

## **APPENDIX A: SCHEDULE OF BYLAW COMMITMENTS**

The following represents the annual activities Hebron Baptist Church should undertake to abide by the aforementioned bylaws:

### **January**

1. January 1 is the beginning of the fiscal year.
2. January 1 is the beginning of Church officer terms excluding deacons.
3. Business Meeting
  - a. The Scout Committee will present unit rosters and the annual charter
  - b. Church Council Report
  - c. Presentation of all Church Officers, Program Directors, and Sunday School Teachers by the Nominating Committee unless otherwise specified.
  - d. Presentation of all committees by the Committee on Committees

### **February**

1. Business Meeting

### **March**

1. New Member Orientation as required.
2. Business Meeting

### **April**

1. Business Meeting
  - a. Church Council Report

### **May**

1. Deacons eligible for nomination but unable to serve must contact the pastor or deacon chairman by the second Sunday to have their names placed on the proper list.
2. Business Meeting

### **June**

1. Business Meeting
  - a. Deacon Nominations Ballots are to be made available
  - b. Nominations for the Deacon Candidate Committee will be accepted if required.
2. Nominations for all Program Directors and Sunday school teachers shall be received by the Nominating Committee no later than June 1.

## **July**

1. Business Meeting
  - a. Conclusion of Deacon Candidate nominations.
  - b. Deacon Candidate Committee will be elected if required.
  - c. Recommendation of Program Director nominees and Sunday school teachers will be presented to the church by the Nominating Committee.
  - d. Church Council Report

## **August**

1. Business Meeting
2. If required the Deacon Candidate Committee will make a recommendation to the Church of all the deacon candidates qualified and willing to serve by the last Sunday of this month.
3. All Approved Program Directors and Sunday School Teachers will begin their term of service on August 1.
4. Building and Grounds Committee will review all vendor contracts and facility insurance policies and prepare and submit budget requests to the Budget and Finance Committee for updated vendor contracts for the following year.
5. Personnel Committee will undergo staff evaluations and prepare and submit budget requests to the Budget and Finance Committee for staffing needs for the following year.
6. Vehicle Maintenance Committee will review vehicle insurance policies and prepare and submit budget requests to the Budget and Finance Committee.
7. All Committees and Teams will submit budget requests to the Budget and Finance Committee

## **September**

1. Business Meeting
2. Deacon Candidate questioning of category “b” and “c” if required on the afternoon of the first Sunday of the month.
3. Ballot Vote for deacon candidates during the morning services of the second Sunday of the month, if required.
4. Vehicle Maintenance Committee will renew vehicle registration certificates as required.
5. Completion of ministerial Staff Reviews by September 30<sup>th</sup> by the Pastor, Personnel committee, Chair of Budget and Finance Committee, and deacon chair.

## **October**

1. Business Meeting
  - a. Budget and Finance Committee will Present the Following years proposed budget
  - b. Nominating Committee will accept nominations for the following officers:
    - i. Moderator
    - ii. Clerk
    - iii. Treasurer
    - iv. Trustee Nominations (one third of trustees)
2. Budget and Finance Committee shall make the proposed budget available to the congregation 10 days prior to the November Business meeting.
  - i.
3. October 1 is the start of the deacon rotational term

## **November**

1. Business Meeting
  - a. Budget & Finance Committee will administer approval of the following year's budget.
  - b. Church Council Report
  - c. Nominating committee will conduct election and approval of officers as needed and required per the October meeting nominations
  - d. Committee on Committees will present the committee lists for the following year.

## **December**

1. Christmas Eve Observance of the Lord's Supper
2. December 31 is the end of Church officer terms excluding deacons.
3. December 31 is the end of the fiscal year.