

CONSTITUTION & BYLAWS

First Baptist Church
Bridge City Texas

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FIRST BAPTIST CHURCH
CONSTITUTION
&
BYLAWS

TABLE OF CONTENTS

Mission Statement	3
Vision Statement	4
Constitution	
Preamble	5
Article I. Name	5
Article II. Objectives	5
Article III. Statement of Faith	5
Article IV. Membership	5
Article V. Polity and Relationships	5
Article VI. Church Covenant	6
Bylaws	
Article I. Membership	7
Article II. Church Ministerial Staff and Employees	8
Article III. Church Council	12
Article IV. Church Committees	12
Article V. Program Organizations	19
Article VI. Ordinances	21
Article VII. Church Meeting	21
Article VIII. Church Finances	22
Article IX. Amendments	23

MISSION STATEMENT

IT IS THE MISSION
OF FIRST BAPTIST CHURCH
OF BRIDGE CITY TO:

- ✓ EXALT THE SAVIOR
- ✓ EVANGELIZE THE LOST
- ✓ EQUIP THE SAVED

§ 1996

VISION STATEMENT

As a family of loving, joyful, obedient servants of Jesus, we will carry Christ to the lost through our personal relationships in the world and by uniting our hearts in worship.

Because our lives have been made different through the person of Jesus Christ, we will disciple, encourage and teach believers as we grow spiritually.

We will equip the saved so that others may learn of His saving power.

1996

FIRST BAPTIST CHURCH
BRIDGE CITY, TEXAS

CONSTITUTION

PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

ARTICLE I. NAME

The body shall be known as the First Baptist Church, Bridge City, Texas, located in Bridge City, Texas. It is a corporation formed for religious purposes, organized pursuant to the laws of the State of Texas.

ARTICLE II. OBJECTIVES

This church is organized and maintained for the worship of God; for Christian fellowship; for Bible study; for instruction in doctrine as set forth in the New Testament; and to combine the efforts of individual members in evangelism, missions and benevolence by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

ARTICLE III. STATEMENT OF FAITH

This church accepts the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of Baptist churches as indicated in The Baptist Faith and Message, adopted by the Southern Baptist Convention, June 14, 2000.

ARTICLE IV. MEMBERSHIP

The body shall be composed of persons who have confessed Jesus Christ to be their Savior and Lord, have received New Testament baptism, have entered into the covenant of this church, and have been received into the fellowship of this church.

ARTICLE V. POLITY AND RELATIONSHIPS

SECTION 1. The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist Churches.

SECTION 2. We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community. It is imperative that all persons employed by the church should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly. We believe that God offers redemption and restoration to all who

confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

SECTION 3. Insofar as is practical this church will cooperate with, and support the Golden Triangle Baptist Network, The Southern Baptist Convention of Texas and the Southern Baptist Convention.

SECTION 4. Upon discontinuance of the First Baptist Church of Bridge City, Texas, Inc., by dissolution or otherwise, the assets and liabilities of said institution will be transferred to the Golden Triangle Baptist Network, the Southern Baptist Convention of Texas, or to an educational, religious, charitable, or other similar organization. The Trustees will make the final decision regarding the property and other assets based on the current version of IRC501@3).

ARTICLE VI. 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 angels, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

1. We will demonstrate brotherly love and concern for each other, as we endeavor to bear one another's burdens, counsel and admonish one another.
2. We will regularly pray for the membership and the ministry of this church.
3. We will maintain and support a faithful ministry of worship, witness, education, fellowship, and service.
4. We will seek, by Christian example and personal effort, to win others to Christ, to encourage their growth toward Christian maturity, and to carry out our missionary task of proclaiming the Gospel to people of all nations.
5. We will oppose all conduct which compromises our Christian faith, and will uphold high standards of Christian morality.
6. We will prove the reality of our conversion by living godly, fruitful lives, and we will live as Christians in our society by avoiding that which harms our personal lives, limits our Christian influence, or injures our fellow man.
7. We will provide Christian family life in our homes through family worship, Christian example and Christian training for our children, seeking to bring members of our family to God through Jesus Christ.
8. Upon leaving the community of this church, we will, as soon as possible, unite with another church where we can continue the spirit of this covenant.

BYLAWS

ARTICLE I. MEMBERSHIP

SECTION 1. General

This is a sovereign and democratic Baptist church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of 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 membership as stated in Article I. Section 2 of the Bylaws.

SECTION 2. Candidacy

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

- A. By profession of faith and as a candidate for baptism according to the policies of this church.
- B. By promise of a letter of recommendation from another church of like faith and practice.
- C. By restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable.

SECTION 3. New Member Orientation

New church members will be encouraged to participate in the church's new member orientation plan.

SECTION 4. Voting Rights of Members

- A. Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.
- B. All votes taken by church will be decided by a majority of those members present and voting unless otherwise stated.

