

Elder Motions Regarding Official Records

~ Adopted by the Elders of Grace BFC Wallingford on January 17, 2017 ~

Whereas it is important for legal, denominational and historical reasons to keep and make accessible key records for the church, therefore be it

Resolved that the Church Office keep up to date, permanent, printed records of the following:

- All those joining in Membership at Grace BFC, including name, date, senior pastor and type of reception (new member or transfer member)
- All those ending their Membership at Grace BFC, including name, date, senior pastor and type of termination (transferred, withdrawn, dropped, dismissed, deceased)
- All those baptized within the ministry of Grace BFC, including name, date, place of baptism, officiant
- All those being married within the ministry of Grace BFC, including name Bride and Groom, date, place of wedding, officiant
- All those dedicating children within the ministry of Grace BFC, including name of child being dedication, name of those dedicating the child, date, place of dedication, officiant
- All those who are members or attendees to Grace BFC that die, including name of deceased, Grace BFC membership status at the time of death (member, non-member), date of death, burial location, officiant
- Minutes from all officially called congregational meetings, including full text of any approved budgets and yearend financial reports
- Annual elders signature page of agreement with the Bible Fellowship Church Faith and Order

Be it further:

Resolved that the Church Office be instructed to keep digital records of all the above beginning in January 1, 2017, as well as keeping digital copies of all elder and deacon minutes and all official church policies. Be it further:

Resolved that the elders are required to officially approve and record in their minutes all those being added to or removed from membership, including the type of reception or termination, as well as all those being baptized, married or presenting their children for dedication within the ministry of Grace BFC. Be it further:

Resolved that for all areas where elder or congregational approval is needed that the Secretary of the Board of Elders shall be responsible to, and the only person authorized to, instruct the church office to update the records. Be it further:

Resolved that in all areas where the elders or congregation are not required to give approval that the Senior Pastor shall be responsible to, and the only person authorized to, instruct the church office to update the records. Be it further:

Resolved that the Secretary of the Board of Elders shall forward to the Church Office a digital copy of all approved Board of Elder minutes, final copies of approved Church Policies, ratified Board of Deacon minutes and approved Congregational Meeting Minutes (along with any approved Budgets, Year End Financial Reports or other congregationally approved documents). Be it further:

Resolved that all official printed records be kept in record books that are in an accessible place in the Church Office and that they be available for inspection at any time. Be if further:

Resolved that in addition to the permanent record book the Church Office maintain at all times an accurate record of current members that can be provided at any time.