



CONSTITUTION, BYLAWS, AND APPENDICES

FIRST BAPTIST CHURCH
MONTICELLO ARKANSAS
413 NORTH MAIN STREET
MONTICELLO, ARKANSAS 71655

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CONSTITUTION

We adopt, declare, and establish this Constitution for the purpose of preserving and securing the principles of our faith, and to the end that this body of believers may be governed in an orderly manner consistent with the teachings of Holy Bible.

ARTICLE I - Name

This body of believers shall be known as First Baptist Church of Monticello, Arkansas (referred to as the “Church”).

ARTICLE II - Purpose

Desiring to glorify God the Father through His unique Son, Jesus Christ, the Head of the Church, in the power of the Holy Spirit, and affirming the five eternal purposes of worship/magnification, evangelism/ missions, fellowship/membership, discipleship/maturity, and service/ministry, the purposes of First Baptist Church, Monticello are to magnify God, bring people to Jesus, call believers to membership, develop members in spiritual maturity, and equip them for ministry.

ARTICLE III - Statement of Faith

We believe that the sixty-six books of the Bible were written by men divinely inspired by God, are completely trustworthy, and are the basis for our beliefs. This Church accepts “The Baptist Faith and Message” (2000 edition), which is incorporated herein by reference and made a part hereof, as an affirmation of our basic Christian beliefs and as a general statement of our faith.

We believe that term “marriage” has only one meaning: marriage is sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in the Holy Bible.

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one’s sex, or disagreement with one’s biological sex, 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.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the church.

ARTICLE IV - Church Government and Affiliations

Under the Lordship of Jesus Christ, the membership retains the exclusive right of self-government of this Church. This Church is not subject to control by any other ecclesiastical body, but recognizes the obligations of Southern Baptist churches to carry out ministries for the extension of Christ's Kingdom. While maintaining its autonomy, the Church will, as the members of the Church determine, cooperate with and support the Bartholomew Baptist Association, the Arkansas Baptist State Convention, and the Southern Baptist Convention so long as these entities continue to adhere to the principles outlined in *Appendix I* "The Baptist Faith and Message" (2000 edition). (www.sbc.net/bfm2000)

ARTICLE V - Adoption and Amendments

Section 1. This Constitution shall be adopted by a two-thirds ($\frac{2}{3}$) affirmative vote of the members present and voting at the church business conference in which it is submitted for adoption.¹

Section 2. This Constitution may be amended by a two-thirds ($\frac{2}{3}$) affirmative vote of those members present and voting at any regular or called Church business conference. Notice of such amendment shall be given through distribution of written material to the members in attendance at Sunday services at least two consecutive Sundays in advance of the Church business conference in which the amendment is to be considered.²

¹ This Constitution, Bylaws, and Appendices shall become effective immediately upon adoption by the members of the Church, and shall supersede and replace the existing Constitution, Bylaws, and Appendices of First Baptist Church, Inc. Following the adoption of the Constitution, Bylaws, and Appendices, the Pastor is authorized to make any and all necessary clerical corrections and typographical corrections to the Constitution, Bylaws, and Appendices. The provisions of the Constitution, Bylaws, and Appendices shall prevail and control over any conflicting resolutions or actions taken by any other ecclesiastical body and over any conflicting resolutions or actions taken by any employee of the Church, the Administrative Leadership Team, the Pastoral Leadership Team, the Deacon Ministry Team, and/or any other committee, subcommittee, or team, which are not in conformity with the Constitution, Bylaws, and Appendices.

² In the event a religious doctrine of the Church is inconsistent with any provision of the Arkansas Nonprofit Code, or other law, the religious doctrine of the Church shall control to the fullest extent permitted by applicable law.

BYLAWS

SECTION I – Church Membership

A. General

1. The members of the Church shall consist of all persons who have met the requirements for membership and are listed on the Church membership roll.

B. Requirements for Church Membership

The requirements for Church membership are as follows:

1. A personal profession of faith in Jesus Christ as Lord and Savior;
2. Baptism by immersion as a believer as a symbol of salvation;
3. Affirmation by the majority of members present and voting

C. Responsibilities of Church Membership

The responsibilities of membership are described in the **Church Membership Covenant** (“Life Together at First Baptist Church, Monticello, AR”) set forth in the *Appendix II* of this document.

D. Voting Rights of Church Membership

Every member of the Church present in person at a Church business conference shall have the right to vote on all matters presented to the Church for consideration at such Church business conference. Each member of the Church is entitled to one vote. Voting by proxy or absentee ballot is prohibited.

E. Termination of Church Membership

A member shall be removed from the Church membership roll and his or her Church membership shall be terminated for any one of the following reasons:

1. Death;
2. Transfer of membership to another church; (When FBC is informed that a member has joined another church, the Church office will make contact for verification and adjust the Church membership accordingly.)
3. Personal written request by the member;
4. Exclusion by the action of the Church when the member’s life and conduct are inconsistent with the Scriptures in such a way that the member hinders the ministry influence of the Church. All matters of church discipline, including exclusion, shall be guided by a concern for redemption, reformation, and reconciliation rather than punishment, and shall be first handled by

the Administrative Leadership Team in the spirit of Matthew 18:15-17, before any presentation by the Administrative Leadership Team, only, to the Church. If the Administrative Leadership Team determines that church discipline of any member of the Church is appropriate, the Administrative Leadership Team, only, may present to the Church a motion for church discipline of a member of the Church during a Church business conference. Any church discipline of a member of the Church shall require a two-thirds ($\frac{2}{3}$) affirmative vote of the members present and voting in favor of such motion for church discipline. In every case the person who is the subject of such motion for church discipline shall have the privilege to address the Administrative Leadership Team at a meeting at which the member's church discipline is considered; or

F. Restoration of Church Membership

Upon evidence of the excluded person's repentance and reformation, such person excluded by action of the Church shall be restored by a two-thirds ($\frac{2}{3}$) affirmative vote of the members present and voting for such motion during a Church business conference, upon the recommendation of the Administrative Leadership Team in the spirit of II Corinthians 2:5-11.

SECTION II – Church Business Conferences

A. Place

Church business conferences shall be held at 413 North Main Street, Monticello, AR 71655, or such other place as may be designated by the Administrative Leadership Team, in accordance to Section II, D.

B. Scheduled Church Business Conferences

The scheduled business conferences of the Church shall be held quarterly with the annual Church business conference being in October in accordance to Section II, D.

C. Called Church Business Conferences

The Senior Pastor or the Administrative Leadership Team shall have the authority to call the Church to conference for business whenever it is deemed expedient.

D. Notice Requirements

Notice of scheduled and called Church business conferences shall be provided to members two consecutive Sunday mornings prior to the Church business conference. Notice shall include place, date, time, a general description of any business to be transacted. Notice may be given by distribution of written material to the members in attendance at Sunday services, and/or by a verbal announcement to the congregation in attendance at Sunday services. In the rare case of an emergency, the Administrative Leadership team may recommend the suspension of Section II.D for stated purpose; allowing the church to act quickly.

