

**Constitution & Bylaws of First Baptist Church Suffolk**

**Last amendment date: January 26, 2011**

**Constitution  
of  
First Baptist Church– Suffolk**

Adopted 5/2/07, amended 1/26/11

PREAMBLE

We establish and record this constitution to preserve and secure the principles of our faith and to govern the body of this church in an orderly manner. By divine grace we, the members of the First Baptist Church, have individually received Jesus Christ as our Savior and Lord, and in our commitment to Him and under the guidance of the Holy Spirit, we acknowledge our need for fellowship with the triune God and with one another. Through fellowship we seek to worship God, to study the Bible, to proclaim the Gospel, to serve one another, and to find and follow God's will in all matters of life. This constitution shall protect the liberties of each individual church member and preserve the freedom of action of this body in its relation to other churches of like faith.

ARTICLE I. NAME AND LOCATION

This body, which was established September 12, 1827, shall be organized as a church corporation, known as First Baptist Church Suffolk, located in Suffolk, Virginia.

ARTICLE II. MISSION STATEMENT

We exist to glorify God by

- leading all people to become fully devoted followers of Christ
- exalting God in corporate and individual worship
- communing with God through prayer
- following the example of Christ in our daily lives
- ministering to the needs of each other, our community, and the world
- educating our members in Biblical values and doctrine

ARTICLE III. STATEMENT OF FAITH

We believe the Bible is the verbally and plenary inspired Word of God, inerrant in its original manuscripts. The Bible is our supreme and final authority in faith and life. (II Timothy 3:16; II Peter 1:20,21)

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. (Genesis 1:1, 26; Matthew 28:19; John 1:1, 4:24; Acts 5:3; Romans 1:20; Ephesians 4:5,6; II Corinthians 13:14)

We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary, and is fully God and fully man. (Matthew 1:18-25; Luke 1:26-38; Romans 9:5; and Titus 2:13)

We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also that spiritual death which is separation from God, and that all human beings are born with sinful nature, and become guilty sinners in thought, work, and deed. (Genesis 1:26-27; 3:1-24; Romans 3:25; 5:12-18; I John 1:8)

We believe that the Lord Jesus died for our sins according to the Scriptures as a representative and substitutionary sacrifice; that He rose victorious from the grave on the third day; and that all who place their trust in Him are justified through His shed blood. (Isaiah 53; Matthew 20:28; John 3:16; Romans 3:24-26; 5:1; I Corinthians 15:3; II Corinthians 5:21; Ephesians 1:7; I John 2:2; Matthew 28:6; Romans 10:9; and I Corinthians 15:14)

We believe in the personal and imminent return of our Lord Jesus Christ. (Acts 1:11; I Thessalonians 4:16,17)

We believe that all who come by grace through faith to accept the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God. (John 3:3, 5; 1:12, 13; James 1:18; I Peter 1:12; Ephesians 2:8,9)

We believe in the bodily resurrection of the just and the unjust, the everlasting joy of the saved and the everlasting punishment of the lost. (John 5:28-29; I Corinthians 15; II Corinthians 5:10; Matthew 25: 31-46; Revelation 20:4-6, 11-15)

We believe that all Christians are baptized by the Holy Spirit when they are born again. We believe that water baptism by immersion is the biblical testimony of the professed believer in the name of the Father, Son, and Holy Spirit. (Acts 2:28-41, 47; Matthew 28:18-20; Acts 8:36-40; 10:47; 18:8; Romans 6:3,4; I Corinthians 12:13)

We believe that those who partake in the ordinance of the Lord's Supper should be born-again believers walking in fellowship with the Lord Jesus Christ. We also believe it is a symbol of one's identification with Christ and not a means of grace or entrance into a covenant. (Acts 2:42-46; I Corinthians 11:23-29)

We believe that as Christians we are to meet together regularly for worship, ordinances, and the encouragement of each other. (Hebrews 10:24,25; Acts 2:42, 46, 47a)

We believe in biblical stewardship of the tithe to the local congregation of believers and the biblical fellowship under God's ordained leaders. (Malachi 3:6-12; Matthew 23:23; II Corinthians 8:1-7; Ephesians 4:11,12; Hebrews 13:17)

Further, we subscribe to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000.

ARTICLE IV. RELATIONSHIPS

The church is an autonomous ecclesiastical body, under the lordship of Jesus Christ. The government of the church is vested in the body of believers who compose it. As a Baptist church, we shall align ourselves with and support the Southern Baptist Convention through

the Cooperative Program. We shall cooperate with local and state Southern Baptist associations who are consistent with the objectives and doctrinal positions of our church.

#### ARTICLE V. CHURCH COVENANT

Having been led by the Holy Spirit to receive the Lord Jesus Christ as our personal Savior and Lord, and based upon the profession of our faith and 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 congregation, most joyfully and wholeheartedly enter into covenant with one another as one body in Christ.

We resolve, 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 in comfort; to promote its prosperity and spirituality; to sustain its worship, its ordinances, its discipline, and its 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 throughout all nations.

We also resolve to maintain personal and family devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to strive to glorify God in every area of our lives by avoiding any appearance of evil and by not becoming a stumbling block to believers and/or unbelievers; to be zealous in our efforts to advance the kingdom of our Savior; to employ the Word of God as the standard for our beliefs and practices as individuals and as a church.

We further resolve 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 example of our Savior to secure it without delay.

We moreover resolve that when we remove from this place, we shall 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.

#### ARTICLE VI. ORDINANCES

##### Section 1 Baptism

Baptism is the believer's immersion in water in the name of the Father, Son, and Holy Spirit. This act symbolizes the believer's faith and obedience, as well as his identification with the crucified, buried, and risen Lord. A person who receives Jesus Christ as Savior and Lord by personal faith and who professes Him publicly at any worship service shall be received for baptism.

- A. Baptism is an act of worship and shall be administered during any worship service as desired by the pastor.
- B. Baptism shall be administered by the pastor or whomever he or the church shall designate.
- C. Baptism shall be by immersion, following Jesus' example and command. (Matthew 3:15, John 1:33)

- D. A person professing Christ and failing to be baptized after one year shall be counseled by the pastor and/or his designee. The pastor or designee may then delete the candidate from those awaiting baptism if he sees fit.

##### Section 2 The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby believers partake of the bread and fruit of the vine. This is done in commemoration of the death of Jesus Christ Whose body was given and Whose blood was shed for the remission of sins. Further, it is done in anticipation of His second coming.

- A. The frequency of the Lord's Supper shall be at least once per quarter, at the discretion of the pastor.
- B. The pastor and deacons shall be responsible for the administration of the Lord's Supper.

#### ARTICLE VII. LICENSE AND ORDINATION

- A. When a member announces to the church his or her call to Christian ministry, the church, by majority vote may license him or her as an acknowledgment and encouragement of the member's call. The clerk of the church shall furnish the member a certificate of license. It is understood that the performance of civil duties by the licensee shall be governed by the state.
- B. In the event this church is requested to ordain a member or former member who has given evidence of qualification and call to the gospel ministry, this procedure shall be followed:
  1. The church shall express its approval by a vote of three-fourths of the members present at a business meeting of the church.
  2. The Council of Deacons may appoint an Ordination Committee made up of members of this church and of Southern Baptist churches of like faith and order, to examine the candidate.
  3. Upon the favorable examination of the candidate by this committee, the candidate shall be recommended to the church for ordination.

#### ARTICLE VIII. AMENDMENTS

To amend, delete, or void any portion or the whole of this document:

- A. The Constitution Committee shall consider, prepare, and recommend amendments as directed by the church body. Notice of proposed change(s) shall be published in the First Baptist News at least two issues prior to presentation to the church for approval. If practical, the entire text on the proposed change(s) shall be published. Otherwise, the notice shall state that copies of the proposed change(s) are available at the church office.
- B. An affirmative three-fourths majority vote shall be required to effect the proposed changes.

**Bylaws  
of  
First Baptist Church– Suffolk**

Adopted 5/2/07, amended 7/16/08, 2/25/09, 4/14/10, 5/12/10, 1/26/11

ARTICLE I - MEMBERSHIP

Section 1.1 General

- A. This is an autonomous body of believers under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.
- B. The membership reserves the exclusive right to determine who shall be members of this church and the conditions for such membership.
- C. Any person may request to be a candidate for membership in this church. Any person requesting to be a candidate for membership by any means shall be under the watchcare of the church until membership is finalized.
- D. All such candidates shall be presented to the church at any worship service for watchcare membership as stated in Section 1.3.
- E. All members of the previous unincorporated entity known as First Baptist Church of Suffolk became members of this incorporated Church at the time of incorporation. No members of this Church, nor any officer, nor any member of the Board shall by virtue of such membership, office or position, incur or be subject to personal liability to any extent for any indebtedness, obligations, acts or omissions of this Corporation.