SECTION 5. Termination of Membership

The following rules shall govern the termination of individual membership:

- A. Transfer of Membership: Any member who desires to transfer his membership to another Baptist church will be granted a letter of dismissal and recommendation to the church he wishes to join by a majority vote of the members at the regular business meeting.
- B. Non-resident Membership: Any active member who changes residence such that he is no longer able to attend and participate in this church shall be placed on the non-resident membership roll. Exceptions may be made for those who maintain permanent residence in Bridge City area, such as servicemen and college students.
- C. Change in Denominations: Any member who changes from the Baptist faith to another denomination shall be removed from the church roll by erasure, if approved by a majority vote of members at the regular business meeting.

D. Death of Member: Upon the death of any member, the name shall be removed from the roll of membership.

E. Release from Covenant: Any member in good standing who requests to be released from his covenant obligations to this church for reasons which the church deems satisfactory, after it shall have patiently and kindly endeavored to secure his continuance in its fellowship, the church by a majority vote of members at its regular business meeting may grant the request and terminate membership.

F. Unchristian Conduct: When a member becomes an offense to the church and to its good name by reason of immorality or unchristian conduct, the church may, after faithful and compassionate efforts by the pastor and by the deacon officers to bring such a member to repentance and a renewal of his or her Christian life, terminate membership by a majority vote of members at a regular business meeting. It is to be remembered redemption, rather than punishment, should be the guideline which governs the attitude of one member toward another.

G. Erasure: The church may approve erasure from the membership by reason of lack of information about or contact with the member for a period of five (5) years.

SECTION 6. Discipline

- A. It shall be the basic purpose of the First Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance.
- B. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and by the deacon officers to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. If it is found that the welfare of the church will best be served by exclusion of the member, the pastor and deacon officers will present their recommendations to the deacon body for discussion and approval. Upon approval by the deacon body, the recommendation will be presented to the church at a special called business meeting. Upon approval by two-thirds ballot vote of the congregation, the said member shall be removed from church role.
- C. Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him or her may upon his or her request be restored to membership by a two-thirds ballot vote of the church upon evidence of his repentance and reformation.

ARTICLE II. CHURCH MINISTERIAL STAFF AND EMPLOYEES

SECTION 1. Pastor: The pastor is responsible for leading the church in functioning as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff in performing their tasks. He shall monitor and evaluate staff and employee performance and conduct a yearly evaluation conference. The pastor is leader of pastoral ministries in the church and as such will work with the deacons and church staff to:

1. lead the church in the achievement of its mission.
2. proclaim the Gospel to believers and unbelievers

3. care for the church members and other persons in the community
4. lead the church in presenting a positive image in the community

The pastor will on any major decision or idea that affects the functioning of the church body present it to the deacon body for discussion. If a majority agreement of deacons present is reached, it will be presented to the church body at a called meeting for discussion and vote. Likewise, if a majority of the deacons present request an idea or major change that affects the functioning of the church body, it will be presented to the pastor for discussion. If a positive decision is reached it will be presented to the church body at a called meeting for discussion and vote. If no positive decision is reached between pastor and deacons the proposal will be dropped.

A pastor shall be chosen and called by the church whenever a vacancy occurs. A pastor search committee shall be recommended by the deacon body according to Article IV, Section 23, Special Committees. The recommendation of this committee will constitute a nomination.

The election will take place at a special called church meeting of which at least one (1) weeks public notice is given. An affirmative vote of three-fourths of members present and voting by ballot being necessary for a choice. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request with at least two (2) weeks notice being given. Procedure for this is found in Article II, Section B.

When the church is without a pastor, the deacon officers shall be responsible for obtaining supply preachers and/or recommending an interim pastor. Approval of an interim will require an affirmative vote of those members present by ballot at a regular or special called business meeting. During the interim time the pastor's duties will be coordinated through the deacon chairman.

SECTION 2. Church Ministerial Staff and Employees:

- A. The church shall call or employ ministerial staff members i.e., Associate Pastors, Ministers or Directors of Education, Music, and Students to meet the church needs as determined by the Pastor and the deacon body. These staff members, full or part time, shall be recommended to the church by a search committee selected according to Article IV, Section 23, B, 1. Candidates recommended by the search committee will be voted on at a special called church conference. A vote by ballot will require a three-fourths majority of those members attending for approval. All other employees shall be recommended to the church by the Personnel Committee and approved by a majority vote of members present during a regular or special called meeting.
- B. Termination: The Ministerial Staff member elected as described in Section 2, Part A, shall serve until the relationship is terminated by the ministerial staff member or the church with at least two (2) weeks notice given.

