

**Bylaws**  
**First Baptist Church Jasper**  
(Adopted November 6, 2022)

**ARTICLE I**

**MEMBERSHIP**

**SECTION A. GENERAL INFORMATION**

The membership of this church, in recognition of and consistent with the Lordship and Headship of Jesus Christ, retains the exclusive right of self-government.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of membership.

**SECTION B. CANDIDACY**

Any person may offer themselves as a candidate for membership in this church at any regular church service in any of the following ways:

1. By profession of faith in Jesus Christ and in obedience to His command, by baptism by immersion.
2. By promise of letter from a church of like faith and order.
3. By personal statement, satisfactory to the church, that the person comes from another Christian church and was baptized by immersion as a believer, trusting in the grace of God alone for salvation. Acceptance of a candidate or membership would be contingent upon recommendation by the pastor or by another group as designated by the pastor or by another group as designated by the church.
4. By restoration to membership after giving evidence of repentance and reformation.

Once a candidate has offered themselves for membership a vote shall be taken. Should there be any dissent as to any candidate, such dissent shall be referred to the pastor for investigation. After prayerful review, the pastor shall make a recommendation to the church for a vote. A final ballot shall be taken, and a two-thirds vote of those present extends or denies fellowship.

**SECTION C. NEW MEMBER ORIENTATION**

The church shall provide new member orientation. The process of orientation shall be determined by the pastor or his designee. Orientation should be designed to equip new members and seekers to be prepared for full participation in church life.

## **SECTION D. VOTING RIGHTS OF CHURCH MEMBERS**

Every member of the church is entitled to vote on all issues and elections and on all questions before the church in business sessions. Church members must be present in the assembly to vote.

Sunday School members who are not church members have no voting rights.

## **SECTION E. TERMINATION OF CHURCH MEMBERSHIP**

The continuance of membership shall be subject to the principles and teachings of the New Testament and usages of Baptist churches, and especially as follows:

1. A letter of transfer may be granted by this church to another church of like faith and order upon approval by the church body.
2. A member, upon written request, may ask for and receive termination of membership.
3. If a member moves out of the community, he/she becomes a non-resident member and will have his/her name kept on a non-resident role. Certain non-resident members who are homebound or have special circumstances may be kept on the regular resident membership role.
4. A member may be excluded from membership for egregious immoral or unchristian conduct which brings shame to Christ and disruption to the fellowship. The church will follow Matthew 18:15-19 in an attempt to avoid this action. Only by recommendation by the pastor or by the deacons will such an action be considered.

## **ARTICLE II**

### **ORDINANCES**

#### **SECTION A. BAPTISM**

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

1. Baptism shall be by immersion in water.
2. Baptism shall be administered as an act of worship during any worship service of the church.
3. Baptism shall be administered by the pastor or whomever he or the church shall authorize.
4. A person who professes Christ shall be baptized as soon as possible.

#### **SECTION B. THE LORD'S SUPPER**

The Lord's Supper is a symbolic act of obedience, faith, worship, and remembrance, whereby Christians, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

1. The Lord's Supper shall be observed at least quarterly or as otherwise scheduled.

2. The pastor and deacons shall oversee the administration of the Lord's Supper including additional servers as needed.

### **ARTICLE III**

#### **CHURCH OFFICER AND STAFF**

##### **SECTION A. GENERAL INFORMATION**

1. All church officers and ministerial staff must be members of the church. Officers of the church shall be the pastor, a moderator, a clerk, a treasurer, the deacons, and the trustees. The staff of the church shall be those persons employed by the church. The staff will consist of both ministerial staff and non-ministerial staff as defined by these bylaws.
2. All church officers and staff represent Christ and the church in its community. Therefore, all officers and staff will be held to a high biblical standard of ethics and behavior. Violation by pastor and staff, as described in the Personnel Manual, could result in disciplinary action as per the Personnel Manual.

##### **SECTION B. PASTOR**

1. The pastor is a minister ordained by God for providing spiritual and administrative leadership for the church in fulfilling its New Testament responsibilities.
2. The duties of the pastor are found in the job description developed by the Personnel Committee. Those duties arise from 2 Timothy 4:2 (preach the word), 1 Peter 5:1-3 (pastor the people), and Ephesians 4:11-12 (equip the saints).
3. The pastor shall be chosen and called by the church whenever a vacancy occurs. The Pastor Search Committee shall be chosen by the church to lead the church in the process described in these bylaws. The pastoral candidate shall possess the spiritual qualifications set forth in 1 Timothy 3:1-7, Titus 1:5-9, 1 Peter 5:1-4.
4. When the need arises, the church shall select a Pastor Search Committee to lead the process toward a new pastor. The Pastor Search Committee shall function as a Special Committee. The pastor selection process is described below.
  - a. A Pastor Search Committee shall be selected by the church.
  - b. Within one month after a vacancy occurs in the position of pastor, notification shall be given to the membership concerning the nomination of a Pastor Search Committee.
  - c. The nomination date shall be announced from the pulpit and publicized in The Compass as well as through other church communication methods.
  - d. On the given date, nomination forms shall be distributed to the membership present, and each member may nominate up to seven candidates for the committee. Deacon officers and the chair of the Personnel Committee shall total the nominations selecting the top seven nominated members. The seven consenting to serve shall constitute the Pastor Search Committee. The list serving as the committee shall be published in The Compass.
  - e. The following procedure shall be followed by the Pastor Search Committee:

- i. The committee shall meet immediately after selection under the direction of the deacon executive officers and elect a chairman, vice-chairman, and secretary. Thereafter, the committee will be responsible for conducting its own meetings and work. They should agree on a time and place to hold regular meetings.
  - ii. The committee shall meet initially with the Budget and Finance Committee and work out funding for committee expenses.
  - iii. The committee, in cooperation with the Budget and Finance Committee and Personnel Committee, shall recommend salary, benefits, relocation allowances, and policies governing time off for vacation, sick leave, study leave, conventions, conferences, and revivals.
  - iv. When the committee feels that they have found God's man, the prospective pastor shall be invited to meet with the church in view of a call. That meeting shall include time for fellowship, information sharing, and preaching. The committee shall give at least ten days' notice of this meeting and shall designate in the notice the time for voting on a recommendation to call the prospective pastor.
  - f. The vote on the prospective pastor shall be by secret ballot. Only members present may vote. The committee should communicate the outcome to the prospective pastor. When a reply is received, the committee shall report to the church. If the individual accepts the call, the committee shall make the necessary arrangements to facilitate a smooth and orderly transition for the pastor and his family into the life of the church.
5. Whenever a vacancy occurs, an interim pastor may be called to serve. The deacon executive officers and the Personnel Committee shall be responsible for recommending and securing an interim pastor and necessary pulpit supply in the absence of a pastor. At least one week's notice will be given of the election of an interim pastor, and the election shall take place at a meeting called for that purpose. Notice shall be given from the pulpit and in The Compass as well as through other church communication methods. Members present shall vote by secret ballot. The vote will be determined by a simple majority. When a pastor is called, the tenure of the interim pastor will automatically terminate the day the new pastor assumes his duties. The interim pastor will not generally be considered a candidate for pastor; however, if after a thorough vetting process, the Pastor Search Committee unanimously agrees that the interim pastor is the best choice to fill the position, the Pastor Search Committee must present a request to the church for permission to complete the procedure for bringing him before the church in view of a call. This permission must be granted by at least a two-thirds (2/3) majority vote of those in attendance.

## **SECTION C. CHURCH STAFF**

### **1. GENERAL**

The staff will work under the leadership and administrative direction of the pastor and shall be responsible for the areas of work as outlined in their job descriptions.

### **2. MINISTERIAL STAFF**

- a. Ministerial staff consists of divinely called persons who will serve the church in positions such as minister of music, minister of education, minister of youth, and other ministerial positions as needed by the church. They are to lead the congregation to be mature followers of Christ.
- b. The individual members of the staff shall be called by a majority vote of the church in

- business upon the recommendation of the Ministerial Staff Special Search Committee.
- c. When the need arises, the church shall select a Ministerial Staff Search Committee to lead the process toward filling the staff need. The Ministerial Staff Search Committee shall function as a Special Committee. The Ministerial Staff Search Committee selection process is described below.
    - i. A Ministerial Staff Search Committee shall be selected by the church.
    - ii. When the pastor, deacons, Personnel Committee, and Budget and Finance Committee agree that the time is right to fill a vacant position or create a new ministerial position, notification will be given to the membership concerning the nomination of a Ministerial Staff Search Committee.
    - iii. The nomination date shall be announced from the pulpit and publicized in The Compass as well as through other church communication methods.
    - iv. On the given date, nomination forms shall be distributed to the membership present, and each member may nominate up to seven candidates for the committee. Deacon officers and the chair of the personnel committee shall total the nominations by selecting the top seven nominated members. The seven consenting to serve shall constitute the Ministerial Staff Search Committee. The list serving as the committee shall be published in The Compass.
    - v. The following procedure shall be followed by the Ministerial Staff Search Committee
      - 1) The committee shall meet immediately after selection under the direction of the deacon executive officers and elect a chairman, vice-chairman, and secretary. Thereafter, the committee will be responsible for conducting its own meetings and work. They should agree on a time and place to hold regular meetings.
      - 2) The committee shall meet initially with the Budget and Finance Committee and work out funding for committee expenses.
      - 3) The committee, in cooperation with the Budget and Finance Committee and Personnel Committee, shall recommend salary, benefits, relocation allowances, and policies governing time off for vacation, sick leave, study leave, conventions, conferences, and revivals.
      - 4) When the committee feels that they have found the right individual, a time will be set for the candidate to meet with the congregation for fellowship and information sharing. Depending on the position other opportunities for the church to interact with the candidate may be planned. The committee shall give at least ten days notice of this meeting and shall designate in the notice the time for voting on a recommendation to call the prospective staff member.
    - vi. The vote on the prospective staff member shall be by secret ballot. Only members present may vote. The committee should communicate the outcome to the prospective staff member. When a reply is received, the committee shall report to the church. If the individual accepts the call, the committee shall make the necessary arrangements to facilitate a smooth and orderly transition for the staff member and family into the life of the church.
  - d. The duties and responsibilities of the ministerial staff positions will be defined by the personnel committee and described in each minister's job description.
  - e. Termination of ministerial staff shall be based on a recommendation by the personnel

committee and approved by a majority vote of the church in business.

