

CONSTITUTION  
and  
BY-LAWS  
of  
FIRST BAPTIST CHURCH  
CORNELIA, GEORGIA

Rev 5-15-2008

BYLAWS COMMITTEE WORKING DRAFT

REV 10A, 3/15/19

PREVIOUS DRAFTS:

REV 1, 4/5/17

REV 2, 5/9/17

REV 3, 5/22/17

REV 4, 6/12/17

REV 5, 7/9/17

REV 6, 2/1/18

REV 7, 4/18/18

REV 7A, 7/15/18

REV 8, 1/21/19

REV 9, 3/4/19

Changes from REV 9, resulting from Deacon leadership meeting

Discussion, Sunday, 3/10/19, are shown using strikes, underlines, and yellow highlights

Compiled 6/13/96

# **CONSTITUTION**

## **PREAMBLE**

Believing that we have been led by the Holy Spirit to join ourselves together for the strengthening of our individual spiritual lives, for sharing with each other in the worship and praise of God, and for furthering the gospel of Christ in this community and throughout the world, we, therefore, proclaim and acknowledge our corporate existence through the adoption of this constitution.

## **ARTICLE I: NAME**

This body shall be known as The First Baptist Church of Cornelia, Georgia, Inc.

## **ARTICLE II: PURPOSE**

The purpose of this church shall be to maintain the public worship of God; to win the lost to Christ; to exemplify the standard of Christian living proclaimed in the New Testament; to teach and train those among us who are not fully mature in the Christian doctrine and practice; and to cooperate in spreading the gospel throughout the world.

The Church is a community of believers in God, as revealed in Jesus Christ, led by the Holy Spirit to function as an extension of the life and work of Jesus.

As the Church, we are called to love God with all our being, and to love others sacrificially.

We express this love in worship which glorifies God, evangelism which shares the Gospel with unbelievers, service which ministers to all the needs of others, discipleship which empowers maturing Christians, fellowship which binds us together in unity and peace, and stewardship which dedicates ourselves and all we have to God.

## **ARTICLE III: STATEMENT OF FAITH**

We believe that the Bible is the inspired Word of God, and we accept it as the basis of our faith. We believe that baptism and the Lord's Supper are the two ordinances proclaimed for us by the New Testament, and that the baptism of the New Testament is by immersion. We believe that every Christian has the obligation to witness for Christ.

## **ARTICLE IV: CHURCH COVENANT**

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

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

We also engage to maintain family and secret devotions (personal "quite time"); to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior.

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

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

## **ARTICLE V: POLITY**

This is an independent and autonomous body and is subject to no other ecclesiastical organization in any matter. This church will cooperate on a voluntary basis with other Baptist churches of like faith and order through conventions, associations, and other organizations.

## **ARTICLE VI: AMENDMENTS**

This constitution may be amended by a 2/3 vote of those voting in a regular business meeting or in a special business meeting called for the specific purpose of amending the constitution and/or by laws, subject to a quorum of 25 members as defined in By-Laws Article IV, Section 3. Proposed amendments must be made available in writing to the church membership at least two (2) weeks prior to the vote, and announcement of the upcoming vote will be made regularly through the church newsletter and from the pulpit during this two (2) week period.

## **BY-LAWS**

### **ARTICLE I: MEMBERSHIP**

#### **SECTION 1**

##### **QUALIFICATIONS:**

The membership of this church shall consist of those who:

- A) have made a public acknowledgement of their acceptance of Jesus Christ as personal Savior and Lord; and
- B) have been baptized by immersion; and
- C) have been received into the fellowship of this church by vote of the members.

In the event that a candidate for membership cannot be baptized by immersion due to physical reasons, this requirement can be waived by a vote of 2/3 of those voting at any business meeting.

#### **SECTION 2**

##### **METHODS OF RECEIVING MEMBERS:**

A candidate for membership in this church will present himself/herself to the church in any worship service in which an invitation for membership is extended. He/she may make application for membership on any one of the following conditions:

- A) by public profession of his/her faith in Jesus Christ as his/her personal Savior; or
- B) by letter of commendation from another church of like faith and order; or
- C) by statement of previous Christian experience of salvation and baptism by immersion by a church of like faith and order in cases where a letter is not obtainable; or

In case of question (Item C above) the Chairman of Deacons will appoint a committee of Deacons that, with the Pastor, will interview the applicant to determine his/her understanding and interpretation of his own baptism experience. Following this interview, the deacons will make a recommendation to the church concerning the application of membership before the application is acted on.

#### **SECTION 3**

##### **PROCEDURES FOR ACTING ON MEMBERSHIP APPLICATIONS:**

Applications for membership shall be voted on at the close of the invitational period. Applicants who come for baptism will not be in full fellowship (and will not have voting rights of membership) until the baptism has been performed. Applicants who come by letter will not be in full fellowship (and will not have the voting rights of membership) until the letter has been received. Applications for membership must receive a unanimous vote of acceptance to be accepted. In the event of a dissenting vote, the application (unless it is withdrawn by the candidate) will be referred to a committee of deacons, which shall be appointed by the pastor or Chairman of Deacons within 24 hours of the vote. This committee will investigate the application and the reason for opposition and will then

bring a recommendation to the church within 6 weeks of the original vote. Another vote on the application will then be made, and on that occasion the application will be accepted provided that it receives 2/3 of the votes cast.

#### **SECTION 4**

##### **RIGHTS:**

All church members may act and vote in the various transactions of the church with equal rights and privileges.

#### **SECTION 5**

##### **TERMINATION OF MEMBERSHIP:**

Membership may be terminated in any one of the following ways:

- A) by a letter of dismissal to a church of like faith and order. Such a letter will be sent only on the request of the receiving church and will be sent only to that church. It will not be sent directly to the member.
- B) By removal from the roll under any one of the following conditions:
  - 1) the member joins another church without receiving a letter of dismissal.
  - 2) The member dies.

All terminations will be announced or acted on at church business meetings. Terminations due to death will be announced as reported in the associational minutes. All other terminations will be by action of the church on receipt of a motion by any church members.

#### **SECTION 6**

##### **RESIDENT/NON-RESIDENT MEMBERSHIP:**

Current resident membership includes those persons who live close enough to the church to attend. If a member is in the Armed Forces, we will still report him/her on our resident church roll event though he/she “temporarily” may be located a long distance from the church. Current non-resident membership includes those persons who no longer live close enough to attend, but still retain their membership in our church.

