

DRAFT (April 2011)

THE CONSTITUTION AND BYLAWS
FIRST BAPTIST CHURCH, WEST JEFFERSON, NC

PREAMBLE

For the purpose of preserving and making secure the principles of our faith and to the end that this body be governed in an orderly manner, consistent with the accepted tenets of the Baptist churches affiliated with the North Carolina Baptist State Convention and the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual member of the church, and to set forth the relationship of this body to other bodies of the same faith, we do declare and establish this constitution.

ARTICLE I. Name

This body shall be known as the First Baptist Church of West Jefferson, Ashe County, North Carolina.

ARTICLE II: Purpose

The purpose of this body shall be to provide regular opportunities for public worship, to sustain the ordinances, doctrines and ethics set forth in the New Testament for the Church of our Lord Jesus Christ; to nurture its members through a program of Christian Education; to channel its offerings to the support of the objects of the Redeemer's Kingdom, and to preach and propagate among all people the gospel of the Revelation of God through Jesus Christ as Savior and Lord.

ARTICLE III: Membership

Section 1: The membership of this church shall consist of applicants for membership who have made a profession of faith in Christ as Savior and Lord, desire to be numbered among His disciples, accept the faith and practices of this church, have satisfied the membership requirements of the Bylaws, have endorsed the Church Covenant, and are accepted for membership by vote of the church.

Section 2: There shall be two categories of membership: Full Member and Associate Member. The Full Member shall have all the rights of membership including teaching and serving as a church officer. An Associate member shall enjoy all the rights of memberships except that of a church officer.

ARTICLE IV: Meetings

Section 1: This church shall hold regular meetings for worship, teaching, training, and fellowship.

Section 2: This church shall hold regular business sessions at which time the material and spiritual conditions of the church will be discussed and plans projected for progress in Kingdom endeavors. Regular church business sessions shall be held the second Sunday of each month. The following

order of business may be followed: reading and approval of minutes; report of treasurer; consideration of any items held over from previous meetings; recommendations from the deacon body; reports of committees; new business; adjournment.

Section 3: Special business sessions of the church may be called provided advance written notice is given at least one week prior to the meeting stating the time and purpose of the special called meeting.

ARTICLE V. Officers

Section 1: The officers of this church shall be a pastor, other vocational leadership as needed, deacons, trustees, clerk, treasurer, and other officers as shall be required for the work of the church in any of its departments or organizations. All of these shall be elected by the church and shall be members in good standing.

Section 2: The membership of the church shall establish such paid positions as they see fit. These positions will be established by vote of the church membership. The Personnel Committee may present a job description to the church for approval when the position is established; however, the church must approve a job description for the position before that position is filled. The Personnel Committee shall recommend to the church individuals to fill vacant positions.

ARTICLE VI: AFFILIATION WITH OTHER ORGANIZATIONS

Affiliation with Associations and Conventions: We recognize that there is mutual helpfulness in the association of churches who are in such agreement in faith and practice as to encourage the spirit of fellowship and good will. We also recognize that there have been devised, through the voluntary cooperation of churches of like faith and order, organizations whose purpose it is to implement the missionary, educational, and benevolent interest and obligations of the individual Christian and his church family.

Believing that the Baptist State Convention of North Carolina and the Southern Baptist Convention are organizations which have as their sole purpose the promotion and support of missions, education and benevolence of the character and in keeping with the spirit of the constitution of this church, we therefore agree to participate in these organizations through our duly elected messengers and our support of the causes which these organizations represent; provided, however, this church, pursuant to the basic Baptist tenet that each congregation is an independent, self-governing body, may withdraw its affiliation from anyone or more of the foregoing organizations upon a majority vote of the members present at a meeting called for that purpose, as hereinafter set out.

ARTICLE VII: CHURCH COVENANT

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

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and

spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all the nations.

We also engage to maintain family and secret devotions; to bring up our children in the nurture and admonition of the Lord; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior .

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

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

BYLAWS

ARTICLE I. THE PROGRAMS OF THE CHURCH

Section 1: Definition and Scope of Programs

The objectives of the church as stated in ARTICLE II of the Constitution shall be pursued through the following programs:

- A. Worship Program: Providing opportunities for individual and collective expressions of reverence, praise, honor, and service to God and Jesus Christ and the invocation of the Holy Spirit through meditation and prayer, the spoken word, and the word in song.

