

## **STATEMENT OF POLICY**

The First Baptist Church of Asheville  
Asheville, North Carolina

### **CONSTITUTION**

#### **ARTICLE I NAME LOCATION**

The corporate name of this church shall be “The First Baptist Church of Asheville, Inc.” The location shall be in the city of Asheville, county of Buncombe, state of North Carolina. The title to all property of the church shall be vested in the corporation as set forth in the Articles of Incorporation.

#### **ARTICLE II PURPOSE**

It shall be the purpose of the First Baptist Church of Asheville, North Carolina, to do the work committed to the church by Jesus Christ, our Savior and Lord. To that end, our objective on this earth is to share God’s love through Christ as a committed fellowship of baptized believers empowered by the Holy Spirit to:

Proclaim the gospel of abundant life through Jesus Christ;

Teach the Bible as the source of authority for Christian Faith and practice;

Assemble regularly for corporate worship and the praise of God;

Develop a nurturing community of faith in which all persons are welcome;

Minister to the spiritual, emotional, and physical needs of persons in our community and around the world;

Evangelize the lost and the unchurched;

Cooperate with other Christians in these tasks.

Every person, group, and organization within the church shall seek to build up spiritual maturity within the membership and so exemplify the spirit of Christ and His gospel as set forth in these objectives. Anything contrary to this purpose and these objectives shall be eliminated from the work of this church.

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

The New Testament is the basis for the organization and operation of this Congregation and shall serve as its Articles of Faith.

#### **ARTICLE IV CHURCH COVENANT**

Having been brought by faith and by God’s grace to receive the Lord Jesus Christ as our Savior, and by the influence of His Spirit to give ourselves up to Him, we do now with God’s help most solemnly covenant:

That we will walk together in love as brothers and sisters in Christ;

That we will exercise Christian care and concern for each other;

That in all things we will preserve and protect the true function of the church;

That we will not forsake the assembling of ourselves together for prayer and worship;

That we will faithfully and sacrificially support the missions and ministries of this church with our tithes and offerings;

That we will continue steadfastly in prayer for ourselves, for others, and for the enterprises of the Kingdom of God;

That we will share each other's joys, and endeavor, with tenderness and compassion, to bear each other's burdens and sorrows;

That we will earnestly endeavor to bring up our children and others under our care in the nurture and admonition of the Lord;

That we will seek the help of God to enable us to live holy lives, denying ungodliness and every worldly lust;

That we will strive by example and effort to lead persons to saving knowledge of Jesus Christ; and through our lives seek to live to the glory of Him who has called us out of darkness into His marvelous light.

#### ARTICLE V GOVERNMENT AND MEMBERSHIP

The government of this church is vested in the body of believers who compose it. The membership retains unto itself the right of self-government in all phases of the spiritual and temporal life of this church. Persons received by the members shall constitute the membership.

All internal groups created and empowered by the church shall ultimately report to and be accountable only to the church unless otherwise specified by church action.

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. As such, the church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches.

#### ARTICLE VI PROPERTY

It is agreed by the present membership and all persons hereafter becoming members of the First Baptist Church of Asheville, Inc., that the securing and maintaining of real, personal, and mixed property by this church shall be for the express purpose of providing facilities for public worship and the engagement upon the missionary, educational and benevolent interest of this church of the character and in the spirit of this Statement of Policy and the Articles of Faith.

If at any time this church shall determine to alter the quality of its beliefs, usages and practices so as in any important respects to be at variance with the character described in this Statement of Policy and in the Articles of Faith, and if the decision is by less than the unanimous vote of those present at a regularly announced business meeting of the church, it is understood and agreed that the title and all right to the

property of the church shall inure and remain vested in that part of the congregation which shall agree to continue to use the property for the purposes for which it was purchased and has been to that time maintained and in accordance with this Statement of Policy and the Articles of Faith.

This Article shall not be amended, altered, or repealed except by three-fourths vote of the membership present at a regularly announced business meeting of the church and then only if such proposed amendment, alteration, or repeal has been given in writing to the Pastor and church clerk and has lain on the table for a period of twelve months and no consideration of such proposal shall be voted upon until the period aforementioned has elapsed.

## ARTICLE VII CONSTITUTIONAL AMENDMENTS

This Constitution, with the exception of Article VI, may be amended, altered, or repealed by a three-fourths vote of the members present at any regularly announced business meeting of the church, provided, however, that written notice of such amendment, alteration, or repeal must be given in writing to the clerk and the proposed change shall be presented to the church at least thirty days prior to the time the vote is taken at a regularly announced business meeting of the church.

Any member may present to the Deacons a recommended change in this Constitution. Such recommendations shall be studied by the Policy Review Committee and the Deacons and, if approved, the proposed amendment shall be distributed to the membership in accordance with the requirements of the above paragraph for the consideration of the church at the next business meeting. Amendments to the Constitution become effective at the close of the business meeting at which they are adopted.

## **BY-LAWS**

### **ARTICLE I MEMBERSHIP**

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#### **A. General**

1. The membership of this church shall be composed of persons who have given evidence of regeneration, who have made a profession of faith in Jesus Christ, and who have experienced baptism by a Christian Church.
2. The membership shall determine whether candidates for membership have fulfilled the scriptural requirements for church membership.

