

**CONSTITUTION OF
MAN OF THE WORD
OF MOUNT CALVARY BAPTIST CHURCH**

ARTICLE I -- *Name*

The name of the organization shall be *Man-of-the-Word* (MOW).

ARTICLE II -- *Purpose*

The purpose of *Man of the Word* shall be to unite the men of Mount Calvary Baptist Church in an effort to supplement the work and ministry of the church, with special energies and emphasis devoted to the development of the spiritual aspect of the members. This goal shall be accomplished through periodically meeting for prayer, fellowship, and challenge and to promote discipleship between the men of Mount Calvary Baptist Church.

ARTICLE III -- *Policies*

Man of the Word shall further be governed by the Constitution of Mount Calvary Baptist Church, the rules and regulations set forth therein, and all rules and policies set down by the Elder Board.

ARTICLE IV -- *Membership*

All men of the congregation sixteen years of age and above and who are enrolled in a 12-week training program are entitled to membership upon completion of their first 12-week training session. Although membership in Mount Calvary Baptist Church is desirable, one does

not have to be a member of Mount Calvary Baptist Church in order to be a member of *Man of the Word*. When a man skips two consecutive training sessions, he will be removed from the official Man of the Word membership roles until such time as he again participates in a 12-week training session and again becomes eligible for membership in *Man of the Word*. (See ARTICLE V -- Organization, Section 2 - Qualifications for Officers for further information regarding membership qualifications for officers.)

ARTICLE V -- Organization

Section 1 - Officers

Officers shall include the President, Vice President, Secretary/Treasurer, Projects Coordinator, Training Manual Director, and Food Preparation/Clean-up Coordinator. Offices shall be held for a two-year period.

Section 2 - Qualifications for Officers

Any man who is at least twenty years old and who is an active member of *Man of the Word* and a member in good standing of Mount Calvary Baptist Church is eligible to hold an office. A prospective officer should have been a member of *Man of the Word* for at least three training sessions. The candidates for President must have held an office in *Man of the Word* at some time in the past, should be capable of leadership, and should by their lives be examples to others.

Section 3 - Nominations

In February of every other year, the Advisory Committee will present a list of nominations for officers to the elder board for approval. The approved list will be presented to the membership and voted on at the last prayer breakfast of the cycle.

Section 4 - Elections

An election will be held bi-annually. Election for each officer shall be by majority vote. The newly elected officers will assume their duties on a predetermined date established by the advisory committee.

Section 5 - Vacancies

Should a vacancy or leave of absence occur, the Advisory Committee shall have the power to appoint a replacement to fill the remaining term of an officer.

Section 6 - Duties

President: The President shall call and preside over the meetings of *Man of the Word* and of the officers. He shall have the power to call any special meetings of the officers or committees. He shall be an ex-officio member of all committees and shall attend committee meetings when needed. The chairmen of the special committees and all appointed positions shall report to the President. He will be well

informed of all phases of *Man of the Word*. The President shall have the power to appoint all chairmen and committees as necessary. He shall lead *Man of the Word* to the end for which it was established. He will schedule all officers' meetings.

Vice President: The Vice President shall assume the duties of President in his absence. He will attend to duties assigned to him by the President.

Projects Coordinator: The Projects Coordinator shall secure ideas from our Pastor of potential projects. He shall be in charge of organizing the projects. He shall be prepared to give a project report at each officer's meeting and each general meeting.

Secretary/Treasurer: The Secretary/Treasurer shall receive all offerings and shall deposit them in the group's account. Monies shall be disbursed upon recommendations by the officers and/or by approval of the membership. He shall require a receipt or the approval of the President to disburse funds. He shall keep a legible record of all monies received and disbursed. He shall read a report at each *Man of the Word* meeting, submitting copies to the President, keeping a copy in his officer's notebook as a permanent record. He shall submit a written annual statement to the membership in January of each year. He shall also be responsible for recording and maintaining minutes of all meetings as well as any reports given to

him by other officers and committee chairmen. He shall submit a report of all committee meetings to the President and shall keep a copy for himself. He shall also be responsible for any correspondence generated or received by the *Man of the Word* group. He should give the church secretary a rough draft and have the correspondence typed on Mount Calvary Baptist Church stationery by the church secretary. Copies of all correspondence, both received and generated by him, should be given to the church secretary so that if someone phones she will be able to accurately handle the situation.

Training Manual Director: He will have the responsibility of producing the *Man of the Word* manuals for each cycle. He will inquire with the pastor for any direction for the theme and other suggestions.

Section 7 - Committees

Committees will be appointed by the President. He will appoint all committee chairmen. Each chairman will report to the President. Committee members must be active members of *Man of the Word*.

ARTICLE VI -- *Amendments*

This Constitution may be amended by a two-thirds vote of all members present at a regular meeting, provided notice is given of the proposed change at least one month in advance of the meeting.

ARTICLE VII -- *Advisory Committee*

The Advisory Committee consists of Pastors, the President, and the Vice President. The purpose of this committee is to handle the nominations of officers. The members of this committee will be ex-officio members of all other committees. They may attend any committee meetings but are not required to do so.