### **ARTICLE II: CHURCH OFFICERS**

#### **SECTION 1**

##### **PASTOR:**

- A. General  
There shall be one principal pastor.
- B. Call and dismissal  
Whenever this church is without a pastor, a new pastor will be chosen and called by this church. His election will take place at a meeting called for that purpose; this meeting must be announced in every worship service for a period of two weeks prior to the meeting. Election shall be by secret ballot. Termination of relationship shall be voted on by secret ballot. A two-thirds (2/3) majority of those voting will be required to effect either a call or dismissal. The pastor thus elected shall serve a tenure of office to be determined at his own pleasure or the pleasure of the church. The pastor shall give a minimum of two weeks advance notice to the church before the effective date of his resignation. Any action relative to the dismissal of the pastor must be announced in all worship services and business meetings for a period of two weeks prior to the effective date of the action. Termination shall be effective immediately with 30 days pay.
- C. Duties  
As spiritual and administrative leader of the church, the pastor has the following duties, responsibilities, and privileges:
  - 1) He shall be responsible for leading the church in functioning as a New Testament church and will lead the congregation, the organization, and the church staff in

- performing their tasks. The pastor is the leader of worship, proclamation, education, and pastoral ministry.
- 2) He shall preside at the observance of Baptism and the Lord's Supper. In case of the absence or inability of the pastor, another ordained minister of like faith and order, or a Deacon of this church, may be authorized by the Deacons to preside.
  - 3) He shall be ex-officio member of all standing committees and boards. In this regard, the Pastor shall serve in an advisory capacity only, and shall not serve as a voting member.
  - 4) He shall have charge of the pulpit and, subject to the approval of the deacons, will select all visiting ministers, evangelists, and speakers who occupy the pulpit. This duty may be delegated to the deacons, or may be assumed by the deacons in the event of the unavailability of the pastor.
  - 5) Additional details concerning his duties, responsibilities, and privileges will be specified in a Memorandum of Understanding between him and the church at the time of his call. This memorandum will be prepared by the Personnel Committee (See Article III, Section I, Paragraph R) and will be passed on by the church in business meeting. A copy will be filed with the church clerk and a duplicate copy in the policy file. It can be updated as necessary by the church during the period of the pastor's tenure.

## **SECTION 2**

### **INTERIM PASTOR:**

When this church is without a principal pastor, an ordained minister of like faith and order may be called to serve during the period the church is seeking a replacement, and this person shall be termed "Interim Pastor." The principal tasks of the Interim Pastor will be to minister to the spiritual needs of the church; the administrative functions will be performed by the deacons. The ordinary duties of a pastor may be performed by the Interim Pastor upon authorization by the deacons.

In the event that an Interim Pastor is needed, an ad-hoc search committee shall be formed consisting of the Deacon officers plus two (2) additional active deacons to serve as members-at-large. This committee shall bring their recommendation for an Interim Pastor to the Deacons for approval, and then to the Church for a final vote for approval.

## **SECTION 3**

### **DEACONS:**

#### **A. Identity**

Deacons are ordained spiritual leaders who serve the needs of First Baptist Church, Cornelia.

#### **B. General Purpose**

The deacons shall, with the pastor, serve the church by providing the spiritual leadership for the church in attaining its purpose as set forth in the constitution. They shall be an example to the whole church.

#### **C. Qualifications**

1. A Deacon must be at least 21 years old and must have been a member of this church for at least one year and meet the Biblical qualifications of Deacon.
2. All adult members of the church are eligible for election to the Active Group of Deacons except those that have just complete a 2<sup>nd</sup> term as a part of the active group and those with unexpired terms of service.
3. Deacons shall accept the Bible as the authority for personal conduct and Church policy.

4. Deacons accept the call believing the teaching of I Corinthians 3:16-17 that their bodies are a temple of the Holy Spirit and as such must be Holy (set apart) for the service of God. This is a commitment of the heart, soul, mind, and strength to the guidance of the Holy Spirit.
5. Deacons shall truly live to the New Testament Commandment given by Jesus to His disciples, "Love one another as I have loved you, so you must love one another. By this, all men will know that you are my disciples, if you love one another." (John 13:34-35)

#### **D. Duties**

1. Service through Congregational Leadership
  - a. Deacons shall be responsible for guarding the unity of the spirit within the Church in the bonds of peace.
  - b. They are to consider and study church related matters that are brought to their attention and are to make recommendations to the church for action on those matters when they feel that such recommendations are appropriate.
  - c. They may approve items of expense in excess of the church approved budget, subject to the following limitations and procedures.
    1. The approved item must, in the opinion of the deacons, be an emergency item that should not wait for the regular church business meeting.
    2. Following such approval of an item, the deacons may carry the item to the church in business meeting for an after-the-fact approval. If the church approves the expense, such action will amend the church budget.
  - d. In the absence of the pastor or in cases where the pastor is unavailable for such selection and approval, the deacons are to select and approve all visiting ministers, evangelists, and speakers who occupy the pulpit.
  - e. Deacons shall fulfill stewardship responsibilities and shall financially support the ministries of the Cornelia First Baptist Church.
  - f. Deacons are to be responsible for the continuing operation and ministries of the church in the pastor's absence, except in cases specifically provided otherwise in these by-laws.
2. Service through Family Ministry
  - a. Deacons are to seek to know the physical needs and spiritual struggles of the members and to serve the whole church in relieving, encouraging and ministering to all who are in need.
  - b. They are to assist in the observance of the Lord's Supper.
  - c. Deacons shall lead others by example through regular attendance in Sunday School, worship services, prayer meetings, deacon meetings, and other activities and services of the Church.

#### **E. TERM AND LIMITS**

The Deacons shall serve a term of 2 years with the option of serving two terms consecutively (total of 4 years). When a deacon has served two terms, he/she will not be eligible for re-election for a period of one (1) year. (Note: If the expiring term was for a period of less than one (1) year, this restriction does not apply.)

#### **F. NUMBER**

The number of actively serving deacons shall be determined by the Deacon Nomination Committee each year.

#### **G. ELECTION PROCESS**

1. The Deacon Nomination Committee shall coordinate the annual deacon election process. The Deacon Nomination Committee shall consist of the deacon officers, pastor, and three at large members nominated by the Committee on Committees annually.
2. By the end of May, the Deacon Nominating Committee shall determine the number of deacons needed for the coming church year. The committee shall invite the church to submit nominations of candidates for the position of Deacon.
3. Submission of candidates for the position of Deacon shall be made by the end of July for the succeeding election. Any resident Church member may submit to the Deacon Nominating Committee for consideration any other resident church member qualified to perform and meet the duties of Deacon as set forth in Section D above.

4. Individuals wishing to submit a candidate for consideration by the Deacon Nominating Committee must first contact the prospective candidate to ensure that the individual feels called to serve as Deacon and that they wish to serve in that capacity. Also, resident Church members may submit themselves as candidates for Deacon upon this same basis.
5. A Deacon Candidate Form as provided shall be signed by both the person making the submission and the candidate that such contact has been made and that the candidate is willing that the name of the candidate is to be submitted to the Deacon Nominating Committee. The Deacon Candidate Form shall specifically set forth duties of Deacon in Section D above, and that the candidate prayerfully accepts these duties and responsibilities of Deacon if elected.
6. On July 31, the nominations shall be closed unless an insufficient number of candidates shall have been submitted for the number of open Deacon positions. Such submittal period may then be extended by the Deacon Body as may be necessary.
7. The completed candidate forms with the required signature(s), as set forth above shall be turned in to the church office during the prescribed time.
8. After prayerful consideration of the nominees, and with consideration given toward the duties of Deacons as set forth in Section D above, the Deacon Nominating Committee shall select the candidates and compile the slate ballot for submission to the Church for election. All of the deliberations by the Deacon Nominating Committee shall be strictly confidential.
9. On the appointed Sunday, the Church will vote for on the slate ballot of deacons presented by the Deacon Nomination Committee.
10. The church office shall distribute the names appearing on the ballot to resident Church members at least two (2) weeks prior to the vote.
11. The Deacon Nomination Committee will determine the Sunday for the deacon election in time for the the new members to take office on October 1st. An announcement would be made from the pulpit and listed in the church bulletin at least two (2) weeks prior to the time of voting. The membership would be urged to consider prayerfully their choices and special attention would be called to the spiritual qualifications a Deacon would possess.
12. New Deacons shall be ordained by the Church under the leadership of the Senior Pastor, and at a date and time, along with notice, in accordance with the current established procedure.