#### **B. Candidacy**

1. Persons may offer themselves as candidates for membership in this church by:
  - a) Profession of faith in Christ and acknowledgement of His Lordship through believer's baptism. Believer's baptism is understood as baptism by any mode following a confession of personal faith in Jesus Christ.
  - b) Letter of recommendation from another Baptist church of like faith and order.
  - c) A satisfactory statement of a prior conversion experience and subsequent baptism.
  - d) A satisfactory statement of conversion in another Christian Church, provided the candidate experienced baptism as his or her church practiced it and subsequently confirmed his or her Christian commitment in a public profession of faith in Jesus Christ as Lord and Savior. Such individuals are asked to consider believer's baptism by immersion as a symbolic experience and are encouraged to attend new members' education that includes an explanation of Baptist beliefs and polity.
  - e) Restoration.
2. New Members may be received into full fellowship at any regular worship service by a two-thirds vote of the members present and voting.
3. Candidates for baptism will be immersed unless prevented by the candidate's health or infirmity. The Pastor and the Chairperson of the Deacons will determine an acceptable form of baptism should this be necessary.

#### **C. Privileges of Membership**

1. Members, and members only, are entitled to vote in all elections and on all questions submitted to the church in business session, provided the member is present or the church has made provision for absentee balloting.
2. Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church, except as specifically stated otherwise in the By-laws, and only church members may serve in elected offices.
3. Every member of the church may participate in the ordinances administered by the church.

#### **D. Termination of Membership**

1. Membership shall be terminated by any of the following ways:
  - a) death,
  - b) affiliation with another church,
  - c) personal request in writing, or
  - d) exclusion by action of the church.
2. Letters of dismissal for members in good standing may be granted to any church of like faith and order at any regular worship service.
3. When a member of this church joins a church of different faith and order, membership in this church shall terminate by common consent.
4. When a member of this church requests in writing that membership be terminated, it shall terminate by common consent.
5. The church, after due notice and opportunity for hearing and kind efforts to make such action unnecessary, may terminate the membership of persons who habitually absent themselves from the services when well and able to attend, or otherwise fail to fulfill the obligations of membership. Such action may be taken by a two-thirds vote of the members present and voting at a regularly announced business meeting of the church.

E. Watch Care Fellowship

Individuals who profess faith in Christ as their personal Savior may request the membership to place them in the Watch Care Fellowship of this congregation. Watch Care Fellowship may be approved at any regular worship service by a two-thirds vote of the members present and voting.

Watch Care Fellowship includes opportunities for service, and the support and Christian nurture of our members and staff, but does not include the privileges of membership. Opportunities for service shall include Bible study teaching and committee membership (with the exception of the Personnel, Nominating, Building and Grounds, Finance, Audit, Tellers, Partnership and Affiliations, and Endowment Committees). Watch Care members may also serve as members of the church Councils.

ARTICLE II  
CHURCH OFFICERS

A. Pastor

1. Selection

If the church is without a Pastor, a Pastor Search Committee shall be appointed to seek out an ordained person to serve in this office. This Committee shall be composed of fifteen members, the first six to be as follows: The Chairperson and the First Vice-Chairperson of Deacons, The Chairperson of the Finance Committee, the Chairperson of the Nominating Committee, the Adult Christian Education Council Director, and the Global Missions Awareness Director. The Chairperson shall be elected by the six designated members from among their number. These six shall appoint nine other members, which shall complete the committee. The Committee, after study and deliberation, shall make its recommendation to the church in conference, bringing only one person at a time.

2. Election

Upon recommendation of the Pastor Search Committee, the church shall vote to call a Pastor whenever a vacancy has occurred. This election shall take place at a business meeting called for that purpose, of which at least one week's notice shall be given by publication in a mailed communication to all the resident membership and announcement at a Sunday morning worship service. The Pastor, thus elected, shall serve until the church or the Pastor terminates the pastoral relationship.

3. Duties

The principal duties of the Pastor are to provide spiritual and administrative leadership to the church. The Pastor shall oversee the worship and ministries of the congregation and shall direct the work of the church staff. In cooperation with the Deacons, the Pastor shall be responsible for carrying out programs adopted by the church. He shall be an ex-officio member of all church committees.

4. Vacancy

During a period when there is no Pastor, or in the event of the Pastor's disability, the Chairperson of Deacons shall fulfill the Pastor's spiritual and administrative duties.

5. Interim Pastors

- a) In the event that a resignation is tendered by the Pastor or he is judged unable to continue in his role, an Interim Search & Pulpit Supply Committee (hereafter referred to as "the Committee") shall be formed by the Chairperson of the Deacons for the purpose of filling the role of worship leader of the congregation in accordance with this article.
- b) The Committee shall be made up of seven members as follows:
  - 1) Chairperson or designee of the Personnel Committee
  - 2) Chairperson or designee of the Finance Committee
  - 3) One deacon officer selected by the Officers of the Deacons
  - 4) One member of the Adult Christian Education Council selected by the members of the Adult Christian Education Council.
  - 5) Three members-at-large to be appointed by the Chairperson of the Deacons.

The Chairperson will be appointed by the Chairperson of the Deacons.

