

FIRST BAPTIST CHURCH  
MURFREESBORO, TENNESSEE  
BYLAWS

Approved by Church Action  
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- I. PREAMBLE – See Constitution
- II. DEFINITION OF CHURCH – See Constitution
- III. MEMBERSHIP

A. General

Membership of this church shall consist only of those persons who have confessed faith in Christ as Savior and Lord. The membership of the church shall consist of persons who:

publicly confess faith in Jesus Christ as personal Savior and commit themselves to faithful discipleship to Christ as Lord,

are received into membership by an affirmation of the church, according to the procedures set forth below.

B. Admission into Membership

Persons may be received into membership by presenting themselves to the church and fulfilling the qualifications set forth in section III, Membership, of the church Constitution. They may request membership in the church in any of the following ways:

upon confession of faith in Jesus Christ as personal Savior and Lord and by requesting believer's baptism by immersion as administered by this church;  
upon transfer of membership by letter from another Baptist church of like faith;  
upon statement of previous confession of faith in Jesus Christ as Personal Savior and Lord and believer's baptism by immersion in another Baptist church where no letter is obtainable;  
upon statement of previous confession of faith in Jesus Christ as personal Savior and Lord and baptism by immersion in a church of another denomination;  
in absentia, when the persons desiring membership cannot, for valid reasons, present themselves personally for membership, they may be represented by a family member or friend.

C. Watchcare

Persons who wish to participate in the programs and activities of the church and receive the benefits of its spiritual care and nurture during a temporary residency in this area, but prefer to retain their home church membership, may request watchcare association. Persons received into watchcare association shall:

meet the general requirements set forth in III.A. of this Article;  
participate in all other responsibilities and privileges of regular members as set forth in III.E. of this Article, except they shall not hold office, act, nor vote in the transactions of the church;  
relinquish watchcare association automatically when their residency is terminated.

D. Reception of members

Persons who present themselves for membership in response to the invitation of the church shall be received and counseled by the Pastor or Someone designated by the Pastor. The Pastor shall introduce and present these persons and their membership requests to the congregation. The congregation, under the Pastor's guidance, shall make an appropriate expression of welcome to them as new members of the church.

E. Responsibilities and Privileges

All members are expected to be faithful to:

the Biblical teachings of Jesus Christ and the responsibilities of the Christians life;  
regular attendance of the services of the church;  
regular contributions for its support and its causes; and  
serve and share in the organized work of the church.

Every member is entitled and encouraged to participate in the business meetings of the church and to vote in all elections and on all questions submitted to the church in business session, provided the member is present. No provision shall be made for absentee voting in business sessions except as specifically noted herein.

F. Discipline

The basic purpose of this church in relation to all members is to support the church objective as set forth in Section IV of the Constitution. Members may be disciplined through instruction and training designed to encourage and enable them to follow the teachings of the Bible and to inform them of the policies and doctrines of the church.

Discipline through dissuasion and correction may be administered should a serious situation arise that threatens the general welfare of the church. Every reasonable effort shall be put forth by the church to correct the matter through counseling, kindness, and fervent prayer with a spirit of Christian love and in accordance with the Scripture.

G. Removal from Membership

Members may be removed from membership by one of the following criteria:

letter granted to another Baptist church of like faith;  
death of the member;  
proof of affiliation with another church or denomination;  
resignation or request of the member; and/or  
exclusion by vote of the church.

H. Annual Membership Meeting

An annual meeting of the members shall be held in conjunction with the January regular business meeting (see Article X.A) At the annual meeting, the members shall elect the Trustees/Directors, Moderator, Clerk, and Treasurer, and shall transact such other business as may properly come before the members. Notice of such annual meeting shall be timely published in The Witness and mailed to all members.

IV. CHURCH OBJECTIVE – See Constitution

V. ARTICLES OF FAITH – See Constitution

VI. RELATIONSHIPS

The church may, in business session, elect messengers as appropriate to local, state, regional, and national organizations with which the church cooperates. The actions of these messengers are not binding on the church. Cooperation shall mean the church makes a financial contribution, an in-kind contribution, and/or supports in prayer.

VII. LEADERSHIP POSITIONS

There are three (3) classifications of paid employees of the church: Pastor, other ministerial staff, and support staff. The rules and procedures indicated or each classification apply only to that classification.

