Ministry Coordination Team will appoint a qualified person on an interim basis for the remainder of the church fiscal year.

Section 8.

In the event that any officer fails in the responsibilities of his office or falls into sin, the Elders shall have the authority to ask the individual in question to voluntarily resign from that office. If the officer does not voluntarily resign, the Elders will submit a recommendation to a properly called business meeting that the individual in question be removed from office. The officer shall be suspended from all duties from the point at which they are notified pending the outcome of the business meeting. A majority vote shall be sufficient to remove from office, and the Ministry Coordination Team shall then proceed to search for a replacement as outlined above.

ARTICLE VI Elders

Section 1.

The Elders, including the Pastor(s), shall constitute the Elder Team. They shall elect their own Lead Elder and an assistant to preside in the absence of the Lead Elder. They shall elect their own Secretary and they shall also elect two of their members to serve as President and Vice President of the Corporation. The Lead Elder, Assistant Lead Elder or Secretary of the Elders, may also serve as the President or Vice President of the Corporation. The Pastor(s) shall neither serve as Lead Elder, Assistant Lead Elder or Secretary of the Elder Team nor as President or Vice President of the Corporation.

Section 2.

The Elders shall make arrangements for the Lord's Supper and Baptism; they shall be responsible for fellowship aid; they shall guard the spiritual welfare of the church; they shall consider all candidates for church membership; they shall be responsible for the discipline of a member of the body; and they shall be responsible for recommending the dismissal of a member of the body to a properly called business meeting. They shall annually review the overall goals of the church and shall encourage vigorous and healthy church growth. They shall establish short and long term goals for the church and shall serve as liaisons to support and encourage all ministries in the church.

Elders shall work in concert with the Finance team regarding the expenditure of non-budgeted funds to ensure that they are being spent in a manner that represents the ministry vision of the church.

Section 3.

The Elders shall share pastoral responsibility for the spiritual welfare of the church body.

Section 4.

The Elders shall assist in serving the Lord's Supper and in conducting the worship services and prayer meetings.

Section 5.

No appeal for funds shall be directed to the church body or made at its services without the approval of the Elders.

Section 6.

In the absence of the Senior Pastor, the Elders shall secure speakers. If the church be without a Senior Pastor they may recommend to the Leadership Team the calling of an Interim Pastor for a definite period and contract.

ARTICLE VII Leadership Team

Section 1.

The Leadership Team shall be composed of the Elders, and those Deacons serving as Clerk, Treasurer, Financial Secretary and leaders of those ministries so designated in Appendix A.

Section 2.

The Elders shall designate one of their members to preside over the Leadership Team. The Leadership Team shall meet at the call of the Elders as often as necessary, but at least every two months.

Section 3.

The Leadership Team shall be responsible for the approval, administrative coordination and scheduling of all church activities toward achieving the overall goals of the church. The Leadership Team shall also approve the use of church facilities and equipment.

Section 4.

The Leadership Team shall review the proposed annual budget in light of achieving the overall ministry goals of the church. After endorsement by the Leadership Team, the proposed annual budget shall be presented to the church for approval at the Annual Meeting.

Section 5.

Upon the recommendation of the appropriate Ministry Team, the Leadership Team shall approve the job description, the firing and dismissal of all regularly employed personnel provided for in the budget (except pastors).

Section 6.

The Leadership Team may appoint Ministry Teams as the needs of the church exist. Ministry Teams are listed in Appendix A. The Appendix may be amended as needed by the Leadership Team and a current copy will be maintained in the Church office.

Section 7

The Leadership Team will make arrangements to hear the reports of the financial officers and auditors at two times during the year; their six month reports at a date in November, and their annual reports at a date in May. Approval of the financial reports will be by majority vote of the Leadership Team after the reports have first been presented at a Fellowship and Informational Meeting (See Article X1, Section 3).

ARTICLE VIII Duties of Officers

Section 1. President

The Elders shall designate one of their members to serve as the President of the Corporation and he shall preside at the business meetings of the Corporation or appoint a moderator to preside.

Section 2. Vice President

The Elders shall elect one of their members to serve as Vice President of the Corporation.

Section 3. Clerk

The Clerk shall keep a correct record of all the business of the Corporation, shall conduct the correspondence of the Corporation and shall keep an accurate list of active and inactive members.

Section 4. Treasurer

The Treasurer shall receive from the Financial Secretary all money contributed or received and shall make disbursements as ordered by the budget. The Treasurer shall also make disbursements for outside the budget items as authorized by Ministry Teams or persons authorized by the Leadership Team. They shall maintain an account in such depository as the Trustees shall order. They shall keep an accurate account of all receipts and disbursements and shall, before the semiannual meetings, present the books and all vouchers to be audited. Under the direction of the trustees they shall have charge of all papers relating to the property and trust funds of the church, and they shall keep such papers in a safety deposit box in such bank or banks as the Trustees may direct. Said box shall be opened only when the Treasurer and one Trustee are present or when two Trustees have been authorized by vote of the Trustees. The Treasurer shall be a member ex-officio of the Finance Team.