The procedure for Pastor termination will be by recommendation of at least three-fourths ballot vote of the deacon body present and voting, and approved by the church by three-fourths ballot of those members present and voting at a special called church conference. When the Pastor is excluded from office the church may compensate the Pastor with not more than one-twelfth of his total annual compensation. Exact compensation will be recommended to the church by a

committee composed of the Personnel Committee, Deacon officers and chairman of the Budget/Stewardship Committee. The termination will be immediate and the compensation will be rendered in not more than thirty days. Removal of other ministerial staff shall be at the recommendation of at least three-fourths ballot vote of the Deacon body present and voting and approved by the church at a special called church conference by majority vote of those members present and voting by ballot. Termination will be immediate and the compensation conditions will be the same as for the Pastor.

All other church employees shall serve until the relationship is terminated by the employee or the church with at least two (2) weeks given. The procedure for employee termination will be by recommendation from the Personnel Committee and approved by majority vote during special called church conference of those members present and voting by ballot.

SECTION 3. Deacons

- A. The Deacon body shall consist of ordained deacons, and deacon officers, which shall consist of Deacon Chairman, Vice-Chairman, and Secretary.
- B. In accordance with the meaning of the work and practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the Pastor and Ministerial Staff in performing the tasks of (1) leading the church in the accomplishment of its mission, (2) proclaiming the gospel to believers and unbelievers, and (3) caring for the church's members and other persons in the community.
- C. When one is "set aside" through ordination, his lifestyle is expected to be the example of Christian teaching, as found in Acts 6:3-1, 1 Timothy 3:8-13. In addition to these qualifications, deacons are expected to:
 1. Be a tither – Malachi 3:10 and Proverbs 3:9).
 2. Believe the Bible to be the inspired word of God without error.
 3. Be loyal to God, the church, and support the deacon body.
 4. Deacons' wives should identify with the same qualifications as deacons in a support role of her husband as found in 1 Timothy 3:11.
- D. When it is determined by the Deacon Body that additional deacons are needed, it will be announced by the Pastor and Deacon officers to the church membership. The announcement will include the number of Deacons needed as well as the starting and closing dates of a two-week time period that nominations will be accepted. Each church member will have available a written copy of deacon qualifications as listed above in order to aid them in their selection. Each church member will be allowed to nominate one man.
- E. At the end of the nominating period, the deacon officers will tabulate nominations. The candidates receiving the most nominations will be screened by the Pastor and Deacon officers to verify their desire to serve as a deacon, and determine if they meet scriptural qualifications. The qualified candidates will be presented to the church for approval at a regularly scheduled monthly business meeting. The vote will be ballot. The candidates(s) must receive a majority vote to serve as deacon(s). An Ordination service will be planned and scheduled by the Pastor and Deacons. Newly elected deacons shall meet with an Ordination Council prior to ordination service to confirm qualifications.

- F. A new member who has been previously ordained in a Baptist Church of like faith and order may be invited to serve as a deacon of this church. This will take place after the deacon has been a member for at least one year, after screening by the Deacon officers and Pastor and approved by the deacon body. He will then be recommended to the church at the next business meeting for approval by a majority vote by ballot, to serve as an active deacon.
- G. Annually, during the month of August, the deacon body will choose a chairman, vice-chairman, and secretary to serve for the next year. These officers will be presented to the Church for approval during the Church Conference in August. Their terms will begin at the first Deacon's meeting in September.
- H. Regular scheduled deacons meetings will be held on the second Sunday of each month. In the event of a conflict the meeting may be rescheduled with at least one (1) weeks notice given.

SECTION 4. Moderator for Church Conference

The moderator shall be the pastor. In the absence of the pastor, the chairman of the deacons shall preside; or in his absence, the vice-chairman of the deacons shall preside. In the absence of all three, the business meeting shall be postponed until further notice by the church clerk or designee.

SECTION 5. Clerk

1. The church clerk shall keep a record of all actions of the church; issue letters of dismissal, write for letters of admission, fill out all official reports, receive information from new members who join the church.
2. The clerk may delegate some of the clerical responsibilities to a designated church member. The church clerk shall have the responsibility of maintaining an up-to-date copy of this constitution and bylaws.

SECTION 6. Treasurer and Associate Treasurer

The deacons shall appoint the church treasurer and associate treasurers to be approved by church vote. Approval will require a majority vote of those present and voting. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of receipts and disbursements for the preceding month. The Treasurer's annual report shall be audited by an auditing committee or public accountant. The report shall be submitted to the church at least every three (3) years. Reason: cost of annual audit can be as high as \$5,000 -- \$6,000 plus computer system makes information readily available. Will do audit when financial secretary retires/leaves position and new secretary is hired by Personnel Committee. An annual account shall be submitted to the church at the end of each fiscal year. These records shall be kept on file in the church office, as a part of the permanent records of the church. The Treasurer and associates are authorized to sign checks, two signatures required.

SECTION 7. Financial Secretary

The financial secretary shall be employed by the church. This person shall receive, deposit, and disburse funds according to authorized church policy, and shall keep at all times an itemized account of all receipts and disbursements. Credit shall be given to individual donors and the empty offering envelopes shall be kept for reference purposes for a period of two years. A monthly balance sheet will be kept which indicate receipts from envelopes, plate and miscellaneous, or special offerings. The Financial Secretary shall also be responsible for preparing and mailing annual records of contributions to all contributing members.