A. Pastor

A.1. The Pastor: Duties

Affirming the Priesthood of the believer, the Pastor is the under-shepherd and spiritual leader of the church and leads the church to:

- (A.1.1) engage in: fellowship of worship, witness, education, ministry, and proclamation;
- (A.1.2) proclaim the gospel; and
- (A.1.3) minister to church members and others in community.

The Pastor leads the congregation in the worship services of the church.

The Pastor provides counsel to those in need.

The Pastor, working cooperatively with the other ministerial staff, the Active Deacon Body, and appropriate church committees, plans and directs the program of the church, subject to the approval of the church.

In close cooperation with the Personnel Committee, the Pastor is the chief administrator of the church and is responsible for the operational management of all employees of the church. The Pastor is responsible for implementing the Personnel Policies of the church.

The Pastor may delegate such authority as the Pastor deems appropriate for the effective and efficient operation of the church. The Pastor retains responsibility.

A.2. The Pastor: The Call

A Pastor shall be chosen and called by the church whenever a vacancy occurs. The vote to extend a call shall take place as set forth herein.

A Pastor Search Committee shall be elected by the church to seek out a suitable Pastor. The Chair of the Active Deacon Body, the Chair of the Personnel Committee, and the Chair of the Budget and Finance Committee shall serve on the Pastor Search Committee by virtue of the office held. Should these chairs change, for purposes of continuity, these original members of the Pastor Search Committee may choose to retain their position or to relinquish it to the incoming Chair. No staff member or member of a staff member's family shall serve on a Pastor Search Committee.

Nominations for the Pastor Search Committee shall come from a published list of all church members. The list shall be mailed to all church members. Nominations shall be in writing and shall be accepted in the church office or the offering plate at the regular services for a period of two (2) weeks following the next Sunday after the mailing occurs. The Active Deacon Body shall administer the Pastor Search Committee election process. Nominations shall be counted at

the conclusion of the evening service on the evening of the third Sunday following the mailing of the lists.

The thirty (30) Persons receiving the most nominations and who agree to serve shall constitute the slate of candidates.

A sample ballot listing these thirty (30) nominees shall be provided to all church members in the Witness or through some other type of direct mail within one (1) week of the counting of the nominations by the Active Deacon Body.

On the second Sunday following the mailing of the sample ballot, actual ballots shall be distributed and collected at the beginning of the morning worship service(s). Church members shall be instructed to vote for five (5) persons to serve on the Pastor Search Committee. This ballot shall constitute the official election of members to the Pastor Search Committee. Absentee ballots may be requested from the church office, but must be sealed and returned to the office by the Friday before the election. The five (5) persons receiving the most votes shall be elected and shall join the three (3) chairs listed above to constitute a committee of eight (8).

The eight (8) members of the Pastor Search Committee shall elect a Chair and a Vice-Chair from the five (5) members elected by the church.

Upon formation, the Pastor Search Committee shall exercise all diligence in its task. The Chair will report the committee's progress at least once per quarter to the congregation at the regular Sunday morning service(s).

The recommendation of the Pastor Search Committee shall be brought at a regular or called business meeting of the church and shall constitute a nomination. The Pastor Search Committee shall bring only one name at a time to the church for consideration.

The Pastor Search Committee shall see that all constituencies of the church have opportunity to meet and question the candidate.

Election shall be by written ballot taken immediately following the Sunday morning worship service(s) at which the candidate has been presented to the church. As stated in the Constitution, the call of a Pastor shall require an affirmation vote of at least 75% of the persons voting. The members present shall constitute a quorum.

Upon election, the Pastor will serve until the relationship is terminated upon request of the Pastor or upon request of the church.

### A.3. The Pastor: Resignation

The Pastor should give at least two (2) weeks notice of the Pastor's decision to resign. Such notice shall be read at the regular Sunday morning worship service(s) by the Pastor or by the Chair of the Personnel Committee.

#### A.4. The Pastor: Leave of Absence

By a majority vote of the Personnel Committee followed by a majority vote of the Deacon officers (Bylaws VII.C.2.) the Pastor may be granted a leave of absence with pay for up to thirty (30) days. Such action may be initiated at the Pastor's request or by the Personnel Committee when, in the judgment of the Personnel Committee, it is in the best interests of the church to grant such a leave of absence. At the end of a thirty (30) day leave of absence the Pastor may be reinstated, a motion for extension of the leave of absence may be presented to the Active Deacon Body, or the Personnel Committee may move to declare the position vacant.

