

**CONSTITUTION AND BY-LAWS  
OF  
FIRST BAPTIST CHURCH OF SHALLOTTE**

**CONSTITUTION**

**ARTICLE I. NAME**

This Church shall be known as the First Baptist Church of Shallotte, North Carolina.

Vision Statement: First Baptist Church of Shallotte is committed to making Jesus Christ known in relevant ways in order to help people become fully devoted followers of Christ.

**ARTICLE II. PURPOSE**

The purpose of this body shall be to provide regular opportunities for, and the guidance of, people in public worship of God in Jesus Christ as contained in the Holy Bible; endeavor to sustain the standard of the New Testament Church in the observance of the ordinances, teaching, doctrine, and ethics; preach the Word of the Saving Power of Jesus Christ and the Gospel Revelation in Him; and to channel its offerings to the support of a world-wide mission program in an effort to witness to every lost person.

**Mission Statement:** Love God. Love One Another. Love the World.

The Doctrinal Statement of the First Baptist Church of Shallotte is the most recent “Baptist Faith and Message” adopted by the Southern Baptist Convention.

**ARTICLE III. CHURCH COVENANT**

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

We 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, to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and personal devotions; 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 IV. STATEMENT ON MARRIAGE, FAMILY, AND SEXUALITY.**

We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one birth's gender is immoral and therefore sin. This doctrinal statement guides our policies on weddings, funerals, events, and other facility use. See Facility Use Policy for more information.

#### **ARTICLE V. MEMBERSHIP**

Section 1. **CONSTITUENCY:** The membership of this church shall consist of persons who have given evidence of acceptance of Jesus Christ as their personal Savior; who have been baptized by immersion; who have subscribed to the covenant and constitution of this Church, and who have been received by vote of the Church.

Section 2. **ADMISSION OF MEMBERS:** All persons must present themselves to the Church for membership. Deviation from this will be only in case of extreme illness, and in such case the decision shall be made by the Pastor and the active Body of Deacons.

A. **Profession of Faith:** Persons who have been convicted by the Holy Spirit and make their decision to accept and follow the Lord Jesus Christ publicly known by presenting themselves to the Church and request membership in this Church may be accepted under watch-care awaiting baptism. After such persons have been baptized, then they shall become members and be extended the right hand of fellowship. Failure to be baptized after two opportunities may terminate application for membership. The Pastor will make the decision.

B. **Letter:** Members of other churches of like faith and order may be received by vote of the Church upon receipt of letters of dismissal from their respective churches.

C. **Statement:** Those who have once been members of Baptist churches, and due to peculiar circumstances are unable to obtain regular letters of transfer, or who have been immersed and joined churches of other faiths and practices, upon a statement of their experience, and upon satisfactory evidence of a change of heart, Christian conduct, and Spiritual faith, may be received into our fellowship.

Section 3. **DUTIES:** Members are expected to be faithful in all the duties essential to the Christian life; to contribute regularly and systematically to its support and Kingdom causes; to share in its

organized work and to support the Church program.

Section 4. VOTING RIGHT: In considering the rights involved, members and members only sixteen (16) years of age and older, may act and vote in the transactions of the Church.

Section 5. TERMINATION OF MEMBERSHIP: All requests for withdrawing from the fellowship shall be presented in a proper manner.

A. Transfer of Letter: Letters of transfer may be granted upon request to any church of like faith and order for members in good standing. When letters are granted, membership in this Church will terminate.

B. Certificate of Membership: When a member of this Church joins a church of different faith and order, membership in this church shall cease. If requested, a certificate of church membership, or letter of commendation, may be furnished with which the member was united.

C. Personal Request for Letter: Letters of transfer shall not be granted to members who have not united with another church. Deviation from this rule shall be only by decision of the Body of Deacons. Members who are granted letters by personal request shall continue to be members of this Church until such letter is placed in another church of like faith and order, or the member has joined another church of different faith.

D. Personal Requests for Termination of Membership: Termination of membership may be granted if request is presented in written form to the active Deacon Body or the Pastor. Reinstatement of membership must be approved by the active Deacon Body and the Church in conference.

Section 6. DISCIPLINE: In no case shall any disciplinary action be taken except such as is recommended by the active Body of Deacons after prayerful, profound study of each case. If any member shall purposely disclaim this Church, openly subverts the mission of this Church, or openly engages in an immoral lifestyle in disobedience to Scripture, after every Christian effort to reason with such member has been exhausted, the member shall be subject to disciplinary action in keeping with Matthew 18:15-18.

