

FIRST BAPTIST CHURCH OF QUEEN CITY, TEXAS

BY-LAWS (As of 7-22-26)

I. Church Membership

Section 1. General

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

The membership of the First Baptist Church of Queen City shall be composed of persons on the Active Member List and the Inactive Member List.

Section 2. Candidacy

Any person may offer himself/herself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular worship service for membership through any of the following actions:

1. By profession of faith in Jesus Christ as Lord and Savior and baptism according to the Bible.
2. By promise of letter of recommendation from another Baptist church of like faith and practice.
3. By statement of prior conversion experience and baptism in a Baptist church of like faith and practice when a letter is not obtainable.

After a candidate for membership has been presented, he/she will be considered a provisional member for 30 days. During this time, the pastor will meet with the candidate to provide counsel and familiarize him/her with the tenets of the Baptist faith through a Newcomer's Luncheon. At the end of the 30 days, upon the recommendation of the pastor, the candidate will become a full-fledged member.

Section 3. Active and Inactive Members

1. Active members shall be those members who reside in the general ministry area of the church, excepting those in the military who are deployed to other areas or those who are temporarily assigned to other areas by reason of employment or personal need, and who actively participate in the life of the church by attendance and in such ministries as led by God.

2. Inactive members are members who are not actively participating in the life of the church or any member who has moved out of the church's ministry area and has not joined another church but desire to remain affiliated with the church. Inactive members who reside in the church's ministry area shall be contacted and encouraged to become re-involved in the body.

Section 4. Rights of Active Members

- (1) Every active member of the church who is 16 years of age or older is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.
- (2) Every active member of the church who is 18 years of age or older is eligible for consideration by the church for any committee and/or team membership. Students who are 16 years of age or older may serve on committees or teams in an advisory role only. Every active member of the church who is 21 years of age or older is eligible for consideration by the church for any church officer position.
- (3) Every member of the church **may** participate in the ordinances of the church as administered by the church.

Section 5. Termination of Membership

Membership shall be terminated through any of the following events or actions:

- (1) Death of the member
- (2) Dismission to another Baptist church
- (3) Exclusion **by** action of this church
- (4) Erasure upon request or proof of membership in a church of another denomination.

Section 6. Discipline

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist them. The pastor, other members of the church staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious situation arise due to the actions of a member that would impact the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a two-thirds majority vote of the active members present, at the meeting called for this purpose, is

required to exclude the member. A spirit of Christian kindness and forbearance shall pervade all such proceedings.

The church may restore to membership any person previously excluded upon request of the excluded person and by vote of the church with evidence of the excluded person's repentance and reformation.

II. Church Officers and Committees

All who serve as officers of the church and those who serve on church committees and teams shall be active members of this church.

Section 1. Church Officers

The officers of this church shall be the pastor, the associate pastor of worship, the youth director, the director of children's ministries, the church office manager, the deacons, the moderator, the clerk, the acting clerk, the treasurer, and trustees.

Should some serious situation arise due to the actions of a church officer (other than a member of the church staff) that would impact the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem. If it becomes necessary for the church to take action to remove this member from a church office, a two-thirds majority vote of the active members present, at the meeting called for this purpose, is required to exclude the officer. A spirit of Christian kindness and forbearance shall pervade all such proceedings. The Nominating Committee will be responsible for submitting for church approval the name of an active church member to fill any church officer vacancy.

Pastor

The pastor is responsible for leading the church to function as a New Testament Church. A job description shall be written depicting his responsibilities. The pastor will lead the congregation in worship of our Lord, lead ministries serving our church, and lead the rest of the church staff in performing their tasks. He will work with the deacons and other church staff to (a) lead the church in the achievement of its mission, (b) proclaim the gospel to believers and unbelievers, and (c) care for the church's members and other persons in the community. He shall preside at meetings of the church, serving as moderator in all business meetings in keeping with the rules of order authorized in these by-laws.

The pastor may resign from his position as pastor with at least two weeks' notice.