At any of the regular meetings for worship the church may, without special notice, act upon the reception of members, or upon the dismissal of members to other churches, and upon the appointment of messengers to councils or convention.

E. Procedures

1. In conducting all Church business conferences, the Church shall be guided by *Robert's Rules of Order*, current edition, except in cases otherwise specifically provided for in the Constitution and Bylaws. A person may be designated by the Chairman of the Administrative Leadership Team to serve as Parliamentarian.

2. The Senior Pastor shall serve as the moderator of all Church business conferences. In the absence of or at the pleasure of the Senior Pastor, the Chairman of the Administrative Leadership Team shall serve as moderator. In the absence of both, the Family Pastor shall serve as moderator. In the absence of all of these, the Chairman of the Administrative Leadership Team shall designate the moderator.

3. All matters requiring Church approval shall be brought to the attention of the Administrative Leadership Team at least seven (7) calendar days before being placed on the agenda of a Church business conference.

4. The Chairman of the Administrative Leadership Team shall establish the agenda for each Church business conference. No item presented for agenda inclusion by a church member shall be excluded provided the requirements of the section II. E. 3. have been fulfilled.

F. Quorum

Those members entitled to vote and present and voting at a Church business conference duly noticed and called shall constitute a quorum of the membership for the transaction of business.

G. Change in Affiliations, Dissolutions and Mergers

1. All matters relating to any proposal or plan:

The Administrative Leadership Team, only, may recommend a proposal or plan:

- (a) for affiliation with another church, convention, or association of churches other than Southern Baptist churches; and/or,
- (b) for dissolution of the Church and/or for disposition of real and personal property and other assets of the Church upon dissolution of the Church; and/or,
- (c) for merger of the Church with another church or entity; and/or,
- (d) to alter the incorporated charter of the Church,

to the Church members entitled to vote thereon during any Church business conference.

If the Administrative Leadership Team recommends such a proposal or plan, a vote thereon shall be required, and a two-thirds ($\frac{2}{3}$) affirmative vote of the Church members present and voting shall be required to approve and adopt such proposal or plan.

2. In the event of the dissolution of the Church, all real and personal property and other assets of the Church shall be distributed in accordance with applicable law.

SECTION III – Church Officers and Staff

A. General

1. The Administrative Leadership Team shall be the Trustees of the Church. The Officers of the Administrative Leadership Team shall be elected by the Administrative Leadership Team and shall be the Officers of the Church. The same individual may not hold more than one officer position of the Church.

2. The Officers of the Administrative Leadership Team shall be Chairman, Vice Chairman, Treasurer, and Secretary of the Church.

3. The officers of the Church are authorized to execute and deliver agreements, contracts, deeds, evidences of indebtedness, and other legal documents on behalf of and binding to the Church, provided that all such agreements, contracts, deeds, evidences of indebtedness, and other legal documents shall be signed by not less than two such Officers.

4. The Secretary shall record and maintain the minutes and records of all Administrative Leadership Team meetings and all Church business conferences, and the Secretary shall, upon request, authenticate all such minutes and Church records.

B. Administrative Leadership Team (ALT)

Qualifications and Responsibilities

The Administrative Leadership Team shall include men and women who are members of the Church, exemplary in their conduct, discreet in judgment, of honest report, full of faith, a generous giver, and conscious of the fact that they shall set worthy examples of cooperation, love, and loyalty for all members of the Church. For details of responsibilities, composition, selection, election, term, and meetings see *Appendix III*.

C. Senior Pastor

1. Qualifications and Responsibilities

a. The Senior Pastor shall be a man called of God and set apart to the gospel ministry, evangelical in theology, in accordance with the “Baptist Faith and Message” (2000 edition), and committed to living and serving in a manner consistent with the standards set forth in Scripture for such a leader.

b. The Senior Pastor shall be called to lead the Church to understand, embrace, and accomplish its mission as defined by the primary biblical purposes of worship/magnification, evangelism/missions, fellowship/membership, discipleship/maturity, and service/ministry. The

Senior Pastor leads the Church through his primary biblical roles of elder/overseer, preacher/teacher, evangelist, shepherd, and equipper.

c. The specific responsibilities of the Senior Pastor may be outlined in terms of his primary biblical roles as follows:

(1) *Elder/Overseer*—As elder/overseer, the Senior Pastor is the principal leader and vision caster of the Church (cf. Acts 20:28; Philippians 1:1; I Timothy 3:1-7; Titus 1:5-9; I Peter 5:1-4).

(2) *Preacher/Teacher*—As preacher/teacher, the Senior Pastor is the principal communicator of God’s Word in public worship and ensures that the Church is growing to maturity in Christ through the Spirit-anointed teaching of sound doctrine (cf. Acts 6:4; Ephesians 4:11; II Timothy 4:1-4; Titus 1:9).

(3) *Evangelist*—As evangelist, the Senior Pastor models the practice of personal evangelism incumbent on every believer and ensures that the Church is challenged and equipped to be obedient to the command of the Lord Jesus Christ to “make disciples” locally and globally (cf. II Timothy 4:5; Matthew 28:19).

(4) *Shepherd*—As shepherd, the Senior Pastor models the heart of the Chief Shepherd and ensures that the Church is well led, cared for, fed, and protected (cf. Acts 20:28; I Peter 5:1-4).

(5) *Equipper*—As equipper, the Senior Pastor partners with other leaders to empower and equip maturing members for significant service and ministry by discovering, developing, and deploying their spiritual gifts (cf. Ephesians 4:12; II Timothy 2:2).

2. Composition and Selection

a. In the selection of the Senior Pastor, a Senior Pastor Search Committee composed of three members from the Administrative Leadership Team and four members from the Church at large, shall be nominated by the Nominating Committee and elected at a scheduled or called Church business conference. Members of the Pastoral Leadership Team and their immediate family members (spouse, parents, and children) are not eligible to serve on the Senior Pastor Search Committee. The Senior Pastor Search Committee shall work to identify a Senior Pastor whose gifts, character, and calling fit him for that office. A majority of the members of the Senior Pastor Search Committee shall constitute a quorum for the transaction of business. Action of the Senior Pastor Search Committee shall be approved by a three-fourths (3/4) affirmative vote of all the members of the Senior Pastor Search Committee.

b. The selection of the Senior Pastor shall occur at a Church business conference called specifically for that purpose. No name shall be considered or nominated except as recommended by the Senior Pastor Search Committee. The vote for the Senior Pastor shall be by secret ballot, with a “yes” and “no,” and shall require a 2/3 affirmative vote of the members present and voting for election. If the recommendation of the Senior Pastor Search Committee does not receive the

required 2/3 affirmative vote, the Senior Pastor Search Committee shall continue its duties and shall present another recommendation to the Church.

3. Term

The Senior Pastor shall serve at the pleasure of the Church and under continuing call until the Church or the Senior Pastor requests otherwise.