Section 1.2 Candidacy for Membership

A person may request membership in the church by:

- A. Profession of faith for baptism.
- B. Letter of transferal from another Baptist church of like faith and order.
- C. Statement of membership in a Baptist church but due to circumstances has no regular letter of transferal.
- D. Statement of personal regeneration, baptism by immersion, and membership in a church of another denomination.
- E. Repentance and reinstatement.

Section 1.3 Procedure Under Watchcare before Membership Admission

- A. All candidates for membership shall first be placed under watchcare by vote of the church.
- B. The candidate shall be presented for membership after the following has taken place:
  - 1. A discussion with the pastor concerning the candidate's commitment to Christ, including the requirement for baptism if he or she is a new convert, or coming from a denomination not practicing baptism by immersion.
  - 2. A discussion with the pastor concerning the candidate's commitment to Christ if the candidate comes by statement of faith.

- 3. The receipt of his church letter if the candidate is coming by transfer of letter from another Baptist church of like faith and order.
  - 4. A discussion with the pastor concerning the candidate's obligation to complete the course of instruction for new members. (The pastor may waive this policy if there are providential reasons why the candidate cannot attend these classes.)
- C. The candidate then shall be presented at a regular business meeting and received into membership by a majority vote of the church.
  - D. Any candidate for membership has the privilege to remain under watchcare for a period of one year without becoming a member.
  - E. If the candidate cannot be recommended for membership, he or she will be dropped from watchcare status.

Section 1.4 Voting Rights of Members

Members who are 18 years of age or older and are not under Church discipline have equal rights of voting and expression in the decisions of this Church. Members on the meeting date who are otherwise eligible to vote are entitled to vote at the meeting, provided that they are present for the discussion. Voting by proxy is prohibited.

Section 1.5 Member Responsibilities and Expectations

In accordance with the Purposes of the Church in the Constitution, members are expected to:

- a. Submit to Christ as the Head of the Church.
- b. Regularly attend the worship services which will allow them to worship with other Christians (Hebrews 10:25; Ephesians 5:19-20).
- c. Take advantage of the opportunities provided in order to be established in spiritual maturity and equipped for ministry (cf Eph 4:13).
- d. Give to the financial needs of the Church as led by the Lord (1 Corinthians 16:1-2).
- e. Begin the process of discovering and utilizing their spiritual gifts for service and ministry in the Church (Ephesians 4:11-12, Romans 12:4-8, 1 Corinthians 12:12-26).
- f. Strive to work with the church leadership as defined in these Bylaws.

In general, Members are expected to be faithful in all duties essential to the Christian life.

Section 1.6 Discipline

- A. Any member whose actions are inconsistent with church doctrine, as determined by the Senior Pastor and the Council of Deacons, and remain unrepentant after being lovingly confronted will be subject to church discipline. The purpose of church discipline will be to restore a member to the body and shall be performed in accordance with Matthew 18:15-20. Redemption rather than punishment shall be the guideline which governs the attitude of one toward another.
- B. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the Senior Pastor and/or the Chairman of Deacons should be notified. Upon investigation, if they determine that disciplinary action is needed, they will meet with the member to confront him/her with the situation and advise him/her that it is their intent to proceed with church discipline. If the member is not willing to proceed with discipline, he or she may, at this point, resign from the church. This will

be done by a letter of resignation delivered to the Senior Pastor or Chairman of Deacons no later than 10 days after the meeting. If no letter of resignation has been received within that time, the Senior Pastor and Chairman of Deacons will proceed with church discipline.

- C. The church discipline process will start with the Senior Pastor and Chairman of Deacons calling a meeting of the Council of Deacons and advising them of the situation. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. The Council of Deacons will then establish an official group to proceed with discipline of the member. The group may be comprised of pastors, deacons, and other lay leaders. The selection is to consist of persons not related to or involved with the member. The member will be advised that he or she will not be allowed to serve in the church ministry until the discipline issues have been totally resolved. These proceedings will be held in the strictest confidence until such time as the Senior Pastor and the Council of Deacons determine to proceed to the church body for discipline. Once the disciplinary process has begun, the accused member may neither resign nor withdraw their membership pending the outcome of the Church Discipline and Restoration procedures. Furthermore, the member is obliged to continue through the conclusion of the disciplinary process.
- D. A member's rights and responsibilities of membership can only be terminated after a three fourths (3/4) majority vote calling for the termination of membership by the membership of the active Council of Deacons and approval by a three fourths (3/4) majority of Church members present and voting in a regular or special called Business Meeting. The vote will be taken by secret ballot.

#### Section 1.7 Termination of Membership

- A. Letters of transferal may be granted upon request to any member in good standing to join any church of like faith and order. Membership shall cease upon receipt of notice that such letter has been presented to, and the holder thereof received into the membership of another church.
- B. When a member of this church joins a church of different faith and order, membership in this church shall terminate by common consent. Upon request, a certificate of Christian standing may be granted.
- C. By common consent, a member who relocates from the area may be dropped from the roll if, after at least two years, the church has not been provided a new address or if the church office, after diligent search, is unable to locate such non-resident member. If a member is dropped, the name shall be retained for future reference.
- D. Termination may be by virtue of a disciplinary action as provided in 1.6 above.
- E. A member may voluntarily resign his membership by written notification to the church and approval by the church membership in a regular or called Business Meeting.

#### Section 1.8 Restoration

Any person, whose membership has been terminated for any condition which has made it necessary for dismissal by the church, may, upon personal request, be restored to membership upon evidence of repentance and reformation by a three-fourths vote of the Council of Deacons and a simple majority of church members in a regular or special called Business Meeting .

## ARTICLE II- BOARD OF DIRECTORS

### Section 2.1 General Powers

The corporate powers of the church shall be exercised by or under the authority of the Board of Directors. Board members shall be responsible for all contracts for purchase of real estate or other agreements as directed by the church. Other than the general powers outlined above the primary functions of the Board shall be powers and duties specifically assigned by the church membership as needed for the orderly operation of the church corporation.

### Section 2.2 Election and Term

The members of the Board of Directors shall be the elected Chairmen and Officers as outlined below in Section 2.3. The Committee on Committees in recommending the Chairpersons to these positions should attempt to create three annual classes of Board of Directors members so that approximately one third (1/3) of the lay leaders are up for election every third year to maintain continuity and make for smooth transitions within the Board. The authorized number of Directors shall be such number as may from time to time be authorized by the members, provided that such number shall not be less than three (3) with the majority being unpaid and not related to paid staff. With the exception of the Senior Pastor and other paid staff who serve in ad hoc non-voting capacities, the term of a Director shall be determined by the time remaining in the Director's term of office from the date of his or her election.

### Section 2.3 Board of Directors

The Board of Directors (hereinafter called the Board) shall be composed of the following:

1. Chairmen of each of the following: Deacons, Finance, Properties, Personnel and School Committees;
2. Treasurer of the Church Corporation; and
3. Senior Pastor in an ex officio non-voting capacity unless there is a tie upon which he will cast the deciding vote;

Chairpersons of Special Committees, Directors of the Sunday School, Church Training, Women on Mission, Baptist Men, Senior Citizens and other leaders may be asked to attend for advice and input.

The Board of Directors shall annually elect a President from the lay members of the Board to facilitate the Board meetings.

The Board of Directors shall annually elect a secretary to take minutes of the Board meetings.

#### Section 2.4 Vacancies on the Board

A vacancy on the Board because of death, resignation, removal, disqualification or any other cause shall be filled by the successor of the chairperson or office holder.

#### Section 2.5 Resignation and Removal

Any Board member may at any time deliver a written notice of intent to resign to the Chairman, which shall be effective upon acceptance by the Board. Other than the Senior Pastor whose removal is provided below, any Officer or Director may be removed at any time with or without cause when, in the sole judgment and discretion of the Board, it is so recommended by a three quarters (3/4) majority of the Board and then determined by a majority vote of the voting church members at a duly called business meeting that such Board member should no longer serve on the Board. In the event any Board member is so removed, the position shall remain vacant until a new Board member is elected by the church membership to fill the vacancy.

#### Section 2.6 Transactions with Interested Parties

A contract or other transaction between the Church and one or more of its Board members, staff, deacons, committee members, or family members thereof (hereinafter "Interested Party"), or between the Church and any other entity, of which one or more of the Church or its Board members, staff, deacons, are also Interested Parties, or in which entity is an Interested Party has a financial interest – shall be voidable at the sole election of the Church unless all of the following provisions are satisfied:

1. The Church entered into the transaction for its own benefit;
2. The transaction was fair and reasonable as to the Church, or was in furtherance of its exempt purposes at the time the Church entered into the transaction;
3. Prior to consummating the transaction, or any part, the Board authorized or approved the transaction, in good faith, by a vote of a majority of the members then in office, without counting the vote of the interested Director or Directors, and with knowledge of the material facts concerning the transaction and the Interested Parties' interest in the transaction; and
4. Prior to authorizing or approving the transaction, the Board, in good faith, determined after reasonable investigation and consideration, that either the Church could not have obtained a more advantageous arrangement, with reasonable effort under the circumstances, or the transaction was in furtherance of the Church's tax-exempt purposes.