Section 5. Assistant Treasurer

The Assistant Treasurer shall assist the Treasurer as necessary and shall perform the Treasurer's duties in their absence.

Section 6. Financial Secretary

It shall be the duty of the Financial Secretary to keep an accurate account of all money contributed or received in any form and immediately deposit the same to the treasurer's account, certifying to the Treasurer the sources of the income. Before the semiannual meetings they shall present the books to be audited. As the general receiving treasurer of all contributions, the Financial Secretary shall report to the Finance Team when requested. The Financial Secretary shall be a member ex-officio of the Finance Team.

Section 7. Assistant Financial Secretary

The Assistant Financial Secretary shall assist the Financial Secretary as necessary and shall perform the Financial Secretary's duties in their absence.

Section 8.

The Treasurers and Financial Secretaries and Trustees shall be bonded in a reliable surety company, in such sums as the Trustees may direct, at the expense of the church.

Section 9. Auditors

It shall be the duty of the Auditors to examine or have examined the books of the Treasurer and Financial Secretary, together with vouchers and statements and to certify in writing to the correctness of the same at semiannual meetings, or if found incorrect, to indicate the errors. They shall audit the accounts of the Trustees annually. The Auditors will serve terms from June 1st to May 31st.

Section 10. Trustees

The President, Vice President, Clerk, Treasurer, Leader of the Finance Team and Leader of the Facilities Team shall constitute the Trustees. The Trustees shall hold all church property, both real and personal. Under the requirements of the law and of the individual trust, the Trustees shall have the power to buy, sell, transfer, exchange and deliver the securities entrusted to its care, holding all certificates of stock and other evidence of ownership in the name of the Corporation. They shall authorize transfer as may be required. They shall have no power to buy, sell, mortgage, lease or transfer the real property, without specific vote of the Church. The Trustees shall be responsible to keep the corporation properly insured including property loss, liability protection, workmen's compensation and bonding. They shall handle all legal matters concerning the corporation. They shall report to the church at the Annual Meeting an analysis of investments and trusts. Four members of the Trustees shall constitute a quorum for the transaction of legal business.

ARTICLE IX Duties of Ministry Teams

Section 1.

Each Ministry Team shall be accountable to the Leadership Team for establishing and working toward achieving annual ministry goals for their area of responsibility, consistent with the overall goals of the church, and shall coordinate scheduling of events through the Leadership Team. They shall accept other responsibilities as assigned by the Leadership Team.

Section 2.

Each Ministry Team shall elect their own secretary for the year, who shall ensure that accurate minutes of all meetings are prepared and submitted as directed by the Leadership Team.

Section 3.

For functions of Ministry Teams, see Appendix B

ARTICLE X Pastors

Section 1. Qualifications

A Pastor shall meet the Scriptural qualifications for his office found in I Timothy 3:1-7 and Titus 1:5-9. In addition, he must have the spiritual gifts, experience, and training necessary to enable him to perform the duties of his office.

Section 2. Calling a Senior Pastor

When the church is without a Senior Pastor, or as soon as his resignation is accepted, the Elders shall nominate to the church, for election a committee of not less than five members to search for a new Senior Pastor. This Pulpit Committee shall first report its recommendation to the Leadership Team, and if the Leadership Team approves the recommendation by vote of three-quarters of the members present, the Committee shall then report to the church. The report of this committee shall fully state the church's offer of salary, allowances, vacation period, etc. The name of only one candidate shall be presented at one time. A favorable vote of three-quarters of those eligible to vote present at a properly called business meeting shall be necessary in order to extend a legal call to the candidate. When the church has voted favorably to call a Senior Pastor, the Clerk shall certify the same to him in writing, enclosing a copy of the call and the report of the business meeting held for that purpose.

Section 3. Duties of the Senior Pastor

The Senior Pastor shall be responsible for the public services of worship of the church, for the preaching of the Word of God, and for the administering of the Ordinances. He shall take the lead in ministering to the spiritual needs of the people of the church and the community. He shall train and guide the Elders, assisting them to assume shared pastoral responsibilities in accordance with II Timothy 2:2. He shall encourage the growth of God's people in Dover Baptist Church as maturing, multiplying disciples of Jesus Christ. It shall always be his objective to equip others to carry out ministries wherever possible, rather than retaining direct responsibility for them himself.

The Senior Pastor shall oversee the daily operations of all church staff and employees. He shall be an advisor to each committee of the church as needed.

