

RESTATED BYLAWS  
OF  
FIRST BAPTIST CHURCH, STEPHENVILLE, TEXAS  
A Nonprofit Corporation  
November 2, 2025

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**RESTATED BYLAWS  
OF  
FIRST BAPTIST CHURCH, STEPHENVILLE, TEXAS  
A Nonprofit Corporation  
November 2013**

**ARTICLE I  
OFFICES**

The principal office of First Baptist Church, Stephenville, Texas, hereinafter referred to as the "Church," shall be 334 W. Green St., Stephenville, Texas 76401. The registered office or the registered agent may be changed by resolution of the Members upon making the appropriate filing with the Secretary of State.

**ARTICLE II  
PURPOSE**

The Church shall be organized and operate exclusively for religious purposes within the meaning of Section 501 C (3) of the Internal Revenue Code of 1986, as amended, or any superseding section. The Church shall also be organized and operate in accordance with the Articles of Incorporation of the Church filed in the office of the Secretary of the State of Texas on September 10, 1990 as now existing or as they may hereafter be amended or restated.

**ARTICLE III  
MISSION STATEMENT**

The mission of First Baptist Church, Stephenville, Texas is:

**“CONNECTING ORDINARY PEOPLE TO AN EXTRAORDINARY LIFE IN  
JESUS CHRIST.”**

**ARTICLE IV  
CHURCH MEMBERSHIP**

**Section 4.1. General.** First Baptist Church is a body of Christian believers under the Lordship of Jesus Christ. The Church is autonomous in all phases of the spiritual and temporal life of the Church. The congregation of the Church retains final resolution authority. Membership shall be determined only by faith in Christ and compliance with these Bylaws.

**Section 4.2. Candidacy.** Any person may request Membership in the Church in any scheduled Church service in the following ways:

- (a) By public profession of faith in Jesus Christ as personal savior and upon baptism by immersion in water as authorized by the Church.
- (b) By transfer of Church letter and Membership from another Baptist Church of like faith and order.
- (c) By statement of faith and baptism from another Church of like faith and order (See Section 4.2.(a)).

**Section 4.3. Member Acceptance.** The request of the candidate can be granted by vote of the Church.

**Section 4.4. Associate Membership.** Associate Members are believers who identify themselves with other denominations or members of another Baptist Church who do not wish to transfer their letter to the Church. A person may be elected an Associate Member of the fellowship through a vote of the Church. Associate Members are non-voting Members of this Church and cannot serve as Church officers, a Committee Member, teacher, or as Chairman of a Ministry Team but they may participate in all activities and serve as an Associate Member of Ministry Teams.

**Section 4.5. Opposition to Membership.** Should there be dissent against any candidate, such dissent shall be referred to the officers of the active Deacon Body for proposed resolution. The Deacon Officers shall make a recommendation to the Church regarding the Membership of the candidate. A two-thirds vote of those Church Members present and voting shall be required to elect such candidate to Membership.

**Section 4.6. Rights of Members:**

- (a) Members of the Church are entitled to vote:
  - (i) in all elections, and
  - (ii) on all questions submitted to the Church in conference.
- (b) Members of the Church are eligible for elective offices in the Church for appointment to Church Committees, and for service on Ministry Teams.
- (c) Every Member may participate in the ordinances of the Church.
- (d) No vote may be cast by proxy.

**Section 4.7. Responsibilities of Membership.** Membership in the First Baptist Church carries with it certain responsibilities. Members are expected to fulfill their responsibilities which in turn help the Church carry out its mission. The more important responsibilities of Membership are as follows:

- (a) To seek to live a life of holiness in obedience to God's Word.
- (b) To use spiritual gifts and abilities as given by God.

- (c) To faithfully attend the regularly scheduled services, meetings and activities of the Church.
- (d) To be witnesses for Christ in all walks of life.
- (e) To financially support the ministry of the Church with tithes and offerings.
- (f) To prayerfully support the spiritual leadership of the Church.
- (g) To pray for and build up fellow believers in Jesus Christ.

**Section 4.8. Termination of Membership.** Membership may be terminated by one of the following events:

- (a) Upon death of the Member.
- (b) Upon a Member requesting the transfer of his or her Church letter and Membership to another Baptist Church.
- (c) Upon a Member joining a Church of another faith.
- (d) Upon termination of Membership by vote of the Church as provided by the Holy Scriptures. (See 1 Cor. 5; Matt. 18: 15-17).

**Section 4.9. Discipline.** Every reasonable measure to assist any spiritually troubled Member shall be taken by the Church prior to exercising Church discipline. The Pastor, the Ministers, other Members of the Church staff, and the Deacon Body shall be available for counsel and guidance. Concern for redemption rather than punishment shall be the priority of the Church but discipline shall be imposed when appropriate.

**Section 4.9.1. Resolution.** Should some serious condition occur requiring consideration of Church discipline, the Ministers and the Deacon Body shall take every reasonable measure to resolve the issue in accord with the Holy Scripture. (See Matthew 18).

**Section 4.9.2. Exclusion.** Should it become necessary for the Church to take action to exclude a Member, a two-thirds vote of the Members present at a business meeting is required for exclusion. All such proceedings shall be conducted in a spirit of Christian kindness and forbearance. For good cause, the Church may vote to restore Membership to any person previously excluded who has clearly demonstrated repentance.

## **ARTICLE V PASTOR**

**Section 5.1: PASTOR.** The pastor is an officer of the church; responsible for leading the church to function as a New Testament church. The pastor has the responsibility to lead the congregation, the organizations, and the church staff to perform their tasks. The pastor shall delegate appropriate responsibilities to others to insure the work of the church is done in a consistent and responsible manner to accomplish the Church mission.

The pastor is the visionary leader of the committees, teams, and organizations of the church, giving to each committee, team, and organization, his input as to the general agenda they are to pursue to support the ministry of the church and fulfill the mission of the church.

**Section 5.2. Qualifications.** The qualifications to be Pastor are:

- (a) The Pastor must be ordained by a Baptist Church.
- (b) The Pastor must exemplify the qualities set forth in First Timothy 3:1-7.
- (c) Although not a prerequisite, it is suggested that the Pastor have a degree from an accredited university and the equivalent of a Master's Degree from a seminary or religious department of an accredited university.

**Section 5.3. Duties of the Pastor.** The Pastor is the under-shepherd of the congregation and is to lead the Church in the accomplishment of its spiritual mission. His duties include:

- (a) Serving as spiritual leader of the Church.
- (b) Serving as a voting Member of the Ministry Advisory Council.
- (c) Leading the Church in the achievement of the Church mission.
- (d) Acting as the visionary leader in the church giving each particular committee, team, and organization his input about their role in helping the whole church achieve its mission.
- (e) Administering the ordinances of baptism and the Lord's Supper in accordance with the Holy Scripture.
- (f) Proclaiming the gospel to believers and non-believers.
- (g) Applying and teaching God's word.
- (h) Caring for the Church's Members and other persons in the community.
- (i) Supervising and evaluating the ministry work of the other Ministers of the Church.
- (j) Preparing and delivering to the Deacon Body in the fourth quarter of each year an annual State of the Church Report.
- (k) Assisting the Church Moderator in preparation of the agenda for any Church Conference.

**Section 5.4. Selection of the Pastor.** A Pastor shall be chosen and called by the Church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose. The Church Membership must be given at least seven (7) days advanced notice of any meeting to select a Pastor.