Interested Board members may not be counted in determining the presence of a quorum at a meeting of the Board (or a committee thereof) which authorizes, approves, or ratifies such contract or transaction. Notwithstanding the above, no loan shall be made by the Church to any of its Board members, deacons, committee members or members.

#### Section 2.7 Conflicts of Interest Policy

The Board shall adopt a Conflicts of Interest Policy that will provide for full disclosure of material conflicting interests by Board Members, deacons, officers, or employees. This Policy

shall permit the Board to determine whether the contemplated transaction may be authorized as just, fair and reasonable to the Church.

#### Section 2.8 No Compensation for Board members

No salary or compensation shall be paid to any member of the Board in his or her capacity as member of the Board, but nothing herein shall be construed to preclude any Board member from serving the Church in any other capacity and receiving reasonable compensation. Moreover, the Board member may receive reasonable reimbursement for travel and other expenses approved by the Board upon request and written documentation.

#### Section 2.9 Quorum of Board

Two thirds (2/3) of voting Board members must be present to constitute a quorum for purposes of transacting business at a meeting. Every action taken or decision made by a majority of the Board shall be deemed to be the act of the Board members.

#### Section 2.10 Action without Meeting

Any action required or permitted to be taken by the Board members may be taken without a meeting if all of the Board members, individually, or collectively, consent in writing to the action. Such action by written consent shall have the same force and effect as the unanimous vote of the Board members. Such written consent or consents shall be filed with the minutes of the proceedings of the Board members.

#### Section 2.11 Manner of Acting

Except as otherwise provided in these Bylaws, the act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Board.

#### Section 2.12 Participation by Conference Telephone

Members of the Board or of any committee thereof may participate in a meeting of such Board or committee by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other. Participation by such means shall constitute presence in person at such meeting. When such a meeting is conducted by means of a conference telephone or similar communications equipment, a written record shall be made of the action taken at such meeting, noting participation of those who were present by means of such communications equipment.

#### Section 2.13 Board of Directors and Advisory Committees/Teams

The Board, by majority vote of all its members in office, may appoint two or more persons from among its number to serve as special Board committees, such as the Board may determine are necessary, which shall have such powers and duties as shall from time to time be prescribed by the Board. Except as otherwise provided by law, the Articles of Incorporation, these Bylaws, or by a Resolution of the Board, each Board committee may not exercise the authority of the Board. The Board may also appoint special committees and advisory teams from the members to serve in certain roles, tasks and for certain time periods as the needs of the church dictate.

## ARTICLE III - CHURCH OFFICERS AND PERSONNEL

All church officers must be members of the church. The officers of this church shall be as follows:

### Section 3.1 Called Church Officers – Senior Pastor

Note: The terms “pastor” or “Pastor” shall denote Senior Pastor unless otherwise specified.

- A. The Pastor of this church must be a gentleman soundly grounded in Biblical principles, preferably a graduate of a Southern Baptist Seminary or an institution of equivalent theological training and status.
- B. The Pastor shall preach the changeless Word of God (the Gospel) as revealed by Christ and recorded by divine inspiration. He shall, by deed, spirit, and work, exemplify Christ. The pastor shall lead the church to perform its tasks under the lordship of Jesus Christ and engage in a fellowship of worship, witness, education, ministry, and application. It shall be his special responsibility to lead out in the efforts of winning the lost to Christ and to minister to the spiritual needs of the congregation and community.
- C. The Pastor shall be recognized as a spiritual leader of the church. He shall have special charge of the preaching, the teaching ministry of the church, the conduction of religious services which pertain to the office of the pastor, and the administering of the ordinances of the church. As administrative head of the church, he shall direct the work of the church staff. In cooperation with the deacons, church council, and other church leaders, he shall coordinate development of programs of the church. In consultation and cooperation with the deacons, church council, and other elected officers of the church, he shall vigorously urge the extension and execution of the program. He shall be a non-voting ex-officio member of all church committees and all organizations of the church family. He may call a special meeting of the deacons, church council, or of any committee according to procedures set forth in the bylaws.
- D. The Pastor shall arrange for pulpit supply in his absence and arrange for workers to assist in revival meetings and in other special services.
- E. The Pastor shall be privileged to attend, as a messenger, meetings of the Southern Baptist Convention and the Southern Baptist Conservatives of Virginia. He shall also be privileged to attend Evangelistic Conferences. The expense for his attending such meetings shall be defrayed by the church. He shall have the privilege of attending other conferences that may be self-improving to him or beneficial to the church. He may substitute a conference of his choice for one of the above-stated conventions or conferences. In any event, the number of such opportunities should not exceed four (4) annually. The pastor shall be allowed time off each year for rest and vacation, as such need may arise, the length of time to be decided at the time of his call to the church or as established at any later date by action of the church. The pastor shall be allowed to hold two (2) revival meetings each year away from the church. He shall not be absent from his pulpit more than seven Sundays annually and not more than two Sundays in succession except as otherwise authorized by the church.
- F. Should the church be without a Senior Pastor, a Pastor Selection Committee composed of ladies and gentlemen of varying age groups shall be recommended to the church by the deacons for approval. The Pastor Selection Committee shall seek out and nominate

as Senior Pastor a minister of the gospel whose Christian character, capabilities, and education qualify him for the office.

- G. The election of Senior Pastor shall take place at a business meeting called for that purpose on a Wednesday evening. At least one (1) week's notice shall be given by announcement from the pulpit during regularly scheduled services and by publicity in the *First Baptist News*. The pastor-selection committee shall bring only one name at a time for consideration by the church. No other names shall be presented to the church except those presented by this committee. Election shall be by secret ballot of the congregation with an affirmative vote of three-fourths of those present and voting. Should the nominee recommended by the committee fail to receive the required three-fourths vote, the committee shall seek out another nominee. This meeting at which the vote was to be taken shall be adjourned without debate.
- H. The provisions of employment shall be mutually agreed upon by the prospective Pastor and the church.
- I. Effective date of resignation shall be no less than fifteen (15) days and preferably thirty (30) days from the time the notice of resignation is submitted.
- J. Should it become necessary to terminate the relationship between the church and the Pastor, the deacons, after due consideration of the circumstances, shall call a special business meeting to make this recommendation. The meeting will be publicized at least one week in advance from the pulpit and in the *First Baptist News*. At that meeting the Pastor may present his position to the membership. An affirmative vote of three-fourths of those present and voting will be required to terminate the relationship.
- K. The Pastor will be answerable to the Council of Deacons.
- L. The Chairman and the Vice-Chairman of the Council of Deacons will counsel with the Pastor on his performance at least annually.

### Section 3.2 Called Church Officers – Interim/Transitional Pastor

- A. When the office of Senior Pastor becomes vacant, an Interim or Transitional Pastor Selection Committee composed of ladies and gentlemen of varying age groups shall be selected by the Council of Deacons and recommended to the church for approval. They shall seek out and nominate an interim or transitional pastor who shall serve at the pleasure of the church until a Senior Pastor is secured. The committee shall bring only one name at a time for consideration of the church. No other names shall be presented to the church other than those presented by this committee. Election shall be by secret ballot of the congregation with an affirmative vote of three-fourths of those present and voting. Should the nominee fail to receive a three-fourths vote, the committee shall be instructed to seek out another nominee. The meeting at which the vote is taken shall be adjourned without debate. It shall also be the responsibility of this committee to supply the pulpit for all worship services until an interim or transitional pastor is secured.
- B. Compensation and other terms of employment shall be agreed upon at the time of employment.

### Section 3.3 Called Staff Officers

- A. When the church sees the need for other staff members, the church shall call and employ such staff officers as necessary. A job description shall be written by the Personnel Committee when the need for staff officers is determined, and a contract shall

be written following the major functions of called staff officers as set forth in these bylaws. This contract shall be signed by the Senior Pastor, newly called staff officer, the chairman of the Council of Deacons, and the chairman of the Personnel Committee.