### 3. NON-MINISTERIAL STAFF

- a. Non-ministerial staff may or may not be a member of the church. Non-ministerial staff may include (but not limited to) secretaries, custodial staff, nursery workers, etc.
- b. Non-ministerial staff classified as full-time employees shall be employed or terminated on recommendation of the Personnel Committee and by a majority vote of the church in business session.
- c. The duties and responsibilities of the non-ministerial staff will be defined by the Personnel Committee and described in each positions' job description.

## **SECTION D. MODERATOR**

The pastor shall be the moderator in all business sessions. In the absence of the pastor, the pastor shall designate one of the ministerial staff or the chairman of deacons to preside.

## **SECTION E. CLERK**

1. The church clerk shall keep accurate records of all church business sessions.
2. The clerk is responsible for keeping a register of the names of members with dates of admission, dismissal, death, baptisms, and other helpful information. All church records are church property and should be kept in the church office or other secure place approved by the church. The pastor, upon recommendation by the church clerk, may assign certain clerical duties of the church clerk to a non-ministerial staff member.
3. The clerk shall be elected annually by the church after nomination by the Nominating Committee.

## **SECTION F. CHURCH TREASURER**

1. The Church Treasurer shall work in cooperation with the church financial secretary and the Budget and Finance Committee to ensure the church's finances are kept in proper order. Itemized accounts of all receipts and disbursements shall be kept and maintained in the church office.
2. The treasurer shall be elected annually by the church after nomination by the Nominating Committee.
3. The church treasurer shall serve as an advisor on the Budget and Finance Committee.

## **SECTION G. TRUSTEES**

Five trustees shall hold the property of the church in trust. On a rotating basis of five-year terms, one trustee shall be nominated by the Nominating Committee and elected by the church each year. The trustees shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing such action. It shall be the function of the trustees to affix their signatures to all legal documents where the signatures of trustees are required. In emergencies, a minimum of three trustees will be required to sign each document.

## **SECTION H. DEACONS**

### **1. GENERAL INFORMATION**

A deacon shall be expected to meet the qualifications set in Acts 6:1-8 and I Timothy 3:8-13. In accordance with the meaning of the work and practice of the New Testament, deacons are to be servants of the church. Deacons are spiritual leaders who offer, by counsel and by example, leadership while they serve alongside the pastor and staff in performing the pastoral ministries of the church: (1) leading the church in the achievement of its mission, (2) proclaiming the gospel to believers and unbelievers, and (3) caring for the church's members and other persons in the community.

### **2. MEMBERSHIP**

The deacon body shall consist of men elected by the church to serve as deacons. All members of the deacon body shall be members of the church. The number of deacons serving as active deacons will be based on the needs of the church at any given time. Active deacons can by self-determination place themselves on an inactive deacon list.

### **3. RESPONSIBILITIES**

- a. It shall be the duty of the deacons to promote the harmony, growth, and the effective ministry of the church and to perform any task requested by the church.
  - b. The deacons shall serve under the leadership of the pastor in the administration of the church ordinances and in the care of the spiritual and physical life of the church.
  - c. The deacons can organize themselves to perform certain tasks of ministry they identify in the life of the church that need to be done. They shall be careful to work cooperatively and not in conflict or in overlap with other church committees and teams (e.g., care of widows and widowers).
  - d. Deacons, at the request of the Committee on Committees or Nominating Committee, shall be expected to serve on an administrative committee. Each deacon shall be responsible for encouraging the church committee's work in the ministry of the church and shall communicate committee information back to the deacons.
4. If a committee brings a report or a recommendation to the deacons and they deem it appropriate, they will review and report to the church. On occasion, the deacons may request reports and recommendations for review by the deacon body.

### **5. MEETINGS**

- a. The deacon body shall meet monthly unless the deacon body decides to forgo a particular meeting.
- b. Special meetings can be called by the chairman of deacons when necessary. Adequate notification must be given to all deacons for special called meetings.

### **6. DEACON EXECUTIVE OFFICERS**

- a. The deacons shall elect from their membership a chairman, vice-chairman, and a secretary.
- b. The chairman, vice-chairman, and secretary of the deacon body shall be the executive officers of the deacons.
- c. The deacon executive officers are responsible for:
  - i. Encouraging committee work in the ministry of the church.
  - ii. Suggesting administrative and ministry activities to the deacon body.

- iii. Leading the deacons to be spiritual, caring leaders of the church in prayer, stewardship, ministry, and witness.
- d. Each year the deacons shall elect officers as needed. Officers will serve one-year terms. The vice-chair will automatically become the chair when the chair's year concludes. The secretary can serve, as elected, for an unlimited number of terms.

7. DEACON SELECTION PROCESS

- a. The current serving deacons will inform the pastor of the need for additional deacons and the pastor working with the deacons will agree on the number of new deacons needed.
- b. The pastor working with the deacons will set a date for the church to participate in the nomination of possible new deacon candidates. The date for nominations will be announced from the pulpit and published in The Compass prior to the date of the nomination.
- c. On the given date for deacon nominations, all members present will have the right to submit in written form up to seven names of men they would like to nominate to the deacon body. Members should make every effort to submit names of persons they feel are biblically qualified and willing to serve if selected.
- d. The deacon officers will count the ballots submitted by the church arranging the names according to those who receive the most nominations.
- e. The church will have an interview team made up of the deacon officers, the pastor, and three lay leaders selected by the deacon officers and the pastor in collaboration. The interview team will interview candidates for biblical qualifications and willingness to serve. They will start with the candidate with the most nomination votes. When the number needed is reached the slate of candidates is full. The process for interviewing will be determined by the interview team.
- f. The slate of candidates will be presented to the church in a regular or called business session for a simple up or down vote on the full candidate slate. The vote will be by secret ballot.
- g. The pastor and the deacon officers will schedule an ordination service.

