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CONSTITUTION

FIRST BAPTIST CHURCH HICKORY, NORTH CAROLINA

Recommendation Date: 07/19/2010

PREAMBLE

10 For the purpose of preserving and making secure the principles of our faith and to the end
11 that this body be governed in an orderly manner, consistent with the accepted tenets of
12 the Missionary Baptist Churches affiliated with the North Carolina Baptist State
13 Convention, the Southern Baptist Convention, and the Cooperative Baptist Fellowship,
14 and for the purpose of preserving the liberties inherent in each individual member of the
15 church, and to set forth the relationship of this body to other bodies of the same faith, we
16 do declare and establish this Constitution.

ARTICLE I. NAME

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20 This body shall be known as First Baptist Church of Hickory, Catawba County, North
21 Carolina.

ARTICLE II. PURPOSE

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25 The purpose of this church shall be to worship God. It shall seek to accomplish this by
26 being the Church of Jesus Christ in its day and generation. It shall propagate the Gospel
27 of Jesus Christ among all people through a strong program of worship and music,
28 education and discipleship, outreach and evangelism, fellowship, missions and ministry,
29 and administration.

ARTICLE III. MEMBERSHIP

Section 1. Membership Prerequisites

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35 The membership of this church shall be composed of persons who have professed
36 faith in Jesus Christ, who have given evidence of regeneration, who have been
37 baptized by immersion, and who have been received by vote of the church.

Section 2. Methods of Admission to Membership

2A. By Profession of Faith and Baptism

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43 Persons may be received into this church upon their public profession of faith in
44 the Lord Jesus Christ and upon their submission to the ordinance of baptism by
45 immersion.

2B. By Letter

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49 A member of another Baptist church of like faith and order may be received by
50 submitting a letter of dismissal from that church and pending receipt of a letter of
51 dismissal, may be held under the watchcare of the church.

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2C. By Statement

Anyone who has once been a member of a Baptist church, or a church whose doctrine and form of baptism are like our own, and in consequence of peculiar circumstances has no regular letter of dismissal, may be received into our fellowship upon a statement satisfactory to the church.

Section 3. Watchcare

Members of Christian churches may be extended fellowship and spiritual identity with this church by watchcare. Persons under watchcare shall not have voting privileges, shall not hold church offices, nor shall serve on church committees. Persons under watchcare may serve in supporting roles in the educational programs of the church. Persons under watchcare shall be encouraged to become full members of this church. They may modify their relationship with the church to that of full church membership at any time upon satisfaction of the membership prerequisites set forth in this Article.

Section 4. Reception by Majority Vote

The reception of all members shall be upon majority vote of the members present and voting.

Section 5. Letters of Dismission

When a member of this church joins another church of like faith and order, a letter of dismission may be granted upon the request of the receiving church or the member. Letters of dismission may be authorized by the church in conference, or by the Deacons at a regularly scheduled meeting as a published agenda item. When a letter of dismission is granted, the Church Clerk shall issue the letter and membership in this church will terminate.

Section 6. Letters of Termination

Membership in this church will terminate when a member of this church joins a church of a different faith and order, or upon written request by a member. Upon request, a letter of termination of membership in this church will be given to any member.

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Section 7. Inactive List

Members of this church who are physically and financially able but who do not choose to attend or support this church for a period of five years or more, shall be automatically removed from the church membership and their names placed on an inactive list.

Section 8. Duties

In considering the duties involved, members are expected, first of all, to be faithful in all the duties essential to the Christian life, to attend regularly the services of the church, to give regularly and systematically to its support and kingdom causes, and to share in its organized work.

Section 9. Voting

In considering the rights involved, members, and members only, may act and vote in the transactions of the church.

ARTICLE IV. CHARACTER

Section 1. Government and Policy

The church shall be governed by the membership-at-large. All actions for which the church shall be held responsible shall be presented to the church for its decision prior to action. The church may delegate through its Constitution and Bylaws certain authorities and responsibilities to committees, councils, and organizations. Final authority in all matters pertaining to the church shall rest with the membership in keeping with the Constitution and Bylaws.

Section 2. Autonomy

It is specifically declared that this church is and forever shall be a self-governing, independent, autonomous body. All matters involving the tenets, policy, program, and activities of this church shall be decided by the members of this church. The majority vote of the members of this church in conference on any issue constitutes a binding decision on the church politic. The procedure for voting on any issue shall be in accordance with Article V.

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ARTICLE V. MEETINGS

Section 1. Worship Services and the Lord's Supper

The regular worship services of the church shall be held on Sundays and Wednesdays, unless otherwise agreed by the church. The Lord's Supper shall be observed at least once each quarter at a time set by the Senior Pastor and the Committee of Deacons.

Section 2. Business Meetings

The church shall have a church conference quarterly, said conference to be held on a Sunday or Wednesday evening each January, April, July and October, as designated on the church calendar. Such meetings shall be official business meetings of the church and at such meetings full reports shall be given concerning all aspects of the church programs, their progress, recommendations, and the financial condition of the church. A church conference may be called at any regular worship service of the church by the Committee of Deacons or the Senior Pastor and may be adjourned to a later time upon majority vote of those in attendance and voting. Notice of the church conference shall be given orally at a regular worship service of the church at least one week prior to such called conference, and, in addition thereto, notice of the business to be transacted at such conference shall be printed in the church bulletin immediately prior to said church conference, if possible. If such printing is not possible, because of lack of time, a written summary of the business to be transacted shall be mailed to each church family preceding such conference.

Additionally, there shall be a special church conference each year during the week of the second Sunday in October for the purpose of deacon election. If there is more than one regularly scheduled worship service during that week, this special church conference shall be called to order during the earliest regular worship service occurring on the second Sunday of October, shall be recessed following the distribution, marking and collection of ballots at that service, shall be reconvened and recessed in like manner during any other regular worship service occurring on that date or during the following six days and shall be finally adjourned following the collection of ballots at the last regular worship service occurring during that week. No other business shall be conducted during this special church conference. Notice of the church conference shall be given as set above and in addition such notice shall specify the date and time of each worship service during which the church will be in conference for the purposes of deacon election. Regardless of the number of services at which ballots are received under

1 this Article, each member shall submit only one ballot for that election of deacons.

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Section 3. Annual Business Meeting

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The quarterly conference to be held in October of each year is designated as the annual business meeting of the church and at such meeting all annual reports shall be submitted.

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Section 4. Absentee Voting

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Absentee ballots shall be issued only for the vote to call a Senior Pastor, selection of ministerial staff members, election of Deacons, election of a Senior Pastor Search Committee, and any other voting procedure for which the Committee of Deacons specifically designates that absentee voting will be permitted.

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In order to qualify for absentee voting, a church member must be incapacitated, serving in other church services, or be out-of-town. The following procedure for absentee voting is the only procedure for absentee voting permitted:

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A. The church member must request the absentee ballot from the church office.

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B. The church office shall give or mail to the church member an official ballot and a stamped self-addressed envelope upon request. The return envelope only shall be numbered.

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C. The church office shall maintain a record of those receiving absentee ballots and the numbers indicated on the return envelopes.

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D. The absentee ballot is to be returned in the numbered self-addressed envelope, sealed, no later than the beginning of the announced time of the church conference.

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E. Absentee ballots are to remain in the sealed envelopes and are to be opened only by those tabulating the ballots cast at the designated church conference.

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Section 5. Voting by Ballot

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Voting by ballot at church conferences shall be required for the following: election of Deacons, election of a Pastor Search Committee, the vote to call a Senior Pastor, the vote on a motion for dissolution of the relationship of Senior

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Pastor and church, issues where voting by ballot is requested by the Deacons, or upon majority vote of the church members present and voting. Likewise, when a motion to vote by ballot on any issue is duly made and seconded from the floor, the chair shall direct that voting on that issue shall be by ballot (without the need for majority approval on the manner of voting).

Whenever a vote is taken by ballot, a ballot shall be given to each church member immediately before the vote.

If a ballot is blank or the intended vote cannot be determined from the ballot, the ballot shall not be counted for any purpose.

ARTICLE VI. CHURCH OFFICERS

Section 1. List of Officers

The officers of this church shall be the Senior Pastor, Committee of Deacons, Trustees, Church Clerk, Treasurer, Moderator, and other officers as established by the church.

Section 2. Election and Duties of Church Officers

A. Senior Pastor

(1) Calling a Senior Pastor

Whenever a vacancy occurs in the office of the Senior Pastor, the selection of a new Senior Pastor shall be upon there recommendation of the Senior Pastor Search Committee as set forth in Article VII, Section 2 A. The Senior Pastor Search Committee shall bring to the church its nomination for Senior Pastor at a church conference called for that purpose as provided in Article V, Section 2. It shall bring only one name at a time for consideration of the church and no nomination may be made except by the committee. Voting shall be by ballot, and an affirmative vote on three-fourths of the ballots cast shall be necessary for a call. If the person nominated by the committee fails to receive the required affirmative vote, the meeting shall be adjourned without debate, and the committee shall continue to seek out a new Senior Pastor.

The Senior Pastor called by the church shall serve until the relationship is

1 dissolved at the request of the Senior Pastor or until the church votes to
 2 dissolve the relationship at a conference called for that purpose as provided
 3 in Article V, Section 2. The vote shall be by ballot, and an affirmative vote
 4 on a majority of the ballots cast shall be required for dissolution. In either
 5 case at least 30 days written notice shall be given of dissolution of the
 6 relationship unless otherwise mutually agreed to by the Senior Pastor and
 7 the church.