Representative Activities: Pulpit ministry; planning and conducting of worship services; administering church ordinances; ministering to spiritual needs of members; choir, organ and instrumental activities; prayer and meditation; revival and religious emphasis.

- B. Christian Education Program: Conducting learning and training activities for church members and others at every stage of their growth and development, with emphasis on Bible study, Baptist beliefs and tenets, and everyday application of Christian principles and beliefs.

Representative Activities: Church School; dramatic productions; church neighborhood educational programs; church library; audiovisual support.

- C. Fellowship Program. Conducting activities designed to strengthen and enlarge church membership; bring about and sustain a strong sense of loyalty to and support for the church; and foster an ever-deepening concern among individual members through sharing the joy and happiness and the sorrows, difficulties, and problems of fellow members.

Representative Activities: New member enlistment; involvement of new members in church activities, maintenance of interest and activity of all members; visitation of sick and shut-ins; ministry to members

- D. Outreach Program: Conducting mission activities through the church staff, members, facilities, funds, time, and other resources, especially including cooperative efforts on common concerns with the community, the Baptist State Convention, the Southern Baptist Convention, and others.

Representative Activities: Church support of and participation in local, state, national, and foreign mission programs; direct engagement in neighborhood and other local activities.

Each responsible organization shall have general responsibility for the activities involved in its program area.

ARTICLE II: MEMBERSHIP

Section 1: Admission of Members

Applicants for membership in this church may be received upon a majority vote of the members present and voting at any regular worship meeting or revival, subject to the following provisions:

- A. Individuals may become members by profession of faith in Jesus Christ as Savior and Lord, endorsement of the covenant and constitution of the church, and subsequent baptism by immersion; by transfer of membership from another Baptist church; and by statement of previous profession of faith and subsequent baptism by immersion in a church of another denomination.
- B. Those who have once been members of Baptist churches and in consequence of peculiar circumstances have no regular letter of dismissal, may be received on their own statement and endorsement of the covenant and constitution of this church. Baptism by immersion will not be required in the instance of physical incapacity or other circumstance which might endanger the health of the candidate for membership.
- C. At the request of any member of any Baptist church, a person shall be eligible to be accepted as an associate member. Such persons shall remain a member of their home church but shall have all privileges and responsibilities of active membership except voting on constitutional amendments, changes in the bylaws, or serving as a church officer.

Section 2: Separation of Members from the Church by Letter

Members of the church in good standing may be granted transfers of membership at the request of other Christian churches. Such letters of transfer may be granted at any meeting of the church upon majority vote of the members present and voting. Any such transfer shall be sent directly to the church to which it is addressed, and membership shall cease in this church at the time the transfer is granted.

Section 3: Dropping from Church Roll

Members shall be dropped from the church roll by action of the Church Body upon the recommendation of the Deacon Body or Special Committee elected by the church.

ARTICLE III: OFFICERS, DUTIES, AND TERMS OF OFFICE

Section 1: The officers of this church shall be a pastor, other vocational leadership as needed, deacons, trustees, clerk, treasurer, and other officers as shall be required for the work of the church in any of its departments or organizations. All of these shall be elected by the church and shall be members in good standing. Upon election each officer shall be given a copy of the duties of that office as defined in this document.

Section 2: Election and Duties

- A. Pastor. The call of the pastor shall take place at a meeting especially set for that purpose of which at least one week's notice has been given the membership. The election shall be upon the recommendation of a special committee elected by the church to seek out and nominate as pastor a minister of the gospel who has the Christian character and qualifications for the office. The committee shall bring only one name at a time for the consideration of the church and no nominations shall be made except by the committee. Election shall be by ballot with an affirmative vote of 2/3 of those present and voting necessary for an extension of a call. Should the minister recommended by the committee fail to receive a 2/3 vote, the committee will be instructed to seek out another minister and the meeting at which the vote was taken shall be adjourned without debate.

There will be an annual meeting between the pastor and the Personnel Committee as provided for in the *PASTOR/CHURCH COVENANT*. If there is a time when a request is brought before the Deacon Body to ask for the resignation of the Pastor, the Deacon Body shall conduct an investigation of evidence of the serious nature of differences in expected and actual conduct of the Pastor. If the Deacon Body decides to make a request for a vote on whether to retain the Pastor an announcement shall be made at the next Sunday morning worship meeting and the vote on the question of whether to retain the Pastor shall take place at least two (2) weeks later at a regular Sunday morning worship meeting. If 2/3 of the church members present and voting is negative, the Pastor shall be immediately notified with a formal request for resignation effective at the end of a sixty-day period following the action.

