

ARTICLE A — MEMBERSHIP

Section 1 —Membership Process

An individual may become a member of the church by going through the following steps:

Step 1: Expressing interest and qualification for church membership based upon:

- A. On profession of faith in Jesus Christ and as a candidate for baptism;
- B. By transfer of membership from another Baptist church of like faith;
- C. By a statement of faith:
 1. if it is not possible to obtain a letter of certification from another Baptist church of which the candidate has been a member;
 2. if one has had a conversion experience and then been baptized by immersion in another denomination.

Step 2: Completing a New Member Orientation Class led by a ministry staff member or deacon.

Step 3: Completing a Membership Interview with a ministry staff member or deacon.

Step 4: Approved by the church body at a regular business meeting.

Section 2 — Member Expectations

- A. Living – a life of Christian integrity.
- B. Believing – in our statement of faith and church covenant.
- C. Attending – the gatherings of the body.
- D. Giving – freely of their resources to the ministry of the body.
- E. Serving – the body and the world.
- F. Praying – faithfully for the body and the lost.

Section 3 —Termination of Membership and Disciplinary Action

The authority to discipline a church member is vested in this local membership of believers, who act under the authority and direction of the Holy Spirit and God’s Word.

Membership in the church may be terminated by:

- A. death,
- B. uniting with another church,
- C. request of the member,
- D. disciplinary action by the church.

Church members who exhibit a continuing, unrepentant sinful lifestyle in regard to doctrine, conduct, and/or this churches expectations of its membership shall be dealt with according to the biblical process of church discipline. This is to be done with the ultimate goals of glorifying God, purifying the church, and restoring the individual.

The following steps are to be taken:

- A. Fervent, continual prayer on behalf of the member involved by those with knowledge of the situation;
- B. private meeting to reprove the one considered guilty of heresy or misconduct and to seek his/her repentance;

- C. private meeting for the same purposes by two others who are made aware of the misconduct if the member is still unrepentant;
- D. private meeting for the same purposes by the pastor and/or members of the deacon body if the offending member is still unrepentant; and
- E. public presentation of the matter to the church in business meeting for a possible vote on removing the offending member from church membership and fellowship.

If the member involved displays sincere repentance, he or she shall be restored into fellowship.

ARTICLE B — CHURCH STAFF

Section 1 – Called Ministry Staff

Pastor

Duties — The pastor is charged with the oversight and welfare of the church and its staff, obligated to perform to the best of his ability to fulfill the mission and vision of the church in accordance with a job description created for this position by the personnel committee.

Election — Should a vacancy in the pastorate develop, a search committee consisting of three men and two women shall be elected by secret ballot in a Sunday morning worship service from among resident members 18 years of age or older. The committee shall seek out a suitable pastor and submit his nomination to the church in a Sunday morning worship service. An affirmative vote by secret ballot of two-thirds of members voting is required to constitute a call of the church.

Minister of Music

Duties — The minister of music, in consultation with the pastor, will develop and conduct a comprehensive music program in accordance with a job description created for this position by the personnel committee.

Election — Should a vacancy in the music minister position develop, a search committee consisting of three men and two women shall be elected by secret ballot in a Sunday morning worship service from among resident members 18 years of age or older. The committee, along with the pastor, shall seek out a suitable music minister and submit his nomination to the church in a Sunday morning worship service. An affirmative vote by secret ballot of two-thirds of members voting is required to constitute a call of the church.

Youth Minister

Duties — The youth minister, in consultation with the pastor will develop, conduct and periodically evaluate a comprehensive youth program, including training, recreation, retreats and counseling services, in accordance with a job description created by the personnel committee for this position.

Election — Should a vacancy in the youth minister position develop, a search committee consisting of three men and two women shall be elected by secret ballot in a Sunday morning worship service from among resident members 18 years of age or older. The committee, along with the pastor, shall seek out a suitable youth minister and submit his nomination to the church in a Sunday morning worship service. An affirmative vote by secret ballot of two-thirds of members voting is required to constitute a call of the church.

Section 2 – Support Staff

Church Secretary

Duties — To oversee the work of the church office in its services to church organizations and members and to provide normal secretarial services for the pastor and other staff members in accordance with a job description created for this position by the personnel committee.