## **ARTICLE VI. MEETINGS**

Section 1. Regular meetings shall be provided for the purpose of Worship, Teaching, and Fellowship.

Section 2. This Church shall hold regular conference at which time the material and spiritual condition of the Church will be discussed and plans projected for progress of Kingdom endeavors.

Section 3. The Church may be called into Special Business Session when necessary. Such meeting may be called by the Pastor and/or the active Body of Deacons upon their request. A business meeting shall be called by the Pastor and/or the active Body of Deacons upon request in writing

of any group of adult members in good standing comprising not less than fifteen members whose signatures shall be on the request which shall set forth the reason for requesting a called business meeting.

Section 4. Other meetings of the Church as a whole or groups of the Church shall be set according to the needs and wishes of the Church or portion of membership affected.

Section 5. All meeting of the Church or groups thereof not set forth in the Church calendar shall be cleared through the Church office to avoid conflict with a previously scheduled meeting.

## **ARTICLE VII. ORGANIZATIONS**

Section 1. LEADERSHIP: Leaders serve at the discretion of the Nominating Committee. In order to serve as a ministry leader, committee chairperson, or primary teacher in Sunday School, a person must have been a member for at least one year and have demonstrated the characteristics of a Christian leader. Exceptions may be made at the discretion of the Pastor and the Nominating Committee.

Section 2. SUNDAY SCHOOL: The Church shall maintain a regular Sunday School program which shall be conducted in its general function according to the direction of the Church.

A. The purpose of the Sunday School is to provide regular periods of teaching Bible truths in order to challenge Christians to a more complete dedication and to lead the unsaved to an acceptance of the Lord Jesus as their personal Savior.

B. The Holy Bible shall be the textbook; however, other material may be used in conjunction therewith provided that such material shall not be contrary to the Baptist interpretation of the Bible in doctrine or spirit.

C. The Church appointed director of the Sunday School shall be the Sunday School Director; teachers and all subordinate offices shall be filled by volunteer, unpaid workers who are members of this Church.

D. Each class shall have only one primary teacher. All teachers shall be elected by the Church. Guest speakers and substitute teachers may be used, provided that they are first approved by the Sunday School Director and/or the Pastor.

E. Attendance of Sunday School members shall be voluntary and no physical, social, civil, or ecclesiastical pressure shall be employed.

F. The general officers shall be according to the Sunday School organization as set forth by the Southern Baptist Convention.

G. Each class shall have an assistant teacher when it is possible to obtain a qualified person.

Section 3. DISCIPLESHIP TRAINING: The Church shall maintain a regular Discipleship Training program which shall be conducted in its general function according to the direction of

the Church.

- A. The purpose of Discipleship Training shall be to enlist, equip, inform, and train potential Church leaders and grow disciples for the work of the ministry and the application of Scripture to everyday life.
- B. The Holy Bible and other literature furnished by the Church shall be used; however, other material may be used in conjunction therewith, provided that such material shall not be contrary to the Baptist interpretation of the Bible in doctrine or spirit.
- C. The Church-appointed director of Discipleship Training shall be the Discipleship Training Director. The office of director and all subordinate offices shall be filled by volunteer, unpaid workers who are members of this Church.
- D. All general officers and department officers shall be elected by the Church.
- E. The organization and program shall comply with the current Baptist Discipleship Training Manual.

Section 4. MEN'S MINISTRY: The Church shall organize and maintain a Men's Ministry program which shall be conducted in its general function according to the direction of the Church.

- A. The purpose of the Men's Ministry is to enlist and equip the resident members of the Church in a program of evangelism, missions, and fellowship, to reach men for Christ, and to encourage every man to grow in their relationship with God.
- B. The literature used in conjunction with the Holy Bible shall be furnished by the Church. However, other literature may be used therewith, provided such material shall not be contrary to the Baptist interpretation of the Bible in doctrine or spirit.
- C. The Church-elected Director of the Men's Ministry is the Director. He is recommended by the Nominating Committee and shall be a member of this Church. The Men's Ministry Director shall submit names for leadership roles to the Nominating Committee.
- D. All officers of the Men's Ministry shall be filled by volunteer, unpaid workers, and shall be members of this Church.