Upon recommendation of the Administrative Leadership Team, termination of the services and employment of the Senior Pastor shall require a two-thirds ($\frac{2}{3}$) affirmative vote of those members present and voting for such motion at a Church business conference called specifically for that purpose.

D. Other Church Staff

Church staff shall be employed subject to the terms and conditions set forth in the Church's Personnel Policy Manual.

1. Pastoral Leadership Team

a. All Pastoral Leadership Team members shall be considered pastors and shall function in similar roles as those stated for the Senior Pastor in Section III.C.1. They shall be called of God into the gospel ministry, and are expected to be evangelical in theology, in accordance with the "Baptist Faith and Message" (2000 edition), and committed to living and serving in a manner consistent with the standards set forth in Scripture for such leaders. In evaluating the job performance of these pastors, the Senior Pastor and the Family Pastor shall work with the Personnel subcommittee of the Administrative Leadership Team as stated in Section III.B.1.d.

The Ministry Pastor(s) shall be evaluated by the Senior Pastor and the Personnel subcommittee of the Administrative Leadership Team.

b. All Pastoral Leadership Team positions shall be determined by the Senior Pastor and approved by the Administrative Leadership Team. All members of the Pastoral Leadership Team are selected by the Senior Pastor and the Administrative Leadership Team, approved by the Church, and shall be accountable to the Senior Pastor. The vote for a Pastoral Leadership Team member shall be by secret ballot, with a "yes" and "no," and shall require a three-fourths ($\frac{3}{4}$) affirmative vote of the members present and voting for election.

The services and employment of a member of the Pastoral Leadership Team may be terminated upon the recommendation of the Senior Pastor to, and approval by, the Administrative Leadership Team. If the position of the Senior Pastor is vacant, the Family Pastor and the Chairman of the Administrative Leadership Team shall jointly function in that capacity for this limited purpose.

c. All interim staff positions shall be determined by the Senior Pastor in consultation with the Family Pastor.

2. Church Support Staff

All Church support staff positions shall be determined by the Senior Pastor and approved by the Administrative Leadership Team. All members of the Church support staff shall be selected by, are accountable to, and serve at the discretion of the Senior Pastor and Family Pastor in consultation with the Personnel subcommittee of the Administrative Leadership Team.

SECTION IV – Ministry Leadership Teams

A. Biblical Guidance on the Office of Deacon

New Testament Deacons serve the Lord by conducting the caring ministry of the church—doing the benevolence work, visiting the sick, being alert to the spiritual needs of the congregation—for the purposes of freeing the pastoral staff to focus on prayer and the ministry of the Word, promoting unity within the church, and facilitating the spread of the gospel. Detailed biblical teaching of the office of Deacon and Bylaws are in *Appendix IV*.

B. Equipping Ministry Team

Qualifications and Responsibilities

- a. The Equipping Ministry Team shall include men and women who are members of the Church, exemplary in their conduct, discreet in judgment, of honest report, full of faith, a generous giver, and conscious of the fact that they shall set worthy examples of cooperation, love, and loyalty for all members of the Church.
- b. The Equipping Ministry Team shall work with an appropriate Pastoral Leadership Team sponsor to develop ministry teams to mobilize members of the Church for ministry.
- c. The Equipping Ministry Team shall identify, recruit, equip, lead, and deploy others to be involved in various ministries of the Church, with no time placed on their involvement.

Detailed explanation of the Equipping Ministry Team composition, selection, election, term and meetings are in *Appendix V*.

C. Nominating Committee

Qualifications and Responsibilities

The Nominating Committee shall include men and women who are members of the Church, exemplary in their conduct, discreet in judgment, of honest report, full of faith, a generous giver, and conscious of the fact that they shall set worthy examples of cooperation, love, and loyalty for all members of the Church.

The Nominating Committee shall select nominees for the Administrative Leadership Team, the Equipping Ministry Team, and in accordance with the procedures set forth above in these Bylaws.

Detailed explanation of the composition, selection, election, term and meetings is found in *Appendix VI*.

SECTION V – Finance

A. Annual Budget

1. The members of the Church shall approve the next year's budget during the annual Church business conference in October by a two-thirds ($\frac{2}{3}$) affirmative majority of the members present and voting. The votes shall be counted by members of the Administrative Leadership Team.
2. The members of the Church shall approve general operating expenditures in excess of the approved annual budgetary total. This shall not apply in emergency situations to monies previously set aside in a maintenance reserve fund.
3. The members of the Church shall approve all budget reallocations exceeding an annual cumulative total of three percent (3%) of the annual budget by a two-thirds ($\frac{2}{3}$) affirmative majority of the members present and voting.

B. Church Financial Statements

The Church shall distribute to members of the Church written quarterly financial reports on Sunday morning of the regularly scheduled Church business conferences.

C. Acquisition of Land, Buildings, Borrowing of Funds, Sale of Property

The members of the Church shall approve all acquisition of land, buildings, borrowing of funds, and sale of property by a two-thirds ($\frac{2}{3}$) affirmative vote of the Church members present and voting for such motion at any Church business conference. In rare cases when it is prudent to negotiate a business decision without public discussion, and only if the members of the Administrative Leadership Team are in unanimous agreement with a proposed course of action, the Administrative Leadership Team may negotiate a legal agreement without the Church's prior approval, but subject to the Church's ultimate approval by a two-thirds ($\frac{2}{3}$) affirmative vote of the Church members present and voting.

D. Review of Church Finances

The Administrative Leadership Team shall be responsible for selecting an independent Certified Public Accountant to do a review of the Church's finances every three years. The auditor shall

not be a member of the Church. The scope of services provided by the independent Certified Public Accountant shall be determined by the Administrative Leadership Team.

E. Financial Integrity of the Church

1. The Administrative Leadership Team shall be accountable to the Church for maintaining the financial integrity of all the financial activities of the Church. The Administrative Leadership Team shall establish operating and reserve funds that are adequate to operate the Church efficiently. The Administrative Leadership Team shall report the prior year's results and the disposition of any budget surplus annually to the Church. If anticipated receipts are less than the annual budget, the Administrative Leadership Team will make the necessary changes in the annual budget to operate within the anticipated receipts.

2. All individuals having access to funds of the Church shall be bonded in such amounts as the Administrative Leadership Team determines, from time to time.

F. Financial Policies and Procedures

The Administrative Leadership Team shall develop and approve written financial policies and procedures for all financial activities of the Church and all related activities. The Administrative Leadership Team shall be accountable to the Church as follows:

1. The Administrative Leadership Team shall approve non-budgeted expenditures not to exceed an annual cumulative total of three percent (3%) of the annual budget.

2. The Administrative Leadership Team shall approve budget reallocations not to exceed an annual cumulative total of three percent (3%) of the annual budget.

3. The Administrative Leadership Team shall receive and approve detailed monthly financial statements for the Church.

SECTION VI – Records and Reports

The Church shall maintain and keep the following records and reports in the Church office:

1. An accounting system that provides financial records with actual and detailed information on receipts, disbursements, balances, and the financial condition of the Church;
2. Written minutes of all Church business conferences and all Administrative Leadership Team meetings;
3. A listing of the Church's real and personal property, fixed assets, and insurance records;
4. A record of the members of the Church, listing the names and addresses of all members;
5. Annual contribution statements for all contributors; and,
6. A certified written report from the independent Certified Public Accountant most recent review of the Church.