The personnel committee and/or the deacons may recommend that the pastor be terminated from his position. After at least two weeks' public notice, a vote on this recommendation shall take place at a meeting called for this purpose. The moderator for this meeting shall be the chairman of the deacons. The vote to terminate the pastor from his position shall be by secret ballot, and an affirmative two thirds majority vote shall be necessary to approve the termination.

Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor with not less than one twelfth of his total annual compensation. The termination shall be immediate, and the compensation shall be rendered within thirty days.

Once a vacancy in the position of pastor occurs, the personnel committee shall recommend to the church that a pastor search committee be elected by the church. After at least one week's public notice, a meeting to elect the pastor search committee shall be held. At this meeting, any active church member has the privilege of nominating another church member to serve on the pastor search committee; however, no staff member or immediate family of the staff member may serve on the search committee.

The pastor search committee shall bring to the consideration of the church only one name at a time, and the committee's recommendation will constitute a nomination of the candidate. After at least one week's public notice, the election shall take place at a meeting called for that purpose. Election shall be by secret ballot, and a three-fourths majority vote for the candidate shall be required to approve him as pastor.

The pastor shall serve until the relationship is terminated by his request or the church's request as outlined above.

Associate Pastor of Worship and Youth Pastor

Other ministerial staff having been called by God to serve His church shall include the associate pastor of worship and the youth pastor. Job descriptions shall be written depicting responsibilities for each of these positions.

Procedures for resignation, termination from positions, severance pay (if applicable), and the search and hiring of new persons for such positions shall be the same as those used for the pastor as delineated above.

Director of Children's Ministries

The Director of Children's Ministries shall have a job description depicting responsibilities for this position. Procedures for resignation, termination from position, severance pay (if applicable), and the search and hiring of new persons for such positions shall be the same as those used for the pastor as delineated above.

Office Manager

The Office Manager shall have a job description depicting responsibilities for this position. The church personnel committee shall have the authority to seek out and make recommendations to the church should this position become vacant. Employment and termination of services shall be with the recommendation of the supervising staff member, and, as appropriate, with the consultation of related committees of the church.

Deacons

The church shall elect deacons by ballot at regular business meetings of the church. The number of deacons serving the church at any given time shall be determined by the church. Anyone nominated to serve as a deacon shall meet the requirements as set forth in the New Testament. Those presently holding the office of deacon shall review the nominee to make such findings and recommendations to the church for consideration of the nominee. The deacon body shall elect the chairman of deacons and any other officer they deem necessary. In accordance with the meaning of the work and the practice in the New Testament and as outlined in the Deacon Handbook, deacons are to be servants of the church. Their tasks are to serve with the pastor and other church staff in leading the church in the achievement of its mission, proclaiming the gospel to believers and unbelievers, and caring for the church's members and other persons in the community.

Moderator

The Moderator for all meetings of the church shall be the pastor. In the absence of the pastor, the chairman of the deacons shall act as Moderator. If the church is without a pastor, the chairman of the deacons shall serve as moderator until a pastor is called to the church. In the absence of both the pastor and chairman of the deacons, the deacon body will designate a moderator.

Church Clerk

The church shall elect annually a church clerk and an acting church clerk. The clerk shall be responsible for keeping a register of the following:

- all official actions of the church
- names of active members and those on the outreach list with dates of admission, dismissal, death, or erasure
- baptisms.

The clerk shall issue letters of dismissal as voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these by-laws. The clerk shall be responsible for preparing the annual letter of the church to the association. All church records are

church property and shall be kept in the church office. The clerk shall be responsible for maintaining the confidentiality of all individual contributions of its members.

Church Treasurer

The church shall annually elect a church treasurer as its financial officer. It shall be the duty of the treasurer to receive, preserve, and pay out, (upon receipt of vouchers approved and signed by authorized personnel), all money or things of value paid or given to the church. The treasurer shall maintain an itemized account of receipts and disbursements. It shall be the duty of the treasurer to render to the church, at each regular business meeting, an itemized report of the receipts and disbursements of the preceding month. The treasurer's report and records shall be audited every two years by an auditing committee or public accountant. The treasurer shall be bonded with the church paying for the bond. Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records become a part of the permanent records of the church.