The Men's Ministry, its Director, and officers shall follow the guidelines found in the Ministry Description for these positions put forth by the Church Nominating Committee.

Section 5. WOMEN'S MISSIONARY UNION (Ladies Ministry): Women's Missionary Union of First Baptist Church is an organization which affiliates with the Southern Baptist Convention and the North Carolina Women's Missionary Union.

- A. The general purpose of the Women's Missionary Union is to enlist the resident female members of the Church in a program of missions, training, giving, and activity according

to plans accepted by the Southern Baptist Convention.

B. The Church-elected leader of Women's Missionary Union is the Director. She is recommended annually by the Nominating Committee and shall be a member of this Church. The Director shall submit names for leadership roles to the Nominating Committee.

The Director of Women's Missionary Union, its members, and leaders shall follow the leadership guidelines found in the Ministry Descriptions for these positions put forth by the Church Nominating Committee.

Section 6. MUSIC DEPARTMENT: The entire program of music and choir shall be under the immediate supervision of the Minister of Music in cooperation with the Pastor. All choir members shall be volunteer and unpaid.

## **ARTICLE VIII. CHURCH OFFICERS**

Section 1. OFFICERS: The officers of this Church shall be the Pastor and other vocational leadership as needed: Deacons, Trustees, Clerk, Treasurer, Historian, Sunday School Director, and Church Nursery Director. Election and duties are provided for in the By-Laws.

A. These are stipulated as major offices, and no person may hold more than one such office at the same time except in the case of a Deacon or Trustee. A Deacon or Trustee may hold no more than one other major office.

B. Vocational Leaders: As the need arises, the Church may employ or appoint a Minister of Music, Educational Director or such other professional workers as may be necessary in keeping with personnel policies adopted by the Church.

## **ARTICLE IX. COMMITTEES**

Section 1. Standing Committees: These committees exist to facilitate other ministries in the Church. The Church shall elect such Standing Committees as may be deemed necessary to carry on efficiently and effectively the various phases of the Church program. The Church shall at all times have the following Standing Committees: Nominating, Budget and Finance, Building and Grounds, Constitution and By-Laws, Personnel, Youth Council, Bereavement, Executive, Baptism, Public Relations, Flower, Usher, Community Benevolences, Facility Development, and Deacon Selection Committee.

Section 2. Other Committees and Teams: These may be developed by the Church at different times to fulfill specific ministries, responsibilities and needs of the Church. These include but are not limited to the following: Athletic, Fund Raising/Debt Retirement, Vision, Welcoming, Special Events (Holiday), Drama, Information Technology, Evangelism, and Kitchen.

Section 3. Election and Duties of Committees: These are provided for in Nominating Committee Descriptions of Duties.

## **ARTICLE X. GENERAL AND MISCELLANEOUS**

### **Section 1. AFFILIATION WITH ASSOCIATIONS AND CONVENTIONS:**

A. The Church is a member of the Brunswick Baptist Association, State Baptist Convention, and Southern Baptist Convention, and shall strive to actively participate in its program through our duly elected messengers and our support of the causes which these organizations represent.

B. The Church may withdraw from affiliation with the Brunswick Baptist Association in order to join another Baptist Association of like faith and order by a majority vote of the members present at any regular Church conference.

C. The Church may withdraw from affiliation with the Association and/or conventions by a vote of two thirds of the resident church membership at a special called conference. Each resident member shall be notified by mail at least fifteen days prior to such conference.

(1) In the event that such action is taken for the purpose or intent of deviating from the nature of a Southern Baptist Church and vote is less than 100 percent of the resident Church membership, the entire property use of same shall be vested in that portion of the membership which shall agree to continue to use the property for the purpose for which it was originally secured and used up to that time.

### **Section 2. CONSIDERATION OF NEW MATTERS:**

A. It shall be the policy of the Church to refer new matters when necessary to the appropriate Committee for prayerful and careful study and to make proper report or recommendation at such time as may be specified. After proper consideration of recommendations, the Committee shall make recommendation to the Church in session.

B. It is the privilege of any member in good standing to present any matter which, in his or her judgment, should claim the attention of the Church.