**Section 5.4.1. Pastor Search Committee.** A seven-member Pastor Search Committee and two alternates shall be elected by the Church to seek out a qualified Pastor for recommendation to the Church. The Committee will be elected on a Sunday morning, by secret ballot, immediately after the worship service. The election shall be announced at least seven days in advance and widely publicized beforehand. Ballots shall be distributed to all Members of the Church that are in attendance.

**Section 5.4.2. Procedure for Voting and Selection.** No proxy votes may be cast. Each Member may vote for three (3) nominees to the Pastor Search Committee. The ballots are to be safeguarded until counted by a team assembled by the officers of the Deacon Body. A list shall be compiled in descending order of number of votes. The Chairman of the Deacon Body will then interview the nominees in order of election asking each if he/she will serve. The process will continue until seven Members and two alternates are selected. No Minister or Member of the Church staff may serve on a Pastor Search Committee.

**Section 5.4.3. Pastor Search Committee Organization and Charge.** At the first meeting of the Committee a chairperson, vice-chairperson, and secretary shall be elected. The Committee shall solicit Church Members for the attributes and qualities desired in a new Pastor. The Committee shall receive guidelines regarding wages and benefits available for the interim and full time Pastoral candidates from the Ministry Advisory Council. The Search Committee is charged with recommending an interim Pastor to the Church as well as recommending a new Pastor. All communication with Church members about the status of the search shall be through reports by the chairperson of the Committee to the Church. The Committee shall recommend to the Church only one name at a time. The Search Committee may hold private and confidential meetings during their search process. Alternates selected to the Committee may engage in Committee discussions, but shall not vote in any Committee decision unless they have become a substitute member of the Committee.

**Section 5.5. Presentation of a Pastor Candidate to the Church.**

- (a) After complying with the prerequisite of these Bylaws, when the Pastor Search Committee agrees upon a candidate who they believe is God's choice for Pastor of the Church, the Pastor Search Committee shall, if feasible, invite the pastoral candidate to:
  - (i) Meet with the Deacon Body.
  - (ii) Meet with the Ministry Advisory Council
  - (iii) Meet with other ministers.
  - (iv) Meet with Church Members in an informal setting.
  - (v) Preach at least one worship service in view of a "Call" as Pastor.

- (b) The Pastor Search Committee shall provide Church Members with biographical information on the pastoral candidate and his family, as well as his specific compensation package, in advance of any Church Conference to “Call” the candidate as Pastor.
- (c) An affirmative vote of three-fourths of those present at the Church Conference is necessary to constitute a “Call.” The Pastor, thus elected, shall serve as Pastor of the Church until the relationship is terminated as provided in these Bylaws.

**Section 5.6. Annual State of the Church Report and Planning Meeting.** The Pastor shall meet with the Deacon Body during the first quarter of each year and deliver an annual State of the Church Report. The purpose of the report shall be to review all Church activities and Ministries as they relate to the Church mission and to evaluate their effectiveness.

The Pastor shall include in his report any matter that he considers significant and the effectiveness of all existing Committees, Ministries and Church programs. Additionally, he shall provide church statistical information regarding the previous year, suggestions for improvements in the Church program, and his vision for spiritual leadership necessary to accomplish the Church mission in the future.

If the deacons and the pastor deem it necessary, following the delivery of the State of the Church Report, the Deacon Body shall have a planning and discussion session with the Pastor on the State of the Church in order to determine ways and methods to improve and assist the Church in the accomplishment of its mission.

The results of the planning session shall be reported to the Church at the next Church Conference.

**Section 5.7. Creating a Vacancy in the Pastorate.** A vacancy may be created in the Pastorate by:

- (a) A written resignation by the Pastor delivered to the Ministry Advisory Council, and the Chairman of the Deacon Body, or
- (b) A declaration by the Church at a Church Conference that declares the office of Pastor to be vacant.

**Section 5.7.1. Church Conference for Vacancy.** Seven days’ notice shall be given to the Church Members prior to any Church Conference called to declare a vacancy in the Pastorate.

A Church Conference to declare a vacancy may be called upon:

- (a) The recommendation of a majority vote of the Deacon Body present at a meeting, or
- (b) Receipt by the Chairman of the Deacons of a written petition signed by fifty Church Members above the age of twenty-one years after the Church Members have complied with the grievance procedure described in Section 7.4 of these Bylaws and the Ministry Advisory Council and Deacon Body have made their recommendations.

**Section 5.7.2. Secret Ballot.** The vote to declare the office of Pastor vacant shall be by secret ballot. An affirmative vote of two-thirds of the Members present at the conference shall be required to declare the office vacant.

**Section 5.7.3. Compensation.** Except in instances of voluntary resignation or gross misconduct by a Pastor, the Church shall compensate the Pastor with not less than one twelfth of his total annual compensation which includes benefits. The termination shall be immediate and the compensation shall be paid within thirty days.

## **ARTICLE VI MINISTERIAL STAFF**

**Section 6.1. Ministers.** The term “Minister” as used in these Bylaws shall refer to all Ministers of the Church except the Pastor. The Church shall call additional Ministers as the Church determines appropriate to fulfill its mission. The Ministers shall serve the Church at its discretion. The Ministers shall assist the Pastor in leading major sections of the Church ministry.

**Section 6.2. Minister Search Committee.** A Minister Search Committee shall be elected by vote of the Church at a Church Conference. Nominations for Members of the Minister Search Committee may be submitted by any Church Member to the Ministry Advisory Council. The Ministry Advisory Council shall interview all nominees to determine their eligibility and availability to serve on the Committee. The names of the eligible nominees, who are approved by the Ministry Advisory Council, shall be submitted to the Church for consideration by written ballot. Each Member may vote for three (3) individuals from the list of nominees. Ballots shall be tallied by a committee of Deacons appointed by the Chairman of the Deacons. Seven Members and two alternates who receive the largest number of votes shall be elected as the Minister Search Committee. Alternates selected to the Committee may engage in Committee discussions, but shall not vote in any Committee decision unless they have become a substitute member of the Committee.

**Section 6.2.1 Ministerial Committee Organization and Charge.** At the first meeting of the Search Committee a chairperson, vice-chairperson, and secretary shall be elected. The Committee shall solicit Church Members for the attributes and qualities desired in a new Minister. The Committee shall receive guidelines

regarding wages and benefits available for the Minister candidates from the Ministry Advisory Council. All communication with the Church about the search will be through the chairperson of the Committee to the Church. The Committee shall recommend to the Church only one name at a time. The Minister Search Committee may hold private and confidential meetings during their search process.

**Section 6.3 Notice to Members.** Any Church Conference to select a Minister based upon the recommendation of a Minister Search Committee may be conducted only after notice has been given to Members at least seven (7) days prior to the Church Conference. The notice shall specify the purpose of the meeting.

**Section 6.4 Presentation of a Minister Candidate to the Church.**

- (a) After complying with the prerequisites of these Bylaws, when the Minister Search Committee agrees upon a candidate who they believe is God's choice for a Minister of the Church, the Minister Search Committee shall, if feasible, invite the Minister candidate to meet with the Church as described in Section 5.5 (a) (i – iv) of these Bylaws.
- (b) The Minister Search Committee shall provide Church Members with biographical information on the Minister candidate and his or her family, as well as his specific compensation package, in advance of any Church Conference to "Call" the candidate as Minister.
- (c) An affirmative vote of three-fourths of those present at the Church Conference is necessary to constitute a "Call". The Minister, thus elected, shall serve as Minister of the Church until the relationship is terminated as provided in these Bylaws.

**Section 6.5. Vacancy.** A vacancy may be created in the Ministry by:

- (a) A written resignation by the Minister delivered to the Pastor, or
- (b) After the Ministry Advisory Council follows the grievance procedure stated in Section 7.4 of these Bylaws, a declaration by the Ministry Advisory Council that declares the office of the Minister to be vacant.

