

Faith Community Bible Church

Constitution & Bylaws

October 24, 2021

Faith Community Bible Church Constitution and Bylaws

(revised Oct 24, 2021)

Table of Contents

Church Covenant	1
EFCA Statement of Faith	2
Appendix: FCBC Doctrinal Distinctives	3
<u>Constitution</u>	5
Article I – Name	5
Article II – Statement of Faith	5
Article III – Purpose	5
Article IV – Polity	5
Article V – Membership	5
Article VI – Officers	6
Article VII – Meetings	6
Article VIII – Bylaws and Policies	6
Article IX – Amendments	7
Article X – Property	7
Article XI – Dissolution	7
<u>Bylaws</u>	8
Article 1 – Membership	8
Article 2 – The Pastorate	11
Article 3 – Elders	13
Article 4 – Deacons	15
Article 5 – Standing Committees and other elected positions	15
Section 5.1 – Moderator	16
Section 5.2 – Clerk and Assistant Clerk	16
Section 5.3 – Trustees	16
Section 5.4 – Assistant Treasurer	17
Section 5.5 – Auditing	17
Section 5.6 – Building and Grounds	18
Section 5.7 – Deacon Caring Board	18
Section 5.8 – Christian Education	18
Section 5.9 – Missions and Evangelism	19
Section 5.10 – Music	19
Section 5.11 – Social	19
Section 5.12 – Technology	19
Section 5.13 – Ushering	20
Section 5.14 – Decorating	20
Section 5.15 – Nominating	20
Section 5.16 – Deacon/Elder Board	20
Article 6 – Member Meetings	21
Article 7 – Church Year	22
Article 8 – Amendments	22

Faith Community Bible Church

Loudon, New Hampshire

Church Covenant

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

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

We also engage to maintain, as far as possible, family and secret devotion; to teach our children the Christian truths; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, exemplary in our deportment, and to be zealous in our efforts to make disciples of all nations, of our glorious Savior Christ Jesus.

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

We shall seek to be obedient to Christ in our daily living. Within our homes, in our labor, and while at leisure, we shall strive for attitudes and actions which will reflect God's Spirit working through us. Believing that our bodies are temples of the Holy Spirit, we shall endeavor to avoid experiences and habits which defile the body and hinder our witness.

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

Faith Community Bible Church

Loudon, New Hampshire

EFCA Statement of Faith

1. God

We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

2. The Bible

We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

3. The Human Condition

We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

4. Jesus Christ

We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

5. The Work of Christ

We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

6. The Holy Spirit

We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

7. The Church

We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and

tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

8. Christian Living

We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

9. Christ's Return

We believe in the personal, bodily and glorious return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

10. Response and Eternal Destiny

We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

Appendix: FCBC Doctrinal Distinctives

The EFCA Statement of Faith is regarded as an expression of the essential doctrines of grace, as set forth in the Scriptures. The FCBC Doctrinal Distinctives further specify theological positions not explicitly covered in the EFCA Statement of Faith.

Baptism: We believe in the baptism of believers by immersion (Mark 1:9-11), not unto salvation, but in obedience to and identification with Christ, manifesting a daily walk and growth in the Christian's life (Colossians 2:6-7 and I Peter 1:15-16).

Lord's Supper: We believe in partaking of the Lord's Supper as a loving memorial of the One who died and gave Himself for us. And as often as we eat this bread and drink this cup, do it in remembrance of Him (I Corinthians 11:23-25).

The Sanctity of Human Life: We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

Marriage, Gender, and Sexuality: We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex (gender at birth) is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25).

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Faith Community Bible Church as the local Body of Christ, and to provide a biblical role model to the members of FCBC and to the community, it is imperative that all persons employed by FCBC in any capacity, or who serve as volunteers, agree to and abide by this doctrinal distinctive on Marriage, Gender and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). 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 Faith Community Bible Church.

Based on these beliefs, Faith Community Bible Church will only recognize marriages between a biological man and a biological woman. Further, the Pastors of FCBC shall only participate in weddings and solemnize weddings between one man and one woman. Finally, the facilities and property of FCBC shall only host weddings between one man and one woman.

Faith Community Bible Church
Loudon, New Hampshire

CONSTITUTION

Article I – Name

The name of this church shall be Faith Community Bible Church of Loudon, New Hampshire, an Evangelical Free Church.

Article II – Statement of Faith

As a congregation of the Evangelical Free Church of America (EFCA), we ascribe to the EFCA Statement of Faith. In addition, we ascribe to additional items of doctrine as described in the appendix to the Statement of Faith.

Article III – Purpose

God has called us to:

- unite in worship and prayer
- live by the authority of His Word
- proclaim Jesus to our community and world
- nurture believers to spiritual maturity

Article IV – Polity

Recognizing Jesus as the only Head of the church, this congregation shall seek to ascertain and to obey the will of our Lord in all matters of faith and practice. Authority to reach decisions for governing the spiritual and temporal affairs of this church being given to us by Christ, we hold that such authority and responsibility is vested in the membership of the congregation.