SECTION VII – Policy and Fiscal Maintenance

A. Year End

The Church shall operate on a calendar year with respect to operation of the budget and for committee and team service.

B. Policies and Procedures Manual

The Family Pastor 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 in the Policies and Procedures Manual shall include, but are not limited to:

1. Personnel policies and procedures;
2. Financial policies and procedures;
3. Church property policies and procedures; and,
4. Child protection policies.

The Policies and Procedures Manual shall be available in the office of the Family Pastor for review by members of the Church. Any suggested changes shall be recommended in writing to, and decided upon by, the Administrative Leadership Team.

SECTION VIII – Adoption and Amendment of Bylaws and Appendices

A. Adoption

These Bylaws and appendices shall be adopted by a majority affirmative vote of the members of the Church present and voting at the duly called Church business conference at which these Bylaws and appendices are submitted for adoption.

B. Amendment

These Bylaws and appendices may be amended by a majority affirmative vote of the members of the Church present and voting at any Church business conference. Any proposal to amend these Bylaws and appendices shall be brought to the attention of the Administrative Leadership Team at least thirty calendar days before it appears on the agenda of any Church business conference.

C. Records

A copy of the most recent edition of the Bylaws and appendices shall at all times be kept with the records of the Church. A copy of the Constitution and Bylaws and Appendices shall be made available to any Church member upon request.

Appendix I

Baptist Faith and Message 2000

1. Introduction

On June 14th, 2000, the Southern Baptist Convention adopted a revised summary of our faith. The committee's report says in part:

"Baptists cherish and defend religious liberty, and deny the right of any secular or religious authority to impose a confession of faith upon a church or body of churches. We honor the principles of soul competency and the priesthood of believers, affirming together both our liberty in Christ and our accountability to each other under the Word of God.

Baptist churches, associations, and general bodies have adopted confessions of faith as a witness to the world, and as instruments of doctrinal accountability. We are not embarrassed to state before the world that these are doctrines we hold precious and as essential to the Baptist tradition of faith and practice.

As a committee, we have been charged to address the "certain needs" of our own generation. In an age increasingly hostile to Christian truth, our challenge is to express the truth as revealed in Scripture, and to bear witness to Jesus Christ, who is "the Way, the Truth, and the Life."

The 1963 committee rightly sought to identify and affirm "certain definite doctrines that Baptists believe, cherish, and with which they have been and are now closely identified." Our living faith is established upon eternal truths. "Thus this generation of Southern Baptists is in historic succession of intent and purpose as it endeavors to state for its time and theological climate those articles of the Christian faith which are most surely held among us."

It is the purpose of this statement of faith and message to set forth certain teachings which we believe."

The full document of the Baptist Faith and Message is not included in this document simply because of associated costs for printing. To view the document in its entirety, visit www.sbc.net/bfm2000. A copy is also available in the church office.

A copy of the most recent edition of the Bylaws shall at all times be kept with the records of the Church. A copy of the Constitution and Bylaws shall be made available to any Church member upon request.

Appendix II

Church Membership Covenant: “Life Together at First Baptist Church, Monticello, AR”

We, the members of First Baptist Church, affirm that to be a member of the First Baptist family of faith is to be committed to developing a growing relationship with the Lord Jesus Christ and growing relationships with other members of the Church. In the context of these relationships, we commit to God and to one another that we will earnestly endeavor to do the following under the leadership of the Holy Spirit (all Scriptures are from the *New International Version* unless noted):

1. We will prize and protect the unity of our Church family by:

a. Acting in love toward other members.

(1) “Let us therefore make every effort to do what leads to peace and to mutual edification.” Romans 14:19

(2) “Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace.” Ephesians 4:2-3

(3) “Now that you have purified yourselves by obeying the truth so that you have sincere love for your brothers, love one another deeply, from the heart.” I Peter 1:22

(4) “Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Ephesians 4:32

b. Refusing to gossip and stir up dissension.

(1) “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Ephesians 4:29

(2) “There are six things the Lord hates . . . a man who stirs up dissension among brothers.” Proverbs 6:16, 19

(3) “A perverse man stirs up dissension, and a gossip separates close friends.” Proverbs 16:28

c. Honoring and following the leaders.

(1) “The elders (**pastors*) who direct the affairs of the church well are worthy of double honor, especially those whose work is preaching and teaching.” I Timothy 5:17

(interchangeable term added for clarification)*

(2) “Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.” Hebrews 13:17

d. Resolving conflicts through the scriptural, disciplinary guidelines of our Church.

(1) “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to

listen even to the church, treat him as you would a pagan or a tax collector.” Matthew 18:15-17

(2) “If another Christian is overcome by some sin, you who are godly should gently and humbly help that person back onto the right path. And be careful not to fall into the same temptation yourself.” Galatians 6:1 (*NLT*)

2. We will participate in the ministry of our Church family by:

a. Attending faithfully and giving generously.

(1) “Let us not give up meeting together . . . but let us encourage one another.” Hebrews 10:25

(2) “Every Sunday each of you must put aside some money, in proportion to what you have earned, and save it up.” I Corinthians 16:2 (*TEV*)

b. Discovering our gifts and talents.

(1) “Serve one another with the particular gifts God has given each of you.” I Peter 4:10 (*Phillips*)

(2) “It was [God] Who gave some . . . to be pastors and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up.” Ephesians 4:11-12

c. Being equipped to serve.

“Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus; Who . . . [took on] the very nature of a servant.” Philippians 2:4-7

d. Developing a servant’s heart.

(1) “But among you it should be quite different. Whoever wants to be a leader among you must be your servant, and whoever wants to be first must become your slave. For even I, the Son of Man, came here not to be served but to serve others, and to give My life as a ransom for many.” Matthew 20:26-28 (*NLT*)

(2) “You, my brothers, were called to be free. But do not use your freedom to indulge in the sinful nature; rather, serve one another in love.” Galatians 5:13

3. We will partner in the mission of our Church family by:

a. Praying for its health and growth.

(1) “In all my prayers for all of you, I always pray with joy because of your partnership in the gospel.” Philippians 1:4-5

(2) “We have not stopped praying for you and asking God . . . that you may live a life worthy of the Lord and may please Him in every way; bearing fruit in every good work, growing in the knowledge of God.” Colossians 1:9-10

b. Inviting the unchurched to attend.

“Then the master told his servant, Go out to the roads and country lanes and make them come in, so that My house will be full.” Luke 14:23

c. Warmly welcoming those who visit.

“So, warmly welcome each other into the church, just as Christ has warmly welcomed you; then God will be glorified.” Romans 15:7 (*Living Bible*)

d. Sharing Christ as we have opportunity both here and around the world.

“Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have.” I Peter 3:15

Appendix III

Administrative Leadership Team (ALT) Responsibilities, Composition, Selection, Election, Term, and Meetings

The principal responsibilities of the Administrative Leadership Team shall serve as an accountability group for the Senior Pastor, ensure the financial integrity of the Church, develop and adopt policies relating to the operation of the Church, supervise personnel matters of the Church, and, as the Trustees, handle all corporate affairs and business matters involving the Church.

These responsibilities shall be administered through the Finance subcommittee, Policy and Legal Issues subcommittee, and Personnel subcommittee, each comprised of approximately one-third ($\frac{1}{3}$) of the Administrative Leadership Team members. The Chairman of the Administrative Leadership Team and the Senior Pastor shall appoint the members and Chairman of each subcommittee jointly.

a. Senior Pastor Accountability

(1) The Administrative Leadership Team shall provide advice and counsel to the Senior Pastor in the planning, budgeting, staffing, coordination, and implementation functions of the various ministries of the Church.

(2) The Administrative Leadership Team shall evaluate annually the overall performance of the Senior Pastor in the context of his job description.

(3) The Administrative Leadership Team, only, shall make a recommendation to the Church, if necessary, regarding the dismissal of the Senior Pastor. The Church will not act on any matter relating to the dismissal of the Senior Pastor without affording the Administrative Leadership Team at least thirty (30) calendar days to study the matter and make a recommendation to the Church. The Administrative Leadership Team shall have the discretion to place the Pastor on administrative leave during the (30) days.

b. Financial Integrity

The Administrative Leadership Team shall develop and recommend the annual budget to the Church and shall be responsible for maintaining the integrity of all the financial activities of the Church. Specific financial duties of the Administrative Leadership Team are noted in Section V.

c. Policy and Legal Issues

(1) The Administrative Leadership Team shall develop and adopt such policies and procedures as are necessary for the effective and orderly functioning of the Church.

(2) The Administrative Leadership Team shall be responsible for handling all legal issues of the Church.

d. Personnel Matters

(1) The Administrative Leadership Team shall update and maintain the Personnel Policy Manual, make (or delegate) hiring decisions, discipline decisions, pay decisions, employment termination decisions, and deal with all other personnel matters in consultation with the Senior Pastor and Pastor of Ministry Pastor(s).

(2) The Administrative Leadership Team shall recommend annual salary and benefits for the Church staff as part of the annual Church budget.

e. Special Task Forces and ad hoc Committees

Whenever the Administrative Leadership Team determines that *special task forces/ad hoc committees* need to be formed among the Church membership, the Administrative Leadership Team shall initiate an appropriate recommendation to the Nominating Committee, which, in turn, shall make the necessary appointments to such special task force and/or *ad hoc* committee, including the appointment of a Chairman. Once members are appointed to such special task force and/or *ad hoc* committee, they shall function under the direction of and in communication with, and report to, the Administrative Leadership Team.

2. Composition and Selection

a. The Administrative Leadership Team shall be composed of twelve (12) members of the Church.

b. The Nominating Committee shall not nominate members for the Administrative Leadership Team who are currently serving on the Equipping Ministry Team or the Nominating Committee. No more than three (3) deacons (of any status) shall serve on this team. On an annual basis, the Nominating Committee shall request recommendations for the Administrative Leadership Team from the members of the Church. Members of the Nominating Committee may also submit recommendations. Once the Nominating Committee has identified the names of potential nominees, the following procedures shall be observed:

(1) The names of all potential nominees shall be submitted to the Pastoral Leadership Team for review. The members of the Pastoral Leadership Team may request a potential nominee's name be removed from the list if they believe that the nominee does not meet the spiritual qualifications for service.

(2) Members of the Nominating Committee shall contact potential nominees to determine if they are willing to serve if elected. Potential nominees must indicate they believe that they meet the qualifications for service and are willing to serve.

(3) The names of the potential nominees who agree to serve, if elected, shall be submitted to the Financial Secretary to ensure that each nominee is a generous contributor.

(4) The Chairman of the Nominating Committee shall appoint teams of two from the Nominating Committee to interview each potential nominee.

(5) The Nominating Committee shall present information (picture, biographical sketch, testimony, etc.) to the members of the Church about each nominee willing to serve if elected, at least fourteen calendar days before the annual Church business conference in October. The number of nominees presented to the members of the Church shall be the exact number of persons needed for service.

c. Members of the Pastoral Leadership Team may advise the Administrative Leadership Team but are not eligible to serve as members of the Administrative Leadership Team. Neither paid Church staff nor immediate family members (spouse, parents, and children) of the Pastoral Leadership Team or Church support staff shall be selected as members of the Administrative Leadership Team.

d. The Administrative Leadership Team shall elect its Officers from among its members on an annual basis.

3. Election

a. The election of the Administrative Leadership Team shall be held during the annual Church business conference in October. The vote shall be by secret ballot, with a “yes” and “no” by each nominee’s name, and election shall require a three-fourths (3/4) affirmative vote of the members present and voting for election of such nominee to the Administrative Leadership Team. If a nominee is not elected, the Nominating Committee shall submit another nominee to the Church as soon as feasible.

b. If vacancies occur on the Administrative Leadership Team, the Administrative Leadership Team may decide to function with fewer members or request the Nominating Committee fill the vacancy with a replacement. Such replacement shall serve the remainder of that year.

4. Term

The members of the Administrative Leadership Team shall serve three-year terms, on a rotating basis, beginning January 1 of each year, and shall not succeed themselves in office for two years.

5. Meetings

The Administrative Leadership Team shall meet monthly or as necessary. Eight (8) members in attendance shall constitute a quorum for the transaction of business. Action of the Administrative Leadership Team shall be approved by 80% affirmative vote of all the members of the Administrative Leadership Team present and voting.

Appendix IV

Deacon Bylaws

1. Deacons and Elders Are the Two Distinct Offices in a New Testament Church

The two New Testament offices are mentioned together in **Philippians 1:1** and in **1 Timothy 3** — Bishops and Deacons. In **1st Timothy 3** the qualifications are spelled out for the two offices, Bishops in **verses 1-7**, and Deacons in **verse 8-13**. The qualifications are similar, but not identical. For example, the Bishop is required to be “able to teach” whereas the Deacon does not have that expectation. The differences in title and qualifications mean that the offices are distinct.

The term “Bishop” is translated Overseer in some translations. It is the word from which we get our word “Episcopal” which means, “to look upon, inspect, oversee, look after, care for” and refers to “the care of the church which rested upon the Elders.” The term is used interchangeably with “Elder” and “Shepherd” (i.e. Pastor) in **Acts 20** and **1st Peter 5**. There is no question about the authority of the office: *“The elders who rule well are to be considered worthy of double honor, especially those who work hard at preaching and teaching.” 1 Timothy 5:17 (NASB)*

Three facts stand out:

- * Deacons and Elders are the offices in the church. The offices are distinct. Elders are not Deacons. Deacons are not elders. ^[1]_[SEP]
- * The terms, Elder, Pastor (shepherd), and Overseer (bishop) are used synonymously in the New Testament. ^[1]_[SEP]
- * In the New Testament, elders had the role of the general oversight of the church.