**Section 6.5.1. Compensation.** Except in instances of voluntary resignation or gross misconduct by a Minister, the Church shall compensate the Minister with not less than one twelfth of his total annual compensation which includes benefits. The termination shall be immediate and the compensation shall be paid within thirty days.

**ARTICLE VII  
MINISTRY ADVISORY COUNCIL**

**Section 7.1 Ministry Advisory Council Membership:** The Ministry Advisory Council shall be composed of scripturally qualified men or women who are mature in Christ as described in the following verses: .

- i. **Romans 12:9-21** *“Don’t just pretend to love others. Really love them. Hate what is wrong. Hold tightly to what is good. Love each other with genuine affection, and take delight in honoring each other. Never be lazy, but work hard and serve the Lord enthusiastically. Rejoice in our confident hope. Be patient in trouble, and keep on praying. When God’s people are in need, be ready to help them. Always be eager to practice hospitality. Bless those who persecute you. Don’t curse them; pray that God will bless them. Be happy with those who are happy, and weep with those who weep. Live in harmony with each other. Don’t be too proud to enjoy the company of ordinary people. And don’t think you know it all! Never pay back evil with more evil. Do things in such a way that everyone can see you are honorable. Do all that you can to live in peace with everyone. Dear friends, never take revenge. Leave that to the righteous anger of God. For the Scriptures say, “I will take revenge; I will pay them back,” says the LORD. Instead, “If your enemies are hungry, feed them. If they are thirsty, give them something to drink. In doing this, you will heap burning coals of shame on their heads.” Don’t let evil conquer you, but conquer evil by doing good.”*
- ii. **Philippians 2:12-14** *“Work hard to show the results of your salvation, obeying God with deep reverence and fear. For God is working in you, giving you the desire and the power to do what pleases him. Do everything without complaining and arguing”*
- iii. **1 Timothy 5:22** *“Never be in a hurry about appointing a church leader. Do not share in the sins of others. Keep yourself pure”*
- iv. **2 Timothy 2:23-24** *“Again I say, don’t get involved in foolish, ignorant arguments that only start fights. A servant of the Lord must not quarrel but must be kind to everyone, be able to teach, and be patient with difficult people.*
- v. **Titus 1:9** [As a manager of God’s Household] *“He must have a strong belief in the trustworthy message he was taught; then he will be able to encourage others with wholesome teaching and show those who oppose it where they are wrong.”*
- vi. **Titus 2:7** *“And you yourself must be an example to them by doing good works of every kind. Let everything you do reflect the integrity of your teaching”*
- vii. **Titus 3:10-11** *“If people are causing divisions among you, give a first and second warning. After that, have nothing more to do with them. For people like that have turned away from the truth, and their own sins condemn them.”*

- viii. **Acts 2:42-47** *“They devoted themselves to the apostles’ teaching and to fellowship, to the breaking of bread and to prayer. <sup>43</sup> Everyone was filled with awe at the many wonders and signs performed by the apostles. <sup>44</sup> All the believers were together and had everything in common. <sup>45</sup> They sold property and possessions to give to anyone who had need. <sup>46</sup> Every day they continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts, <sup>47</sup> praising God and enjoying the favor of all the people. And the Lord added to their number daily those who were being saved.”*

**Section 7.1.1 Membership.** The Ministry Advisory Council will consist of the following 7 members:

- a. The Pastor of the Church
- b. Three deacons who are elected by the deacon body.
- c. Annually for the next committee year, the Ministry Advisory Council will elect the next Chairman from the current deacon MAC membership (not the Pastor of the Church) who are serving their second or third year on the committee.
- d. Three members of the Church who are nominated to the position by the Nominating Committee or other church members and elected by the church at church conference.
- e. Initially, one deacon and one member of the elected Ministry Council’s Members shall be elected for a one-year term, one deacon and one member shall be elected for a two-year term, and one member shall be elected for a three-year term. Thereafter, the elected members of the Ministry Advisory Council shall be selected for a three-year term, commencing on January 1 and ending on December 31 of the third year.

Any Member who has served a three-year term shall not be eligible for renomination to the Council until the Member has not served on the Council for a period of one year. However, a Ministry Advisory Council Member may continue to serve until his or her successor is elected and qualified.

**Section 7.1.2 Agenda and Open Meeting.** The Chairman of the Ministry Advisory Council shall coordinate with the Pastor to set the Agenda for Meetings and, except for matters relating to the Grievance Process (Section 7.4) and evaluations (Section 7.3), all meetings of the Ministry Advisory Council shall be open to all Members.

**Section 7.2 Ministry Advisory Council.** The purposes and duties of the Ministry Advisory Council are to:

**Section 7.2.1 Prayer.** Give the pastor a body of prayer partners who have the best interest of the Pastor and the church at heart.

**Section 7.2.2 Encouragement.** Encourage the work of the Pastor and/ or interim Pastor and all other ministers.

**Section 7.2.3 Spiritual Mission.** Assist the Church in accomplishing its spiritual mission of teaching, fellowship, worship, service and evangelism.

**Section 7.2.4 Assistance.** Assist, develop, plan, supervise and help accomplish mission work, events, and other activities which are directed toward accomplishing the mission of the Church

**Section 7.2.5 Sounding Board.** Act as a “sounding board” for issues and initiatives within the Church.

**Section 7.2.6 Salary and Benefits.** Determine and make available to members the salaries and employee benefits for the Pastor and Ministers.

**Section 7.2.7 Evaluation.** Encourage, supervise, evaluate and conduct a performance review of the Pastor, interim, or acting pastor.

**Section 7.2.8 Grievances.** Serve as a grievance Committee for matters involving the Pastor, Ministers, Business Administrator, member of committees, teams, or other church organizations.

**Section 7.2.9 Pulpit Supply Committee.** Act as a pulpit supply committee, or to appoint one, in the absence of a pastor.

**Section 7.2.10 Interim Leadership.** Act in a leadership capacity and guide the church through the interim time if the office of pastor is vacant.

**Section 7.2.11 Removal Authority.** Remove any Chairman or member of an Administrative Committee or Ministry Team if the Chairman or member does not actively participate in the position or if the Chairman or member fails to properly conduct their life activities in a scriptural manner. Prior to any change of status of the member, two (2) members of the Ministry Advisory Council shall confer with the Chairman or member.

**Section 7.2.12 Determination of Best Interest.** Review, discuss, approve, disapprove or change the actions and recommendations of the Pastor, ministers, administrative committees, ministry teams or other church organizations, if it determines they are not in the best interest of the church.

**Section 7.2.13 Real Estate.** Supervise Church Real Estate acquisition, utilizing if necessary, a subcommittee.

**Section 7.2.14 Budget.** Take appropriate action to approve or alter the annual Church budget, submitted by the Finance Committee, before it is presented to Church Conference for a vote and approve minor modifications per policy to the budget during the Church year.

**Section 7.2.15 Regular Meetings.** Meet regularly with the pastor to discuss his vision and current events in the church.

**Section 7.2.16 Guidance.** Provide guidance, supervision and direction to the Pastor, Ministers, Business Administrator, Administrative Committees and Ministry Teams, to ensure their decisions are in the best interest (evangelism, discipleship, worship, fellowship and facility appeal) of the church.

**Section 7.2.17 Interpretation.** Interpret conflicting or ambiguous terms of the Certificate of Formation and Bylaws of the Church.

**Section 7.2.18 Bylaw Amendments.** Review proposed amendments to the Church Bylaws and make recommendations for amendments to the Church's Certificate of Formation.