Article V – Membership

The membership of FCBC shall consist of persons who confess faith in the Lord Jesus Christ as personal Savior, who have been baptized in obedience to Christ upon profession of faith, who give evidence of regeneration by living in accord with the doctrine and practice of this Church detailed in these documents, and who have been received into its membership according to the By-Laws of this Church.

Article VI – Officers

Jesus Christ alone is the Head of His Church (Col. 1:18). He has ordained that individual churches should be governed by Himself through officers whom He appoints, who are endowed by His Spirit with the gifts and graces needed to accomplish their work. Christ has ordained that local churches are to be administered by elders and deacons (Phil. 1:1; 1 Tim. 3:1-13). The purpose of the officers of the Church is to lovingly govern, care for, and equip the membership to do the work of the ministry.

1. Elders

The leadership of the Church shall be vested in a body of men known as the Board of Elders consisting of vocational pastors and lay elders. The Board of Elders is responsible for the spiritual leadership of the Church, teaching the Word and tending the flock of God in this Church (Acts 20:28; Eph. 4:11-12; 1 Pet. 5:1-3). The Elders shall be equal in authority but may be specialized in function.

2. Deacons

Deacons shall assist the Board of Elders by performing services of advice, administration and implementation. The number of deacons shall not be fixed. The church shall set apart deacons according to its ministerial needs.

Article VII – Meetings

1. Worship Services

Public services shall be held each Sunday. The Lord's Supper shall be observed on the first Sunday morning of each month, or at such other times as the Elders may determine.

2. Member Meetings

An Annual Meeting will be held during the last month of the fiscal year for the purpose of electing officers, approving an annual budget, the transaction of other necessary business, and the discussion of issues vital to the life and witness of the church.

Special Member meetings may be called at any time by the Elders or by the Clerk. Notice of such meetings, and the purpose for which it is called, shall be given from the pulpit two (2) successive Sundays, and will also be announced by email at least one week before the meeting.

At any of the regular meetings of worship, the church may act upon the reception of members and upon filling of committee and board vacancies

Article VIII – Bylaws and Policies

1. Bylaws

Specific procedures, rules, and other guidance for operating the Church within the guidelines of this Constitution are contained in a document entitled "Faith Community

Bible Church Bylaws," referred to in this Constitution as "Bylaws." Nothing in the Bylaws shall be deemed to supersede the Constitution, and in cases of contradiction or other dispute, the Constitution (to include its Appendices) shall take precedence.

2. Policies

Individual ministries and organizations within FCBC are encouraged to develop policies for the effective and efficient performance of their roles, within the guidance given by the Constitution and Bylaws. In cases of contradiction or other dispute regarding these policies, the Constitution (to include its Appendices) and Bylaws shall take precedence.

Article IX – Amendments

This constitution may be amended at a member meeting of the church by a two-thirds (2/3) vote of those voting, following the requirements of Bylaws Article 6 – Member Meetings. At least two (2) Sundays prior to the meeting, a notice will be posted on the church bulletin board and will be emailed to the members of FCBC stating the existing article and the proposed amendment for membership review.

Article X – Property

This Church shall have the power to receive, either by gift or purchase, and to hold such real, personal, or mixed property as is authorized by the laws of the State of New Hampshire and is deemed necessary for the business of the Church, and shall have the power to dispose of such property by mortgage, deed, or otherwise.

Article XI – Dissolution

If division occurs in Faith Community Bible Church, those adhering to this Constitution retain the name and all property rights. If Faith Community Bible Church ceases to function and its organization is dissolved, all property rights shall be assigned to the New England District of the Evangelical Free Church of America. Faith Community Bible Church shall be considered dissolved if so decided by a quorum at a properly called meeting, or when Faith Community Bible Church has not had an annual meeting for two years in succession, or when less than six members remain. Under no circumstances may either the real or personal property of Faith Community Bible Church come into the possession of any individual person.

Faith Community Bible Church

Loudon, New Hampshire

BYLAWS

Article 1 - Membership

Section 1.1 – General Procedure

All actions regarding membership, either admission or dismissal, shall be by the vote of the members of Faith Community Bible Church (FCBC or Church) upon recommendation of the Board of Elders.

Section 1.2 – Admission of Members

Basic Requirements to be a Member

Any person who:

- Professes allegiance to and faith in our Lord Jesus Christ
- Who has been baptized by immersion in water upon profession of his or her faith
- Who is not under the biblically warranted corrective discipline of a church, and
- Who expresses substantial agreement with the teachings, aims and organization of FCBC shall be eligible for membership.

Attend Membership Class

Prospective members shall be instructed by the Board of Elders in a membership class for the purpose of acquainting prospective members with the Church Covenant, Statement of Faith, and FCBC Doctrinal Distinctives.