8. SELECTION OF PREVIOUSLY ORDAINED DEACONS

- a. If a church member has served as a deacon in another church of like faith and order, he may be asked to serve as a deacon at FBC if there is a need.
- b. This person must fulfill the qualifications for serving at FBC, must be vetted, and approved by the currently serving deacons, and voted on by the church in a church conference.

9. ORDINATION OF DEACONS

All those elected to the deacon body who have not been previously ordained shall be ordained by the church. The deacon body and the pastor shall plan and conduct the ordination service.

## ARTICLE IV

### FIRST BAPTIST CHRISTIAN SCHOOL

#### **SECTION A. GENERAL INFORMATION**

1. The First Baptist Christian School is a ministry of the First Baptist Church of Jasper, Texas. The school is part of the incorporated structure of the First Baptist Church.
2. The school is a part of the vision of the church to see every life in Jasper transformed by Christ. The school in its approach to education shall operate in harmony with the purposes and vision of the church.

#### **SECTION B. THE FIRST BAPTIST CHRISTIAN SCHOOL COMMITTEE**

1. The First Baptist Christian School Committee (FBCSC) is the working body of the church that has administrative oversight over the school.
2. The structure and responsibilities of the committee are described in the committee section of these bylaws.

#### **SECTION C. THE SCHOOL ADMINISTRATIVE OFFICER**

1. The First Baptist Christian School shall have an administrative officer who will lead the school as its director and principal.
2. The director's job description will be developed by the FBCSC in consultation with the Personnel Committee and the pastor.
3. The FBCSC will recommend a potential director to the Personnel Committee. On recommendation by the Personnel Committee, the director will be hired by a vote of the church in a business session.
4. The director will manage the day-to-day operations of the school according to the job description approved by the church.
5. The director will recommend potential staff for the school to the FBCSC for approval. Selected staff will be voted on by the church in a business session.
6. Like all other employees of the church, the director is under the immediate supervision of the pastor or his designee. The pastor or his designee will work in close association with the FBCSC in matters related to the director.
7. The director will develop an annual budget that must be submitted to and approved by the FBCSC.
8. The director, in consultation with the FBCSC, will develop annually a Parent Handbook and a Teacher/Staff Handbook. The staff, students, and parents will abide by the policies presented in these manuals.

#### **SECTION D. FINANCIAL MATTERS OF THE SCHOOL**

1. The First Baptist Christian School shall operate according to its approved annual budget.
2. Monies generated by the FBCS and dispersed on behalf of the FBCS shall be processed through the First Baptist Church accounts.

3. The financial matters of the school will be overseen by the church financial secretary in the same manner as all other church finances.

## **ARTICLE V**

### **PROGRAMS, ORGANIZATIONS, AND EDUCATIONAL MINISTRIES**

The church shall develop and maintain various programs, organizations, and educational ministries needed to accomplish the purposes and values of the church.

1. These parts of church life will include but will not be limited to:
  - a. Programs of Sunday School and Bible teaching
  - b. Church leader training
  - c. New member training
  - d. Missions' education, action, and support
  - e. Music and worship education and training
  - f. Other programs, organizations, and educational ministries as needed
2. All programs, organizations, and educational ministries of the church shall be under the control of the church. Programmatic oversight shall be administered by ministerial staff, elected church leaders, and other designated church leaders. The development and oversight of programs, organizations, and educational ministries that are under the purview ministerial staff shall be carried out according to each one's job description.
3. Information about the programs, organizations, and educational ministries will be shared with the church body through various and appropriate means such as in business sessions, in the Compass, in worship times, and at other times so that the church is properly informed about these aspects of church life.
4. Programs, organizations, and educational ministries shall be led by church members.

## **ARTICLE VI**

### **COMMITTEES**

#### **SECTION A. GENERAL INFORMATION**

The church will do much of its ministry through the work of committees.

1. There are three types of committees: Administrative, Service, and Special.
2. All committees shall meet as often as necessary to accomplish their appointed duties.
3. Members of committees who serve in an advisory capacity are non-voting committee members.
4. If a committee member leaves the church or becomes a non-resident member that committee member will no longer serve on that committee and should be replaced as soon as possible.
5. If a committee member is frequently absent, that member will be contacted by the committee chairman to see if the member still wants to serve.