The Pastor shall not participate in any vote of the Ministry Advisory Council in which the decision would affect his salary or benefits or where he has a conflict or apparent conflict of interest. Any member of the Ministry Advisory Council shall not participate in any vote where the member has a conflict or apparent conflict of interest.

**Section 7.3 PASTORAL PERFORMANCE REVIEW** The Ministry Advisory Council shall conduct a performance review of the Pastor annually to evaluate the Pastor's effectiveness in fulfilling his duties for the church and accomplishing the Church mission. All members of the Ministry Advisory Council, except the Pastor, shall serve on the Committee.

**Section 7.3.1 Notice.** Notice of the proposed review shall be published two (2) times in the Church Bulletin to allow Church members to submit written comments to be personally signed and submitted on a form prescribed by the Ministry Advisory Council. No anonymous comments shall be considered. At least seven (7) days shall be allowed for written comments before the performance review is concluded. At the discretion of the Ministry Advisory Council, no oral presentations shall be presented to the Ministry Advisory Council. The entire performance review shall be conducted within a thirty (30) day period.

**Section 7.3.2 Evaluation Results.** The Ministry Advisory Council shall meet with the Pastor for his input prior to completing the review after which the review

shall be concluded and the Pastor given a complete copy of the review. No public copies of the review shall be available unless the Ministry Advisory Council has determined that it will recommend a vacancy be created in the Pastorate. At that time, copies of the evaluation shall be available to church members.

**Section 7.4. GRIEVANCE PROCESS** The Ministry Advisory Council shall oversee the grievance process for all matters involving the Pastor, Ministers, Business Administrator members of committees, teams or other member of other church organizations. Meetings involving grievances to be heard by the Ministry Advisory Council may be conducted in private meetings at the discretion of the Ministry Advisory Council.

**Section 7.4.1 Recommendation Regarding Pastor** After complying with Matthew 18, Verses 15 – 17, if necessary, recommend to the deacons and the church to terminate the services of the pastor. Any vote to recommend termination of the Pastor, pursuant to Section 5.7 and 5.7.1, shall require a two-thirds (2/3) vote of the council.

**Section 7.4.2 Recommendation Regarding Ministers** In the event that another minister is the subject of church discipline, the consent and advice of the pastor must be sought and prayerfully considered by the Ministry Advisory Council before reaching a decision. Termination of a minister requires a two-thirds (2/3) vote of the Ministry Advisory Council.

**Section 7.4.3 Recommendation Regarding Other Positions.** In the event that the Business Administrator, a Ministry Advisory Council member, a Committee Chairman, an Administrative Committee Member, a Ministry Team Member, or other persons serving in any of the organizations of the Church is the subject of Church discipline, the Ministry Advisory Council may remove such person from their position with the Church. Any removal under this Section shall require a two-thirds (2/3) vote of the Ministry Advisory Council.

## **ARTICLE VIII CHURCH OFFICERS**

**Section 8.1. Qualifications.** Officers of the Church shall be Members of the Church and shall be spiritually qualified according to the verses outlined in section 7.1 (i-ix)

**Section 8.2. Church Spiritual Officers.** The Church Spiritual Officers are the Pastor, the Ministers, the Deacons, and Chairmen of the Ministry Teams.

**Section 8.3. Corporate Officers.** The Church corporate officers are the President, Vice President, Secretary and Treasurer. The Chairman of the Deacon Body shall serve as the Corporate President. The First Vice Chairman of the Deacon Body shall serve as Corporate Vice President. The Secretary of the Deacon Body shall serve as Corporate Secretary. The Church Treasurer shall serve as Treasurer.

**Section 8.3.1. President.** The President shall have the authority to execute on behalf of the Church instruments and legal documents as authorized by Church Conference.

**Section 8.3.2. Vice President.** The Vice President shall have the authority to perform the duties of the President upon the death, absence, resignation, or authorization of the President, or upon the President's inability to perform the duties of President.

**Section 8.3.3. Secretary.** The Secretary shall sign on behalf of the Church with the President or Vice President, as applicable, any Church instruments and legal documents when authorized by Church Conference.

**Section 8.3.4. Treasurer.** The Church Treasurer shall perform those duties described in in the Bylaws.

**Section 8.3.5. Duties.** The Corporate Officers shall perform such duties as may be prescribed by law, in the Bylaws or as authorized by the Church at Church Conference. Additionally, each officer shall perform the duties customarily performed by their office in the Church.

**Section 8.3.6 Church Moderator.** The Chairman of the Deacons or his designee shall serve as Church Moderator for all Church Conferences. Should the Deacon Chairman be absent and fail to designate a Moderator, the Church shall elect a Temporary Church Moderator to preside at that Church Conference.

**Section 8.3.7 Church Clerk and Historian.** The Church shall elect a Church Clerk and Historian. The Clerk shall be responsible for preserving and updating all official actions of the Church as well as the history and archives of the Church. The Clerk shall be responsible for keeping a register of names of Members, with their dates of Membership, transfer, death, or removal from the roll, together with a record of baptisms. The Clerk shall issue Church letters as directed by the Church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary.

Upon receiving the annual financial report at the end of each fiscal year and after its acceptance and approval by the Church, the Church Clerk will keep and preserve the report as a part of the permanent records of the Church.

The Church Clerk may delegate some of the clerical responsibilities to a Staff Assistant who will assist the elected Clerk with the duties of the office. All Church records are Church property and shall be kept in the Church office.

**Section 8.3.8 The Church Treasurer and Assistant Treasurer.** In the Fourth Quarter of each fiscal year, the Church shall elect or re-elect a Church Treasurer as its

financial officer. The Church Treasurer will take office at the beginning of the Church fiscal year. Subject to the direction of the Ministry Advisory Council , it shall be the duty of the Treasurer to oversee (with the assistance of the Business Administrator if the church employs one, and staff financial assistant), the receipt of gifts and offerings, preservation of money accounts, and payment of bills approved and signed by authorized personnel. Itemized accounts of all receipts and disbursements shall be kept current. The Treasurer shall present an itemized report of the receipts and disbursements of the preceding quarter at each regular business meeting.

Subject to the direction of the Finance Committee, in the absence of the Church Treasurer, the Assistant Treasurer shall act as the Church financial officer, having the same duties as the Treasurer.

The Church Treasurer, Assistant Treasurer, Business Administrator, and staff financial assistant shall be bonded with the Church paying for the bond.

**Section 8.3.9 Officer Removal.** If any officer of the church does not actively participate in their role as an officer of the church for a period of time or if an officer fails to properly conduct him or herself in a biblical manner (see section 7.1), the Ministry Advisory Council may elect to remove the officer from the active service and remove him as an officer of the Church. Prior to any change of status of an officer of the church, a member of the Ministry Advisory Council shall confer with the officer.

## **ARTICLE IX DEACONS**

### **Section 9.1. Qualifications.**

- (a) Deacons of the Church shall be men whose lives exemplify those qualities stated for Deacons in **1 Timothy 3:8-13** and **Acts 6:1-6**,
- (b) Furthermore, they shall exemplify those qualifications for general service within the church as referenced in Section 7.1 of these Bylaws,
- (c) Deacons shall be Members of the Church and shall serve for life as an active Deacon unless he resigns his office, his Membership in the Church is terminated, he expresses the desire to affiliate with another Church or he is removed from such office by the Deacon Body,
- (d) Fulfill the mandate for the office of Deacon as provided in the Holy Scriptures,
- (e) Exemplify and promote an attitude of prayer, fellowship and love,
- (f) Seek to maintain unity and harmony among the Members of the Church,
- (g) Indicate an unqualified interest in serving as a Deacon,
- (h) By his actions, have demonstrated a sincere interest in service to the Church,

- (i) Have faithfully participated in Church activities, and
- (j) Have appropriately tithed with regular and systematic support of the Church.