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 9 **(2) Duties of Senior Pastor**

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 11 The Senior Pastor shall have in his charge the welfare and oversight of the
 12 church. He shall be an ex officio member of all organizations,
 13 departments, committees, and councils; he may call a special meeting of
 14 the Committee of Deacons or any committee or council by written or oral
 15 notice of such meeting; he shall conduct religious services on stated and
 16 specific occasions, administer the ordinances, minister to members of the
 17 church and the community, and perform all duties that usually pertain to
 18 that office; he shall have special charge of the pulpit ministry of the church
 19 and shall, with the prior approval of the Deacons' Pastoral Advisory
 20 Committee, provide for pulpit supply when he is absent or for special
 21 occasions and arrange for workers to assist in revival meetings and other
 22 special services. He shall be the administrative head of the church with
 23 general supervision over all salaried staff members. He shall have the
 24 responsibility of nominating all salaried personnel to the Personnel
 25 Committee and shall recommend all personnel policies and job
 26 descriptions to the Personnel Committee. He can request resignation of
 27 any and all paid personnel in keeping with the church Bylaws.

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 29 **B. Deacons**

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 31 **(1) Definition**

32
 33 This church recognizes as ordained deacons all persons who have been
 34 ordained as deacons in this church or any other Baptist church of like faith
 35 and order. In this Constitution and Bylaws, the term "Deacon(s)" refers to
 36 persons who are in active service of an elected term of office as a deacon
 37 of this church.

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 39 **(2) Organization**

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 41 Deacons in active service shall be organized into a Committee of Deacons.
 42 There shall be three Deacons for every fifty resident families of the

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church. The Committee of Deacons shall annually elect a chairman, chair-elect, secretary, and such other officers or committees of its membership as may be necessary for the performance of its duties. It shall have regular monthly meetings. The Senior Pastor or the Chairman of the Deacons may call a special meeting whenever the need arises.

(3) Qualifications

Deacons shall be persons whose character is beyond reproach and whose leadership is respected in the church and community. The New Testament's concept and qualifications for deacons shall serve as guidelines in setting the standards for persons selected as Deacons. They shall at all times consider themselves as servants of the church.

All candidates for the office of Deacon shall have attained the age of 21 years prior to January 1 of the year in which they are nominated. They shall not be a full time employee of the church nor be a resident of the same household with any full time employee of the church.

4) Election

Deacons shall be elected from among those members who have proved themselves to have scriptural qualifications. They shall be elected for a term of three years with one-third of the number being elected each year. After the service of 18 months or more on the Committee of Deacons, no Deacon shall be eligible for re-election until after the lapse of one year. The Deacons shall be elected in accordance with procedures as adopted by the church in its Bylaws.

(5) Ordination and Installation

Each elected Deacon must be ordained by the church in a worship service designed for this specific purpose. The Senior Pastor will provide leadership and direct the service. Following ordination, all newly elected Deacons shall be installed into the Committee of Deacons effective January 1 next.

(6) Duties

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With the Senior Pastor, and as the Holy Spirit may direct, Deacons are to consider and make recommendations to the church on all matters pertaining to its work and progress including overseeing of the discipline of the church, establishing and maintaining spiritual fraternal relations with all members of the church, assisting the Senior Pastor in the observance of the ordinances, have general oversight over all areas of worship, evangelism, education, fellowship, missions, ministries, and administration of the church.

C. Trustees

The church shall elect at least five members to serve as Trustees upon recommendation of the Nominating Committee. Their term of office shall be for five years. Vacancies may be filled at any time with the one elected filling out the unexpired term of the one whose vacancy is being filled. Having served as a Trustee a previous term will not disqualify a member for re-election. The Trustees shall, as provided by law and action of the church, hold in trust the title of all property of the church and shall represent the church in all matters of legal responsibility regarding the purchase, improvement, and disposal of church property. They shall execute all legal papers relating to the church and to the community as the church may direct. They shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without a specific vote of the church authorizing such action; neither shall they have any control over the use of the church property except by vote of the church. The signatures of any three of said Trustees shall constitute legal action and due execution on behalf of the church, when so authorized by specific vote of the church, without the joinder and signature of the other Trustees. Trustees shall on behalf of the church maintain a safe-deposit box at a local bank wherein they shall store all deeds, insurance policies, and other related legal documents.

D. Church Clerk

The Church Clerk shall be nominated annually by the Nominating Committee and elected by the church. It shall be the duty of this officer to attend or be represented at all church business meetings, to keep an accurate record of all business transactions, and to prepare the annual associational letter. The Church Clerk shall issue letters of dismissal and termination as authorized by the church. This officer shall preserve a true history of the church in cooperation with the Church Historian, preserving all papers, valuable letters, and records that belong to the church. It shall also be the duty of this officer to see that an accurate roll of

1 the church membership is kept with dates and methods of admission and
 2 dismissal, change in name, correct mailing addresses, and other pertinent
 3 information. The Church Clerk may designate a church member to fulfill these
 4 duties in the absence of the clerk.

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6 **E. Treasurer**

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8 The Treasurer shall be nominated annually by the Nominating Committee and
 9 elected by the church. It shall be the responsibility of this officer, in accordance
 10 with the policies and procedures established by the Finance Committee or upon
 11 specific authorization from the Finance Committee, to receive, keep in a bank, dis-
 12 burse by check, and invest all moneys or things of value that are given to the
 13 church. The Treasurer shall keep at all times an itemized account of all receipts and
 14 disbursements, rendering reports at least monthly to the Finance Committee and
 15 rendering regular accounts to the church to be preserved by the Church Clerk.
 16 The church financial secretary shall provide support to the Treasurer in the
 17 performing of these duties.

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19 There shall be a compilation, review, or audit of the financial records of the church
 20 by an independent certified public accounting firm at least annually as required
 21 and arranged by the Finance Committee. All books, records, and accounts kept
 22 by the Treasurer shall be considered the property of the church. The Treasurer
 23 shall be an ex officio member of the Finance Committee and shall meet with the
 24 Committee of Deacons when requested.

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26 **F. Moderator**

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28 The Moderator shall be nominated annually by the Nominating Committee and
 29 elected by the church. It shall be the duty of this officer to serve as Moderator for
 30 the church and preside at all church conferences. In the absence of this officer,
 31 the Chairman of the Deacons or his designate shall serve as Moderator. The
 32 Moderator shall serve a term of one year and may be re-elected for an additional
 33 one-year term without the lapse of one year between terms. Upon completion of
 34 two successive terms, the Moderator shall not be eligible for re-election until the
 35 lapse of one year.

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ARTICLE VII. ORGANIZATION

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Section I. Committees, Councils, and Organizations

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The church shall establish through its Bylaws such committees, councils, and

1 organizations as it deems necessary to carry out its purpose and objectives.
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3 **Section 2. Special Committees**
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5 **A. Senior Pastor Search Committee**
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7 The Senior Pastor Search Committee shall be elected by the church to seek
 8 out a new pastor. It shall be composed of seven members of the church
 9 with a minimum of three men and three women. No two members of the
 10 Senior Pastor Search Committee shall be members of the same immediate
 11 family, either by blood or marriage.

12 Within 60 days after the church has notice that a vacancy will occur in the
 13 office of Senior Pastor, the Deacons shall assess the needs of the church
 14 and the timing of electing a Senior Pastor Search Committee. At a church
 15 conference called for that purpose, the Deacons shall make a
 16 recommendation that the church elect a Senior Pastor Search Committee
 17 or that the church undertake a time of study and evaluation before a Senior
 18 Pastor Search Committee is elected. Following any time of study and
 19 evaluation undertaken by the church, the Deacons shall bring to the church
 20 a recommendation that it elect a Senior Pastor Search Committee. A
 21 church conference shall be called for the second Sunday morning
 22 following the vote to elect a Senior Pastor Search Committee. Each
 23 church family shall be sent a letter with notification of the church business
 24 meeting and with instructions concerning the nominating procedure, as
 25 stated in Article VII, Section 2 A (1). A current list of church members
 26 shall be sent, also.
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28 Nominations for the Senior Pastor Search Committee shall be made by the
 29 church membership by ballot and shall include three men, three women,
 30 and one of either gender. Absentee ballots shall be allowed only in
 31 accordance with Article V, Section 4 of this Constitution.

32 At the close of the morning service following the nominations, the ballots
 33 shall be tabulated by deacons designated for this purpose. Those
 34 nominees, who receive a majority of the votes cast and who confirm their
 35 willingness to serve, shall be declared elected as members of the Senior
 36 Pastor Search Committee. Other nominees shall be contacted in
 37 descending order by the number of nominations until a number of persons
 38 equal to three times the remaining number to be elected, with required
 39 ratio between men and women, confirm their willingness to serve. The
 40 names of these persons shall be placed on the election ballot. A sample
 41 ballot shall be placed in the bulletin one week before the election.
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Notice of the church conference for the purpose of electing remaining members of the Senior Pastor Search Committee shall be given as set forth in Article V, Section 2 of this Constitution. The voting shall be by ballot, as outlined in Article V, Section 5 of this Constitution. Absentee ballots shall be allowed only in accordance with Article V, Section 4, of this Constitution. Members will be instructed as to the number of men and women for whom they are required to vote. Deacons designated for this purpose shall tabulate the ballots, following the morning service at which the election is held. Those receiving the highest number of votes, up to the number necessary to complete the Senior Pastor Search Committee and to maintain the required ratio between men and women, shall be declared elected; in the event that two or more members of the same immediate family would otherwise be elected, only the family member receiving the highest number of votes shall be elected.