Trustees

The church shall elect three or more trustees to serve as legal officers for the church. They shall hold in trust the church property. With the specific, authorizing vote of the church, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of church property. They may also sign any other legal documents when authorized by the church. Trustees shall serve on a rotational basis, with one new trustee being elected every year.

Section 2. Church Committees

The church shall annually authorize the formation and/or retention of committees and teams of this church. All church committee and team members shall be recommended by the Church Nominating Committee and elected by the church body. For the Personnel, Stewardship, and Policy and Procedures Committees, the Nominating Committee will consider a potential member's active church service and prior experience on other church committees or teams when nominations are made. For the personnel committee potential members, the nominating committee shall also consider the potential member's familial relations with any current paid employee of the church including church staff, nursery workers, and instrumentalists. A non-voting church staff liaison shall be assigned to each committee and team. A current list of committees and teams (including members, purpose, description, and responsibilities) shall be included in the church's Policy and Procedures Manual.

Committees in their assigned areas:

1. determine the needs of the church
2. are accountable to the church while providing oversight
3. help accomplish the overall goals of the church
4. make recommendations to the church in the form of motions
5. submit a budget to the church annually to be voted on by the church (if applicable)

6. are led by a committee chair who works in tandem with the church staff liaison and who has served on the committee for at least one year
7. have members who serve on a rotating term of 3 years.

Teams in their assigned areas:

1. have a common goal of ministry
2. help accomplish the needs of the church
3. make recommendations to the church in the form of motions
4. enlist the help of others, when needed, to accomplish objectives
5. oversee fiscal resources determined by their budget (if applicable)
6. submit a budget to the church annually to be voted on by the church (if applicable)
7. are led by a team leader who works in tandem with the church staff liaison
8. are reviewed annually
9. have members who may be re-enlisted annually for the overall good of the team.

III. Church Program Organizations and Services

The church shall maintain programs for teaching the Bible: the orientation of new members; mission education, action, and support; and student music training and performance. All organizations related to the church programs shall be under church control with all officers being elected by the church and reporting regularly to the church. All program activities and program curriculum are subject to church coordination and approval. The church shall provide the human resources, the physical resources, including a church media center/library, and the financial resources for the appropriate advancement of these programs.

The Sunday School shall be the basic organization for teaching the Bible. Its tasks shall be to teach the biblical revelation, reach persons for Christ and church membership, perform the functions of the church within its constituency, provide and interpret, information regarding the work of the church and denomination. The Sunday School shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the church staff and the Sunday School director elected by the church. Sunday School teachers are to read the *Baptist Faith and Message* to gain a solid understanding of Baptist church doctrine and shall sign an agreement (see Appendix A) to teach only those beliefs supported by Baptist church doctrine. The nominating committee shall consider a member's Sunday School teaching experience (he/she should have at least served as a Sunday School teacher substitute) before presenting that member's name to the church for approval as a Sunday School teacher.

The AWANA program (Approved Workers Are Not Ashamed) shall be the Sunday evening ministry that provides Bible-based evangelism and graded discipleship resources for children ages 2 - 12. The AWANA program shall be organized by departments for each age and conducted under the direction of an AWANA Commander and Children's Ministry Director.

Other program organizations and services may be established and supported as the church sees the need for such programs.

IV. Church Ordinances

Section 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.

- Baptism shall be by immersion in water.
- The pastor, or whomever the church shall authorize, shall administer baptism. The ordinance team shall assist in the preparation and observance of baptism.

A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor or other church staff.

Section 2. The Lord's Supper

The Lord's Supper is an ordinance of Jesus Christ, and it is to be observed by His church until He comes again. It is a reminder of what Jesus did in the past, a symbol of our present relationship with Him, and a promise of what He will do in the future. It is to be a bond, pledge, and renewal of communion with Him and the church fellowship. Therefore, we do not invite or exclude anyone from this ordinance. Let all persons examine themselves according to I Corinthians 11:27-29 before taking part in the Lord's Supper.