**Section 9.2. Duties of the Deacons.** The duties of Deacons shall include the following:

- (a) Fulfill the mandate for the office of Deacon as provided in Scriptures.
- (b) Exemplify and promote an attitude of prayer, fellowship and love, setting as a special example to others by refraining from back-biting, arguing, and gossip.
- (c) Seek to maintain unity and harmony among the Members of the Church.
- (d) Coordinate, serve and faithfully participate in the Lord's Supper.
- (e) Provide leadership in Ministering to the needs of the Church Members.
- (f) Support and assist the Church in the accomplishment of the Church mission.
- (g) Proclaim the gospel to believers and non-believers.
- (h) Care for the Church Members and other persons in the Church community.
- (i) Receive in the first quarter of each year a State of the Church Report from the Pastor.
- (j) Meet with the pastor and other ministers for regular fellowship, prayer, and sharing of vision for the church.
- (k) Appoint Committees of Deacons to address any Church issues and other matters that may be determined appropriate.
- (l) Receive and review all significant matters to be presented to the Church for vote as described in Section 9.6.

**Section 9.3. Deacon Officers.** The Deacon Body shall elect its officers on an annual basis. The Officers of the Deacon Body shall be a Chairman, First Vice Chairman, Second Vice Chairman, Secretary and Treasurer. All officers shall serve at the discretion of the Deacon Body and may be removed by the Deacon Body.

**Section 9.3.1. Duties of the Deacon Officers.** Each Deacon Officer shall perform all duties associated with the office to which he is elected and all duties assigned to the Officers by the Deacon Body in a manner that reflects Christian character and biblical values. Deacon Officers shall perform duties and participate on Administrative Committees where these Bylaws vest them with membership or responsibility. Except as provided in Section 10.2.1, the Chairman of the Deacon Body or his designee shall be the Moderator for all Church Conferences.

**Section 9.4. Deacon Meetings.** The Deacon Body shall meet in regular or called meetings at such time and place as they may determine appropriate. Any three Deacons

may issue a joint call for a meeting of the Deacon Body. The Chairman of the Deacon Body shall preside at all meetings or in his absence the First Vice Chairman shall preside. If neither officer is available, then a Deacon selected by the Deacon Body present at the meeting shall preside. The Secretary of the Deacon Body shall keep accurate minutes of each meeting and the Deacons in attendance at each meeting.

**Section 9.5. Report to Church.** The Chairman of the Deacons or his designee shall report at a Church Conference the actions taken by the Deacons in their meetings and shall make Deacon recommendations to the Church regarding Church Conference business as the Deacon Body may determine appropriate.

**Section 9.6. Deacon Review of Actionable Church Items.** To ensure that information regarding significant matters requiring Church action is adequately disseminated and discussed among Church Members prior to a Church vote, all recommendations to be presented at Church Conference by the Pastor, Ministers, Ministry Advisory Council, Committees, Ministry Teams and Members must first undergo review by the Deacon Body.

After reviewing the recommendations, the Deacons shall be available to discuss the recommendations with other individual Church Members and to report the discussions regarding the recommendations to the Church.

The term “review” shall mean to give consideration to, and examination of the proposal for the purpose of discussion. “Review” does not include the authority to reject or eliminate the proposal before it is presented at Church Conference. The requirement for review by the Deacon Body shall not apply:

- (a) To minor or procedural matters, or
- (b) In cases when an emergency exists.

**Section 9.7. Selection of New Deacons.** The Church shall select new Deacons by the following procedure:

- (a) After conferring with the Pastor, the Deacon Body shall determine from time to time if additional Deacons are needed to assist them in fulfilling their duties to the Church.
- (b) If the Church accepts the recommendation of the Deacon Body to add additional Deacons, the Ministry Advisory Council shall nominate a five-member Deacon Selection Committee. Additional Committee nominees may be made at Church Conference. The Pastor and the Chairman of the Deacon Body shall serve as additional Members of the Deacon Selection Committee. The Church shall select the five members of the Deacon Selection Committee who are to serve with the Pastor and the Chairman of the Deacon Body as a Temporary Administrative Committee.

- (c) The Pastor shall prepare the Church for the process in the weeks preceding the Church Conference at which nominations will be submitted.
- (d) A Church Conference shall be held after a Sunday morning worship service following thirty (30) days advanced notice to Members of the date and purpose of the Conference. At the Conference, each Member may nominate up to five (5) men on a ballot provided by the church.
- (e) The Deacon Selection Committee shall review the nominees for appropriate biblical qualifications including tithing, interview the qualified nominees and their wives, and then select the number of candidates they determine appropriate that are qualified and have agreed to serve faithfully as Deacons. The qualified nominees receiving the most nominations from the Church shall be recommended to serve as Deacon in descending order of nominations received.
- (f) The newly selected Deacon nominees shall be submitted for a confirmation vote at a Church Conference.

**Section 9.8. Transfer Deacons.** The Pastor acting jointly with the Chairman of the Deacon Body shall appoint a five member Deacon Transfer Committee to consider the qualifications of any proposed Transfer Deacon from another Baptist Church or a previously ordained Deacon from this Church. Men who have been ordained in another Baptist Church or who previously served in this Church as Deacon may be recommended for Deacon Service after one (1) year of Membership in the Church if:

- (a) They qualify pursuant to terms of these Bylaws, including those qualifications stated Section 9.1; and
- (b) They receive an affirmative recommendation following an interview by the Deacon Transfer Committee.

Prior to an affirmative recommendation, the Deacon Transfer Committee shall interview each candidate and verify the interest of the candidate in serving as Deacon.

Upon receiving affirmative recommendations from the Deacon Transfer Committee, the Deacon Body shall consider the recommendation of the Deacon Transfer Committee. If the Deacon Body approves the recommendations of the Deacon Transfer Committee, the candidate may be presented to the Church at any scheduled Church Conference for its determination of whether the candidate may serve as a Deacon.

## **Section 9.9. Inactive Deacon.**

**Section 9.9.1. Deacon Request.** When a Deacon is no longer able to serve as an active Deacon for personal reasons, the Deacon may request the Deacon Body to grant him the status of Inactive Deacon. If authorized, the Deacon's active service as a Member of the Deacon Body shall end. Inactive Deacons may not attend Deacon Meetings and other Deacon functions. If circumstances change, the individual may

request a return to active status, which shall require approval by the Deacon Body and the Church.

**Section 9.9.2. Deacon Removal.** If a Deacon does not actively participate with the Deacon Body for a period of time or if a Deacon fails to properly conduct his life activities in a scriptural manner, the Deacon Body may elect to remove the Deacon from the active Deacon Body and grant him inactive status or remove him as Deacon of the Church. Prior to any change of status of a Deacon, a Deacon Officer shall confer with the Deacon.

**Section 9.9.3. Senior Deacon.** When a Deacon is no longer able to serve as an active Deacon for reasons of advanced years or poor health, the Deacon or his representative may request the Deacon Body to grant him the status of Senior Deacon. If the Deacon Body grants the request, the Senior Deacon may, if able, attend Deacon meetings, and other Deacon functions, and if in attendance, may vote on all business matters which are before the Deacons.

## **ARTICLE X ADMINISTRATIVE CHURCH POSITIONS AND OFFICERS**

### **Section 10.1. Administrative Positions**

**Section 10.1.1 Church Business Administrator.** The Church may elect to hire a Business Administrator to manage the daily business operations of the Church to facilitate the work of the Ministerial staff and to provide efficient and effective management of support staff, facilities and other resources.