In case of a tie in votes in the election of the Senior Pastor Search Committee, a ballot for a run-off election shall be presented to the church, following proper notification to the church membership and the calling of a church conference for this purpose. The ballots shall be tabulated by deacons designated for this purpose. The nominee receiving the highest number of votes shall be declared elected.

The Senior Pastor Search Committee shall elect a chairman and vice chairman from among its members and begin to seek out a new Senior Pastor. It shall make reports monthly to the Deacons and to the church.

The Finance Committee shall set expenditure guidelines and oversee expenditures of the Senior Pastor Search Committee. In addition, as soon as a vacancy occurs in the office of pastor, the Finance and Personnel Committees shall evaluate the current compensation package and set guidelines as a beginning point for developing a compensation package for the new Senior Pastor.

The Chairman of the Deacons, the Chairman of the Personnel Committee, and the Chairman of the Finance Committee, or their designates, shall serve as consultants to the Senior Pastor Search Committee when requested by the committee. When their terms end, the successor chairmen shall serve as consultants to the Senior Pastor Search Committee.

The Senior Pastor Search Committee, after prayer, study, and deliberation, shall unanimously decide upon one person to nominate as Senior Pastor.

1 It shall consult with the Chairman of Deacons, the Chairman of the
 2 Personnel Committee, and the Chairman of the Finance Committee to
 3 develop a compensation package. The committee shall convey to the
 4 candidate in writing the terms of the compensation package prior to
 5 bringing its nomination to the church.
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7 Notice of a called church conference for the purpose of bringing a
 8 nomination to the church shall be given as provided in Article V, Section 2
 9 of the Constitution. The Senior Pastor Search Committee shall mail to
 10 each church family a professional and personal profile on the candidate at
 11 least one week before the church conference. Thereafter, the procedure
 12 shall be as set forth in Article VI, Section 2 A (1) of the Constitution.
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14 **B. Building Committee**

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 16 When the membership of the church, by majority vote, decides to enter a
 17 building program, following advice and recommendations by the proper
 18 standing committee, a Building Committee shall be elected according to
 19 the following procedure. The election of such committee shall be taken
 20 only after at least one week's notice of such election. The number of
 21 members the committee is to have and the duties it shall be delegated shall
 22 be determined by the vote of the membership of the church at the time the
 23 election is voted upon. The Building Committee shall have such authority
 24 as it needs in order to carry out a program of planning and designing
 25 buildings as may be designated by the vote of the church, in order that it
 26 may function properly; it shall, however, report all major
 27 recommendations to the church membership for approval from time to
 28 time. It shall act in cooperation with the Finance Committee, Committee
 29 of Deacons, Treasurer and other interested committees and officers, in
 30 order that the buildings to be constructed shall be designed to meet the
 31 needs of, and within the financial program of the church.
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33 **ARTICLE VIII. GENERAL**

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 35 **Section 1. Licensing and Ordination of Ministers**

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 37 **A. Licensing of Ministers**

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 39 When a member announces to the church that a call to the ministry has
 40 been experienced, and after approval by an examining council appointed
 41 by the Senior Pastor, the church may by majority vote license the person
 42 as an acknowledgment of the call and as encouragement to make

1 preparation for the ministry. The Church Clerk may furnish the member
 2 with a copy of the minutes or a certificate of license as credentials.

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 4 **B. Ordination of Ministers**

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 6 In the event the church is requested to ordain a member who has been
 7 called to the Christian ministry, the church shall first express its approval at
 8 a business meeting by a vote of three-fourths of the members present and
 9 voting. The church shall instruct the Senior Pastor to form and convene an
 10 Ordination Council to examine the candidate concerning suitability for the
 11 ministry. The council, after examination of the candidate, shall make a
 12 written report to the church. In the event the report is favorable, the
 13 church shall proceed with the Service of Ordination under the direction of
 14 the Senior Pastor.

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 18 **Section 2. Other Ministers and Staff**

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 20 The church shall authorize through its Bylaws the employment of other ministers
 21 and staff as needed to insure an effective program of Christian ministry.

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 23 **Section 3. Pulpit Supply and Interim Pastor**

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 25 When the office of Senior Pastor becomes vacant, the Chairman of the Deacons
 26 shall appoint a special committee which shall be responsible for pulpit supply
 27 during the vacancy. The special committee shall also determine if and when an
 28 interim pastor is necessary. If it decides on a candidate for interim pastor, it shall
 29 recommend the person to the Deacons. If approved by the Deacons, the
 30 recommendation shall be presented to the congregation at a meeting set for that
 31 purpose with notice given as required in Article V, Section 2.

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 33 **Section 4. Affiliation with Associations and Conventions**

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 35 The church recognizes that there is a mutual helpfulness in the association of
 36 churches which are in such agreement in faith and practice as to encourage the
 37 spirit of fellowship and goodwill. This church also recognizes that there have been
 38 devised through this voluntary cooperation of Baptist churches organizations
 39 whose purpose is to implement the missionary, educational, and benevolent
 40 interests and obligations of the individual Christian and his church family.
 41 Believing that the Catawba Valley Baptist Association, the Baptist State
 42 Convention of North Carolina, the Southern Baptist Convention, and the

1 Cooperative Baptist Fellowship are organizations which have as their sole purpose
 2 the promotion of missions, education, and benevolence of the character and in
 3 keeping with the spirit of the Constitution and Bylaws, and covenant of this
 4 church, First Baptist Church of Hickory, North Carolina therefore agrees to
 5 participate in causes acceptable to this church which these organizations represent.

6 The church may also affiliate with any other Christian body it deems necessary in
 7 the propagation of the Kingdom of God in this world and the ministry in God's
 8 name to people. This may be done by majority vote of the church in conference
 9 after thorough study by the Committee of Deacons and only after the membership
 10 has been duly notified by mail at least one month prior to consideration at church
 11 conference. Messengers to the meetings of the above organizations shall be
 12 elected by members of the church present and voting in church conference.

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 14 **ARTICLE IX. AUTHORIZATION OF OTHER GOVERNING DOCUMENTS**

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 16 This Constitution hereby authorizes a document of Bylaws. The Bylaws shall be always
 17 attached to this Constitution. The Bylaws shall be adopted and may be amended, altered,
 18 or repealed by a majority of those members present and voting in a regular or called
 19 church conference in keeping with the procedure set forth in Article V, Section 2.

20
 21 **ARTICLE X. ADOPTION AND AMENDMENTS**

22
 23 **Section 1. Adoption**

24
 25 This Constitution shall be considered adopted and in immediate effect if and when
 26 a majority of the members present at the regular meeting at which vote is taken
 27 shall vote in favor of same. This vote shall be taken not less than seven days after
 28 formal presentation of this Constitution to the church at any regular meeting.

29
 30 **Section 2. Amendments**

31
 32 Any article, section or paragraph of this Constitution may be amended, altered or
 33 repealed by a two-thirds majority vote of the members present and voting at any
 34 regular meeting of the church, provided, however, that notice and proposal of
 35 such amendments, alteration or repeal has been formally presented to the church
 36 at least seven days prior to such meeting under the same procedure for a called
 37 church conference as set forth in Article V, Section 2.

BYLAWS

**FIRST BAPTIST CHURCH
HICKORY, NORTH CAROLINA**

Recommendation Date: 7/19/2010

By authority of the Constitution of First Baptist Church, Hickory, North Carolina, Article VII, Section 1, the church shall be organized and structured in accordance with the following Bylaws:

1.0 ORGANIZATION AND STRUCTURE OF THE CHURCH

1.01 Authority

The church in conference is the ultimate authority for all organizations, committees, and councils of the church organization. The officers of the church, namely, Senior Pastor, Deacons, Church Clerk, Treasurer, Trustees, and Moderator are directly responsible to the church in conference.

1.02 Committee of Deacons

1.02.1 Election of Deacons

In accordance with the Constitution, Article VI, Section 2, B (2), there shall be three (3) deacons for every fifty (50) resident families of the church. The Committee of Deacons shall be nominated and elected from the active resident members of the church who have attained the age of 21 years as described in Article III, and who meet the qualifications set forth in Article VI, Section 2, B(3). The number of deacons to be elected in any year shall be determined by the Deacon Election Process Committee.

The Deacon Election Process Committee, in conjunction with the Senior Pastor, Staff, Committee of Deacons and other church committees, organizations and ministries shall develop and implement an appropriate program of education, information, publication and orientation to facilitate the nomination, election and orientation of new deacons.