At the end of a thirty (30) day leave of absence, upon an affirmative majority vote of the Personnel Committee followed by an affirmative majority vote of the Deacon officers, the Pastor shall be reinstated. If the vote to reinstate the Pastor fails, the Personnel Committee shall move to declare the position vacant.

At the end of a thirty (30) day leave of absence, at the request of the Pastor or upon majority vote of the Personnel Committee, a motion for an extension of the leave of absence may be presented to the Active Deacon Body. Upon a majority vote of the Active Deacon Body a thirty (30) day leave of absence may be extended to a total of six (6) months with pay.

At the conclusion of an extended six (6) months leave of absence, and upon disclosure by the Personnel Committee of all relevant facts to the Active Deacon Body, the Active Deacon Body shall vote on a motion to reinstate the Pastor. The Pastor shall be reinstated by an affirmative majority vote of the Active Deacon Body. If the vote passes, the Pastor shall resume all duties and privileges of the office. If the vote to reinstate fails, the Active Deacon Body shall move to declare the position vacant.

#### A.5. The Pastor: Vacancy

The position of Pastor may be declared vacant by the church. Such action shall take place at a meeting called for that purpose. Such meeting may be held only after notification of the membership of the church has been given at all regular worship services of the church for a period of one (1) week prior to the meeting to declare the position of Pastor vacant. The meeting may be called upon recommendation of the Personnel Committee, upon recommendation of the Active Deacon Body, or by written petition to the church Moderator signed by not less than ten percent (10%) of the church membership.

The vote to declare the position of Pastor vacant shall be by written ballot. An affirmation vote of 75% of the members present shall be necessary to declare the position of Pastor vacant.

The church shall compensate the Pastor twenty-five (25%) of the Pastor's annual salary not including automobile or conference allowances which are a part of the Pastor's compensation package. The vacancy shall be effective immediately and the compensation shall be rendered within thirty (30) days.

## B. Other Ministerial Staff

### B.1. General

In addition to the Pastor, the ministers of the church include positions as approved by the church. Examples of these positions include but are not limited to a Minister of Education/Administration, a Minister of Music, a Minister of Christian Life, a Minister to Preschool/Children, a Minister to Students, and a Minister to Senior Adults.

Changes in ministerial positions must be approved by the church in a business meeting. A job description for each position shall be submitted by the Personnel Committee, approved by the church, and included in the ministerial staff section of the Personnel Handbook. Other ministerial staff shall not serve as corporate officers nor be signators of church bank accounts with the exception of one ministerial staff member as designated by the Budget and Finance Committee.

When a ministerial staff position is created or becomes vacant a Search Committee consisting of seven (7) elected members and the Pastor shall be formed in the following manner:

The Personnel Committee, in consultation with the pastor, shall nominate three (3) active church members from the area of church life most closely identified with the staff position.

The Nominating Committee shall nominate three (3) active church members at large representing a broad range of age and experience.

The Personnel Committee shall nominate one of its elected members to serve on each Search Committee.

The Personnel Committee and the Nominating Committee shall present their respective nominees to the church at a business meeting. Additional nominees may be presented from the floor. All nominees shall constitute the slate of candidates for the committee. Election of the seven (7) members of the committee shall be by written ballot.

Following election of the committee by the church, the Pastor shall call the committee together to elect a chairperson and other officers deemed necessary. The Pastor shall serve as a voting member of the Search Committee. This makes a total of eight (8) members of the committee.

The Search Committee shall recommend to the church a person to fill the position. The Search Committee shall recommend salary and benefits jointly with the Personnel Committee and the Budget and Finance Committee. The call of a minister shall be by a vote of the church upon recommendation of the Search Committee. The call shall require an affirmation vote of at least 75% of the persons voting. The vote shall be by written ballot. The Search Committee shall cease to exist when the position is filled.

### B.2. Ministerial Staff: Resignation

Ministerial staff should give at least two (2) weeks notice of their decision to resign.

### B.3. Ministerial Staff: Leave of Absence

As the chief administrator of the church, the Pastor has the responsibility for daily supervision of all other ministers. The Pastor and the Chair of the Personnel Committee or the Pastor and any two (2) other members of the Personnel Committee or the Personnel committee itself by a majority vote may present a motion for leave of absence to the Deacon officers (Bylaws VII.C.2.). Upon an affirmative majority vote of the Deacon officers a leave of absence with pay for up to thirty (30) days may be granted to any ministerial staff member other than the Pastor. Such action may be initiated at the ministerial staff member's request, by the Pastor, or by the Personnel Committee.