- c) Within two weeks after the Committee is formed, they shall assume the task of providing pulpit supply as the further work of the Committee is accomplished.
- d) This Committee shall evaluate the conditions surrounding the Pastor's absence and determine what they consider to be in the best interest of the church for filling the role of worship leader. The Committee may recommend the church seek an Interim Pastor or recommend the role of worship leader be filled in some other way. The Committee's recommendation will be submitted to the Deacons for approval or revision (by a majority of those present) no later than the first Deacon's meeting following the fourth full week of the Pastor's absence from the pulpit.
- e) After the above action of the Deacons, the Committee shall have the option of selecting up to four other church members-at-large that they deem would be helpful in their further work.
- f) If the Deacons direct the Committee to seek an Interim Pastor, and when the Committee is ready to present a candidate, the Committee will present its first choice to the church in

conference for consideration, discussion and vote. Concurrently with this vote, the church will consider for approval the financial package for the Interim Pastor prepared by the committee, approved by the Personnel Committee, the Finance Committee, and the Deacons.

- g) If employed, the job performance of the Interim Pastor will be formally evaluated by the Committee at six month intervals. At any time during the interim period, upon recommendation of the Committee, the Deacons may terminate the services of the Interim Pastor.

B. Staff Ministers

The church shall call such other staff ministers as its ministries require. All ministerial staff shall be recommended by the Pastor and Deacons and elected by the church in conference. They shall be assistants to the Pastor and will be under the Pastor's supervision in carrying out the programs of the church. All ministers employed by the church shall be accountable to the Personnel Committee and employed in keeping with the annual budget adopted by the church. Each shall serve until the ministerial relationship is terminated by the minister or the church.

C. Deacons: The term "the Deacons" as used in the By-Laws of First Baptist Church Asheville refers to the current group of Deacons actively serving the Church as a collective body.

1. Standards

- a) Scriptural standards for deacons are found in I Timothy 3:8-13, Acts 6:1-7, Romans 16:1-2.
- b) Church Standards for Deacons, which apply the scriptural standards to current church life, will be prepared by the Deacons and periodically updated and presented to the church for adoption. Nominees should be persons judged by the Nominating Committee to meet these standards. These standards are not intended in any way to depart from the spirit or intent of what the scriptures say about the eligibility of persons.

2. Duties

Deacons, along with the Pastor, are the spiritual servant-leaders of the church, recommending policies, leading in worship, supervision ministries and programs, and acting for the church in emergency matters or between business sessions. Their decisions shall always be subject to the final vote of the church in conference. Deacons elected by this church (active or inactive) will serve the Lord's Supper.

3. Election

- a) The Active Deacons shall consist of seventy-two (72) ordained adults who serve on a rotating basis. Each year, the term of office of one-third of the Deacons shall expire, and an election shall be held to fill these vacancies.
- b) The standard term of office shall be three years, beginning October 1<sup>st</sup> after election. In case of the death, removal, or incapacity of a deacon, a new Deacon may be chosen to fill the unexpired term (as provided in Paragraph 3f below) and to begin service on the day of election. After serving a full term or an unexpired term of more than one year, a Deacon shall not be eligible for re-election until after a lapse of one year. All terms of service will end September 30<sup>th</sup> of the expiration year.
- c) A Deacon Recommendation Form shall be made available to each resident member. A copy of the Church Standards for Deacons and a list of Deacons currently serving and of those ineligible to serve will be made available at the same time.

- d) Any church member may recommend as many deacon candidates as there are available positions. All recommendations will be referred to the Nominating Committee, whose responsibility it shall be to consider prayerfully all recommendations in light of the Scriptural Standards and Church Standards and then prepare a slate of Official Nominees for consideration by the church. Members of the Nominating Committee shall be ineligible for nomination for Deacon. All Deacon nominees shall have the opportunity to accept or decline Official Nomination before their names are submitted to the church. The slate of Official Nominees shall be printed in church publications at least one month prior to election.
- e) Deacon election will be held at a Sunday morning service at least thirty days prior to October 1. The Official Ballot will list in random order 24 names to serve as Deacons for the next succeeding three years. At the time of election of Deacons, nominations may be made from the floor and blank spaces shall be provided on the ballot to permit members to write in names of persons they desire to vote for as deacons. The twenty-four receiving the highest number of votes shall be declared elected. In the event of a tie because of which only one person could be chosen to serve, the person with the longest resident membership in this church will be elected. The Nominating Committee will tabulate the votes on the day of election and certify the results to the Pastor and Chairperson of Deacons. The Nominating Committee may make provision for absentee balloting for homebound members or active members who must work or be out of town on the day of the election.
- f) In the case of a vacancy during the church year, the Nominating Committee will recommend to the church individuals to be elected as Deacons as needed.

#### 4. Life Deacons

From time to time, the Pastor and the Chairperson of Deacons may nominate members for the office of Life Deacon to the Church for election. Life Deacons shall be privileged to serve and vote as other active deacons and are exempt from the requirements of rotation.

#### 5. Officers

Deacon officers shall consist of a Chairperson, Chairperson-Elect, First Vice-Chairperson, Second Vice-Chairperson, Third Vice-Chairperson, and Secretary. Officers will be chosen annually in the September meeting. Deacon officers also serve as the official officers of the Corporation.

