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CONSTITUTION

FIRST BAPTIST CHURCH HICKORY, NORTH CAROLINA

As Amended through July 30, 2006

PREAMBLE

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

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

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

ARTICLE III. MEMBERSHIP

Section 1. Membership Prerequisites

The membership of this church shall be composed of persons who have given evidence of regeneration, who have been baptized by immersion, who have subscribed to the covenant and Constitution of the church, and who have been received by vote of the church.

Section 2. By Profession of Faith

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

Section 3. By Letter

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

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Section 4. 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 5. By 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 6. Reception by Majority Vote

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

Section 7. 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 8. 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 9. 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 10. 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 11. 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 majority vote of the members of this church in good standing, anything in the laws of the state of North Carolina or any other state or in the rules, regulations, bylaws, constitutions, or other documents of any convention contrary notwithstanding. The majority vote of the members of this church on any issue constitutes a binding decision on the church politic.

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

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Section 3. Annual Business Meeting

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.

Section 4. Absentee Voting

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

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:

- A. The church member must request the absentee ballot from the church office.
- 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.
- C. The church office shall maintain a record of those receiving absentee ballots and the numbers indicated on the return envelopes.
- 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.
- 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.

Section 5. Voting by Ballot

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 Pastor, the vote on a motion for dissolution of the relationship of 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

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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 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. Pastor

(1) Calling a Pastor

Whenever a vacancy occurs in the office of pastor, the selection of a new pastor shall be upon the recommendation of the Pastor Search Committee as set forth in Article VII, Section 2 A. The Pastor Search Committee shall bring to the church its nomination for 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 pastor.

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

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(2) Duties of Pastor

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

B. Deacons

(1) Definition

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

(2) Organization

Deacons in active service shall be organized into a Committee of Deacons. There shall be three Deacons for every fifty resident families of the 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 Pastor or the Chairman of the Deacons may call a special meeting whenever the need arises.

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(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 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

With the 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 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.

1 **C. Trustees**

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

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 22 **D. Church Clerk**

23
 24 The Church Clerk shall be elected annually on recommendation of the Nominating
 25 Committee. It shall be the duty of this officer to attend or be represented at all
 26 church business meetings, to keep an accurate record of all business transactions,
 27 and to prepare the annual associational letter. The Church Clerk shall issue letters
 28 of dismissal and termination as authorized by the church. This officer shall
 29 preserve a true history of the church in cooperation with the Church Historian,
 30 preserving all papers, valuable letters, and records that belong to the church. It shall
 31 also be the duty of this officer to see that an accurate roll of the church membership
 32 is kept with dates and methods of admission and dismissal, change in name, correct
 33 mailing addresses, and other pertinent information. An assistant clerk may be
 34 elected at the same time to assist the Church Clerk, serve in the Church Clerk's
 35 absence and fill an unexpired term. The Church Clerk, in consultation with the
 36 Pastor, may designate a church staff member to fulfill these duties.

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 38 **E. Treasurer**

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 40 The church shall elect the Treasurer annually upon the recommendation of the
 41 Nominating Committee. It shall be the responsibility of this officer, in accordance
 42 with the policies and procedures established by the Finance Committee or upon

1 specific authorization from the Finance Committee, to receive, keep in a bank, dis-
 2 burse by check, and invest all moneys or things of value that are given to the church.
 3 The Treasurer shall keep at all times an itemized account of all receipts and
 4 disbursements, rendering reports at least monthly to the Finance Committee and
 5 rendering regular accounts to the church to be preserved by the Church Clerk. The
 6 church financial secretary shall provide support to the Treasurer in the performing of
 7 these duties.

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 9 There shall be a compilation, review, or audit of the financial records of the church
 10 by an independent certified public accounting firm at least annually as required and
 11 arranged by the Finance Committee. All books, records, and accounts kept by the
 12 Treasurer shall be considered the property of the church. The Treasurer shall be an
 13 ex officio member of the Finance Committee and shall meet with the Committee of
 14 Deacons when requested.

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 16 **F. Moderator**

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 18 The Moderator shall be elected annually upon the recommendation of the
 19 Nominating Committee. It shall be the duty of this officer to serve as Moderator for
 20 the church and preside at all church conferences. In the absence of this officer, the
 21 Chairman of the Deacons or his designate shall serve as Moderator. The Moderator
 22 shall serve a term of one year and may be re-elected for an additional one-year term
 23 without the lapse of one year between terms. Upon completion of two successive
 24 terms, the Moderator shall not be eligible for re-election until the lapse of one year.

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 27 **ARTICLE VII. ORGANIZATION**

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 29 **Section 1. Committees, Councils, and Organizations**

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 31 The church shall establish through its Bylaws such committees, councils, and
 32 organizations as it deems necessary to carry out its purpose and objectives.

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 34 **Section 2. Special Committees**

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 36 **A. Pastor Search Committee**

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 38 The Pastor Search Committee shall be elected by the church to seek out a
 39 new pastor. It shall be composed of seven members of the church with a
 40 minimum of three men and three women. No two members of the Pastor
 41 Search Committee shall be members of the same immediate family, either
 42 by blood or marriage.

1 Within 60 days after the church has notice that a vacancy will occur in the
2 office of pastor, the Deacons shall assess the needs of the church and the
3 timing of electing a Pastor Search Committee. At a church conference
4 called for that purpose, the Deacons shall make a recommendation that the
5 church elect a Pastor Search Committee or that the church undertake a time
6 of study and evaluation before a Pastor Search Committee is elected.
7 Following any time of study and evaluation undertaken by the church, the
8 Deacons shall bring to the church a recommendation that it elect a Pastor
9 Search Committee. A church conference shall be called for the second
10 Sunday morning following the vote to elect a Pastor Search Committee.
11 Each church family shall be sent a letter with notification of the church
12 business meeting and with instructions concerning the nominating
13 procedure, as stated in Article VII, Section 2 A (1). A current list of church
14 members shall be sent, also.

15
16 Nominations for the Pastor Search Committee shall be made by the church
17 membership by ballot and shall include three men, three women, and one of
18 either sex. Absentee ballots shall be allowed only in accordance with Article
19 V, Section 4 of this Constitution.

20 At the close of the morning service following the nominations, the ballots
21 shall be tabulated by deacons designated for this purpose. Those nominees,
22 who receive a majority of the votes cast and who confirm their willingness
23 to serve, shall be declared elected as members of the Pastor Search
24 Committee. Other nominees shall be contacted in descending order by the
25 number of nominations until a number of persons equal to three times the
26 remaining number to be elected, with required ratio between men and
27 women, confirm their willingness to serve. The names of these persons
28 shall be placed on the election ballot. A sample ballot shall be placed in the
29 bulletin one week before the election.

30
31 Notice of the church conference for the purpose of electing remaining
32 members of the Pastor Search Committee shall be given as set forth in
33 Article V, Section 2 of this Constitution. The voting shall be by ballot, as
34 outlined in Article V, Section 5 of this Constitution. Absentee ballots shall
35 be allowed only in accordance with Article V, Section 4, of this
36 Constitution. Members will be instructed as to the number of men and
37 women for whom they are required to vote. Deacons designated for this
38 purpose shall tabulate the ballots, following the morning service at which the
39 election is held. Those receiving the highest number of votes, up to the
40 number necessary to complete the Pastor Search Committee and to maintain
41 the required ratio between men and women, shall be declared elected.

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In case of a tie in votes in the election of the 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 Pastor Search Committee shall elect a chairman and vice chairman from among its members and begin to seek out a new 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 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 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 Pastor Search Committee when requested by the committee. When their terms end, the successor chairmen shall serve as consultants to the Pastor Search Committee.

The Pastor Search Committee, after prayer, study, and deliberation, shall unanimously decide upon one person to nominate as pastor. It shall consult with the Chairman of Deacons, the Chairman of the Personnel Committee, and the Chairman of the Finance Committee to develop a compensation package. The committee shall convey to the candidate in writing the terms of the compensation package prior to bringing its nomination to the church.

Notice of a called church conference for the purpose of bringing a nomination to the church shall be given as provided in Article V, Section 2 of the Constitution. The Pastor Search Committee shall mail to each church family a professional and personal profile on the candidate at least one week before the church conference. Thereafter, the procedure shall be as set forth in Article VI, Section 2 A (1) of the Constitution.

B. Building Committee

When the membership of the church, by majority vote, decides to enter a building program, following advice and recommendations by the proper

1 standing committee, a Building Committee shall be elected according to the
 2 following procedure. The election of such committee shall be taken only
 3 after at least one week's notice of such election. The number of members
 4 the committee is to have and the duties it shall be delegated shall be
 5 determined by the vote of the membership of the church at the time the
 6 election is voted upon. The Building Committee shall have such authority
 7 as it needs in order to carry out a program of planning and designing
 8 buildings as may be designated by the vote of the church, in order that it may
 9 function properly; it shall, however, report all major recommendations to the
 10 church membership for approval from time to time. It shall act in
 11 cooperation with the Finance Committee, Committee of Deacons, Treasurer
 12 and other interested committees and officers, in order that the buildings to be
 13 constructed shall be designed to meet the needs of, and within the financial
 14 program of the church.

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 16 **ARTICLE VIII. GENERAL**

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

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 20 **A. Licensing of Ministers**

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 22 When a member announces to the church that a call to the ministry has been
 23 experienced, and after approval by an examining council appointed by the
 24 Pastor, the church may by majority vote license the person as an
 25 acknowledgment of the call and as encouragement to make preparation for
 26 the ministry. The Church Clerk may furnish the member with a copy of the
 27 minutes or a certificate of license as credentials.