- B. Called staff officers, other than the Senior Pastor, shall be recommended to the church by the Personnel Committee and employed by church action. Likewise, termination of employment shall be recommended by the Personnel Committee for church action.
- C. The Personnel Committee shall bring only one nominee at a time for consideration of the church. No other nominees shall be presented to the church other than those suggested by the Personnel Committee. The election of personnel shall take place at a business meeting called for that specific purpose on a Wednesday evening. At least one (1) weeks notice shall be given by announcement from the pulpit during regular scheduled services and by publicity in the *First Baptist News*.
- D. Election shall be by secret ballot of the congregation with an affirmative vote of three-fourths of those present and voting. Should the nominee recommended by the Committee fail to receive the required three-fourths vote, the Committee shall seek out another nominee. The meeting at which the vote is taken shall be adjourned without debate.
- E. The provisions of employment shall be mutually agreed upon by the prospective staff officer and the Personnel Committee and be presented to the church for approval.
- F. Effective date of resignation shall be no less than fifteen (15) days and preferably thirty (30) days from the time the notice of resignation is submitted. Should the church deem it necessary to terminate the relationship between the church and the staff officer, an affirmative vote of three-fourths of those present and voting at a meeting called for that specific purpose is required for that action. At least one (1) week's notice of this meeting shall be given by announcement from the pulpit during regular scheduled services and by publicity in the *First Baptist News*.
- G. Should it become necessary for the church to employ interim personnel other than a Senior Pastor, it shall be the responsibility of the Personnel Committee to secure such personnel. After all arrangements have been finalized, the Personnel Committee shall then inform the church of such arrangements and provisions of employment and introduce the interim person to the church.
- H. Functions of Called Staff Officers
  - 1. The church shall determine, by its needs, what combinations of ministries are needed.
  - 2. All staff officers are responsible to the Senior Pastor and ultimately to the church.
- I. The following are the major functions of the called staff officers:
  - 1. Associate Pastor, Minister of Education, Church Administrator, or any combination: This individual shall be a minister of Christ through the educational and/or administrative program of the church. This person shall, with deep spiritual quality, plan, direct, conduct, coordinate, and evaluate a comprehensive educational ministry of the church. This person shall perform administrative duties of the church as delegated by the Senior Pastor. This person shall also serve as administrator of the First Baptist Weekday School and as an ex-officio member of the School Committee.
  - 2. Minister of Music: The Minister of Music is to be a minister of Christ through the music ministry of the church. This person is responsible for the development,

promotion and execution of a comprehensive church music program in all areas of church life. The organist, pianist and any other workers needed in the music ministry shall be under the supervision of the Minister of Music.

- 3. Minister/Director of Youth: The Minister/Director of Youth is to be a minister of Christ through the youth ministry of the church. This person is responsible for every area of training, planning, coordination, evaluation and education of the youth ministry. The Minister/Director of Youth shall also be responsible for the total nurture and spiritual growth of the youth. This includes working with all adults, teachers, directors, and parents of the youth.
- 4. Minister/Director of Children: The Minister/Director of Children shall serve Christ through the children's ministry of the church. This person is responsible for every area of training, planning, coordination, evaluation and education of the children's ministry. The Minister/Director of Children shall also be responsible for the total nurture and spiritual growth of the children. This includes working with all adults, teachers, directors, and parents of the children.

#### Section 3.4 Deacons- Elected Church Officers

- A. Membership and Term of Service
  - 1. The number of deacons in the Council of Deacons shall be twenty-four (24).
  - 2. Life deacons may be elected by the church from time to time and may be privileged to serve and vote as deacons. In order to qualify as a life deacon, a man must have reached the age of seventy (70), served at least six (6) years as a deacon in this church, be a member in good standing, and, upon recommendation of the Council of Deacons, be elected by the church. The number of life deacons actively serving on the Council of Deacons shall be limited to one-fourth (1/4) of the number of rotating deacons on the Council, which is presently twenty-four (24).
  - 3. Deacons shall be elected to serve for a term of three (3) years. At the conclusion of this term, they are ineligible for re-election for at least one (1) year.
  - 4. In case of a vacancy during the year, the Nominating Committee, following the procedure set forth in this document for the election of deacons, shall fill the unexpired term as soon as practical.
  - 5. A deacon completing a partial term of one year or less may be elected to a full term.
  - 6. Eight members (one third) of the Council of Deacons shall rotate off each year.
  - 7. It shall be the duty of the Council of Deacons to elect its chairman, vice-chairman, secretary, and assistant secretary from among its own actively serving members. Those elected shall serve for one (1) year and may not succeed themselves.
- B. Election of Deacons
  - 1. The names of those placed in nomination shall be recommended to the church by the Nominating Committee. The recommendation shall take place only after much study and prayer concerning the qualifications of the individuals whose names have been placed in nomination. (See Section C.)
  - 2. The following procedures shall be carefully and exactly followed:
    - a. No later than April 1, the Nominating Committee shall begin a search of the entire male membership of the church for those individuals who meet the required qualifications to serve in the office of deacon.

- b. No later than April 1 and continuing weekly through May 1, the Nominating Committee shall place a notice in the *First Baptist News* and other printed announcements that any member desiring to submit a name for consideration for the office of deacon may do so by presenting in writing the name of the person to the Nominating Committee. A brief statement of the qualifications of the person must accompany the nomination. Nominations from the membership shall be closed on May 1.
  - c. The Nominating Committee shall select at least as many nominees as there are vacancies on the Council of Deacons.
  - d. The full Nominating Committee shall meet in consultation with the Senior Pastor and Chairman and Vice-Chairman of the Council of Deacons. After this consultation, the Nominating Committee shall determine the slate of nominees from among those discussed.
  - e. The Chairman of the Council of Deacons and chair of the Nominating Committee together shall counsel with each of the nominees (including ordained deacons) considered for presentation to the church, covering at least the following:
    - i. Qualifications of a deacon
    - ii. Responsibilities of a deacon
    - iii. Request that the nominee prayerfully consider whether God is calling him into a special lifetime of service to the Lord Jesus and His church in the office of deacon.
    - iv. Leave with the nominee a copy of the qualifications and duties of a deacon. (See Appendix A.)
    - v. If after much prayer and with the leading of the Holy Spirit, the nominee understands the qualifications and will accept the responsibilities of a deacon, he will answer and sign the statement found in Appendix A, and return it to the Nominating Committee, thereby agreeing to serve if elected.
  - f. Upon the nominees' assurance of God's call and their commitment and willingness to serve, the chair of the Nominating Committee shall then, in the morning worship service, on the last Sunday of June, present the candidates to the church. When possible, the total number of candidates recommended to the church shall be the same as the number of vacancies to be filled.
  - g. The election of deacons shall take place at the July business meeting.
    - i. Each candidate must receive a three-fourths affirmative vote of those present and voting. If a candidate fails to receive the required three-fourths affirmative vote, the Nominating Committee, following the procedure set forth in this document, shall fill the vacancy as soon as practical.
    - ii. The method of voting shall be by secret written ballot. The names of the candidates shall be printed on each ballot. These ballots shall be distributed, collected, and counted by five (5) tellers. These tellers shall be appointed by the moderator presiding at this meeting and shall be appointed to serve as tellers at this election only.
  - h. Those candidates elected shall take office at the September meeting of the Council of Deacons.
  - i. The ordination service, for elected candidates not previously ordained, shall take place at a time designated by the pastor.
  - j. No one employed by the church in a continuously salaried position will be eligible for the nomination to the Council of Deacons.
- C. Deacon Identified
1. He must be a man who belongs first and wholly to the Lord; a man of strong spiritual quality; a man whom spiritual qualities are clearly seen.
  2. He must be a man of Christian purpose; his first reverence and allegiance must be to the Lord Jesus Christ and to the spiritual matters of His church (I Timothy 3:8).
  3. He must be a man of sound doctrinal conviction; his integrity in the Bible and in spiritual matters must be unquestionable and must be firmly rooted and grounded (I Timothy 3:9; Acts 20:28; Ephesians 4:14).
  4. He must be a man of proven spiritual maturity; his spiritual qualifications must be demonstrated, evaluated, and found true before he is ever elected to serve as deacon (I Timothy 3:10).
  5. He must be a man of faithful devotion to his wife and family (I Timothy 3:12; Mark 10:2-12).
  6. He must be a man of upright speech and thought; his speech and thought must be controlled, being dominated primarily by spiritual principles (I Timothy 3:8; Phil. 4:8).
  7. He must be a man of temperance in living; his life is to be controlled at all times, free from anything or any excesses that could injure the name of the Lord, the church, or his family (I Timothy 3:8; I Corinthians 10:31).
  8. He must be a man of compassion in material possessions; his commitment to the Lord's compassion and service must be evidenced by his giving at least a tenth of his income to the Lord's church and by his setting an example in going beyond to the point of unlimited compassion after the pattern of our wonderful Lord (I Timothy 3:8; II Cor. 8:9; I Cor. 6:19-20; II Cor. 9:6-7; Matt. 23:23; Luke 11:43).
- D. Primary Function of Deacons:
1. The deacon has the lifetime function of serving both as a witness and as a minister in the evangelistic and pastoral ministerial responsibilities of the church.
  2. The deacon might also have the periodic function of serving on the Council of Deacons.
- E. Specific Duties of Deacons:
1. In Worship: Proclaiming the gospel by showing a consistent and abiding love for the Lord's church in all its ministry.
    - a. To set an irreproachable example in worship and Bible study by faithfully attending all services.
    - b. To exhort and encourage others to be faithful in attendance.
    - c. To aid in teaching the people in the spiritual administration of the ordinances of the church.
    - d. To set an example in daily personal worship.
  2. In Evangelism: Proclaiming the gospel to believers and to unbelievers.
  3. In Administration: Proclaiming the Gospel through the efficient and effective administrative operations of the church.