SECTION 8. Trustees

This church shall have six (6) or more trustees. They shall be appointed by the Pastor, Deacon Chairman and Deacon Vice-chairman and approved by majority church vote. Their responsibilities shall be as follows:

- A. Shall hold in trust the property of the church, and shall execute all deeds, debentures, mortgages, liens, transfers, leases, and other legal documents for and on behalf of the church.
- B. Shall have no authority or privilege to buy, sell, mortgage, lease, transfer, or encumber any property of the church without specific vote of the church authorizing such action.
- C. Shall be responsible for the insurance program of the church; survey of properties and insurance needs; take bid for best insurance expenditure; award all insurance contracts; make all insurance claims; make recommendations to the church relating to insurance program.

ARTICLE III. CHURCH COUNCIL

1. Members of this committees shall be named by virtue of their position in the church program organizations. (i.e. committee chairpersons, directors of organizations)
2. The pastor shall be moderator of this council.
3. Recommend goals for achievement through program organizations.
4. Recommend church calendar of activities.
5. Recommend priorities as far as church actions are concerned.
6. Review, evaluate, and coordinate educational organizational programs.

ARTICLE IV. CHURCH COMMITTEES

SECTION 1. General

- A. All church committee members shall be recommended by the nominating committee and elected by the church unless otherwise provided for by this constitution and bylaws. Once a member of a committee has completed their three year term not to exceed two (2) terms (excluding a member of standing or special committee), said committee member cannot serve on that committee for a period of one (1) year.
- B. Standing committees are made up of members who do not rotate off and are as follows: Chairperson will contact each member during the month of September to determine desire to continue serving. Any variances determined will be reported to the nominating committee for replacement.
 - Communication Committee
 - Bereavement Ministry Committee
 - Welcoming Committee
 - Teller Committee
- C. All committees shall have regular meetings, no less than one per year.

- D. The chairman is responsible for calling meetings, instructing the committee, and organizing for work and where applicable, submitting a budget to the Budget/Stewardship Committee.
- E. The Pastor and/or his ministerial staff appointee is an ex-officio members of all committees but, it is not necessary for one of them to be present at all meetings. However, no meeting should be called without notifying the church office for placement on the calendar of activities so that coordination of work may be maintained.
- F. A concise written report should be submitted to the church secretary after each meeting to be filed for future reference. A brief annual report which includes a summary of the committee's work and suggestions for the future should be submitted.
- G. Committee actions that require church approval shall be brought before the church at a regular or special called business meeting.
- H. Committees shall be elected annually to function from January 1 through December 31 of that year.
- I. No person should serve on more than two committees, and chair only one of the two committees with the exception of standing and special committees.
- J. The description of each committee will include number and the words or more. It will also include the duties of each committee.
- K. The church may elect other regular or special committees as the need may arise.

SECTION 2: Bereavement Ministry Committee (Standing)

- A. Shall consist of 9 or more members.
- B. Minister to church families by providing food at times of death. Food to be delivered or provided in immediate Bridge City area. Food will be provided at the loss of:
 - 1. church member
 - 2. child of church member
 - 3. mother or father of church member
 - 4. husband or wife of church member

SECTION 3. Budget-Stewardship Committee

- A. Shall consist of six or more members.
- B. Church treasurer and pastor shall be ex-officio members of this committee.
- C. Shall be responsible for the recommendation of an annual budget.
- D. Shall be responsible for the supervision of promotion of the church's financial activities and programs.
- E. Shall be responsible for presenting to the church any budget changes or adjustments during the year. Any other committee's work that involves changes of budget items shall consult this committee before its recommendation to the church.
- F. Shall be responsible for the auditing of the books annually.
- G. Shall meet periodically to appraise and revise budget if necessary.
- H. Shall be responsible for developing and maintaining written policies for all money-counting and depositing procedures.
- I. No person employed by the church or member of their family may serve on the Budget/Stewardship Committee.

SECTION: 4: Children's Ministry Committee

(for children currently enrolled in Kindergarten thru 5th Grade)

- A. Shall be composed of six (6) or more members.
- B. Recommend and publicize Children's Ministry policies, curriculum and procedures
- C. Recommend the purchase of furnishings and supplies in the Children's Ministry areas, which will consist of, children currently enrolled in Kindergarten thru 5th grade.
- D. Work with the Children's Ministry Director to obtain and schedule volunteers to help teach in Sunday School classes, Bible Skills classes, and any other events or activities where volunteers may be needed.
- E. Children's Ministry employees and members of their family may not serve on the Children's Ministry Committee.
- F. Shall provide input in the annual budgeting process for the Children's Ministry Committee
- G. The Children's Ministry Director shall be ex-officio member of this committee.