The officers have the following tasks:

- *Chairperson:* gives overall leadership to the work of the Deacons and, as stated in Article II, Section 4, fulfills the Pastor's administrative and spiritual duties during a period when there is no pastor or in the event of the pastor's disability. Also serves as president of the corporation.
- *Chairperson-elect:* assumes duties of chair in chair's absence, serves as chair of the Partnerships and Affiliations Committee, serves on the Personnel Committee, and becomes Deacon Chair in the following Deacon year.
- *First Vice-Chairperson:* serves as Chair of the Personnel Committee.
- *Second Vice-Chairperson:* serves as Chair of the Committee on Committees.
- *Third Vice-Chairperson:* coordinates service assignments for the Deacons such as offering, Lord's Supper, Hall Ushers, Wednesday night supper duties, etc.
- *Secretary:* keeps minutes of the meetings of the Deacons and the Deacon Officers and serves as the secretary of the corporation.

6. Ordination

As soon as possible after the election, a Service of Ordination shall be scheduled for newly elected Deacons not previously ordained.

D. Moderator

The Pastor shall be the moderator of all church business meetings. The Vice-Moderator shall be the Chairperson of Deacons, or, in his/her absence, the next available deacon officer.

E. Clerk

The church shall annually elect a Clerk as its clerical officer. The Clerk shall keep accurate minutes of all church business meetings and keep in a suitable book a record of all the actions of the church, except as otherwise provided for herein. The Clerk shall preserve on file all communications and written official reports and give legal notice of all meetings where such notice is necessary. The Clerk shall oversee the register of church membership and ensure its accuracy. The church shall certify messengers to the annual meetings of local, state, and national Baptist bodies. The Clerk shall serve for a term of one year and may be re-elected. The term of office begins October 1.

F. Treasurer

The church shall elect annually a Treasurer and an Assistant Treasurer.

G. Historian

The church shall elect annually an Historian who shall work in cooperation with the Media Center Director in cataloging the church's historical archives and in seeking ways to educate the church about its history. The Historian shall relate to the Media Center Committee and the Communications Committee.

H. Global Missions Awareness Director

The church shall elect annually a Global Missions Awareness Director. The Global Missions Awareness Director will work with the Minister of Adult Education and other church leaders to increase the church's awareness of, and involvement in, Global Missions. Particular attention will be given to helping the church connect to the ministries and missionaries of our missions partners, to promoting special offerings for those partners and to helping the Missions Committee identify opportunities for hands-on missions efforts by members of the congregation. The director shall serve, or enlist a representative to serve, on the Missions Committee, the Nominating Committee, and Pastor Search Committee.

ARTICLE III  
PROGRAM COUNCILS AND LEADERSHIP

A. All program leadership and council members shall be church members or under Watch Care. Bible Study Directors shall be members. Bible Study teachers may be members or under Watch Care.

B. Vision Implementation Team

The Vision Implementation Team (VIT) is a coordinating council which is responsible for reviewing the vision and mission of the church, evaluating the church's progress in achieving its vision and mission, reporting to the congregation, and offering the pastor and Deacon Body counsel on a wide array of church matters. As with other committees, it is responsible to the congregation through the Deacons.

The Team shall be composed of:

- The Chair Elect of the Deacon Body, who serves as VIT chair
- The Chair of the Deacon Body
- The Chair of the Missions Committee
- The Chair of the Finance Committee
- The Chair of Budget Planning
- The Chair of the Stewardship Committee
- The Chair of the Building and Grounds Committee
- The Chair of the Personnel Committee
- The Chair of the Christian Education Council
- Such other ad hoc members for special discussion as may be named by the pastor

C. Adult Christian Education Council

The Adult Christian Education Council shall, in partnership with the Minister of Adult Christian Education and Outreach, coordinate the church's ministries of adult Christian education. The Adult Christian Education Director, who is nominated by the Nominating Committee, shall chair the Council. There will be three [3] at large members of the Council, also nominated by the Nominating Committee. The church's Global Missions Awareness Director shall serve on the Council. The Minister of Adult Christian Education in consultation with the Adult Christian Education Council Director, may, each year, ask up to three [3] additional at large members to serve on the Council. All terms of service are for one year, beginning September 1, and the Director may be re-elected. The Adult Christian Education Council shall have the responsibility to elect for one year terms the Bible Study Department Directors and Teachers. The Bible Study Department Directors and Teachers may be re-elected.

D. The Senior Adult Council

1. The Senior Adult Council, shall, in partnership with the Minister with Senior Adults, coordinate the church's ministries with Senior Adults. Their work will provide an environment in which older adults and senior adults can grow spiritually. The council will work in an advisory capacity to provide ministries and activities that take into account the wide variety of interests, abilities and needs of all older and mid-life adults as they look at retirement issues. In addition, older adults will be encouraged and supported in leadership and participant roles in all aspects of the ministry of the church as they are able. The Council will consist of 12 to 14 persons including the Jubilee President(s), the Christian Care Group Director(s), a Transportation Liaison person, and representatives from the appropriate Bible Study departments plus seven at-large members who will be nominated by the church's Nominating Committee. All terms of service are for one year, and council members and officers may be re-elected.
2. A subcommittee of the Senior Adult Council will work with Jubilee. That group will select its own leadership, with the Jubilee President(s) also serving on the Senior Adult Council.