**Section 3. LICENSE:** When a member announces to the Church that he feels the call to the ministry, the Church, by majority vote, may license him as an acknowledgment of his call to the ministry and encouragement to make preparation for it. The Clerk of the Church may furnish the member with a copy of the minutes or a certificate of license as his credentials. It is understood that the performance of civil duties by the member shall be governed by state law.

**Section 4. ORDINATION:** In the event that this Church has been requested to ordain a member who has been called into the ministry of a Southern Baptist Church, the following procedure shall be followed: the Church will express its approval by a vote of three-fourths of the members present at any regularly arranged business meeting of the Church. The Church shall then invite the Associational Council on Ordinations to examine the candidate concerning his fitness for the ministry. In the event that the Association has no such council, this Church shall invite

representatives of the neighboring churches to examine the candidate and report to the Church. In the event that the report of the committee is favorable, the Church shall then proceed with the ordination.

Section 5. SECULAR MEETINGS: No meetings of a secular nature shall be held in any of the Church buildings or on the Church property unless authorized by the Body of Deacons and by vote of the Church.

Section 6. SYSTEM OF FINANCE: The Church shall operate financially by the Unified Budget System. Offering envelopes shall be supplied to each member of the Church and Sunday School, and envelopes containing offerings may be collected through Sunday School or Worship Services. All offerings shall go into Church treasury, and no part of same shall be withheld by any Sunday School class or any other organization which might collect such offerings intended by the Church. The budget and finances of the Church shall be administered in keeping with the financial policies as adopted by the Church.

A. Designated Gifts: Gifts may be contributed to designated funds approved by the church in regular conference in keeping with the Financial Policies.

B. Special Offerings and Campaigns for Funds: The Deacons may, under unusual circumstances, authorize a free will offering for a special purpose. No campaign for funds shall be promoted within the Church except by authority of the Church in conference.

C. Paid Entertainment, Sale, Raffles, etc.: No entertainment program, meeting, or the like, for which an admission fee is charged or expected, shall be allowed in the Church buildings or on the Church property, however the Church may receive admission or registration fees for Christian conferences, meetings, and events. Neither the Church nor any organization thereof shall conduct any sale, raffle, or entertainment for the purpose of raising money for any cause without the consent of the Church in conference.

## **ARTICLE XI. ADOPTION AND AMENDMENTS**

Section 1. This Constitution shall be considered adopted and in immediate effect when two-thirds of the members present at the business meeting at which vote is taken shall vote in favor of same. This vote shall be taken not less than thirty days after formal presentation of the Constitution to the Church.

Section 2. This Constitution may be amended, altered, or repealed by a two-thirds vote of the members present at any regular business meeting of the Church, provided, however, that such amendment, alteration, or repeal be given to the Clerk in writing; this proposed change shall be presented to the Church at least thirty days prior to the time the vote is taken.

## **BY-LAWS**

### **ARTICLE I. MEETINGS**



Section 1. The regular Worship Services of the Church shall be held on Sundays. Morning Worship Service and Evening Worship Service should be held at a time agreed upon by the Church. Prayer Meeting shall be held on Wednesday evenings. Deviation from this schedule may be made upon agreement of the Church. Observances of the Lord's Supper shall be in at least one regular Sunday service of each calendar quarter. The Pastor may temporarily change this schedule and may hold observance more often should he so desire.

Section 2. Regular Business Meetings shall be held quarterly on the second Sunday night of the first month in the quarter, provided, however, that the Pastor and/or the Deacons may change one conference date at a time by giving notice to the Church on the Sunday preceding regular time of conference. The Pastor shall serve as moderator of all business sessions of the Church. In his absence or upon his request, the Chairman of the Deacons shall serve. In the absence of both, the Vice-Chairman of the Deacons or any active Deacon may serve. A quorum shall be 10 percent of the average weekly Sunday Morning Worship attendance of the previous month. Robert's Rules of Order, Revised, shall be the official guide for Parliamentary Procedure.

## **ARTICLE II. CHURCH OFFICERS**

Section 1. Election and Duties:

A. PASTOR: Whenever a vacancy occurs, a pastor shall be called by the Church to serve until the relationship is dissolved at the request of either the Pastor or the Church. In either case, at least four to six weeks' notice shall be given of termination of relationship, unless otherwise mutually agreed, with both Pastor and the Church seeking to follow the will of God and the leadership of the Holy Spirit. The personnel policy shall be followed in all cases pertaining to resignations and terminations.