- a. To consider and make recommendations to the church in all matters pertaining to the work and progress of the church.
- b. To oversee the discipline of the church and the establishment and maintenance of the relationships between all organizations and members of the church, including both spiritual and organizational relationships.

#### Section 3.5 Treasurer and Assistant Treasurer(s)

- A. Membership and Terms of Service
  1. The church shall have a treasurer and assistant treasurer(s).
  2. The treasurer and assistant treasurer(s) are to be elected annually upon the recommendation of the nominating committee. They are eligible for re-election. Their terms shall coincide with the church year.
  3. The nominating committee shall seek out members who are qualified to serve in this capacity. After consulting with them and determining their willingness and ability to serve, the nominating committee shall place the individuals' names in nomination for action at the July business meeting.
  4. The treasurer and the assistant treasurer(s) shall be bonded.
  5. Should any of the above become unable to fulfill their responsibilities, the nominating committee shall nominate a replacement at a quarterly business meeting or at a special business meeting called for that purpose.
- B. Specific Duties
  1. The treasurer will serve as a voting ex-officio member of the Finance Committee.
  2. To work with the Finance Committee in recommending and establishing policies and procedures related to receiving, counting, banking, recording, disbursing, reporting, and auditing all monies received by the church.
  3. To see that adequate records of all monies received and disbursed are maintained.
  4. To see that each church member's contributions are posted and that a report is provided to the contributor at least annually.
  5. To examine supporting data for all check requests and to issue checks accordingly.

#### Section 3.6 Clerk and Assistant Clerk

- A. Membership and Term of Service
  1. The clerk and assistant clerk are to be elected annually. They are eligible for re-election. Their terms shall coincide with the church year.
  2. The nominating committee shall seek out members who are qualified to serve in this capacity. After consulting with them and determining their willingness and ability to serve, the nominating committee shall place the individuals' names in nomination to the church for action at the July business meeting.
  3. Should any of the above become unable to fulfill their responsibilities, the nominating committee shall nominate a replacement at a quarterly business meeting or a business meeting called for that purpose.
- B. Specific Duties
  1. To serve as recorder for all business meetings.
  2. To preserve all church records.
  3. To see that the annual letter to the Association is prepared and mailed.

4. To see that all church correspondence acted upon by the church body is properly recorded.
5. To see that documents and archival materials that tell the history of the church are preserved.
6. The assistant clerk shall carry out the duties in the absence of the clerk.

#### Section 3.7 Church Librarian

- A. Membership and Term of Service
  1. The Librarian shall be elected annually and be eligible for re-election. The term shall coincide with the church year.
  2. The nominating committee shall seek out a member who is qualified to serve in this capacity. After consulting with him or her and determining his/her willingness and ability to serve, the nominating committee shall place the individual's name in nomination to the church for action at the July business meeting.
- B. Specific Duties
  1. Manages the lending of books, periodicals, documents, videos, and Resource and Media equipment.
  2. Inventories and maintains the collection of resources.
  3. Serves as a voting ex-officio member of the Resource and Media Committee.

### ARTICLE IV – EMPLOYED PERSONNEL

- A. Employed personnel, such as the organist, pianist, school personnel, clerical workers, and maintenance personnel shall be hired by the Personnel Committee in consultation with the Senior Pastor and the recommendation of the appropriate church committee.
- B. Supervision of employed personnel will be by staff members according to an organizational chart developed by the Personnel Committee in consultation with the Senior Pastor.

### ARTICLE V - CHURCH MEETINGS

- A. The church year shall begin September 1 and end August 31 of the succeeding year.
- B. The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for preaching, instruction, evangelism and for the worship of Almighty God. These meetings shall be open to all individuals and conducted under the direction of the Senior Pastor.
- C. Revival services and any other church meetings, which shall be essential in the promotion of the objectives of the church, shall be placed on the church calendar.
- D. All business meetings shall be held on Wednesday evening.
- E. The Chairman or Vice-Chairman of the Council of Deacons shall be moderator of all business meetings. In the absence of both, the clerk shall appoint an individual to serve as moderator.
- F. The church shall have a quarterly business meeting on Wednesday night after the second Sunday of January, April, July, and October, or at any announced Wednesday near the above mentioned dates.
- G. A special business meeting may be called by the Senior Pastor or Chairman of the Council of Deacons on any Wednesday evening after due notice has been given to the

membership. Due notice shall consist of printing the meeting date and purpose or purposes in the *First Baptist News* or by mailing to the membership at least one week prior to the special called meeting. In unusual circumstances in matters of great urgency, this notice provision shall be waived if the waiver is approved by at least two-thirds majority of the church assembled in conference.

- H. The congregation shall be given notice in writing at least one week before action is taken on the following:
  - 1. Annual Budget
  - 2. Expenditure of money exceeding 1% of the budget not already provided in the budget. All such expenditures exceeding 1% of the budget shall be first submitted to the Finance Committee for review to determine proper funding and availability of funds. The Proposal will then be presented to the church with the recommendation of the Finance Committee.
  - 3. Major church policy not provided for in the Constitution and Bylaws.
  - 4. Purchase of property.In matters of extreme emergency, this may be waived if approved by at least two-thirds majority of the church assembled in conference.
- I. Business meetings shall be conducted according to Roberts Rules of Order, Revised, as interpreted by a parliamentarian appointed by the chairman of the Council of Deacons for a term of one year. The term of the parliamentarian will coincide with that of the chairman of the Council of Deacons. In the absence of the parliamentarian, the moderator will appoint a substitute for that particular meeting.
- J. The determination of a vote result will be based upon the number of votes for or against a motion. Abstentions or blank ballots will not be considered.
- K. Quorum- Except as otherwise provided in these bylaws, a minimum of sixty-five (65) members shall be considered a quorum for a regular or a properly called special business meeting of the Church. However, if a quorum cannot be satisfied, the quorum requirement for the next meeting on the same agenda items will be the number of members in attendance.

## ARTICLE VI. – COMMITTEES AND COORDINATING GROUPS

### Section 6.1 Church Council

- A. The Church Council shall be composed of:
  - 1. The Senior Pastor who serves as chair;
  - 2. Other called staff officers;
  - 3. The Chairman of the Council of Deacons;
  - 4. The directors of the Sunday School, Church Training, Women on Mission, Baptist Men, Senior Citizens;
  - 5. All committee chairs.
  - 6. President of the Board of Directors.
- B. The frequency of meetings shall be at least quarterly, but the council may meet on call by the Senior Pastor.
- C. Specific Duties:
  - 1. To develop and suggest to the church, action plans for reaching church goals.

- 2. To implement the Long Range Plan and monitor progress toward accomplishment of church objectives.
- 3. To review, coordinate, and recommend programs and activities for church approval.
- 4. To recommend time schedules of services and activities for church approval.
- 5. To review and report on the use of church resources.
- 6. To evaluate program effectiveness in relation to church objectives.

### Section 6.2 Standing Committees

- A. Committees shall represent the church body in fulfilling specific responsibilities, establishing policies, defining objectives, performing services, and reporting activities and results to the church body, in coordination with each other as appropriate.
- B. Committees shall present anticipated annual budget needs to the Finance Committee when appropriate.
- C. All selections for church committee chairs and committee members shall be made by the Committee on Committees unless otherwise noted herein. All selections shall be made from the church membership. After committee members have been selected, their names shall be presented to the church for approval at the July Business Meeting. If and when it becomes necessary to fill a vacancy during the church year, the same procedure shall be followed.
- D. No person may concurrently serve on more than two standing committees. No person may concurrently chair more than one committee, including ad hoc committees.
- E. Unless otherwise noted, membership on standing committees shall be for a three-year term on a rotating basis with approximately one third of the committee membership rotating off each year. After completing one term, a member must wait one year before being re-elected to the same committee. A committee member completing a partial term of one year or less may be elected to a full term.
- F. No relative of a staff member, by blood or marriage, shall serve on any committee making decisions affecting the related staff member.
- G. Minutes of committee meetings are to be recorded and submitted to the pastor's secretary.
- H. A quorum of any committee shall be required for committee action or decision. A majority of the committee membership shall constitute a quorum.
- I. The Senior Pastor and Associate Pastor for Administration will be non-voting ex officio members of all committees.

