

**Constitution and By-Laws**  
**First Baptist Church of Silsbee**  
**350 Hwy 96 S**  
**Silsbee, TX 77656**  
**(Adopted August 30, 2015 )**  
**(By-Laws Revised June 4, 2023)**

**Preamble**

We, the members of First Baptist Church of Silsbee, Texas do hereby declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. The intent of this constitution is to preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches and organizations.

**Article I: Name**

This body shall be known as First Baptist Church of Silsbee, Texas; a non-profit organization incorporated under the laws of the state of Texas.

**Article II: Purpose**

We quote our purpose to be a dynamic spiritual body of believer's empowered by the Holy Spirit to communicate the Good News of salvation through faith in Jesus Christ. This congregation shall provide for the maintenance of the worship of God and the observance of the Christian ordinances; to promote the study of Christian principles and the practice of the Christian life as revealed and taught in the New Testament; promote and encourage Discipleship and to participate in sharing the Gospel both locally and abroad, and to engage in biblically lawful acts.

**Article III: Statement of Basic Beliefs**

We affirm and hold the following key beliefs:

1. There is one true God, Creator and Sovereign ruler of the universe, eternally existing in three persons – Father, Son and Holy Spirit.
2. The Holy Bible is God's revelation to mankind and that it is inspired by God. It is without error (in the original manuscripts). It is an accurate record of the history and future of mankind and that it depicts the virgin birth, life, death and resurrection of the Savior of all mankind-our Lord Jesus Christ- and is therefore the sole basis for our faith.
3. Man's sinful nature alienates and separates him from God.

4. Jesus Christ is God's virgin-born son, both truly God and man. He lived a perfect life, died on the cross, was buried and rose from the dead to pay the debt for the sins of mankind.

5. Salvation from sin and entrance to Heaven is only by grace through faith in Jesus Christ.

6. Baptism is by immersion and the Lord's Supper is a memorial to His suffering and death on the cross. These are ordinances to be observed by the church. They are, however, not to be regarded as the means to man's salvation.

Therefore, we voluntarily band together as a body of baptized believers in Jesus Christ, personally committed to sharing the Good News of salvation to the lost and serving in love to those in need. This Church has affirmed as our doctrinal statement *The Baptist Faith and Message* as adopted by the Southern Baptist Convention in 2000.

#### **Article IV: Polity and Relationships**

The government of this church is vested in the body of believers who comprise it and adhere to the tenets set forth in this document. Persons duly received by the members shall constitute the membership of the church. These members, so bound together, regard one another as having equal rank and privilege as well as equal responsibility and obligation in fulfilling the purpose of the church.

This constitution may be amended by a two-thirds vote of the Church members present and voting at a regularly scheduled or special called business meeting of the church. All such amendments shall have been read and discussed at a previous business meeting of the Church. Copies of any proposed changes shall be distributed to each member requesting a copy.

There shall be no worship, education, service, by members or fellowship conducted which is in conflict with this constitution. The Church shall not conduct business transactions contrary to this constitution. All rules, regulations, by-laws and policies previously approved, if any, by this Church, in conflict with this constitution are each and all hereby repealed, set aside and suspended. This constitution shall be and is, hereby established as the sole "constitution" for the Church.

This Church is subject to the control of no other civil or ecclesiastical body. However, we recognize the benefit and sustain the obligations of mutual cooperation, which are common among Baptist churches, associations and conventions. Insofar as practical, this body agrees to cooperate and support the Southern Baptist Convention, the Southern Baptist of Texas Baptist Convention and the Sabine-Neches Baptist Area and Emmanuel Baptist Association.

## **Article V: Bylaws**

In order to make effective the principles set forth in this Constitution, the following bylaws are made a part hereof. All ministerial staff members, officers, committee members, employees and church members have an obligation to comply with the bylaws as stated herein. Should the church be led by God to deviate from these bylaws and approves such deviation(s) by the required process, failure to comply shall not create a basis for review by a secular court. The attached bylaws are not a legally binding contract between the church, its employees, nor its members and do not establish enforceable rights against the spiritual church, the Corporate Church, its members, or Church property.

## **Article VI: Provision for Membership**

The membership of this church shall consist of persons who have accepted Jesus Christ as Lord and Savior. They shall have obeyed Him in the scriptural ordinance of baptism as more fully described in the by-laws and have been accepted by the church body.