SECTION 5. Communications Committee (Standing)

- A. This committee shall consist of at least six (6) or more members.
- B. The committee will work closely with the pastor and minister of music in assessing the sound and lighting needs for the church.
- C. The purpose of this committee shall be to research and evaluate electronic media to support Christian endeavors in the church and community.
- D. Responsibilities of the committee shall include developing and implementing a master plan for electronic communications within the church.
- E. The committee will make periodic reports on new technologies in the industry and Southern Baptist Convention, and will make recommendations regarding purchase, application, training, supervision, use and rules of the electronic media equipment.
- F. Develop a checklist for periodically checking and upkeep of church sound amplification system.

SECTION 6. Fellowship Committee

- A. Shall consist of six (6) or more members.
- B. Encourage, promote, and supervise any church-wide fellowships such as an annual picnic and Christmas party.
- C. Plan and direct any church-wide receptions.
- D. Cooperate with Kitchen Committee for facilities.
- E. Determine equitable division of church monies budgeted for socials.

SECTION 7. Flower Committee

- A. Shall consist of six (6) or more members.
- B. Provide for and arrange flowers for auditorium on Sunday.
- C. Preservation and placement of flowers after Sunday Service.
- D. Post floral calendar for memorial flowers near sanctuary.
- E. Coordinate with Church secretary for floral/memorial gift to bereaved.
 - 1. Loss of church member.
 - 2. Loss of child of church member.
 - 3. Loss of mother or father of church member.
 - 4. Loss of husband or wife of church members.
- E. Decorate the sanctuary on special occasions.

SECTION 8. Historical Committee

- A. Shall consist of three (3) or more members.
- B. To gather and preserve historical records of the church life and work.
- C. Work with the church clerk in gathering and preserving all appropriate church records for a church history.
- D. Assist in recording present day activities.
- E. Use historical facts and documents to challenge the church to accomplish its mission.
- F. Develop and recommend to the church any policies and procedures regarding its historical materials.

SECTION 9. Kitchen Committee

- A. Shall consist of three (3) or more members.
- B. Shall supervise the use of the church kitchen which includes:
 - 1. An up-to-date inventory of all equipment, dishes, utensils, linens and food in the kitchen.
 - 2. Regular survey of the kitchen area to insure cleanliness and proper care.
 - 3. Ways of improving kitchen service, equipment, and purchase of needed items.
- C. Supervise reservations for use of church kitchen; reservations shall be made through the church office.

SECTION 10. Long Range Planning Committee

- A. Shall consist of nine (9) or more members.
- B. To discover and analyze long-range church and community needs.
- C. To recommend long-range goals and long-range strategies to the congregation.
- D. To evaluate the long range effectiveness of church programs.
- E. To interpret long-range goals and strategies to appropriate groups.

SECTION 11. Media Center Committee

- A. Shall consist of six (6) or more members.
- B. In general consultation with staff and organization, responsible for material purchases for supplementing teaching and program themes for organizations of the church.
- C. Shall supervise the use of the church library which includes:
 - 1. To recommend and maintain church policies and procedures for the operation of the church library.
 - 2. To select and purchase suitable books, equipment, and supplies.
 - 3. To label, catalogue, repair, and check-out all books.
 - 4. To promote the use of the church library throughout the church.
 - 5. To recommend library personnel to the Nominating Committee as needed.
 - 6. The Media Center Director shall serve as an ex-officio member of this committee.

SECTION 12. Missions Committee

- A. Shall consist of nine (9) or more members.
- B. Serve the church in establishing and conducting such mission projects as may be assigned to it.
- C. Make whatever surveys and analyses necessary.
- D. Work with church council in coordination of work of this committee, with the mission activities of other church program organizations.

- E. When and as needed, this committee shall procure facilities, prescribed operating procedures and operate mission projects assigned to it by the church.
- F. The Mission Committee accepts appropriate responsibility for starting new churches in proper relationship to church program organizations.
- G. This committee shall communicate with the associational mission committee, as needed, concerning mission needs in the association. It interprets these needs to the church and responds as authorized by the church.

SECTION 13. Nominating Committee (Appointive)

- A. Shall consist of six members.
- B. Deacon Chairman, Deacon Vice-chairman and Deacon Secretary shall appoint the nominating committee names and shall be voted in place by the church body no later than March 1 of each year.
- C. This committee shall be for a one-year tenure.
- D. This committee shall recommend for election heads of Sunday School, who when elected by the church, become members of this committee.
- E. Shall recommend all regular and standing committee nominations.
- F. Shall appoint committee chairmen to assure compliance with Article IV, Section 1.