## **H. ORGANIZATION**

The Deacons may organize themselves and conduct their business as they see fit, subject to the following conditions:

1. They will elect a Chairman who will serve as ex-officio member of all Church committees.
2. Quorum: A majority of the deacons serving on the active group will constitute a quorum. A motion will be declared carried only if it received a majority of the votes of the total number of the active group present.
3. A Deacon Emeritus status is available for those Deacons that are not fully able to serve because of health or age limitations. Each year, the Deacon Nomination Committee will present any deacon to the deacon body to be considered for Deacon Emeritus status. Their names would then be submitted to the church for affirmation.
4. If a vacancy occurs during the term of a member of the Active Deacon Group, the Chairman of the Deacons, Vice-Chairman, and the Pastor will recommend a name(s) to the Active Deacon Group for consideration and approval to fill the unexpired term. The nominee(s) will be selected from the previously ordained Deacons not serving as a member of the active group. After approval by the active group, the nominee(s) will be presented to the church for final approval.

## **I. TERMINATION OF ACTIVE SERVICE**

1. It is vitally important that active Deacons faithfully attend meetings in order for them to be effective in their ministry and service. This being the case, the following provision addresses the situation where a Deacon does not attend meetings on a regular basis.
2. If a Deacon misses three (3) meetings in any six (6) month period, the Deacon Chairman or the Chairman's designee, shall meet with that Deacon to address the Deacon's attendance problem. The Deacon Chairman or the designee shall report the Deacon's situation and/or agreed upon resolution to the Deacon Body at their next

regularly scheduled meeting. Upon the approval of the resolution by the Deacon Body, the Deacon may be allowed to continue active service.

3. If after action is taken in accordance with Section I.1, the Deacon continues to miss meetings, the Deacon Body shall address the Deacon's attendance problem and make a decision regarding the Deacon's continued active service. If the Deacon Body elects to remove the Deacon from active service, the Deacon Chairman shall inform the Deacon of this action, and the Deacon will be replaced in accordance with Section H.4. Having been removed from active service, the Deacon shall not be eligible for election to active service again until the expiration of the remaining months of that service year plus one (1) year.

#### **SECTION 4**

##### **MODERATOR:**

The Moderator shall be the Pastor or the Chairman of the Deacons.

#### **SECTION 5**

##### **CLERK:**

The Church Clerk shall be elected by the church to serve on a church year basis. The Clerk shall be responsible for seeing that books of all official actions of the church be kept; shall keep a register of the names of those baptized, dates of admissions, dismissals, or death, together with other official records; shall issue Letters of Recommendations and Dismissal, preserve and file all communications and written reports that come before the church in Business Meetings; and mailing the request for church letters within a period of ten (10) days after the candidate has been received by letter. All books, records, etc., kept by the Clerk shall be the property of the Church. Upon the vacation of the Clerk's Office for any reason, the Clerk shall deliver to the new Clerk, Pastor, or Chairman of Deacons all books, records, etc., in hand pertaining or relating in any manner to the duties of the office being relinquished.

The Clerk shall also be responsible for providing a copy of the Minutes of the Business Meetings of the church to the Church Office Secretary to be kept on file in the office.

#### **SECTION 6**

##### **TREASURER:**

The church shall elect annually a Church Treasurer to serve on a calendar-year-basis. It is the duty of the Treasurer to provide oversight regarding the activities of the Church Business Manager, which includes but is not limited to the following duties:

Receive, preserve, and pay out upon approval by the Stewardship, Budget and Finance Committee, or as included in the Church Budget, all monies or things of value paid or given the church, keeping at all times an itemized account of all receipts and disbursements.

Payment of bills for work and expenses shall be made promptly by check, and all funds received for denominational or other causes shall be remitted at least monthly.

For any item paid from a petty cash fund, a receipt or invoice will be obtained and filed as a part of the financial records.

Any designated gift not included in the Church Budget must have approval by the Stewardship, Budget and Finance Committee prior to its acceptance as a gift to be made through the church, and any designated gift so approved shall be properly remitted immediately.

It shall be the duty of the Church Business Manager, subject to the approval of the Treasurer upon the Treasurer's discretion, to render to the Deacons an itemized report of the receipts and disbursements for the preceding month, and report shall be made to the church during Business Meetings.

Within thirty days after the end of the fiscal year, an Annual Financial Report shall be prepared by the Church Business Manager; approved by the Treasurer; approved and signed by the Chairman of the Stewardship, Budget and Finance Committee; and then presented to the church for approval. A copy of this report shall be delivered to the church and a duplicate sent to the church office for permanent filing. All books, records, and accounts kept by the Church Business Manager shall be the property of the church. The financial books of the church shall be open for inspection to all members of the church at all times.

(Note: This policy does not apply to the records of contributions by individuals).

Upon the vacation of the Treasurer's Office for any reason, all books, records, and accounts pertaining or relating in any manner to the duties of that office shall be relinquished promptly to the new Treasurer, Business Manager, Pastor, Chairman of the Deacons, or Church Clerk. The Treasurer shall be an ex-officio member of the Stewardship, Budget and Finance Committee.

#### **ASSISTANT TREASURERS:**

In addition to the Treasurer, three Assistant Treasurers shall be elected annually to serve on a calendar-year-basis, and their duties shall be to assist the Treasurer in the collection and counting of all church funds and the prompt deposit of such funds. On any occasion deemed by the Stewardship, Budget and Finance Committee to be an emergency situation, i.e., the absence by the Treasurer, any check in payment of church bills previously authorized as above set out, shall be honored when signed by at least two Assistant Treasurers.

### **SECTION 7**

#### **TRUSTEES:**

There shall not be less than three Trustees. They shall be nominated by the Nominating Committee and elected for a term of three years. The rotating plan shall be the same as that of the Deacons. Upon expiration of his/her term, the individual will not be eligible for re-election for a period of one year. They shall hold in trust the property of the church; but, they shall not have power to buy, sell, mortgage, transfer, or lease any property without specific vote of the church authorizing such action. The Trustees shall see that adequate insurance is carried on the church property at all times

### **SECTION 8**

#### **MESENTERS:**

As needs arise, the church will elect members of the congregation to serve as messengers to national, state, and local functions at which the church wishes to be represented. These messengers will be elected for specific occasions of interest to the church, and their terms of office will end with the conclusion of the function for which they were elected.

### **SECTION 9**

#### **DESIGNATED CHURCH BUSINESS MANAGER:**

**Principal Function:** To provide leadership in administering the business affairs at First Baptist Church, Cornelia.

#### **Qualifications:**

- One who exhibits a personal and growing relationship with Christ, a teachable spirit, a healthy family life, and strives toward a high standard of personal holiness. (1Tim3:2-7)
- One who is gifted and called to the ministry of administration
- One who has experience in business management
- One who has a background in church-related business management is preferred
- One who is trustworthy, self-motivated, dependable, precise, and organized
- One who desires excellence in substance and grace in practice
- One who demonstrates an appropriate level of spiritual and emotional maturity
- One who is capable of effective oral (one-on-one, small or large group) and written communication
- The candidate for this position is not required to be a church member.

**Supervision:** The Business Manager is under the supervision of and responsible to the Senior Pastor. He/She will also work closely with the Stewardship/Budget/Finance Committee, Building and Grounds Committee, Personnel Committee, the Trustees, the Deacons, and other committees as requested.