Meet with Two or More of the Elders

Any person who has attended membership class may make their desire for membership known to one of the Elders or the Church Secretary. A minimum of two Elders will meet with the applicant, who will be questioned as to his or her basic Christian experience, doctrinal beliefs, and seriousness of intention to wholeheartedly support the total ministry of FCBC. The purpose of this process will be to determine whether or not the applicant meets the qualifications as stated in the Constitution.

Voted on by Congregation

To be admitted into FCBC membership, applicants shall be recommended by the Board of Elders for admission. Upon recommendation of the Board of Elders, the name of the applicant shall be publicized at least two weeks before a vote of the members at any regular or special meeting of the members. If the majority of members present approves the membership of the applicant, the applicant shall be received as a member of FCBC and shall at that point relinquish their membership

in other churches. The new member shall be publicly welcomed into membership and given the right hand of fellowship at a subsequent worship gathering of FCBC.

Pastors and their spouses shall be accepted into membership concurrent with installation into the local church ministry.

Records of Membership

Membership records shall be maintained by the Church Clerk.

Section 1.3 – Duties and Privileges of Membership

In accord with the duties enumerated in the Church Covenant, each member shall be privileged and expected to participate in and contribute to the ministry and life of FCBC consistent with God's leading and with the gifts, time, and material resources each has received from God. It is the privilege and responsibility of members to regularly attend its Lord's Day meetings; to faithfully observe the ordinances of baptism and the Lord's Supper; to submit to the church's discipline and instruction; and to attend and vote on all matters submitted to the congregation's vote at its member meetings. The members of the church shall have final authority in all matters of church governance, as set forth and described in this Constitution and Bylaws.

Section 1.4 – Termination of Membership

By Transfer

Upon recommendation by the Board of Elders, letters of transfer will be granted by the church to members who apply for them, providing they are not under discipline at the time of the application. Letters of transfer shall only be given to other evangelical churches. The FCBC membership will be notified of this action at the next member meeting.

By Request

A member may request to remove his or her membership from FCBC. This may be done at any time. The FCBC membership will be notified of this action at the next member meeting. All those who so remove their memberships must go through the application process as defined in Section 1.2 if they want to rejoin FCBC again.

By Exclusion

Any member who is habitually absent from the stated FCBC meetings for a period of six months or more, or who is unwilling to settle matters of private offense with others in a biblical manner may be excluded from the membership at the discretion of the Board of Elders, subject to the approval of the members.

The Board of Elders shall investigate the reason for such absence, attempting to restore the member. If the attempt to restore the member cannot be accomplished within a three-month period, the Board of Elders shall submit to the FCBC membership recommendation for further action.

Waiver may be granted in individual cases at the Board of Elder's discretion in order to protect those members incapacitated by illness or other legitimate absence. Waiver shall automatically be extended to students away at school, people in the armed services, members on extended missions, or temporary non-residents who are away for a portion of the year only.

By Discipline

Any member consistently neglectful of his or her Scriptural duties as embodied in the Statement of Faith, Church Covenant, or this Constitution and Bylaws, or who is otherwise guilty of conduct by which the name of our Lord Jesus Christ may be dishonored, and so opposing the welfare of FCBC, shall be subject to the admonition of the Board of Elders and the discipline of the church. Any such action shall be done in accordance with Matthew 18:15-17, 1 Corinthians 5:1-5, and 2 Corinthians 2:6-8.

Church discipline can include admonition by the Board of Elders or the FCBC membership, suspension from participation in the Lord's Supper for a definite period, removal from office, and/or dismissal from membership. See Matthew 18:15-17; 2 Thessalonians 3:14-15; 1 Timothy 5:19-20; 1 Corinthians 5:4-5.

If private efforts to bring about the member's repentance and reconciliation are unsuccessful, then one or more FCBC members or Elders shall bring the matter to the attention of the Board of Elders. The Board of Elders shall review and investigate the matter. After prayer and deliberation, the Board of Elders may (a) dismiss the matter, (b) take disciplinary action (other than termination of membership, which may only be effected by a vote of the FCBC membership), or (c) submit the matter to the members at a duly convened members' meeting for a decision.

A member shall be removed from membership as a matter of church discipline upon the recommendation of the Board of Elders and the subsequent two-thirds (2/3rds) vote of the membership following the requirements of Article 6 – Member Meetings.