## **SECTION B. ADMINISTRATIVE COMMITTEES**

1. The church has five administrative committees. These are Budget and Finance, Committee on Committees, First Baptist Christian School, Nominating, and Personnel.
2. Election and Service
  - a. Administrative committees shall be nominated by the Committee on Committees except for the Committee on Committees which shall be nominated by the Nominating Committee. Each committee shall be elected by the church no later than the August business session of each year. Each member, from the time of his or her election, shall serve a three-year term.
  - b. At the discretion of the Committee on Committees and at the request of a given committee, a person may be asked to serve one additional year (based on some kind of exceptional need).
  - c. Each administrative committee shall have a deacon as a member. The deacon will be selected through the normal nominating process.
  - d. No person shall serve on more than one administrative committee at one time. After rotating off of an administrative committee, a person must wait at least one year before serving on another administrative committee but may not return to their previous committee for at least three years. A person serving on an administrative committee may also serve on one or more service committees.
  - e. No person shall serve as deacon chair and chair of an administrative committee.
  - f. A husband and wife cannot be elected to serve on any administrative committee at the same time. A husband and wife cannot be elected to serve at the same time one on the Budget and Finance committee and the other on the Personnel Committee.
  - g. The husband or wife of a church employee cannot serve on Personnel or Budget and Finance Committees.
  - h. Individuals must be a member of the church for at least one year before being eligible to serve on an administrative committee unless otherwise approved by the church.
3. Committee Descriptions and Responsibilities
  - a. Budget and Finance
    - i. Purpose. To lead the church in fulfilling its vision with regard to financial matters.
    - ii. Duties
      - 1) Develop a vision-based annual unified budget by means of a survey of the financial needs of the church, securing budget estimates from the various committees, programs, and ministries of the church. The budget process shall be arranged in such a way that the final approval of the church can occur in December of each year.
      - 2) Monitor the budget to see that it continually meets the needs of the church and present a monthly financial report to the church for approval.
      - 3) Handle financial matters of the church as needed especially matters that are outside of the regular budget categories.
      - 4) Recommend policies for expenditures and purchases by the church and see that expenditures and purchases reflect sound management and are within budget and policy guidelines.
    - iii. Membership
      - 1) The committee shall consist of five elected members.

- 2) The church treasurer, the church financial secretary, the chairman of the deacons, and the pastor shall serve as advisors to the Budget and Finance Committee.
- b. Committee on Committees
- i. Purpose. To assist the church in fulfilling its vision by leading the church in the committee staffing process.
  - ii. Duties
    - 1) Nominate the personnel of all administrative committees (except the Committee on Committees) for approval by the church. Each administrative committee shall have a deacon as a member.
    - 2) Nominate the personnel of all service committees for approval by the church.
    - 3) Recommend the creation of any new committees that might be necessary to enhance the ministry of the church.
    - 4) Present a slate of names for election by the church in business by the August business session.
  - iii. Membership
    - 1) The committee shall consist of seven elected members.
    - 2) The pastor shall serve as an advisor to this committee.
- c. First Baptist Christian School Committee (FBCSC)
- i. Purpose. To assist the church in fulfilling its vision by overseeing the administration of the First Baptist Christian School (FBCS).
  - ii. Duties
    - 1) Cooperate with the Personnel Committee in recommending to the church the employment of school personnel who are of strong Christian character, who have a love for children, and who are committed to training children.
    - 2) See that the educational programs, including teaching, are sound in the Christian faith and consistent with the Holy Scriptures.
    - 3) Develop the director's job description in consultation with the Personnel Committee and the pastor.
    - 4) Recommend a potential director to the Personnel Committee.
    - 5) Review and approve the annual FBCS Handbook for the operation and program of the school.
    - 6) Revise, and approve the annual budget and tuition rates developed by the director.
    - 7) The FBCSC chairperson in cooperation with the chair of the Personnel Committee shall do an annual job review of the director.
    - 8) The FBCSC is the managing body elected by the church to oversee and direct the total program of the school. In this capacity, the committee and its chair is empowered by the church to supervise calendars, policies, finances, programs, personnel, equipment acquisition, schedules, controversies, conflicts, policy disputes, and other matters needing management.
  - iii. Membership
    - 1) The committee shall consist of five elected members.
    - 2) The chairman of the Personnel Committee, the church financial secretary, and the pastor shall serve as advisors to this committee.
- d. Nominating

- i. Purpose. To assist the church in fulfilling its vision by leading the church in the staffing of all positions listed in the duties section below.
  - ii. Duties
    - 1) Nominate for church approval: Sunday School teachers, trustees, treasurer, clerk, Committee on Committees, and any other organizational leaders as needed. These positions require church membership.
    - 2) Present a slate of names for election by the church in business by the August business session.
  - iii. Membership
    - 1) The committee shall consist of five elected members.
    - 2) The pastor shall serve as an advisor to this committee.
- e. Personnel
- i. Purpose. To assist the church in fulfilling its vision by leading the church in matters related to personnel administration which includes matters related to the pastor, ministerial staff, and other church employees.
  - ii. Duties
    - 1) Survey periodically the needs of the church in regard to church personnel.
    - 2) Prepare and update as necessary job descriptions for all church personnel.
    - 3) Receive and review a job evaluation from the pastor annually on each employee.
    - 4) Recruit, interview, and recommend to the church for employment all personnel unless otherwise provided for in the church bylaws.
    - 5) Cooperate with the Budget and Finance Committee in developing and recommending all salaries for employees.
    - 6) Cooperate with the FBCSC and Young Children's Ministry Coordinator in recommending the employment of personnel involved in ministries covered by those committees.
    - 7) Work with the pastor in the development and recommendation of personnel policy and serve as an advisory board as needed by the pastor in his capacity as chief administrator.
    - 8) Develop and maintain, in cooperation with the pastor, a Personnel Manual that will set policies for all personnel.
    - 9) Investigate grievances and policy infractions related to church personnel. The committee shall work in consultation with the pastor except when the grievance or infraction pertains to the pastor.
    - 10) Maintain personnel file folders on church personnel to be kept in the pastor's office for use by the Personnel Committee and the pastor. The files shall otherwise remain confidential.
    - 11) Be responsible for all matters relating to personnel administration not specifically granted to any other committee.
  - iii. Membership
    - 1) The committee shall consist of seven elected members.
    - 2) The pastor shall serve as an advisor to this committee.