In apt time each year, information shall be mailed to each church

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1 family which includes instructions for the deacon nomination
2 process, important dates in the election process, nomination forms
3 and materials, a current roster of church members eligible for
4 nomination and such other information deemed appropriate by the
5 Deacon Election Process Committee.
6

7 Each church member may nominate for election to the Committee
8 of Deacons any number of persons who meet the qualifications for
9 deacon as set forth in Article VI Section 2B of the Constitution.
10 The nominating member shall secure a signed statement from the
11 nominee on a form provided indicating the nominee's willingness
12 to serve if elected. All nominations must be submitted by the end
13 of the last regular worship service held on the second Sunday of
14 September each year.
15

16 At the conclusion of the nomination period, the Deacon Election
17 Process Committee shall verify that all requirements for Deacon
18 election are met by each nominee and shall then compile a list of
19 nominees for the ballot and publication to the congregation.
20

21 If the number of qualified nominees is less than the number needed
22 to fill the committee, no additional nominees or extension of the
23 process shall be undertaken.
24

25 The election of deacons will take place at a special church
26 conference during the week beginning with the second Sunday in
27 October each year. This special church conference shall be called
28 to order during the earliest regular worship service occurring on
29 that date, shall be recessed following the distribution, marking and
30 collection of ballots, shall be reconvened and recessed in like
31 manner during any other regular worship service occurring on that
32 date or during the following six days and shall be finally adjourned
33 following the collection of ballots at the last regular worship service
34 occurring during that week. No other business shall be conducted
35 during this special church conference. Notice of the church
36 conference shall be given as set forth in Article V, Section 2 of the
37 Constitution and in addition such notice shall specify the date and
38 time of each worship service during which the church will be in
39 conference. An official ballot listing all nominees will be
40 distributed to each church member at the special church
41 conference, sufficient time shall be allowed to mark the ballots and
42 the ballots shall be collected by the Deacon Election Process

1 Committee for safekeeping pending final tabulation. Absentee
2 voting as provided in Article V, Section 4 of the Constitution shall
3 be allowed. Each member may submit only one ballot.
4

5 Following final adjournment of the special church conference, the
6 Deacon Election Process Committee shall tabulate the ballots and
7 provide the results thereof to each nominee and to the church
8 office for immediate publication to the congregation. The persons
9 receiving the highest number of votes, up to the number of persons
10 needed to fill the Committee, shall be declared elected to the
11 Committee of Deacons.
12

13 In the event of a tie in votes in the election of deacons for the final
14 position, all nominees with the same number of votes for that
15 position will be declared elected. The three year terms of all newly
16 elected deacons shall become effective January 1 following the
17 election.
18

19 The nominees not elected shall be ranked in order by the number
20 of votes received, shall be designated as alternates, and fill
21 vacancies as hereinafter set forth.
22

23 **(A) Vacancies**
24

25 Any vacancy on the Committee of Deacons with a
26 remaining term of six months or less shall not be filled.
27

28 Vacancies to be filled on the Committee of Deacons shall
29 be filled from the list of alternates from the most recent
30 deacon election beginning with the alternate who received
31 the highest number of votes and continuing in descending
32 order by the number of votes for each vacancy, provided
33 that the alternate still meets the qualifications to be a
34 deacon. The alternate shall take office immediately upon
35 his or her acceptance and ordination, if necessary. The
36 vacancy shall be filled no later than the second meeting of
37 the Committee of Deacons following the notification of
38 vacancy. Should there be no alternates remaining from the
39 previous election, the vacancies will not be filled until the
40 next regularly scheduled deacon election.
41
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1
2 **(B) Deacons Emeriti**
3

4 The Committee of Deacons shall include any person who
5 has been confirmed as a Deacon Emeritus. A Deacon
6 Emeritus may serve in any capacity as he or she feels
7 qualified to serve effectively when called upon by the
8 Committee of Deacons. Deacons Emeriti do not have
9 voting privileges as they are not elected by the church
10 membership.

11
12 Deacons Emeriti shall be selected in accordance with the
13 following procedure: Prior to the end of June of each
14 calendar year, a list of candidates for the position of Deacon
15 Emeritus, meeting the qualifications of 15 years service on
16 the Committee of Deacons of this church and having
17 reached the age of 70 years, shall be compiled by the
18 church office and given to the Chairman of the Committee
19 of Deacons. The chairman shall then consult privately with
20 those persons to determine whether each eligible individual
21 desires to be confirmed by the Committee of Deacons as a
22 Deacon Emeritus. If such individual agrees to accept
23 Deacon Emeritus status upon confirmation, his name shall
24 then be considered for confirmation by the Committee of
25 Deacons at its July meeting. Upon confirmation by the
26 Deacons, said individual shall attain the status of Deacon
27 Emeritus.

28
29 Individuals confirmed as Deacons Emeriti shall not be
30 eligible for election to the Committee of Deacons as
31 provided in Bylaw 1.21. Any individual, who being eligible
32 for Deacon Emeritus status, but who declines or is not
33 confirmed for such status, shall be eligible for election to
34 the Committee of Deacons in the same manner as other
35 qualified members of the church.

36
37 **1.02.2 Deacon Officers**
38

39 At the September Deacons' meeting, the Deacons shall hold an
40 annual election at which time a chairman, chair-elect, secretary, and
41 parliamentarian shall be elected. The Deacons shall immediately
42 give the names of the elected persons to the Nominating Com-

1 mittee so it will have this information as it seeks to spread the
2 responsibilities of the church among as many church members as
3 possible.
4

5
6 **(A) Chairman of Committee of Deacons**
7

8 The Chairman shall preside at all meetings of the Deacons
9 and shall be an ex officio member of all organizations,
10 committees, and councils of the church. The chairman may
11 not serve more than two consecutive terms.
12

13 **(B) Chair-Elect**
14

15 The Chair-elect shall preside at Deacons' meetings in the
16 absence of the Chairman and shall have primary
17 responsibility for the promotion of attendance at all
18 Deacons' meetings and functions. If otherwise eligible and
19 subject to the approval of the Deacons, and in the absence
20 of the re-election of the current Chairman, the Chair-elect
21 shall serve as Chairman of the Committee of Deacons in
22 the term next following his or her term as Chair-elect.
23

24 **(C) Secretary**
25

26 The Secretary shall keep detailed minutes of all meetings of
27 the Deacons.
28

29 **(D) Parliamentarian**
30

31 The Parliamentarian shall be knowledgeable in
32 parliamentary rules and procedures, and shall guide the
33 presiding officer during all Deacons' meetings.
34
35

36 **1.02.3 Deacon Committees**
37

38 The Chairman, Chair-elect, Secretary, and Parliamentarian shall
39 appoint at least five Deacons to each of the following sub-
40 committees of the Deacons: Orientation and Training, Family
41 Ministries, Communion, Baptism, Pastoral Advisory and Deacon
42 Election Process Committees. Other sub-committees of Deacons

1 may be appointed from time to time as authorized by the
2 Committee of Deacons.

3
4 **1.02.4 Deacon Responsibilities**

5
6 The Deacons shall make every effort in their meetings to fulfill their
7 pastoral role in the church family. The Deacons shall at times use
8 their monthly meetings to study ways and means of achieving
9 pastoral ministry among the church family. The Deacons shall
10 devise ways and means whereby they can make personal contacts
11 with the membership of the church.

12
13 **1.02.5 Deacon Election of Nominating and Personnel Committees**

14
15 Upon nomination by the Deacon officers, in consultation with the
16 Senior Pastor, the Deacons shall elect the chair and members of the
17 Nominating and Personnel Committees no later than the regular
18 July meeting of the Deacons. The Deacons shall immediately give
19 the names of the elected persons to the Nominating Committee so
20 it will have this information as it seeks to spread the responsibilities
21 of the church among as many church members as possible.

22
23 **1.03 Responsibility of Church Staff**

24
25 The church staff shall be responsible to the church through the office of
26 Senior Pastor.

27
28 **1.04 Responsibility of Church Organizations**

29
30 All organizations, committees, teams, and councils shall be responsible to
31 the church through the Committee of Deacons.

32
33
34 **2.0 EDUCATION AND DISCIPLESHIP**

35
36
37 **2.01 Child Development Center Committee**

38
39 The Child Development Center Committee shall have the responsibility for
40 the church's operation of a child development center providing a total per-
41 sonal development day-care program for pre-school age children of
42 parents of the Hickory area who are unable to meet the needs of their

1 children during the day. This Center shall strive to provide opportunities
2 for a total personal development of children by providing for their quality
3 care, supervision, education, and guidance.
4

5 This committee, in cooperation with the Personnel Committee and
6 Director of the Child Development Center, shall be responsible for the
7 staffing of the Center. This committee shall interview and nominate to the
8 Personnel Committee a Director for the Center in the event of a vacancy.
9 It shall be responsible for the employment of all other paid employees of
10 the Child Development Center in such number, and with such
11 qualifications, as will best achieve the purposes of the Center, but may
12 delegate this responsibility to the Director of the Child Development
13 Center. It shall have responsibility for annually recommending to the
14 Personnel Committee salary scales, salaries, and benefits for employees of
15 the Child Development Center. Such recommendations shall be approved
16 by the Personnel Committee prior to their enactment. The Child
17 Development Center Committee shall have responsibility for the
18 development and publication of all policies and procedures for personnel
19 employed by the Child Development Center, including policies governing
20 vacations, holidays, sick leave, and other policies incident to the employ-
21 ment of personnel.
22

23 The Child Development Center shall have the responsibility for the
24 preparation of an annual budget including all areas of income and expense
25 incident to the operation of the Child Development Center. Salaries for the
26 Director and employees of the Center shall be included in this budget, but
27 shall not be enacted until submitted to and approved by the Personnel
28 Committee. This committee shall have responsibility for annually
29 reviewing and establishing the policies of the Center with regard to fees to
30 be charged for enrollment of children in the Child Development Center.
31 Every effort shall be made by this committee to operate the Child
32 Development Center upon a fiscal basis as will allow it to be financially
33 self-sustaining.
34

35 Nine persons nominated by the Nominating Committee, and elected by
36 the church, shall compose this Committee. The Director of the Child
37 Development Center and the Minister responsible for the Child
38 Development Center shall serve as ex officio members of this Committee.
39
40

41 **2.02 Media Center Committee**

42

1 This Committee shall be composed of six persons nominated by the
2 Nominating Committee and elected by the church. The Media Center
3 Committee shall be responsible for the operation of a quality church media
4 center, including library and audio-visual equipment and materials to be
5 used for education and discipleship purposes and promulgate guidelines
6 for the use of the media center. The committee shall select a media center
7 director. If not already a member of the committee, the media center
8 director shall be ex-officio to the committee.
9

10 **2.03 Discipleship Ministry Team**

11 The Discipleship Ministry Team is composed of the Minister responsible
12 for the Discipleship Ministry Team, the Bible Study Director, the
13 Discipleship Training Director, the Youth Bible Study Leader, the
14 Preschool Bible Study Leader, and the Children's Bible Study Leader. The
15 said Minister shall select the Youth, Preschool and Children's Bible Study
16 Leaders.
17

18 The primary purpose of this team is to coordinate all discipleship ministries
19 for all ages within the church, including Sunday morning Bible study,
20 small groups, discipleship training and other programs of education and
21 discipleship, whether traditional or nontraditional. This team is to insure
22 that the education curriculum agrees with the identity statement and core
23 values of the church.
24

25 The Discipleship Ministry Team may enlist other individuals who represent
26 the various education and discipleship ministries to serve this team as non
27 voting members. The length of service of members of the Discipleship
28 Ministry Team will be one year and can be renewed each year without
29 limitation in time of service.
30

31 **2.04 Bible Study**

32 There shall be a Bible Study organization for the purposes of Christian
33 education, emphasizing Bible study. This organization shall be directed by
34 an executive officer, the Bible Study Director, who shall be nominated by
35 the Nominating Committee and elected annually by the church. The Bible
36 Study Director and his/her staff are responsible for the efficient operation
37 of a quality school of Christian education. This organization shall organize
38 itself according to the best principles of Christian education and Bible
39 study so that it might make every effort to reach people through education
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1 for Christian discipleship.