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 29 **B. Ordination of Ministers**

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 31 In the event the church is requested to ordain a member who has been called
 32 to the Christian ministry, the church shall first express its approval at a
 33 regularly arranged business meeting by a vote of three-fourths of the
 34 members present and voting. The church shall instruct the Pastor to form
 35 and convene an Ordination Council to examine the candidate concerning
 36 suitability for the ministry. The council, after examination of the candidate,
 37 shall make a written report to the church. In the event the report is
 38 favorable, the church shall proceed with the Service of Ordination under the
 39 direction of the Pastor.

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Section 2. Other Ministers and Staff

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

Section 3. Pulpit Supply and Interim Pastor

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

Section 4. Affiliation with Associations and Conventions

The church recognizes that there is a mutual helpfulness in the association of churches which are in such agreement in faith and practice as to encourage the spirit of fellowship and goodwill. This church also recognizes that there have been devised through this voluntary cooperation of Baptist churches organizations whose purpose is to implement the missionary, educational, and benevolent interests and obligations of the individual Christian and his church family. Believing that the Theron Rankin Baptist Association, the Baptist State Convention of North Carolina, the Southern Baptist Convention, and the Cooperative Baptist Fellowship are organizations which have as their sole purpose the promotion of missions, education, and benevolence of the character and in keeping with the spirit of the Constitution and Bylaws, and covenant of this church, First Baptist Church of Hickory, North Carolina therefore agrees to participate in causes acceptable to this church which these organizations represent. The church may also affiliate with any other Christian body it deems necessary in the propagation of the Kingdom of God in this world and the ministry in God's name to people. This may be done by majority vote of the church in conference after thorough study by the Committee of Deacons and only after the membership has been duly notified by mail at least one month prior to consideration at church conference. Messengers to the meetings of the above organizations shall be elected by members of the church present and voting in church conference.

ARTICLE IX. AUTHORIZATION OF OTHER GOVERNING DOCUMENTS

This Constitution hereby authorizes a document of Bylaws. The Bylaws shall be always attached to this Constitution. The Bylaws shall be adopted and may be amended, altered, or

1 repealed by a majority of those members present and voting in a regular or called church
2 conference in keeping with the procedure set forth in Article V, Section 2.

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ARTICLE X. ADOPTION AND AMENDMENTS

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Section 1. Adoption

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

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Section 2. Amendments

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

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BYLAWS

**FIRST BAPTIST CHURCH
HICKORY, NORTH CAROLINA**

As Amended through January 19, 2003

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

1.1 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, Pastor, Deacons, Church Clerk, Treasurer, Trustees, and Moderator are directly responsible to the church in conference.

1.2 Committee of Deacons

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

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

8
9 At the conclusion of the nomination period, the Deacon Election Process
10 Committee shall verify that all requirements for Deacon election are met by
11 each nominee and shall then compile a list of nominees for the ballot and
12 publication to the congregation.

13
14 If the number of qualified nominees is less than the number needed to fill the
15 committee, no additional nominees or extension of the process shall be
16 undertaken.

17
18 The election of deacons will take place at a special church conference during
19 the week beginning with the second Sunday in October each year. This
20 special church conference shall be called to order during the earliest regular
21 worship service occurring on that date, shall be recessed following the
22 distribution, marking and collection of ballots, shall be reconvened and
23 recessed in like manner during any other regular worship service occurring
24 on that date or during the following six days and shall be finally adjourned
25 following the collection of ballots at the last regular worship service
26 occurring during that week. No other business shall be conducted during
27 this special church conference. Notice of the church conference shall be
28 given as set forth in Article V, Section 2 of the Constitution and in addition
29 such notice shall specify the date and time of each worship service during
30 which the church will be in conference. An official ballot listing all
31 nominees will be distributed to each church member at the special church
32 conference, sufficient time shall be allowed to mark the ballots and the
33 ballots shall be collected by the Deacon Election Process Committee for
34 safekeeping pending final tabulation. Absentee voting as provided in Article
35 V, Section 4 of the Constitution shall be allowed. Each member may submit
36 only one ballot.

37
38 Following final adjournment of the special church conference, the Deacon
39 Election Process Committee shall tabulate the ballots and provide the results
40 thereof to each nominee and to the church office for immediate publication
41 to the congregation. The persons receiving the highest number of votes, up
42 to the number of persons needed to fill the Committee, shall be declared

1 elected to the Committee of Deacons.

2
3 In the event of a tie in votes in the election of deacons for the final position,
4 all nominees with the same number of votes for that position will be
5 declared elected. The three year terms of all newly elected deacons shall
6 become effective January 1 following the election.

7
8 The nominees not elected shall be ranked in order by the number of votes
9 received, shall be designated as alternates, and fill vacancies as hereinafter
10 set forth.

11
12 **(1) Vacancies**

13
14 Any vacancy on the Committee of Deacons with a remaining
15 term of six months or less shall not be filled.

16
17 Vacancies to be filled on the Committee of Deacons shall be
18 filled from the list of alternates from the most recent deacon
19 election beginning with the alternate who received the
20 highest number of votes and continuing in descending order
21 by the number of votes for each vacancy, provided that the
22 alternate still meets the qualifications to be a deacon. The
23 alternate shall take office immediately upon his or her
24 acceptance and ordination, if necessary. The vacancy shall
25 be filled no later than the second meeting of the Committee
26 of Deacons following the notification of vacancy. Should
27 there be no alternates remaining from the previous election,
28 the vacancies will not be filled until the next regularly
29 scheduled deacon election.

30
31 **(2) Deacons Emeriti**

32
33 The Committee of Deacons shall include any person who has
34 been confirmed as a Deacon Emeritus. A Deacon Emeritus
35 may serve in any capacity as he or she feels qualified to serve
36 effectively when called upon by the Committee of Deacons.
37 Deacons Emeriti do not have voting privileges as they are not
38 elected the church membership.

39
40 Deacons Emeriti shall be selected in accordance with the
41 following procedure: Prior to the end of June of each
42 calendar year, a list of candidates for the position of Deacon

1 Emeritus, meeting the qualifications of 15 years service on
2 the Committee of Deacons of this church and having reached
3 the age of 70 years, shall be compiled by the church office
4 and given to the Chairman of the Committee of Deacons.
5 The chairman shall then consult privately with those persons
6 to determine whether each eligible individual desires to be
7 confirmed by the Committee of Deacons as a Deacon
8 Emeritus. If such individual agrees to accept Deacon
9 Emeritus status upon confirmation, his name shall then be
10 considered for confirmation by the Committee of Deacons at
11 its July meeting. Upon confirmation by the Deacons, said
12 individual shall attain the status of Deacon Emeritus.

13
14 Individuals confirmed as Deacons Emeriti shall not be
15 eligible for election to the Committee of Deacons as
16 provided in Bylaw 1.21. Any individual who, being eligible
17 for Deacon Emeritus status, but who declines or is not
18 confirmed for such status, shall be eligible for election to the
19 Committee of Deacons in the same manner as other qualified
20 members of the church.

21 **1.22 Deacon Officers**

22
23
24 At the September Deacons' meeting, the Deacons shall hold an annual
25 election at which time a chairman, chair-elect, secretary, and parliamentarian
26 shall be elected. The Deacons shall immediately give the names of the
27 elected persons to the Nominating Committee so it will have this
28 information as it seeks to spread the responsibilities of the church among as
29 many church members as possible.

30 31 **(1) Chairman of Committee of Deacons**

32
33 The Chairman shall preside at all meetings of the Deacons
34 and shall be an ex officio member of all organizations,
35 committees, and councils of the church. The chairman may
36 not serve more than two consecutive terms.

37 38 **(2) Chair-elect**

39
40 The Chair-elect shall preside at Deacons' meetings in the
41 absence of the Chairman and shall have primary
42 responsibility for the promotion of attendance at all Deacons'

1 meetings and functions. If otherwise eligible and subject to
 2 the approval of the Deacons, and in the absence of the re-
 3 election of the current Chairman, the Chair-elect shall serve
 4 as Chairman of the Committee of Deacons in the term next
 5 following his or her term as Chair-elect.

6
 7 **(3) Secretary**

8
 9 The Secretary shall keep detailed minutes of all meetings of
 10 the Deacons.

11
 12 **(4) Parliamentarian**

13
 14 The Parliamentarian shall be knowledgeable in parliamentary
 15 rules and procedures, and shall guide the presiding officer
 16 during all Deacons' meetings.

17
 18 **1.23 Deacon Appointments to Division Councils and Committees**

19
 20 The Chairman, Chair-elect, Secretary, and Parliamentarian shall constitute a
 21 committee to appoint members of the Committee of Deacons to the three
 22 division councils of the church. Two Deacons shall be appointed to each of
 23 the three division councils, one as chairman and one as vice chairman of
 24 said council. The Deacons serving as chairman and vice chairman of each
 25 division council shall be ex officio members of each committee or council
 26 within that division.

27
 28 **1.24 Deacon Committees**

29
 30 The Chairman, Chair-elect, Secretary, and Parliamentarian shall appoint at
 31 least five Deacons to each of the following sub-committees of the Deacons:
 32 Orientation and Training, Family Ministries, Communion, Baptism, Pastoral
 33 Advisory and Deacon Election Process Committees. Other sub-committees
 34 of Deacons may be appointed from time to time as authorized by the
 35 Committee of Deacons.

