

# **BY-LAWS**

## **ARTICLE I - MEETINGS**

### **Section 1.**

The regular worship services of the Church shall be held on Sunday mornings, Sunday evenings, and Wednesday evenings, unless otherwise agreed upon by the Church. The Lord's Supper shall be observed at least once a month on the First Sunday except at special occasions.

### **Section 2.**

The Church shall hold regular business meetings at least monthly. Special Business Meetings may be called by the Pastor, Chairman of the Deacons, or Church Moderator at such time as they may be needed with reasonable notice of the time and place of meeting given to the congregation, by public announcement or in the Church bulletin. In the event this notice needs to be less than one week the Church council shall be required to decide upon the time of notice and place. Any other adult (age18) member of the Church may require any of these officers to call the Church into Conference by submitting in writing one week in advance of the Meeting, the reason for the request signed by six adult (age18) members of the Church. The duly elected Moderator or Vice Moderator shall preside at Business sessions. In their absence, or upon their request, the Chairman of the Deacons, or some other person chosen by the Church, may serve as Moderator.

## **ARTICLE II - OTHER CHURCH LEADERS**

In addition to those Church officers named in the Constitution, other Church leaders of the Church shall be Moderator, Clerk, Treasurer, Sunday School Director, Brotherhood Director, Woman's Missionary Union Director, and other leadership of any recognized Church Ministry Team or Committee. These elected officers and leaders of the Church and its organizations shall be elected for a term of one year. The Nominating Committee shall nominate these persons to the Church at the regularly scheduled Church Conference in September.

### **Section 1. Moderator**

The Moderator shall be elected annually and shall not serve more than three consecutive years. It shall be the duty of the Moderator to preside over all regular and called Church Conferences. In keeping with this responsibility, the moderator shall be familiar with Addendum Number Two of these By-laws regarding Rules of Order for Business Meetings. The Moderator shall also serve as Chairman of the Church Council. In view of the responsibility in the Church Council and Church conference, the Moderator will not serve on a major committee. A Vice Moderator will be elected annually, and will serve in the absence of the Moderator.

### **Section 2. Clerk**

The clerk shall be elected annually. It shall be his duty to attend, or be represented at all Church Business Meetings, and in cooperation with the Church Office to keep an accurate record of all business transactions, to prepare the annual Associational Letter and to notify all officers, members of committees and messengers of their election or appointment. He shall issue Letters of Transfer or Dismissal of membership as authorized by the Church, preserve all papers and

valuable letters and records that belong to the Church, and preserve all true history of the Church, including all bulletins and Church newsletters. It shall also be the duty of the Clerk to see that an accurate Roll of the Church Membership is kept with dates and methods of admission and dismissal, change in name, correct mailing addresses and other pertinent information. All records of the Church Clerk are to be considered Church property. The Church Clerk will serve as secretary of the Church Council.

At the close of each Church Year the above referred to records shall be delivered by the Clerk to the Trustees as provided in the Constitution, Article V, Section 2, and F. TRUSTEES

### **Section 3. Treasurer**

The Treasurer shall be elected annually. It shall be the duty of the Treasurer to receive, keep in an authorized bank, and disburse by check upon proper authority all monies of the Church, and keep at all times an itemized account of all receipts and disbursements; rendering regular monthly reports of accounts to the Church to be preserved by the Church Clerk in the minutes. Qualified persons appointed by the Church council shall audit the Treasurer's books annually and in the event there is a change in the Treasurer position during the Church year. All books, records and accounts kept by the treasurer shall be property of the Church. The Treasurer shall be ex-officio member of the Budget and Finance Committee. Upon approval of the Church Council, the treasurer may delegate some of the duties to another person or persons.

### **Section 4. Sunday School Director**

The Sunday School Director shall have general oversight of the entire school, and shall administer its affairs in cooperation with and according to the plans and methods of the Sunday School Board of the Southern Baptist Convention, subject to the approval of the local Church, and in cooperation with the Minister of Education. He shall acquaint himself with the best methods of Religious Education and endeavor to adopt them in this school. It shall be his duty to counsel weekly or monthly with his Teachers and Officers through Officers and Teachers Meetings, in the work of the school, giving advice and receiving suggestions from his co-workers. He shall see that a full and accurate report is made of the work of the Sunday school in the regular Business Meetings of the Church.