- (a) In the event that a Business Administrator is hired, the administrative committees will transition from working groups into oversight committees to provide general guidance and assistance to help the Business Administrator support the mission of the church. The Business Administrator shall make the daily business management decisions of the Church following approved guidelines and procedures
  - i. The Business Administrator shall make monthly reports to the Ministry Advisory Council and the Administrative Committees.
  - ii. The Committees shall be cooperative in providing Christ-like oversight and guidance to the Business Administrator.
  - iii. The Ministry Advisory Council shall convene with the Pastor or his designee to conduct an annual personnel review of the Business Administrator.
  - iv. The Pastor shall be the immediate supervisor of the Business Administrator.
- (b) The pastor or his designee will serve as Church Business Administrator in the absence of a person hired for the position.

**Section 10.1.2 Administrative Staff.** The Church shall employ such other persons as the Church determines necessary to accomplish its mission. The Pastor, other Ministers, ministry assistants, maintenance staff, and all other Church support staff, shall serve at the discretion of the Church as “at will” employees.

## **ARTICLE XI ADMINISTRATIVE COMMITTEES**

**Section 11.1. Administrative Committees.** All Administrative Committee Members shall be active and faithful Members of the Church who have shown they possess good character, a servant’s heart, and Christian beliefs and values in accord with those scriptures outlined in section 7.1. All Administrative Committee Members shall serve at the discretion of the Ministry Advisory Council. Except as provided in Sections 7.4 and Section 11.1.6 regarding private meetings, all Administrative Committee meetings shall be open to attendance by Members.

### **Section 11.1.1. Administrative Committees Service:**

- (a) Administrative Committees exist to help the church accomplish its mission of evangelism, discipleship, worship, and fellowship.
  - i. They are responsible to the Ministry Advisory Council who will ensure that all administrative decisions are ministry focused.
  - ii. They are to conduct their business in an efficient manner to accomplish their specific tasks and to support the ministry of the church.
  - iii. They are to be cooperative with the church staff, ministers and ministry teams to support them in the work of ministry within the church.
  - iv. They are to keep minutes and report to the Ministry Advisory Council and the Church in Church Conferences as requested.
- (b) Any Member who has served a three-year term shall not be eligible for re-nomination to the same Committee until the Member has not served on the Committee for a period of one year. However, an Administrative Committee Member may continue to serve until his or her successor is elected and qualified.
- (c) Each Administrative Committee and its Chairman shall be elected at Church Conference. The outgoing Chairman shall preside at the meeting until the new Chairman is elected. The Secretary shall keep minutes of each meeting and timely send a copy of all minutes to the Ministry Advisory Council.

- (d) Each Administrative Committee Chairman shall provide the Finance Committee with a proposed annual budget for the Committee if funds are necessary for the Committee to properly function.
- (f) Only one spouse or immediate family member may serve on the same Administrative Committee during the same term.
- (g) Inactive Administrative Committee Members, who do not resign when requested by the Chairman, may be removed by a two-thirds vote of the remaining Members of that Committee or by the Ministry Advisory Council and replacements shall then be nominated by the Nominating Committee.
- (h) All Administrative Committees may enlist other Church Members to assist them in accomplishing their work, to accomplish a particular task or to make recommendations to the Administrative Committee for consideration.
- (j) All Administrative Committees shall forward any recommendation which requires a Church vote to the Ministry Advisory Council and the Deacon Body for its consideration and review prior to the recommendation being considered at a Church Conference. The Administrative Committee shall not make a Committee recommendation to Church conference unless they have secured the approval of the Ministry Advisory Council. Individual members of the Committee acting on their own behalf may address the Church at Church Conference after complying with Section 9.6 of these Bylaws.
- (k) To the extent feasible, all Administrative Committees shall publish notice of the date, time and place of their meetings in the church bulletin.
- (l) All Members of Administrative Committees shall vote in person and may not vote by proxy.

**Section 11.1.2. Standing Administrative Committees.** The standing Administrative Committees of the Church are:

- (a) Nominating Committee;
- (b) Finance Committee;
- (c) Personnel Committee;
- (d) Facilities Committee;
- (e) Missions Committee

**Section 11.1.3 Administrative Committee Membership** is limited to scripturally qualified men and women. Members must be mature in Christ according to the scripture verses referenced in Section 7.1 of these Bylaws.

#### **Section 11.1.4 Nominating Committee.**

**Nominating Committee Responsibilities.** The purpose and duties of the Nominating Committee are to:

- (a) Nominate to the church conference scripturally qualified candidates for full or partial-term service on Administrative Committees and Chairperson of all ministry teams.
- (b) Nominate to the church conference scripturally qualified candidates for the three at large members of the Ministry Advisory Council.
- (c) Unless otherwise provided, nominate all Church officers and other representatives of the Church

The Nominating Committee shall consist of the Pastor, or his designee, and six (6) Members of the Church selected at a Church Conference.

Initially, two (2) of the six (6) members selected at Church Conference shall serve for a three (3) year term and two (2) of the members selected at the Church conference shall serve for a two (2) year term and two (2) of the members selected at Church Conference shall serve for a one (1) year term. Thereafter, all members shall be elected for a three (3) year term.

#### **Section 11.1.5 Finance Committee.**

**Finance Committee Responsibilities.** The purposes and duties of the Finance Committee are to:

- (a) Support the work of the pastors, ministers, Ministry Advisory Council, ministry teams, and other administrative committees.
- (b) Supervise all financial matters relating to Church finances with utmost integrity and without conflict of interest.
- (c) Create and implement financial policies, procedures and operational guidelines for the Finance Committee
- (d) Oversee all accounting records of the Church.
- (e) Receive and review all financial reports of the Church.
- (f) Review all income and expenditures of the Church on a monthly basis and verify the appropriateness and documentation for expenditures.
- (g) Establish guidelines for the use of credit cards authorized by the Church and review the details of all credit card charges on a monthly basis.

- (h) Determine the appropriate financial institution for the deposit of Church funds and the persons authorized to sign on Church accounts.
- (i) Establish policies for security of Church funds and the proper accounting for those funds.
- (j) Require Church financial matters to be independently audited from time to time but no less often than every third year and to assist in implementing approved audit recommendations.
- (k) Receive input from all appropriate officers, Committees, Ministry Teams and Members in order to prepare and recommend to the Ministry Advisory Council an annual budget. The budget shall include, along with other information, details of individual salaries as well as other compensation benefits of the Pastor, Ministers and all Church staff. After the Annual Budget has been approved or changed by the Ministry Advisory Council, the Committee shall take appropriate action to inform the Church of the budget amounts and promote the Ministry Advisory Council's approved budget for adoption by the Church.
- (l) Receive and report the recommendations of the Personnel Committee and make salary and benefit recommendations to the Ministry Advisory Council in accordance with those recommendations for the Pastor, Ministers, Business Administrator, and all support staff in its annual budget or at other appropriate times.
- (m) Subject to approval of the Ministry Advisory Council, establish salary and benefit guidelines for use of any Search Committee seeking to employ a Pastor, Ministers, or other compensated support staff.
- (n) Report to the Church the financial condition of the Church at each Regular Church Conference.
- (o) Provide detailed financial information on all Church personnel, salaries, benefits and other financial information about the Church operation (except for personal tithing and donation records which shall remain confidential) to any Church Members upon written request to the Business Administrator.
- (p) Supervise the Church insurance program, utilizing if necessary, a subcommittee.
- (q) Report to and be subject to the decisions of the Ministry Advisory Council as they seek to accomplish the mission of the Church.