# **BY-LAWS OF FIRST BAPTIST CHURCH of SILSBEE, TEXAS**

## **Article I: Church Membership**

### **Section 1. General**

This is a sovereign and democratic Baptist Church 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. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership. Church membership implies active involvement in the activities and functioning of the church. New church members are strongly encouraged to connect with established members of the church to find a point of service, build relationships and grow in Christian maturity. Established members are expected to mentor new and prospective members, serve the church according to their gifting and contribute according to the Lord's leading.

### **Section 2. Candidacy**

Any person(s) may offer themselves as a candidate for membership in this church. All such candidates shall be presented to the church at any regular service for

membership by any of the following ways. Approval shall be by a vocal majority of the present members.

1. By profession of faith and after baptism by immersion.
2. By promise of letter of recommendation from another Baptist church of like faith and order.
3. By statement of prior conversion experience (in agreement with the Church constitution purpose and beliefs) and baptism by immersion under the authority of a church of like faith when no letter is obtainable.
4. By restoration. Any person who has been dismissed may be restored to membership upon application to and approval by this Church after investigation and recommendation by the Pastor and the active Deacons.

### Section 3. Rights of Members

1. Every member of the Church 15 years of age or older is entitled to vote in all elections and on all questions submitted in business meetings, provided the member is present (provision can be made for proxy voting by homebound members).
2. Church members 18 years of age or older are eligible for consideration by the membership as candidates for elective office in the church or as voting members of church committees.
3. It is recommended that a church member be an active member for at least 6 months before being considered for a committee or teaching position.
4. Every member of the church may participate in the ordinances of the church as administered by the church.

### Section 4. Termination of Membership

Membership shall be terminated in the following manners:

1. Death of a member.
2. Transfer of letter to another Baptist church.
3. Exclusion by action of church discipline.
4. Upon request or proof of membership in another church or denomination.
5. If a member requests to be removed.

Except in the case of death, all terminations of membership shall be by a majority vote of the Church assembled at a regular or specially called business meeting.

## **Article II: Church Ordinances**

### **Section 1. Baptism**

The Church shall receive for baptism any candidate who has publicly professed faith in Jesus Christ as their personal Savior, in any worship service and who indicates a commitment to follow Christ as their Lord. Baptism shall be by full immersion in water. The ceremony shall be conducted by the Pastor, a ministerial staff member, or any other person designated by the Pastor to perform these duties.

### **Section 2. The Lords Supper**

The Church shall observe the Lords Supper as scheduled per the Lords Supper Committee (which consist of the current Chairman, Vice Chairman and Secretary/Treasurer of the Deacon Body). Communion is open to all true believers whether members of First Baptist Church or not. The Pastor and Deacons will administer the Lords Supper, the Deacons shall be responsible for the physical preparations.

### **Section 3. Family and Marriage**

We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God, which joins one man and one woman in a single exclusive union, as delineated in the Holy Scriptures. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. Any form of sexual immorality is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a Biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this statement on marriage and sexuality and conduct themselves accordingly.

Only Christian wedding ceremonies between a man and a woman are allowed on church property. Civil unions that are contrary to Biblical truths are not allowed on church property. Civil unions that are contrary to Biblical truths shall not be performed by church staff.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness. We believe that every person must be afforded compassion, love, kindness, respect and dignity.

The Biblical family is a fundamental part of church life. We support ministries and activities to enhance Biblical values that strengthen families during all phases of life.

### **Article III: Church Officers, Employees and Committees**

All who serve, as officers of the Church and those who serve on Church committees shall be members of this Church.

#### **Section 1. Church Officers**

The Church Officers shall be the Pastor, Ministerial staff, Deacons and Trustees.

##### **(1) Pastor**

The Pastor is responsible for leading the church in functioning as a New Testament church. The pastor shall lead the congregation and church staff in performing their assigned tasks. He shall oversee the organizations of the church to assure proper direction and alignment. A major concern of the pastor is to perform pastoral responsibilities. The pastor is the leader of the worship services, proclamation of the gospel, Christian education, pastoral ministries and serves as the moderator for church business meetings. **The pastor will serve at the pleasure of the church. Upon resignation or retirement the church requires a four week notice. All compensation and benefits shall terminate on the last day of employment.**

##### **(2) Ministerial Staff**

The ministerial staff shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined and maintained as long as necessary. In the event the church desires to "call" another staff person, the method of calling and filling that position is listed in the following section. The financial commitment for the new called position shall be developed and presented by the Personnel Committee and reviewed by the Budget and Finance committee prior to making a formal recommendation. Before such person is hired, the committee's recommendation shall be approved by the Deacon body and the church. **The ministerial staff shall serve at the pleasure of the church. Upon resignation or retirement the church requires a two week notice. All compensation and benefits shall terminate on the last day of employment.**

##### **(3) Method of Calling**

All called ministerial positions in the Church **(fulltime and part time)** shall be handled in the same manner. The Body of Deacons shall by secret ballot select (8) eight church members, five (5) men and three (3) women, who shall constitute the nominees from the Body of deacons to serve on the Minister

search committee. The Church, after receiving nominees from the Deacon Body, shall select by signed written ballot, seven (7) Church members, four (4) men and three (3) women, not included in the list of names submitted by the Body of Deacons as nominees for the Minister Search committee.