2. In the original language, the word, *Deacon*, means *Servant*. ^[1]_[SEP]

The title itself is as descriptive as any job description could be. In the Bible, words have meanings and the word "Deacon" means servant. Here is how the word has been defined in its various forms:

- "**Diakoneo** and its derivatives, as their etymology suggests, are used mainly for personal help to others."
- "**Diakonia** is found 34 times in the NT. It means service at the table in **Lk. 10:40; Acts 6:1**, etc."
- "**Diakanos** is found 29 times in the NT. Its primary meaning is one who serves at tables."³

3. The Office of Deacon Was Created for the Purpose of Handling the Benevolence Ministry. ^[1]_[SEP]

The Biblical account is quite clear on the founding of the deaconship and nowhere does Scripture repeal the original purpose.

4. The Office of Deacon Was Established to Free the Apostles (who functioned as the first pastors) to Pray and to Prepare to Minister the Word. ^[1]_[SEP]

^[1]_[SEP] Some have understood this Acts 6 to mean that it is the role of Deacons to oversee the business of the church.

³ ("*Serve, Deacon, Worship*" in *The New International Dictionary of New Testament*

- a. First, the KJV is often confusing. But note, the text says, “*this business*”, (not “*the business*” — and the business being referred to is the business of benevolence).
 - b. Second, as Dr. Robert Naylor points out, that would be a misrepresentation of the meaning of the word: “The word ‘business’ from the KJV should be discussed a little to prevent any misunderstanding. The Greek word is “*chreia*” and basically means ‘need.’ It is so translated 25 times. This is the only place it is translated ‘business.’ Hence, there is no Scriptural authority for the Deacons to make financial decisions of the church. Church decisions must remain church decisions.”
5. **The Early Deacons Were Selected for Their Spiritual Qualifications**
 1st Timothy 3 and Acts 6 expound the qualifications for the office of Deacons; the later contains what could fairly be called the "core qualifications":
- "of good reputation, full of the Spirit and of wisdom" -- **Acts 6:3(NASB)**
 - "and they chose Stephen, a man full of faith and of the Holy Spirit" -- **Acts 6:5(NASB)**
- Often, when someone is discussed as a possible Deacon one hears a remark such as, "He attends regularly and is a good giver." But God is looking at men with an internal dynamic, which cannot be determined in a superficial way.
- a. **Deacons Are to Be Capable of Serving the Lord in Spiritual Ways:** The original seven Deacons were people who were able to serve the Lord in ways which were more spiritual in nature than merely delivering food.
 - Stephen was a man of spiritual power: " ⁸ *And Stephen, full of grace and power, was performing great wonders and signs among the people.* " **Acts 6:8 (NASB)**
 - Philip was not only a Deacon, but also was gifted in evangelism (**Acts 8:5-7**).
 - b. **The Office of Deacon Requires a Firm Grasp of Sound Doctrine:** ^[L]_[SEP] church is content oriented. It is a doctrinally driven community, built upon truth. Every member should have this approach in this fellowship; leaders such as Deacons, not less but, more so.
 - "They must possess the mystic secret of the faith [Christian truth as hidden from ungodly men] with a clear conscience" **1 Timothy 3:9 (Amplified)**
 - "but holding to the mystery of the faith with a clear conscience." **1 Timothy 3:9 (NASB)**
6. **The Presence of Deacons Should Advance the Unity of a Church**^[L]_[SEP]
 When the Apostles laid out the plan for the creation of this office, "*The statement found approval with the whole congregation*" **Acts 6:5 (NASB)** The complaints about the benevolence ministry stopped. And the complaints were by the Greek speaking Jews, the Hebrew speaking Jews obviously bent over backwards to preserve the church's unity, for all the men selected had Greek names. It is still true today: Any time a church has Deacons who are properly doing their jobs; the church is more likely to be at unity.
7. **The Presence of Deacons Should Advance the Cause of Evangelism**^[L]_[SEP]
 The immediate impact of the creation of the office of Deacon was to eliminate the controversy in the church and to get the church back on course in fulfilling its mission. The Bible says that, "*The word of God kept on spreading; and the number of the disciples continued to increase greatly in Jerusalem, and a great many of the priests were becoming obedient to the faith.*" **Acts 6:7 (NASB)** It is still true. When a church has Deacons who are in God's will, the cause of world evangelization will be aided.

How to Know if Your Church is Off Track

Howard Foshee listed **three evidences that Deacons are operating under the concept of a board:**

- (1) When all major recommendations from church operations and church committees are screened by the Deacons whether they should go to the congregation.
- (2) When the pastor and staff members are directly responsible to the Deacons rather than to the church.
- (3) When the use or expenditure of major church resources, such as facilities and finances, must first be approved by the Deacons.

(The Ministry of the Deacon, Howard B. Foshee, Convention Press, 1968, page 33)

2. Deacon Qualifications:

1. A man being considered for the position of Deacon should meet the Scriptural qualifications outlined in Acts 6:1-4 and 1 Timothy 3:8-13. He should be an honorable man with a genuine, servant heart. His character and conduct should be exemplary. His life, as well as that of his family, should be a consistent and living testimony for Christ.
 - a. **Spiritual Qualifications (Acts 6:1-6)**
 - i. Full of the Holy Spirit
 - ii. Full of wisdom
 - iii. Full of faith
 - b. **Moral Qualifications (1 Timothy 3:8-10; 12-13)**
 - i. Worthy of respect
 - ii. Sincere
 - iii. Not indulging in much wine
 - iv. Not pursuing dishonest gain
 - v. Faithful to his wife (not a womanizer)
 - vi. Manages his children and household well
 - c. **Qualifications for the wife of a Deacon (1 Timothy 3:11)**
 - i. Worthy of respect
 - ii. Not malicious talker
 - iii. Temperate
 - iv. Trustworthy in everything
- (Scripture quotations from the New International Version)**
2. An active male member of the congregation at least twenty-five (25) years of age who is involved in the life of the church *by regular participation* (i.e. Bible study groups, worship, discipleship, prayer, outreach.)
 3. A Christian for at least three (3) years and a member of the church for at least one (1) year before taking office.
 4. Lives a consecrated Christian life to keep from bringing reproach on Christ or His church.
 5. Tithes his income to God through his local church and enthusiastically supports the Stewardship and Budget emphases of the church.
 6. Posses an evangelistic missionary spirit, deeply interested in the salvation of lost souls at home and abroad.
 7. Refrains from destructive criticism of the church staff and members, seeks to settle all differences in a quiet Christian manner, and zealously guards the unity of the church.
 8. Able to keep in confidence those things that should not be shared with others.

3. Deacon Rotation

Deacons shall serve on a three-year rotational basis. After serving for three years, a Deacon will not be eligible for reelection for at least one year. Deacons rotating back into eligibility are not guaranteed election for service, but will enter the process of screening and election constituted by these guidelines.