At the end of a thirty (30) day leave of absence the ministerial staff member may be reinstated, a motion for extension of the leave of absence may be presented to the Active Deacon Body, or the Personnel Committee may move to declare the position vacant.

At the end of a thirty (30) day leave of absence, upon recommendation of the Pastor, the Personnel Committee may vote to reinstate the ministerial staff member. Upon an affirmative majority vote of the Personnel Committee followed by an affirmative majority vote of the Deacon officers, the ministerial staff member shall be reinstated. If the vote to reinstate the ministerial staff member fails, the Personnel Committee shall move to declare the position vacant.

At the end of a thirty (30) day leave of absence, at the request of the ministerial staff member, at the request of the Pastor or upon majority vote of the Personnel Committee, a motion for an extension of the leave of absence may be presented to the Active Deacon Body. Upon an affirmative majority vote of the Active Deacon Body, a thirty (30) day leave of absence may be extended to a total of six (6) months with pay.

At the conclusion of an extended six (6) months leave of absence, and upon disclosure by the Personnel Committee of all relevant facts to the Active Deacon Body, the Active Deacon Body shall vote on a motion to reinstate the ministerial staff member. The ministerial staff member shall be reinstated by an affirmative majority vote of the Active Deacon Body. If the vote passes the ministerial staff member shall resume all duties and privileges of the office. If the vote to reinstate fails, the Active Deacon Body shall move to declare the position vacant.

### B.4. Ministerial Staff: Vacancy

A ministerial staff position may be declared vacant by the church. Such action may only take place at a meeting called for that purpose. Such meeting may be held only after notification of the membership of the church has been given at all regular worship services of the church for a period of one (1) week prior to the meeting to declare the position vacant. The meeting may be called upon recommendation of the Pastor, upon recommendation of the Personnel Committee, upon recommendation of the Active Deacon Body, or by written petition to the church Moderator signed by not less than ten percent (10%) of the church membership.

The vote to declare the position vacant shall be by written ballot.



An affirmation vote of 75% of the members present shall be necessary to declare the position vacant.

The church shall compensate the ministerial staff person twenty five (25%) of the ministerial staff person's annual salary not including automobile or conference allowances which are a part of the ministerial staff person's compensation package. The vacancy shall be effective immediately and the compensation shall be rendered within thirty (30) days.

### C. Deacons

The purposes of the Active Deacon Body are to serve and minister to the church body and assist the church staff in meeting the ongoing needs of the church and the community. The spiritual guidelines of the Active Deacon Body are as follows:

- (a.) a deacon shall be a worthy representative of Christ and the church at all times; and
- (b.) a deacon shall exemplify Biblical principles.

#### 1. Election of Active Deacons

The Active Deacon Body shall consist of a maximum of 33 members, 11 to be elected each year to serve three (3) year terms. A deacon rotating off of the Active Deacon Body shall not be eligible for election for one (1) year.

Active deacons shall be elected annually by the church. To be eligible to serve as a deacon, one must be at least twenty-one years of age and a member of the church for at least one (1) year.

Deacons who die, resign, or move from the community shall not be replaced until the next regular deacon election except when the number of active deacons falls below 24. If the number of active deacons falls below 24, a special election shall be held within sixty (60) days to fill all vacant positions. Such election shall be held in accordance with the regular election procedures set forth herein. Persons receiving the most votes shall fill the longest terms.

#### A. Deacon Election Committee

1. The Chair of the Deacons shall appoint a committee of not less than four (4) deacons to serve as the Deacon Election Committee. The appointed deacons shall be chosen from those rotating off the active deacon body. Notwithstanding the foregoing, however, the Chair of the Deacons may appoint himself or herself to the Deacon Election Committee.

2. The Chair of the Deacons may serve as Chair of the Deacon Election Committee; however, if the Chair does not elect to serve on the Deacon Election Committee, or does not wish to serve as chair of the

Deacon Election Committee, then the Chair of the Deacons shall appoint one of the committee members to serve as chair.

3. The Deacon Election Committee shall serve until the list of elected deacons is published to the church.

B. The Deacon Election Procedure

1. The Deacon Election Committee shall supervise all aspects of the Deacon election process.

2. By no later than the first week of October of each year, the Deacon Election Committee shall use the *Witness* and any other available in-house communications or publications necessary to reasonably inform the Church Membership of the schedule for deacon elections.

