



Example of Document Relationship and Progression of Detail

(Deacon policy used here is only as an example, not as a recommended policy.)

As you see, there is more detail with each document level. The documents are related by the building of detail at each level relating to the governing document.

Articles of Incorporation:

“The Sample Baptist Church shall have men who serve in the office of Deacon. They shall meet regularly. Their responsibility is to be servants of the church.”

Bylaws:

“The Deacons shall meet monthly to discuss and plan the service they render to the church. The Church will set the qualifications and responsibilities expected of those who serve as Deacons.”

Policies:

“The Deacons shall set their monthly meeting at a day and time that is best suited for the church family and the work schedule of the Deacons. They are to meet the qualifications set out in Acts 6:1-4 and I Timothy 3:8-12. In addition, only men who have been a member of Sample Baptist Church for two years and are over 21 years of age can be considered. There shall be a ratio of one deacon to every ten resident church families. Deacons are elected to one three-year term with a year off the Deacon Body before they can be considered for another three-year term.”

Procedures:

“Deacon Nomination and Election shall be done each year during the month of August. The church family will be given a list of the men of the church. The members will be asked to nominate three men as deacons. After a screening process, a list of the nominated men will be given to the church and asked to vote for the three men to serve as Deacons. The three men with the highest votes will be elected as Deacons. The newly elected deacons will be announced to the church family.”