A written ballot shall then be prepared listing the names of the fifteen (15) nominees as above selected, which ballot shall be submitted to the Church for a written vote at the close of a Sunday morning worship service. The resident membership shall be notified of the date of the election of the Minister's search committee. Each member of the Church shall have the privilege of casting a signed written ballot for nine (9) of the fifteen (15) names on the ballot. The six (6) men and three (3) women receiving the highest number of votes shall constitute the Minister Search committee for the Church. The purpose of the Minister Search committee shall be to investigate and recommend to the Church the name of a person to serve in the identified ministerial position. When the Minister search committee is ready to make its recommendation of a prospect, and the membership has had the opportunity to meet and hear from the prospect, the Church congregation will be given an opportunity to call the recommended person. The congregation shall be notified at a Sunday worship service that at the following monthly or special called business meeting the Ministers search committee will recommend to the Church that the recommended person be called as a Minister of the Church. Other appropriate notice shall give the date on which such recommendation will be presented. At the designated time, the recommendation of the Ministers search committee shall be presented together with the reasons for its recommendation. After a motion is made and seconded that the recommended person be called as a minister of the church, and after a full discussion, a ballot vote shall be taken.

If three-fourths (3/4) of the members present shall cast their vote by ballot in favor of calling the person recommended, a call shall be extended forthwith by the Ministers search committee. If a call is not extended, as above provided, or if the person called by the Church declines to accept such call, then the Minister search committee shall begin anew its investigation and come before the Church in the same manner with its second recommendation. This method shall proceed until a minister has been called by the Church. The Church shall allow the called person a reasonable amount of time to accept or decline.

#### (4) Deacons

The Deacons of First Baptist Church shall conform with the meaning of the work and practice in the New Testament as servants of the Church, as outlined in Acts 6:1-7 and I Timothy 3:8-12. They shall help lead the Church in the fulfillment of short and long-range plans adopted by the Church body to minister the Gospel of Jesus Christ to the local community, Southeast Texas and the world at large. They shall be expected to be faithful in attendance in the services and in the performance of their duties in all matters pertaining to the welfare and work of

the Church. They shall have been active members of First Baptist Church for at least one year and a Southern Baptist for at least five years.

(5) Trustees

The Church shall elect five or more trustees (at least two of which shall be Deacons) to hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease or transfer any church property. When the signatures of the trustees are required, they shall sign legal documents involving the sale, mortgage, purchase or rental of property, or other legal documents related to church approved matters.

(6) Other Designated Positions (as nominated by the Personnel Committee and approved by the Church)

Church Administrator – The Church Administrator duties shall be to oversee the business administration of the Church which includes Church business activities, Church financial expenditures, Church policies and Church personnel activities. This person shall serve as a liaison between the Church personnel and the following committees: the Budget and Finance committee, the Personnel Committee, the Church Property committee and the Constitution and Bylaws committee.

Church Clerk – The clerk's duties shall be to keep a correct record of the proceedings of all church business meetings. The Church Clerk will act as custodian of all papers and records pertaining to such proceedings. This includes preparing and forwarding letters and transfer of church membership or changes in the church roll, as directed by the church. The Church Clerk will prepare and present the annual report of the church for the Association and the Convention.

Treasurer – The treasurer's duties shall be to take charge of all funds belonging to the Church. The Treasurer will act in cooperation with the Chairman of the Budget and Finance committee to dispense such funds by check as provided by the church and to make sure the appropriate signatures have been applied and approved. The Church Treasurer is to serve as a member of the Budget and Finance committee.

Assistant Treasurer – Shall be named and shall take charge of the treasurer's duties in cases of absenteeism, resignation, or the like.