2
3 The Bible Study organization shall be considered part of the Discipleship
4 Ministry Team and be represented by its director. The Bible Study shall
5 operate according to the structure and goals of the Discipleship Ministry
6 Team.

7 8 **2.05 Discipleship Training**

9
10 The church shall have a Discipleship Training program whose purpose
11 shall be to provide training for members of the church in areas of church
12 membership responsibility. The Discipleship Training program shall give
13 careful attention to training all church members in the areas of worship,
14 witnessing, and ministering. It shall train new church members and give
15 them opportunity to interpret their Christian commitment, and train leaders
16 for the church and its organizations. It shall plan and conduct new
17 member classes as needed. The Discipleship Training Director, nominated
18 by the Nominating Committee and elected annually by the church, shall be
19 the executive officer of the Discipleship Training program. He/she shall
20 appoint personnel necessary to carry out the responsibilities of the
21 Discipleship Training program.

22
23 The Discipleship Training organization shall be considered part of the
24 Discipleship Ministry Team and be represented by its Director. The
25 Discipleship Training ministry shall operate according to the structure and
26 goals of the Discipleship Ministry Team.

27 28 29 **2.06 Scouts Committee (Inactive)**

30
31 Upon reactivation of this Scout troop sponsored by the church, the
32 nominating committee shall appoint six members to the committee
33 who will each serve a staggered term.

34 35 36 **3.0 MINISTRY**

37 38 **3.01 Senior Adult Committee**

39
40 This Committee shall be composed of one representative from each of the
41 church's Bible Study classes designated as being for adults ages 60 and
42 over. Each representative shall be a member of and elected by the Bible

1 Study class which he or she represents. From the class representatives
2 elected to the Senior Adult Committee, the committee members shall elect
3 a chairman, vice chairman and recording secretary. The president or leader
4 of any church sponsored organizations whose emphasis serves exclusively
5 the senior adult membership of the church shall be an ex officio member
6 of the Senior Adult Committee.

7
8 The Senior Adult Committee shall have overall responsibility for planning,
9 coordinating and implementing all programs and activities for Senior Adult
10 Bible Study and church members ages 60 and above.

11
12
13 This Committee shall consider periodic surveys as to programs and
14 activities which may be of benefit to the senior adult membership of the
15 church. It shall recommend areas in which the church may become more
16 involved in meeting the needs of senior adults in the church and
17 community.

18 19 20 **3.02 Youth Ministry Council**

21 The Youth Ministry Council shall be composed of ten adults and 12 youth.
22 The Minister to Students and the Minister of Music shall be ex-officio
23 members. The ten adult members will be nominated by the Nominating
24 Committee and elected by the church.

25
26
27 At least five of the adults shall be parents of youth, including at least two
28 parents of middle school youths and two parents of senior high youths.
29 One adult shall be the Youth Bible Study Leader. Four of the adults shall
30 be a member of the Worship Team. Three of the adults shall be from the
31 church membership at large. The ten adults shall serve one-year terms and
32 shall be eligible to succeed themselves for two additional one-year terms
33 without the lapse of one year between terms. One of these adults shall be
34 named by the Nominating Committee, in consultation with the Minister to
35 Students, to serve as chairman of the Youth Ministry Council and shall
36 assist the Minister to Students in presiding over meetings.

37
38 The adult members of the Youth Ministry Council will appoint the youth
39 members who will serve on the Council. They will consider candidates
40 who exemplify the highest Christian qualities of service and leadership
41 and, in addition to other criteria, will consider recommendations submitted
42 by the youth. Terms of office for youth members of the Council shall be

1 for one year, but they may succeed themselves for any number of terms
2 provided they are members of grades six through 12 of the Bible Study.
3 Vacancies among the youth positions on the Council shall be filled at any
4 time during the year by the adult members, using the same guidelines as
5 those for the original appointments.
6

7 The terms of all youth and adult members of the Youth Ministry Council
8 shall begin on the second Sunday following Bible Study promotion day.
9

10 The Youth Ministry Council shall be responsible for coordinating the
11 youth programs, activities, and ministries of the church. It shall also be
12 responsible for planning special youth activities such as retreats, mission
13 projects, banquets, outreaches, camps, and assemblies. Members of the
14 Youth Ministry Council shall seek to demonstrate and to lead the youth of
15 the church to Christian maturity through education, worship, citizenship,
16 outreach, and fellowship.
17

18 **3.03 Preschool and Children's Ministry Team**

19 This team's primary function is to plan and implement programs and
20 activities other than Education and Discipleship Ministries. This includes
21 outreach events sponsored by the ministry, summer events, seasonal
22 events, VBS, and mission experiences. With the help of the Minister over
23 preschool/children this team shall coordinate all activities for the children's
24 ministry calendar with the church calendar. This team shall consist of
25 individuals enlisted through the Nominating Committee structure as well
26 as individuals in key positions in the Preschool/Children's Ministry.
27 Members enlisted through the Nominating Committee shall serve a three
28 year term, with one third of the members rotating off each year.
29
30
31

32 **3.03.1 Preschool Ministry (enlisted by Nominating Committee)**

33 5 –at least two parents, at least two non-parents
34
35

36 **3.03.2 Children's Ministry (enlisted by Nominating Committee)**

37 5 –at least two parents, at least two non-parents
38
39

40 **3.03.3 Children's Music Ministry Team**

41 1-Children's Music Director (if volunteer, enlisted by
42

Minister)

3.03.4 Missions Education and Experience Team

1–Preschool Missions Education director (enlisted by Minister)

1 –Boys Missions Education director (enlisted by Minister)

1 –Girls Missions Education director (enlisted by Minister)

3.03.5 Vacation Bible School Team (sits in on team only for VBS planning)

1 –VBS director (enlisted by committee)

1 –VBS assistant director (enlisted by committee)

The Preschool and Children’s Ministry Team may enlist at its own discretion other individuals outside the team to assist in planning and implementing it programs.

3.04 Family Life and Fellowship Committee

This Committee shall study and analyze the family life and fellowship of the church, and shall develop and implement programs designed to strengthen the family lives and fellowship of church members. This committee shall research ways and means through which the church may become more involved in family life development. In cooperation with other committees and organizations, the Family Life Committee shall plan and implement programs and activities in furtherance of the above purposes, including but not limited to programs designed for marriage enrichment, home development of children, recreational activities, church socials, receptions, hospitality for special guests of the church and ministries to others who are single again by reason of death or divorce.

Nine members shall compose this committee. A staff minister, whose job description as defined by the Personnel Committee includes responsibilities for family life ministries, shall be ex officio to this committee.

3.05 Worship Team

There shall be a Worship Team whose purpose shall be to provide advice,

1 counsel and assistance to the Senior Pastor and Minister of Music in
2 developing, maintaining and implementing a comprehensive and quality
3 program of worship leadership. The Minister of Music shall annually
4 recommend to the Nominating Committee five sub-teams, each composed
5 of two people, which shall serve as the primary representatives in the
6 following worship related areas: Communications, Drama, Decorations,
7 Music, and Ushers. The Minister of Music shall also be an ex officio
8 member of the Worship Team, shall select persons to fill all volunteer
9 positions in the music organization, and shall recommend to the Senior
10 Pastor the employment of persons necessary to carry out a quality worship
11 and music program, including clerical personnel and musicians. The
12 Worship Team and each sub-team shall be permitted to enlist other
13 individuals, as needed, to assist in performance of their respective
14 responsibilities under this section. Subject to the direction of the Minister
15 of Music and the Worship Team, each of the sub-teams shall have the
16 primary areas of responsibilities noted below:
17
18

19 **3.05.1 Communications Sub-Team**

20
21 The Communications sub-team shall be responsible for securing
22 qualified persons to operate the broadcast and sound systems
23 equipment during all church services, including weddings, funerals,
24 and other sanctuary events. It shall have the responsibility of
25 monitoring the use of the sound system and broadcast equipment
26 of the church to insure that such equipment is maintained and used
27 in its best capacity. It shall formulate an annual budget request that
28 shall include projected operational and maintenance costs for all
29 broadcasts and sound systems equipment.
30

31 **3.05.2 Drama Sub-Team**

32
33 The Drama sub-team shall coordinate all efforts to provide the
34 drama related worship needs of the Church and shall work to
35 coordinate and integrate the drama ministry with other church
36 programs and ministries.
37