It is the primary responsibility of the pastor to act as the spiritual leader of West Jefferson First Baptist Church. In this capacity, the pastor is expected:

1. To conduct all scheduled worship services except where special speakers or events preclude the normal worship schedule; to administer the Ordinances of Baptism and the Lord's Supper, Deacon Ordination, and Pastor Ordination when appropriate.
2. To visit those from the membership who are hospitalized or homebound in order to provide spiritual support and comfort.
3. To visit the membership of the church in order to cultivate a strong pastoral and people relationship.
4. To contact all prospective church members and to encourage the membership to do the same.
5. To be available for counseling and consultation when the need arises and to keep confidential such communication; to establish church office hours and generally maintain those office hours for the benefit of all church members and related business of the church~ in times of absence, the church secretary should be informed as to how to contact the pastor.
6. To proclaim the Gospel with the goal of reaching persons for Christ and fostering academic, emotional, social, and spiritual growth; to enlist the help of the membership in reaching the un-churched of the community.
7. To be available for funerals and weddings of church members. The pastor is free to conduct funerals and weddings for others if requested providing it does not interfere with regular services as mentioned above.
8. To meet and work with the Deacon body on a monthly basis, or as often as needed, in planning and carrying out the ministry of the church.

9. To work in direct relationship with the professional staff and volunteers in planning and organizing worship services utilizing the gifts and resources of the membership as well as the community. To assist in the selection process and approve all teaching materials.
 10. To lead the Church Council and work with said Council in planning the overall ministerial program of the church, meeting per the established schedule. The pastor, Church Council and Deacons are responsible for planning and scheduling revival services.
 11. The pastor shall be ex-officio member of all committees. The pastor shall, as a member of said committees, offer his expertise and advice but shall not be entitled to vote.
 12. The pastor shall primarily oversee and direct the church office, supervising the church secretary, and ensuring that the church calendar is maintained. The pastor shall represent the church to visitors and other persons who might come in contact with the church and shall provide church members with information that is necessary for them to carry out their duties as church officers, and shall "oversee the activities of other church staff as their supervisor.
 13. The Pastor will be allowed the following benefits: (benefits subject to final negotiations with pastor and approval from personnel and stewardship committees).
 - a. Two weeks of paid vacation per calendar year (two Sundays and two Wednesdays), one of which may be carried to the following year if not used. No more than three weeks may be accumulated at any time.
 - b. Two weeks paid leave per calendar year are available for the pastor's spiritual renewal. The pastor may use this time to attend Bible conferences, conduct revivals, attend/participate in spiritual retreats, attend association or convention meetings, or participate in other related activities in conjunction with the ministry of the deacons and approved by Personnel Committee. Renewal time may not be accumulated from year-to-year.
 - c. Holidays: New Year's, Easter Monday, Memorial Day, July 4th, Labor Day, Thanksgiving Day plus Friday, Christmas Day plus the day before and day after. In the event a holiday falls on a pastor work day, then the day following or the first convenient day available may be taken in lieu of the day listed.
 - d. Two weeks paid sick leave per calendar year. Up to two weeks may be carried to the following year if not used, but no more than four weeks may be accumulated at any time.
 14. It is the responsibility of the Pastor to procure a supply preacher for worship services when hindered by illness, emergency, vacation or convention.
 15. Resignation or Retirement: Resignation or retirement of the pastor shall be presented in writing to the Personnel Committee sixty days prior to the termination of service.
- B. Deacons. There shall be fifteen deacons who shall be elected from the adult resident membership of the church (age eighteen and above) and possess the scriptural qualifications for serving as deacon. Deacons shall be elected for a term of three years, with one-third (5) of their number being elected each year. After the completion of a full three-year term, no deacon shall be eligible for reelection until after the lapse of one year. Elections for the office of deacon shall be held on the third Sunday in November of each year. Two weeks prior to said Sunday the membership shall be

furnished a list of names of those persons eligible for the office. At the following regular Sunday worship service each member of the church who is present shall vote for ten persons whose names appear upon said list. The ten persons receiving the highest number of votes shall, upon their consent, be the nominees. In the event one or more of the ten persons receiving the highest number of votes fail to give their consent to serve in the office, the persons or persons consenting who receive the next highest number of votes shall be the nominees. The names of the nominees shall be placed upon a ballot and from their number at the following Sunday morning worship service; the membership of the church shall elect five deacons who shall serve. New deacons shall be ordained on a date following their election as set by the active Deacon Body. Vacancies in the Body of Deacons shall be filled by nomination and election for the unexpired term of the vacancy. In such cases the Deacon Body will submit at least one name in nomination to the church by the second regular business session after the vacancy occurs. Deacons so elected shall be eligible for regular election to the Deacon Body if they have served less than one year when the temporary term expires. The deacons shall elect annually their own officers. The chairperson of the Deacon Body shall also serve as moderator at church business sessions. In the event of inclement weather, or other unavoidable potential disruptions. The Deacon body, upon conferring with the Pastor, may reschedule the process to ensure the widest possible participation in the election process.