(7) Other Employees

Other employees engaged for financial compensation shall be vetted and endorsed by the Personnel Committee before being recommended to the Church for approval. Terms of their employment must be written, agreed to and



retained in the church office and must be deemed necessary to effectively and efficiently operate the church. *For Academy employees, see Article IV: Church Program Organizations, Section 5-2a-b.*

#### (8) Employment requirements

First Baptist Church of Silsbee, Texas shall not employ any personnel who do not personally affirm the Biblical truths set forth herein and agree to comply with the same. Refer to Article 3 in the Constitution of First Baptist Church.

As a self-governing autonomous congregation, the membership reserves the exclusive right to determine who shall be employees of this church and the conditions of such employment.

### Section 2. Committees

(1) Authority – The church may at any time establish such temporary and permanent (standing) committees as it deems appropriate. The members of all standing committees shall be elected by the church. The actions of any and all committees shall be subject to the approval of the church in a business meeting. All committees shall make recommendations and reports to the church in business meetings as deemed necessary. It shall be remembered that the power of each individual committee is advisory and suggestive only except where the church has delegated authority in specific cases.

(2) Standing Committees – A standing committee is one in which it is established for a specific purpose and assignment until the church decides otherwise. The charter (purpose) for each standing committee shall be defined and maintained within that committee. Annual nominations for members of standing (permanent) committees shall be made by the Committee on Committees.

(3) Temporary Committees – A Temporary Committee is one in which it is established for a specific purpose and whose existence ceases when its final report is made to the church without regard to the church year date. The continued existence of a temporary committee depends on its assignments. The Committee on Committees shall nominate the members of the temporary committees.

(4) Committee Membership – The size of each committee shall be determined by the Committee on Committees. The members of each committee shall be elected by the church with the recommendations to be brought by the Committee on Committees except in the case of a Temporary Committee. Temporary committees may be appointed by the Moderator or elected by the church in a regular business meeting at the discretion of the church.

Each committee member shall be an active member of the church and shall be integrated into the church activities. No one person shall serve on more than four (4) committees and leadership positions during one year, ex-officio membership being excluded. Replacement members shall become effective as soon as they have been nominated and authorized by the church.

- (5) Committee Chairperson – As necessary or per the planned rotational assignments, a temporary chairperson for each committee, shall be designated by the Committee on Committees. In some cases, the temporary chairperson may assist the Committee on Committees in securing and selecting committee members. An individual cannot chair more than one standing committee. The committee once approved by the church body, and at its first meeting shall elect a permanent chairperson for the remainder of their assignment. The chairperson will endeavor to ensure an active and healthy participation by all committee members. The pastor and any staff member are precluded from holding the position of chairperson of any committee.
- (6) Committee Meetings – All committees shall hold as many regular meetings as are necessary to carry out the assigned purpose and work of the committee. Each committee shall meet at least once per quarter. Regular meetings shall be posted on the church calendar, and meetings should not be scheduled at times that would interfere with worship attendance. Each committee will police itself in regards to attendance, participation and will record meeting minutes in the most efficient means possible. Records should be retained for at least one calendar year with copies being forwarded to the office.
- (7) General Committee Composition – All standing committees will be filled by the Committee on Committees by nomination and voted on by the Church body in a regular or specially called business meeting. The composition of each committee will be reviewed annually by the Committee on Committees. All standing committees should have a total of six (6) active members that serve a maximum of three (3) years each and then will rotate off the committee at the end of their elected term. They must remain off for one year. Should an existing member leave, the member nominated to replace the leaving member will serve out the remainder of the departing member's term. Member assignments will be staggered such that each committee will have two new members elected each year. It is recommended that only one family member at a time can serve on the same committee.
- (8) Timing of Committee elections – The church year for all general committee activities will run from January 1<sup>st</sup> until December 31<sup>st</sup>. The

Committee on Committees shall begin in March of each year and serve through the next February Business meeting.

(9) Committee Responsibilities –

- a. Committee on Committees –
  - a.i. Will be comprised of up to six (6) members, two of which shall be the Vice chairman of the Deacon body and the secretary/treasurer of the Deacon body. The Pastor will serve as an ex-officio member. This committee shall be appointed by the Moderator no later than the March Business meeting to fill positions for the following year.
  - a.ii. To select, enlist and nominate persons to serve on church Standing committees and present them to the church for approval.
  - a.iii. Review committee policies and procedures and make recommendations to the church before the beginning of the next church year or as needed..
  - a.iv. Review the need for church committees, duties and make recommendations to the church as needed.
  - a.v. Select, enlist and nominate temporary committee chairpersons.
  - a.vi. Fill vacancies that occur during the year.
  - a.vii. Work to resolve conflicts within committees.
  - a.viii. Nominate special committees as assigned by the church.