38 **3.05.3 Decorations Sub-Team**

39
40 The Decorations sub-team shall have the responsibility for planning
41 and providing for decorations and ornaments appropriate to the
42 service and season for all church services. It shall make periodic

1 inspections of all ornaments and decorative equipment, and
2 provide for their cleaning and repair as needed. This sub-team shall
3 make recommendations to the Worship Team pertaining to the use
4 of decorations within the church for weddings or other special
5 events held in the sanctuary in order to insure the appropriateness
6 of such decorations to a place of worship.
7
8
9

10 **3.05.4 Music Sub-Team**

11
12 The Music sub-team shall have primary responsibility regarding the
13 overall music program of the church and shall work to coordinate
14 and integrate the music ministry with other church programs and
15 ministries. It shall provide assistance to the Minister of Music on
16 matters of programming, calendaring, budget and focus. It shall be
17 attentive to the requests of music personnel and assist them in
18 meeting the expectations and needs of the congregation.
19

20 **3.05.5 Ushers Sub-Team**

21
22 The Ushers sub-team shall have the responsibility for securing,
23 training, and providing ushers to serve all worship services so as to
24 provide for the appropriate movement of worshippers into and
25 from the service and the collection of offerings. This sub-team shall
26 select and train as many persons as are necessary to insure proper
27 and orderly accomplishment of the responsibilities of the ushers.
28

29 **3.06 Missions Council**

30
31 The Missions Council, shall be composed of the Director of the Woman's
32 Missionary Union; the Director of Baptist Men; Chairperson of the
33 Community Social Ministries Committee; one youth to be selected by the
34 Youth Ministry Council; and six at-large members. The at-large members,
35 who shall be recommended by the Church Nominating Committee, shall
36 be elected by the church, and shall serve three-year terms with two rotating
37 off each year. The Council shall elect a chairperson from its membership.
38 The Staff Minister responsible for missions shall serve as ex officio to the
39 committee.
40

41 The Missions Council shall encourage, support, and coordinate mission
42 activity within the church. In addition, said Council shall make

1 recommendations regarding the expenditure of funds designated, either by
2 the church or by donor, for missions activity and not otherwise budgeted
3 by the church or by any organization of the church. Such expenditure
4 recommendations shall be presented to the Committee of Deacons for
5 consideration and to the church for approval.
6
7
8
9

10 **3.07 Woman's Missionary Union**

11
12 There shall be a Woman's Missionary Union of the church. This
13 organization shall have the responsibility to foster and maintain a
14 missionary emphasis and organization among the women of all ages of the
15 church. The WMU shall annually recommend to the Nominating
16 Committee the name of its Director for election by the church.
17
18

19 **3.08 Baptist Men**

20
21 There shall be a Baptist Men's organization for the men of the church. This
22 organization shall have the responsibility to foster and maintain a
23 missionary emphasis and organization among the men of all ages of the
24 church. The Baptist Men organization shall annually recommend to the
25 Nominating Committee the name of its Director for election by the church.
26
27

28 **3.09 Welcoming Committee**

29
30 The Welcoming Committee shall have the responsibility of welcoming all
31 guests to Bible study and worship services of the church.
32 This Committee will be composed of six members selected by the
33 Nominating Committee. The members of this committee shall serve a three
34 year term with one-third of the members rotating off each year. This
35 committee of six along with the Minister responsible for outreach shall
36 determine the number of persons needed to fulfill the responsibilities of
37 the committee and shall recruit as many as needed.
38

39 **3.10 Outreach Committee**

40
41 The purpose of this team is to develop, implement, and coordinate the
42 strategic outreach ministries of the church. It shall be composed of the

1 Minister responsible for outreach and four persons selected by the
2 Nominating Committee upon recommendation of the said Minister. It shall
3 function primarily to determine and implement strategies necessary to
4 invite individuals to this church, to create entry-points into this church, to
5 promote evangelism, and to assimilate guests, new believers, and new
6 members into the life of the congregation.

8 **3.11 Bereavement Committee**

9
10 The Bereavement Committee shall have the responsibility for coordinating
11 assistance to the families of church members when the church member or
12 a member of his/her immediate family dies. This committee shall
13 communicate with the family of the deceased to ascertain their needs.
14 Then it shall coordinate the efforts of Bible Study classes, Woman's
15 Missionary Union groups, the Sanctuary Choir, and other church groups
16 with which the deceased or his/her immediate family has been involved to
17 ensure that assistance is provided in supplying food and meeting other
18 needs of the family.

19
20 The purpose of this committee is to ensure that the church reaches out to
21 member families in times of grief. It is not intended to supplant the
22 ministries that are provided by other groups of the church, but to augment
23 them and to ensure that the church also ministers during times of
24 bereavement to the needs of member families who have not been involved
25 in small groups within the church.

26
27 The committee may enlist a group of volunteers (either individuals or
28 ministry groups) to help meet the needs of families who have not been
29 active in small groups (such as Sunday School classes) and to supplement
30 the assistance provided for other families when needed.

31
32 The committee shall be composed of nine members who serve three-year
33 terms, with three members rotating off the committee each year. In
34 addition to these nine members, the following three Deacons shall serve as
35 ex officio members of the committee: the Deacon of the bereaved family
36 and the Chairpersons of the Deacon Benevolence and the Family
37 Ministries Committees.

38 39 **3.12 Community Social Ministries Committee**

40
41 The Community Social Ministries Committee shall have responsibility for
42 seeking out and implementing ways in which First Baptist Church may

1 interact and cooperate with both quasi-religious and secular organizations
2 to minister to the physical and spiritual needs of people. Develop
3 communication with and coordinate cooperative efforts with other
4 religious bodies.

5
6 The Community Social Ministries Committee shall make
7 recommendations to the Missions Council, and, upon approval, may
8 appoint a liaison for each program or organization in which First Baptist
9 Church will participate. The liaisons shall make regular reports to the
10 committee and shall keep the committee informed of the assistance needed
11 from First Baptist Church. The Community Social Ministries Committee
12 shall recruit volunteers from First Baptist Church and coordinate all other
13 assistance from First Baptist Church in these cooperative ministries.

14
15 This committee shall have six members. The liaisons are not required to be
16 members of the committee. A staff minister responsible for Missions
17 shall serve as an ex officio member of the committee.

18 19 20 **4.0 ADMINISTRATION**

21
22 The Administrative function of the church shall be conducted by the following
23 committees: Constitution and Bylaws, Finance, Food Services, Nominating,
24 Personnel, Properties, Scholarship, and Transportation. Neither full-time staff
25 members nor their immediate family members shall be eligible to serve as voting
26 members on the following committees: Finance, Personnel, Properties, and
27 Nominating. The purpose of these committees shall be to plan, coordinate, and
28 implement the tasks of administration in carrying out the programs of the church.

29 30 31 **4.01 Constitution and Bylaws Committee**

32
33 This committee shall have the responsibility to initiate studies, conduct
34 research, and recommend amendments, alterations, or repeal of the
35 Constitution and Bylaws of the church. It shall review, at least annually,
36 the Constitution and Bylaws to determine if changes are needed in order to
37 insure more effective ministry within the church. All suggestions or
38 motions to amend, alter, or repeal any part of the Constitution and Bylaws
39 shall be referred to this committee, which shall report the referred matter to
40 the church, through the Deacons, at a stated time. Six members shall com-
41 pose this committee.
42

1
2 **4.02 Finance Committee**
3

4 The Finance Committee shall have the responsibility for the following:
5

- 6 a. Develop and promote a stewardship program of education and
7 activities that will encourage church members to give as distinctive
8 Christian stewards.
9
- 10 b. Establish and maintain written policies and procedures for the
11 receipt, handling, disbursement, investment, and recordkeeping of
12 church monies, provided said policies do not conflict with the
13 Constitution or Bylaws of the church.
14
- 15 c. Oversee the receipt, handling, disbursement, investment, and
16 record keeping of all church monies.
17
- 18 d. Establish and maintain any written policies and procedures
19 regarding bonding of persons handling church funds.
20
- 21 e. Serve as a budget planning committee to prepare the annual
22 budget, including specific authority to set (with inputs from all
23 church organizations) special church and mission offering goals,
24 present it to the Committee of Deacons for its consideration,
25 submit the budget to the church for action, and consistently and
26 constantly seek ways and means to insure the best method of
27 budgeting and administration of the budget.
28
- 29 f. Meet monthly to consider the financial condition of the church,
30 including review of the monthly financial report of the Treasurer;
31 make a monthly report of the financial condition of the church to
32 the Committee of Deacons; make available for church members a
33 published monthly financial report; and keep the church aware of
34 its financial position by calling the church's attention to any
35 unusually high or low expenditures or income.
36
- 37 g. Present a financial report at each quarterly church conference.
38
- 39 h. Prepare and submit to the church at the January quarterly
40 church conference an annual financial report for the previous
41 calendar year.
42
- 42 i. Require and make arrangements for a compilation, review, or audit

1 of the financial records of the church by an independent certified
2 public accounting firm at least annually. Insure that a report of the
3 compilation, review, or audit is prepared and presented to the
4 Finance Committee no later than the March meeting of the
5 committee following the end of the calendar year.

- 6
7 j. Approve any special offering which is not traditionally taken by the
8 church.

9
10 The Finance Committee shall have twelve members. In addition, the
11 Treasurer, the church financial secretary, and the staff minister with the
12 primary responsibility in the area of administration shall be ex officio
13 members.