**Supervision Responsibilities:** Supervisor of all non-ministerial staff

**Responsibilities:** The Business Manager will:

- Lead FBC in planning, conducting and evaluating a comprehensive plan of business operations
- Maintain a financial record system for the church and direct its operations
- Direct the weekday operations of the church office
- Approve and expense code all vendor invoices and check requests prior to payment
- Periodically review wage and salary structure, benefits program, and personnel practices, making recommendations to the Personnel Committee
- Evaluate the church's insurance needs in cooperation with the Trustees
- Serve as purchasing agent for the church.
- Serve as the manager of the Church Website with regard to development, maintenance, content on a weekly or daily basis as necessary working closely with the Technology Committee and the Personnel Committee.
- Serve as the first contact for the management of technological equipment, and work with the Technology Committee to establish procedures for dealing with daily needs (e.g. call printer lease provider/repair person when it fails, etc.)
- Publicize the availability of Church Technology and encourage the use of segments of Church Technology as they apply to Church teaching and training.

## ARTICLE III: MINISTRY TEAMS AND COMMITTEES

### SECTION 1

#### MINISTRY TEAMS:

Ministry Teams are similar to "Ad Hoc Committees"(Section 3) in that they are established by the church in order to accomplish a specific task, or in their case, a ministry mission. Ministry Teams are flexible with regard to numbers of members; leadership structure; member's length of service if applicable; mission objectives; adjustments in mission objectives as their work progresses; determination of the duration of the Ministry Team; and the recommendation for dissolving the Ministry Team following accomplishment or tabling of its mission.

A Ministry Team shall be proposed by a group of church members that reasonably represents a cross-section of the church membership with regard to age, gender, and experience/tenure. This group shall present the team mission, specific mission objectives, proposed membership, and anticipated resource needs to a joint meeting of the Nominating Committee and the Committee on Committees for review and approval as a recommendation to the Deacons that it be established.

Upon approval by the Deacons, the Nominating Committee, the Committee on Committees, and the Deacons shall present their joint recommendation to establish the Ministry Team to the church for approval during the next available church conference. The recommendation shall include the description of the Ministry Team's mission details, membership, and anticipated resource needs

Following its approval and establishment by the church, the Ministry Team determines its leadership structure and sets out on its mission as soon as practical keeping the church informed of its activities and progress, the same as is expected from the Standing Committees and the Ad-Hoc Committees.

Ministry Teams shall present budgets every year that they are in operation for their anticipated resource needs. As they proceed with their work, they shall present requests for purchase orders along with other required documentation to cover their expenditures in keeping with their budgets, and in accordance with procedures outlined in the Church Financial Policy. Purchase requests shall be subject to the review and approval of the Church Business Manager.

## SECTION 2

### **STANDING COMMITTEES:**

The following named committees and any others that may be deemed necessary by the church shall constitute the Standing Committees. Committee members shall serve on a three (3) year rotation system, with 1/3 of the members to rotate off each year and 1/3 to be elected as new members. Unless indicated elsewhere in these by-laws, all committees shall consist of at least three (3) members. Each committee shall elect their own leadership structure. All committees shall be on the calendar year, unless otherwise indicated elsewhere in these By-Laws. All church committee members shall be selected and recommended by the Pastor and the Chairman of the Deacons.

A Standing Committee may be reorganized with regard to its title and/or mission, or dissolved, upon the recommendation of the committee leadership to a joint meeting of the Nominating Committee and the Committee on Committees for review and approval. Upon approval, the committee leadership shall present their recommendation to the Deacons for review and approval. Upon approval by the Deacons, the Nominating Committee, the Committee on Committees, and the Deacons shall present their joint recommendation to the church for approval during the next available church conference.

All committees should consider themselves as co-laborers with the Deacons and other committees in implementing the work of the Church and should keep the Deacons and other affected committees informed of their activities and progress as well as any actions or changes that may alter church life.

Standing committees shall present budgets every year for their anticipated resource needs. As they proceed with their work, they shall present requests for purchase orders along with other required documentation to cover their expenditures in keeping with their budgets, and in accordance with procedures outlined in the Church Financial Policy. Purchase requests shall be subject to the review and approval of the Church Business Manager.

Standing committees, with staff assistance, shall submit quarterly status reports to the Stewardship, Budget and Finance Committee for review and approval, including their requests regarding changes and additions to their budgets.

All committees shall inform the Deacons and enlist their support of any item requiring church action prior to bringing the item before the church for a vote.

*NOTE: The standing committees that have been redefined as ministry teams are left on this list for review purposes. The intent is to transfer their titles and descriptions over to a separate list independent of the By-Laws in order to facilitate flexibility in team missions, memberships, operations, etc. without having to update the By-Laws accordingly.*

#### **A. AGAPE MINISTRY TEAM**

This committee shall consist of a minimum six (6) active members to a maximum of twelve (12) active members. The committee may add or adjust the number of members as the committee leadership sees fit in order to accomplish its mission. The major responsibilities of this committee are:

- 1) Select, Train, and coordinate camp staff.
- 2) Planning, coordinating and overseeing the camp program.
- 3) Planning, coordinating and overseeing any other activities related to the campers.
- 4) Make recommendations to the Stewardship, Budget and Finance Committee concerning the budget for the camp and other activities.

**B. AUDIO-VISUAL COMMITTEE**

This committee shall consist of at least three (3) members. The major responsibilities of the Audio-Visual Committee are:

- 1) Be in charge of the sound system and its maintenance.
- 2) Assist the church in showing audio-visual material.
- 3) Make recommendations to the church concerning needs.

**C. BUILDING AND GROUNDS COMMITTEE**

This committee shall at least consist of three (3) members. The major responsibilities of the Building and Grounds Committee are:

- 1) To be responsible for maintaining all church properties for ready use.
- 2) To be responsible for supervising the upkeep of all church grounds.
- 3) To inspect and review the status of all church property.
- 4) To keep the church aware of the conditions and needs of the church property.
- 5) To make recommendations to the Stewardship, Budget and Finance Committee concerning the budget for the buildings and grounds of the church.
- 6) Submit quarterly reports for publication in the Good Tidings regarding projects that have been initiated; are in process; or have been completed during the quarter in order to keep the Church informed and provide adequate communication with the membership.
- 7) Make recommendations to the Stewardship, Budget and Finance Committee for review and approval regarding the need to engage outside professional architectural/engineering and/or construction assistance for projects that, in the committee's judgement, need these services in order to be accomplished successfully.

**D. BY-LAWS COMMITTEE**

This committee shall consist of at least three (3) members. The responsibilities of this committee shall be as follows:

- 1) To propose corrective actions in cases where the by-laws are not followed. The committee shall gather all possible information concerning the violation and then present the information to the Deacons; along with a recommendation for corrective action.
- 2) All proposed amendments to the By-Laws will be referred to this committee for its recommendation. The committee will present proposed amendment(s) to the Deacons for their consideration before Church action is taken on the amendment(s).
- 3) When the church wishes to formally recognize a particular interpretation of a segment of the by-laws, the question of interpretation shall be referred to the By-Laws Committee. Within 30 days, the committee shall bring to the Deacons its recommendations (and its reasoning) on the matter.