3. The announcement shall set a deadline for all eligible church members who do not wish to be considered for election to have their names removed from the list by contacting the church office or the current deacon chairman. The Deacon Election Committee may also offer additional methods for church members to have their names removed from the list.

4. The announcement shall be repeated as determined by the Deacon Election Committee through the month of October.

5. The Deacon Election Committee shall mail to all church members deacon election materials during the first week in November. The deacon election materials shall include:

(a.) a list of all eligible church members willing to be considered for election as a deacon;

(b.) a cover letter informing the church of the schedule for the election and referencing the biblical references to the qualities of deacons;

(c.) a ballot with space for the nomination of the number of deacons determined by the Deacon Election Committee needed to fill the deacon body; and

(d.) instructions for completing and returning the ballot.

6. All ballots are to be collected with the offering during the worship services designated by the Deacon Election Committee, or delivered to the church office prior to the end of the morning worship services on the second Sunday after the Deacon Election Committee sends the deacon election materials in accordance with Section VII.C.1.B.5 of these Bylaws.

7. The Deacon Election Committee shall be responsible for collecting and securing the ballots until they are counted.

8. The Deacon Election Committee shall meet together and tabulate the ballots. The committee shall compile a list of all members receiving votes. Members receiving votes shall be listed in order by the number of votes received with the member receiving the most votes at the top of the list and continuing in descending order until all members receiving votes have been listed. If a vacancy from the previous year is to be filled, the members as ranked in descending order shall receive the election.

9. The Deacon Election Committee shall contact the church member receiving the most votes, inform such member of his or her election, advise such member of the responsibilities of serving as a deacon and confirm such member's willingness to serve the church for the elected term. This process shall be continued by the committee until the necessary number of deacons have accepted election.

10. The Deacon Election Committee shall publish the list of newly-elected deacons to the church no later than the first week of December and schedule an ordination process if necessary.

C. Deacon Orientation. The Deacon Chair shall be responsible for establishing a process for orienting newly-elected deacons.

2. Election of Deacon Officers.

The chairperson of the deacons for the current year shall appoint a Nominating Committee for the election of new officers. The committee shall be composed of three active deacons who will be rotating off at the end of the current year. The positions of chairperson, vice-chairperson, and secretary shall be presented for election at the Annual Deacon Banquet which is held in January.

3. Involvement of the Pastor and Other Ministerial Staff

The Pastor and all other ministerial staff members may serve as non-voting resource persons to the Active Deacon Body.

D. Other Leadership Positions

The other leadership positions of the church shall include but not be limited to Moderator, Clerk, Treasurer, and Trustees.

D.1. Moderator

There shall be a Moderator of the church business sessions. The Moderator shall be nominated by the Nominating Committee and shall be elected annually at a church business meeting. The Moderator shall not serve more than three (3) consecutive terms.

The Moderator can pass his duties to the next person listed below and can enter into the debate of the issue at hand. In the absence of the moderator, the Clerk shall preside. In the absence of the Clerk, the Treasurer shall preside. In the absence of the Treasurer, a Temporary Moderator shall be elected. The Moderator shall be someone other than the Pastor, ministerial staff or support staff.

#### D.2. Clerk

The Clerk shall be nominated by the Nominating Committee and elected by the church annually. The Clerk shall not serve more than three (3) consecutive terms. The Clerk has the responsibility for keeping accurate records of all actions of the church in regular or called business meetings. These records shall be kept in a suitable book and shall be kept secure.

The clerk shall be available to sign appropriate documents as required by various associations and conventions.

#### D.3. Treasurer

A church Treasurer shall be nominated by the Nominating Committee and elected by the church annually. The Treasurer shall not serve more than three (3) consecutive terms. The Treasurer shall be a member of the Church Council and of the Budget and Finance Committee. The Treasurer shall be responsible for maintenance of the church financial and accounting system.

Written checks shall require a minimum of two signatures. Adequate documentation of the validity of the disbursement is required.

Signators shall include the Treasurer, Assistant Treasurer, members of the Budget and Finance Committee and the one ministerial staff member designated by the committee.

The Treasurer shall compile a written monthly report of church finances and make it available to the church membership. The report shall show the status of income, expenditures, indebtedness, and fund balances.

The Treasurer shall make the Budget and Finance Committee aware of any financial matters that need committee attention or approval.