14 15 **4.03 Food Services Committee**

16
17 The Food Services Committee shall have the responsibility for planning
18 and implementing the delivery of an effective food services program
19 serving the church. It shall regularly review the menus and food prepara-
20 tion of meals prepared for the church or its organizations in the discharge
21 of this responsibility. The Committee shall oversee and coordinate the
22 management and use of food services equipment and supplies owned by
23 the church or made available for use of the church or any of its
24 organizations.

25
26 The Food Services Committee shall make periodic inspections of all food
27 services equipment and oversee the repair of such equipment as needed. It
28 shall recommend to the Properties and Finance Committees any needed
29 purchases of capital equipment. It shall prepare and submit annually to the
30 Finance Committee a proposed annual budget for the operation of the
31 food services program of the church. It shall establish and maintain
32 written policies, available from the church office, for the use of the church
33 kitchen and food services equipment.

34
35 This committee shall have six members. The Director of Food Services
36 and the staff minister assigned responsibility in the area of administration
37 shall be ex officio members.

38 39 40 **4.04 Nominating Committee**

41
42 The Nominating Committee shall be elected by the Deacons of the church

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and shall consist of nine persons, having at least four members of each gender. Each member shall be elected to serve a term of three years, with one-third of the committee rotating off the committee each year.

This committee shall not recommend staff and salaried personnel. After completing an elected term as a member of the Nominating Committee, no person shall be eligible for re-election to the Nominating Committee until after the lapse of two years. It shall be the responsibility of the Nominating Committee to prepare and submit reports recommending for election by the church, persons to fill the terms of the following positions:

4.04.1 Constitution-Article VI-Church Officers
Trustees, Church Clerk, Treasurer, Moderator

4.04.2 Constitution-Article VII-Organization and Structure

Youth Ministry Council-Adult Members

Preschool and Children’s Planning Team

Preschool

Children

Child Development Center Committee

Worship Team (Made up of):

Communications sub-team

Drama sub-team

Decorations sub-team

Music sub-team

Ushers sub-team

Media Center Committee

Missions Council:

The at large members

Community Social Ministries

Family Life and Fellowship Committee

Welcoming Team

Outreach Team

Bereavement Committee

- 1 Constitution and Bylaws
- 2 Finance Committee
- 3 Food Services
- 4 Properties Committee
- 5 Transportation Committee
- 6 Scholarship Committee
- 7 Scouts Committee (when activated per 2.32)

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4.04.3 Other Church Positions:

- Tellers
- Bible Study Director
- Discipleship Training Director
- WMU Director
- Baptist Men’s Director
- Associational Representative
- Church Historian

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The Nominating Committee shall submit its report to the church by November 30th of each year. In the case of church committees, their recommendations by the Nominating Committee shall be submitted by November 1 of each year.

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In preparing its report, the Nominating Committee shall seek recommendations from the Senior Pastor and staff ministers, Chair of the Deacons, and chairmen of current committees, but is under no obligation to nominate any person suggested by these sources. The Nominating Committee shall make every effort to develop means of seeking out qualified church members for service to the church. It shall avoid overuse of church members on multiple committees to the extent of overburdening persons with too many responsibilities in the church. It shall strive to see that church committees are properly balanced as regards gender, age, and tenure of members. In contacting potential nominees, the committee shall acquaint the church member with the responsibility they are asked to fulfill. Upon the occurrence of vacancies in terms of positions nominated by the Nominating Committee, the Nominating Committee shall use standard nominating procedures to nominate a person to fill the unexpired term of such vacancy.

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4.05 Personnel Committee

The Personnel Committee shall be nominated by the Deacons and elected

1 by the church. The Personnel Committee shall consist of nine persons.

2
3 The duties of the Personnel Committee shall be to secure or recommend
4 employed personnel in accordance with the Bylaws of the church. This
5 committee is responsible for the assessment of need for the size of staff
6 and nature of positions thereon. This committee shall maintain an
7 administrative organizational chart and manual of job descriptions. The
8 committee shall work in close harmony with the Senior Pastor. It shall, in
9 consultation with the Senior Pastor, prepare job descriptions and
10 assignments for all staff members, and shall request and receive from the
11 Senior Pastor job descriptions for all non-staff employees of the church.
12 These job descriptions shall be updated as necessary.

13
14 The Personnel Committee shall receive nominations from the Senior
15 Pastor for all salaried personnel and shall interview and recommend to the
16 church, through the Deacons, all personnel on a ministerial level. The
17 Personnel Committee shall have final responsibility for employment of all
18 paid personnel on secretarial, clerical, or maintenance levels, but may
19 delegate to the Senior Pastor or his ministerial staff designate authority to
20 recruit, interview, and employ maintenance personnel and part-time or
21 seasonal employees.

22
23 The Personnel Committee shall receive from the Child Development
24 Center Committee that committee's nomination for the position of Director
25 of the Child Development Center. Upon approval by the Personnel
26 Committee, said nominee shall be employed as Director of the Child
27 Development Center. In the event said nominee is not approved by the
28 Personnel Committee, the matter shall be referred back to the Child
29 Development Center Committee for further recommendations.

30
31 The Personnel Committee shall develop and recommend salary scales,
32 salaries, and benefits for all personnel employed by the church.
33 Recommendations from the Child Development Center Committee
34 relative to salary scales, salaries, and benefits for the Child Development
35 Center shall be received and approved by the Personnel Committee prior
36 to the Child Development Center Committee's finalization of said salary
37 scales. The Personnel Committee shall have the responsibility for the
38 development and publication of all policies and procedures for employed
39 personnel. The Personnel Committee shall receive from the Senior Pastor
40 recommendations for policies governing vacations, holidays, sick leave,
41 and other policies normally incumbent and incident to the employment of
42 personnel, and upon its approval of said recommendations, shall publish to

1 the paid personnel said policies.

2
3 The Personnel Committee shall make an annual summary report to the
4 Church.

5
6 When staff members on the ministerial level are being considered for
7 employment, the following persons nominated by Nominating Committee
8 shall be consultants to the Personnel Committee: Chairman of Deacons,
9 Chairman of Finance Committee, Bible Study Director, WMU Director,
10 Discipleship Training Director, Baptist Men's Director, and President of the
11 Youth Ministry Council.

12 13 **4.06 Properties Committee**

14
15 The Properties Committee shall have the responsibility for the supervision
16 and maintenance of all church properties not otherwise provided for. It
17 shall make periodic investigations of all church buildings and properties,
18 and at least once each year, make a written report concerning the
19 conditions of all buildings. It shall have the authority to make minor
20 additions and alterations to church properties, but shall submit written
21 proposals for major improvements and alterations to the Finance
22 Committee for approval.

23
24 It shall be responsible through a designated staff member for general
25 supervision of the work of persons employed in the capacity of caring for
26 the buildings and grounds of the church. It shall make and maintain an up-
27 to-date inventory of all church properties, which shall be updated January
28 1 of each year.

29
30 This committee may have sub-committees responsible for the educational
31 facilities, sanctuary, and grounds. These sub-committees shall make
32 periodic inspections of the properties within their areas of responsibility
33 and report thereon to the committee as a whole.

34
35 The Properties Committee shall be responsible for establishing policies
36 regarding the security of church properties, issuance of keys, fire safety
37 equipment, and emergency procedures. The Properties Committee shall
38 have the responsibility of controlling all decorating, painting, or
39 refurbishing of church property. All persons desiring to paint, refurbish,
40 refinish, or alter any church properties shall do so only upon approval of
41 the committee. This committee shall develop short and long-range
42 maintenance schedules which will include painting, refurbishing,

1 refurnishing, and/or redecorating of all properties and project budget
2 allocations for the same upon an annual basis to fund the scheduled work.

3
4 The Chairman of the Properties Committee shall appoint one or more
5 persons on the committee to be responsible for the supervision and
6 maintenance of insurance upon all church properties as well as liability and
7 medical insurance and other coverage of persons except personnel
8 insurance programs.

9
10 The Properties Committee shall be responsible for the supervision and
11 maintenance of property and casualty insurance upon all church properties
12 and establish and maintain policies relative to the use of all church
13 properties, unless otherwise provided by these bylaws. It may delegate
14 supervision and implementation of the policies to the administrative
15 church staff.

16
17 Nine persons nominated by the Nominating Committee, and elected by
18 the church, shall compose the Properties Committee. The staff member
19 responsible for Administration shall serve as an ex officio member of this
20 committee.

21 **4.07 Transportation Committee**

22
23
24 The Transportation Committee shall have the responsibility to oversee and
25 coordinate all transportation needs of the church including the
26 management and use of any transportation equipment owned by the
27 church or made available for the use of the church or any of its
28 organizations. It shall establish a set of policies for the use of all church
29 transportation vehicles. It shall provide maintenance schedules for all
30 vehicles operated by the church. It shall establish a reservation procedure
31 by which transportation will be furnished for church groups or functions.
32 It shall determine fees to be charged for groups using church vehicles and
33 establish for which groups or activities the church will underwrite the
34 expenses. It will establish minimum qualifications for drivers and shall
35 provide training for such drivers. The Transportation Committee, in
36 consultation with the Senior Pastor, may delegate certain responsibilities
37 pertaining to maintenance of the vehicles to a designate of the Senior
38 Pastor. The Transportation Committee shall be composed of six members
39 nominated by the Nominating Committee, and elected by the church.