SECTION 14. Personnel Committee

- A. Shall consist of six (6) members
- B. Prepare job descriptions for full and part time employees.
- C. Recruit and interview prospective employees and recommend the employment of all church employees, with the exception of pastor, associate pastor, minister(s) or director(s) of music, education, and students.
- D. In cooperation with the Budget-Stewardship Committee, recommend salaries and benefits for employees except pre-kindergarten..
- E. Develop and recommend a personnel policies and procedures manual, including hours, vacations, holidays, and absences.
- F. Regularly review these policies and recommend any changes deemed necessary.
- G. No person employed by the church or members of their immediate family may serve on the Personnel Committee.
- H. Evaluate Pastor's job performance annually and review results with pastor.

SECTION 15. PreKindergarten Committee

- A. Shall have six (6) or more members on committee.
- B. Serve as liaison committee between church and the Pre-Kindergarten, under the general direction of the Pastor or his ministerial staff appointee and the Pre-Kindergarten Director.
- C. Work with the prekindergarten director to determine needs and to formulate and recommend to the church all plans, programs and polities of the prekindergarten.
- D. Give general direction to the prekindergarten, in and through the prekindergarten director and the minister of education.
- E. Work with the Personnel Committee in recommending PreKindergarten workers to church for employment, and their terms of employment.
- F. Make all recommendations to the Budget Committee as to PreKindergarten salaries.

- G. The Pre-Kindergarten employees and members of their families may not serve on the Pre-Kindergarten Committee during the time they are employed by the Church/Pre-Kindergarten.
- H. The Pre-Kindergarten Director shall be an ex-officio member of this committee

SECTION 16. Nursery/Preschool Committee

- A. Shall be composed of six (6) or more members.
- B. Recommend and publicize nursery/preschool policies and procedures.
- C. Recommend the purchase of furnishings and supplies in the preschool areas, i.e. birth through 5 year old departments.
- D. Coordinate space assigned to Nursery/preschool work.
- E. Work with the church personnel committee to select, train and supervise employed nursery/preschool workers.
- F. Work with Personnel Committee to make recommendations to the Budget/Stewardship Committee as to paid childcare salaries.
- G. Childcare employees and members of their family may not serve on the Nursery/Preschool Committee.
- H. The Nursery Coordinator, Pre-Kindergarten Director and Preschool Division Sunday Director shall be ex-officio members of this committee.
- I. Nursery shall be open for scheduled church services and church-wide functions only unless prior arrangements are made. Three week notice must be given. At least two workers must be present, one being an adult who is a regular nursery worker. Church is responsible for paying workers for church services and church-wide functions only. Groups scheduling extra activities are responsible for paying workers.

SECTION 17. Property Committee

- A. Shall consist of nine (9) or more members.
- B. Responsible for maintaining all church properties for ready use.
- C. Recommend policies regarding use of properties and equipment.
- D. Supervise maintenance personnel.
- E. Assign responsibilities to appropriate committee personnel for supervision.
- F. Supervise purchase and use of maintenance supplies.
- G. Recommend to personnel committee the employment, training and supervision of maintenance personnel.
- H. Develop and initiate scheduled cleaning procedures.
- I. Develop and recommend, in cooperation with appropriate church leaders, policies for the use of church facilities and equipment; musical equipment; church weddings; use of building by community groups; and borrowing of church equipment.
- J. Request and administer maintenance, furniture and equipment budget.
- K. Develop safety measures for fire, theft, and damage.
- L. Develop a checklist for periodically checking upkeep of church lighting, heating, cooling, and plumbing systems.

SECTION 18. Recreation Committee

- A. Shall consist of six (6) or more members.
- B. Shall be responsible for the formation of policies and procedures for the use of the Activities Building.

- C. Shall work with the Fellowship and Youth Committees in supplying equipment and supervising recreation for church activities.
- D. Shall help in the organization and supervision of church athletic teams participating in leagues and the issuing of equipment.
- E. Shall bring recommendations to the Budget/Stewardship Committee regarding the financial needs of the church recreation.
- F. The Pastor and Minister to Students shall be ex-officio members of this committee.

SECTION 19. Scholarship Committee

- A. Shall consist of three (3) or more members.
- B. Shall administer monies donated to the First Baptist Church Scholarship Fund.

SECTION 20. Teller Committee (Standing)

- A. The Teller Committee shall consist of six (6) or more members.
- B. Retrieval of the money bags from the bank and delivery to the church for counting shall be made by a committee member and a witness who is a church member (not by his or her family member.)
- C. Not less than two members shall be present for counting monies received. Neither Financial Secretary nor any staff member shall be a member of this committee.

SECTION 21. Transportation Committee

- A. Shall consist of six (6) or more members.
- B. Shall be responsible for the formation of policies and procedures for the use and maintenance of church owned and/or rented transportation.
- C. Shall make recommendations to the church regarding the purchase or selling of church transportation.
- D. Responsible for insuring that all operators of church owned transportation are competent and qualified, recommending to the church whatever policies needed to fulfill this responsibility.