E. Women's Missions Ministry Coordinator

The Women's Missions Ministry Coordinator shall oversee the entire WMM organization and administer it with the aid of the WMM Council. The term of service is one year, beginning October; and the Coordinator may be re-elected.

F. Music Ministry Council

1. Membership: The Music Ministry Council shall consist of the Minister of Music, Music Ministry Associate, and the following representatives selected by their organizations: Adult Choir President, Adult Ensemble President, Jubilee Choir President, Youth Choir President, Children's Choir Coordinator, and Adult Handbell Choir President. The Nominating Committee will also appoint the Council a Chairperson, an at-large music ministry participant, and two at-large representatives from

the congregation who are not direct participants in the music ministry program. All terms of service are for one year, and council members and officers may be re-elected.

2. Duties: This Council shall give counsel and assistance to the Music Staff and organizations, interpreting the wishes of the congregation to the Staff and working with the Staff to minister to the whole congregation. It will develop priorities, submit budget requests, and generally oversee the total church music program in cooperation with the Minister of Music.

#### ARTICLE IV STANDING COMMITTEES

##### A. General Provisions

1. All committee members must be members or under Watch Care of the church.
2. The Pastor and Chairperson of Deacons shall be ex-officio non-voting members of all committees, unless otherwise indicated. The pastor may designate individual staff ministers to serve as non-voting committee members.
3. The Committee on Committees shall appoint members of committees, with certain specific exceptions.
4. One-third of the members of each committee shall be elected each year for a three-year term. No person whose term expires after having served two consecutive years shall be re-elected to that committee until a lapse of one year from the expiration date of the last term. This general provision may be modified for certain committees later in this document or by the Committee on Committees.
5. Terms of office shall begin October 1, unless otherwise specified.
6. Committee Chairpersons shall be selected annually by the Committee on Committees. Each committee shall elect other officers and form sub-committees as it deems appropriate.
7. Each committee which is required to take action or which has taken action shall report in writing to the Deacons at least quarterly, describing its activities since the last report.
8. At the discretion of the Pastor, committee chairpersons shall be available to meet with the Pastor, ministerial staff, deacon officers, and program directors for program and calendar coordination.
9. Whenever possible, no member shall be asked to serve on more than two standing committees at the same time.
10. All recommendations from committees shall be brought to the Deacons for their review and action prior to consideration by the congregation.

##### B. Committee on Committees

The Committee on Committees shall appoint all other standing church committees except the Pastor Search Committee. It shall be composed of eleven members (including the chairperson), all of whom shall serve for one year. The Committee on Committees shall have the authority to adjust the size and rotation schedules of other standing committees as it deems necessary unless otherwise stipulated herein. The Committee on Committees is empowered to replace any standing committee member who has not been active in that committee's work. Persons appointed as replacements will complete the unexpired terms. It shall also be charged with making recommendations to the Deacons and congregation concerning the deletion or addition of standing committees, which will require congregational approval and appropriate changes in the By-laws.

The Committee on Committees shall be composed of eleven members: The Second Vice-Chairperson of Deacons and four other deacons to be elected by the Deacon Body, plus four additional members-at-large to be selected by the Nominating Committee and two additional members-at-large to be selected by the Adult Christian Education Council. The members-at-large shall not be active deacons or on the Nominating Committee.

The Second Vice-Chairperson of Deacons shall automatically serve as Chairperson of the Committee on Committees.

C. Nominating Committee

The Nominating Committee is charged with the tasks of naming the at-large members of the Committee on Committees and recommending to the church for election all church officers (other than the ministerial staff), the Adult Christian Education Director, the at-large members of the Adult Education Council, the at-large members of the Senior Adult Council, the Music Ministry Council Chairperson, the at-large Music Ministry Council Representatives, and Deacons. The Nominating Committee shall consist of the following members:

1. The Director or an at-large member of the Adult Christian Education Council
2. Global Missions Awareness Coordinator or a designated representative.
3. A representative from each adult Bible Study Department selected by the Department Director and the teachers of each class.
4. A representative from the Youth Division of Bible Study selected by the Youth Committee.
5. A representative from the Pre-school or Children's Division of Bible Study selected by the Children's Ministry Committee.
6. Five members-at-large to be chosen by the Committee on Committees.

The Chairperson shall be appointed by the Committee on Committees from the membership of the Committee.

D. Finance Committee

The Finance Committee shall plan and administer the financial affairs, including the planning of annual budgets for the church's approval and the regular oversight of all financial affairs, including those of the Child Development Center. The Finance Committee will be responsible for investing and managing funds of the church set aside for specific purposes for periods that span more than the current budget year. When funding needs arise for which there is no budgeted provision, the Committee is authorized to administer unbudgeted funds (derived from prior years overages, interest accumulations, and other standard sources) up to but not exceeding an amount equal to 2% of the total annual budget as long as the use of these funds is in keeping with the currently-funded programs or ministries of the church. If new funding is requested which is beyond the methods and plans in the current budget, and the requested funds do not exceed 2% of the total budget, the action of the Finance Committee must be approved by the Deacons before the new project shall be funded. Unbudgeted expenditures exceeding the 2% limit will require the approval of the Deacons and the congregation. The Committee on Committees shall name a Chairperson, Vice-Chairperson for Budget Planning and Vice-Chairperson for Budget Pledging (who also serves as Chairperson of the Stewardship Committee). The Committee shall consist of eighteen members, in addition to the Chairperson of the Stewardship Committee, who serves ex-officio. The Committee shall make regular reports to the Deacons and other reports as necessary to the congregation.