Election — The church secretary will be elected by the church upon recommendation of the personnel committee and the pastor.

Financial Secretary

Duties — To maintain church financial records and prepare financial reports, to deposit receipts and to make disbursements, all in accordance with church policy in accordance with a job description created for this position by the personnel committee.

Election — The Financial Secretary will be elected by the church upon recommendation of the personnel committee and the pastor.

Section 3 — As needs develop, other ministry and support staff members may be added with the approval of the church upon the recommendation of the personnel committee and the pastor, who shall determine the duties of such added staff.

ARTICLE C — DEACONS AND TRUSTEES

Section 1 – Deacons

Duties – The deacons will assist the pastor in fulfilling the mission of the church, being active servant leaders and caring for the body. They are also charged with guarding and promoting the fellowship of the church. The church will attempt to keep as many deacons as necessary to functionally minister to the needs of the body.

Election:

- At an appointed time the church body will nominate potential deacons from their midst who they believe are qualified for the position of deacon. The church body will be made aware of the biblical qualifications for deacons prior to the nomination process starting.
- Those nominations will then be examined by the deacons. The deacon body will be responsible for contacting the potential deacons regarding their willingness to serve and examining the potential new deacons.
- The deacon body will then recommend the acceptable candidates to the church for approval as deacons.
- After a deacon has faithfully served for six months he will be eligible for ordination.

Transfers – A deacon ordained in another SBC church may be eligible for election by the deacons to active deacon status six months after officially joining FBC.

Emeritus Status – The church may grant emeritus status to deacons who become physically

incapacitated and to those requesting such status after reaching 60 years of age. The title is an honorary title bestowed upon a deacon. It carries no rights, responsibilities, or status other than honoring one who has served.

Inactive Status – The deacon body may grant inactive status to a deacon who requests such a status. This deacon would retain his status as a deacon and could be reactivated at a later point by the deacon body.

Section 2 — Trustees

Duties — The trustees shall serve as corporate officers of the church and, upon approval of the church, affix their signatures to legal documents requiring such signatures on behalf of the church.

Election — The church shall have three trustees. Trustees shall be elected on a rotating basis to three-year terms upon recommendation of the Committee on Committees.

ARTICLE D — COMMITTEES AND MINISTRY TEAMS

Section 1 — Committee Policies

The church shall maintain a system of Administrative Committees, which will be responsible for the general needs of the church. No church member may serve on more than one Administrative Committee at the same time. No family member of a church employee (ministry or support staff) may serve on an Administrative Committee. No immediate family members may serve on the same Administrative Committee at any one time.

These committees will consist of five members elected to staggered three-year terms. The committee member's term lengths should be staggered so that under normal circumstances at least two members of each committee are carried over each year. Once a committee member has completed a term they cannot be re-elected to that same committee for one year.

Each committee chairman, elected yearly by the committee itself, will be responsible for planning the agenda and calling meetings regularly or as needed and communicating with the church staff. At least three members of a committee must be present for business to be transacted. The chairman of each committee should be prepared to report at any church business meeting as to the work of that committee. The committees will meet monthly or on an as-needed basis.

In addition to the Administrative Committees, Temporary Committees may be formed, under the authority of the church, for specific purposes not within the responsibilities of the already existing committees. These Temporary Committees may consist of any number of church members necessary to complete the work required.

Section 2 — Administrative Committees

Administrative Committees and their duties are as follows:

Committee on Committees

- A. Recommends, in conjunction with the pastor, to the church qualified, committed Church Members who are willing and able to serve on a particular committee.
- B. Recommends, in conjunction with the pastor, individuals to serve any vacated term on a committee.

Properties Committee

- A. Oversee the maintenance of all church property and equipment.
- B. Recommend and verify adequate and proper insurance coverage for property and equipment.
- C. Assist the pastor and staff in reviewing and recommending to the church any need for repair, renovation, and replacement of church facilities and equipment.
- D. Prepare and maintain a current inventory of church equipment for filing in the church office.
- E. Develop and maintain a current church property and equipment use policy for review and approval by the church after each revision.