SECTION 22. Welcoming Committee (Standing)

- A. Shall consist of 9 or more.
- B. Member of the Welcoming Committee may meet visitors in the parking lot and escort them to the Welcoming Center where they will be properly introduced to other members of the Welcoming Committee who will do their best to make the visitor feel at home.
- C. Members of the committee may complete a visitor's form on each visitor; present to them a promotional brochure about the church, a Sunday bulletin, and a map of our facilities.
- D. A member of the committee will show the visitor where the Sunday school class for each member of their family is located on the map of the facilities and where the worship center is located.
- E. Each visitor will then be escorted to the Sunday School class for their age group where they will be properly introduced to the Department Director or Department Secretary.

F. The visitor's form will be left with the Department Secretary for proper recording of the person's visit in Sunday School.

G: The Welcoming Committee will have the responsibility of depositing the bank bags into the night deposit at Bridge City Bank. The person making the deposit shall be accompanied by a witness who is a church member (not his or her family members).

SECTION 23. Youth Committee:

- A. Shall consist of twelve (12) or more members.
- B. The directors of Jr. High & High School Sunday School departments will serve on the Youth Committee.
- C. Shall give general direction to the youth program of the church.
- D. Serve as advisory committee to the Minister of Students.
- E. If the church should not have a Minister of Students, this committee will plan and execute a program for the youth.
- F. Make recommendations to program organizations in the area of youth.
- G. Give special direction to the promotion of summer youth camps, retreats, trips, and other youth activities.
- H. Assist Minister of Students in sponsoring all youth activities.
- I. Promote the formation of a "youth council" through the Sunday School departments. This council shall serve as an advisory group to the Minister of Students and the Youth Committee.

Section 24. Special Committees

A. Pastor Search Committee

1. Selection Process

A pastor search committee shall be recommended by the deacon body according to the following method. The deacon body (as a whole) shall be charged and responsible for recommending a search committee to the church body. Each deacon present and voting shall be asked to list seven (7) names from the church membership. Names on the list shall be counted and the highest five (5) names shall be nominated as the committee. The next two (2) will be alternates. The two alternates will be active in every area except voting. They will only become a voting member of the committee when an original member resigns. If anyone declines to serve, the one with the next highest number of votes will be asked to serve. After seven (7) names are chosen, they will be submitted to the church for approval by ballot. Approval will require an affirmative vote of simple majority of those members present and voting.

2. Duties

The Search committee shall be elected to seek out a suitable pastor to lead our church body. The search committee is also responsible for obtaining a previous employment record and a background check. A favorable response is needed before recommendation to the church is made. Upon approval of Pastor, the search committee will help acclimate him to the community.

B. Church Ministerial Staff Search Committee

1. Selection Process

A church ministerial staff search committee shall be appointed by the pastor, chairman and vice-chairman of the deacons. The church shall approve the search committee by majority vote during a regular or special called church conference.

2. Duties

The search committee is to seek out staff members that demonstrate an evidence of a personal call of God to minister. The search committee is responsible for obtaining a previous employment record and a background check. A favorable response is needed before recommendation to the church is made. Upon approval of staff member, the search committee will acclimate him or her to the community.

ARTICLE V. PROGRAM ORGANIZATIONS

SECTION 1. General:

All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. It is understood that the pastor is an ex-officio officer of all the organizations named, and his leadership is to be recognized in them.

SECTION 2. Sunday School:

The Sunday School shall be divided into departments and classes for all ages and conducted under the direction of the Sunday School Director for the study of God's Word. The tasks of the Sunday School shall be to teach the biblical revelations; lead all church members to worship, witness, learn, and minister daily and to lead in reaching persons for Christ and church membership.

SECTION 3. Church Training:

Church Training shall be divided into departments for all ages and conducted under the direction of the Church Training Director. This is the training organization of the church. The tasks of Church Training shall be to teach systematic theology, Christian ethics, and church polity and organization; give orientation to new church members; train all church members to worship, witness, learn, and minister daily; train leaders for the church and the denomination; discover, recruit, and train potential leaders; provide for specialized training; provide organization and leadership for special projects of the church.

SECTION 4. Church Music Program:

The church music program shall be under the direction of the Minister or Director of Music. Other officers and/or organizations shall be included as needed. The music tasks shall be to teach music and hymnody; provide music and musicians for the congregational services.

SECTION 5. Children's Ministry:

First Baptist Church Children's Ministry mission is to follow the Holy Spirit's lead in using the Word of God and age appropriate Bible based curriculum to teach and train children in a safe church environment. Children's Church provides an alternative age appropriate church service for ages 4 years old through 2nd grade on Sunday mornings following the morning music worship. Sunday night and Wednesday night children's

activities provide an age appropriate Bible lesson learning environment for children ages 4 years old through 5th grade.