E. Personnel Committee

The Personnel Committee has responsibilities in three major areas: employment, evaluation and compensation, and personnel policies.

It is composed of eleven members: six members named by the Committee on Committees with two rotating off each year, three deacon officers (Chairperson, Chairperson-Elect, and First Vice Chairperson), the past

Personnel Chairperson, and the Chairperson of the Finance Committee. The First Vice-Chairperson of the Deacons will serve as Chairperson of the Personnel Committee.

1. Employment

- a) This Committee, in consultation with the appropriate committees and organizations, has the responsibility of discovering, interviewing, and recommending to the Deacons for approval the employment of staff members of ministerial level (other than the Pastor) and the termination of the same.
- b) When functioning as a Search Committee for ministerial positions, the Personnel Committee will select for the Search Committee up to four members from the congregation to supplement their number from the area of the church most representative of the position they are seeking to fill. These additional members will be full members of the Committee in every respect during the search and selection process. The Search Committee so constituted shall function as an ad hoc committee until the search has been completed.
- c) The Committee shall oversee the employment of all other church employees within the adopted church budget.

2. Evaluation and Compensation

- a) The Committee shall oversee a program of annual evaluation of all church employees.
- b) On the basis of these evaluations, the Committee shall make annual salary and benefit recommendations to the Finance Committee as part of the process of budget planning.

3. Personnel Policies

The Committee shall develop comprehensive Personnel Policies to govern the administration of employee benefits, vacations, holidays, sabbaticals, and other personnel matters, and administer these policies with the approval of the Deacons.

F. Building and Grounds Committee

This committee shall be responsible for the care and maintenance of all church property, including building, grounds equipment, and furnishings. Specific responsibilities include:

1. formulating policies governing the use of the church property and the allocation of building space.
2. setting schedules and priorities for major repairs and upkeep;
3. overseeing the selection and purchase of major supplies, equipment, and furnishings;
4. monitoring the church's energy use and making regular reports to the Finance Committee on utility expenses.
5. eliminating hazards and designing safety features into our buildings and grounds.

G. Baptism and Communion Committee

This Committee provides logistical support to baptismal candidates and prepares the elements for communion.

H. Worship Enhancement Committee

This Committee is responsible for weekly floral arrangements, for worship enhancement elements, and for altar preparations. Seasonal enhancements for the sanctuary and for other central church areas are also a responsibility of this committee.

I. Recreation Committee

This Committee sets policies for the recreation and activities ministry of the church and works with the appropriate Minister in managing the recreation program. This necessarily includes guidelines for the management of the Sherman Family Ministries Center. This Committee is also responsible for planning and making arrangements for any social occasion in which the whole congregation is involved. The Committee is also responsible for planning and making arrangements for recreational activities in which the whole congregation may be involved.

J. Offering Depository Committee

This Committee collects morning and evening offerings after worship and safely deposits those receipts.

K. Legal Committee

This Committee reviews all legal documents and contracts, advises church leaders on legal issues, and recommends the retainment of outside legal counsel when necessary.

L. Insurance Committee

This Committee is charged with reviewing all insurance policies and procedures concerning the church and its employees, and recommending changes where needed, so that all parties will receive adequate coverage within the guidelines of legal and financial responsibility.

M. Communications Committee

This committee oversees the church's use of the various media in communicating the gospel, including radio, print media, television, and internal audio-visual systems.

N. Child Development Center Committee

The Child Development Committee oversees the goals, directions and practices of the Child Development Center ministry in keeping with the overall ministry of the First Baptist Church. One member of the committee will represent the CDC financial operations to the Finance Committee.

O. Weekday Preschool Committee

The Weekday Preschool Committee oversees the goals, directions, and practices of the Weekday Preschool Ministry in keeping with the overall ministry of First Baptist Church and its personnel and financial policies.

P. Children's Ministry Committee

This Committee shall, in partnership with the Minister to Children, support all the church's programs and specialized activities for children; work closely with the Child Development Center and CDC Committee in providing Christian nurture and training; work closely with the music ministry on learning and worship opportunities.

Q. Christian Life Committee

The Christian Life Committee is responsible for educating church members concerning the broad range of moral issues confronting the church today and for involving them in activities which address these issues.

In particular, the committee works in the areas of world hunger and disaster relief, family life, race relations, world peace, Christian Citizenship, and other special moral concerns.

R. Evangelism: Hospitality and Outreach

This Committee is responsible for hospitality through the usher and greeter ministry and will encourage outreach and evangelism within the church.

S. Missions Committee

The Missions Committee oversees and recommends support for and involvement in local, national, and international mission programs and projects and their funding. It carries out its work in close cooperation with the missions related endeavors of the church. This committee may from time to time appoint church members to serve as the church's representative(s) on relevant boards and agencies. The Global Missions Awareness Director shall be an *ex-officio* member of this committee.

T. Media Committee

The Media Committee provides counsel for the Media Director concerning the needs and preferences of the congregation, interprets the facilities available to the congregation, and identifies and enlists volunteers for assistance in the staffing of the Media Center.