**E. CHURCH USE COMMITTEE**

This committee shall consist of at least three (3) members. The major responsibilities of this committee are:

- 1) The Church Business Manager shall compile a list of all church owned furniture and equipment, assigning a minimum dollar value to each item, and keep it up to date. A copy of the inventory record shall be kept on file in the Church Office. The Church Use Committee shall have the responsibility of auditing the inventory yearly.
- 2) This committee shall oversee, in conjunction with the Church Office, all items removed by church members or other individuals or groups.
- 3) The Church Business Manager shall supervise the cleaning of all church buildings. The Church Business Manager shall be responsible for the supervision of the custodial personnel, and shall keep the Church Use Committee informed with regard to their performance, and shall make recommendations as necessary with regard to operational changes or changes in personnel.

- 4 This committee shall work with the church office in scheduling all church or other group activities in all of the church buildings.
- 5 This committee shall maintain in the church policy file any policies pertaining to the church property and its use. Copies of this policy shall be available upon request.
- 6 The Church Business Manager shall review all request from groups to use our buildings and facilities not associated with the church and make decisions based on the Church Use File. If the Church Business Manager has a question regarding a requested use, he/she shall bring the question and associated information to the Church Use Committee for review and decision regarding approval or disapproval.
- 7 Make recommendations to the Personnel Committee when employing custodial personnel.
- 8 Make periodical reports (at least twice a year) to the Deacons concerning any decisions and activities of the committee.
- 9 Make recommendations to the Stewardship, Budget and Finance Committee concerning the budget for the purchase of new equipment or the repair of the church owned equipment unless otherwise specified in these by-laws.

**F. CHILDREN COMMITTEE**

This committee shall consist of the Minister of Children and at least three (3) church members. "Children" generally are considered to be girls and boys from infants and toddlers, on into early pre-school age through elementary school age. **and into middle school age.** The children are divided into departments/groups as determined by the Children's Committee in order to be best suited for their development and enrichment.

The major responsibilities of the Children Committee are:

- 1.) Serve as an advisory committee to the Minister of Children in helping plan all policies, programs and ministries for all children including but not limited to infants to 5th grade.
- 2.) Give guidance to the Minister of Children in planning and scheduling special opportunities with parents and workers to strengthen both the home and church.
- 3.) Recommend needed changes in equipment, personnel, furnishings, supplies, space, etc for the children's ministry.
- 4.) Along with the Minister of Children, promote and publicize the children's ministry to the general church membership and to the community.
- 5.) If at anytime the Minister of Children's position is not filled, the Children's Committee will fulfill that role until the position is filled or an alternative is decided upon.

**G. CHURCH DECORATIONS COMMITTEE - FLORAL**

This committee shall consist of at least three (3) members. The major responsibilities of the Church Decorations Committee are:

- 1) See that flowers or other decorations are provided and tastefully arranged for church worship services.
- 2) Be in charge of memorial, wedding and other flowers that are presented to the church for worship services.
- 3) See that flowers or other decorations are removed from the church when no longer useable.
- 4) Store decorations belonging to the church and see that proper repairs are made.

**H. COMMITTEE ON COMMITTEES**

The Committee on Committee shall consist of the Pastor, the Chairman of the Deacons, Church Business Manager and at least six(6) church members. Initially, the six church members shall be appointed for three (3) years; however, the term may be extended at the members request. Subsequently, a three year rotation system shall be used with one-third (1/3 of the members rotating off at the end of each church year. The Committee on Committees shall include in their report each year, a nomination of person(s) to serve on this committee for a three-year term.

The major responsibilities of the Committee on Committees are:

- 1) To recommend to the church, at the December Business Meeting, persons to fill committee vacancies caused by the use of the rotation system.
- 2) To recommend to the church persons to fill committee vacancies which occur during the year.
- 3) To study the needs and purposes of existing committees and future committees and make appropriate recommendations to the church.
- 4) To undertake the responsibility for insuring efficient use of Church resources, minimizing redundancy and fostering cooperation between Church ministries and committees.
- 5) To serve as the **Ad-Hoc** Nominating Committee as the need arises, with the following major responsibilities:
  - a. Seek out those they feel are most qualified and present to the church all offices that are filled by church election, except as otherwise provided in the church constitution.
  - b. To fill all vacancies that occur during the church year, except as otherwise provided in the church constitution and by-laws.

## **I EVANGELISM AND OUTREACH COMMITTEE**

This committee shall consist of at least three (3) members who shall be nominated by the Committee on Committees and elected by the church. In addition thereto, the WMU Director and the Baptist Men's Director shall be ex-officio members of the Evangelism and Outreach Committee. The major responsibilities of the Evangelism and Outreach Committee are:

- 1 Work with the pastor and other staff members in planning, coordinating and carrying through the work involved in revivals and other spiritual endeavors.
- 2 Work with the pastor, staff members and other church organizations involved in the outreach of the unchurched and the lost.
- 3 Work with the Outreach Ministry Team.

## **J FOOD SERVICES COMMITTEE**

This committee shall consist of at least three (3) members. The major responsibilities of the Food Services Committee are:

- 1) Supervision of the kitchen.
- 2) Decide type of food services to be offered.
- 3) Plan menus.
- 4) Purchase and prepare food and materials needed for preparation of food or supervise such.
- 5) Keep records of materials and food purchased.
- 6) Any other matters related to the kitchen part of the operation.

## **K. HISTORY COMMITTEE**

The History Committee shall consist of at least three (3) members. The major responsibilities of this committee are:

- 1) To encourage the church membership in developing an awareness of Baptist origin and Baptist heritage.
- 2) To promote and encourage the preservation of church records, books and documents of historical interest and significance by all organizations of the church.
- 3) To work with the Media Center Ministry Team in developing an historical information area for the assembling of historical materials, publications and aids to be available to the membership for reference.
- 4) To promote and encourage participation by the church membership in recognition of historical events and projects.

**L. MEDIA CENTER MINISTRY TEAM**

The Media Center Ministry Team shall consist of at least three (3) members. The major responsibilities of this committee are:

- 1) Work with the Media Center Chair in the general supervision of the Media Center and all audio-visual materials belonging to the church.
- 2) Make policies, rules and regulations concerning the Media Center and audio-visual materials. This shall be kept in the church policy file. Copies are to be available upon request.
- 3) Supervise the use of all audio-visual materials and be responsible for their upkeep and repair.
- 4) Promote the use of the Media Center among the church membership.
- 5) Publicize the availability of audio-visual materials and encourage their use in church teaching and training.
- 6) Make recommendations to the Stewardship, Budget and Finance Committee concerning needs for the Media Center.
- 7) Compile a record of Media Center property and place it on file in the church office. Keep the record current.
- 8) The Media Center Chair may enlist as many workers as deemed necessary.

**M. TECHNOLOGY COMMITTEE**

The Technology Committee shall consist of at least three (3) members. The major responsibilities of this committee are:

- 1 The Technology Committee shall manage both the physical devices and their configuration/use as follows:
  - IP network devices and the functions they provide (wiring, switches, Wi-Fi access points, firewalls, etc.). This would include internet access/service.
  - Servers including DHCP, domain(if exist) and file storage and the functions they provide
  - PCs and workstations both desktop and laptop
  - Printers and copiers
  - Security camera systems and other security devices and systems including entry/exit controls
  - Communications system including email, telephony, etc.
  - Provide oversight for the Church Business Manager who manages the Church Website with regard to development, maintenance, content on a weekly or daily basis as necessary.
- 2 Supervise the access to and usage of all Church Technology and be responsible for its upkeep and repair.
- 3 Promote the capabilities of Church Technology among the church membership, and provide for familiarization and training for those who are in committee and leadership positions, and whose training would be beneficial to their roles, at the discretion of the Technology Committee.
- 4 Assist the Business Manager in publicizing the availability of Church Technology and encourage the use of segments of Church Technology as they apply to Church teaching and training.
- 5 Make recommendations to the Stewardship, Budget and Finance Committee regarding needs for Church Technology.
- 6 Compile a record of Church Technology equipment and resources along with complete contact information, duties and responsibilities of outside professional technology providers. Compile an inventory of application software, hardware, vendors, other support systems and related systems, and update this inventory on an annual basis. Place these records on secure file in the church office in order to provide ready access as needed by the Technology Committee Chair and the Church Business Manager. Keep all of these records accurate and current.
- 7 The Church Technology Committee Chair may enlist as many workers as deemed necessary, subject to review and approval by the Church Treasurer, Business Manager and Stewardship, Budget and Finance Committee with regard to contract workers and professional service providers.