The Deacon Secretary has the responsibility for establishing and maintaining the official list. A copy of this list will be kept with the church Administrative Assistant, whom is designated by the Pastor, as the liaison. The Deacon secretary will provide the Deacon nominating committee and Chairman of Deacons a list of those whose time has come to enter reserve status.

- * If reelected to serve the congregation, ordination will not be necessary. Men elected by the church that have not previously ordained will participate in an ordination service.

Advantages of the Deacon Rotation system:

1. *Provides a broader base of leadership, enabling more (qualified) persons to serve their church as Deacons. This keeps new and refreshing concepts of service.*
2. *Allows qualified young adults the opportunity to serve. If there is no rotation, your Deacon body will grow older.*
3. *Discourages the concept of a governing board of Deacons verses a serving Deacon Ministry.*
4. *Provides a Christian way to replace those who unfortunately, have not served well.*
5. *Provides protection from burn out. If a Deacon is serving the way he is supposed to, a year off will provide time for refreshment and refocus.*
6. *Allows Deacons who no longer want to serve to retire with grace.*

4. The Number of Deacons

The number of Deacons in service should not be any lower than one (1) Deacon per fifteen (15) families in the church. A cap will not be placed but will be determined by the process of screening, rotation, needs of the congregation, and the natural occurrences of life. (moving, death, illness, etc.)

5. Deacon General Responsibilities

1. To assist the Pastor and Staff in moving toward spiritual maturity by emphasizing the functions of the church. (Worship, Discipleship, Outreach, Fellowship, and Missions);
2. To be committed to the Prayer Ministry of the church;
3. To minister the gospel to believers and unbelievers;
4. To care for the church's members and others in the community;
5. To demonstrate Christ-like dedication, loyalty, prayer support and faithfulness to FBC, Monticello;
6. To visit the sick, needy, and indifferent of the Church;
7. To encourage and strengthen new converts and the spiritually weak;
8. To regularly attend Deacon meetings. (Deacons who miss 3 meetings in a row will need to communicate circumstances to the Chairman. If he simply is choosing not to attend, he may be removed from service);
9. To assist with the "Deacon of the week" and "Offering Captain" duties during the Sunday Morning service.

6. Deacon Ministry Teams

1. All active Deacons⁴ will be assigned widow(s) and/or widower(s) in which to provide care. Deacons rotating into reserve states will have their widow(s) and/or widower(s) reassigned for their reserve year. The secretary of Deacons will be responsible for maintaining this list and making new assignments.
2. All active Deacons* will be asked to serve on one of the following ministry teams.
 - Bereavement; Benevolence; Hospital Visitation; Security.A ministry team leader will be elected to oversee each of these areas and responsible for leading these ministry teams.
3. All active Deacons should be available to serve the Lord's Supper when observed by the church. The Vice Chairman for Deacons is responsible for coordinating both the preparation and assignment of Deacons for serving the Lord's Supper.

7. Deacon Classifications

The deacons of the church will be classified as (a) active, (b) reserve, (c) emeritus, or (d) inactive.

1. *Active Deacons:*
 - a. As discussed earlier in this document, active Deacons will serve a term of three years following election.
 - b. The active Deacons will be divided into four (4) groups; the number of the group will be no less than six (6) Deacons.
 - c. To the extent most practical, the groups of Deacons will be equal in number.
 - d. A Deacon will not be elected as an active Deacon for at least one year after serving an elected term.
2. *Reserve Deacons:*

Reserve Deacons consist of those Deacons whose current terms have expired. Reserve Deacons may attend all regular and called meetings of the active Deacons and participate in all discussions of matters coming before the active body BUT will not have the right to vote; will not be assigned duties for service normally expected of them.
3. *Emeritus Deacons:*

Deacon Emeritus is an honor given by the church to a deacon who has served faithfully for many years. Upon recommendation of the active Deacons, any Deacon may, if he desires, because of age, infirmities, or other circumstances beyond his control, which PERMANENTLY limit his ability to serve as an active Deacon, by the action of the church, be classified as Deacon Emeritus, but shall have all privileges of a reserve Deacon.
4. *Inactive Deacon:*

⁴ Deacons who teach a church Bible Study Group will only be no more than one (1) widow/widower; are not obligated to serve on one of the deacon ministry teams so that they may focus their ministry energies on the caring for the members of their group.

- a. Upon recommendation of the Deacon Chairman and a $\frac{3}{4}$ majority of the vote, any Deacon may, if he desires, because of infirmities, or other circumstances beyond his control which TEMPORARILY limit his ability to serve as a active Deacon, by the action of DEACON BODY, be classified as an Inactive Deacon, and will NOT have the responsibilities nor voting rights of Active, Reserve or Emeritus Deacons.
- b. Any inactive Deacon may be restored to active status. This requires the recommendation of the Deacon Chairman and a $\frac{3}{4}$ majority of the vote from those attending a regular Deacons meeting.
- c. If a man requests Inactive Deacon status and his group rotates through reserve status; he will not be restored by $\frac{3}{4}$ majority vote but instead go through the normal process for reelection. When a Deacon has been in inactive status for 3 years, he will be removed from the Deacon body.

8. Deacon Election Process

The nomination, election, and ordination of deacons will take place according to the following procedure.

1. Over a period of three weeks when it has been determined there is a need for new Deacons, a “Deacon Spiritual Leadership” recommendation form will be distributed to the church through all means necessary to allow congregational participation. (i.e. possibilities are Bible Study groups, Worship, email, etc.)
2. The Deacon Nominees will be screened by the church business office relating to membership matters verifying SECTION 6: Deacon Qualifications items II, III, & VI. Non qualifying candidates will be removed from the list before being submitted to the Deacon Selection Team.
3. The Deacon Selection Team will meet with the candidates and outline the Biblical qualifications for becoming a Deacon. The Deacon Questionnaire will be given to each candidate at this time.
4. The Deacon Questionnaire will be completed by each candidate and returned to the Chairman of Deacons before a candidate will be considered for election and service. The timeframe for completion will be no less than two weeks but not to exceed one month from the time received.
5. The Deacon selection team will be made up of the Chairman, Vice Chairman, and two at large members. These at large members may be from of the church nominating committee or from within the deacon body. They will be ratified by a majority vote of the Deacon body present at a regular meeting of Deacons.
6. The Deacon Selection Team will review the questionnaires and meet individually with each candidate for questioning.
7. After the candidates have met with the Selection Team, those qualified and willing to serve will have their names published. Any church member with an objection to a candidate may do so in writing to the Chairman of Deacons. The Chairman of Deacons and the Pastor will meet privately with the candidate to review the objection. If necessary, they will reconvene the Deacon Selection team to review the objection.
8. Candidates who are confirmed by the Team will be submitted to the Deacon Body for consideration. Those who are qualified to serve and who have not been previously ordained as deacons will be presented to the church for approval.
9. If an individual has previously served as a Deacon in another church and desires to actively serve at FBC, Monticello, he must:

- a. Notify the Chairman of Deacons of his desire for active Deacon ministry. The Chairman of Deacons may approach an individual about serving as an active Deacon;
- b. Have been an active member for one year at FBC, Monticello
- c. Be screened by the church business office relating to membership matters verifying Deacon Qualifications items II, III, & VI;
- d. Complete the Deacon Questionnaire;
- e. Meet with the Chairman of Deacons, Vice Chairman of Deacons and one other Active Deacon;
- f. Be approved by 2/3 majority of a quorum (50% of active Deacons) present at a regular Deacon meeting;
- g. Be presented to the Church for approval.