U. Policy Review Committee

This Committee shall be responsible for the annual review of the Statement of Policy, consideration of amendments suggested by church members, and for the recommendation of necessary changes to the Deacons.

V. Stewardship Committee

This Committee shall be responsible for leading the congregation in a year-round program of stewardship, education, development, and promotion. This will include the promotion and subscription of the annual budget, enlistment of new pledgers, and implementation of education and training seminars and events, and other activities, which help to strengthen the financial base for the Church's ministries. The Chairperson of the Stewardship Committee shall also serve as Vice-Chairperson of the Finance Committee for Budget Pledging and as an *ex-officio* member of the Finance Committee.

W. Welcome Committee

This Committee will guide new members into active involvement in church life and will also coordinate the welcome and education of prospective members.

X. Teller Committee

This Committee will assist the designated administrative staff member by counting and recording the gifts of the congregation to the church on a weekly basis. Members to this committee may be reappointed without a lapse of service.

Y. Audit Committee

The Audit Committee annually reviews the church's financial systems and procedures and recommends necessary changes to the Finance Committee.

Z. Transportation Committee

This Committee oversees and co-ordinates all transportation needs of the church including management and use of any vehicle owned or used by the church or any of its organizations.

AA. Youth Committee

This Committee aids the Minister to Youth in fostering the spiritual and emotional growth and development of our youth and their families. Their duties include providing assistance in programming, budgeting and coordinating activities with the other church ministries.

BB. Scholarship Committee

The Scholarship Committee will be responsible for developing written guidelines for the administration of all scholarship funds in keeping with the purpose set forth at the establishment of each fund. It will receive all applications for scholarship assistance and grant all awards in keeping with guidelines.

CC. Food Service Committee

The Food Service Committee, with the consultation of the Food Service Director, will be responsible for developing and recommending policies and procedures for the church's food services. The Food Service Committee will also be responsible for fellowship meals, for socials, and for receptions.

DD. Endowment Fund Committee

The Endowment Fund was established by the church in 1996 and operates under an amended and restated governing document adopted by the church in September of 1999. That document entrusts responsibility for management and administration of the fund to a Board of Trustees comprised of eight (8) voting members and one (1) ex-officio member. The voting members are the Chairperson of the Deacons, the Chairperson of the Finance Committee, the Chairperson of the Stewardship Committee and five (5) other persons ("at-large members") elected from the membership of the Church by the Church. The ex-officio member shall be appointed by the Pastor, who may appoint himself for herself to that position. Further details about the Constitution and Selection of the Endowment Fund Board of Trustees are found in the Fund's governing document.

The Endowment Fund exists solely for the charitable purposes of the church with its principal objectives being the promotion and development of religious, charitable, and educational activities, to support capital improvements of the Church, to maintain and improve the existing Church facilities, and to support non-recurring purposes not regularly budgeted by the church.

EE. One Oak Plaza Trust Committee

The One Oak Plaza Trust Committee shall be accountable for the financial performance of the rental operation of the One Oak Plaza office building and shall oversee and operate the Church's investment in the building as a commercial office building (for so long as the church permits), leasing office space to public and private interest in accordance with generally accepted business practices of the community. The Committee shall maintain adequate cash reserves to finance the operations of the Building, to fund anticipated renovations, to make necessary repairs, to maintain insurance that will adequately protect the building and the church's interest (as in their business judgments are required), to negotiate for short and long term rental contracts, to maintain the building as a suitable operating space for the tenants and to do all other acts that are within the normal course of operating a commercial office rental business, whose acts will be binding on the church. The Committee shall give annually, through the Finance Committee and the Deacons, a report to the church reflecting the financial performance of the property.

The Committee shall be comprised of five appointed members and the Chairperson of the Deacons. Each of the five members shall be appointed for a five year term with one member appointed each year so that one member will retire each year. To initially constitute the first Committee and to begin the rotation

process among the members, one of the initial members shall be designated to serve a five year term, another shall be designated to serve a four year term, another a three year term, another a two year term and another for only one year. If a member becomes Chairperson of the Deacons while serving as an appointed member of the Committee, a replacement to serve the remaining part of this unexpired term shall be appointed as soon as possible after the vacancy occurs.

This Committee in its entirety or any individual member thereof may be replaced by a vote of a majority of the Deacons when the Finance Committee recommends the termination of such. The unexpired term of any member(s) who may be removed under this provision or who may cease to be a member of this Committee for any other reason, shall be filled as soon as possible for the aforementioned appointment group.

Utilization of any part of the building for church use shall be approved by a majority of both the Finance Committee and the Deacons. If more than 25% of the building (or when a combination of incremental uses exceed 25% of the total rental space) is to be appropriated for church use, then approval for such use must be obtained from the church upon recommendation from the Finance Committee and approved by the Deacons. The Committee shall not be financially responsible for space utilized by the Church.

*[Comment] Because the management of this property requires special business expertise, and because of the contractual nature of the church's involvement with the business community, and also because of the business acumen required by the members of this committee, the committee is established as a Trust with fiduciary responsibility to the church through the Deacons exclusively for the operation and management of this property.*

#### FF. Partnerships and Affiliations Committee

To evaluate the vision and methods of any outside organizations which our church might be or consider affiliation with to help determine if the partnership will encourage or hinder our ability to be faithful to our vision and mission. This committee will not determine what our relationships should be but study and report to the Church or its committees what they find about how other organizations function and how will that match with our vision. It is a resource for those who guide our affiliations and partnerships. The Chair-Elect of the Deacons will chair this committee.