Deacons are servants of the church. They are spiritual leaders and not a ruling body. The duties of the deacons and Deacon Body include proclamation and family care in four areas: Grief, Hospital/Convalescent, Homebound, and Outreach Ministries.

- C. Trustees. Since no unincorporated church may legally hold property in the name of the church, churches must hold their real property in the name of the Trustees. Trustees legally represent and administer real property assets under the authority and direction (as voted on by the church in a regular or called business session) of the church.

Trustees shall consist of three mature members of the church with a reasonable amount of business experience. The term shall be six years (beginning in January after November business session election) with one member rotating off every two years.

Tasks:

- Sign legal papers as representatives of the church.
- Maintain an up-to-date inventory of all church property, mortgage loans, and insurance on church property. This information will be kept in a safe deposit box with reference copies filed in the church office.
- Counsel with church officers and committees in matters related to church property.
- Review all insurance policies semi-annually to ensure that proper coverage is maintained.
- Review church inventory, mortgage loans, policies & procedures, etc. on a semi-annual basis.

- D. Church Clerk. The Church Clerk shall be elected annually at the November business session of the church and shall serve a term of one year from January through December following election. The Church Clerk is the officer most responsible for preserving the records of the church and as such shall record and maintain the records of all church business sessions, preserve records for present and future use, correspond with other churches and members, and provide for church history.

- E. Treasurer. The Treasurer shall be elected annually at the November business session and shall serve a term of one year from January through the next December. The Treasurer's books shall be audited annually and all books, records, and accounts shall be considered the property of the church.

The Treasurer ensures that appropriate financial records are maintained and that the church membership has a timely awareness of the financial condition of the church.

The Treasurer shall be ex-officio to the Stewardship Committee and, as such, will work in close cooperation with that committee in all areas relating to financial matters and policies of the church, including budget formulation.

The Treasurer shall make monthly reports to the Stewardship Committee and to the church reflecting the current financial status of the church.

F. Assistant Treasurer. An Assistant Treasurer may be elected, as needed, upon the recommendation of the Nominating Committee.

Section 3: Report to the membership. All officers shall provide a brief, written report to the church each February business session. This report shall include how many times the committee has met, the members in attendance at each meeting, the duties accomplished during the last year, and the issues pending in the next year.

ARTICLE IV: OTHER CHURCH OFFICERS

Section 1: The membership of the church shall establish such paid positions as they see fit. These positions will be established by vote of the church membership. The Personnel Committee may present a job description to the church for approval when the position is established; however, the church must approve a job description for the position before that position is filled. The Personnel Committee shall recommend to the church individual to fill vacant positions. Job descriptions and other information should be included in a personnel manual to be maintained by the Personnel Committee.

ARTICLE V. Committees

Section 1: Nomination and Election. At each November business session the church shall elect committee members and a temporary committee chairperson for each established committee. The Nominating Committee shall present a full slate of nominees for each established committee. The presentation of this slate shall not preclude nominations from the floor for any committee position. Members elected shall serve from January through the following December of the year specified by the Nominating Committee. Each newly elected committee member shall receive a copy of the committee duties shortly after election.

Section 2: Membership: Unless otherwise specified, standard membership of committees shall consist of six members, each of whom will serve rotating three year terms such that two members' teams expire each year. In the event that a vacancy occurs in any committee, the Nominating Committee shall present an individual to serve the unexpired portion of the term at the first appropriate regularly scheduled business session. Presentation of the nominated individual shall not preclude nominations from the floor. The pastor will serve as a non-voting ex-officio member of all standing committees. Standing Committees shall be as follows and shall operate as set forth below:

A. Activities Committee: The Activities Committee consists of six members serving staggered three-year terms such that two members rotate off the committee each year.