The committees listed below are currently active committees and each shall have defined policies, procedures and duties describing their purpose and function. This charter shall be reviewed annually and endorsed by the church.

Property Committee  
Music Committee  
Fellowship and Ushers Committee  
Evangelism Committee  
Education Committee  
Pulpit Supply Committee  
Benevolence Committee  
Missions Committee  
Constitution and By-laws Committee  
Kitchen Committee  
Transportation Committee  
Funeral Food Committee  
Youth Committee

- b. Nominating Committee –
  - b.i. This committee shall be appointed by the Moderator no later than the March business meeting of each year.
  - b.ii. It shall be comprised of five (5) members of the church and the church administrator.
  - b.iii. To expand the involvement level of the church at large by establishing and staffing all church elected lay positions not filled by the Committee on Committees unless otherwise specified by the church.
  - b.iv. To fill all general and departmental leadership positions. To fill Sunday school leadership/teaching and program ministry leadership positions. To recommend the Church clerk for the upcoming year. The names of all persons shall be placed in nomination by the Nominating Committee and then elected by the church at the June business meeting to serve for a period of one year.
  
- c. Personnel Committee –
  - c.i. Will be comprised of the Chairman of the Deacon body, the Vice chairman and the Secretary/Treasurer of the Deacon body and three (3) selected church lay members. The Pastor being an ex-officio member. The Committee on Committees will nominate the lay positions.
  - c.ii. This committee acts as an advisor to the Pastor with regard to correcting performance issues by the paid personnel.
  - c.iii. The purpose shall be to assist the church in matters that relate to personnel administration and management.
  - c.iv. Assist in recruiting, interviewing and recommending new non-ministerial staff as needed to the church. In the event Termination is required; the Chairman of the Deacons and the appropriate staff minister will handle this.
  - c.v. Assist in the writing of job/position descriptions that will serve as guidelines for each staff member. This description will outline the position title, principal function, duties or responsibilities and relationships.
  - c.vi. Recommend a salary program for the church to the Finance committee. This would include suggesting salaries, expenses and benefits the church provides for the staff.
  - c.vii. Develop policies and procedures concerning all employment issues. This policy should establish a shared responsibility between the committee and the pastor in matters of employment and termination.

- d. Budget and Finance Committee –
  - d.i. Ensure that accurate and complete financial records are being maintained in the church financial office.
  - d.ii. The Committee on Committees will nominate these committee members.
  - d.iii. Ensure that accurate, timely and meaningful financial statements are prepared and presented monthly to the deacons and the church.
  - d.iv. Prepare an annual budget for approval by the church and monitor the spending of that budget on a monthly basis.
  - d.v. Maintain adequate levels of cash reserves for unexpected fluctuations in giving in accordance with good fiscal policies. Study seasonal patterns of budget receipts and disbursements and adjust cash levels accordingly.
  - d.vi. Safeguard church assets by implementing and monitoring proper internal church controls.
  - d.vii. Ensure compliance with all Federal, State and other laws, regulations and reporting requirements.
  - d.viii. Have a financial audit performed with an external CPA in accordance with church policy.
  - d.ix. Provide the ministerial staff, deacons and trustees with the information needed to understand the church's financial condition.
  - d.x. Oversee the church's financial policies, controls, and procedures. Revise and/or develop new policies, controls, and procedures as necessary.
  - d.xi. The church financial administrator will support the committee by providing all requested information.
- e. Constitution and Bylaws Committee
  - e.i. Have the primary responsibility to ensure the staff; committees, employees and other team members are following the Constitution and Bylaws in carrying out their duties.
  - e.ii. Review the Certificate of Incorporation, Bylaws, and other pertinent legal documents to ensure they are current and applicable. Recommend any necessary amendments to such documents.
  - e.iii. Confirm that a valid Church agent is registered with the Texas Secretary of State.

#### ARTICLE IV: Church Program Organizations

All organizations of the church shall be under church control. All officers shall be elected by the church and report regularly to the church. *For Academy governance, see Article IV: Church Program Organizations, Section 5-3.* It is understood that the

pastor, or his designee(s), will serve as an ex-officio member of all the organizations named, and his leadership is to be recognized within them. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs. *For Academy Board member selection, see Article IV: Church Program Organizations, Section 5-1.*

### Section 1. Sunday School

The Sunday school shall be the basic organization for the Bible teaching program. Its task shall be to teach persons God's Word, reach people for Bible study, lead persons to commit their lives to Jesus Christ, minister to members and prospects, lead in worship, interpret the work of the church and denomination and work to develop new teachers. The full meaning of Christian fellowship and stewardship shall be part of this program. The Sunday school, shall be organized by departments and classes, as appropriate for all ages, and shall be conducted under the direction of the pastor or his designee(s). The Sunday school year will run from September 1<sup>st</sup> until the next September.