### 1. NOMINATING COMMITTEE

- A. This committee shall be composed of six members.
- B. The members of this committee shall be selected by the Senior Pastor and the Chairman and Vice-Chairman of the Council of Deacons. They shall also select the committee chair.
- C. Specific Duties:
  - 1. To oversee the enlistment of organizational workers for the church from the church membership.
  - 2. To seek out and enlist leaders for church organizations.

3. To assist church organizational leaders in discovering and utilizing leadership ability according to the following procedure:
  - a. The director of each organization shall present his/her desired workers to the Nominating Committee for evaluation and approval.
  - b. After Nominating Committee approval, the organizational leaders shall enlist the desired workers.
  - c. The Nominating Committee shall present the slate of organizational workers to the church.
4. To oversee the enlistment of deacons.
  - a. The full Nominating Committee initiates the deacon nominee/candidate selection and is responsible to oversee the process from beginning to end. The full Nominating Committee shall make the final selection of candidates presented to the church body.
  - b. Refer to Article III, Section 3.4, B: Election of Deacons, for the exact procedure to be followed.
5. To present deacon candidates to the church for election.
6. To select the Committee on Committees in cooperation with the Senior Pastor and to make contacts with the selected members.
7. To present the Committee on Committees to the church for election.

## 2. COMMITTEE ON COMMITTEES

- A. This committee shall be composed of six members recommended by the Senior Pastor and Nominating Committee.
- B. Specific Duties:
  1. To seek out and enlist committee chairs for nomination to the church.
  2. To oversee the enlistment of committee members, in conjunction with the committee chairs and to recommend committee personnel to the church for election.
  3. To oversee enlistment of ministry team members, in conjunction with the appropriate committee chairs and to recommend ministry team personnel to the church for election.
  4. Upon the establishment of an Ad Hoc Committee by the church, to recommend purposes, objectives, and membership.
- C. In the enlistment of committees, no relative of a staff member, by blood or marriage, shall serve on any committee making decisions affecting the related staff member.

## 3. FINANCE COMMITTEE

- A. This committee shall be composed of six members, plus the Church Treasurer as a voting ex-officio member.
- B. Specific Duties:
  1. To continuously monitor the financial condition of the church and other entities of the church to ensure sound management of church financial resources.
  2. To establish and maintain policies for maintaining the financial condition of the church to ensure sound management of church financial resources.
  3. To ensure accurate and appropriate record keeping of financial transactions and status of accounts.

4. To monitor any indebtedness of the church and payments of such.
5. To manage church investments in accordance with the needs of the church.
6. To prepare the annual budget, with input from various church organizations and committees, and present to the church for approval.
7. To continuously study and evaluate the financial records of the church to determine their adequacy and recommend any improvements thought desirable.
8. To determine honoraria for guest speakers, musicians, and trainers.
9. To authorize periodic audits of all financial records.
10. To prepare and present quarterly reports to the church.
11. To act on recommendations of the Property Committee in establishing fees for use of church facilities by non-members and outside groups.

## 4. PERSONNEL COMMITTEE

- A. This committee shall be composed of five members.
- B. Specific Duties:
  1. To determine the need for staff positions to fulfill church goals and objectives.
  2. To develop Job Descriptions for all staff positions, unless otherwise stated herein, except for the Senior Pastor. [See Properties Committee, B. Specific Duties, item 10.]
  3. To develop and maintain Personnel Policies and Procedures.
  4. To develop and maintain an organizational chart of staff positions.
  5. To review and approve applicants for employment vacancies upon recommendation of supervising staff members and/or members of appropriate committees. Election by the congregation shall be required for approval of called staff officers, as outlined in Article III, Section 3.3.
  6. To establish and implement an employee grievance procedure.
  7. To make final decisions regarding employee grievances if necessary, after the grievance procedure has been followed.
  8. To make final decisions regarding termination of employment relationships.
  9. To consider and act upon the resignation of personnel.
  10. To make recommendations to the Finance Committee of salary, adjustments, and fringe benefits.

## 5. PROPERTIES COMMITTEE

- A. This committee shall be composed of seven members.
- B. Specific Duties:
  1. To continuously monitor the condition of all church facilities and grounds to provide general maintenance and preserve serviceability and appearance.
  2. To oversee the cleaning of church facilities, including contracting for outside custodial services as needed.
  3. To manage repairs and improvements to enhance serviceability and appearance.
  4. To respond to emergency situations to restore facility or equipment failure or damage.

5. To protect the spiritual integrity of the church sanctuary.
  6. To recommend major repairs and improvements for church approval.
  7. To maintain insurance policies on all church facilities and upgrade as needed.
  8. To coordinate security staffing for church events.
  9. To recommend to the Personnel Committee the employment or dismissal of maintenance personnel.
  10. To develop job descriptions for all maintenance and custodial personnel, with the approval of the Personnel Committee.
  11. To monitor the performance of maintenance personnel and provide an annual evaluation to the Personnel Committee.
  12. To ensure the proper training of maintenance personnel.
  13. To set policies for use of church facilities and equipment by members and non-members.
  14. To recommend to the Finance Committee fees to be charged for use of church facilities and equipment.
6. SCHOOL COMMITTEE
- A. This committee shall be composed of seven members.
  - B. Specific duties:
    1. To ensure that First Baptist Christian School promotes Christian values as set forth in scripture and ensure the highest academic standards.
    2. To establish and interpret operational policies for the schools.
    3. To serve as consultant to the school administration.
    4. To work with the school administration in developing the curriculum.
    5. To monitor the financial status of the school, including pursuit of delinquent accounts.
    6. To set tuition rates for all services of the schools.
    7. To develop a proposed annual budget for approval by the Finance Committee and by the church.
    8. To present to the church a quarterly financial report after approval by the Finance Committee.
    9. To present to the church a quarterly report of the school enrollment status.
    10. To have discretionary authority to accept or reject the application of any child or dismiss any enrolled child in accordance with the policies of the school.
    11. To recommend to the Personnel Committee the employment or dismissal of all personnel of the Schools.
    12. To publicize and promote the First Baptist School and its outreach for the church and community of Suffolk.

7. DAY CARE COMMITTEE
- A. This committee shall be composed of six members.
  - B. Specific duties:
    1. To ensure that First Baptist Day Care promotes Christian values as set forth in scripture and ensure the highest standards of child care.
    2. To establish and interpret operational policies for the day care program.
    3. To serve as consultant to the day care staff.
    4. To work with the day care staff in developing the curriculum.
    5. To monitor the financial status of the day care program, including pursuit of delinquent accounts.
    6. To establish fees for day care.
    7. To develop a proposed annual budget for the day care program to be approved by the Finance Committee and by the church.
    8. To present to the church a quarterly financial report after approval by the Finance Committee.
    9. To present to the church a quarterly report of the day care enrollment status.
    10. To have discretionary authority to accept or reject the application of any child or dismiss any enrolled child in accordance with the policies of the day care program.
    11. To recommend to the Personnel Committee the employment or dismissal of all day care personnel.
    12. To publicize and promote the First Baptist Day Care program and its outreach for the church and community of Suffolk.

8. BAPTISMAL COMMITTEE
- A. This committee shall be composed of six members, three ladies and three gentlemen.
  - B. Specific Duties:
    1. To assist the Pastor in baptismal services.
    2. To make preparations for administration of this church ordinance.
    3. To see that a sufficient number of committee members are present to assist baptismal candidates before and after the service.

9. BENEVOLENT COMMITTEE
- A. This committee shall be composed of six members.
  - B. Specific Duties:
    1. To supervise all benevolent services and administration of benevolent funds.
    2. To assist families and persons in need by investigating requests for assistance and rendering aid as needed as the church is able to provide, considering the needs of our church families first.
    3. To coordinate activities with other community organizations.
    4. To report to the church work accomplished and assistance given, at least annually.

10. CONSTITUTION COMMITTEE

- A. This committee shall be composed of six members.
- B. Specific Duties:
  - 1. To ensure that the Constitution and Bylaws are protected, properly applied according to their original intent, and maintained such as to be consistent with church needs.
  - 2. To consider, prepare, and recommend amendments to the Constitution and Bylaws as directed by the church body.
  - 3. To bring recommendations to the church for approval when interpretation of the Constitution or Bylaws is needed.
  - 4. To review the entire Constitution and Bylaws every tenth year (on the year ending in '0') and propose changes needed to meet current church needs.

11. EVANGELISM COMMITTEE

- A. This committee shall be composed of nine members.
- B. Specific Duties:
  - 1. To promote evangelism in the church through support, preparation, and carrying out evangelistic church events.
  - 2. To work with the pastor in preparing for revivals and evangelistic outreach events.
  - 3. To prepare the church for revival and other events through promotions, meetings, and other appropriate means.
  - 4. To work with the Hospitality Committee in planning meals and fellowships associated with revival or evangelistic events.
  - 5. To assist in arranging transportation and living accommodations for visiting speakers and music ministers.
  - 6. To provide counseling for decisions made at revivals and evangelistic events.