### **Section 5. Brotherhood Director**

The Brotherhood Director shall promote the work of the Brotherhood as outlined by the Brotherhood Commission of the Southern Baptist Convention, seeking to enlist the men of the Church in an active program for Christ and all boys of the Church in a program of missions, training, giving and activity subject to the approval of the Church. He shall see that a full and accurate report is given at the regular Business Meetings of the Church.

### **Section 6. Women's Missionary Union Director**

The Women's Missionary Union Director shall seek to enlist all women and girls of the Church in a program of missions, training, praying, giving, and activity according to plans promoted by the Woman's Missionary Union Auxiliary to the Southern Baptist Convention and subject to the approval of the Church. She shall see that a full and accurate report is given at the regular business meetings of the Church.

## **ARTICLE III - STANDING COMMITTEES & MINISTRY TEAMS**

### **Section 1. Number of Committees**

The Church shall elect such standing committees as may be deemed necessary to carry on the various phases of the program of the Church efficiently and effectively. The Church shall at all times have the following standing committees: Budget and Finance, Constitution, Kitchen, Media Center, Nominating, Personnel, Properties, Weekday Early Education, and Worship Support.

### **Section 2. Election of Committees**

The Nominating Committee shall nominate to the Church persons to serve for the succeeding year on the standing committees, except the Nominating Committee itself. The Nominating Committee shall also nominate to the Church a person to serve as chairman of the Personnel Committee and the Budget and Finance Committee. The other standing committees shall elect their chair at their first meeting and then report that person's name to the chair of the Nominating Committee and Church Secretary. The Church shall then elect the personnel and chairman of the standing committees as noted above at the regularly scheduled Church Conference in September. The Ministerial staff shall be ex-officio members of all standing committees and should be invited to all standing committee meetings.

The Nominating Committee members shall be nominated by a committee composed of the following: Moderator, Minister of Education and Youth, retiring Chairman of the Nominating Committee, and the Deacon Officer's (Chairman, Vice-Chairman, and Secretary). The new Nominating Committee shall be elected by the Church in April of each year.

### **Section 3. Duties of Committees**

Each standing committee shall meet within one month of election. Each committee shall report to the Church Conference.

#### **Budget and Finance Committee**

The Budget and Finance Committee shall consist of a Chairman and three members serving three year rotating terms. The Church Treasurer will be an ex-officio member of this committee. The chairman will serve on the Church Council. The duties of this committee will be as follows:

1. To prepare a budget for the fiscal year, October 1-September 30, for review of Church Council and to be presented to the church at a special Church Conference held on the third Wednesday of September specifically to consider the budget.
2. To report to the Church Council and/or the Church Conference on all phases of Church finances as requested by the Church Council.
3. To make recommendations concerning changes in the adopted budget. This includes line item changes as well as total budget changes.

The Chairman may approve emergency expenditures from the contingency fund for unexpected expenses and must report each expenditure to the Church Conference.

### **Constitution Committee**

The Constitution Committee shall consist of three members serving three-year rotating terms. The duties of this committee shall be to keep the Constitution, By-Laws, and amendments up to date. This committee may be called on in Church Conference to interpret portions of these documents. Such request for interpretation shall be included in the church conference minutes. At least one member should be in attendance at all Church Conferences.

### **Kitchen Committee**

The committee shall be composed of six members serving one-year terms. The Chairman shall make requests to the Nominating Committee for the new members to serve on this committee. It shall be the duty of this committee, to prepare and serve meals and refreshments for all Church functions which require these services.

This committee shall work cooperatively with other Church organizations and members utilizing the kitchen for various ministries to maintain the area and adequate supplies.

Non-church related social activities shall not be the responsibility of this committee. Persons, groups or organizations may use the kitchen facilities in accordance with stated Church policy upon recommendation of the Kitchen Committee and approval of the Properties Committee. The dates of these requests must be scheduled by the Kitchen Committee and approved by the Church Council. The person, group, or organization scheduling non-church use shall be responsible for returning the kitchen to clean and ready for the next event.