### Section 2. Church Music

The Church Music program shall strive to educate, train and lead people in worship through music. Its task shall be to provide education and opportunities of service for adults, youth and children through a graded program. It will strive to provide quality music in the church and community. The Church Music program shall have officers and organizations as the program requires to fulfill its duties.

### Section 3. Preschool/Children and Youth

The Preschool/Children/Youth programs, which shall operate under the direction of the pastor, or his designee(s), is to be the primary organization for evangelism, discipleship, ministry and mission action for the children and young people of the church. Furthermore, this organization shall be a resource for parents in raising children in accordance with Bible teaching. A key focus in the organization is in reaching out to the community, in keeping with the stated purpose of the church, as stated in the Constitution.

### Section 4. Adult programs

The Adult programs, which shall operate under the direction of the pastor, or his designee(s), are to be the primary organization for evangelism, discipleship, ministry and mission action for the various adult groups in the church. A key focus in the organization is in reaching out to the community, in keeping with the stated purpose of the church, as stated in the constitution. Women's and Men's ministry programs are included here.

## Section 5. Academy

The First Baptist Church Academy shall operate under the direction of the FBC Academy Board. Its primary objective is to provide a Christ-centered education from Pre-School through 12<sup>th</sup> grade. All instruction or ministry shall be done in alignment with the purpose, vision, and mission of the FBC of Silsbee. A key focus of the organization is reaching out to the community, in keeping with the stated purpose of the church, as recorded in the Constitution.

- (1) [FBC Academy Board Selection: FBC Academy Board members shall be selected in accordance with the FBC Academy Board Guidelines.]
- (2) Academy Employees:
  - a. Director: The FBC Academy director shall be hired by the FBC Academy Board. Compensation and annual contract shall be determined by the board. The board may terminate a term contract and discharge the director at any time for good cause, as determined by the board.
  - b. Personnel: The FBC Academy Board shall adopt a policy providing for the employment and duties of Academy personnel. The director has sole authority to recommend the selection of all FBC Academy personnel to the Board.
- (3) Academy Governance: The FBC Academy shall be governed by the FBC Academy Board in alignment with the purpose, mission and vision of the FBC of Silsbee, and in accordance with FBC Academy Board guidelines. The FBC Academy Board shall oversee the management of the FBC Academy.
- (4) Academy Revenue: As stated in Article 6: section one, all tuition, fees and free will offerings "shall become the property of the church and shall be accounted for by the church staff, [overseen by the FBC Academy Board and reported quarterly to the Budget and Finance Committee.]" Receipt of any freewill offering is subject to the approval of the FBC Academy Board.
- (5) Budget: The FBC Academy Board shall develop and present their annual budget to the Budget and Finance Committee for approval. On a quarterly basis, a representative from the FBC Academy Board shall meet with the Budget and Finance Committee to review the FBC Academy annual budget expenditures.
- (6) Expenditures: All expenditures of FBC Academy funds, except designated gifts, shall be made in accordance with allowances setup in the approved FBC Academy budget. Designated gifts shall be used only for the purpose stated by the giver. All persons seeking supplies, materials or services shall be required to follow the FBC Academy financial policies. No expenditures shall be made, even though budgeted, when the actual funds do not exist to cover

such expenditures. Note: a designated line item of the budget can only be created by the FBC Academy Board. FBC Academy payroll shall be processed by the Church Financial Administrator.

(7) Church Properties:

All securities, good-in-kind and extraordinary gifts to the FBC Academy must be reviewed by the FBC Academy Board and disclosed to the church. All securities accepted by the FBC Academy shall be sold immediately unless the FBC Academy Board votes otherwise. Extraordinary disbursements and gifts for special funds must be authorized by the Board. All FBC Academy records are regarded as church property and shall remain on the premises.

The FBC Academy utilizes physical space within the church property to provide education based on a Biblical worldview (as stated in Sec 5).

(8) Bank Deposits and Withdrawal of Funds:

The church Financial Administrator shall organize and coordinate deposits of the FBC Academy holdings. The FBC Academy Board shall publish a quarterly report for the Budget and Finance Committee and church body. The FBC Academy Board shall oversee all financial transactions within the FBC Academy. The persons allowed to sign/authorize FBC Academy expenditures shall be approved by the FBC Academy Board and documented/reviewed on an annual basis.