The Treasurer shall assist the Budget and Finance Committee in the preparation of the annual budget to be adopted by the church. The Treasurer shall assist the Budget and Finance Committee in the monitoring of monthly income and expenses as compared to the adopted budget.

The Treasurer shall present a written report of church finances at least quarterly to the church at a church business meeting and shall present a written annual report at the end of each fiscal year. Upon approval of the annual report by the church, it shall be kept as a part of the permanent records of the church.

The financial records of the church, excluding records reflecting the amount of individual members contributions, shall be reviewed on an annual basis by an Audit Committee, which committee shall consist of three members appointed by the Committee on Committees. The Audit Committee shall present a report to the church following its review of the financial records at the first quarterly business meeting following the completion of its review.

#### D.4. Trustees/Directors

There shall be six (6) Trustees nominated by the Committee of Committees and elected by the members of the church at the dual Membership Meeting to serve as legal officers for the church. The Trustees/Directors shall serve on a rotating basis. One-Third (1/3) Trustees/Directors shall serve on a rotating basis. One-Third (1/3) of the Trustees shall be elected each year for a three (3) year term. Vacancies occurring as a result of an incomplete term shall be filled as needed.

An annual meeting of the Trustees/Directors shall be held in conjunction with the January Regular Business Meeting at which meeting the Trustees/Directors shall elect a President and Secretary.

All real and personal property used by the church shall be held in the name of the non-profit religious organization, First Baptist Church, Murfreesboro, Tennessee. Upon vote of the church members authorizing each specific action, the Trustees/Directors shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of the Trustees/Directors are required, at least three (3) Trustees/Directors shall sign all legal documents related to church approved matters.

The Trustees/Directors shall have such other responsibilities or powers as may be authorized by the church at a Business Meeting.

#### D.5. Program Organizations

The program organizations include but are not limited to Sunday School, Discipleship Training, Woman's Missionary Union, and Brotherhood. All these organizations shall be under the church's direction. Their leadership positions shall be nominated by the Nominating Committee and elected by the church for a term of one (1) year. The director of each program organization shall report at least quarterly to the church at Regular Business Meeting.

#### D.6. Committees and Councils

##### 6.a. General

Committees provide leadership and direction or program and ministries of the church. Committees are composed of church members. A person may hold membership on two

committees and serve as chairperson of only one at any time. This does not include the Active Deacon Body or the Church Council.

The Committee on Committees is recommended to the church by the Nominating Committee. Other standing committees of the church are nominated by the Committee on Committees. The committee making the recommendation also recommends the chairperson of each standing committee. All committee members are elected by the church in business session.

Committee membership is established on a rotation basis. Members are elected for three (3) year terms so that one-third (1/3) of the membership rotates off each year. A person may not serve consecutive terms on the same committee. In the event of a vacancy on a committee before a person has completed a full three (3) year term, the committee responsible for recommendations may nominate a person for a one (1) or two (2) year term.

Each committee will have a ministerial staff member as a non-voting resource person unless otherwise provided below, these assignments are made by the Pastor and reviewed annually.

Neither the Pastor, any member of the ministerial staff, nor the support staff shall serve as a voting member or chair of any church committee or council except the Pastor shall serve as a voting member of the Church Council and may serve as the chair of the Church Council.

Each committee is responsible for developing an annual budget request in its area of responsibility and submitting this request to the Budget and Finance Committee.

Each standing committee is responsible to review or create policies and procedures for operations within the committee's authority. Changes or additions to these policies and procedures should be submitted to the Constitution and Bylaws Committee.

The church may establish ad hoc committees as needed. Such committees shall be given a specific charge and a date upon which the committee shall expire.

For all committees and councils a quorum shall require the presence of a majority of the voting members of that committee or council.

#### 6.b. Standing Committees

##### AUDIT COMMITTEE

The Audit Committee shall review the financial records of the church, excluding records reflecting the amount of individual members' contributions, on an annual basis. The committee shall present a report to the church at the first quarterly business meeting following the completion of the review. The committee is composed of three (3) members.

##### BAPTISM COMMITTEE

The Baptism Committee is responsible for all arrangements for baptismal services. The committee is composed of six members.

## BUDGET AND FINANCE COMMITTEE

The Budget and Finance Committee is responsible for the financial affairs of the church including the development of an annual budget to be submitted for church approval. The committee is composed of eight members; six members nominated by the Committee on Committees on a rotation basis; the Treasurer and the chairperson of the deacons. The Pastor and one other ministerial staff member may serve as non-voting resource persons.