If the FCBC members vote to discipline the member, it should be

- for the purpose of repentance, reconciliation, and spiritual growth of the individual (1 Cor. 4:14; Eph. 6:4; 1 Tim. 3:4-5; Hebrews 12:1-11; Matt. 7:26-27; 18:15-17; 1 Cor. 5:5; Gal. 6:1-5);
- for the instruction in righteousness and good of other Christians, as an example to them (Romans 15:14; 1 Cor. 5:11; 15:33; Col. 3:16; 1 Thess. 5:14; 1 Tim. 5:20; Titus 1:11; Heb. 10:24-25);
- for the purity of the church as a whole (1 Cor. 5:6-7; 2 Cor. 13:10; Eph. 5:27; 2 John 10; Jude 24; Rev. 21:2);
- for the good of our corporate witness to non-Christians (Matt. 5:13-16; John 13:35; Acts 5:1-14; Eph. 5:11; 1 Tim. 3:7; 2 Pet. 2:2; 1 John 3:10); and

- supremely for the glory of God by reflecting His holy character (Deut. 5:11; Ezra 6:21; Matt. 5:16; John 15:8; 18:17, 25; Rom. 2:23; 15:5-6; 2 Cor. 6:14-7:1; 1 Pet. 2:12).

FCBC members who were dismissed from FCBC membership by the FCBC membership shall be restored to full membership privileges according to the spirit of 2 Corinthians 2:7-8 when their conduct is judged by the Board of Elders and the FCBC membership to be in accordance with the Statement of Faith, Church Covenant, and biblical repentance.

The Board of Elders shall have authority to refuse a member's voluntary resignation from FCBC membership for the purpose of avoiding a process of church discipline, to protect that member from following false teaching, or for any other reason the Board of Elders deems necessary or prudent. In these instances, the Board of Elders has the right and responsibility to bring any disciplinary process to an orderly conclusion, and to make final determination as to the person's membership status in connection with that process.

If a member departs from FCBC while under church discipline and thereafter attends another church, the Board of Elders may inform that church of the pending discipline along with the grounds for that action, seeking to encourage the brother or sister to repent and be restored to the Lord and to any people he or she has offended. The Board of Elders may also warn the other church to be on guard against the individual's conduct or beliefs and any risk of harm that he or she might present to the other church. Ephesians 4:1-6.

Article 2 - The Pastorate (Pastor and Associate Pastors)

Section 2.1 -- The Pastor (Senior Pastor)

Prerequisite - The Senior Pastor shall meet the scriptural qualifications as outlined in 1 Timothy 3:1-7, Titus 1:6-9 and 1 Peter 5:1-4. He shall be a male of established Christian character, sound in faith and doctrine, and shall be qualified to proclaim the whole counsel of the Word of God. He shall be an example in his life and teaching, shall subscribe without reservation to the FCBC Statement of Faith and Church Covenant, and shall uphold the FCBC Constitution and Bylaws. He shall be or intend to be Ordained or Licensed and in good standing with the Evangelical Free Church of America.

Duties - Primary responsibility for preaching and teaching the Scriptures in public meetings of FCBC shall be vested in a Senior Pastor. The Senior Pastor shall be an Elder. He shall perform the duties of an Elder described in Section 3.2 and shall be recognized by the FCBC membership as particularly gifted and called to the full-time ministry of preaching and teaching. He shall preach on the Lord's Day, oversee the administration of the ordinances of baptism and the Lord's Supper, and perform such other duties, any of which may be delegated to the other Elders.

Term of Office – The Senior Pastor shall be elected according to the provisions of Section 2.3. His term of service shall not be subject to the term limitation for Elders described in Section 3.3. The term of office shall be indefinite, and may be terminated as provided in Section 2.4.

Section 2.2 -- Associate Pastor(s)

The church may select additional pastors whose relationship to the Senior Pastor is that of associate.

Prerequisite - The Associate Pastor shall meet the scriptural qualifications as outlined in 1 Timothy 3:1-7, Titus 1:6-9 and 1 Peter 5:1-4. He shall be a male of established Christian character, sound in faith and doctrine, and shall be qualified to proclaim the whole counsel of the Word of God. He shall be an example in his life and teaching, shall subscribe without reservation to the FCBC Statement of Faith and Church Covenant, and shall uphold the FCBC Constitution and Bylaws. He shall be or intend to be Ordained or Licensed and in good standing with the Evangelical Free Church of America.

Duties - An Associate Pastor shall be an Elder. He shall perform the duties of an Elder described in Section 3.2 and shall be recognized by the FCBC membership as particularly gifted and called to the full-time ministry of preaching, teaching and equipping. Associate Pastor(s) shall assist the Senior Pastor in the performance of his regular duties and shall perform any other duties as usually pertain to the office of Pastor, or which may be specifically assigned to him by the Elders.

Term of Office – The Associate Pastor shall be elected according to the provisions of Section 2.3. His term of service shall not be subject to the term limitation for Elders described in Section 3.3. The term of office shall be indefinite, and may be terminated as provided in Section 2.4.

Section 2.3 - Calling a Pastor

When any of the pastoral positions are vacant, the Board of Elders shall select a representative Advisory Committee to include at least two (2) Elders and five (5) or more male and female FCBC members to research and seek suitable pastoral candidates for consideration. In the search for a Senior Pastor, when one or more Associate Pastors is/are on staff, and an Associate Pastor does not wish to be considered for Senior Pastor, the Board of Elders could choose one Associate Pastor to be included in the Advisory Committee. In the search for an Associate Pastor, the Senior Pastor shall be included in the Advisory Committee.