The Activities Committee assists the Pastor and his staff in scheduling, organizing, and conducting various church activities, consistent with the overall church mission and philosophy. These activities would include those considered appropriate and necessary to supplement the normal activities conducted by the different departments and organizations of the church and may be either spiritual or secular, in nature.

Tasks:

- Respond to the call of the Pastor for meetings to discuss and plan activities as proposed by the Pastor and his staff or activities which have been proposed by other church members or organizations.
- Ensure that any activities under consideration are consistent with the mission of the church and the church staff.
- Communicate to the church secretary any planned activities in order that integrity may be maintained in the church calendar of events and that the church body may be informed in a timely manner.

- B. Benevolence Committee: The Benevolence Committee consists of six members serving staggered three-year terms such that two members rotate off the committee each year.

The Benevolence Committee responds to requests for financial assistance from requests originating within or outside the Church, in cooperation with the Pastor and consistent with the Church's budgeted amount.

Tasks:

- Evaluate requests for financial assistance and respond according to the need and the resources available.
- Advise the Stewardship Committee of the level of budgeted resources required.

- H. Church Council: Membership shall consist of the chairs of all Church standing committees, program organization directors, directors of program services, and the Church staff, with the Pastor as leader. The Church Council shall operate as set forth in section three, four and five.

Church Council is to be a clearinghouse for ideas, proposed programs, requests, and information affecting the Church and its calendar of activities. The council shall have no authority but should be utilized to evaluate, coordinate, and consider.

Tasks:

- Meet at least once per month.
- Prepare and coordinate the Church calendar.
- Discuss, evaluate, and propose new programs and activities and consider the effectiveness of existing ones.
- Act as "traffic director," communicating concepts and suggested programs to appropriate committees or groups for consideration.
- Develop realistic goals for Church ministry based upon the needs of the congregation and the community.

- I. Constitution and Bylaws Committee: The Constitution and Bylaws Committee shall consist of six members serving staggered three-year terms such that two members rotate off the committee each year. The Constitution and Bylaws Committee shall operate as set forth in section one, three, four and five.

The Constitution and Bylaws Committee has the responsibility to maintain, periodically review, and keep the constitution and bylaws up-to-date. To bring any desired revisions before the church for consideration.

Tasks:

- Consider any changes or amendments to the Constitution and Bylaws and present potential changes in an acceptable format to the church membership for vote.
- Serve as a resource to other committees and church members for questions about the Constitutions and Bylaws.
- Ensure that an up to date version of the Constitution and Bylaws is maintained and readily available to any church member.

- D. Food Services Committee: The Food Services Committee shall consist of six members serving staggered three-year terms such that two members rotate off the committee each year.

The Food Services Committee oversees the Church kitchen, its equipment and supplies, and to coordinate the preparation and serving of food at functions requiring food preparation.

Tasks:

- Coordinate with other Church committees to ensure that the kitchen has adequate supplies for Church events.
- Staff, serve, and clean up after Church-wide luncheons, parties, meals, etc.
- Coordinate with the Properties and Space Committee concerning kitchen equipment maintenance and/or replacement needs.
- Develop and publicize practices necessary for the proper use and care of the kitchen and its equipment.

- E. Historical Committee: The Historical Committee shall consist of six members (Church Historian and five additional members) serving staggered three-year terms such that two members rotate off the committee each year.

The Historical Committee documents for permanent record all historical facts, including: founding of our church, its pastors, membership, baptisms, deacon elections, and all history associated with the operation and function of the church.

Tasks:

- Develop and maintain a complete history of the church.
- Ensure that the church history is available to the membership in a useable form.

- J. Memorials Committee: The Memorials Committee shall consist of six members serving staggered three-year terms such that two members rotate off the committee each year. The Memorials Committee shall operate as set forth in section one, three, four and five.

The Memorials Committee administers all memorial gifts.

The Memorials Committee has the responsibility to identify and recommend to the church specific items for memorial purposes; provide for the establishment and maintenance of all records relating to the acceptance of memorial gifts; cooperate with the Finance Committee in the establishment of memorials; and consolidate miscellaneous and undesignated memorial gifts and recommend to the church, periodically, specific memorials to be acquired or programs to be supported.

The Memorials Committee shall bring before the church at a regular business session any proposed non- monetary memorial for acceptance by the church and such memorial shall be accepted by the church by a simple majority vote.

The Memorials Committee shall bring before the church at a regular business session any proposed use of memorial funds and such use shall be accepted by the church by a simple majority vote.