12. FLOWER COMMITTEE

- A. This committee shall be composed of three members.
- B. Specific Duties:
  - 1. To ensure that suitable flower arrangement(s) are placed in the sanctuary for Sunday services and other services as deemed appropriate.
  - 2. To be responsible for the purchase of necessary supplies.
  - 3. To care for plants and arrangements placed in the church.
  - 4. To ensure that arrangements, vases, baskets, and other materials are properly maintained.
  - 5. To ensure that the sanctuary furnishings are properly protected from damage due to plants and floral arrangements.
  - 6. To assist and advise individuals who desire to place flowers in the sanctuary.
  - 7. To distribute flowers after use to the sick, shut-ins, or others as the committee shall decide or as requested by the Pastor.

13. HISTORY COMMITTEE

- A. This committee shall be composed of three members.

B. Specific Duties:

- 1. To promote an awareness of the history of the church among its members.
- 2. To collect and safeguard records and documents, including minutes of church business meetings, minutes of deacons meetings, *First Baptist News*, and other documents considered to be of historical significance.
- 3. To prepare an annual narrative of church activities and events.
- 4. To update and publish the church history for each 25 year anniversary.
- 5. To develop and recommend any policies and procedures regarding historical materials.

14. HOSPITALITY COMMITTEE

- A. This committee shall be composed of ten members.
- B. Specific Duties:
  - 1. To plan and oversee the food or refreshments for special events or church-wide functions.
  - 2. To plan lodging and meals, as needed, for guest speakers and/or musicians.

15. LONG-RANGE PLANNING COMMITTEE

- A. This committee shall be composed of nine members.
- B. Specific duties:
  - 1. To discover and analyze long-range church and community needs.
  - 2. To recommend to the congregation long-range goals and long-range strategies.
  - 3. To evaluate the long-range effectiveness of church programs.
  - 4. To interpret long-range goals and strategies to appropriate groups.
  - 5. To present long-range plans to the church for approval.

16. LORD'S SUPPER COMMITTEE

- A. This committee shall be composed of six members.
- B. Specific Duties:
  - 1. To prepare the table for observance of the Lord's Supper.
  - 2. To obtain and prepare the elements used during the Lord's Supper.
  - 3. To ensure that necessary Communion service equipment is available.
  - 4. To see that the Communion service is properly maintained.

17. MISSIONS COMMITTEE

- A. This committee shall be composed of six members.
- B. Specific Duties:
  - 1. To continually evaluate, oversee, and promote the missions ministry of the church.
  - 2. To oversee the selection, establishment, operation, and support of mission churches sponsored by our church.
  - 3. To arrange, sponsor, and promote churchwide mission projects and trips.
  - 4. To organize and conduct periodic Mission Conferences.
  - 5. To investigate, select, and recommend missionaries and mission organizations for church sponsorship.

6. To set goals for mission offerings.
7. To recommend to the Finance Committee uses for the Missions Fund.

18. MULTI-MEDIA COMMITTEE

- A. This committee shall be composed of three members.
- B. Members may serve consecutive three-year terms.
- C. Specific Duties:
  1. To coordinate and manage the Multi-media Ministry Team. (See Article VII, Item 1.)
  2. To provide training for the Multi-media Ministry Team.
  3. To maintain audio and video equipment and recommend repair and replacement when necessary.

19. RECREATION COMMITTEE

- A. This committee shall be composed of six members.
- B. Specific Duties:
  1. To see that all recreational activities are properly organized, planned, and coordinated with other church ministries.
  2. To represent the church in league meetings.
  3. To supervise the enlistment and training of team personnel for such sports as the Church Council shall agree upon.
  4. To keep the recreational program Christ-centered and church-oriented, enforcing all rules of the church and interpreting any rules as necessary to determine the eligibility of players.
  5. To purchase, within budget appropriations, recreational equipment as needed.
  6. To direct the use of recreational equipment and be responsible for its care and storage.
  7. To maintain an inventory of recreational equipment.
  8. To supervise, under the jurisdiction of the Properties Committee, the use and care of church property.
  9. To secure off-premises facilities for recreational use.

20. RESOURCE AND MEDIA COMMITTEE

- A. This committee shall be composed of six members, plus the Church Librarian serving as a voting ex-officio member.
- B. Specific Duties:
  1. To oversee the operation of the Resource and Media Center.
  2. To ensure that all materials purchased reflect the highest Christian principles.
  3. To assist the Librarian in inventorying, maintaining, and managing the lending of books, periodicals, documents, videos, and Resource and Media equipment.

21. SCHOLARSHIP COMMITTEE

- A. This committee shall be composed of six members.
- B. Specific Duties:
  1. To administer scholarship funds of the church in accordance with church scholarship policy.

2. To recommend changes to the scholarship policy for church approval.
3. To make a report of activities to the church on an annual basis.

22. TELLER COMMITTEE

- A. This committee shall be composed of six members. There will be a chair and vice-chair, along with four Group Leaders, one for each week of the month.
- B. All members of this committee shall be bonded.
- C. Specific Duties:
  1. To coordinate and manage the Teller Ministry Team. (See Article VII, Item 2.)
  2. To develop a procedure for counting all monies received by the church and preparing for deposit.
  3. To provide a weekly written report of contributions to the Financial Secretary.
  4. To deposit church monies into the bank.
  5. To provide training at least annually for the members of the Teller Ministry Team.

23. TRANSPORTATION COMMITTEE

- A. This Committee shall be composed of six members who have knowledge of operation and maintenance of motor vehicles and of laws governing operation of commercial vehicles.
- B. Members may serve consecutive three-year terms.
- C. Committee members may operate vehicles as needed, provided they are properly licensed.
- D. Specific Duties:
  1. To coordinate and manage the Transportation Ministry Team. (See Article VII, Item 3.)
  2. To ensure that members of the Transportation Ministry Team are properly licensed and qualified.
  3. To ensure that members of the Transportation Ministry Team maintain acceptable driving records.
  4. To authorize and schedule the use of church vehicles.
  5. To secure drivers as needed.
  6. To secure State and City licenses and to secure the annual State inspection.
  7. To ensure that church vehicles are properly insured.
  8. To maintain and/or recommend maintenance on church vehicles on a regular basis.
  9. To recommend to the Finance Committee fees to be charged for use of church vehicles.
  10. To recommend purchase and/or replacement of church vehicles.

24. USHER COMMITTEE

- A. This committee shall be composed of six male members. There will be a chair and vice-chair, along with two Head Ushers to manage odd weeks and two Head Ushers to manage even weeks.
- B. Specific Duties:
  1. To coordinate and manage Usher Ministry Team. (See Article VII, Item 4.)

2. To monitor ventilation, temperature, and lighting in the sanctuary.
3. To provide training as deemed necessary for members of the Usher Ministry Team.

#### Section 6.3 Ad Hoc Committees

- A. When a situation or an occasion arises, the circumstances of which do not fall under a stated committee, the church may direct that an Ad Hoc committee be formed to handle such situations on a temporary basis.
- B. Any Ad Hoc committee, including its membership and objectives, shall be recommended to the church by the Committee on Committees for approval.
- C. This committee shall be composed of as many members as deemed necessary by the Committee on Committees.
- D. Membership on the committee shall continue as long as the committee exists.
- E. Upon completion of its objectives, the committee shall present to the church a report of its activities, including recommendations for church action.
- F. The committee shall be dissolved upon acceptance of its report by the church.

### ARTICLE VII. MINISTRY TEAMS

Ministry Teams will supplement Standing Committees in carrying out their respective functions as follows:

1. MULTI-MEDIA CONTROL MINISTRY TEAM
  - A. This team shall be composed of as many members as deemed necessary by the Multi-media Committee.
  - B. The term of service shall be one year, and members may serve successive terms.
  - C. Members shall receive training from the Multi-media Committee in the operation of audio and video equipment.
  - D. Specific Duties:
    1. To operate audio, video, and visual equipment as needed.
    2. To record Sunday worship services and other services upon request or approval of the Senior Pastor.
2. TELLER MINISTRY TEAM
  - A. This Ministry Team shall be composed of four groups, consisting of as many members as deemed necessary by the Teller Committee.
  - B. The term of service shall be one year, and members may serve successive terms.
  - C. Members shall be bonded.
  - D. Members shall receive training from the Teller Committee in counting and reporting procedures.
  - E. Specific Duties:
    1. To count and report all monies received by the church.
    2. To prepare monies for deposit.