Following a pastoral search process and a unanimous vote of the Board of Elders, the Board of Elders will schedule and publicly notify the congregation of a special members meeting for the purpose of calling a candidate for the position of Pastor. The call of a Pastor shall be considered by the FCBC membership at a called meeting, following the requirements of Article 6 – Member Meetings. A ballot vote of at least two-thirds (2/3) of the members present and qualified to vote shall be

necessary to extend a call. Only one (1) candidate shall be presented to the church at a time

Section 2.4 – Termination of Pastorate

The term of office of a Pastor may be ended upon ninety (90) days' notice on the part of the Pastor or of the FCBC membership, or by mutual consent. Termination of office shall be voted at a called members meeting, following the requirements of Article 6 – Member Meetings. A ballot vote of at least two-thirds (2/3) of the members present and qualified to vote shall make valid termination of said office.

Article 3 - Elders

Section 3.1 – Qualifications

Each Elder shall subscribe without reservation to the FCBC Statement of Faith and Church Covenant, shall be a male member of the church, and shall meet all scriptural requirements for the office of elder in 1 Timothy 3:1-7; Titus 1:6-9 and 1 Peter 5:1-4.

Section 3.2 – Duties

The spiritual leadership and oversight of FCBC shall be vested in a body of men known as the Board of Elders. As overseers, the Elders shall be considered to be the managers of the spiritual resources of the church. In this capacity they shall define godly goals for the direction of the ministry, and prayerfully seek to organize and train the membership of the church to be equipped to accomplish these goals. The Elders shall be careful not to become the workers of the ministry, except to that degree which is necessary for being "examples to the flock," but instead be preparing and training the membership to be the workers of the ministry (Ephesians 4:11-12, 1 Peter 5:1-3).

Because Scripture charges the Elders with the responsibility to shepherd and oversee the congregation (Acts 20:28; 1 Peter 5:2-3), the Elders shall serve as the church's final interpretive authority on the Bible's meaning and application as it pertains to church doctrine, practice, policy, and discipline (See also Ephesians 4:11-13; 2 Timothy 4:1-2). In accord with that duty, the Elders shall take particular responsibility to examine and recommend prospective members, examine and recommend all prospective candidates for offices through the Nominating Committee, oversee the work of the deacons, other elected positions, and committees, conduct worship services, administer the ordinances of baptism and the Lord's Supper, equip the membership for the work of the ministry, encourage sound doctrine and practice, admonish and correct error, oversee the process of church discipline, coordinate and promote the ministries of the church, and mobilize the church for missions. The Elders are further to ensure that all who minister the Word to the congregation, including outside speakers, share the fundamental

convictions of FCBC. The Elders may propose ministry positions or committees to assist them in fulfilling their responsibilities, such proposal to be approved by vote of the FCBC membership

Section 3.3 – Organization

Number

There shall not be less than two lay Elders and the Senior Pastor. The total number of Elders on the Board of Elders at any time shall be determined by the needs of the ministry and by the call and qualification of men who are members of FCBC.

The Senior Pastor and the other members of the Pastoral Staff will be members of the Board of Elders for such time as they hold the office of Pastor.

The Board of Elders shall always be composed of both staff Elders and lay Elders with the number of lay Elders always exceeding the number of staff Elders by at least one. Each member of the Board of Elders shall have an equal vote in Board decisions.

Election

Lay Elders shall be recommended by the Board of Elders, proposed by the Nominating Committee, and elected by at least two-thirds (2/3) vote of the members present at a meeting following the requirements of Article 6 – Member Meetings.

Term of Office

The minimum term of office for an elected Elder shall be three (3) years. Following the initial three-year term, any elected Elder may be re-nominated at the annual meeting. The maximum term of office shall be six (6) years, followed by a minimum one (1) year hiatus before an individual can be re-nominated.

Any Elder's term of office shall end upon his death, resignation, removal from office, or the election of his successor. Any elected Elder may be removed from office at any time by a two-thirds (2/3) vote of the Board of Elders, subject to subsequent approval by at least two-thirds (2/3) vote of FCBC members present at a meeting, conducted by written ballot, following the requirements of Article 6 – Member Meetings.

A vacancy in the office of an elected Elder may be filled by a two-thirds (2/3rds) majority vote as specified in Section 6.6.

Meetings

The Board of Elders shall meet monthly, or as necessary if circumstances dictate. An Elder shall record the minutes of all meetings. At all meetings of the Board of Elders, a quorum of a majority of members is required to conduct business.

Article 4 - Deacons

Section 4.1 – Qualifications

The Deacons are mature men and women who are FCBC members, desire to be servants of the church body, are able to serve, meet all the qualifications of Scripture (1 Tim. 3:8-13), and subscribe without reservation to the Statement of Faith and Church Covenant.