The call of the Pastor shall take place at a meeting especially set for that purpose, of which at least one week's notice has been given the membership. The election shall be upon the recommendation of a special committee appointed to seek out and nominate as Pastor a minister of the Gospel whose Christian character and qualifications fit him for the office of Pastor of this Church. The committee shall bring only one name at a time for consideration of the Church, and no nomination shall be made except that of the committee. Election shall be by ballot with an affirmative vote of three-fourths of those present and voting necessary for a call. Should the one recommended by the committee fail to receive a three-fourths vote, the committee will be instructed to seek out another minister, and the meeting shall be adjourned without debate.

The Pastor shall have in charge the welfare and oversight to the Church; he shall be an ex-officio member of all organizations, departments, and committees; he may call a special meeting of the Deacons or any committee according to the procedures which may be set forth in the Constitution and By-Laws; he shall conduct religious services on stated and special occasions, administer the ordinances, minister to members of the Church and community, and perform other duties that usually pertain to that office; he shall have special charge of the pulpit ministry of the Church and shall, in cooperation with the Deacons, provide for pulpit supply when he is absent and arrange for workers to assist in revival meetings and other special services. The Pastor shall preside at all meetings of the Church except as otherwise provided in the Constitution and By-

Laws. He shall be the administrative head of the Church and shall arrange and approve all absences and vacations of all Church employees.

1. The call of other ministry staff shall follow the same guidelines as the call of the Pastor, and the duties and obligations of ministry staff will be in keeping with job descriptions and personnel policies as approved by the Church.

B. DEACONS: The Church shall have an active Body of Deacons consisting of at least five and no more than twelve men. The rotating plan shall be employed, under which a Deacon is elected to the active Body for a period of three years and then retire to the inactive Body for a period of one year before being eligible for recall to the active Body. The Chairman of the Deacons shall be elected within the Body at the first regular Deacons' meeting of the Church fiscal year. The term of office as Chairman shall be for one year. An active Deacon may retire to the inactive Body upon request to the Church in conference. Deacons shall be recalled or elected from nominees approved by the Nominating Committee which, in their opinion, meet the following standards:

(1) Bible: Acts 6 and 1<sup>st</sup> Timothy 3;

(2) Christian Practice and Church Activity:

- a. Active in the following for at least one year: Sunday School, Discipleship Training, Men's Ministry, and regular attendance in preaching services;
- b. A member of the Church for at least one year;
- c. A tither;
- d. Already shows signs of leadership in Christ's work;
- e. If married, wife a member of the Church.

Suggestions for nominees may be made to the Body of Deacons and Nominating Committee. Each nominee shall be examined by the Body of Deacons prior to presentation to the Church for election or recall.

Deacons shall at all times consider themselves as servants of the Church. With the Pastor, and as the Holy Spirit may direct, they may consider and make recommendations to the Church in matters pertaining to its work and progress, including overseeing of the discipline of the Church, and assisting the Pastor in the observance of the ordinances. In preparation of the Lord's Supper, Deacons will accept the responsibility in securing the bread and grape juice, preparing the table and elements for distribution, and collecting, cleaning, and returning all materials to the proper storage place.

Deacons shall also arrange for regular meetings and such committees as are necessary to the discharge of their duties. The Pastor or the Chairman of the Deacons may call the Deacons into special session whenever the need for such arises.

C. TRUSTEES: A committee of three Trustees shall consist of two Deacons (active or inactive) and one other church member to be recommended by the Nominating Committee and approved by the Church to serve an indefinite term as signing Trustees. Such appointment shall continue until **he** is replaced upon his or the board's request. Appointment as a signing Trustee shall terminate if such Trustee withdraws from this fellowship. The Trustees shall, as provided by

law and the action of the church, hold in trust the title to all property of the Church and shall represent the Church in all matters of legal responsibility regarding the purchase, improvement, and disposal of Church property. They shall execute all legal papers relating to the Church and to the community as the Church may direct. The Trustees shall have no power to buy, sell, mortgage, lease, or transfer any property of the Church without a specific vote of the Church authorizing such action; neither shall they have any control over the use of the Church property except by vote of the Church.