## **ARTICLE V: Church Meetings**

### **Section 1. Worship Services**

The church shall meet regularly for the worship of Almighty God. Prayer, praise, preaching, instruction and evangelism shall be among the ingredients of these services. Scheduled worship services shall have their times posted and advertised to promote ample opportunity to those who want to attend. The pastor shall oversee the services for all members and for all others who wish to attend. The church may conduct evangelistic meetings periodically as it deems appropriate.

### **Section 2. Regular Business meetings**

The church shall hold regular business meetings monthly, on a schedule that shall be determined and approved by the church body. All motions and items of business from the Deacons and Committees will be published in the church publications the week before the said business meeting. The agenda for the regular business meetings shall be announced in advance. The pastor shall be the moderator of all business meetings. In his absence, the chairman of the Deacons shall serve as



moderator. In the absence of the chairman of the Deacons, the Vice Chairman of the Deacons shall serve. Minutes shall be taken and approved. Members of this church in attendance at any business meeting shall constitute a quorum for the transaction of such business as may be presented.

### Section 3. Special Business meetings

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for the specially called business meeting unless extreme emergency renders such notice as impractical. The notice shall include the subject, date, time and place. It must be given in such a manner that all resident members have an opportunity to know of the meeting.

Section 4. In the conduct of the meetings of this church, informal, fair and democratic procedure is preferred to legalistic formality whenever practical. However, Robert's Rules of Order shall govern the meetings in all cases to which they are applicable and in which they are not inconsistent with the by-laws of this church.

## **ARTICLE VI: Church Finances**

### Section 1. Source

The sole means of support of the church shall be by the free will offerings of its members and visitors. All free will offerings shall become the property of the church and shall be accounted for by the church staff, overseen by the Budget and Finance committee. Receipt of any free will offering is subject to the approval of the Budget and Finance Committee. For monies and fees related to the Academy, see Article IV: Church Program Organizations, Section 5-4.

### Section 2. Budget

The Budget and Finance committee shall prepare and submit to the church for approval an inclusive annual budget indicating by items the amount needed and sought for all local and other expenses. All standing committees, departments and organizations of the church will be asked to submit a budget request for the coming fiscal year, and this will be used as part of the planning for the final budget recommendation. The proposed budget shall be presented to the Deacon body for their review. A copy of the proposed budget, as adopted by the Deacons, shall be made available to all church members not less than seven days prior to the next scheduled business meeting. The proposed budget will be open for discussion at the business meeting, however the final vote on the budget shall be taken at the close of the next morning worship service. This budget should be presented for approval at least a month prior to the new fiscal year. For the sake of efficiency, the church shall operate on a budget determined and subscribed by the church. A monthly financial report will be made available to the church. For Academy budget, see Article IV: Church Program Organizations, Section 5-5.

### Section 3. Expenditures

All expenditures of church funds, except designated gifts, shall be made in accordance with allowances set up in the approved budget. Designated gifts shall be used only for the purpose stated by the giver. All persons seeking supplies, materials or services shall be required to follow the church financial policies. No expenditures shall be made, even though budgeted, when the actual funds do not exist to cover such expenditures. Note: a designated line item of the budget can only be created by the Budget/Finance Committee and approved by the Church. For Academy expenditures, see Article IV: Church Program Organizations, Section 5-6.

### Section 4. Church Properties

All securities, good-in-kind and extraordinary gifts to the church must be reviewed by the Budget and Finance committee and approved by the church. All securities accepted by the church shall be sold immediately unless the church votes otherwise. Extraordinary disbursements and gifts for special funds must be authorized by the church. All church records are regarded as church property and shall remain on the premises.

All internal or external groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action and under the authority of this constitution.

All programs or activities that are sponsored or take place on the grounds of First Baptist Church shall be approved by the church membership. Any subsidiary programs that receive or have expense/revenue shall be responsible for complying with the church financial control system and coordinate with the Church Financial secretary to properly account for these funds.

Non-subsidiary programs or activities shall have a "written agreement" with the Church entered into by those individuals who are responsible for the said event or activity, which holds the church blameless for any loss. If property is involved, said property shall be properly insured per agreement to hold First Baptist Church blameless and cover any loss to the church.

### Section 5. Fiscal year

The church fiscal year shall begin on January 1 and end on December 31.

### Section 6. Debts

No officer of the church, committee, organization or member shall have the power to create a debt or other obligation for the church outside the budget except for such purposes and in such manner as shall be authorized by a vote of the church acting in conformity to the provisions of this policy.