**N. LONG-RANGE PLANNING COMMITTEE**

This committee shall consist of at least six (6) members. The major responsibilities of the Long-Range Planning Committee are:

- 1) Develop an analysis of long-range church and community needs.
- 2) Recommend long-range goals to the congregation.
- 3) Recommend long-range strategies to the congregation.
- 4) Evaluate the long-range effectiveness of the church's program.
- 5) Training for new members (first year members trained by committee chair)
- 6) Responsibility of maintenance and seeking Church approval of the Vision Statement.
- 7) Responsibility of providing education, resources and assistance to all Church entities (members, committees and staff) as they relate to the long-range focus of the Church.
- 8) Provide mechanisms and guidelines for measuring progress and appropriateness of Church ministries, activities and structure as related to the Vision Statement.
- 9) The term of LRPC members shall be four (4) years. Three (3) members shall be rotated every two (2) years. This will allow for easier training and more time to complete responsibilities.

**O. MEMORIAL COMMITTEE**

This committee shall consist of at least three (3) members. The major responsibilities of this committee are:

- 1) Compile a list of suitable items which may be given as memorials.
- 2) Assist the church if needed in selecting the chosen memorial.
- 3) Work with the church if needed in presenting memorials.

**P. MISSIONS COMMITTEE**

**Purpose:** To lead First Baptist Church, Cornelia, GA in advancing the Kingdom of God.

This committee shall consist of at least six (6) members who shall be nominated by the *Committee on Committees* and elected by the church. The pastor or another staff member will serve as ex-officio members. The major responsibilities of the Missions Committee are:

- 1) Encourage a passion for missions among our church fellowship.
- 2) Coordinate mission education and opportunities for mission involvement for all ages.
- 3) Encourage and promote giving to the Unified Mission Offering.
- 4) Budget, administer and invest the Unified Mission Fund.
- 5) Develop, coordinate and evaluate a church-wide mission discipleship process.
- 6) Develop, manage and evaluate FBC partnerships in our community, region and world.
- 7) Empower and equip FBC members seeking to love the world as God loves us.
- 8) Consistently and transparently communicate mission opportunities and investments with the congregation.
- 9) Annually evaluate the FBC mission investments in order to be the best stewards of our money, time and resources.

**Q. MUSIC COMMITTEE**

This committee shall consist of at least three (3) members. The major responsibilities of the Music Committee are:

- 1) Make recommendations to the Personnel Committee concerning all music staff members and paid personnel.
- 2) Make recommendations to the Personnel Committee concerning salaries, working hours, and other terms of employment of all paid music-related personnel.
- 3) Be responsible for the maintenance, repair and tuning of all musical instruments in the church.

- 4) Make recommendations to the church concerning special (non-budgeted) purchase of robes, instruments, and other music related items.
- 5) Make recommendations to the Stewardship, Budget and Finance Committee concerning the budget for the church music department.
- 6) Arrange for housing entertainment of visiting church choirs and music groups that are guest of the church.

**R. PERSONNEL COMMITTEE**

This committee shall consist of at least four (4) members, 2 men and 2 women. The major responsibilities of the Personnel Committee are:

- 1) Assist the church in matters related to employed administrative personnel, including those called by church action.
- 2) Assist in determining staff needs, salaries, benefits and other compensations.
- 3) Assist in setting policies and job descriptions.
- 4) Develop, implement and maintain orientation sessions for each staff member with emphasis on their particular job description.
- 5) Develop, implement and maintain a progressive disciplinary action plan that provides means for instruction, motivation and constructive corrective action for staff members who are in need of improvement in their work.

**S. RECREATION COMMITTEE**

This committee shall consist of at least three (3) members. The major responsibilities of the Recreation Committee are:

- 1) Seek to meet the recreational needs of the church members and groups.
- 2) Provide recreation activities, consultation and leadership.
- 3) Work with the Stewardship, Budget and Finance Committee on any monies needed for recreational supplies.

**T. STEWARDSHIP, BUDGET AND FINANCE COMMITTEE**

This committee shall consist of at least six (6) members. The treasurer shall serve as an ex-officio member. The major responsibilities of this committee are:

- 1) Prepare a unified budget under which the church shall operate.
- 2) Take into consideration all requests from the various committees and organizations of the church.
- 3) After approval by this committee, it shall present the proposed budget to the deacons for consideration and approval not later than the second Monday in November.
- 4) The deacons shall review the proposed budget and, upon approval by the Deacons, the Stewardship, Budget and Finance Committee shall present the proposed budget to the church for approval not later than the third Sunday in December.
- 5) An announcement shall be made from the pulpit at every regularly scheduled worship service and in each church bulletin at least two (2) weeks prior to the time of voting on the proposed church budget.
- 6) Budget amendments shall be made in the same manner as the original budget as outlined in paragraphs 3, 4, and 5 above, excluding specific dates as stated therein.
- 7) The purchase order system shall be used. This shall be placed in the church policy file. Copies are to be made available upon request.
- 6) The Stewardship, Budget and Finance Committee working with the Church Business Manager shall provide oversight for all designated funds to insure that their existence and administration are in keeping with the Church Financial Policy and the current approved Church Budget.

**U. USHERING COMMITTEE**

This committee shall consist of at least three (3) members. The major responsibilities of this committee are:

- 1) Organize the total Ushering Program.
- 2) Work out a time schedule for those willing to serve as Ushers. This schedule shall be posed in the Ushers' Room and a copy given to the Church Secretary.
- 3) This committee shall prepare a policy and job description which shall be given to each usher. A copy shall be placed in the church policy file. Copies shall be made available upon request.

**V. YOUTH COMMITTEE**

This committee shall consist of at least three (3) members in addition to the Associate Pastor. The major responsibilities of the Youth Committee are:

- 1) Recommend the purchase of needed furnishings and supplies.
- 2) Coordinate space assigned to youth work.
- 3) Communicate regularly with the Deacons.
4. Determine, organize & plan trips, activities & training for youth.
5. Coordinate & facilitate fundraisers for our youth.
6. Assist with interviews & selection process of summer youth interns.

**W. TRANSPORTATION COMMITTEE**

This committee shall consist of at least three (3) members. The major responsibilities of this committee are:

- 1) Recommend policies and guidelines for FBC transportation.
  - 1 Charter bus and or lease vans shall be operated under supervision of Church Office Administration and in consultation with the Transportation Committee.
  - 2 Any FBC group sponsored by or connected to FBC shall request and schedule the use of a bus and/or van subject to approval by the Church Business Manager.
  - 3 FBC Church policies shall be available in the Business Office including driver requirements, safety, passenger and vehicle procedures.
  - 4 Assist in charter bus and/or lease bus transportation.