3. TRANSPORTATION MINISTRY TEAM
  - A. This Ministry Team shall be composed of as many members as deemed necessary by the Transportation Committee.
  - B. The term of service shall be one year, and members may serve successive terms.
  - C. Members shall be properly qualified and licensed drivers and have acceptable driving records.
  - D. Specific duties:
    1. To operate church vehicles as needed.
    2. To observe and report vehicle mechanical problems to the Transportation Committee.
4. USHER MINISTRY TEAM
  - A. This team shall be composed of as many male members as deemed necessary by the Usher Committee.
  - B. The term of service shall be one year, and members may serve successive terms.
  - C. Specific Duties: To perform the duties of ushers at worship services as needed:
    1. Greet members and guests; direct them to available seats.
    2. Hand out visitor's cards, programs, and bulletins.
    3. Receive all offerings.
    4. Count congregation during worship services.

### ARTICLE VIII – PUBLICATIONS

- A. *First Baptist News* shall be the weekly paper of First Baptist Church. The purpose of the paper shall be to provide news about the church and its members.
  1. Only matters pertaining to the members of our church, their immediate families, or their concerns shall be printed.
  2. The editor shall be appointed by the Senior Pastor.
  3. The editor shall reserve the right to make decisions as to material published.
- B. The church bulletin shall include the order of worship and other information as deemed appropriate for Sunday services.
- C. The church shall establish and maintain an internet website.
  1. The Senior Pastor shall appoint a person to be responsible for maintenance of the website.
  2. Material published on the internet shall be of a general nature and shall not infringe upon church and/or individual privacy.
- D. Any publication other than the above shall be submitted to the Senior Pastor for approval prior to its release.

### ARTICLE IX- CHURCH POLICIES AND PROCEDURES MANUAL

The development of a church policy and procedures manual shall be overseen by the Board of Directors or their designees with professional consultation and review as necessary. This manual shall include all church policies, procedures, job descriptions and organization charts depicting lines of responsibility in the administration of the church. The manual shall be kept

in the church office and made available for use by any member of the church. The church secretary shall maintain the manual. The Board or their designees shall review the manual at least annually, with the authority to recommend changes to the responsible church committee or organization.

The Board and any of its designees shall be responsible for compiling and maintaining a policies and procedures manual for the day-to-day administrative functions of the Church not covered in the constitution and bylaws. Subjects covered shall include, but are not limited to, the following:

1. Personnel policies and procedures not covered in the bylaws;
2. Church property policies and procedures;
3. Church discipline procedures and policies;
4. Christian conciliation and dispute resolution policies and procedures;
5. Child protection policies and procedures;
6. Home Fellowship and Team Leader manuals; and
7. Other policies and procedures as needed.

These policies and procedures manuals shall be available at the Church office for members to review. Any suggested changes shall be recommended to and approved by the Board of Directors. The paid staff employees of the Church shall be administered in accordance with the provisions of the Personnel Manual as part of the Church Policies and Procedures Manual. The paid staff employees shall be under the supervision of the Senior Pastor or someone designated by the Senior Pastor.

Any church member may initiate suggested additions, revisions, or deletions to the manual by:  
1) recommendation to the related organization or team and 2) review and approval by the Board of Directors.

#### ARTICLE X - FISCAL MATTERS

##### Section 10.1 Contracts

The Board may approve in writing any officer or officers, agent or agents of the Church, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Church. Such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Church to any contract or any engagement or to pledge its credit or to render it liable for any purpose or in any amount. All contracts should be reviewed by a competent attorney.

##### Section 10.2 Partnerships, Joint Ventures, LLC's and Auxiliary Corporations

Upon approval of a ¾ majority vote of the voting church members at a duly called business meeting the Board may authorize in writing any officer(s), or agent(s) of the Church to enter into any partnerships or joint ventures or create auxiliary corporations or limited liability companies that the Board determine will advance the religious purposes and goals of the members as described herein and not violate the Church's tax exempt status.

##### Section 10.3 Purchase or Sale of Property and Borrowing

Neither officers nor agents of the Church may purchase or sell real or personal property on behalf of the Church unless authorized by the Board, and in cases of real property, the Members according to these Bylaws. Any borrowing of money must be approved by the Board and a majority vote of the Members at a duly called business meeting.

##### Section 10.4 Gifts and contributions

The Board of Directors may accept on behalf of the Church any contribution, gift, bequest or devise for the general purpose or for any special purpose of the Church. Any endowment for the general purpose or for any special purpose of the Church will be approved by the Board.

#### ARTICLE XI - INDEMNIFICATION

Any person made or threatened to be made a party to any action or proceeding, whether civil or criminal, by reason of the fact that he, his testator or testate is, or was an officer, employee or agent of the Church may be indemnified by the Church and the Church may advance his related expenses to the full extent permitted by law.

The Church shall indemnify any officer or duly elected individual who has been successful, on the merits or otherwise, in the defense of any proceeding in his capacity as officer against any reasonable expenses including defense costs incurred by the officer or individual in connection with the proceeding.

The Church may purchase and maintain insurance to indemnify: (a) Itself or any obligation which it incurs as a result of indemnification of officers in the manner provided by law; and (b) officers, employees, and agents whether or not required by Virginia law. Such insurance must satisfy the requirements imposed by law.

#### ARTICLE XII – CHRISTIAN DISPUTE RESOLUTION

Believing that the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private, or within the Christian church (see Matthew 18:15-20, Matthew 5:1-5 and I Corinthians 6:1-8), the Church should require its members to resolve conflict among themselves according to Biblically-based principles, without reliance on the secular courts. Consistent with this call to peace-making, the Church shall encourage the use of Biblical-based principles and the avoidance of suits of law to resolve disputes between itself and those outside the Church, whether individuals or corporate entities who are run and controlled by professing Christians.

In any dispute arising between or among Church members, the dispute should be resolved under the Christian Conciliation Rules and Procedures published at [www.hispeace.org](http://www.hispeace.org). All employees, contractors and vendors of the Church should be asked to sign policies or contracts with the Christian Dispute Resolution clause in it. Christian mediation should be attempted but if it does not resolve the dispute then legally binding Christian Arbitration shall be employed by the Board or individuals selected by the Board in accordance with the Rules of Procedure for Christian Conciliation found at [www.HisPeace.org](http://www.HisPeace.org). A decision shall be



reached after prayerful consideration, in a spirit of humility, with each Arbitrator seeking that which most glorifies God and regarding one another before himself.

Any claim or dispute arising between Church members, and pastors, staff and/or the Church shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the Rules is available at [www.HisPeace.org](http://www.HisPeace.org)).

Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. Jurisdiction and venue shall be the city or county and state where the church is located and Virginia law will apply to dispute. The choice of law shall be Virginia and venue shall be the city or county in Virginia in which the Church is located. Members, pastors, staff or third party vendors/contractors shall understand that these methods shall be the sole remedy for any controversy or claim arising against the Church and expressly waive their right to file a lawsuit in any civil court against one another or the Church for such disputes, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of the Commonwealth of Virginia. Notwithstanding this above provision, to protect the church and its members and under its risk policy procedures, we are required to maintain liability insurance. Therefore, this conflict provision is conditioned upon agreement by the church's insurers that, in light of the particular facts and circumstances surrounding the disputed matter, this provision, and the process it establishes will not diminish any insurance coverage maintained by the church.

#### ARTICLE XIII – AMENDMENTS TO BYLAWS

To amend, delete, or void any portion or the whole of this document:

- A. The Constitution Committee shall consider, prepare, and recommend amendments as directed by the church body
- B. Notice of proposed change(s) shall be published in the *First Baptist News* at least two issues prior to presentation to the church for approval. If practical, the entire text on the proposed change(s) shall be published. Otherwise, the notice shall state that copies of the proposed change(s) are available at the church office.
- C. An affirmative three-fourths majority vote shall be required to effect the proposed changes.

I, the undersigned Clerk of First Baptist Church Suffolk do hereby certify that the above Constitution and Bylaws were adopted on January 26, 2011, by the members at a duly called meeting and that this Constitution and Bylaws are current and in operation as of that date.

Church Clerk

Date

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Appendix A

To the Nominating Committee, Chairman of Deacons, and Pastor:

Pursuant to my conversation with the chairman of the Nominating Committee and the chairman of the deacons, I submit the following:

1. I have prayerfully read and studied the foregoing statement of qualifications and duties of a deacon of the Lord Jesus Christ and First Baptist Church.
2. I will be faithful in attending all regular services of the church, including Sunday morning, Sunday evening and Wednesday evening prayer service.
3. I will participate in the witnessing activities and in the pastoral ministries of the church in seeking to further the Kingdom of Christ.
4. I will give at least a tithe of my income to the Lord through my church.
5. I will exemplify Christ in my life by thought, word, and deed, and will abstain from the sale of and use of alcoholic beverages.
6. I agree to all other Biblical commands for a deacon as stated in the foregoing material.
7. If, after a consideration of your answers, the committee decides to include your name on the slate of proposed deacons, will this be agreeable with you?

I understand that my name is only one of several to be presented to the church and that the final selection shall be by the church membership.

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(Signature)