D. CLERK: The Clerk shall be elected annually. It shall be his duty to attend or be represented at all Church business meetings; to keep an accurate record of all business transactions, and to prepare the annual associational letter. The Clerk shall issue letters of dismissal as authorized by the Church, preserving all papers, valuable letters, and records that belong to the Church. It shall also be the duty of the Clerk to see that an accurate roll of the Church membership is kept with dates and methods of admission and dismissal, change in name, correct mailing addresses, and other pertinent information. The Clerk shall make a report at each business conference.

E. TREASURER: The Treasurer shall be elected annually. In the absence of or in assistance to the Financial Manager, the Treasurer's duties shall be to receive, keep in a bank and disburse by check upon proper authority, and in keeping with the church budget, all money or items of value that are given to the Church. He shall require that itemized statements and/or receipts be submitted for all disbursements and keep these items at all times. It will be his responsibility to reconcile the Church checkbook and prepare a monthly financial report to be submitted to the Church at the business meeting for approval by the Church. The Treasurer shall also communicate with department heads and the Budget and Finance Committee on a regular basis. The Treasurer's books shall be audited as arranged by the Church, and all books, records, and accounts kept by him shall be considered property of the Church. The Treasurer shall, upon invitation, meet with the Deacons, and shall be an ex-officio, non-voting member of the Budget and Finance Committee. In the absence of the Trustees, the Financial Manager and/or the Treasurer, with the approval of the Budget and Finance Committee, has the authority to make changes to current accounts for the benefit of church operations and to discuss the status of accounts with financial institutions. A Trustee cosigner is required to open or close accounts.

A listing of all contributions or gifts shall be preserved for a period of five years. Weekly total of gifts shall be recorded in the ledger with amounts entered under proper designation. At the end of each fiscal calendar year, a statement of all contributions for that year shall be supplied to each individual contributor.

**\*The terms "he", "his", "she" and "her" are gender neutral except when referring to the Pastor, Deacons, Men's Ministry Director, and WMU Director.**

F. MUSIC DIRECTOR: In the absence of a Minister of Music, an interim Music Director may be elected.

G. HISTORIAN: The Historian shall be elected annually. He shall prepare and preserve a complete and authentic history of the Church and notable activities and events of historic interest. Upon change in person holding this office, the retiring Historian should deliver to the incoming

Historian all records and collected material. The Historian should prepare an interest center on Homecoming Day or Anniversary Day as the case may be.

H. SUNDAY SCHOOL DIRECTOR: The Sunday School Director shall be elected annually in July and shall be an ex-officio member of the Nominating Committee. The Director shall have general oversight of the entire school, and shall administer its affairs in cooperation with and according to the plans and Sunday School Division of the Southern Baptist Convention subject to the approval of the Church. The Director shall become acquainted with the best methods of religious education and endeavor to adopt them in this school. It shall be the Director's duty to counsel monthly with Sunday School teachers and officers, through officers' and leaders' meetings, in the work of the school, giving advice and receiving suggestions from co-workers. The Director shall see that a full and accurate report is made of the work of the Sunday School in the regular business meetings of the Church. The Sunday School Director shall serve as a member of the Church Council.

I. DISCIPLESHIP TRAINING DIRECTOR: The Discipleship Training Director shall be elected annually in July and become an ex-officio member of the Nominating Committee. He shall have charge of the activities of Discipleship Training. He shall acquaint himself with the program and methods of the Southern Baptist Convention and shall endeavor to adopt such programs in this Church, subject to the approval of the Church. It shall be his duty to counsel monthly with his leaders and officers through officers' and leaders' meetings, giving advice and receiving suggestions from his co-workers. He shall see that a full and accurate report is given at the regular business meeting of the Church. The Discipleship Training Director shall also serve as a member of the Church Council.

J. MEN'S MINISTRY DIRECTOR: The Men's Ministry Director shall be elected annually in July and become an ex-officio member of the Nominating Committee. He shall promote the work of the Men's Ministry as outlined by the Southern Baptist Convention, seeking to enlist men and boys of the Church in an active program for Christ, overseeing the Royal Ambassadors and serving as a member of the Church Council. He shall counsel with his officers monthly. He shall see that a full and accurate report is given at the regular business meetings of the Church. Other duties of the Men's Ministry Director are outlined in the Men's Ministry description provided by the Nominating Committee.