The Finance Committee shall consist of the Church Treasurer together with the Assistant Church Treasurer, who shall serve as voting members, and seven (7) Members of the Church selected at a Church Conference.

Initially, three (3) of the seven (7) members selected at Church Conference shall serve for a three (3) year term and two (2) of the members selected at the Church conference shall serve for a two (2) year term and two (2) of the members selected at Church Conference shall serve for a one (1) year term. Thereafter, all members shall be elected for a three (3) year term.

The Finance Committee shall use a fiscal year beginning on January 1<sup>st</sup> and end on December 31<sup>st</sup> of each year.

#### **Section 11.1.6. Personnel Committee.**

Personnel Committee Responsibilities. The purposes and duties of the Personnel Committee are to:

- (a) Support the work of the pastoral staff and ministry teams.
- (b) Create personnel policies, procedures and operational guidelines for the Church.
- (c) Implement personnel policies, procedures and operational guidelines for the support staff of the Church (excluding the Pastor, Ministers and Business Administrator).
- (d) Employ, encourage, supervise, but if necessary, terminate the services of support staff after approval by the Ministry Advisory Council (excluding the Pastor, Ministers and Business Administrator).
- (e) Recommend to the Finance Committee and the Ministry Advisory Committee for their consideration, the salaries and benefits requested for all support staff.
- (f) Supervise all support personnel matters relating to Church support staff except for matters specifically delegated to the Ministry Advisory Council, a Search Committee, or another Church Committee.
- (g) Advertise and recruit applicants for support staff.
- (h) After consulting with the Pastor, any supervisory Minister and the Business Administrator, interview, hire or terminate support staff.
- (i) Recommend policies to the Church regarding the terms and conditions for employment of support staff.
- (j) Serve as a grievance Committee for matters involving Church support staff in accordance with the principles stated in these Bylaws.
- (k) In cooperation with the Business Administrator, deliver a written annual evaluation to all support staff and maintain copies of all support staff evaluations.

- (l) Report to and be subject to the decisions of the Ministry Advisory Council as they seek to accomplish the mission of the Church.

The Personnel Committee may conduct private meetings on issues involving evaluation, discipline or termination of support staff. All other meetings shall be open to Members of the Church.

The term “support staff” means all staff employed by the Church other than the Pastor, Ministers, and Business Administrator.

The Personnel Committee shall consist of a representative designated by the Ministry Advisory Council, a representative elected by the Deacon Body and five (5) Members of the Church selected at a Church Conference.

Initially, two (2) of the five (5) members selected at Church Conference shall serve for a three (3) year term and two (2) of the members selected at the Church conference shall serve for a two (2) year term and one (1) of the members selected at Church Conference shall serve for a one (1) year term. Thereafter, all members shall be elected for a three (3) year term.

#### **Section 11.1.7. Facilities Committee.**

Facilities Committee Responsibilities. The purposes and duties of the Facilities Committee are to cooperate with the Business Administrator, if any, in order to:

- (a) Support the work of the pastoral staff and ministry teams.
- (b) Create and implement facility policies, procedures and operational guidelines for the maintenance and improvement of the Church facilities.
- (c) Provide for the maintenance, repair, appearance and safety of all facilities, and church-owned grounds.
- (d) Subject to budget limitations to engage repair and service firms to repair and maintain the Church facilities.
- (e) Inspect the real and personal property on a continuous basis to determine necessary maintenance and improvement projects.
- (f) Consult with the Business Administrator and/or Personnel Committee regarding the employment of such personnel as may be necessary for the appropriate upkeep and appearance of the buildings, grounds, and equipment of the Church.
- (g) Provide the Ministry Advisory Council with recommendations regarding improvements and maintenance of Church facility.

- (h) Report to and be subject to the decisions of the Ministry Advisory Council as they seek to accomplish the mission of the Church.

The Facilities Committee shall consist of seven (7) Members of the Church selected at a Church Conference.

Initially, three (3) of the seven (7) members selected at Church Conference shall serve for a three (3) year term and two (2) of the members selected at the Church conference shall serve for a two (2) year term and two (2) of the members selected at Church Conference shall serve for a one (1) year term. Thereafter, all members shall be elected for a three (3) year term.

#### **Section 11.1.8. Missions Committee**

(a) Missions Committee Responsibilities. To provide leadership and opportunity for the church to participate in local, state, national, and international missions efforts. (Acts 1:8)

(b) Duties. The Missions Committee shall have the following duties:

- i. Plan, implement, and evaluate the missions ministries of the church.
- ii. Assist church staff and ministry leaders in the development and implementation of church missions efforts.
- iii. Review, evaluate, and make determinations regarding requests for missions support.
- iv. Prepare and recommend to the Finance Committee the annual missions budget.
- v. Determine the methodology for selecting the mission ministry focus of the Church.
- vi. Periodically review with the Church the results of the Church's investment in various missions ministries for the purpose of justifying continued financial support.
- vii. Report to and be subject to the decisions of the Ministry Advisory Council as they seek to accomplish the mission of the Church.

The Missions Committee shall consist of seven (7) Members of the Church nominated by the nominating committee and approved by the church body at a Church Conference. The Missions Pastor shall be one of the members and will serve as chairman of the committee. The remaining six (6) members of the committee shall serve three-year terms, with two members rotating off each year and two new members rotating onto the committee.

**Section 11.2. Temporary Administrative Committees.** The Church may appoint Temporary Administrative Committees as it may determine appropriate to accomplish its mission. The Temporary Administrative Committees shall function until the purpose is accomplished or until the Church rescinds their appointment. Temporary Administrative Committees may have as few as three Members or as many as the Church may deem appropriate. Initial nominees for Temporary Administrative Committees shall be made by the Nominating Committee, but additional nominees may be placed in nomination by a Church Member at any Church Conference.

## ARTICLE XII CHURCH MINISTRY TEAMS

**Section 12.1. Ministry Teams.** Ministry Teams are essential to the fulfillment of the mission and purpose of the Church and shall be composed of Members of the Church who feel called to render service and witness in a particular area. All Members of the Church are encouraged to find an area of service and ministry and connect to one or more of the ministry and service teams. Any proposal to form or terminate a Ministry Team shall be presented to the pastor who will make a recommendation to the Ministry Advisory Council.

**Section 12.1.1. Discretion of Church.** Service on a Ministry Team is not limited to a specified term or number of Team Members. Ministry Teams may be formed and terminated by the pastor (with the advice and consent of the Ministry Advisory Council). All Ministry Team Members shall be Members of the Church or Associate Members of the Church and shall serve at the discretion of the Church. All Ministry Team meetings shall be open to attendance by Church Members.

- (a) **Membership on Ministry Teams** is limited to scripturally qualified men and women. Members must be mature in Christ according to the scripture verses referenced in Section 7.1 of these Bylaws.

**Section 12.2. Ministry Teams Service.** Ministry Teams are responsible to the Pastor, Ministry Advisory Council and the Church for performance of their duties and shall report to and follow their directives . Service on a ministry team is open-ended.

**Section 12.3. Team Leaders.** Pastor and staff shall recruit the Team Leader for the Ministry Teams. These Team Leaders shall coordinate the activities of the team and serve as a liaison to the Pastor, Ministers, the Deacons, the Ministry Advisory Council and the Members of the Church. Each Ministry Team may also form from among its members sub-groups to assist in formulating and carrying out the programs and activities of the team. Such teams shall work in close cooperation with the Pastor, other Ministers, the Ministry Advisory Council, and the Deacon Body to fulfill the purpose and duties of the Team.