36
 37 **1.25 Deacons' Service Upon Other Committees**

38
 39 Deacons who are serving upon the division council may serve also on the
 40 Deacon Committees authorized by Bylaw 1.24 and upon other committees
 41 and councils of the church, except that no Deacon shall simultaneously serve
 42 as chairman or vice chairman of more than one division council.

1.26 Reports

The three divisions of the church, through the Deacons serving as chairman and vice chairman of the council for their division shall report regularly to the Deacons. The Chairman of Deacons shall designate such other committees to report to the Deacons as necessary for the orderly conduct of Deacon business.

1.27 Deacon Responsibilities

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

1.28 Deacon Election of Nominating and Personnel Committees

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

1.3 Responsibility of Church Staff

The church staff shall be responsible to the church through the office of pastor.

1.4 Responsibility of Other Church Organizations

All other organizations, committees, and councils shall be responsible to the church through the division structure and Committee of Deacons.

1.5 Church Council**1.51 Composition**

The Church Council shall be composed of the Pastor (who shall serve as its Chairman), Chairman of Deacons (who shall be its Vice Chairman), Chair-elect of Deacons, Secretary of Deacons, Administration Council Chairman,

1 Education Council Chairman, Ministry Council Chairman, Finance Com-
2 mittee Chairman, Baptist Men's Director, Woman's Missionary Union
3 Director, Bible Study Director, Discipleship Training Director, and all
4 associate staff ministers.

6 **1.52 Functions of Church Council**

7
8 The Church Council shall have the responsibility for the total coordination
9 of all church planning and activities. It shall have the responsibility for short
10 range and long range planning and evaluation of the total church program.
11 The council shall be directly responsible to the church through the Deacons
12 and shall serve in an advisory capacity to all division councils and
13 committee and organizations of the church. It may request and receive
14 reports from all councils, committees, or organizations. Plans or programs
15 originating at the Church Council shall be forwarded to the appropriate
16 division council, committee, or organization for study and further
17 recommendation.

18 19 **1.6 Divisional Structure of First Baptist Church**

20
21 The church shall be organized according to three major divisions as follows:
22 Education, Ministry, and Administration. Each division shall have a division
23 council, chaired and vice chaired by Deacons appointed by the Committee of
24 Deacons, and composed of said Deacons and the chairmen or directors of
25 all committees, organizations, or departments assigned to that division's area
26 of responsibility. The division councils shall be responsible to the church
27 through the Committee of Deacons. The division committees, departments,
28 and organizations shall be responsible to the church through the division
29 council and the Committee of Deacons.

30 31 **2.0 EDUCATION DIVISION**

32
33 The Education Division shall be composed of the Education Council, the Adult
34 Department, the Youth Division, the Preschool/Children's Division, the Music
35 Ministry, the Media Center Committee, the Missions Division, Church Educational
36 Organizations, the Drama Ministry, and the Historical Committee. The purpose of
37 the Education Division is to plan, coordinate, and implement a comprehensive
38 program of Christian education for all members of the church.

39 40 **2.1 Education Council**

41
42 The Education Council shall be constituted as follows: a Deacon serving as

1 Education Council Chairman, a Deacon serving as Chairman-Elect, Baptist
2 Men's Director, WMU Director, Bible Study Director, Discipleship Training
3 Director, Chairman of the Media Center Committee, Minister of Adults,
4 Minister for Youth, Minister for Preschool/Children and Minister of Music.
5 A recording secretary of the council shall be elected from its members.
6

7 The Education Council shall be advisory and coordinating in nature to all
8 committees, organizations, and councils of the division. It shall serve as a
9 resource group initiating new and better means to accomplish assigned and
10 incumbent responsibilities of the division. It shall have authority to move at
11 its own discretion into new projects in its area provided such actions do not
12 violate the Constitution or Bylaws of the church.
13

14 **2.2 Adult Department**

15
16 Within the Education Division, there shall be an Adult Department for the
17 purposes of planning, coordinating, and implementing a comprehensive
18 educational program for adults of the church.
19

20 The Adult Department shall have its own council composed of the Vice
21 Chairman of the Education Council, the Minister of Adults, and the
22 Chairmen of the Senior Adult, Median Adult, Young Adult, Single Adult,
23 and College Young Adult Committees. The Adult Council shall be chaired
24 by the Vice Chairman of the Education Council. This council shall elect a
25 vice chairman and recording secretary of the Adult Council from its
26 remaining members. The Vice Chairman of the Adult Council shall preside
27 over meetings of the Adult Council in the absence of the Chairman. The
28 Vice Chairman of the Education Council (as Chairman of the Adult
29 Council) shall report the programs and activities of the Adult Department to
30 the Education Council and Committee of Deacons.
31

32 The Adult Council shall be advisory and coordinating to the Senior Adult,
33 Median Adult, Young Adult, Single Adult, and College Young Adult
34 Committees, serving as a resource group assisting the committees of the
35 Adult Department in the planning and implementing of activities and
36 programs for adults of the church.
37

38 **2.21 Senior Adult Committee**

39
40 The Senior Adult Committee shall have overall responsibility for planning,
41 coordinating and implementing all programs and activities for Senior Adult
42 Bible Study and church members ages 60 and above.

1
2 This Committee shall be composed of one representative from each of the
3 church's Bible Study classes designated as being for adults ages 60 and over.
4 Each representative shall be a member of and elected by the Bible Study
5 class which he or she represents. From the class representatives elected to
6 the Senior Adult Committee, the committee members shall elect a chairman,
7 vice chairman and recording secretary. The president or leader of any
8 church sponsored organizations whose emphasis serves exclusively the
9 senior adult membership of the church shall be an ex officio member of the
10 Senior Adult Committee.

11
12 This Committee shall conduct periodic surveys as to programs and activities
13 which may be of benefit to the senior adult membership of the church. It
14 shall coordinate with the Single Adult Committee when dealing with
15 programs and activities that overlap married and single senior adults of the
16 church. It shall study, research, and recommend areas of possibilities in
17 which the church may become more involved in meeting the needs of senior
18 adults in the church and community.

19 20 **2.22 Median Adult Committee**

21
22 The Median Adult Committee shall have overall responsibility for planning,
23 coordinating and implementing all programs and activities for Median Adult
24 Bible Study and church members ages 40 through 59.

25
26 This Committee shall be composed of one representative from each of the
27 church's Bible Study classes designated as being for adults ages 40 through
28 59. Each representative, other than the Chairman of this Committee, shall
29 be a member of and elected by the Bible Study class which he or she
30 represents. From the class representatives elected to the Median Adult
31 Committee, the committee members shall elect a chairman, vice chairman
32 and recording secretary.

33
34 This committee shall conduct periodic surveys as to programs and activities
35 which may be of benefit to the median adult membership of the church. It
36 shall coordinate with the Single Adult Committee when dealing with
37 programs and activities that overlap married and single median adults of the
38 church.

39 40 **2.23 Young Adult Committee**

41
42 The Young Adult Committee shall have overall responsibility for planning,

1 coordinating and implementing all programs and activities for married
2 young adult Bible Study and church members ages 18 through 39.

3
4 This Committee shall be composed of one representative from each of the
5 church's Bible Study classes designated as being for married adults ages 18
6 through 39. Each representative shall be a member of and elected by the
7 Bible Study class which he or she represents. From the class representatives
8 elected to the Young Adult Committee, the committee members shall elect a
9 chairman, vice chairman, and recording secretary.

10
11 This Committee shall conduct periodic surveys as to programs and activities
12 which may be of benefit to the married young adult membership of the
13 church. It shall coordinate with the Single Adult Committee when dealing
14 with programs and activities that overlap married and single young adults of
15 the church.

16 17 **2.24 Single Adult Committee**

18
19 The Single Adult Committee shall have overall responsibility for planning,
20 coordinating and implementing all programs and activities for single adult
21 members of the church and Bible Study.

22
23 This Committee shall be composed of two representatives from each of the
24 church's Bible Study classes designated as being for single adults and the
25 President of the Single Adults as elected by the Singles Department of the
26 Bible Study. The President of the Single Adults shall serve as chairman of
27 this committee. From the class representatives elected to the Single Adult
28 Committee, the committee members shall elect a vice chairman and
29 recording secretary.

30
31 This committee shall conduct periodic surveys as to programs and activities
32 which may be of benefit to the single adult membership of the church. It
33 shall coordinate with the various committees for senior adults, median
34 adults, and young adults when dealing with programs and activities that
35 overlap in areas of responsibility.

36 37 **2.25 College Young Adult Committee**

38
39 The College Young Adult Committee shall have overall responsibility for
40 planning, coordinating, and implementing all programs and activities for
41 members of the church and Bible Study who are attending college, including
42 both local and out-of-town colleges.

1 This committee shall be composed of two representatives elected by the
2 College Young Adult Bible Study Class from its members, two parents of
3 college students, the Director of the College Young Adult Bible Study Class,
4 and one college worker designated by the Director of the College Young
5 Adult Bible Study Class. The members shall serve one-year terms but shall
6 be eligible to succeed themselves for two additional one-year terms on this
7 committee without the lapse of one year between terms. The Minister for
8 Youth shall be an ex officio member of this committee. The committee
9 members shall elect a chairman, vice chairman, and recording secretary.
10 This committee shall conduct periodic surveys as to programs and activities
11 which may be of benefit to the college young adult membership of the
12 church.