Section 4.2 –Duties

The Deacons are servants within FCBC who are set apart to ensure that (1) the Elders are freed up to focus on prayer and the ministry of the Word and (2) the practical needs within FCBC are met. While the office of a Deacon focuses on physical matters, it is a spiritual act of service, albeit through physical means. Therefore, a Deacon will be nominated to (1) serve as the chair of one FCBC's various committees, (2) be responsible for leading a particular ministry within FCBC, or (3) serve on the Deacon Caring Board. Deacons shall advise and be ready to assist the Elders in any service that shall support and promote the ministry of the Word, new and existing ministries of the Church, and the care for the members of the congregation.

Section 4.3. Organization

Election

After measuring a potential Candidate against the qualifications listed previously, the candidates will be nominated by the Nominating Committee of FCBC and confirmed by at least two-thirds (2/3) vote of the FCBC members present at a meeting following the requirements of Article 6 – Member Meetings, based on the example in Acts 6.

Term of Office

A Deacon's term of office may end by resignation, dismissal, or end of term. The Deacons shall be elected to serve for a one-year term not to exceed six consecutive years followed by a minimum one (1) year hiatus before an individual can be re-nominated.

Article 5 – Standing Committees and other elected positions

Members of Committees shall be active FCBC members in good standing. The term of office for committee members and other elected positions shall be one year except as noted. Each Standing Committee shall submit a written report to be included in the Church Annual Report.

Section 5.1 - Moderator

The Moderator shall be a Deacon elected at the annual meeting and will serve for one (1) year. The Moderator will preside at all regular and special member meetings of FCBC and at all meetings of the Deacon/Elder Board. When the Moderator is unable to be present at a meeting, he/she may designate a Moderator pro tem to conduct the meeting in his/her stead. When no designee has been appointed, a Moderator pro tem will be elected by a majority vote of the quorum of members present. Robert's Rules of Order shall be followed when conducting member meetings.

Section 5.2 - Clerk and Assistant Clerk

The duties of the Clerk and the Assistant Clerk will be divided between the Church Secretary and the Administrative Assistant.

The Clerk shall keep a complete record of the transactions of all FCBC business meetings. This shall be read for approval at the next member meeting. The Clerk shall keep a record of the names and addresses of members (active and inactive), with dates and manner of admission and dismissing. The Clerk shall also keep a record of baptisms. The Clerk shall notify all officers, committee members and delegates of their election and appointment.

The Clerk shall issue letters of transfer of membership voted by the FCBC membership, preserve on file all communications and written reports, and give legal notice of all such meetings where such is required by this Constitution. The Clerk shall also assist in preparing denominational reports. Immediately after the election of his or her successor, the Clerk shall deliver to the new Clerk all books and records for which he or she has been responsible. The Clerk shall submit a written report to be included in the Annual Church Report. The Clerk, with the assistance of volunteers, will be responsible for the preparation of the Annual Church Report to be presented one (1) week in advance of the Annual Meeting.

The Assistant Clerk shall serve with the same capacity as the Clerk, assisting the Clerk when necessary.

Section 5.3 - Trustees

There shall be a Board of Trustees consisting of 3, 5 or 7 FCBC members, at least one (1) of whom shall be elected at each annual meeting for a term of three (3) years. One member of the Board of Trustees will be elected as Deacon of Trustees. The maximum term of office shall be six (6) years, followed by a minimum one (1) year hiatus before an individual can be re-nominated. The Clerk and Treasurer shall have the privilege of attending meetings of the Board of Trustees and shall be present when so requested by the Deacon of Trustees.

The Board of Trustees will hold in trust all property belonging to FCBC and take all necessary measures for its protection, management, and upkeep; have custody of

the securities, investments, title papers, and other valuable FCBC documents; transact all legal matters on behalf of FCBC; designate the bank where the FCBC funds shall be deposited; determine the use of the FCBC building by outside groups and determine suitable charges to be made for such use.

The Board of Trustees will hire a Treasurer who will record and have custody of the FCBC funds and all deposits made in the name of FCBC. All checks drawn by the Treasurer will be in the name of FCBC. The Treasurer will keep separate accounts of funds raised or contributed for particular purposes, and no funds will be disbursed by the Treasurer except for the purpose for which they were raised or contributed. The Treasurer shall present to the FCBC membership an itemized report of receipts and disbursements, showing the actual financial condition of FCBC at each annual meeting. This report must have been audited previously by the auditors elected by FCBC. The Treasurer shall make such other financial reports as may be desired by FCBC. The Treasurer shall deliver immediately to his or her successor all books and records pertaining to the Treasurer's office.

Whenever tithes, gifts, and offerings or other monies are collected during a FCBC service, it shall be the Board of Trustees' responsibility to be sure that a Trustee, Treasurer, or Assistant Treasurer be present at the counting of the money and that not less than two (2) people count the monies.

The Board of Trustees will hire caretaker(s) of the buildings at such salary as is authorized by the FCBC membership.