## Section 7. Audits and Records

The Budget and Finance committee will secure an audit of the financial affairs of the church at least every five years. All such audits shall be made by an independent public accountant, outside the membership of the church. Findings shall be made available to the membership.

## Section 8. Bank Deposits and Withdrawal of Funds

The church Financial Administrator shall organize and coordinate deposits and withdrawals of the church holdings and publish a monthly report for the church body. The Budget and Finance committee shall oversee all transactions within the church. The persons allowed to sign/authorize church expenditures shall be approved by the church and documented/reviewed on an annual basis. For Academy transactions, see Article IV: Church Program Organizations, Section 5-8. ARTICLE VII: Church Operations Manual

To be determined by an assigned committee of the church . . . . .

## ARTICLE VIII: Adoption and Amendments

Once ratified, these bylaws shall supersede all other bylaws heretofore in effect. Upon approval, these bylaws become the governing documents of the church. In the event of a conflict with previously approved policies or procedures, these bylaws shall take precedence.

The Constitution may be amended by a two-thirds vote. The Bylaws may be amended by a simple majority of those members present and voting in any regular business meeting providing said amendments have been published in the official publication(s) of the church and have been read in the preceding regular business meeting. The church shall be given notice in printed form 30 days prior to the vote.

This Constitution and Bylaws shall be reviewed annually, and any amendments recommended shall be presented to the church by the December Business meeting.

**Appendix A**  
**(Included for reference)**

## **FBC Academy Board Guidelines**

Adopted April 23, 2023  
Revised (September 17, 2023)

### **FBC Academy Board Positions**

- The FBC Academy board is responsible for the direction and governance of the Academy. However, if the church feels that the FBC Academy board operates outside of the mission of the church, the church can dissolve the FBC Academy board at any time.
- All effort will be made to fill positions with FBC members. Positions may require a skill set not available in church. This person shall be approved by the church.
- A quorum will always contain a majority of church members. Any vote taken will be by a majority church member vote.

The design of the board will contain 7-9 positions:

#### **Church Administration Members**

1. Pastor (Voting Member)
2. Youth Pastor (Voting Member)
3. Deacon (Voting Member)

#### **Skills Based Members (preferred to be church member)**

4. Accounting – CM (preferred) – Voting Member
5. Business – CM (preferred) – Voting Member
6. Legal – CM (preferred) – Voting Member
7. Educator – CM (preferred) – Voting Member
8. Parent Upper School – CM (preferred) – Voting Member
9. Parent Lower School – CM (preferred) – Voting Member

\*The FBC Academy Board President shall be a church member with various skill backgrounds and will be chosen from one of the listed positions.

\*The FBC Academy Director is a non-voting member and is required to be a church member in good standing at FBC or become one.

### **Qualifications**

- Be a Born-again Christian.

- Be a member in good standing of the First Baptist Church of Silsbee or other church with beliefs that are in line with FBC and FBC Academy's statements of faith.
- Annually subscribe to statement of faith.
- Meet Biblical qualifications as highlighted in Acts 6:3.
- Must not be an immediate family member of an employee of FBC Academy or current board member (parent, spouse, child).
- Submit a letter sharing their heart and skills about why they want to serve on the FBC Academy Board. The letter(s) will remain with the FBC Academy Board. Access to review these letters must occur through normal FBC Academy Board meetings.

### **Responsibilities**

- Pray diligently for FBC Academy.
- Appoint new board members of expired terms or after removal of board member. New board members must be affirmed by the church at a normal family business meeting.
- Helps set the spiritual tone of the school as an institution that complements family and church for the discipling of Students and Families.
- Provide strategic and long-range planning for the development of the school's vision.
- Ensure adequate facilities for the school.
- Provide job description for the Director and evaluate annually.
- Affirm the hiring and annually renew the contracts of all other school employees.
- Approve and share in developing and complying with due process procedures for resolving disputes and other conflicts.
- Approve suspensions and expulsions.
- Affirm operational policies.
- Approve and oversee budget.
- Approve and oversee school certification and accreditation by a Christian organization of like faith.
- Affirm compliance with all federal, state and local laws and regulations.
- Approve the "Addendum of Policies and Procedures" and amendments to ensure that the Academy is in alignment with FBC constitution and bylaws.

### **Term**

- The term of a Board Member will be 3 years. The board will be divided up into three classes, to stagger terms.

- Board members may serve up to three consecutive terms.
- After not serving for one term a board member may be appointed to serve again.