13 **2.3 Youth Division**

14 There shall be a Youth Division within the Education Division of the church. The
15 purpose of the Youth Division is to plan, coordinate, and implement educational
16 programs for the youth and prospects of the church. The Youth Division shall
17 include all youth Bible Study and all other programs and activities for youth in
18 grades six through twelve.
19

20 **2.31 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.
24

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

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

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

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

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

18 19 **2.32 Scouts Committee**

20
21 The Scouts Committee shall have the responsibility of providing a total
22 scouting program on behalf of the church. It shall establish organizations
23 and guidelines in keeping with scout standards and procedures which will
24 insure that all needs for scouting programs, both boys and girls, are met in
25 the community. It shall publicize scouting opportunities to the church and
26 community at large. It shall appoint "institutional representatives" in
27 keeping with scouting policies as required by local and national scouting
28 organizations, and shall assist scout leaders of the troops sponsored by the
29 church in coordination of church-scout activities. Six members shall
30 compose the committee.

31 32 **2.4 Preschool/Children's Division**

33
34 Within the Education Division, there shall be a Preschool/Children's
35 Division for the purpose of planning, coordinating and implementing a
36 comprehensive educational program for the children of the church.

37 38 **2.41 Preschool/Children's Council**

39
40 The Preschool/Children's Division shall have its own council,
41 composed of the Vice Chairman of the Education Council, the staff
42 minister(s) assigned to minister to children from birth through fifth

1 grade, and the Chairmen of the Preschool, Children's, and Child
 2 Development Center Committees. This council shall be chaired by
 3 the Vice Chairman of the Education Division. A vice chairman and
 4 recording secretary of this council shall be elected from its remaining
 5 members. The Vice Chairman of the Education Council (as Chair-
 6 man of the Preschool/Children's Council) shall report the programs
 7 and activities of the Preschool/Children's Division to the Education
 8 Council and Committee of Deacons.

9 The Preschool/Children's Council shall be advisory and coordinating
 10 to the Preschool, Children's, and Child Development Center
 11 committees, serving as a resource group assisting these committees
 12 in the planning and implementation of activities and programs for
 13 those persons served by these committees.

14
 15 **2.42 Preschool and Children’s Committee**

16
 17 The Preschool and Children Committee shall generally oversee the
 18 programs for children from birth through grade six. In performing
 19 this function, the committee shall seek to plan and implement
 20 programs and activities of interest and benefit to children of these
 21 ages. This committee shall have the responsibility for the
 22 preparation and submission to the Finance Committee of an annual
 23 budget for these programs and activities.

24
 25 There shall be nine elected members of this committee with at least
 26 three members being parents of a preschool child and at least three
 27 members not being a parent of a preschool aged child. If possible,
 28 one of the nine elected members shall be a single parent of a
 29 preschool child. One of the parents of preschool children shall be
 30 named as Chairman by the Nominating Committee. The Preschool-
 31 Children’s Division Directors, GA Director, RA Director, and the
 32 Mission Friends Director or a Mission Friends leader and the
 33 Children’s Choir Coordinator shall also be members of this
 34 committee. The Minister of Christian Education for Preschool shall
 35 be an ex-officio member of this committee.

36
 37 The elected members shall serve three two-year terms, with one-half
 38 of the nine rotating off the committee each year.

39
 40 **2.43 Child Development Center Committee**

41
 42 The Child Development Center Committee shall have the

1 responsibility for the church's operation of a child development
2 center providing a total personal development day-care program for
3 pre-school age children of parents of the Hickory area who are
4 unable to meet the needs of their children during the day. This
5 Center shall strive to provide opportunities for a total personal
6 development of children by providing for their quality care,
7 supervision, education, and guidance.
8

9 This committee, in cooperation with the Personnel Committee and
10 Director of the Child Development Center, shall be responsible for
11 the staffing of the Center. This committee shall interview and
12 nominate to the Personnel Committee a Director for the Center in the
13 event of a vacancy. It shall be responsible for the employment of all
14 other paid employees of the Child Development Center in such
15 number, and with such qualifications, as will best achieve the
16 purposes of the Center, but may delegate this responsibility to the
17 Director of the Child Development Center. It shall have
18 responsibility for annually recommending to the Personnel
19 Committee salary scales, salaries, and benefits for employees of the
20 Child Development Center. Such recommendations shall be
21 approved by the Personnel Committee prior to their enactment. The
22 Child Development Center Committee shall have responsibility for
23 the development and publication of all policies and procedures for
24 personnel employed by the Child Development Center, including
25 policies governing vacations, holidays, sick leave, and other policies
26 incident to the employment of personnel.
27

28 The Child Development Center shall have the responsibility for the
29 preparation of an annual budget including all areas of income and
30 expense incident to the operation of the Child Development Center.
31 Salaries for the Director and employees of the Center shall be
32 included in this budget, but shall not be enacted until submitted to
33 and approved by the Personnel Committee. This committee shall
34 have responsibility for annually reviewing and establishing the
35 policies of the Center with regard to fees to be charged for
36 enrollment of children in the Child Development Center. Every
37 effort shall be made by this committee to operate the Child
38 Development Center upon a fiscal basis as will allow it to be
39 financially self-sustaining.
40

41 Nine persons shall compose this Committee. The Director of the
42 Child Development Center and the Minister for Preschool shall serve

1 as ex officio member of this Committee.
2

3 **2.5 Music Ministry** 4

5 Within the Education Division, there shall be a Music Ministry whose purpose shall
6 be to maintain a comprehensive and quality program of music education, worship
7 leadership, outreach, and ministry. The staff minister with primary responsibility in
8 the area of music shall recommend to the Nominating Committee persons to fill all
9 positions in the music organization and may recommend to the Personnel and
10 Finance Committees the employment of persons necessary to carry out a quality
11 program, including clerical personnel and musicians.
12

13 **2.51 Music Committee** 14

15 The Music Committee shall provide advice and counsel to the Minister of
16 Music regarding the overall music program of the church and shall work to
17 coordinate and integrate the music ministry with other church programs and
18 ministries by maintaining open communication with other program and
19 ministry leaders to maximize mutual support. It shall serve as a consultant
20 to the Minister of Music on matters of programming, calendaring, budget
21 and focus. It shall be attentive to the requests of music personnel and assist
22 them in meeting the expectations and needs of the congregation.

23 This committee shall be composed of nine persons representing a cross
24 section of the congregation. This committee shall meet monthly or at the
25 direction of the Minister of Music or the committee chairperson. The
26 Minister of Music shall be an ex officio member of this committee.
27

28 **2.52 Music Council** 29

30 The Music Council shall coordinate all efforts to fulfill the objectives and
31 responsibilities of the Music Ministry. The members of the Music Council
32 shall be the lay leadership and staff of the Music Ministry. The staff
33 minister with primary responsibility in the area of music shall be Chairman
34 of the Music Council.
35

36 **2.6 Media Center Committee** 37

38 The Media Center Committee shall be responsible for the development and
39 maintenance of a quality church media center, including library and audio-visual
40 equipment and materials. It shall have responsibility for the selection of all books,
41 records, periodicals, video films, and audio-visual equipment and shall assume
42 responsibility for processing and circulation of said items. This committee shall

1 plan and implement policies and procedures for the operation of the Media Center
2 and use of its books, aids, and equipment so as to make it accessible to the church
3 membership and to encourage its use by said membership. It shall insure that the
4 staff of the Media Center maintains records of the whereabouts of all books,
5 periodicals, films, and equipment owned by the church, and records of circulation of
6 these items. It shall report annually to the church, through a written annual report to
7 be included in the annual Book of Reports, including therein the number of volumes
8 of books, circulation of books, periodicals received, equipment maintained by the
9 Media Center, and financial condition and general use of the Media Center facilities
10 by the church memberships.

11
12 This committee is responsible for preparing and submitting to the Finance
13 Committee an annual budget request including all anticipated operational costs of
14 the Media Center, including the acquisition of new books, subscriptions, videos, and
15 equipment. It is responsible for the maintenance of a circulation system for all
16 Media Center books, equipment, and materials and a system of fines or charges for
17 items not returned to the Media Center in accordance with its circulation policies.

18
19 This committee shall work closely with the Director of the Media Center, who shall
20 be annually elected upon nomination of the Nominating Committee. The
21 committee, in consultation with the Director, shall appoint such to assist the
22 Director as it deems necessary for the proper operation of the Media Center. The
23 Media Center Committee may delegate, to the extent it sees fit, the responsibility for
24 maintenance of records of books, periodicals, films, equipment, and their
25 circulation, to the Media Center Director and staff.

26
27 This Committee shall be composed of nine persons. The Director of the Media
28 Center shall be ex officio to this Committee.

29 30 **2.7 Historical Committee**

31
32 An Historical Committee of three members shall be chaired by the Church Historian
33 and shall assist in preparing and preserving an historical record of the church.

34 35 **2.8 Missions Division**

36
37 Within the Education Division, there shall be a Missions Division organizations.

38 39 **2.81 Missions Council**

40
41 The Missions Council, composed of the Chairman and Chairman-Elect of
42 the Education Council, who shall concurrently serve as Chairman and

1 Chairman-Elect of the Missions Council; the Director and the Mission
2 Action Coordinator of the Women's Missionary Union; the Director and the
3 Project Coordinator of the Baptist Men; the Director of RA's; the Director of
4 GA's; Chairman of the Community Social Ministries Committee; one youth
5 to be selected by the Youth Ministry Council; and three at-large members.
6 The at-large members, who shall be recommended by the Church
7 Nominating Committee, shall be elected by the church, and shall serve
8 three-year terms with one rotating off each year.