K. WOMEN'S MISSIONARY UNION / LADIES MINISTRY: The WMU Director shall be elected annually in July and become an ex-officio member of the Nominating Committee. She shall seek to enlist all of the women and girls of the Church in a program of missions, training, giving, and activities according to plans promoted by the WMU to the Southern Baptist Convention. She shall see that a full and accurate report is given at the regular business meeting of the Church. She is a member of the Church Council. Other duties of the WMU Director are outlined in the description provided by the Nominating Committee.

L. NURSERY DIRECTOR: The Nursery Director shall supervise the nursery program during all worship services. It shall be her duty to secure in advance of each service sufficient personnel to staff the nursery adequately. Only children of nursery age (birth through three-years-old) are to be left in the nursery.

### **ARTICLE III. STANDING COMMITTEES**

Section 1. ELECTION OF COMMITTEES: The Nominating Committee shall nominate to the Church at the called August conference persons to serve for the succeeding year as chairman and members on the standing committees, and other committees and teams. The Church will then elect the personnel of the several committees. Ample opportunity shall be provided by the moderator for nominations from the floor of persons to any and all committees before vote is taken. All nominations of the Nominating Committee shall be reviewed by the Deacons in session before presentation to the Church.

Section 2. NOMINATING COMMITTEE: This committee shall consist of five persons plus six non-voting ex-officio members: Pastor, Chairman of Deacons, Sunday School Director, Discipleship Training Director, Men's Ministry Director, and WMU Director. Throughout the year, this committee shall have the responsibility of nominating to the Church persons to serve in the various capacities and positions of the Church and its organizations, and on standing and special committees vacated from time to time by removal, death, expiration of term of office, or failure to function. The Nominating Committee will request each department head to submit to them a suggested slate of nominees for each position in their respective departments each year in ample time for the committee to study and use in preparing their slate of nominations to the Church in the called August conference. All nominations of the committees shall be reviewed by the Deacons in session before presentation to the Church.

Section 3. BUDGET AND FINANCE: This committee shall consist of five persons plus three ex-officio members, namely: Pastor, Chairman of Deacons, and Church Financial Manager. The Budget and Finance committee shall meet quarterly and at such other times as may be necessary to consider the financial condition of the Church, and they shall make a report to the Church at each business conference. Only persons who are tithers may be named to this committee. It shall be the duty of this committee to prepare annually a proposed budget which shall be presented to the Deacons at their October meeting. The proposed budget will be presented to the Church at a called conference in October. The proposed new budget or any proposed alterations of the budget in use shall be reviewed by the Deacons in session prior to presentation to the Church for adoption.

Section 4. BUILDING AND GROUNDS: This committee, composed of at least three members, answers directly to the Body of Deacons. The duties in general are to oversee maintenance and upkeep of all buildings, furniture, and grounds and providing for the comfort of persons in attendance at the Church meetings. Specific individuals may be hired or contracted to clean and maintain buildings. Certain specific duties will be a normal part of the janitor's, cleaning crew or maintenance worker's duties, but this committee will be expected to see that the work is done. The Chairman will authorize normal expenditures of funds in budget allocation, but will consult with the Deacons prior to an abnormal expenditure. In the event that special projects are undertaken, the committee may request physical help from the entire Church membership. Building and Grounds is also responsible for scheduling events and collecting fees for use of the Church facilities.

Section 5. CONSTITUTION AND BY-LAWS: This committee regularly reviews and, if needed, updates the Constitution and By-Laws of the Church in order to stay current with the established purposes of the Church, the ministries, and practices of the Church, and the needs of the community. The committee seeks to communicate clearly and in a relevant way, updating the language of the Constitution and By-Laws as needed. Other committees and teams of the Church may submit to this committee updates and changes to the Constitution and By-Laws, which the committee may consider or make recommendations to the Church.

Section 6. PERSONNEL: This committee is responsible for advertising vacant positions, collecting and reviewing resumes, and interviewing prospective job applicants when applicable. Committee members meet on a regular basis and communicate with the Pastor on a regular basis regarding interviews of prospective applicants. The committee also communicates to the Church body any recommendations to fill job openings when applicable. The committee participates with the Pastor in the supervision of paid staff and represents the Church to the staff. Other duties and descriptions pertaining to Personnel Committee practices and responsibilities are explained in the First Baptist Church Personnel Policies and Procedures Manual.