40 **4.08 Scholarship Committee**

41
42

1 There shall be a Scholarship Committee comprised of six members
2 selected by the Nominating Committee and who shall serve a three year
3 term. The purpose of this committee is to administer the scholarship
4 program of the church to include promotion, application process, and
5 selection of recipients of the endowed scholarships available.
6

8

9 **5.0 OTHER ELECTED CHURCH POSITIONS**

10

11 In addition to those set forth in Article VI of the church's Constitution, there shall
12 be the following church positions who shall be elected annually by the church
13 upon recommendation of the Nominating Committee:
14

15 **5.01 Tellers**

16

17 There shall be eight elected tellers whose duties shall be to count
18 accurately all offerings and gifts made to the church at all church services
19 and to report and deliver said offerings as directed by the Finance Com-
20 mittee. The church financial secretary and another staff secretary shall
21 assist the tellers in performing these duties.
22

23 **5.02 Bible Study Director**

24

25 There shall be a director of the church's Bible Study who shall serve as
26 executive officer of the Bible Study in accordance with Bylaw 2.04.
27

28 **5.03 Discipleship Training Director**

29

30 There shall be a director of the church's Discipleship Training who shall
31 serve as executive officer of the Discipleship Training program in
32 accordance with Bylaw 2.05.
33

34 **5.04 Woman's Missionary Union Director**

35

36 There shall be a director of the church's Woman's Missionary Union who
37 shall serve as executive officer of that organization in accordance with
38 Bylaw 3.07.
39

40 **5.05 Baptist Men's Director**

41

42 There shall be a director of the church's Baptist Men who shall serve as

1 executive director of that organization in accordance with Bylaw 3.08.
2

3 **5.06 Church Historian**
4

5 The Church Historian shall be nominated annually by the Nominating
6 Committee, elected by the church and be responsible for preserving a
7 historical record of the church. The Church Historian shall seek to secure
8 items, articles, and documents of historical interest and significance relative
9 to the history of the church. The Church Historian shall encourage the
10 donation or lending to the church of items of significance to the church.
11 The Church Historian may solicit other church members who have
12 knowledge and or interest in the church's history to assist.
13

14 **5.07 Associational Representative**
15

16 A lay member of the church shall be annually elected as Associational
17 Representative to serve with the Senior Pastor in representing the church
18 on the Executive Committee of the Theron Rankin Baptist Association in
19 keeping with the constitution of that organization. The Associational
20 Representative shall, with the Pastor, cooperate with said executive
21 committee in its work, insofar as its work is not in conflict with the Con-
22 stitution and Bylaws of this church.
23

24
25 **6.0 CHURCH SALARIED STAFF**
26

27 **6.01 Ministerial Staff**
28

29 There shall be such ministerial staff employed by the church to serve the
30 church in the areas of administration, finance, worship and music,
31 education and discipleship, missions, children and youth, and such other
32 areas as determined by the church. The Senior Pastor and Personnel
33 Committee shall make recommendations to the church regarding the
34 number of ministers to serve these areas and the particular roles of each
35 minister. Additional responsibilities may be assigned to associate ministers
36 beyond their primary responsibilities as required by these Bylaws or as the
37 need arises.
38

39 **6.02 Secretarial and Clerical Staff**
40

41 As determined by the Senior Pastor and Personnel Committee, a sufficient
42 secretarial and clerical staff shall be secured to carry out clerical and

1 secretarial responsibilities. One secretary shall be designated to have
2 primary responsibility in the area of church finance and bookkeeping.

3
4 **6.03 Staff Job Descriptions**

5
6 All staff members shall be given a job description created by the Senior
7 Pastor and Personnel Committee and shall be subject to the provisions of a
8 specific job description, the Constitution, and Bylaws of First Baptist
9 Church of Hickory.

10
11 **7.0 SECURING AND TERMINATING PERSONNEL**

12
13 **7.01 Nominations for Paid Personnel Positions**

14
15 The Personnel Committee shall receive nominations from the Senior
16 Pastor for all paid personnel positions.

17
18 **7.02 Ministerial Staff**

19
20 **7.02.1** After nomination by the Senior Pastor, the Personnel Committee,
21 upon its approval, shall recommend to the Deacons a person to fill
22 the position under consideration and, upon approval of the
23 Deacons, the Deacons shall present the name of the person to the
24 church in a church conference in keeping with Article V, Section 2.

25
26 **7.02.2** In the event the Senior Pastor shall request the resignation of any
27 ministerial staff member and the same shall not be offered, or in the
28 event the Senior Pastor shall request the Personnel Committee to
29 consider the termination of a ministerial staff member's
30 employment, then the Personnel Committee shall consider the
31 matter and make its recommendation to the Committee of
32 Deacons, and the Committee of Deacons shall have the final
33 authority to terminate such employment, or refuse to so terminate
34 such employment.

35
36 **7.03 Staff Personnel**

37
38 The Senior Pastor shall recommend secretarial and clerical personnel to the
39 Personnel Committee. Upon approval of the Personnel Committee, the
40 position shall be filled. The Senior Pastor shall have authority to terminate
41 employment of such personnel.

42

1 **7.04 Other Personnel**

2
3 Other paid personnel shall be employed or terminated by the Personnel
4 Committee upon recommendation of the Senior Pastor or his designee.
5

6 **8.0 THE CHURCH YEAR**

7
8 **8.01** The church year for the Bible Study organization and the Discipleship
9 Training organization shall begin October 1 and end September 30 of each
10 year.
11

12 **8.02** The financial church year shall begin October 1 and end September 30 of
13 each year.
14

15 **8.03** The Committee of Deacons and all other committees shall assume office
16 on January 1 of their term and shall complete their term on December 31.
17

18 **8.04** The Woman's Missionary Union shall operate on a calendar year basis
19 starting January 1 and ending December 31.
20
21

22 **9.0 ROTATION OF COMMITTEES**

23
24 All permanent church committees shall be subject to rotation. Unless otherwise
25 provided in these Bylaws, all committee terms shall consist of three years, with
26 one-third of the committee members rotating off the committee each year. Unless
27 otherwise provided in these Bylaws, no person having completed over one-half of
28 a complete term shall succeed him/herself until the lapse of one year. Terms of all
29 committee members will be so arranged as to insure continuity of the committees.
30 If possible, the chairman of each committee shall have served at least one year on
31 the committee prior to being designated as chairman.
32

33 **10.0 PURCHASING AND DISBURSING POLICY**

34
35 Each committee and organization has responsibility for formulating an annual
36 budget request which shall include projected costs for execution of its respon-
37 sibilities. Each committee and organization is authorized to disburse its budget
38 allocation at its own discretion, but shall consult with the Chairman of the Finance
39 Committee and the administration staff member to determine if funds are available
40 prior to contracting for major disbursements, under operating procedures adopted
41 by the Finance Committee from time to time.
42

11.0 GENERAL POLICIES

1
2
3 **11.01** Unless otherwise provided by the Constitution and these Bylaws,
4 the chairmen and members of all committees shall be members of
5 the church and, except for the chairmen and members of the
6 Nominating and Personnel Committees, shall be nominated by the
7 Nominating Committee for election by the church. The Senior
8 Pastor shall be an ex officio member of all councils and committees
9 of the church.

10
11 **11.02** Unless otherwise provided by the Constitution and these Bylaws,
12 all councils and committees shall elect a vice chairman and
13 recording secretary from their members. The vice chairman shall
14 serve as chairman in the absence of the chairman, and as recording
15 secretary in the absence of the secretary. The recording secretary
16 shall record the minutes of each council or committee meeting,
17 maintains a committee attendance roster, and provides copies of
18 the minutes and attendance roster to the church office.

19
20 **11.03** Unless otherwise provided by the Constitution and these Bylaws,
21 all councils and committees shall meet as often as necessary for the
22 proper dispatch of its business.

23
24 **11.04** All committee and council meetings shall be open to all Bible
25 Study or church members. Upon the request of any voting
26 committee member, the committee shall enter into executive
27 session and shall request all non-voting committee members to
28 excuse themselves from the meeting. By vote of a majority of the
29 voting committee members present, any person, including ex
30 officio members, may be permitted to attend all or any part of the
31 executive session.

32
33 **11.05** Each committee, unless otherwise prohibited from doing so by the
34 Constitution or these Bylaws, shall have the privilege to divide
35 itself into sub-committees when such best facilitates the
36 performance of its responsibilities and assignments.

37
38 **11.06** Ex officio members shall be deemed to serve in advisory capacities
39 on any committee or council to which they are appointed by these
40 Bylaws, but shall not be considered voting members of said
41 committees or councils. Further, the presence of ex officio mem-
42 bers shall not be required for the transaction of committee

1 business. The Senior Pastor and the Personnel Committee shall
 2 designate a staff person to serve as ex-officio on each team or
 3 committee. The Personnel Committee shall include in its minutes
 4 such designations.

5
 6 **11.07** Unless otherwise provided by the Constitution or these Bylaws,
 7 each Committee, acting through it's Chairman, shall be
 8 empowered to enlist additional church members to assist the
 9 Committee in its performance of a particular project or task of the
 10 Committee. Such enlistees shall serve as long and upon such
 11 conditions as agreed between the Committee and the enlistees as
 12 needed for the particular project or task under consideration. Such
 13 enlistees shall not be voting members of the Committee.

14
 15 **12.0 AMENDMENTS TO THE BYLAWS**

16
 17 Bylaws may be amended, altered, or repealed in accordance with Article V,
 18 Section 2 and Article IX.

19
 20 **13.0 PARLIAMENTARY PROCEDURE**

21
 22 The authority for parliamentary procedure of all committees, councils,
 23 organizations, Deacons, and the church shall be Robert's Rules of Order, latest
 24 revision. This document shall be the guideline in all matters of parliamentary
 25 procedure unless they differ from the Constitution and Bylaws of the church. In
 26 such case, the Constitution and Bylaws prevail over Robert's Rules of Order.

27
 28 **END OF DOCUMENT**
 29