**SECTION 3**

**A. AD HOC COMMITTEES**

The following committees that are organized to accomplish a specific task or purpose, and any others that may be deemed necessary by the church, shall constitute the Ad Hoc Committees.

Ad Hoc committees shall present budgets every year that they are in operation for their anticipated resource needs. As they proceed with their work, they shall present requests for purchase orders along with other required documentation to cover their expenditures in keeping with their budgets, and in accordance with procedures outlined in the Financial Policy .

**1. PASTOR SEARCH COMMITTEE**

Should the occasion arise for the election of a pastor, the church shall elect a Pastor Search Committee in accordance with Paragraph – a. of this section. This committee shall consist of at least six (6) members from the congregation at large, and Deacon Chair as an ex-officio member. Members of the Pastor Search Committee must be at least 21 years old, and must have been a member of this church for at least two (2) years.

A Pastor Search Nominating Committee Shall be established, and they shall carry out the selection of nominees for consideration by the Church to serve on the Pastor Search Committee. The Pastor Search Nominating Committee shall consist of the Deacon Chair and the Personnel Committee Chair who will select at least three (3) additional members-at-large from the Deacons and other Church leadership.

a. Pastor Search Committee Election Process:

1. Submission of candidates for Pastor Search Committee member shall be made during the thirty (30) day period prior to committee election. Any resident Church member (Defined in By-Laws Section 6) may submit to the Pastor Search Nominating Committee a nominee who is a resident church member qualified to perform and meet the duties of Pastor Search Committee member as set forth in this section. (See item “b” of this section for the duties and responsibilities of the Pastor Search Committee.)
2. Individuals wishing to submit a candidate for consideration to the Pastor Search Nominating Committee must first contact the prospective candidate to ensure that the individual is willing to serve as a Pastor Search Committee member. Resident church members may nominate themselves as a candidate for the Pastor Search Committee. Qualifications for being nominated as a member of the Pastor Search Committee are comparable to those for being a deacon.
3. A Pastor Search Committee member Candidate Form as provided shall be signed by both the person making the submission and the candidate being submitted who has indicated a willingness that his/her name be submitted to the Pastor Search Nominating Committee. The Pastor Search Committee member Candidate Form shall specifically set forth the duties of a Pastor Search Committee member as stated in this section, and shall urge that the candidate prayerfully accept these duties and responsibilities of Pastor Search Committee member if elected.
4. At the end of the nomination period, the nominations shall be closed unless an insufficient number of candidates shall have been submitted for the number of Pastor Search Committee member positions. A minimum number of candidates shall be 2.0 times the number of positions to be filled (12). The Pastor Search Nominating Committee, as may be necessary, may then extend such submittal period. In the event that the nominating committee cannot present twelve (12) candidates after the time extension, the committee is authorized to proceed with presenting less than twelve (12), but a minimum of nine (9).
5. The completed candidate forms with the required signature(s), as set forth above, shall be turned in to the church office during the prescribed time. The Church office shall submit such candidates to the Deacon Chair for consideration by the Pastor Search Nominating Committee. After prayerful consideration of the nominees, and with consideration given toward the duties of Pastor Search Committee members as set forth in this section, the Pastor Search Nominating Committee shall select the candidates, and compile the ballot for submission to the Church for election. All of the deliberations by the Pastor Search Nominating Committee shall be strictly confidential.
6. The church office shall distribute the names appearing on the ballot to resident Church members at least two (2) weeks prior to the vote.
7. An announcement shall be made from the pulpit at least two (2) consecutive weeks, and listed in the church newsletter prior to the time for voting. The membership shall be urged to consider prayerfully their choices and special attention shall be called to the spiritual qualifications a Pastor Search Committee member must possess.
8. On the appointed Sunday, the Church shall vote by secret ballot for six (6) Pastor Search Committee members as follows:

### **Procedure for Voting**

**(i)** Church members may vote for a maximum of six (6) resident church members, no more than two (2) of which may be “members at large” not on the list of candidates presented by the Pastor Search Nominating Committee. If any ballot contains votes for more than six (6) resident church members or more than two (2) “members at large”, that ballot shall not be counted.

**(ii)** There shall be a minimum of two members per gender serving on the six (6) member Pastor Search Committee. Voting members of the congregation casting ballots are not required to vote for any minimum or maximum number of candidates by gender. The two (2) candidates per gender receiving the highest number of votes shall be elected and the remaining two (2) positions shall be filled by those receiving the next highest votes.

**(iii)** No more than one (1) member of an immediate family shall serve on the Pastor Search Committee. Immediate family members shall include: legal spouse, child (legally adopted or step-child included), mother/father, brother/sister, mother-in-law/father-in-law, son-in-law/daughter-in-law, step-mother/step-father, and half-brother/half-sister.

**(iv)** The Deacon Chair shall appoint a committee of Deacons to count the ballots immediately after voting and shall report the results to the church in such time and form as it deems appropriate.

**(v)** The Pastor Search Nominating Committee is further authorized to make such decisions of procedure as necessary and as it deems appropriate to facilitate and clarify the voting process and to address any matters not included herein.

The six (6) receiving the highest number of votes as set forth above shall serve as the Pastor Search Committee along with the Deacon Chair serving as an ex-officio member

- b) Receipts for expenses incurred by members of the Pastor Search Committee doing the work of the committee shall be submitted to the Church Business Manager for reimbursement in accordance with guidelines which the Pastor Search Nominating Committee establishes.
- c) It shall be the duty of this committee to investigate, select and recommend to the church a suitable person as the senior pastor. When the committee feels that they have found the candidate that the Lord has called to this position, they shall notify the Personnel Committee of their selection and cooperate with them in whatever negotiations are appropriate.
- d) When the Pastor Search Committee and the Personnel Committee have completed their negotiations and have a recommendation, they shall jointly present their recommendation to the Deacons for approval at either a regular or called meeting, at the discretion of the Deacon Chair.
- e) When such a recommendation is ready to be presented to the church, it shall be the duty of the Deacon Chair to call the church into conference to hear the joint recommendation of the Pastor Search Committee, the Personnel Committee, and the Deacons. Notice of such a recommendation shall be given from the pulpit at least two (2) consecutive weeks and announced in the church newsletter prior to the time for voting. The Pastor Search Committee shall plan how best to communicate to the church membership the qualifications of the prospective senior pastor.
- f) Only one person at a time shall be recommended for consideration as senior pastor. Should the recommendation be approved by a 2/3 majority of those members present the call shall be extended.

- g) Should the church fail to approve the recommendation of the Pastor Search Committee by a 2/3 majority of the members present, the moderator shall declare the motion not carried and the conference shall be adjourned without debate. A new Pastor Search Committee shall then be elected following the procedure outlined in Paragraph – a. of this section.

## **ARTICLE IV: ORGANIZATIONS**

### **SECTION 1**

#### **GENERAL**

All organizations are subject to control by the church and are responsible to the church. The church will sponsor those organizations named in this article and such other organizations as it may see fit to create. Authority to create and disband organizations lies exclusively in the church. No other individual or group may create an organization that is to be sponsored by the church or is to speak or act on behalf of the church. All officers of church organizations will be members of the church, except during temporary periods when it may be necessary to fill positions on an interim basis.