The church shall observe the Lord's Supper as scheduled by the church staff. The pastor and deacons shall administer the Lord's Supper with the ordinance team being responsible for the physical preparations.

V. Church Meetings

Section 1. Worship Services

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor shall direct the services for all church members and for all others who may choose to attend.

Section 2. Special Services

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar.

Section 3. Regular Business Meetings

The church shall hold regular business meetings on the third Wednesday night of every other month. The voting age of active church members at these meetings shall be 16 years of age or older.

Section 4. Special Business Meetings

The church may conduct called business meetings to consider matters of special nature and significance. A one-week public notice must be given for a specially-called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, the time, and the place; and it must be given in such a manner that all active members have the opportunity to know about the meeting. The voting age of active church members at these meetings shall be 16 years of age or older.

Section 5. Quorum

The quorum consists of those active members who attend a properly called special or regular business meeting.

Section 6. Parliamentary Rules

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

VI. Church Finances

Section 1. Budget

Two weeks prior to a regular business meeting, the stewardship committee shall make available for the church members' review a yearly inclusive budget with line items indicating the amount needed for all expenses. The committee will then submit the budget for approval at the regular business meeting. It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. Offering envelopes will be available for members' use.

Section 2. Accounting Procedures

Funds received for any and all purposes shall be properly recorded on the books of the church by the treasurer, a bonded position. An accounting system to efficiently manage the church funds shall be in place. The stewardship committee shall be consulted should questions arise.

Section 3. Fiscal Year

The church fiscal year shall run from January 1 each year through December 31 of same year.

VII. Facilities

The facilities of the church shall be operated for the purposes of engaging in religious worship and promoting the spiritual development and well-being of individuals. For church facility use, facilities use contracts must be signed and facilities use fees paid, if applicable. Users agree that only moral conduct, with no drug or alcohol use, will be exhibited while using the facilities. When used as a wedding venue, only marriages sanctioned by God, which join one man and one woman in a single exclusive union, may be conducted on First Baptist Church of Queen City property.

Should this organization be dissolved for any reason, its assets are to be transferred to a religious or charitable organization that is qualified as an exempt organization under Section 501 (c) (3), Internal Revenue Code of 1954, as amended.

VIII. Church Policy and Procedures Manual

The Policy and Procedures Committee shall compose a church policy and procedures manual to include the church constitution, by-laws, other policies (including lists of committees and their members, lists of teams and their members, church officers, and other church volunteers), resolutions, and all manuals associated with church policy. The manual shall be kept in the church office and on the church website and shall be available for use there by any member of the church. The office manager shall maintain the manual. The Policy and Procedures Committee shall review the manual at least annually, with authority to recommend changes for the church to consider.

Any active church member or church organization may initiate suggested changes in church policy. Any addition, revision, or deletion of a church policy or procedure requires a two-thirds majority vote of the church.

IX. Amendments

Proposed changes in the constitution and/or bylaws must be presented in writing at any regular business meeting. A discussion of the proposed changes shall constitute the "first reading." At the following business meeting, the proposed changes shall be considered for a vote. Amendments to the constitution and by-laws shall be approved by a two-thirds majority vote of church members present.

APPENDIX A

Dear Sunday School Teacher,

We thank you for your service to our Lord and First Baptist Church of Queen City!

On 7-12-23, our church approved the following:

Sunday School teachers are to read the *Baptist Faith and Message* to gain a solid understanding of Baptist church doctrine and shall sign an agreement to teach only those beliefs supported by Baptist church doctrine.



Scan the QR code for the
Baptist Faith and
Message.

Therefore, after having read and studied the Baptist Faith and Message, please sign below and return this agreement to the church office at your earliest convenience.

I attest to the fact that I have read and studied the Baptist Faith and Message and agree to teach only those beliefs supported by Baptist church doctrine.

NAME

NAME OF SUNDAY SCHOOL CLASS

DATE