## CHRISTIAN LIFE COMMITTEE

The Christian Life Committee provides leadership in recreation activities, especially those related to the Christian Life Center (CLC) of the church. The committee is composed of six (6) members.

## CHURCH HISTORY COMMITTEE

The Church History Committee is responsible for preserving and recording the history of the church and communicating it to church members. The committee is composed of three members.

## COMMITTEE ON COMMITTEES

The Committee on Committees recommends nominees to the church for Trustees and for all standing Committees except itself. It also recommends the membership of other committees when directed to do so by the church. The committee recommends persons to the church to be elected as messengers to other Baptist bodies. The committee is composed of six members.

## CONSTITUTION AND BY-LAWS COMMITTEE

The Constitution and Bylaws Committee shall review proposed policies and procedures prior to presentation for church approval to ensure consistency with the Constitution and Bylaws. The committee is composed of six (6) members.

## EMERGENCY PLANNING COMMITTEE

The Emergency Planning Committee is responsible for the development and implementation of an Emergency Response Plan (ERP) for the church involving multiple types of incidents. The committee is responsible for developing, updating and maintaining all related material and equipment and responsible for the development and implementation of different response teams in accordance to the ERP. The committee is composed of six (6) members and a member of the deacons appointed by the deacon chair. The Pastor and other ministerial staff may serve as non-voting resource persons.

## FELLOWSHIP COMMITTEE

The Fellowship Committee is responsible for providing support for church-wide fellowship events during the church year. The committee is composed of six (6) members.

## FLOWER COMMITTEE

The Flower Committee is responsible for decorative flower arrangements in the church sanctuary for Sunday worship services and special occasions as called upon. The committee is composed of three (3) members.

## INSURANCE COMMITTEE

The Insurance Committee is responsible for reviewing insurance Policies and recommending changes when needed. The committee will negotiate insurance contracts, receive bids, and make recommendations to the church. The committee is composed of three (3) members.

## LORD'S SUPPER COMMITTEE

The Lord's Supper Committee is responsible for all arrangements related to observance of the ordinance. The committee is composed of six (6) members.

## MAINTENANCE COMMITTEE

The Maintenance Committee is responsible for the maintenance, upkeep, and repair of all property owned by the church. The committee will deal with emergency situations which develop. The committee negotiates maintenance and service contracts and recommends them to the church for approval. The committee is composed of six (6) members.

## MISSIONS COMMITTEE

The Missions Committee will facilitate the church's involvement in missions work both locally, regionally, and internationally. This includes promoting missions work to the congregation, providing opportunities for hands-on ministry, and coordinating financial resources for those involved in mission service. The committee is composed of ten (10) members, nine (9) members nominated by the Committee On Committees on a rotation basis, and a representative of the WMU.

## MULTIMEDIA COMMITTEE

The Multimedia Committee is responsible for amplification and recording equipment, video recording equipment, television equipment, and production. The committee is also responsible for the enlistment and training of personnel for audio and video production. The committee is composed of six (6) members.

## MUSIC COMMITTEE

The Music Committee is responsible to the church for all matters relating to the music ministry. They will work with the Minister of Music to provide a quality music program for the church. The committee is composed of six (6) members.



## NOMINATING COMMITTEE

The Nominating Committee recommends nominees for designated church officers (Moderator, Clerk, and Treasurer) and program organization leaders to the church for election. It also nominates new members for the Committee on Committees. The Nominating Committee is nominated by the Committee on Committees. The committee is composed of six members.

## PERSONNEL COMMITTEE

The Personnel Committee is responsible to the church for employment, supervision and support of all employed staff members. The committee is composed of six members with the Pastor as the non-voting resource person.

## PRESCHOOL AND CHILDREN MINISTRY COMMITTEE

The Preschool and Children Ministry Committee provides leadership in Christian growth and outreach activities related to preschoolers and children. The committee is composed of six (6) members.

## PUBLIC RELATIONS COMMITTEE

The Public Relations Committee plans, implements, and evaluates publicity initiatives to the community on behalf of the church. The committee is composed of six member

## REAL ESTATE MANAGEMENT COMMITTEE

The Real Estate Management Committee is responsible for negotiating the purchase, sale, and lease of real estate on behalf of the church and recommending such purchases, sales, and leases to the church for approval. The committee is composed of three (3) members.