### **SECTION 2**

#### **SUNDAY SCHOOL**

There shall be a Sunday School which shall hold regular meetings on Sunday mornings. The tasks of the Sunday School will be to:

- a) teach the biblical revelation;
- b) establish and cultivate prospects for the church; and
- c) encourage all church members to witness and worship regularly.

### **SECTION 3**

#### **WOMEN'S MISSIONARY UNION**

There shall be a Woman's Missionary Union which will hold regular meetings at such times as shall be determined by that organization. Its tasks will be to promote and encourage participation and involvement by the entire church in local, state, national and world mission endeavors by:

- a) teaching missions;
- b) engaging in mission action;
- c) supporting world missions through prayer and giving;
- d) providing organization and leadership for special mission projects of the church when requested; and
- e) providing such mission organizations as may be approved by the church.

### **SECTION 4**

#### **MEN'S MINISTRY TEAM**

There shall be a Baptist Men's Organization which will hold regular meetings at such times as shall be determined by that organization. Its tasks will be to promote and encourage participating and involvement by the entire church in local, state, national and world mission endeavors by:

- a) teaching missions;
- b) engaging in mission action;
- c) supporting world missions through prayer and giving;
- d) providing organization and leadership for special mission projects of the church when request; and

## **SECTION 5**

### **MUSIC DEPARTMENT**

There shall be a Church Music Department. It will provide for an adult choir and such other choirs as the church may authorize upon recommendation by the Church Music Committee. Its principal tasks will be to:

- a) teach music to choir members;
- b) provide music and musicians for the congregational services;
- c) lead members to participate in hymn singing;
- d) provide organization and leadership for all church sponsored music programs; and
- e) represent the church in community music activities.

## **ARTICLE V: MEETINGS**

### **SECTION 1**

#### **REGULAR BUSINESS MEETINGS:**

Regular business meetings of this church shall be held as scheduled, typically, during or after Sunday services, a minimum of three (3) per church year. All business affairs of this church may be discussed and acted on at these meetings, unless otherwise provided in these by-laws. The tradition of the church is that the church wants to vote after worship on all major decisions - such as - Major expenses not in the budget (out of reserve account), deacons, staff members, financial and personnel matters, Bylaws revisions, and budget.

### **SECTION 2**

#### **SPECIAL BUSINESS MEETINGS**

A special business meeting may be called by:

- a) the Pastor; or
- b) the Chairman of the Active Deacons, or
- c) a resolution of a majority of the Active Deacons.

A special business meeting must be announced at a regularly scheduled worship service at least two (2) weeks prior to the meeting and at every scheduled worship service within this period prior to the meeting. The announcement must state the items to be acted on. No other business can be transacted at a special business meeting except the business directly pertaining to the announced purposes of the meeting.

### **SECTION 3**

#### **QUORUM**

The quorum for a business meeting shall be 25 members. If a quorum is not present, the meeting shall be held the following week. At that time, if a quorum of members is not present, the meeting shall be rescheduled by the Business Manager who will work with the Pastor and Deacon Chair to make contacts and select meeting dates in order to provide the best assurance of meeting the quorum requirement. Regardless of the number of attempts to schedule a business meeting, there must be a quorum of 25 members in order to conduct church business.

### **SECTION 4**

#### **VOTING PROCEDURES**

Secret ballot shall be used on financial or personnel matters. Every member of the church shall be entitled to one (1) vote each time a vote is taken. All motions will be declared carried if they receive a majority (50% plus 1) of the votes cast, except where provided otherwise by the constitution or these by-laws. Church members must be present to vote.

## **SECTION 5**

### **POSTPONED MEETINGS**

Any regular business meeting may be postponed by a majority vote of the deacons. In this case, the meeting will be held the following week. Business meetings may not be postponed except:

- a) by vote of the deacons as provided in this section; or
- b) for lack of quorum as provided in Section 3 of this article.

## **SECTION 6**

### **MOTIONS**

Any committee, organization, or other agency of the church can bring recommendations or make motions at any regular business meeting or any special business meeting, within the limitations of Section 2 above.

Any individual church member can bring motions to the floor in any regular business meeting or any special business meeting within the limitations of Section 2 above. In this case, any member can request that the motion be referred to the deacons for their recommendation before a vote is taken. If such a request is made, no further discussion or action will be taken at that meeting and the motion will be referred to the deacons for study. The deacons must then bring their recommendation on the matter within 30 days. If they fail to do so, the motion can then be called to the floor for debate and action. If a member makes a motion and there is no request for referral to the deacons, the motion can receive full discussion and action at the meeting.

## **ARTICLE VI: DISCIPLINE**

### **SECTION 1**

#### **PARLIAMENTARY PROCEDURE**

All business meetings of the church will be conducted according to the provisions of Robert's Rules of Order.

### **SECTION 2**

#### **CALENDAR**

The church will observe three types of years: the calendar year, the Church year, and the fiscal year. The calendar year will be from January 1 through December 31, inclusively. The Church year will be from October 1 through the following September, inclusively. The fiscal year will be from July 1 through the following June 30, inclusively.

### **SECTION 3**

#### **AMENDMENTS**

These by-laws may be amended by a 2/3 vote of those voting in a regular business meeting or in a special business meeting called for the specific purpose of amending the constitution and/or by-laws. Proposed amendments must be made available in writing to the church membership at least two (2) weeks prior to the vote, and announcement of the upcoming vote will be made regularly through the church mail-our bulleting and from the pulpit during this two (2) week period.

### **SECTION 4**

#### **LICENSING AND ORDAINING**

Any member who gives evidence that he is called of God to preach may be licensed to preach the gospel. If the church feels that one of its licensed preachers, or anyone of its members possess the scriptural qualification for full ordination, it shall call a council of ministers to examine the qualifications of the candidate with full authority to go forward with the ordination service.

### **SECTION 5**

#### **VOTING**

A majority of members voting in any business meeting is sufficient to bind the church on any motion, except where otherwise provided in the constitution and by-laws.

## **SECTION 6**

### **FILES**

In addition to the usual files pertaining to the orderly execution of church business, the church general secretary will be responsible for maintaining the following two special files:

- a) Policy File – This file will contain a copy of each policy, procedure, or agreement entered into or adopted by the church or any of its authorized agencies. (Legal documents are specifically excluded from this file.) This will include:
  - 1) church constitution and by-laws;
  - 2) Memoranda of Understanding between the church and the pastor or other church employees (see, for example, Article II, Sections 1 and 2);
  - 3) Job descriptions for all church employees;
  - 4) Policies for use of kitchen, sanctuary, fellowship hall, visual aids equipment, van, and other items of property, as approved by the church or established by an authorized agency. This file is to be maintained in a current status and updated within two (2) weeks of any action taken. It is to be available for inspection by the church membership.
- b) Minutes File – This file will contain the actions taken in church business meetings. It is to serve as an index to the official church minutes. It will contain a record of all substantive actions taken by the church. It will contain either the precise motion or a summary of its contents for every motion adopted by the church. (Motions to accept members, approve letters, approve reports, and to adjourn will not be reported.) The file will be kept chronologically and will be updated within two (2) weeks of each business meeting. It will be available for inspection by the church membership.

## **SECTION 7**

### **CHURCH MINUTES**

A copy of the business meeting minutes will be kept on file in the church office and should be provided to the church secretary by the church clerk.

## **SECTION 8**

This constitution and by-laws shall be effective upon adoption by the church and shall supersede all by-laws and Rules of Order and any amendment thereto previously in effect.

## **END OF SECTIONS**