### **Media Center Committee**

The Media Center Committee shall consist of six members serving three-year terms rotating in groups of two. Upon rotating off the committee, members shall be eligible for re-election. This committee shall serve as the library staff and (1) lead the church in providing the necessary funds, space, and equipment for a growing and serviceable Library; (2) make book and equipment selections, (3) determine and publicize rules, policies, and regulations regarding the use of the library; and (4) see that the library serves as a reinforcement of the total Church program.

### **Nominating Committee**

This committee shall consist of five members. The retiring Chairman shall serve as a regular member the following year to provide continuity. Throughout the year, this committee shall have the responsibility of nominating to the Church persons to serve in the various positions, committees, and organizations of the Church and in any vacancies that may occur. At the earliest possible date after election and in cooperation with the pastor, this committee shall report to the Church Conference nominations for the head of major Sunday school departments. Upon election by the Church, these department heads will work with the Nominating Committee in finding nominees for the workers within their department. Nominations to the Church for

committee assignments will be as stated in the By-Laws, Article III, Section 2. Elections of Committees. The Chairman of this committee serves on the Church Council.

### **Personnel Committee**

The Personnel Committee shall consist of three members serving three-year rotating terms whose duties shall be to recommend to the Church the employment and termination of all personnel. This committee is also responsible for the supervision of all personnel according to the terms of employment and in conjunction with their job descriptions. The Personnel Committee shall be responsible for keeping an accurate leave calendar for all personnel and for maintaining the personnel section of the Policy Manual. The Chairman of this committee serves on the Church Council.

### **Properties Committee**

This committee shall consist of six members serving three-year terms rotating in groups of two. The Chairman of this committee serves on the Church Council. It shall be the duty of this Committee:

1. To have under its direct care and supervision all Church properties, grounds, equipment and furnishings, without limitation, except such properties as are specified in these By-Laws under other committees.
2. To make recommendations, through the Church Council, to the church for needed repairs, renovations, and maintenance on church owned properties. It shall be the duty of this Committee to supervise the purchase of additional equipment and furnishings and any authorized repairs to any Church-owned properties. Except as herein authorized to other committees, it shall be the duty of this committee to purchase, or authorize the purchase of, all building supplies used by the Church.
3. To work with the Church Council in approving the use of Church properties for other than standard scheduled use subject to adopted policies by the Church.
4. It shall be the duty of this committee to recommend to the Church, the acceptance of gifts of personal property, as provided in the Constitution.

### **Weekday Early Education Committee**

This committee shall consist of a chairman and five members with three members serving three year rotating terms. Three of the six members of the committee shall be the Minister of Children and Outreach, the WEE School Director, and the Preschool Sunday School Director. These members will not rotate off the committee. The duty of this committee shall be the general oversight of the operation of the school. The committee shall recommend employment of the school staff to the Personnel Committee and the school operational budget to the Budget and Finance Committee.

### **Worship Support Committee**

The Worship Support Committee shall be composed of a chairman and eight members serving three-year rotating terms. The purpose of the committee shall be to work closely with the ministerial staff to make preparations for the observance of Holy Communion/Lord's Supper and

any Baptism needs. The Committee shall develop annual task calendars for providing Lord's Supper, Baptism and floral needs for Sunday worship services. The committee will care for any floral and decorative arrangements in the sanctuary and elsewhere in the facility as occasions require. Any church member who feels led to assist this committee for certain events may, in consultation with the members of the committee, volunteer to assist in these tasks.

The removal and cleanup of all materials used for these activities as well as the budgeting and purchase of all needed materials is the responsibility of the Worship Support Committee. The chairman should work in cooperation with the Properties Committee and through the normal channels in purchasing and maintaining all necessary equipment and supplies for the ordinances and floral needs.

#### **Section 4. Ministry Teams**

Ministry teams shall serve as a dynamic tool for First Baptist Church to pursue vital ministries by allowing individual members to channel their spiritual gifts and God-directed interests into finding their place of service.