9
10 The Missions Council shall encourage, support, and coordinate
11 missions activity within the church. In addition, said Council shall
12 make recommendations regarding the expenditure of funds
13 designated, either by the church or by donor, for missions activity
14 and not otherwise budgeted by the church or by any organization of
15 the church. Such expenditure recommendations shall be presented
16 to the Committee of Deacons for consideration and to the church for
17 approval.

18 19 **2.82 Woman's Missionary Union**

20
21 There shall be a Woman's Missionary Union of the church. This
22 organization shall have the responsibility to foster and maintain a missionary
23 emphasis and organization among the women, young women, teen-age girls,
24 and children of the church. It shall make every effort to create and stimulate
25 missionary education and involvement in the church family. It shall be
26 organized in keeping with the best principles of missionary education and
27 involvement. The name of its Director shall be submitted by the WMU
28 Leadership Committee to the church Nominating Committee for
29 recommendation to the church. The WMU Leadership Committee shall
30 submit all nominees for its organizational structure to the church
31 Nominating Committee to be included in their Nominating Committee
32 report to the church.

33
34 The Woman's Missionary Union shall be organized in keeping with the
35 Southern Baptist Convention Woman's Missionary Union program and
36 according to its own special local needs and requirements. It shall submit an
37 annual budget request to the Finance Committee. This organization has
38 responsibility to maintain its own financial program or to integrate its
39 financial program with the church's overall financial program at its discre-
40 tion.

41
42 The Woman's Missionary Union shall have the responsibility to implement

1 its program in keeping with the guidelines of the Southern Baptist
2 Convention and the Baptist State Convention of North Carolina so long as
3 such guidelines do not conflict with the Constitution and Bylaws of this
4 church.

6 **2.83 Baptist Men**

7
8 There shall be a Baptist Men's organization for the men of the church. This
9 organization shall be generally organized in keeping with the denomina-
10 tional Baptist Men's organization and specifically in keeping with the special
11 needs of the church and community. Its primary emphasis shall be missions
12 and ministry. It shall seek to be educational in nature and mission oriented,
13 striving at all times to challenge the men of the church in areas of mission
14 and especially local ministry. A director, elected annually, shall serve as
15 executive officer of the organization. He shall be nominated by the
16 Nominating Committee and elected by the church. He shall appoint all other
17 personnel necessary to achieve the organization's purpose.

18
19 The Baptist Men shall be organized in keeping with the Southern Baptist
20 Convention Baptist Men's program and according to its own special local
21 needs and requirements. It shall submit an annual budget request to the
22 Finance Committee. This organization has responsibility to maintain its
23 own financial program or to integrate its financial program with the church's
24 overall financial program at its discretion.

25
26 The Baptist Men shall have the responsibility to implement its program in
27 keeping with the guidelines of the Southern Baptist Convention and the
28 Baptist State Convention of North Carolina so long as such guidelines do
29 not conflict with the Constitution and Bylaws of this church.

30
31 The Baptist Men shall submit a written annual report to be included in the
32 church's annual Book of Reports.

33 **2.9 Church Educational Organizations**

34
35
36 The following educational organizations are recognized as integral parts of the
37 church:

38 **2.91 Bible Study**

39
40
41 There shall be a Bible Study organization for the purposes of Christian
42 education, emphasizing Bible study. The Bible Study shall be directed by an

1 executive officer, the Bible Study Director, who shall be elected annually.
2 The Bible Study Director and his staff are responsible for the efficient
3 operation of a quality school of Christian education. This organization shall
4 organize itself according to the best principles of Christian education and
5 Bible study so that it might make every effort to reach people through
6 education for Christian discipleship.

7
8 The Bible Study organization shall be considered part of the Education
9 Division and be represented by its director upon the Education Council.
10 However, the Bible Study shall operate according to its own structure and
11 goals. The Bible Study Director shall report the plans, goals, programs, and
12 activities of the Bible Study to the Education Council for coordination with
13 other programs and activities concerning the educational program of the
14 church. It shall coordinate with the various councils and committees of the

15
16 Education Division when activities, programs, and other areas of similar
17 interest overlap.

18 **2.92 Discipleship Training**

19
20
21 The church shall have a Discipleship Training program whose purpose shall
22 be to provide training for members of the church in areas of church mem-
23 bership responsibility. The Discipleship Training program shall give careful
24 attention to training all church members in the areas of worship, witnessing,
25 and ministering. It shall train new church members and give them
26 opportunity to interpret their Christian commitment, and train leaders for the
27 church and its organizations. It shall plan and conduct new member classes
28 as needed. The Discipleship Training Director, elected annually, shall be the
29 executive officer of the Discipleship Training program. He/she shall appoint
30 personnel necessary to carry out the responsibilities of the Discipleship
31 Training program.

32
33 The Discipleship Training organization shall be considered part of the
34 Education Division and be represented by its Director upon the Education
35 Council. However, Discipleship Training shall operate according to its own
36 structure and goals. The Discipleship Director shall report the plans, goals,
37 programs, and activities of Discipleship Training to the Education Council
38 for coordination with other programs and activities concerning the
39 educational program of the church. It shall coordinate with the various
40 councils and committees of the Education Division when activities,
41 programs, and other areas of similar interest overlap.

42

1
2 **2.10 Drama Ministry**
3

4 Within the Education Division, there shall be a Drama Ministry whose
5 purpose shall be to maintain a comprehensive and quality program of drama
6 education, worship leadership, outreach, and ministry. The staff minister
7 assigned responsibility in the area of drama shall recommend to the
8 Nominating Committee persons to fill all positions in the drama
9 organization.

10
11 **2.101 Drama Council**
12

13 The Drama Council shall coordinate all efforts to fulfill the objectives and
14 responsibilities of the Drama Ministry. The members of the Drama Council
15 shall be the lay leadership of the Drama Ministry, and the staff minister
16 assigned responsibility in the area of drama shall be Chairman.
17

18 **3.0 MINISTRY DIVISION**
19

20 The Ministry Division shall be composed of the Ministry Council and the following
21 committees: Community Social Ministries, Denominational Relations, Family Life,
22 Hospitality, Ministry with Internationals, Recreation, Ushers, Welcoming, and
23 Bereavement. The purpose of this division shall be to plan, coordinate, and implement the
24 ministerial programs of the church in those areas of committee responsibility assigned to
25 this division and to assist in the orderly observation of worship services, receptions, socials,
26 and other special services of the church.
27

28 **3.1 Ministry Council**
29

30 The Ministry Council shall be composed of the following: two Deacons,
31 appointed by the Committee of Deacons, to serve as Ministry Council
32 Chairman and Chairman-Elect, and the chairman of each of the committees
33 of the Ministry Division. A recording secretary of this council shall be
34 elected from the remaining members of the council to keep minutes of the
35 Council meetings.
36

37 **3.2 Community Social Ministries Committee**
38

39 The Community Social Ministries Committee shall have responsibility for
40 seeking out and implementing ways in which First Baptist Church may
41 interact and cooperate with both religious and secular groups to minister to
42 the physical and spiritual needs of people including providing food, shelter,

1 and clothing for those in need and developing communication with,
2 understanding of, and cooperative efforts with other religious bodies.

3
4 The Community Social Ministries Committee shall make recommendations
5 to the Committee of Deacons, and, upon approval, may appoint a liaison for
6 each program or organization in which First Baptist Church will participate.
7 The liaisons shall make regular reports to the committee and shall keep the
8 committee informed of the assistance needed from First Baptist Church.
9 The Community Social Ministries Committee shall recruit volunteers from
10 First Baptist Church and coordinate all other assistance from First Baptist
11 Church in these cooperative ministries.

12
13 This committee shall have nine members. The liaisons are not required to
14 be members of the committee. A staff minister designated by the Pastor
15 shall serve as an ex officio member of the committee.

16 **3.3 Denominational Relations Committee**

17
18 The Denominational Relations Committee is responsible for exploring
19 through study and research, ways and means in which the membership of the
20 church can become more aware of the functions, programs, ministries, and
21 missions of the Theron Rankin Baptist Association, the Baptist State
22 Convention of North Carolina, the Southern Baptist Convention, and the
23 Cooperative Baptist Fellowship. It shall have the specific responsibility to
24 promote all special offerings exclusive of special mission offerings of the
25 denomination. It shall use the special offering days as periods of interpreting
26 the work of the various ministries of the denomination.

27
28 It shall circulate among the church membership materials presenting
29 information about the denomination and its programs and shall arrange
30 special programs presenting such information. It shall request and receive
31 from agencies and institutions of the Baptist State Convention supported by
32 these special offerings, educational and promotional materials about
33 themselves, and shall be responsible for distributing and promoting the
34 special emphasis of the above institutions and agencies each year.

35
36 The Denominational Relations Committee shall keep abreast of current
37 issues within the denomination and provide resources for the congregation's
38 understanding of the issues within the denomination. This committee shall
39 work through existing church organizations in an effort to achieve the best
40 possible exposure of the denomination and its programs of ministry and
41 missions. Nine persons shall compose this committee.
42

1 **3.4 Family Life Committee**

2
3 The Family Life Committee shall study and analyze the family life of the
4 church, and shall develop and implement programs designed to strengthen
5 the family lives of church members. This committee shall research ways
6 and means through which the church may become more involved in family
7 life development. In cooperation with other committees and organizations,
8 the Family Life Committee shall plan and implement programs and
9 activities in furtherance of the above purposes, including but not limited to
10 programs designed for marriage enrichment, home development of children,
11 and ministries to others who are single again by reason of death or divorce.

12
13 Six members shall compose this committee. A staff minister, whose job
14 description as defined by the Personnel Committee includes responsibilities
15 for family life ministries, shall be ex officio to this committee.