### ARTICLE V SPECIAL PURPOSE COMMITTEES

When the Pastor and the officers of the Deacons conclude that a committee other than one of the Standing Committees is needed for a special purpose, the Chairperson of Deacons may, with the advice of the Pastor, appoint members and a Chairperson to serve for the purpose necessary to complete the special task.

### ARTICLE VI CHURCH MEETINGS

#### A. Worship Services

The church shall meet regularly each Sunday and Wednesday for the worship of God, Bible study, fellowship, prayer and Christian training. These meetings will be open to church members and to all others, and shall be conducted under the direction of the Pastor. The ordinances of Baptism and the Lord's Supper shall be observed at times designated by the Pastor and Chairperson of Deacons, with the provision that the church will observe the Lord's Supper no less than six times per year and baptism as often as necessary.

#### B. Business Meetings

Robert's Rules of Order (Revised) shall be the authority for parliamentary procedure for all church business meetings. A quorum shall consist of at least one hundred (100) MEMBERS PRESENT for regular business meetings. A quorum of at least three hundred (300) MEMBERS PRESENT is required for the calling of a minister; for the election of deacons; for the purchase or sale of real estate; or for borrowing funds in excess of ten percent (10%) of the church's annual operating budget.

1. Regular Business Meetings

- a) The church will meet in regular business session three times each year. The meetings will be scheduled by the Pastor and Chairperson of Deacons at time convenient to the congregation.
- b) An open, publicized preparatory meeting will be held at least 30 days prior to the regularly scheduled business meeting and will serve two functions: 1) to announce the agenda for the upcoming business meeting, and 2) to allow any individual member to present a motion for consideration at the upcoming business meeting. While the Deacons have the option and are encouraged to present any pending motion at the preparatory meeting, this shall not be a requirement as long as the other requirements for public notification in this policy are met. Any motion to be presented must be submitted in writing to the Moderator prior to the preparatory meeting. Since final business decisions cannot be made at such preparatory meetings, the policy requirement for a quorum will not apply.
- c) These business meetings are open to all topics of mutual interest or decisions the church body may wish to consider with the exception of sensitive personnel issues which cannot be discussed or debated in an open forum without risk of personal embarrassment or liability to the church, its members, or staff. The Moderator is given the authority to rule any issue out of order in open session and may refer that issue to the appropriate committee or to the Deacons to consider in executive session.

2. Special Business Meetings

Special business meetings may be called at any time by the Pastor or Chairperson of Deacons after due notice has been given to the membership in a previous Sunday's church bulletin, announcement from the pulpit or a mailing to the resident membership mailed at least five days before the meeting. In unusual circumstances or in matters of great urgency, this notice shall be waived by a two-thirds vote of the church assembled in conference on Sunday morning. No business may be transacted in a called business meeting other than that specifically stated in the notice.

C. Revival Meetings

Revival meetings will be planned by the Pastor, Staff, Deacons, and the Evangelism Committee as often as they deem advisable.

ARTICLE VII  
CHURCH BUSINESS

- A. For business and financial purposes, the church year shall run from January 1 through December 31 of each year. The church adopts a Regular Budget to fund the ministries and programs of the church and a Capital Improvements Budget to fund major capital construction and renovation projects. Several special offerings are taken each year to fund a variety of missions' causes. All special offerings solicited by the church must be approved in advance by the Finance Committee.
- B. Church business matters approved by the Deacons that require action by the church membership shall be presented to the church at the next scheduled business meeting, provided the notice requirements can be

met, but in no case shall more than one hundred twenty (120) days pass without such matters being brought before the church for action by the membership.

ARTICLE VIII  
CHURCH PUBLICATIONS

A. Church Bulletin

The church shall publish a weekly bulletin for distribution on Sunday mornings containing the order of worship and current information on church activities.

B. Church Newsletter

The church shall publish and distribute to each resident member at least monthly a newsletter containing detailed information about current and upcoming church activities.

C. Church Directory

The church shall publish periodically a Directory for resident members containing a complete church roster, the Statement of Policy, a listing of all church officers, teachers and committee members, and other information vital to the life of the church.

ARTICLE IX  
NAMING OF ORGANIZATIONS

No organization of the church shall be named after any living person unless that person is a career missionary.

ARTICLE X  
BYLAW AMENDMENTS

These Bylaws may be amended, altered or repealed by a majority vote of the members present at any regularly announced business meeting of the church, provided however that written notice of such proposed amendment, alteration, or repeal must be given in writing to the clerk and the proposed change presented to the church at least thirty days prior to the time the vote is taken at a regularly announced business meeting of the church.

Any member of the church may present to the Deacons a recommended change in these Bylaws. Such recommendation shall be studied by the Policy Review Committee and the Deacons, and, if approved, the proposed amendment shall be distributed to the membership in accordance with the requirements of the above paragraph for the consideration of the church at the next business meeting.

Amendments to the Bylaws become effective at the close of business meeting at which they are adopted.