SECTION 5. Students Ministry

A student ministry program shall be provided for students who have completed the 5th Grade thru completion of the 12th Grade with special considerations for College age students. This organization should fall under the direction of the Pastor, Student Minister, Student Committee, and to a larger scale the church body of First Baptist Church. It is expected that while all programs and methods may change over time, that the overall Mission and Vision of the organization shall be to adhere to the overall Mission and Vision of the Church. The Student ministry shall recruit volunteers and student leaders in order to create a level of ownership within the church. This organization and others like it shall not be considered separate from the church but considered an extension of the church. We shall see to it that Godly theology, Christian ethics, and church polity is taught. Nothing shall be taught that doesn't line up with the word of God.

ARTICLE VI ORDINANCES

SECTION 1. Baptism:

A person who receives 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, shall be received for baptism.

1. Baptism shall be by immersion in water.
2. Baptism shall be administered by the pastor or whomever the church shall authorize. The deacons shall assist in the preparation for, and observance of, baptism.
3. Baptism shall be administered as an act of worship during any worship service.
4. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the pastor and/or staff and deacons. If negative interest is ascertained, the person shall be deleted from those awaiting baptism.

SECTION 2. The Lord's Supper:

The Lord's Supper is a symbolic act of obedience whereby Christians, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate his second coming.

1. The Lord's Supper shall be observed quarterly, preferable the first Sunday of the quarter, or as otherwise scheduled.
2. The Lord's Supper shall be observed in a designated worship service.
3. The pastor and deacons shall be responsible for the administration of the Lord's Supper.
4. The deacons shall be responsible for the physical preparations of the Lord's Supper.

ARTICLE VII. CHURCH MEETING

SECTION 1. Worship Services:

The church shall meet regularly each Sunday morning and evening and Wednesday evening for preaching, instruction, evangelism, prayer, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor.

SECTION 2. Regular Business Meeting:

Regular business meetings shall be held monthly at the appointed time following the monthly deacons' meeting.

SECTION 3. Special Business Meetings:

A specially called business meeting may be held to consider matters of significant nature. The pastor may, and shall, when requested by the deacons, trustees or any church committee, call from the pulpit, or by direct mail to all members, a special business meeting, with the particular purpose of the meeting clearly stated in three consecutive services. Two (2) Sunday AM services represent one (1) announcement. Said meeting shall not occur on the same date as the third notice. Only this previously stated business may be considered at the called meeting.

SECTION 4. Quorum:

The quorum consists of those who attend the business meeting, provided it is a stated meeting or one that has been properly called.

SECTION 5. Parliamentary Rules:

Robert's Rules of Order, Revised: is the authority for parliamentary rules of procedure for all meetings of the church. A motion to suspend the rules may be made only when a quorum of 10% of the resident membership is present, and requires a two-thirds vote for approval. Unless otherwise stated in this constitution and by-laws, all business shall be conducted on a simple majority vote.

ARTICLE VIII. CHURCH FINANCES

SECTION 1. The Finance program of the church shall be supported by the tithes and offerings. Offerings for revival, missions or other special needs shall be taken at the appropriate times.

SECTION 2. The fiscal year of the church shall begin on January 1 and end December 31.

Section 3. Designated Funds

Definitions:

Restricted funds are money given by donors for a specific reason, over which the church has no discretion in the disbursement and management. Funds to outside organizations. Example: Lottie Moon, Annie Armstrong, etc.

Designated funds are church sponsored funds created for a specific purpose by the church during an official business meeting.

The church should not automatically accept restricted/designated funds as tax-deductible charitable contributions without a policy in place for receiving and disbursing such funds.

The policy for establishing new funds should be by the following steps.

1. Establish purpose for donation
 - a. Counters/Tellers will observe the donation during the counting process and determine whether the gift is to an existing or new fund.
 - b. Counters/Tellers will record and highlight the donation as a new or existing fund. Note: They are not authorized to approve a new fund.
 - c. If the donation is for a new fund the Treasurer should temporarily deposit the money in a category entitled Miscellaneous Designated.
 - d. The Treasurer should present the donation to the Budget/Stewardship committee with a recommendation.
 - e. If the Budget/Stewardship committee determines the donation is compatible with the church mission, then they will present a request for a new designated fund to the church at the next regular or special business meeting for approval and activation to receive donations over and above tithes and offerings.
 - f. If the fund is not approved by the church the donors should be contacted and encouraged to redirect the donation to an existing fund or used in the general church budget. If that is not possible the donation should be returned to donor.

2. When the budget/stewardship committee presents their recommendation to the church a complete description of the Fund's purpose, how long the fund will remain active, how any remaining funds will be handled after project is completed and what will happen to funds if project is cancelled by the church. This should be made very clear. This will assure that all donors are aware of the fund's terms.

Funds designated for specific Sunday school departments will be distributed according to department members wishes.

ARTICLE IX. AMENDMENTS

Changes in this constitution and by-laws may be made at any regular business meeting of the church, provided such amendments shall have been presented in writing at a previous meeting, and copies of the proposed amendment be furnished to each member present. Copies should also be available in church office upon request of member. Amendments to the constitution and by-laws shall be by two-thirds vote of all members of the church present entitled to vote.