16
17 **3.5 Hospitality Committee**

18
19 The Hospitality Committee shall have the responsibility for planning
20 church-wide socials, receptions and other special services not within the
21 jurisdiction of the persons responsible for regular services of the church. It
22 shall have the responsibility to assist the Pastor and members of staff in
23 providing and securing housing for and in entertaining and providing for the
24 comfort of official church visitors such as visiting ministers, lay leaders, and
25 others who may be guests of the church. In performing its duties, the
26 Hospitality Committee shall prepare and submit an annual budget to cover
27 the expenses of planned events.

28
29 Twelve members shall compose this committee. The Food Services
30 Director of the church shall serve as an ex officio member of this committee.

31
32 **3.6 Ministry with Internationals Committee**

33
34 The Ministry with Internationals Committee shall research and identify the
35 needs of internationals within the local community in adapting to the local
36 and national cultures, including spiritual and physical needs, language
37 training, legal assistance, obtaining alien status, and obtaining employment.
38 The committee shall recommend and implement specific ways in which
39 First Baptist Church may minister to these needs.

40
41 This committee shall have nine members, at least three of whom shall be
42 representatives from the groups of internationals identified and ministered to

1 by First Baptist Church. In order to provide continuity, members of this
2 committee shall be eligible to succeed themselves without the lapse of one
3 year between terms.
4

5 **3.7 Recreation Committee**

6

7 The Recreation Committee shall have the responsibility to coordinate all
8 recreational activities sponsored by the church or an organizational unit
9 thereof. It shall seek to develop a spirit of fellowship in the church through
10 all recreational activities. This committee shall give recreational leadership
11 through the development of recreational activities and programs designed to
12 meet the recreational desires and needs of the congregation. In meeting this
13 purpose, the Recreation Committee shall conduct periodic surveys of the
14 church membership as to its recreational desires, and seek to direct its
15 leadership as to how to meet those desires. The Recreation Committee shall
16 be responsible for planning and conducting recreational activities which are
17 not sponsored by any specific organization of the church. This committee
18 shall recommend acquisition of recreational facilities and equipment through
19 the preparation of its annual budget request and the Ministry Council. This
20 committee shall develop persons who are capable of providing recreational
21 leadership within the church. It shall formulate and submit to the Finance
22 Committee an annual budget request seeking to cover projected costs for
23 implementation and maintenance of the recreational program of the church.
24 Six members shall compose this committee.
25

26 **3.8 Ushers Committee**

27

28 The Ushers Committee shall have the responsibility for securing, training,
29 and providing ushers to serve at all sanctuary services. It is the
30 responsibility of this committee to see that a sufficient number of ushers are
31 trained and provided for each service so as to provide for the orderly and
32 reverent movement of worshipers into and from the sanctuary. This
33 committee shall, in cooperation with the Welcoming Committee and Pastor,
34 conduct an annual training and orientation for all ushers. This training
35 session shall include training in the collection of offerings during worship
36 services for which the ushers shall be responsible. This committee shall
37 select and train as many persons as ushers as are necessary to insure the
38 proper and orderly accomplishment of the responsibilities of the ushers. Six
39 members shall constitute this committee.
40
41
42

3.9 Welcoming Committee

The Welcoming Committee shall have the responsibility of welcoming all persons, especially visitors, to all services of the church. Committee members shall be present near the entrances to the sanctuary and other places in the church building to welcome members and visitors, and they shall especially make an effort to seek out visitors who attend church services and make special contact with them. If appropriate to do so, the contacting member of the Welcoming Committee shall request the visitor to fill out a visitor's card and see that such visitor's card is given to the proper person in the church office for follow-up contact. The committee shall be represented at the visitor's reception following worship services each Sunday. This committee shall seek ways and means to encourage all visitors to attend the visitors' reception. This committee shall meet with the ushers as chosen by the Ushers Committee at least once a year for a session of orientation and coordination. Eighteen persons shall constitute this committee.

3.10 Bereavement Committee

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

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

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

1 The committee shall be composed of nine members who serve three-year
2 terms, with three members rotating off the committee each year. In addition
3 to these nine members, the following three Deacons shall serve as ex officio
4 members of the committee: the Deacon of the bereaved family and the
5 Chairpersons of the Deacon Benevolence and the Family Ministries
6 Committees.

8 **4.0 ADMINISTRATION DIVISION**

9
10 The Administration Division shall be composed of the Administration Council and the
11 following committees: Communications, Constitution and Bylaws, Decorations, Finance,
12 Food Services, Future Development, Nominating, Personnel, Properties, and
13 Transportation. Neither full-time staff members nor their immediate family members shall
14 be eligible to serve as voting members on the following committees: Finance, Personnel,
15 Properties, and Nominating. The purpose of this division shall be to plan, coordinate, and
16 implement the tasks of administration in carrying out the programs of the church.

17 18 **4.1 Administration Council**

19
20 The Administration Council shall be composed of the following: two
21 Deacons, appointed by the Committee of Deacons, to serve as
22 Administration Council Chairman and Chairman-Elect, and the chairman of
23 each of the committees of the Administration Division. The Minister of
24 Administration shall be an ex officio member of this council. A recording
25 secretary of this council shall be elected from the remaining members of the
26 council to keep minutes of council meetings.

27 28 **4.2 Communications Committee**

29
30 This committee shall have the responsibility for initiating, implementing,
31 and improving the church's use of and involvement in the area of
32 broadcasting. The committee shall be responsible for securing qualified
33 persons to operate the broadcast and sound systems equipment during all
34 church service. It shall formulate an annual budget request that shall include
35 projected operational and maintenance costs for all broadcast and sound
36 systems equipment. This committee shall have the responsibility of
37 recommending the acquisition of any new equipment in the area of
38 broadcast or sound systems to the Finance and Properties Committees. This
39 committee shall provide a qualified person to operate the sound/broadcast
40 equipment at each sanctuary service of the church including weddings,
41 funerals, and other sanctuary events. This committee shall have the
42 responsibility of monitoring the use of the sound system and broadcast

1 equipment of the church to insure that such equipment is being maintained
2 and used in its best capacity. Six members shall compose this committee.

3 4 **4.3 Constitution and Bylaws Committee**

5
6 This committee shall have the responsibility to initiate studies, conduct
7 research, and recommend amendments, alterations, or repeal of the
8 Constitution and Bylaws of the church. It shall review, at least annually, the
9 Constitution and Bylaws to determine if changes are needed in order to
10 insure more effective ministry within the church. All suggestions or motions
11 to amend, alter, or repeal any part of the Constitution and Bylaws shall be
12 referred to this committee, which shall report the referred matter to the
13 church, through the Deacons, at a stated time. Six members shall compose
14 this committee.

15 16 **4.4 Decorations Committee**

17
18 The Decorations Committee shall have the responsibility for planning and
19 providing for decorations and ornaments appropriate to the service and
20 season for all church services. It shall make periodic inspections of all
21 ornaments and decorative equipment, and provide for their cleaning and
22 repair as needed. This committee shall make written rules and regulations
23 pertaining to the use of decorations within the church for weddings or other
24 special events held in the sanctuary in order to insure the appropriateness of
25 such decorations to a place of worship. This committee shall have nine
26 members.

27 28 **4.5 Finance Committee**

29
30 The Finance Committee shall have the responsibility for the following:

- 31
- 32 a. Develop and promote a stewardship program of education and
33 activities that will encourage church members to give as distinctive
34 Christian stewards.
 - 35
36 b. Establish and maintain written policies and procedures for the
37 receipt, handling, disbursement, investment, and recordkeeping of
38 church monies, provided said policies do not conflict with the
39 Constitution or Bylaws of the church.
 - 40
41 c. Oversee the receipt, handling, disbursement, investment, and record
42 keeping of all church monies.

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- d. Establish and maintain any written policies and procedures regarding bonding of persons handling church funds.
- e. Serve as a budget planning committee to prepare the annual budget, including specific authority to set (with inputs from all church organizations) special church and mission offering goals, present it to the Committee of Deacons for its consideration, submit the budget to the church for action, and consistently and constantly seek ways and means to insure the best method of budgeting and administration of the budget.
- f. Meet monthly to consider the financial condition of the church, including review of the monthly financial report of the Treasurer; make a monthly report of the financial condition of the church to the Committee of Deacons; make available for church members a published monthly financial report; and keep the church aware of its financial position by calling the church's attention to any unusually high or low expenditures or income.
- g. Present a financial report at each quarterly church conference.
- h. Prepare and submit to the church at the January quarterly church conference an annual financial report for the previous calendar year.
- i. Require and make arrangements for a compilation, review, or audit of the financial records of the church by an independent certified public accounting firm at least annually. Insure that a report of the compilation, review, or audit is prepared and presented to the Finance Committee no later than the March meeting of the committee following the end of the calendar year.
- j. Approve any special offering which is not traditionally taken by the church.

The Finance Committee shall have 18 members. In addition, the Treasurer, the church financial secretary, and the staff minister with the primary responsibility in the area of administration shall be ex officio members.

4.6 Food Services Committee

The Food Services Committee shall have the responsibility for planning and

1 implementing the delivery of an effective food services program serving the
2 church. It shall regularly review the menus and food preparation of meals
3 prepared for the church or its organizations in the discharge of this
4 responsibility. The Committee shall oversee and coordinate the
5 management and use of food services equipment and supplies owned by the
6 church or made available for use of the church or any of its organizations.