Personnel Committee

- A. Assist the pastor in determining the staff needed and filling approved positions.
- B. Work with the search committees to present to the church for approval a written job description, salary, and benefit package (also consults Stewardship Committee for pay package) for ministerial staff prior to their call.
- C. Review annually, prior to preparation of the annual budget, needed or recommended changes in employment policies, salaries, and benefits for church employees.
- D. Assist the pastor, other staff, and church concerning personnel problems and administrative actions with employees, according to the current personnel policy.
- E. Develop and maintain a current church personnel policy for review and approval by the church after each revision.

Stewardship Committee

- A. Assist the pastor in the preparation of the annual budget for the church.
- B. Review monthly all expenditures of the church.
- C. Review quarterly budget reports submitted to the church.
- D. Approve check signers for the church.
- E. Oversee and verify church counting and fiscal procedures.

Section 3 — Ministry Teams

The church will live out all other mission, vision, and ministry objectives through Ministry Teams. Each team will consist of individuals who have a heart or interest in a particular area of ministry.

Each team should have a team leader who is responsible for maintaining a high level of communication with the church staff as to the team's activity. Team leaders should be prepared to present reports or make requests to the church in regular business meetings. They are also responsible for the organization, work, and meetings of the team. Possible Ministry Teams include but are not limited to: Kids Team, Missions Team, Fellowship Team, Funeral Team, Youth Team, Operation Christmas Child Team, etc...

ARTICLE E — CHURCH MEETINGS

Section 1 — Worship Services

Frequency — The church shall meet for worship services, Bible study, prayer, or ministry as the church body decides.

Section 2 — Business Meetings

Frequency — The church shall conduct regular business meetings on a schedule determined by the church. Special business meetings may be called by the pastor and/or the moderator, provided the church is notified of such a meeting one week in advance.

Moderator — The Pastor shall serve as the moderator of church business meetings. When the office of pastor is empty the church shall elect from its membership a moderator to preside at church business meetings until a pastor is called by the church. In the event of a business meeting to call a pastor the Chairman of the Pastor Search Committee will preside.

Clerk — The church shall elect from its membership a clerk, who will record and submit to the church office a copy of the minutes of all church business meetings to be kept on file.

Voting Eligibility — Each member of the church shall be entitled to one vote on all matters coming before the church, except for special situations in which age limitations are established.

Approval of Issues — All matters coming to a vote must receive a two-thirds majority in favor to be considered approved. Matters not so approved but receiving a majority in favor will be tabled until the next regular business meeting, at which time a simple majority will be required for passage. Exception to this procedure applies to proposed amendments to the constitution or Bylaws.

Quorum — Church members attending a business meeting shall comprise a quorum.

Rules of Order — All business meetings shall be conducted according to a current edition of “Roberts’ Rules of Order.”

ARTICLE F – MARRIAGE AND SEXUALITY

Our statement of faith, the Baptist Faith and Message (2000), expresses our fundamental biblical conviction that Christian marriage is, by definition, the spiritual and physical uniting of one man and one woman in an exclusive covenant commitment for their joint lifetime. Christian marriage is God’s unique gift to reveal the union between Christ and His Church. As such, this local church believes that wedding ceremonies on church property are spiritual observances of worship of God who created this divine institution. As worship services, weddings on church property shall be officiated by one or more ordained ministers of the gospel. The church may decline to make its facilities or ministers available for any wedding if it is determined that one or both of the parties are not biblically and/or legally qualified to marry. Such determinations may be made by the pastor, or called ministry staff in an interim period, subject to the direction of the church.

No minister [or employee] of the church shall officiate at any marriage ceremony unless such marriage is consistent with this policy.

ARTICLE G – AMENDMENTS

Changes in the Constitution or Bylaws may be made at any regular business meeting of the church, provided that each proposed amendment shall have been presented in writing at the prior regular business meeting. Approval of amendments shall be by two-thirds of the voting members in attendance.

ARTICLE H – DOCUMENT AVAILABILITY

Copies of the Church Constitution and the Bylaws, as well as policies established in writing by any church committee, are to be on file in the church office and available to any church member requesting them.