Ministry teams will be fluid and changing. Ministry teams are based on the needs of the church congregation and community coupled with the passions and gifts within the congregation. These ministry teams will be developed and maintained by the guidelines stated in the church ministry handbook. This handbook will be updated annually or as needed by a group to include representatives of the Deacon body and the Ministerial staff along with the Ministry Team Coordinator(s).

The Ministry Team Coordinator(s) shall be nominated annually by the Nominating Committee. The Ministry Team Coordinator(s), aided by the church ministry handbook, shall work with the ministerial staff and deacons to provide the support through which individual members can serve and through which the church can meet community needs as they may arise.

#### **ARTICLE IV – SPECIAL COMMITTEES**

Special Committees shall be elected for specific obligations as desired by the Church. These Committees shall be elected by the Church upon the recommendation of the Nominating Committee, as in the case of all other committees. Such committees shall be for the completion of the task for which elected. Should a continuing need develop, the By-Laws of the constitution shall be amended to reflect a standing committee.

#### **ARTICLE V - ADOPTION AND AMENDMENTS**

##### **Section 1.**

These By-Laws shall be considered adopted and in immediate effect if and when a majority of the members present at the Business Meeting at which vote is taken shall vote in favor of same. This vote shall be taken not less than thirty days after formal presentation of the By-Laws to the Church.

##### **Section 2.**

These By-Laws may be amended by a majority of the members present at the Business Meeting at which vote is taken, voting in favor of the proposed amendment. The proposed amendment shall be presented to the Church Clerk at least thirty days prior to the time the vote is taken, and notice giving date of meeting shall be published in the Church bulletin and newsletter four successive weeks prior to date of voting.

## **ARTICLE VI - PERMANENCE AND AVAILABILITY**

### **Section 1**

The adoption of this Constitution and By-Laws shall affect a repeal of all previously adopted rules.

### **Section 2**

A copy of this Constitution and By-Laws shall at all times be kept by the Clerk among his records and another copy shall be kept in the Church office. All amendments to or revisions thereof shall, after passage by the Church, be prepared by the Clerk and inserted in the copies of the Constitution and By-Laws and made available to the Church members upon request.

## **Addendum Number One**

### **Church Covenant**

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this Church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality: to sustain its worship, ordinances, discipline, and Doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions to bring up our children in the nurture and admonition of the Lord; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements and exemplary in our deportment; to avoid all gossip, backbiting, and excessive anger; to abstain from the sale of, and use of, intoxicating agents, to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we leave this church we will, as soon as possible, unite with some other Church where we can carry out the spirit of this covenant and the principles of God's word.

## **Addendum Number Two**

### **Rules of Order**

For the Conduct of Church Business Meetings... “Let all things be done decently and in order.”

#### **Regular Business Meetings**

##### **I. Items usually considered in Regular Business Meeting.**

1. Prayer and meditation.
2. Reading of Minutes of previous meeting.
3. Report of Church Treasurer.
4. Report of church organizations– Sunday school, Woman’s Missionary Union, Brotherhood, and other organizations.
5. Unfinished Business. (Note: A motion to consider is not necessary. The matter is before the church and should be acted upon unless a motion to postpone is acted upon.)
6. Report of Committees. (Note: These reports should be adopted, together with any amendments that may be made unless a motion to postpone be carried. In such case, such reports remain as unfinished business for the next meeting.)
7. New Business. (Note: It is the privilege of any member to present any matter which in his or her judgment should claim the attention of the Church. But such procedure is usually unwise unless the one presenting the matter and unless the counsel of others has previously been sought.)
  - (a) Consideration of Recommendations of the Deacons and Church Council.
  - (b) Authorization for expenditure of money.
  - (c) The acceptance of resignations and employment of new workers.
  - (d) Consideration of new buildings and repairs and replacements.
8. The granting of letters of transfer or dismissal.

