

Church Document *TRIAGE*

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LOUISIANA BAPTISTS

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COOPERATIVE PROGRAM

Does our church need by-laws?

- We have done okay so far without them
- We don't want to hem ourselves in
- We don't want anyone telling us what to do
- We want to operate "our way"

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Reasons our church needs by-laws?

- LA law required corporations to have by-laws
- By-laws define who we are and how we operate
- By-laws insure a "level" playing field
- By-laws protect against "majority abuse"
- By-laws preserve our "Baptist" assets

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Triage

Pronunciation: \trē-'āzh, 'trē-\

Etymology: French, sorting, sifting, from *trier* to sort, from Old French

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2 : the assigning of **priority** order to projects on the basis of where funds and other resources can be **best used**, are most needed, or are most likely to **achieve success**

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3 : a **process** in which things are ranked in terms of importance or **priority**

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A **process** by which the church's...
 ...principles, policies, and procedures
 are **prioritized**...
 ...to **best** guide the church...
 ...to pursue the MISSION **efficiently**
 and **effectively**.

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Articles of Incorporation

Primary document that defines the
 identity, ownership, and affiliations of a
 local congregation.

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Articles of Incorporation

Very difficult to amend...typically requires
 significant notification and a supermajority
 (two-thirds) to adopt changes.

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Articles of Incorporation

The church congregation possesses the authority to establish and amend the Articles of Incorporation.

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Articles of Incorporation

The officers of the church shall be the Pastor, trustees, deacons, clerk, and treasurer.

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Articles of Incorporation

The church shall conduct an annual business meeting every October and as frequently as it deems necessary throughout the year.

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By-laws

Secondary document that establishes the principles that guide the operation of the church.

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By-laws

Difficult to change...typically requires prior notification of changes and a simple majority to adopt (some changes require a super-majority, as stipulated).

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By-laws

The church congregation possesses the authority to establish and amend the by-laws.

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By-laws

The Pastor or his designee shall serve as Moderator. In his absence the Clerk shall convene the meeting and lead the body to elect a Moderator *pro tempore*.

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By-laws

Regular business meetings shall be conducted the first month of each quarter (January, April, July, October)

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Policy, Operation & Procedure Manuals

Tertiary documents that specify how a church functions.

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Policy, Operation & Procedure Manuals

Relatively Easy to change...typically does not require prior notification and a simple majority is needed to adopt.

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Policy, Operation & Procedure Manuals

Typically authority to change is vested in a staff member and/or a team or committee.

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Policy, Operation & Procedure Manuals

A team, committee, or staff member may be authorized to amend policies and/or procedures.

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Policy, Operation & Procedure Manuals

Business meetings shall be conducted on the 2nd Wednesday of the first month of each quarter (January, April, July, October)

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Policy, Operation & Procedure Manuals

Weekly staff meetings shall be conducted by the Pastor or his designee.

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Policy, Operation & Procedure Manuals

Staff meeting has been moved from Tuesdays at 10:00a to Mondays at 10:00a.

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Policy, Operation & Procedure Manuals

The Nominating Committee shall nominate Sunday School leaders at the July business meeting.

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How should a church proceed?

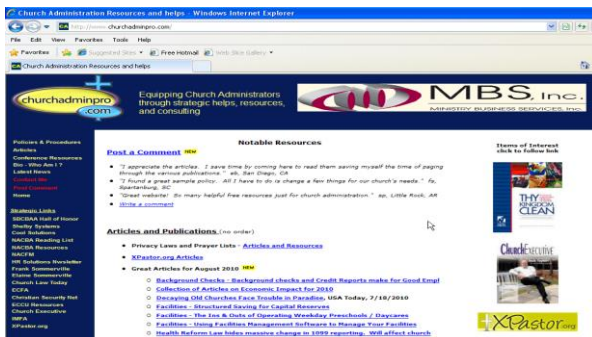
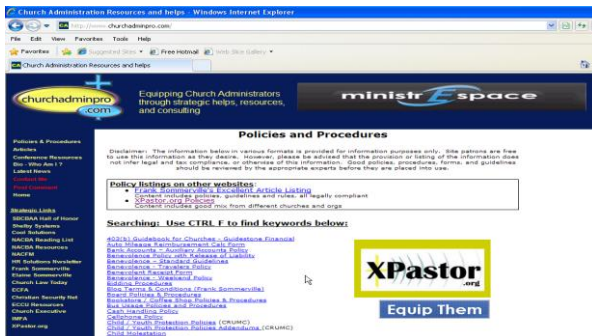
1. Establish a committee of 3-5 people
2. Secure copies of all existing documents
3. Read church's minutes for last 10-20 years
4. Interview past and present leaders for precedents
5. Outline how the church currently operates
6. Include key articles (affiliation & dissolution)
7. Compile it all together into your unique by-laws

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What's in a Word?

- **SHALL** = mandatory course of action, requirement...*must* be followed
- **WILL** = synonymous with "SHALL" see above
- **SHOULD** = a preferred course of action, standard to aspire to...stronger preference
- **MAY** = a possible course of action...weaker preference

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