### **SECTION C. SERVICE COMMITTEES**

1. The church has six service committees. These are Audit, Building and Grounds, Constitution and Bylaws, Insurance, Missions, and Teller.

2. Election and Service
  - a. Service committees shall be nominated by the Committee on Committees. Each committee shall be elected by the church no later than the August business session of each year. Each member, from the time of his or her election, shall serve a three-year term.
  - b. At the discretion of the Committee on Committees and at the request of a given committee, a person may be asked to serve one additional year (based on some kind of exceptional need).
  - c. After rotating off a service committee, a person must wait one year before servicing on that service committee again.
  - d. On occasion and at the request of a particular service committee, a person or persons who are determined to be important to the ongoing work of the committee may be asked to serve indefinitely on that committee. These persons will have voting rights and will be part of the total makeup of the committee number.
  - e. Persons may serve simultaneously on more than one service committee. A person who serves on a service committee may also serve on an administrative committee.
3. Committee Descriptions and Responsibilities
  - a. Audit
    - i. Purpose. To assist the church in fulfilling its vision by ensuring that all funds are properly accounted for, and that proper accounting procedures and principles are followed.
    - ii. Duties
      - 1) Perform an internal review of church financial records at least three times each year.
      - 2) On occasion, make unscheduled reviews of selected aspects of the financial records such as new vendors, unusual amounts, transfers, and non-budgeted and undesignated expenses.
      - 3) Work cooperatively with the Budget and Finance Committee as the need arises.
      - 4) At least once every three years, secure a professional audit.
      - 5) If discrepancies are discovered, the committee is to work with the financial secretary and the Budget and Finance Committee to resolve accounting matters. If serious issues arise, the Audit Committee is to bring these matters to the church.
    - iii. Membership
      - 1) The committee shall consist of five elected members.
      - 2) One member of the committee shall be from the Budget and Finance Committee.
  - b. Building and Grounds
    - i. Purpose. To assist the church in fulfilling its vision by maintaining church-owned buildings, grounds, and equipment. Items related to the worship ministry shall be managed by the minister of music (such as AV and musical instruments).
    - ii. Duties
      - 1) Be responsible for the safe-keeping, protection, maintenance, and repair of the buildings, grounds, and church-owned equipment.
      - 2) Make periodic inspections of property and equipment and recommend purchases and repairs.

- 3) Administer the repair and maintenance of budget items on property and equipment within the committee's area of responsibility.
  - 4) Cooperate with church leaders to keep the property and equipment usable for its intended purposes.
  - 5) Determine building needs as to any alterations and recommend to the church needed actions.
  - 6) Make an annual budget request for funding to the Budget and Finance Committee.
- iii. Membership. The committee shall consist of seven elected members.
- c. Constitution and Bylaws
- i. Purpose. To assist the church in fulfilling its vision in providing and maintaining the constitution, bylaws, and policies.
  - ii. Duties
    - 1) Have a thorough working knowledge of the constitution, bylaws, and written policies of the church.
    - 2) Review these items annually to determine the need to update and recommend needed changes to the congregation after consulting with other appropriate committees and organizational leaders.
    - 3) Study any proposed amendment to the constitution, bylaws, and written policies of the church and make recommendations prior to action by the church.
  - iii. Membership. The committee shall consist of five elected members one of which shall be a deacon.
- d. Insurance
- i. Purpose. To assist the church in fulfilling its vision by maintaining appropriate insurance coverage for the church.
  - ii. Duties
    - 1) Study and evaluate on a regular and systematic basis the insurance needs of the church, the church employees, and the school employees and arrange for appropriate coverage.
    - 2) Coordinate as needed with other committees and teams (Building and Grounds, Bus, etc.) and with any insurance agents concerning areas of potential liability and conditions affecting the coverage risk and formulate recommendations as needed.
    - 3) Periodically review policies the church has in place regarding childcare, youth events, security, and other matters, that could affect insurance needs and coverage. Formulate recommendations as needed.
    - 4) Compare policies for securing insurance at the most reasonable cost to the church consistent with good coverage. Determine that the church is protected with comprehensive public liability, burglary, and any and all forms of insurance that may be necessary.
    - 5) Make an annual budget request for funding to the Budget and Finance Committee.
  - iii. Membership. The committee shall consist of five elected members.
- e. Missions
- i. Purpose. To assist the church in fulfilling its vision through missions and outreach ministry.