The Board of Trustees shall supervise ways and means of raising the necessary funds for the support of FCBC, for benevolences, and for the disbursement of these funds as appropriated. It shall submit a written report and a proposed budget to be included in the Church Annual Report and at such times as may be desired.

The Board of Trustees will meet regularly and take minutes of their meetings. At all meetings of the Board of Trustees, a quorum of a majority of members is required to conduct business.

Section 5.4 – Assistant Treasurer

This person shall be elected and serve with the same capacity as the Treasurer, assisting the Treasurer when necessary. See Section 5.3 Trustees for the duties of the Treasurer.

Section 5.5 - Auditing

The Auditing Committee shall audit the financial records of the church, including the Deacons Caring Board Fund, at least once each year and shall make a report in writing to the church at the time of the annual meeting. The Committee will consist of a minimum of two (2) FCBC members who are not currently serving as Treasurer, Assistant Treasurer or Trustee.

Section 5.6 - Buildings and Grounds

Buildings and Grounds shall be responsible for determining the work that needs to be done for the care and upkeep of the FCBC properties and grounds. The Committee will organize volunteers to perform that work, or will make recommendations to the Board of Trustees for work that needs to be hired out. The Deacon of Buildings and Grounds will be the supervisor for the person(s) hired to take care of the buildings. The Deacon will attend the Board of Trustee meetings as necessary.

Section 5.7 - Deacon Caring Board

Due to the sensitive and confidential nature of the work, all members of the Deacon Caring Board shall be elected as Deacons as described in Article 4 of these bylaws.

The Deacon Caring Board shall consist of at least two (2) men and two (2) women members. The Chairperson shall be elected by the FCBC membership. The Deacon Caring Board shall choose a secretary and treasurer and shall meet monthly or more often as needed. The maximum term of office shall be six (6) years, followed by a minimum one (1) year hiatus before an individual can be re-nominated

The Deacon Caring Board shall work closely with the Board of Elders to help determine and meet needs of the congregation and others in the surrounding communities as they may be brought to the attention of the Board of Elders. The Board of Elders shall focus primarily on the spiritual needs and the Deacon Caring Board on the physical needs, but it is understood that those needs may overlap and some may be best served by working together.

The Deacon Caring Board will develop basic principles and guidelines to assist in meeting a person/family's needs. Other areas of concern to be addressed by the Board will include, but is not be limited to General Membership Care: The Deacon Caring Board will monitor the weekly attendance as determined through observation. It shall be noted that when a person/family is absent more than three (3) Sundays in a row a member will attempt to contact the family/person to see if those identified have a need.

Each year the Deacon Caring Board will submit a written report to be included in the Annual Report. This report will include: 1) the beginning and ending balance and 2) total receipts and total disbursements of the Deacon Caring Board Fund.

Section 5.8 – Christian Education

Christian Education, including Sunday School for all ages, Youth Group, Small Groups, Children's Church (Bible Explorers), Nursery, and Vacation Bible School will be led by the staff pastors.

Positions that may be elected or appointed by the pastors include:

Chairperson(s) of Children's Work: Individual(s) elected for one-year terms to coordinate and supervise the ministries of nursery and Bible Explorers (junior church).

Superintendent of Sunday School: The Superintendent shall be the executive head of the church school, working with the Pastors to recruit Sunday School teachers and to select curriculum. The Superintendent will be responsible on Sunday mornings to assist teachers with any needs they may have, and to collect and count the Sunday School offering and put it in the safe. An **Assistant Sunday School Superintendent** may also be elected.

Section 5.9 - Missions and Evangelism

The Missions and Evangelism Committee is headed by a Deacon and will include at least one Elder. The Committee shall be responsible for developing, implementing, and overseeing the various missions and evangelism ministries within the church, including developing within our fellowship a thorough understanding of the world's needs for the Gospel of Jesus Christ. It shall provide training in missions and evangelism, and present timely information about opportunities for training and service. The Committee will develop and recommend an Annual Missions and Evangelism Budget that maintains adequate support levels for currently supported missionaries and national evangelists, as well as support for local ministries with a proven record of effectiveness in achieving their stated mission. The Committee shall also seek to increase interest in, and support of, special projects by general promotion, special events and speakers.

Section 5.10 - Music

The Deacon of Music Ministry shall cooperate with the Pastors in the selection and coordination of worship music. This position includes responsibility for musical instruments owned by FCBC, for coordinating and overseeing praise teams, piano players, special music, and for working with the sound and video technology volunteers.

Section 5.11 - Social

The Social Committee is headed by a Deacon, and shall be responsible for planning, organizing, serving, and clean-up of church sponsored social events including breakfasts, luncheons, and special banquets.

Section 5.12 - Technology

The Technology Committee is headed by a Deacon and will oversee the operations of computer, sound, video, and lighting systems; assist individuals and committees with technology needs for concerts, plays and other ministries; provide technological advice and expertise for the acquisition and maintenance of equipment including computers, printers, copiers and sound, video and lighting equipment; oversee development of church web site.