7
8 The Food Services Committee shall make periodic inspections of all food
9 services equipment and oversee the repair of such equipment as needed. It
10 shall recommend to the Properties and Finance Committees any needed pur-
11 chases of capital equipment. It shall prepare and submit annually to the
12 Finance Committee a proposed annual budget for the operation of the food
13 services program of the church. It shall establish and maintain written
14 policies, available from the church office, for the use of the church kitchen
15 and food services equipment.

16
17 This committee shall have nine members. The Director of Food Services
18 and the staff minister assigned responsibility in the area of administration
19 shall be ex officio members.

20 21 **4.7 Future Development Committee**

22
23 The Future Development Committee shall have the responsibility for
24 planning and implementing all plans for future development of facilities and
25 properties of First Baptist Church. It shall determine which Church facilities
26 and properties need development, set priorities, and make recommendations
27 to the Church. It shall seek consultation with elected Church leadership in
28 working in their area of responsibility. The Future Development Committee
29 shall represent a program of future development of Church facilities and
30 properties to the Church on a priority basis with, where possible and
31 feasible, an estimated cost and approximate time table for each area. The
32 Committee will work closely with the Finance Committee on all matters
33 which involve financing. It will seek out various committees, organizations
34 and councils of the Church for consultation in determining needs relative to
35 facilities and properties under study.

36
37 This committee shall have final responsibility for the development of the
38 Church's facilities and properties, and is responsible to the Church for its
39 actions through the Deacons. Upon recommendation to the Church of a
40 proposed building program, and following approval by the Church, the
41 Committee's responsibility with regard to such building program shall
42 terminate, and the church shall proceed to elect a Building Committee in

1 accordance with Article VII, Section 2 B.
2

3 Twenty-one persons shall compose this committee and shall serve seven-
4 year terms with three persons rotating off per year. The Chairman and all
5 members of this committee shall be nominated by the Nominating Com-
6 mittee. The Chairman and Vice Chairman shall appoint a secretary and any
7 other officers and/or sub-committees as needed. Chairmen of the following
8 committees shall serve ex officio to this committee: Finance Committee,
9 Properties Committee, and Deacons. The ministers of the church shall serve
10 as ex officio members of the committee, and other staff members will share
11 in consultation when decisions involve their assigned areas of responsibility.
12

13 **4.8 Nominating Committee** 14

15 The Nominating Committee shall be elected by the Deacons of the church
16 and shall consist of nine persons, having at least four members of each sex.
17 Each member shall be elected to serve a term of three years, with one-third
18 of the committee rotating off the committee each year. The Nominating
19 Committee members should be representative of all adult age groups of the
20 church and be persons familiar with all the various church organizations,
21 committees, and offices.
22

23 The Nominating Committee shall work in cooperation with the Bible Study
24 Director, Discipleship Training Director, WMU Director, and Baptist Men's
25 Director in securing teachers, officers, and leaders in those organizations.
26 This committee shall not recommend staff and salaried personnel. After
27 completing an elected term as a member of the Nominating Committee, no
28 person shall be eligible for re-election to the Nominating Committee until
29 after the lapse of two years.
30

31 It shall be the responsibility of the Nominating Committee to prepare and
32 submit reports recommending for election by the church, persons to fill the
33 terms of the following positions:
34

- 35 a. The church officers, including the Trustees, Church Clerk, Treasurer,
36 Moderator, Tellers, Bible Study Director, Discipleship Training
37 Director, Baptist Men's Director, Church Historian, Associational
38 Representative, and Media Center Director.
39
- 40 b. All other directors, secretaries, teachers, and outreach leaders of the
41 Bible Study and Discipleship Training organizations of the church.
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- c. The Director of the Woman's Missionary Union and all other nominees for its organizational structure as recommended in the report of the Woman's Missionary Union Leadership Committee to the church Nominating Committee.
- d. All committees of the Administration and Ministry Divisions of the church except the Nominating and Personnel Committees.
- e. The following committees and councils of the Education Division of the church:
 - 1. The parent members of the College Young Adult Committee.
 - 2. The adult members of the Youth Ministry Council.
 - 3. The Scouts Committee.
 - 4. The elected members of the Preschool/Children's Committee.
 - 5. The Child Development Center Committee.
 - 6. The Music and Drama Councils.
 - 7. The Media Center Committee.

The Nominating Committee shall not be responsible for the nomination of any committees of the Adult Department, nor any of the coordinating councils within the divisions, nor the non-parent members of the College Young Adult Committees, nor the youth representatives on the Youth Ministry Council.

The Nominating Committee shall submit its reports not less than 30 days prior to the beginning of the organization's new church year. In the case of church committees, their reports by the Nominating Committee shall be submitted by November 1 of each year.

In preparing its report, the Nominating Committee shall seek recommendations from the Pastor and staff ministers, Chairman of the Deacons, Chairman and Vice Chairman of the Education, Ministry, and Administration Councils, and chairmen of current committees, but is under

1 no obligation to nominate any person suggested by these sources. The
2 Nominating Committee shall make every effort to develop means of seeking
3 out qualified church members for service to the church. It shall avoid
4 overuse of church members on multiple committees to the extent of
5 overburdening persons with too many responsibilities in the church. It shall
6 strive to see that church committees are properly balanced as regards sex,
7 age, and tenure of members. In contacting potential nominees, the
8 committee shall acquaint the church member with the responsibility he/she
9 is being asked to fulfill. Upon the occurrence of vacancies in terms of
10 positions nominated by the Nominating Committee, the Nominating
11 Committee shall use standard nominating procedures to nominate a person
12 to fill the unexpired term of such vacancy.

13 **4.9 Personnel Committee**

14 The Personnel Committee shall be elected by the Deacons of the church and
15 shall consist of nine persons.

16 The duties of the Personnel Committee shall be to secure or recommend
17 employed personnel in accordance with the Bylaws of the church. This
18 committee is responsible for the assessment of need for the size of staff and
19 nature of positions thereon. This committee shall maintain an administrative
20 organizational chart and manual of job descriptions. The committee shall
21 work in close harmony with the Pastor. It shall, in consultation with the
22 Pastor, prepare job descriptions and assignments for all staff members, and
23 shall request and receive from the Pastor job descriptions for all non-staff
24 employees of the church. These job descriptions shall be updated as
25 necessary.

26 The Personnel Committee shall receive nominations from the Pastor for all
27 salaried personnel and shall interview and recommend to the church,
28 through the Deacons, all personnel on a ministerial level. The Personnel
29 Committee shall have final responsibility for employment of all paid
30 personnel on secretarial, clerical, or maintenance levels, but may delegate to
31 the Pastor or his ministerial staff designate authority to recruit, interview,
32 and employ maintenance personnel and part-time or seasonal employees.

33 The Personnel Committee shall receive from the Child Development Center
34 Committee that committee's nomination for the position of Director of the
35 Child Development Center. Upon approval by the Personnel Committee,
36 said nominee shall be employed as Director of the Child Development
37 Center. In the event said nominee is not approved by the Personnel
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1 Committee, the matter shall be referred back to the Child Development
2 Center Committee for further recommendations.

3
4 The Personnel Committee shall develop and recommend salary scales,
5 salaries, and benefits for all personnel employed by the church.
6 Recommendations from the Child Development Center Committee relative
7 to salary scales, salaries, and benefits for the Child Development Center
8 shall be received and approved by the Personnel Committee prior to the
9 Child Development Center Committee's finalization of said salary scales.
10 The Personnel Committee shall have the responsibility for the development
11 and publication of all policies and procedures for employed personnel. The
12 Personnel Committee shall receive from the Pastor recommendations for
13 policies governing vacations, holidays, sick leave, and other policies
14 normally incumbent and incident to the employment of personnel, and upon
15 its approval of said recommendations, shall publish to the paid personnel
16 said policies.

17
18 The Personnel Committee shall make an annual summary report to the
19 church to be included in the church annual Book of Reports.

20
21 When staff members on the ministerial level are being considered for
22 employment, the following persons shall be consultants to the Personnel
23 Committee: Chairman of Deacons, Chairman of Finance Committee, Bible
24 Study Director, WMU Director, Discipleship Training Director, Baptist
25 Men's Director, and President of the Youth Ministry Council.

26 27 **4.10 Properties Committee**

28
29 The Properties Committee shall have the responsibility for the supervision
30 and maintenance of all church properties not otherwise provided for. It shall
31 make periodic investigations of all church buildings and properties, and at
32 least once each year, make a written report concerning the conditions of all
33 buildings. It shall have the authority to make minor additions and alterations
34 to church properties, but shall submit written proposals for major
35 improvements and alterations to the Finance Committee and Administration
36 Council for approval.

37
38 It shall be responsible through a designated staff member for general
39 supervision of the work of persons employed in the capacity of caring for the
40 buildings and grounds of the church. It shall make and maintain an up-to-
41 date inventory of all church properties, which shall be updated January 1 of
42 each year.