Memorial funds may be used at any time and for any purpose accepted by the church by a simple majority vote at a regular business session.

Tasks:

- Identify and recommend to the church specific items for memorial purposes.
- Maintain a list of items appropriate for suggestions to families as designated memorial gifts.
- Cooperate with the Stewardship Committee in the establishment of memorials.
- Consolidate miscellaneous and undesignated memorial gifts and recommend to the church, periodically, specific memorials to be acquired or programs to be supported.
- Bring before the church at a regular business session any proposed non-monetary memorials for acceptance by the church.

- K. Music Committee: The Music Committee shall consist of seven members: the Minister of Music, Organist, Pianist, and Adult Choir President, and three members serving staggered three-year terms such that two members rotate off the committee each year.

The Music Committee assists the Church and staff in developing a comprehensive music ministry of education and worship.

Tasks:

- Assist the ministerial staff in developing and implementing the music ministry of the Church.
- Recommend policies concerning the use of instruments and equipment.
- Assist the staff in maintaining, purchasing, and caring for all musical equipment and furnishings.
- Set standards for the type of music used in weddings, funerals, and other church functions.
- Assist the ministerial staff in the evaluation of worship services and recommend the highest level of worship methods to meet the needs of the congregation.

- L. Nominating Committee: The Nominating Committee shall consist of six members serving staggered three-year terms such that two members rotate off the committee each year. The Nominating Committee shall operate as set forth in section one, three, four and five.

To present annually, for Church approval, nominations of persons to fill all Church committee positions, including its own, as well as upcoming vacant positions of Trustee and Treasurer.

Tasks:

- Contact and secure agreement of nominees for committee membership.
- Present list of nominees to church membership for election at the November Church business session.
- Present individuals to the church to serve as chairmen of committees.
- Secure nominee for Sunday School Superintendent position.
- Secure leadership for Bible School.

- Present nominees to church to fill vacancies as required.

M. Personnel Committee: The Personnel Committee shall consist of six members serving staggered three-year terms such that two members rotate off the committee each year. The Personnel Committee shall operate as set forth in section one, three, four and five.

The Personnel Committee addresses and manages matters concerning both the professional church leadership staff and support staff personnel.

Tasks:

- Bring before the church recommendations to add or delete positions to/from the church staff.
- Maintain current job descriptions for each paid position and present recommended changes to the church for approval.
- Develop applications and review applicants for any vacant position and present recommendation to the church for filling a vacancy.
- Maintain the option to appoint an Ad Hoc committee (approved by the church) for the purpose of filling a vacant or expected vacant position.
- Work with and through the pastor when dealing with personnel matters. Recommend salaries and yearly salary adjustments for all church employees to the church's Stewardship Committee.
- Conduct an annual evaluation of the Pastor

N. Preschool Committee: The Preschool Committee shall consist of six members serving staggered three-year terms such that two members rotate off the committee each year.

The Preschool Committee oversees and organizes the operation of the preschool program, including the church nursery.

Tasks:

- Create a list of assigned nursery workers (ensuring that a sufficient number of adults is on duty) and notify them in a timely manner of their assigned work days/hours.
- Ensure that the nursery is provided sufficient snacks, infant-care products, art materials, books, and toys to be utilized by the workers in caring for the children.
- Educate the young child about the Bible and apply it to the child in a manner that will have meaning for him or her using Sunday School literature as a guide.
- Recommend to the Properties and Space Committee any facility or equipment needs to accomplish the purpose.
- Monitor environment and keep play areas safe for children.

O. Properties and Space Committee: The Properties and Space Committee shall consist of six members serving staggered three-year terms such that two members rotate off the committee each year. The Properties and Space Committee shall operate as set forth in section one, three, four and five.

The Properties and Space Committee oversees and maintains all Church buildings and property.

Tasks:

- Maintain a current inventory of Church property.
- Provide for the needed maintenance of Church property.
- Initiate action to purchase or dispose of Church property.

- Determine how building space is to be used.
- Control the use of Church property and buildings for uses other than the regular Church functions and services.
- Submit to the Stewardship Committee requests for funding.
- Make expenditures as prescribed within the annual Church budget.
- Secure Church approval for expenditures exceeding budgeted amounts.
- Notify church staff of disposals and acquisitions of church property relative to insurance coverage.

P. Stewardship Committee: The Stewardship Committee consist of six members: two of which must be current deacons, appointed by the deacon body; the church treasurer; and three members serving staggered three-year terms such that two members rotate off the committee each year. The Stewardship Committee shall operate as set forth in section one, three, four and five.