- ii. Duties
  - 1) Plan, organize, and direct a broad-based program of mission activity, education, and outreach in order to spread the gospel in keeping with the Great Commission.
  - 2) Conduct studies and make recommendations for mission activities and outreach.
- iii. Membership. The committee shall consist of five elected members.
- f. Teller
  - i. Purpose. To assist the church in fulfilling its vision by counting and depositing money given to the church during the Sunday School and Sunday morning worship times.
  - ii. Duties
    - 1) Count the Sunday School and morning worship offerings and all special offerings. These funds shall be secured in the bank following the Sunday morning service.
    - 2) On the following business day, a committee member shall work with the bank to make the actual deposit of funds and verify accurate numbers.
    - 3) Following the actual bank deposit, the committee member shall immediately bring envelopes and deposit information to the financial secretary for posting.
  - iii. Membership. The committee shall consist of nine elected members.

#### **SECTION D. SPECIAL COMMITTEES**

1. The church may elect and establish special committees for a specific tenure and specific purpose. Special committees may be recommended by the church body, the pastor, or the deacon body and shall be elected by the church.
2. Committee Descriptions
  - a. Pastor Search Committee – the description of the Pastor Search Committee can be found in Article III Section B subsection 4.
  - b. Ministerial Staff Search Committee – the description of the Ministerial Staff Search Committee can be found in Article III, Section C, subsection 2, c.
  - c. Deacon Selection Committee – the description of the Deacon Selection Committee can be found in Article III, Section H, subsection 7.
  - d. Others – The church may establish other special committees as needed by an action of the church in a business session.

### **ARTICLE VII**

#### **MINISTRY TEAMS**

##### **SECTION A. GENERAL INFORMATION**

1. The church will do much of its ministry through ministry teams.
2. A ministry team is a group of people interested in a particular function in the life of the church who work together to accomplish that function.

3. When it comes to the attention of the pastor and the staff that a need exists in the church, a ministry team may be established by them with the approval of the church in a business session.
4. The purpose and duties of each ministry team shall be described in the Policies and Procedures Manual.
5. Ministry teams will serve as long as the need exists.
6. Each team shall have a team leader. The team leader shall lead the team to accomplish the task of the team so as to align with the vision of the church. The team leader shall work with the team to recruit needed team members especially those who indicate their desire to serve. The team leader shall lead the team to work within the framework of the church budget. The team leader shall be a member of the church.
7. Ministry teams need to live into the church's vision; therefore, they will seek to be open to integrating new people into their team. The nature of teams is not to be exclusive but to be as inclusive as possible and still effectively fulfill their purpose. Non church members may serve on a ministry team.
8. Church office staff will occasionally poll the members and attendees of the church to survey the interest of new persons in serving on ministry teams. Teams should actively seek to incorporate new people into their teams.
9. The church office staff shall keep a list of ministry teams and their members.
10. When a new ministry team is established, or an existing team ceases to exist, the Policy and Procedures Manual shall be updated to reflect the new team and its duties.
11. The purpose and duties of the ministry teams in existence at the time these bylaws were implemented are described in the Policy and Procedures Manual.

## **ARTICLE VIII**

### **CHURCH FINANCES**

#### **SECTION A. GENERAL INFORMATION**

The church shall be supported by tithes, offerings, and gifts. It is important that all monies given to support the work and ministry of the church be carefully managed. Therefore, the raising of funds, the management of funds, and the expenditure of funds must be done in a way that is worthy of the trust of all financial contributors.

#### **SECTION B. FINANCIAL ACCOUNTABILITY**

1. The church shall have regular systems to maintain thorough financial integrity.
2. Funds shall be collected and counted according to the description in Article VI, Section C, 3, f related to the Teller Committee.
3. Other funds shall be deposited by the financial secretary when gifts are made through the church office.
4. The church shall develop and maintain systems for direct gifts through electronic means.

5. The church shall employ a financial secretary who shall be the primary accounting agent for all church revenues and disbursements.
6. The church shall maintain account ledgers, either paper or electronic, which shall be a permanent record of all finances.
7. The church through committees, deacons, and regular church conferences shall review and approve the finances of the church.
8. Checks shall require the signature of two authorized church members. Ministerial staff shall not be authorized as signers. The financial secretary may be one of the signers.

### **SECTION C. AUDIT**

1. All finances shall be subject to periodic audits so as to maintain the integrity of all funds.
2. Audits shall be the responsibility of the Audit Committee and shall be handled according to the procedures described in Article VI, Section C, 3, a related to the Audit Committee.

### **SECTION D. BUDGET PROCESS**

1. An annual budget shall serve as a guide for expenditures and be an instrument for financial accountability.
2. The Budget and Finance Committee, in consultation with the staff, appropriate committees, and appropriate teams, shall prepare an annual budget which shall be submitted to the church for approval.
3. The work of the Budget and Finance Committee is described in Article VI, Section B, 3, a.

### **SECTION E. BUDGET YEAR**

1. The annual budget shall begin January 1 and end December 31 of each year.

### **SECTION F. PROCEDURES FOR BUDGETED FUNDS**

1. The Budget and Finance Committee shall oversee all budgeted funds.
2. Budgeted funds may be spent as per the budget plan without prior approval.
3. Unusual or unexpected expenses within a particular budget line shall require approval by the Budget and Finance Committee and the church in a business session if the amount exceeds \$500.
4. Budget lines that are overspent during the year shall be reported for information purposes to the church.
5. If the over expenditure of a particular budget line does not lead to the over expenditure of a budget category such expense will still be acceptable.
6. If budget resources are insufficient to cover expected expenditures the Budget and Finance Committee shall formulate plans whereby revenue and expenditures can be best balanced.