1
2 This committee may have sub-committees responsible for the parsonage,
3 educational facilities, sanctuary, and grounds. These sub-committees shall
4 make periodic inspections of the properties within their areas of
5 responsibility and report thereon to the committee as a whole.
6

7 The Properties Committee shall be responsible for establishing policies
8 regarding the security of church properties, issuance of keys, fire safety
9 equipment, and emergency procedures. The Properties Committee shall
10 have the responsibility of controlling all decorating, painting, or refurbishing
11 of church property. All persons desiring to paint, refurbish, refinish, or alter
12 any church properties shall do so only upon approval of the committee. This
13 committee shall develop short and long-range maintenance schedules which
14 will include painting, refurbishing, refurnishing, and/or redecorating of all
15 properties and project budget allocations for the same upon an annual basis
16 to fund the scheduled work.
17

18 The Chairman of the Properties Committee shall appoint one or more
19 persons on the committee to be responsible for the supervision and
20 maintenance of insurance upon all church properties as well as liability and
21 medical insurance and other coverage of persons except personnel insurance
22 programs.
23

24 The Properties Committee shall establish and maintain policies relative to
25 the use of all church properties, unless otherwise provided by these Bylaws.
26 It may delegate supervision and implementation of the policies to the
27 administrative church staff.
28

29 Nine persons shall compose the Properties Committee. The Minister of
30 Administration shall serve as an ex officio member of this committee.
31

32 **4.11 Transportation Committee**

33

34 The Transportation Committee shall have the responsibility to oversee and
35 coordinate all transportation needs of the church including the management
36 and use of any transportation equipment owned by the church or made
37 available for the use of the church or any of its organizations. It shall
38 establish a set of policies for the use of all church transportation vehicles. It
39 shall provide maintenance schedules for all vehicles operated by the church.

40 It shall establish a reservation procedure by which transportation will be fur-
41 nished for church groups or functions. It shall determine fees to be charged
42 for groups using church vehicles and establish for which groups or activities

1 the church will underwrite the expenses. It will establish minimum
2 qualifications for drivers and shall provide training for such drivers. The
3 Transportation Committee, in consultation with the Pastor, may delegate
4 certain responsibilities pertaining to maintenance of the vehicles to a
5 designate of the Pastor. The Transportation Committee shall be composed
6 of six members.

7 8 **5.0 CHURCH OFFICERS**

9
10 In addition to those set forth in Article VI of the church's Constitution, there shall be the
11 following church officers who shall be elected annually by the church upon recommenda-
12 tion of the Nominating Committee:

13 14 **5.1 Tellers**

15
16 There shall be eight elected tellers whose duties shall be to count accurately
17 all offerings and gifts made to the church at all church services and to report
18 and deliver said offerings as directed by the Finance Committee. The church
19 financial secretary and another staff secretary shall assist the tellers in
20 performing these duties.

21 22 **5.2 Bible Study Director**

23
24 There shall be a director of the church's Bible Study who shall serve as
25 executive officer of the Bible Study in accordance with Bylaw 2.91.

26 27 **5.3 Discipleship Training Director**

28
29 There shall be a director of the church's Discipleship Training who shall
30 serve as executive officer of the Discipleship Training program in
31 accordance with Bylaw 2.92.

32 33 34 **5.4 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 2.82.
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5.5 Baptist Men's Director

There shall be a director of the church's Baptist Men who shall serve as executive director of that organization in accordance with Bylaw 2.83.

5.6 Church Historian

There shall be a church historian who shall be responsible for preparing and preserving a historical record of the church. The Church Historian shall seek to promote a sense of the church's history in the minds and hearts of church members. The Church Historian shall seek to secure items, articles, and documents of historical interest and significance relative to the history of the church. The Church Historian shall encourage the donation or lending to the church of items of significance to the history of the church. In cooperation with the Church Clerk, the Church Historian shall annually update such church records, including minutes of meetings of the Committee of Deacons, as should be kept to preserve an accurate history of the church's activities. The Historian shall be chairperson of the Historical Committee.

5.7 Associational Representative

A lay member of the church shall be annually elected as Associational Representative to serve with the Pastor in representing the church on the Executive Committee of the Theron Rankin Baptist Association in keeping with the constitution of that organization. The Associational Representative shall, with the Pastor, cooperate with said executive committee in its work, insofar as its work is not in conflict with the Constitution and Bylaws of this church.

5.8 Media Center Director

There shall be a director of the Media Center who shall be responsible for overseeing and directing the work of the Media Center staff in operating the Media Center in accordance with the guidelines promulgated by the Media Center Committee. This director shall be an ex officio member of the Media Center Committee.

6.0 CHURCH SALARIED STAFF

6.1 Ministerial Staff

There shall be the following ministerial staff employed by the church:

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6.11 An Associate Minister whose primary responsibility is in the area of education and development.

6.12 An Associate Minister whose primary responsibility is in the area of music.

6.13 An Associate Minister whose primary responsibility is in the area of youth development.

6.14 An Associate Minister whose primary responsibility is in the area of preschool/children's development.

6.15 A staff member who will be considered on the ministerial level but who will have primary responsibility in the area of administration.

6.16 One of the associate ministers, assigned by the Pastor in consultation with the Committee of Deacons, shall have responsibility to work with the Family Life Committee in the preparation and implementation of programs and activities enhancing the family life of members of the church.

6.17 Other associate ministerial positions may be established by the church as the need arises.

6.18 Additional responsibilities may be assigned to associate ministers beyond their primary responsibilities as required by these Bylaws or as the need arises.

6.2 Secretarial and Clerical Staff

As determined by the Pastor and Personnel Committee, a sufficient secretarial and clerical staff shall be secured to carry out clerical and secretarial responsibilities. One secretary shall be designated to have primary responsibility in the area of church finance and bookkeeping.

6.3 Other Staff

Other staff may be added in the area of new programs as shall be determined by the Pastor, Personnel Committee, the proper division council, and the Deacons.

1 **6.4 Staff Job Descriptions**

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3 All staff members shall be given a job description and shall be subject to the
4 provisions of a specific job description, the Constitution, and Bylaws of First
5 Baptist Church of Hickory.

6
7 **7.0 SECURING AND TERMINATING PERSONNEL**

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9 **7.1 Nominations for Paid Personnel Positions**

10
11 The Personnel Committee shall receive nominations from the Pastor for all
12 paid personnel positions.

13
14 **7.2 Ministerial Staff**

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16 **7.21** After nomination by the Pastor, the Personnel Committee, upon its
17 approval, shall recommend to the Deacons a person to fill the
18 position under consideration and, upon approval of the Deacons, the
19 Deacons shall present the name of the person to the church in a
20 church conference in keeping with Article V, Section 2.

21
22 **7.22** In the event the Pastor shall request the resignation of any ministerial
23 staff member and the same shall not be offered, or in the event the
24 Pastor shall request the Personnel Committee to consider the
25 termination of a ministerial staff member's employment, then the
26 Personnel Committee shall consider the matter and make its
27 recommendation to the Committee of Deacons, and the Committee
28 of Deacons shall have the final authority to terminate such
29 employment, or refuse to so terminate such employment.

30
31 **7.3 Staff Personnel**

32
33 The Pastor shall recommend secretarial and clerical personnel to the
34 Personnel Committee. Upon approval of the Personnel Committee, the
35 position shall be filled. The Pastor shall have authority to terminate
36 employment of such personnel.

37
38 **7.4 Other Personnel**

39
40 Other paid personnel shall be employed or terminated by the Pastor or his
41 designate and shall be reported to the Personnel Committee.
42

8.0 THE CHURCH YEAR

- 8.1** The church year for the Bible Study organization and the Discipleship Training organization shall begin October 1 and end September 30 of each year.
- 8.2** The financial church year shall begin October 1 and end September 30 of each year.
- 8.3** The Committee of Deacons and all other committees shall assume office on January 1 of their term and shall complete their term on December 31.
- 8.4** Membership on the division councils and/or the Church Council shall end with the organization's church year. Only a current officer may serve on the division councils or the Church Council.
- 8.5** The Woman's Missionary Union shall begin its year on October 1 and end its year on September 30.
- 8.6** The Associational church year shall begin on October 1 and end on September 30.

9.0 ROTATION OF COMMITTEES

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

10.0 PURCHASING AND DISBURSING POLICY

- 10.1** Each committee and organization has responsibility for formulating an annual budget request which shall include projected costs for execution of its responsibilities.
- 10.2** Each committee and organization is authorized to disburse its budget allocation at its own discretion, but shall consult with the Chairman of the Finance Committee and the administration staff member to

determine if funds are available prior to contracting for major disbursements, under operating procedures adopted by the Finance Committee from time to time.

11.0 GENERAL POLICIES

11.1 Unless otherwise provided by the Constitution and these Bylaws, the chairmen and members of all committees shall be members of the church and, except for the chairmen and members of the Nominating and Personnel Committees, shall be nominated by the Nominating Committee for election by the church. The Pastor shall be an ex officio member of all councils and committees of the church.

11.2 Unless otherwise provided by the Constitution and these Bylaws, all councils and committees shall elect a vice chairman and recording secretary from their members. The vice chairman shall serve as chairman in the absence of the chairman, and as recording secretary in the absence of the secretary. The recording secretary shall record the minutes of each council or committee meeting, maintain a committee attendance roster, and provide copies of the minutes and attendance roster to the church office.

11.3 Unless otherwise provided by the Constitution and these Bylaws, all councils and committees shall meet as often as necessary for the proper dispatch of its business, but in any event, not less than once per quarter.

11.4 All committee and council meetings shall be open to all Bible Study or church members. Upon the request of any voting committee member, the committee shall enter into executive session and shall request all non-voting committee members to excuse themselves from the meeting. By vote of a majority of the voting committee members present, any person, including ex officio members, may be permitted to attend all or any part of the executive session.

11.5 All committees shall submit an annual written report for inclusion in the annual Book of Reports.

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

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11.7 Ex officio members shall be deemed to serve in advisory capacities on any committee or council to which they are appointed by these Bylaws, but shall not be considered voting members of said committees or councils. Further, the presence of ex officio members shall not be required for the transaction of committee business.

12.0 AMENDMENTS TO THE BYLAWS

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

13.0 PARLIAMENTARY PROCEDURE

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

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