Section 7. EXECUTIVE: This committee represents the church regularly at the quarterly associational board meeting. Committee members report items of interest presented at the meetings to the Church. The committee also works with the Budget and Finance committee, if applicable, in planning and administering an Executive Committee budget according to Church policy.

Section 8. YOUTH COUNCIL: The goals of this committee are to reach lost youth with the Good News of Jesus Christ, to educate youth into becoming faithful followers of Christ, encourage them to grow in Christ-likeness in both word and deed, lead them to exalt Christ through worship and celebration, and equip them to do the work of missions, evangelism, discipleship, and fellowship. The committee accomplishes these goals by planning and implementing regular opportunities to involve the Church's youth and their families in missions, Bible studies, recreation, fellowship, and worship activities on a monthly, quarterly, and annual basis. The Youth Council Chairperson is responsible for leading, planning, and organizing committee members to accomplish these goals.

Section 9. PUBLIC RELATIONS: This committee shall be composed of two members. The duties will include handling Church publicity and making announcements in the newspapers, denomination papers, radio and television. The chairman will give the Church historian copies of items of interest.

Section 10. FLOWER: This committee shall be composed of two members. Primary duties include sending letters and cards of congratulation, sympathy or information when needed. This committee will also be responsible for the placing of flowers in the sanctuary and sending flowers in the event of the death of a member or an immediate member of the family of a Church member, specified as a parent, spouse, child, brother, or sister.

Section 11. BEREAVEMENT: This committee shall be responsible for the planning, preparation, serving, and/or delivering meals, particularly in times of bereavement due to the death of a Church member or immediate family member of a Church member, or in cases of serious illness. The

committee shall meet regularly and shall keep the kitchen director and assistant kitchen director informed about items to be replaced or reordered.

Section 12. USHER: Duties of this committee will include: greeting the people as they arrive and depart, seeing that they are suitably seated, distributing programs and other materials as needed, and seeing that proper materials are in the pew or seat racks. The chairman will consult with the Pastor in an effort to comply with his wishes. The chairman will also make an effort to learn the best techniques in handling responsibilities and will instruct the committee. The members of this committee shall also be alert during services to handle cases of disturbance or emergencies properly and with dignity.

Section 13. COMMUNITY BENEVOLENCES: This committee shall be divided into two parts. The first part will consist of the Pastor, ministerial staff, the WMU director, Men's Ministry director, and the Chairman of Deacons, and will focus on community benevolence, assisting in providing needs such as food, shelter, and utilities. Funds for community benevolence will be allocated in the Church budget. The second area of benevolence will be facilitated by the Deacons and will benefit Church members in need. Proceeds for this area of benevolence will be provided by donations. For both types of benevolence, and due to the sensitive nature of this work, utmost consideration and judgment should be exercised in acting on behalf of the Church, and confidence should be maintained with persons to whom the Church ministers.

#### **ARTICLE IV. ADDITIONAL COMMITTEES AND TEAMS AND SPECIAL COMMITTEES**

Section 1. The Church may at certain times include such committees and teams to fulfill specific responsibilities and needs. These may include, but are not limited to the following: Athletic, Kitchen, Fund Raising/Debt Retirement, Facility Development, Welcoming, Special Events, Media Center, Vision, Information Technology, and Drama. Other special committees may be established for certain periods of time to meet specific obligations as desired by the Church. These committees shall be elected by the Church upon recommendation of the Nominating Committee, unless the Church directs their appointment in a different manner.

#### **ARTICLE V. ADOPTION AND AMENDMENTS**

Section 1. These By-Laws shall be considered adopted and in immediate effect if and when a majority of the members present at the business meeting at which vote is taken shall vote in favor of same. The vote shall be taken not less than thirty days after formal presentation of the By-Laws to the Church.

Section 2. Any of the rules in these By-Laws may be amended, altered, or repealed by a majority vote of the members present at any regular business meeting of the Church, provided, however, that notice and proposal of such amendment, alteration, or repeal be given in writing at the preceding regular business meeting of the Church.

Section 3. The adoption of the Constitution and By-Laws shall at all times be kept by the Clerk

among his or her records, and another copy shall be kept by the Church office, and all amendments to or revisions thereof shall, after passage by the Church, be prepared by the Clerk and posted in the copies of the Constitution and By-Laws and be made available to Church members generally upon request.

Approved in Church Conference April 24, 2022