9. Deacon Meetings

The meetings of the Deacon body shall be restricted to those outlined under **DEACON CLASSIFICATIONS**, the pastor, and ministerial staff, unless otherwise requested by the Deacon body. The officers, in consultation with the Pastor, will determine regular meeting times. Meetings will normally occur monthly.

10. Duties of Deacon Officers and Ministry Leaders

The officers of the Deacons will be the chairman, vice chairman, and secretary.

1. The chairman will preside at all meetings of the Deacons, and will serve as the vice-moderator of the church. The vice-chairman will act in absence of the chairman.
2. The active Deacons will annually elect a chairman, a vice-chairman, and a secretary.
3. The vice-chairman will be the chairman designate and be responsible for the preparation of the Lord's Supper elements.
4. The secretary will keep complete record of the meetings of the Deacons. The secretary may succeed himself. In the absence of the secretary, the chairman will appoint a temporary secretary from among those present.

11. Conclusion

The office of a Deacon demands a high level commitment, a growing, mature knowledge of the faith and dedication to fellowship and service. 1 Timothy 3:13 summarizes it best, ***"For those who have served well as deacons obtain for themselves a high standing and great confidence in the faith that is in Christ Jesus."*** (NASB)

May your service as Deacon be one of the richest and most rewarding of your walk with the Lord.

Appendix V

Equipping Ministry Team

1. Composition and Selection

- a. The Equipping Ministry Team shall be composed of nine members of the Church.
- b. The Nominating Committee shall not nominate members for the Equipping Ministry Team who are currently serving on the Administrative Leadership Team, or the Nominating Committee. No more than two (2) deacons (of any status) will serve on this team. On an annual basis, the Nominating Committee shall request recommendations from the members of the Church. Members of the Nominating Committee may also submit recommendations. Once the committee has identified the names of potential nominees, the following procedures shall be observed:
- (1) The names of all potential nominees shall be submitted to the Pastoral Leadership Team for review. The members of the Pastoral Leadership Team may request a potential nominee's name be removed from the list if they believe that the nominee does not meet the spiritual qualifications for service.
 - (2) Members of the Nominating Committee shall contact potential nominees to determine if they are willing to serve if elected. Potential nominees must indicate they believe that they meet the qualifications for service and are willing to serve.
 - (3) The names of the potential nominees who agree to serve, if elected, shall be submitted to the Financial Secretary to ensure that each nominee is a generous contributor.
 - (4) The Chairman of the Nominating Committee shall appoint teams of two from the Nominating Committee to interview each potential nominee.
 - (5) The Nominating Committee shall submit information (picture, biographical sketch, testimony, etc.) to the members of the Church about each nominee willing to serve if elected, at least fourteen calendar days before the annual Church business conference in October. The number of nominees presented shall be the exact number of persons needed for service.
- c. The Equipping Ministry Team shall elect its officers from among its members on an annual basis.

2. Election

- a. The election shall be held at the annual Church business conference in October. The vote shall be by secret ballot, with a "yes" and "no" by each nominee's name, and election shall require a three-fourths (3/4) affirmative vote of the members present and voting for election to the Equipping Ministry Team. If a nominee is not elected, the Nominating Committee shall submit another nominee to the Church as soon as feasible.

b. If vacancies occur on the Equipping Ministry Team, the Equipping Ministry Team may decide to function with fewer members or request the Nominating Committee fill the vacancy with a replacement. Such replacement shall serve the remainder of that year.

3. Term

The members of the Equipping Ministry Team shall serve three-year terms, on a rotating basis, beginning January 1 of each year, and shall not succeed themselves in office for at least two years.

4. Meetings

The Chairman and an appropriate Pastoral Leadership Team sponsor shall determine meetings of the Equipping Ministry Team. A majority shall constitute a quorum for the transaction of business, and action of the Equipping Ministry Team shall be approved by a majority vote of the members of the Equipping Ministry Team present and voting.

Appendix VI

Nominating Committee

1. Composition and Selection

The Nominating Committee shall be composed of the Senior Pastor, Chairman of the Administrative Leadership Team, and nine members of the Church at-large of which no more than two can be Deacons (of any status).

- A. The Administrative Leadership Team and the Senior Pastor shall identify potential nominees for the Nominating Committee from the members of the Church. An effort shall be made to ensure that such nominees represent a broad cross-section of the Church. Members of the Administrative Leadership Team or the Equipping Ministry Team are ineligible to serve on this committee.
- B. The Administrative Leadership Team shall submit names of all potential nominees for the Nominating Committee to the Pastoral Leadership Team for review. The members of the Pastoral Leadership Team may request a potential nominee's name be removed from the list if they believe that the nominee does not meet the spiritual qualifications for service.
- C. Members of the Administrative Leadership Team shall contact potential nominees to determine if they are willing to serve if elected. Potential nominees must indicate that they believe they meet the spiritual qualifications for service and are willing to serve if elected.
- D. The names of the potential nominees who agree to serve, if elected, shall be submitted to the Financial Secretary to ensure that each nominee is a generous contributor.
- E. The Chairman of the Administrative Leadership Team shall appoint teams of two from the Administrative Leadership Team to interview each potential nominee.
- F. The Administrative Leadership Team shall submit information (picture, biographical sketch, testimony, etc.) to the members of the Church about each nominee willing to serve if elected, at least fourteen calendar days before the annual Church business conference in October. The number of nominees presented shall be the exact number of persons needed for service.
- G. The Administrative Leadership Team will appoint the chairperson of the Nominating Team.

2. Election

1. The election of the Nominating Committee shall be held during the annual Church business conference in October. The vote shall be by secret ballot, with a "yes" and "no" by each

nominee's name, and election shall require a three-fourths (3/4) affirmative vote of the members present and voting for election of such nominee to the Nominating Committee. If a nominee is not elected, another nominee shall be submitted to the Church by the Administrative Leadership Team and Senior Pastor as soon as feasible.

2. If vacancies occur on the Nominating Committee, the Nominating Committee may decide to function with fewer members or request the Administrative Leadership Team fill the vacancy with a replacement. Such replacement shall serve the remainder of that year.

3. Term

The members of the Nominating Committee shall serve three-year terms, on a rotating basis, beginning January 1 of each year, and shall not succeed themselves in office for at least two years.

4. Meetings

The Nominating Committee shall meet monthly or as necessary. A majority shall constitute a quorum for the transaction of business, and action of the Nominating Committee shall be approved by a majority vote of the members of the Nominating Committee present and voting.