To assist the Church with stewardship in developing and managing a comprehensive financial plan to meet the needs of the Church.

Tasks:

- Assist the Treasurer and/or secretary in presenting financial reports to the Church.
- Recommend to the Church financial policies concerning the receipt and disbursement of all funds entrusted to the Church.
- Direct church leadership and committees in managing budgeted funds and in maintaining church financial policies.
- Assist church leadership and committees requesting funding for projects outside the church budget.
- Provide for regular audits of the Church's financial affairs.
- Provide for the accounting of all funds: receiving, counting, depositing, and disbursing.
- Select individuals who will oversee and verify weekly deposits.
- Present the proposed budget to the Deacon body.
- Present proposed budget to the church through the church newsletter and the church bulletin at least two months prior to the beginning of the Fiscal Year.
- Consult with committee chairs concerning budget needs and proposed plans.
- Encourage a spirit of giving.

Q. Technology Committee: The Technology Committee shall consist of six members serving staggered three-year terms such that two members rotate off the committee each year. The Church Secretary will be a non voting ex-officio member of the committee.

The Technology Committee oversees and makes recommendations to the Church concerning the use of technology, needed equipment and systems, and related issues.

Tasks:

- Assist all church groups in the use of technology equipment when requested and when the assistance is feasible.
- Research and recommend to the Church purchases of technological equipment, coordinating with other committees as appropriate.
- Maintain and update the Church website, which may require the use of outside consultants/firms.
- Provide instruction in the use of equipment and processes.
- Oversee the required maintenance on Church-owned equipment and systems and ensure that such maintenance is accomplished in a timely manner.

- Evaluate needs as technology advances and recommend required changes to equipment and systems.

- R. Transportation Committee: The Transportation Committee shall consist of six members serving staggered three-year terms such that two members rotate off the committee each year.

The Transportation Committee provides for maintenance and use of First Baptist Church vehicles and to ensure that transportation needs of the church are met.

Tasks:

- Create and monitor schedule for vehicle use.
- Oversee the required maintenance on Church-owned transportation equipment and systems and ensure that such maintenance is accomplished in a timely manner. This maintenance will include regular maintenance of vehicles:
 - inspections
 - oil & fluids
 - tires, etc.
- Develop regulatory procedures for:
 - use
 - drivers
 - Create logs for signing out vehicles.
 - Use of transportation vehicles not owned by the church.

- S. Ushers/Greeters Committee: The Ushers/Greeters Committee shall consist of six members serving staggered three-year terms such that two members rotate off the committee each year.

The Ushers/Greeters Committee assists congregational members, guests, and leaders before, during, and after services.

Tasks:

- Enlist and train an adequate number of ushers/greeters - obtain name tags or at least something visible that says "Usher" or "Greeter". There should be a minimum of eight ushers appointed.
- Ensure that all needed ushers and greeters are present before and during each service. This schedule will be posted in the weekly church bulletin. In order, that proper scheduling may be accomplished, groups of four should alternate on a monthly basis. If an usher has to be absent for a scheduled service, it becomes his/her responsibility to secure a replacement. Ushers should be on duty at 10:30 a.m.
- Ensure pews and chairs are in proper order for worship.
- Ensure that all supplies are available in ample quantities for the ushers to function properly; for example, offering plates, visitor cards, and bulletins.
- Greet and welcome all members and visitors upon their entering the sanctuary.
- Promote a spirit of fellowship and friendliness for each service.
- Assist those who may have to leave during a service for any reason.

- T. Vacation Bible School Committee: The Vacation Bible School Committee shall consist of six members serving staggered three-year terms such that two members rotate off the committee each year.

The Vacation Bible School Committee plans, coordinates, and executes a vacation Bible school for the children of the community each summer.

Tasks:

- Select materials, date, and other preliminary duties in preparation for Bible school.
- Recruit and train Bible school staff from among the membership.
- Provide guidance and support for everyone involved in advance, during, and following the event.
- Execute the specific timeline duties as outlined below:
 - **Preliminary Duties:**
 - ✓ Select program from among those available commercially ordering a sample pack.
 - ✓ Order materials for teachers, students, and support staff well in advance of the date.
 - ✓ Select a date for the event. (Sports camps are usually held the second week school is out.)
 - ✓ Recruit staff keeping in mind the expertise, experience, and talents of church members.
 - ✓ Plan a training session to familiarize VBS staff with the program, materials, their duties, and other members of their team.
 - ✓ Develop a schedule for the week; assign classrooms, and other organizational duties to ensure the safety of participants.
 - **During VBS:**
 - ✓ Answer questions as they arise.
 - ✓ Provide support for those in challenging situations.
 - ✓ Observe the activities and make adjustments as necessary.
 - ✓ Arrange for cleanup after the event.
 - **After VBS:**
 - ✓ Ensure the building has been properly cleaned and furniture returned to it normal places.
 - ✓ Provide a summary of attendance, expenses, and other data for use in planning the next year's event.