Section 4. Other Pastors

If the hiring of additional pastoral staff is advisable for the welfare of the church, the Leadership Team may recommend to the church that an appropriate position be established by submitting a proposed job description to a properly called business meeting of the church. The approval of three-quarters of those eligible to vote present at such meeting shall authorize the Elders to appoint a search committee which shall function in a manner similar to that of a Pulpit Committee. The calling of such a pastoral staff member shall follow the same procedure as for a Senior Pastor. The pastoral staff member shall serve as a member ex-officio of the appropriate standing committee(s) as designated by the Leadership Team.

Section 5. Tenure

Having been properly elected, a Pastor shall serve until such time as he resigns his office or until such time as he is requested by the church to resign his office upon a three-fourths majority vote at a special meeting legally called for that purpose.

Section 6. Resignation of a Pastor

When a pastor decides to resign, he shall give notice by a letter of resignation to the church two months in advance, unless otherwise mutually agreed.

Section 7. Dismissal of a Pastor

In the event that a pastor fails in his responsibilities or falls into sin, the Elders shall follow the procedure outlined in Matthew 18:15-17 and I Timothy 5:19. If the situation is not resolved, the Elders shall submit a recommendation to a properly called business meeting that he be dismissed from his office effective immediately. A favorable vote of two-thirds of those eligible to vote present at such a meeting shall be necessary in order to dismiss a pastor, who shall be given two months' severance pay and shall be paid for accrued vacation.

ARTICLE XI Meetings

Section 1. Annual Meeting

The Annual Meeting shall be held on a date in March set by the Leadership Team for the following business:

- a. To approve the minutes of current business meetings,
- b. To consider annual reports presented by all non-financial officers,
- c. To approve the church budget,
- d. To elect church officers and Ministry Team members,
- e. To transact any other business that may legally come before said meeting.
- f. To offer the opportunity for members to bring up other questions, recommendations or comments that may be noted in the minutes and acted upon at later meetings.

Section 2. Notice of Annual Meeting

Notice of the Annual Meeting shall be given by the Clerk who shall post a notice conspicuously, stating the items of business to be transacted, at least ten days before the meeting. Notice of the meeting shall also appear in the usual Sunday morning church announcements or bulletin for the two consecutive Sundays prior to the meeting.

Section 3. Fellowship and Informational Meetings

Fellowship and Informational Meetings shall be held in May and November on dates set by the Leadership Team. The purpose of the meetings will be to foster fellowship among the attendees of Dover Baptist Church, to inform those present about the ministry of the church, and to provide opportunity for them to ask questions, and make comments and recommendations. The informational phase of these meetings will include reports by the financial officers and auditors. The reports will be approved by a majority vote of those church members present.

Section 4. Special Meetings

Special meetings shall be called by the Clerk or President, upon request from the Elders, the Leadership Team, or the written request of any five church members on the active membership roll. All calls for Special Meetings will have the same notice requirements as the call for the Annual Meeting.

Section 5. Quorum

Twenty-five members with voting rights present shall be required to constitute a quorum at any properly called meeting that requires voting by the church on matters of business.

Section 6. Right to Vote

Persons of age 16 or over on the active membership roll of the church shall have the right to vote in the meetings of the church.

Section 7. Rules of Order

Meetings shall be conducted in a loving, informal, and orderly atmosphere. All members will be respected and have an opportunity to offer comments and questions. We choose to work together in a spirit of love and Christian fellowship.

Section 8. Fiscal year

The fiscal year shall begin April 1 and end March 31.

ARTICLE XII Amendments

These By-Laws may be altered, amended, or replaced by a two-thirds vote of those present at any properly called business meeting, provided that the proposed alterations and amendments have been made available to the active membership one month prior to the meeting and inserted in the Clerk's notice for said meeting. Not later than the fifth anniversary of the adoption of these By-Laws, and at least every five years thereafter, they shall be thoroughly evaluated by the Elders, and a report shall be made by the Elders to the church recommending needed modifications, if any.

January 11, 1998

Appendix A: Ministry Teams

The following are active Ministry Teams of Dover Baptist Church. Those marked with an asterisk (*) are led by Deacons. Those marked with two asterisks (**) are part of the Leadership Team.

Ministry Teams

Christian Education Ministry

Adult Ministry (*, **)

Alpha

Library

Maranatha

Weekly Youth Ministry (*, **)

Youth Group

Awana

Vacation Bible School

Camp Programs

Sunday Morning Youth Ministry (*, **)

Youth Sunday School

Child Care

Children's Church

Child Protection Policy Training

Evangelism & Outreach Ministry (*, **)

Facilities Ministry (*, **)

Building Maintenance & Cleaning

Building Projects

Grounds Maintenance

Information Technology

Security

Finance Ministry (*, **)

Stewardship Training

Hospitality & Fellowship Ministry (*, **)

Greeters Ministry

Kitchen Logistics

Missionary Ministry (*, **)

Men's Ministry (*, **)

Men's Bible Study

Men's Discipleship

Women's Ministry (*, **)

Women's Discipleship

MOPS

Worship Arts

SENIOR PASTOR: Reverend Kenneth Monahan
PHONE: 603.742.5452; FAX: 603.742.3810; EMAIL: welcome@doverbaptistchurch.org

Appendix B: Ministry Team Responsibilities

Section 1.