## TRANSPORTATION COMMITTEE

The Transportation Committee is responsible for all vehicles owned and operated by the church, including certification of qualified drivers. The committee is composed of six (6) members.

## WEE SCHOOL COMMITTEE

The WEE School Committee is responsible to the church for the administration of the Weekday Early Education program of the church. The committee is composed of six members.

## COUNCILS

### General

Councils exist to plan, coordinate and evaluate the work assigned to them by the church. councils are composed of church members elected to leadership positions in specific ministries of church or of those who serve in those ministries.

## The Church Council

The Church Council assists the church to have a clear focus in its ministries and programs and coordinates the church calendar of activities.

Members of the Church Council serve by virtue of their election to a position or office by the church. The council will include the Pastor and other ministerial staff, the Sunday School Director, the Woman's Missionary Union Director, the Chairperson of the Deacons, the Chairperson of the Missions Committee, the Chairperson of the Music Committee, the Church Media Library Director, and the Church Treasurer. The pastor may chair the council.

The Church Council shall meet at least quarterly. Special meetings may be called by the chair.

### 6.c. Program Councils

A program council assists the program leadership and relates to the Church Council for overall coordination. Such councils include but are not limited to the Sunday School Council, the Senior Adult Council, the Single Adult Council, the College Coordinating Council, and the Youth Ministry Council. Any recommendation to create a new program council will be made by the Church Council to the church in business session.

#### E. Support Staff

The Personnel Committee shall define positions which are support staff. All support staff positions and the procedures for filling them shall be approved by action of the church in church business meeting.

The Personnel Committee shall develop and place on file in the Support Staff section of the Personnel Handbook procedures for the selection, employment, training and termination of all support staff personnel. Support staff shall not serve as corporate officers nor be signators on church bank accounts.

#### F. Interim Positions

Interim positions of Pastor and other ministerial staff shall be recommended to the church by the Personnel Committee after consultation with the Budget and Finance Committee regarding compensation. Interim positions shall be elected by the church membership at a regular or called business meeting. Election shall be by written ballot.

#### G. Other Employees

The Personnel Committee shall develop and place on file in the Other Employees section of the Personnel Handbook procedures for the selection, employment, training, and termination of all other employees.

## VIII. AMENDMENTS

Amendments to the bylaws shall be made as follows:

1. A proposal to amend the bylaws shall be presented to the Moderator in writing for discussion at any regular business meeting of the church. A motion to present the amendment to the church requires an affirmation vote of the majority of the members present at the business meeting.
2. Upon the affirmation vote specified above, the church shall be informed of the proposed amendment by notification through the *Witness* or its successor at least two weeks prior to the next regular or called business meeting at which the proposed amendment will be discussed.
3. A motion to present the amendment to the church for final adoption shall require an affirmation vote of a majority of the members present and voting at the business meeting, regular or called.
4. The final vote on the amendment shall be during the Sunday morning worship services. Members unable to attend may present their signed ballot to the church office prior to the vote being taken. The date of the vote shall be communicated to members through the *Witness* or its successor. Members of the Constitution and By-Laws Committee or its successor shall count the ballots. The bylaws shall be amended by an affirmation vote of two-thirds (2/3) of the members voting or a majority of the voting power, whichever is less.

## IX. BYLAWS – See Constitution

## X. BUSINESS MEETINGS

### A. REGULAR BUSINESS MEETINGS

Regular business meetings of the church shall be held in January, April, July, and October. The meetings are usually on the Wednesday night after the second Sunday of the month. These dates will be included in the annual calendar adopted by the church.

### B. CALLED BUSINESS MEETINGS

Called business meetings shall be scheduled for specific items of business. Requests for called business meetings shall be submitted to the Moderator in writing and specify purpose of meeting, date, time, and place. Such requests may be initiated by the Active Deacon Body, the Church Council, a duly elected committee of the church, the Pastor, or a written petition signed by twenty-five church members. Notice of such meetings shall be mailed to church members two weeks prior to the meeting. Called business meetings can only deal with the items of business announced in the mailing.

### C. OTHER BUSINESS MEETINGS

Requests for transfer of church letters, endorsements for missionary service, and endorsements for educational purposes may be acted on during regular worship services without prior written notice. No other business will be transacted at these times.

D. GOVERNING RULES

All questions of procedure not provided for in these bylaws shall be determined according to Robert's Rules of Order Revised.