Section 3: Meetings: All committees have the responsibility to hold an organizational meeting shortly after new members take office. A permanent chairman and a secretary are to be elected at this meeting. Committee chairpersons represent their respective committees on the church council.

Section 4: Budgets: All committees, even if they have no need for budgeted funds, shall submit their budget requests for the next fiscal year to the Stewardship Committee not later than the first of September.

Section 5: Minutes: Committees shall record minutes of each meeting and file a copy of the minutes with the Church Secretary.

Section 6: Other Committees: The church shall create or dissolve any additional committees which it deems necessary. The purpose, responsibilities and duration of such committees shall be defined when they are created and recorded in the church minutes. These committees shall normally stand until such time as they are dissolved by the church. Unless otherwise noted, such committees shall consist of five members, one of which will be nominated and elected as chairperson, all serving a one-year term from January through December. While nominations may be made from the floor, the Nominating Committee will present nominations for chairperson and committee members for these committees at the church business session in November or shortly after the committee is established.

Section 7: Ad Hoc Committees: The church shall have the option of appointing Ad Hoc committees as it deems necessary. These committees will normally be appointed for a specific purpose and for a specific time which should be recorded in the church minutes. Specific

information about the makeup of the committee, purpose of the committee, responsibility of the committee, and what authority it has should also be recorded in the church minutes when the committee is created.

Section 8: Report to the membership: All committee chairmen shall provide a brief, written report to the church each February business session. This report shall include how many times the committee has met, the members in attendance at each meeting, the duties accomplished during the last year, and the issues pending in the next year.

ARTICLE VI: ORDINANCES AND ORDAINING

Section 1: The ordinances shall be Baptism and the Lord's Supper.

- A. Baptism shall be by the immersion of believers.
- B. The Lord's Supper shall be observed at times appropriate to the worship program.

ARTICLE VII: MEETINGS

Section 1: Services of worship shall be held each Lord's Day (Sunday) and at such other times as the Deacon Body and leaders of program organizations may recommend.

Section 2: Business sessions of the church shall be as follows:

- A. The church fiscal year for financial reporting shall begin January 1 and end December 31. The meeting for the adoption of the budget for the ensuing fiscal year shall be the October business session.
- B. The church program year shall begin January 1 and end December 31. Monthly business sessions shall be held on the second Sunday of the calendar month. A summary of the transactions at business sessions shall be duly recorded by the Church Clerk.
- C. The election of officers and committee members to fill vacancies arising through the expiration of specified terms shall be held in November of each year. Vacancies arising from any other cause may be filled at any business meeting.
- D. Special business meetings may be called by the Pastor or the Moderator upon request. Written notice of place, time, and issue to be considered at each special business meeting shall be given at least one week prior to the proposed meeting.

ARTICLE VIII: ADOPTION AND AMENDMENTS

Section 1: This Constitution and these Bylaws shall be considered adopted and in immediate effect if and when a majority of the members present at the business session at which vote is taken shall vote in favor of the same. This vote shall be taken not less than thirty (30) days after formal presentation of the Constitution and Bylaws to the church.

Section 2: Any of the rules in these Bylaws may be amended, altered, or repealed by a majority vote of the members present at any regular business session of the church; provided, however, that

notice and proposal of such amendment, alteration, or repeal must be given in writing at the preceding regular business session of the church.

Section 3: The adoption of this Constitution and Bylaws shall affect a repeal of all previously adopted rules in conflict herewith.

Section 4: A copy of this Constitution and Bylaws shall at all times be kept by the Church Clerk and another copy shall be kept in the church office, and all amendments to or revisions thereof shall, after passage by the church, be prepared by the clerk and included in the copies of the Constitution and Bylaws and made available to church members generally upon request.

ARTICLE IX: RULES OF ORDER

Church business sessions shall be conducted in accordance with ROBERT'S RULES OF ORDER. "Let all things be done decently and in order."