Section 5.13 - Ushering

The Deacon of Ushering is responsible for scheduling and training volunteers to attend to greeting people at the door, seating of the congregation, and to the receiving of the offering, except as otherwise provided.

Section 5.14– Decorating

The Deacon of Decorating shall be responsible for display and maintenance of banners, plants, and flowers in the sanctuary as well as flowers and other decorations at the main entrances to the building. On other occasions, as directed by the Deacon Caring Board, they shall be responsible for plants, flowers, fruit baskets, etc.

Section 5.15 - Nominating

The Nominating Committee is headed by a Deacon and shall consist of up to five (5) members, at least one (1) of whom shall be elected at each annual meeting for a term of (3) years. The maximum term of office shall be six (6) years, followed by a minimum one (1) year hiatus before an individual can be re-nominated.

The Nominating committee shall be responsible for nominating candidates to fill the various offices for which elections are to be held, including all Deacons and committee members of active committees. The Nominating Committee should be open to seeking recommendations and involvement from the general membership and current Deacons of active committees. Prior to the next annual meeting, the Committee shall nominate one (1) or more persons for each office to be filled and report the names to the church at 13 days prior to the election.

Names of nominees for all Deacon positions shall be presented to the Elder Board at least one month prior to election. The Elder Board will interview each Deacon nominee proposed and ascertain his or her willingness and qualifications to serve if elected.

During the year, as vacancies in offices occur, the Committee shall present suitable nominations for immediate replacement.

Section 5.16 – Deacon/Elder Board

The Deacon/Elder Board is composed of those men and women who have been elected to lead various ministries, including Church Moderator, Clerk or Assistant Clerk, Treasurer or Assistant Treasurer, Deacons of Trustees, Building and Grounds, Deacon Caring Board, Missions, Music, Nominating, Social, Technology, and Ushering, the Superintendent of Sunday School, and representatives of the Board of Elders. The Deacon/Elder Board will meet at least bi-monthly to communicate

between ministries of the church, to discuss ministry assessment, needs and problems, and to coordinate schedules and resources.

Article 6 – Member Meetings

Section 6.1: Member responsibility

It is the privilege and responsibility of members to attend and vote on all matters submitted to the congregation's vote at its member meetings. The FCBC members shall have final authority in all matters of church governance, as set forth and described in this Constitution and Bylaws.

Section 6.2: Quorum

Each year, two weeks before the annual meeting, the Clerk will determine the number of members required to be present to conduct business at member meetings for the coming year, starting with the upcoming annual meeting. This number, the quorum, will be 25% of the FCBC membership (rounded up to the next whole number).

Section 6.3: Qualifications

All voters are to be FCBC members, not under church discipline, and at least eighteen (18) years old.

Section 6.4: Notice of Member Meetings

The date and time of all member meetings will be announced at least two (2) Sundays prior to the meeting, and will be announced at the Sunday worship services on those two Sundays. The meeting will also be announced by email at least one week prior to the meeting. All member meeting announcements will include the purpose of the meeting.

Section 6.5: Voting

Providing that a quorum (Section 6.2) is present, a simple majority of the members present and voting shall be necessary to pass all items of business unless stated otherwise in the Constitution or the Bylaws.

Voting may be done by voice, show of hands, or secret ballot, as deemed appropriate by the Moderator, with the exception that a secret ballot is required for calling or dismissing a Pastor, and electing or dismissing Elders and Deacons.

Section 6.6: Elections

The annual election of officers and committee members shall be held during the FCBC Annual Meeting.

The Nominating Committee shall nominate one (1) or more persons for each office to be filled and report the names to the FCBC membership at least 13 days in advance of the vote. At the time of the Annual Meeting, it shall be the privilege of any member present and qualified to vote to place in nomination the name of any eligible person not so nominated for any office. A majority of the votes cast is necessary for the election of any officer, except where other specified. Vacancies

occurring during the year may be filled for the unexpired term at any member meeting.

The process for FCBC elections shall be carried out to fulfill the following principles:

- Substantial prayer, both individually and corporately, should be an integral part of the election process;
- Nominations should proceed with the recommendation of the elders;
- All candidates for FCBC office should be treated with the grace, kindness, and honesty appropriate in evaluating fellow members; and
- The election process shall express that spirit of mutual trust, openness, and loving consideration that is appropriate within the body of our Lord Jesus Christ.

Article 7 - Church Year

FCBC's fiscal year shall be July 1 to June 30.

Article 8 – Amendments

These bylaws may be amended at a member meeting of the church by a majority vote of those voting, following the requirements of Article 6 – Member Meetings. At least two (2) Sundays prior to the meeting, a notice will be posted on the church bulletin board and will be emailed to the members of FCBC stating the existing article and the proposed amendment for membership review.