##### **II. Items Usually Considered in a Special Business Meeting. (Note: No item of business should be considered in such meetings except the one matter for which the meeting is called, except that by unanimous consent other matters may be considered which were not specified in the call.)**

##### **III. Procedure to Be Followed Concerning Reports, Motions, Resolutions, Etc.**

1. A matter may not be discussed until a motion has been made and duly seconded; and, unless withdrawn by the one making and the one seconding it, must be voted on.
2. During the discussion of a motion, a new motion dealing with another subject may not be presented.
3. An amendment to a motion changes neither the meaning nor the purpose of the original motion. It is concerned with method, clarification, time, place, persons, etc. At times an amendment, or an amendment to an amendment has the effect of changing the meaning and purpose of the original motion. In such cases it is the duty of the moderator



to rule that the adoption of such amendment, or amendments, would in effect deny the meaning and purpose or the original motion and consequently is out of order. In such event, unless the ruling of the moderator is overruled by an appeal to the floor, a substitute motion would be in order.

4. If an amendment to a motion is accepted by the mover, no vote on the amendment is necessary. When therefore, an amendment is accepted or voted upon then the motion to adopt the original motion, following a free discussion, is in order.

5. There are other motions which are always in order when a matter is under discussion. These are a motion to (a) “lay on the table”; (b) “commit to a committee”; (c) “postpone action”; (d) “call for the previous question”; (e) “adjourn”; and (f) “reconsider”.

None of these motions can be made or acted upon while a member is speaking or a vote is being taken. Such motions are always in order, but it is most often unwise to make use of them. (Comments on each type as listed above follows)

Comments:

(a) The effect of a motion “to lay on the table” is to postpone action; and once a motion is laid on the table, it may be considered at subsequent meeting, but as though it were new business. Such a motion is not debatable unless some mention of time, place, or purpose forms a part of the motion.

(b) The effect of a motion or ruling from the Moderator to “commit to a committee” is to postpone action in the belief that the matter under discussion merits further study. It means that the maker of such a motion, and those who are inclined to favor, believe that careful study by a smaller group would be profitable to

(c) A motion to “postpone action” on a matter differs from that of a motion “to commit to a committee” to study only to the extent that a committee is not provided in the matter.

(d) A “call for the previous question” is a call for the cessation of debate and immediate action on the motion before the body. It would be used sparingly in a democratic body because the effect of it is to deny a full debate to what may be a large minority. When such a motion is made, the moderator may say “shall the main question now be put?” If the vote is affirmative the motion without further debate must be acted upon by the body. Such a motion is not open to debate unless the original motion contains some condition as to time, place or purpose.

(e) The effect of a motion “to adjourn” is to cut off further debate without any opportunity for a vote. Such a motion should not be often made in a democratic body. It is not debatable unless there is in the motion some condition as to time, place, or purpose. However, if the body decides to adjourn at a given time, it is the duty of the moderator, without a motion, to adjourn the meeting when the hour arrives.

(f) A motion “to reconsider” has reference to a motion which has been formerly adopted. Such a motion can be made only by a person who voted with the majority when the original motion was passed. If such a motion prevails, the original motion is before the body as though it had never been acted upon.

6. Any member has the right to appeal from the decision of the moderator, although such an action should be rare. In such a case the moderator should say “Shall the appeal

be sustained?” If the majority votes to sustain the moderator, then his ruling stands. If a majority does not stand, it is the business and duty of a moderator to call to order any member who in debate or otherwise violates any regular rule or order.

Moreover, any member has a right to make a point of order if in his or her judgment the moderator has failed to observe, or has wrongly interpreted recognized rules of order or procedure. In this event the moderator may refuse to recognize the point of order as raised. Then in such an event an appeal to his decision as outlined above may be made.

#### IV. Miscellaneous Matters.

1. In stating a motion, or when one is being made and acted upon, the moderator should stand.
2. In the event of a “tie vote” the moderator may vote or decline to vote. If he declines the matter is decided in the negative.
3. No member is entitled to speak on a matter or a motion preparatory to making a motion unless he or she is explaining why, in his or her judgment, such a motion should be made. However, it is better to make a motion.
4. In case there are several nominees for an office, the moderator should call first for a vote on the nominee last named, and so on.
5. All reports from committees, and all motions and resolutions of any considerable length should be written out and handed to the Clerk.