## ARTICLE XIII CHURCH ORDINANCES

**Section 13.1. Baptism.** This Church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

- (a) Baptism shall be by immersion in water.
- (b) The Pastor, his designee, or whomever the Church shall authorize, may administer baptism.
- (c) Baptism shall be administered as an act of worship during any worship service of the Church.

**Section 13.2. The Lord's Supper.** The Church shall observe the Lord's Supper during each quarter of the calendar year, unless otherwise scheduled by the Church. The Lord's Supper will be offered to persons who have accepted Jesus Christ as Lord and Savior. The Pastor and the Deacon Body shall administer the Lord's Supper. The Deacon Body is responsible for the physical preparations.

#### **ARTICLE XIV ORDINATION AND LICENSING**

**Section 14.1. Ordination and Licensing Team.** Licensure and ordination to the Gospel ministry are decisions made by the Church acting in Church Conference. Upon seeing evidence of the call to ministry, any Member of the Church may bring a motion that the process leading to licensure or ordination be initiated. The Pastor and Deacon Officers will be responsible for examining the candidate regarding religious and moral character and shall report their findings to the Church and make the appropriate recommendation. If the Member receives a positive recommendation, the Pastor shall then make arrangements for a proper ordination or licensing service to be conducted.

#### **ARTICLE XV CHURCH MEETINGS**

**Section 15.1. Worship Services.** The Church shall meet regularly on each Sunday and Wednesday for the worship of Almighty God. Prayer, praise, music, preaching, instruction, and evangelism shall be among the elements of these services.

**Section 15.2. Special or Additional Services.** Special or additional Church services to advance the Church mission may be conducted from time to time as the Church determines appropriate.

**Section 15.3. Annual Church Conference.** The annual meeting of Members may be held in conjunction with a regular Church Conference and shall be conducted in the first quarter of each year.

**Section 15.4. Regular Church Conferences.** Regular Church Conferences shall be held at least once each quarter. Regular Church Conferences may be called by the Pastor, the Deacon Body, the Ministry Advisory Council or upon the written request of any twenty-five Members delivered to the Chairman of the Ministry Advisory Council.

**Section 15.5. Special Church Conferences.** The Church may hold Special Church Conferences as may be necessary to properly conduct Church business. A Special Church Conference may be called by the Pastor, the Deacon Body, the Ministry Advisory Council or upon the written request of any twenty-five Members delivered to the Chairman of the Ministry Advisory Council.

**Section 15.6. Notice of Church Conferences.** Notice of any Annual, Regular, or Special Church Conference shall be given to Members at least once every seven days for a two week period in advance of the meeting. In the event of an emergency, advance notice of the Church Conference shall be given by telephone or electronic device to the extent reasonably available.

**Section 15.7. Quorum.** A quorum for Annual, Regular, or Special Church Conferences shall consist of all members that are present after being duly notified.

**Section 15.8. Records.** Any action taken at an Annual, Regular, or Special Church Conference shall be recorded by the Church Clerk and presented to the Church at a subsequent Regular Church Conference.

**Section 15.9. Robert's Rules of Order.** All conferences shall be conducted according to the latest revised edition of Robert's Rules of Order.

**Section 15.10 Baptist Conventions.** Messengers to associational, state or national conferences shall be nominated and voted on by the church in a regular or special church conference.

## **ARTICLE XVI PROPERTY OF THE CHURCH**

**Section 16.1. Real and Personal Property of the Church.** The Church may sell, convey, mortgage, encumber, purchase or otherwise deal with or dispose of any real or personal property owned by the Church and may evidence any such transaction by Deed, Bill of Sale, mortgage, Deed of Trust, contract or other appropriate instrument signed by any two Corporate Officers of the Church where such transaction has been authorized and approved by the Church Conference.

## **ARTICLE XVII MEETINGS – NOTICE, WAIVER AND PARTICIPATION**

As used in these Bylaws, the term “notice” shall mean written notice of the date, time, place and purpose of the meeting delivered personally or sent by mail (postage prepaid and deposited in the United States mail), or facsimile, or electronic mail (“e-mail”), sent to the residential or email address of the Member receiving the notice as shown by the records of the Church. Notice may also be delivered orally by: (1) announcement at regularly scheduled Church services, (2) personal telephone notice, (3) electronic or telephone notice delivered or transmitted to Members, or (4) by posting on the Church website.

Any Member participating in a meeting being held by remote electronic communication or by telephone must consent in writing to the meeting being held by that system and the system must provide access to the meeting for the Members to communicate concurrently with other participants.

Participation of a Member at any meeting shall constitute a waiver of notice of the meeting by the Member attending the meeting.

## **ARTICLE XVIII AMENDMENTS TO BYLAWS**

**Section 18.1. Proposal to Amend Bylaws.** Any proposal to amend the Bylaws must first be submitted in writing to the Ministry Advisory Council prior to any action at church conference.

**Section 18.2. Edit/Review of Proposed Bylaw Amendments.** Proposals to amend the bylaws will first be reviewed and edited by the Ministry Advisory Council for the purpose of developing language appropriate for incorporation into the Bylaws and to insure continuity of the proposed amendment with other sections of the bylaws. This edit-review process will involve discussions between the Ministry Advisory Council and the author(s) of the proposed amendment. After the proposed amendment reaches its final form, the proposed bylaw amendment will be forwarded to the deacon body for review prior to presentation at Church Conference. Both will the Ministry Advisory Council and the Deacon Body may recommend approval or disapproval of the proposed Bylaw amendments.

**Section 18.3. Website Notice.** After an initial announcement at a Sunday morning service, the exact language of any proposed Bylaw amendment shall be posted on the Church website for a minimum period of thirty days prior to the time the Bylaw amendment may be considered at Church Conference.

**Section 18.4. Notice at Sunday Morning Service.** Notice of any proposed Bylaw amendment shall be announced at two consecutive Sunday morning services prior to the time the amendment may be considered at Church Conference.

**Section 18.5. Church Notice.** Notice of a Church Conference to consider any proposed Bylaw amendment shall be given at least thirty (30) days in advance.

**Section 18.6. Church Conference Approval.** Any amendment to these Bylaws shall require a quorum to be present and must pass by an affirmative vote of two-thirds (2/3) of the Church Members present and voting at a Church Conference called for the purpose of consideration of such amendment.

**ARTICLE XIX**  
**EFFECTIVE DATE AND ADOPTION**

**Section 19. Effective Date and Adoption.** These Restated Bylaws shall become effective \_\_\_\_\_ and were adopted in full substitution of any previous Bylaw. All policies, practices and procedures of the Church shall be administered in a manner which is consistent with the provisions stated herein.

These Bylaws were adopted by First Baptist Church Stephenville on this 10th day of October, 2024

First Baptist Church, Stephenville, Texas

By: \_\_\_\_\_  
\_\_\_\_\_, President

By: \_\_\_\_\_  
Secretary



**Names of Bylaw Committee Members:**

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Ben Macklin – Pastor (ben@fbcstephenville.org)  
Charles Wood (P.O. Box 803, Stephenville, Texas 76401)  
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Names of 2024 Bylaw Revision Members

Bylaws Revision 10/27/2024

Ken May – Pastor  
Byron Jackson – Chair  
Darrell Brown  
Kim Reed  
Patrick Weiss  
Trennon Young  
Sandra Hester

Names of 2025 Bylaw Revision Members

Bylaws Revision 11/2/2025

Ken May – Pastor  
Trennon Young – Chair  
Kim Reed  
Patrick Weiss  
Kent Styron  
Joe Pope  
Sandra Hester