### **SECTION G. PROCEDURES FOR NON-BUDGETED FUNDS**

1. The Budget and Finance Committee shall oversee all non-budgeted funds.
2. Individual designated funds may be spent by a person or group with legitimate authority over that particular designated fund.

3. Any unusual or unexpected expenditure from a particular designated fund shall require approval by the Budget and Finance Committee if the amount exceeds \$500. There may occur certain exceptional circumstances when the Budget and Finance Committee may feel it necessary in addition to their approval to seek the approval of the church for expenditures over \$500. In such a case the committee would bring this item to the church in a business session.
4. Certain monies are held by the church that are not budgeted monies or designated monies. These monies will only be spent with the approval of the Budget and Finance Committee and the church in a business session.

## **ARTICLE IX**

### **MEETINGS**

#### **SECTION A. WORSHIP SERVICES**

1. Worship services shall be held each Lord's Day and may be held throughout the week as the church determines. Typical worship times include Sunday morning, Sunday evening, and Wednesday evening.
2. All meetings shall be open for the entire membership and for all people and shall be led by the pastor or under his direction.

#### **SECTION B. SPECIAL WORSHIP SERVICES**

1. Revival services or any other church meetings which are essential in the promotion of the objectives of the church shall be planned by the appropriate person or committee.
2. Such meetings shall be placed on the church calendar.

#### **SECTION C. REGULAR BUSINESS SESSION**

1. Regular business sessions shall be held monthly and may be canceled only for circumstances beyond our control.
2. The regular business session will normally be scheduled on the first Wednesday after the third Sunday of each month but may be moved if necessary to avoid calendar conflicts. Notice to the church members of the session must be given no later than two days prior to the new date.

#### **SECTION D. SPECIAL BUSINESS SESSION**

1. Special business sessions may be called and held to consider matters of significant nature.
2. The pastor or deacon executive officers may call such a session. If possible, it should be announced from the pulpit and publicized through multiple church communication methods. Notice to the church members of the session must be given no later than two days prior to the special called session.

## **SECTION E. QUORUM**

1. The quorum shall consist of the membership present at the session, whether regular or special.
2. The session must be a regularly scheduled session or one that has been properly called.

## **SECTION F. PARLIAMENTARY RULES**

1. Robert's Rules of Order Revised is the authority for parliamentary rules of procedure for all business sessions of the church.
2. These rules shall apply unless otherwise stated in the constitution and bylaws.

## **ARTICLE X**

### **ADMINISTRATIVE POLICIES**

#### **SECTION A. STAFF AND PERSONNEL ADMINISTRATION**

1. Job descriptions and personnel policies shall be described and maintained in a Staff Policies Manual.
2. The Staff Policies Manual shall be developed by the Personnel Committee and made available to the church.
3. The official copy of the Staff Policies Manual shall be maintained and kept in the church office.

#### **SECTION B. POLICIES AND PROCEDURES MANUAL (PPM)**

1. The staff, committees, and teams shall develop policies as needed for the function and safety of the life of the church. These policies shall make up the Policies and Procedures Manual.
2. Because there are many parts to church life that need operational clarity the PPM shall have multiple sections that will relate to these parts.
3. At the time of the development of the bylaws the sections included:
  - a. Child Safety Policies
  - b. Ministry Teams
  - c. Family Life Center Use Policies
  - d. Wedding Policies
4. Over time the church may add additional policy sections to the PPM as needed without amending these bylaws.
5. Each policy section will describe its own process for policy development and for policy amendment subject to approval by the Constitution and Bylaws Committee.
6. The official copy of the PPM shall be maintained and kept in the church office.

**SECTION C. FIRST BAPTIST CHRISTIAN SCHOOL POLICIES (FBCS)**

1. As described in Article IV, Section C, 8 the First Baptist Christian School shall have a Parent Handbook and a Teacher/Staff Handbook. These handbooks will be kept as part of the FBCS administrative policies.
2. Changes in these handbooks and additional administrative documents will be made by the school director in consultation with the FBCS committee.
3. The official copies of the FBCS policies shall be maintained and kept in the church office.

**SECTION D. CHURCH CALENDAR**

1. The church will maintain an official church calendar and it will be kept in the church office. The church secretary will maintain the official church calendar.
2. The church calendar is to be published through multiple church communication methods so as to best inform the church membership.
3. Any individual, class, etc. wanting to place an event on the church calendar must contact the church office for availability and will be added to the church calendar after review by the pastor and staff.

**ARTICLE XI**

**AMENDMENTS**

The bylaws may be amended by the following procedures:

1. An amendment will be presented in writing to a regularly scheduled business session.
2. The proposed amendment will be immediately referred to the Constitution and Bylaws Committee for review and recommendation unless the amendment originates from the Constitution and Bylaws Committee.
3. The original amendment with the recommendations of the Constitution and Bylaws Committee will be published and made available in written form.
4. The church will vote on the amendment after full discussion no earlier than the next regularly scheduled business session.
5. The vote will be decided by a simple majority of members present.