The Christian Education Ministry shall have the following responsibilities and structure:

- a. Shall coordinate, support and communicate with all phases of Christian education. It shall be in charge of assignment of rooms, the selection of curricula (subject to Elder review), and budgetary items related to the following areas;
- b. Shall supervise all education and discipleship activities which shall include, but not be limited to the following areas:
 - Adult Ministries
 - Adult & Senior Adult Programs
 - Alpha
 - Library Resource Center
 - Weekly Youth Ministries
 - Youth Group
 - Awana
 - Vacation Bible School
 - Camp Programs
 - Sunday Morning Youth Ministries:
 - Youth Sunday School
 - Child Care
 - Children's Church
 - Child Protection Policy Training
- c. Shall develop written guidelines for its own procedures and may enlist other members of the congregation to assist in carrying out its duties.

Shall be comprised of: Adults Ministry Deacon, Weekly Youth Ministries Deacon, and the Sunday Morning Youth Ministries Deacon and their respective team members. Ministries that fall under jurisdiction of the Christian Education Ministry shall be determined by the Leadership Team. Only the Adults Ministry Deacon, Weekly Youth Ministries Deacon, and the Sunday Morning Youth Ministries Deacon shall be nominated by the Ministry Coordination Team and elected by the Church at its Annual Meeting. These Deacons shall represent the interest of their ministries on the Leadership Team.

Section 2.

The Missionary Team shall be responsible for educating and expanding the vision of the congregation for world missions; stimulating the intercessory prayer of the congregation for world and local evangelism and for our missionaries; helping to motivate, recruit, and send out workers from our body for mission's service; serving as a liaison between the church and its missionaries and missionary organizations, and assisting missionaries on furlough.

Section 3.

The Finance Team shall have charge of the finances of the church, and oversight of the proper use of all money received. They will team with the Elders to ensure that that the short and long term ministry vision of the church is being met. They shall present such appeals to the church as are necessary for sustaining the budgeted expenses of the church, and shall keep the membership informed of the financial status of the church.

The Finance Team shall also serve as the Budget Team of the church. Based on recommendations submitted by the officers and other church workers, they shall prepare an annual church budget, which, after review by the Leadership Team shall be submitted to the Annual Meeting. If an emergency arises requiring immediate action, the Finance Team may authorize necessary expenditure beyond the church budget. They shall make a full report to the church at the earliest opportunity.

The Finance Team shall also advise the Trustees regarding appropriate investment of the various trust funds of the church.

In the event there exists a surplus of funds, whether through normal budgetary giving or by receipt of undesignated gifts, the Leadership Team is authorized to spend those surplus funds in ways that are in keeping with the Elders' vision for the church and with the Finance Team's agreement.

Section 4.

The Hospitality and Fellowship Team shall promote the expression of Christian love and mutual concern within the church family of Dover Baptist Church. To this end, they shall plan periodic special fellowship events. They shall also ensure that visitors to our church are warmly welcomed in various forms as determined by team members.

Section 5.

The Facilities Team shall be responsible for custodial personnel, care and maintenance of all church property, and repairs and improvements.

They shall be responsible for the long-range facility needs of the church and shall make recommendations to the Leadership Team as deemed appropriate.

Section 6.

The Evangelism/Outreach Team shall be responsible for planning and directing a general church outreach and visitation program including visitation of newcomers and equipping the church for evangelism.

Section 7.

The Men's Ministry Team shall be responsible for providing opportunities where men can grow, connect with other men, mature and become leaders, husbands, fathers and servants that God has designed them to be. This will be facilitated through studies, classes, and events that help men connect with other men, grow spiritually and be disciplined, in meaningful, mentoring accountable relationships.

Section 8.

The Women's Ministry Team shall be responsible for providing a welcoming and caring environment where women are encouraged to grow in their relationship with God and to form meaningful friendships with other women. To encourage this, the Women's Ministry Team will provide opportunities for women to connect with others so that through spiritual friendships, mentoring, modeling, and teaching one another, they may experience the freedom to become all that God intends them to be.

Section 9.

Each Ministry team shall be accountable to the Leadership Team for establishing and working toward achieving annual ministry goals for their area of responsibility, consistent with the overall goals of the church, and shall coordinate scheduling of events through the Leadership Team. They shall accept other responsibilities as assigned by the Leadership Team.

Section 10.

Each Ministry Team shall elect their own secretary for the year, who shall ensure that accurate minutes of all meetings are prepared and submitted as directed by the Leadership Team.