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# CONSTITUTION

## FIRST BAPTIST CHURCH HICKORY, NORTH CAROLINA

Revision Date: 07/24/2016

### 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 worship and music, education and discipleship, outreach and evangelism, fellowship, missions and ministry, and administration.

### ARTICLE III. MEMBERSHIP

#### Section 1. Membership Prerequisites

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

#### Section 2. Methods of Admission to Membership

##### 2A. By Profession of Faith and Baptism

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 baptism by immersion.

##### 2B. 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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**2C. By Statement**

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

**Section 3. Watchcare**

Members of Christian churches may be extended fellowship and spiritual identity with this church by watchcare. Persons under watchcare shall not have voting privileges, shall not hold church offices, nor shall serve on church committees. Persons under watchcare may serve in supporting roles in the educational programs of the church.

Persons under watchcare shall be encouraged to become full members of this church. They may modify their relationship with the church to that of full church membership at any time upon satisfaction of the membership prerequisites set forth in this Article.

**Section 4. Reception by Majority Vote**

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

**Section 5. Letters of Dismission**

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

**Section 6. Letters of Termination**

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

1 member.

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**Section 7. Inactive List**

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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.

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**Section 8. Duties**

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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.

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**Section 9. Voting**

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

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**ARTICLE IV. CHARACTER**

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**Section 1. Government and Policy**

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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.

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**Section 2. Autonomy**

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

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**ARTICLE V. MEETINGS**

**Section 1. Worship Services and the Lord's Supper**

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

**Section 2. Business Meetings**

The church shall have a church conference quarterly, said conference to be held on a Sunday or Wednesday evening each January, April, July and October, as designated on the church calendar. Such meetings shall be official business meetings of the church and at such meetings full reports shall be given concerning all aspects of the church programs, their progress, recommendations, and the financial condition of the church. An agenda for each quarterly conference shall be published on the church website and as an insert to the bulletin for the morning worship service on the Sunday immediately preceding each quarterly conference. In addition, except for election of messengers to meetings of the association, state or national conventions with which the Church is affiliated, notice of any business requiring vote of the church membership shall be given as provided in this Section.

Additional special church conferences may be called at any regular worship service of the church by the Committee of Deacons or the Senior Pastor and may be adjourned to a later time upon majority vote of those in attendance and voting.

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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Any new business concerning an item not on the published agenda for the given church conference, but arising by motion and second from the floor, shall be deferred until a special called church conference to be held at the conclusion of the last Sunday morning worship service within thirty (30) days of the motion. Notice of this special called church conference shall be given as provided in this section.

Notice of the time and place of all church conferences shall be published on the church website and other social media as regularly maintained by the Church, announced orally and in the bulletin or bulletin insert at the Sunday morning worship service immediately preceding the date of the conference. In addition, for any church conference, other than election of delegates to association, state or national convention meetings, at which a vote of the church is to be taken with regard to any business matter of the church, including the election of deacons, written notice of the matters to be discussed and voted upon shall be mailed to the church membership at least ten (10) days prior to the date of the conference. Mailing to the church membership shall be effected by mailing by first class mail of the written notice being given to the mailing address of household at which church members reside as shown upon the church membership roll.

**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 Senior Pastor, selection of ministerial staff members, election of Deacons, election of a Senior Pastor Search Committee, and any other voting procedure for which the Committee of Deacons specifically designates that absentee voting will be permitted.

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.

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- C. The church office shall maintain a record of those receiving absentee ballots and the numbers indicated on the return envelopes.
- 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 Senior Pastor, the vote on a motion for dissolution of the relationship of Senior Pastor and church, issues where voting by ballot is requested by the Deacons, or upon majority vote of the church members present and voting. Likewise, when a motion to vote by ballot on any issue is duly made and seconded from the floor, the chair shall direct that voting on that issue shall be by ballot (without the need for majority approval on the manner of voting).

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

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

**ARTICLE VI. CHURCH OFFICERS**

**Section 1. List of Officers**

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

**Section 2. Election and Duties of Church Officers**

**A. Senior Pastor**

1                   **(1)     Calling a Senior Pastor**

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

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

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

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

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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 Senior Pastor or the Chairman of the Deacons may call a special meeting whenever the need arises.

**(3) Qualifications**

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

All candidates for the office of Deacon shall have attained the age of 21 years prior to January 1 of the year in which they are nominated. They shall have been a continuous member in good standing for at least one year prior to nomination. They shall not be an employee of the church nor be a resident of the same household with any employee of the church.



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**4) Election**

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

**(5) Ordination and Installation**

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

**(6) Duties**

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

**C. Trustees**

The church shall elect at least five members to serve as Trustees upon recommendation of the Nominating Committee. Their term of office shall be for five years. Vacancies may be filled at any time with the one elected filling out the unexpired term of the one whose vacancy is being filled. Having served as a Trustee a previous term will not disqualify a member for re-election. The Trustees shall, as provided by law and action of the church, hold in trust the title of all property of the church and shall represent the church in all matters of legal responsibility regarding the purchase, improvement, and disposal of church property. They shall execute all legal papers relating to the church and to the community as the church may direct. They shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without a specific vote of the church authorizing such action; neither shall they have any control over the use of

1 the church property except by vote of the church. The signatures of any three of said  
 2 Trustees shall constitute legal action and due execution on behalf of the church,  
 3 when so authorized by specific vote of the church, without the joinder and signature  
 4 of the other Trustees. Trustees shall on behalf of the church maintain a safe-deposit  
 5 box at a local bank wherein they shall store all deeds, insurance policies, and other  
 6 related legal documents.

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8 **D. Church Clerk**

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10 The Church Clerk shall be nominated annually by the Nominating Committee and  
 11 elected by the church. It shall be the duty of this officer to attend or be represented  
 12 at all church business meetings, to keep an accurate record of all business  
 13 transactions, and to prepare the annual associational letter. The Church Clerk shall  
 14 issue letters of dismissal and termination as authorized by the church. This officer  
 15 shall preserve a true history of the church in cooperation with the Church Historian,  
 16 preserving all papers, valuable letters, and records that belong to the church. It shall  
 17 also be the duty of this officer to see that an accurate roll of the church membership  
 18 is kept with dates and methods of admission and dismissal, change in name, correct  
 19 mailing addresses, and other pertinent information. The Church Clerk may  
 20 designate a church member to fulfill these duties in the absence of the clerk.

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22 **E. Treasurer**

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24 The Treasurer shall be nominated annually by the Nominating Committee and  
 25 elected by the church. It shall be the responsibility of this officer, in accordance  
 26 with the policies and procedures established by the Finance Committee or upon  
 27 specific authorization from the Finance Committee, to receive, keep in a bank, dis-  
 28burse by check, and invest all moneys or things of value that are given to the church.  
 29 The Treasurer shall keep at all times an itemized account of all receipts and  
 30 disbursements, rendering reports at least monthly to the Finance Committee and  
 31 rendering regular accounts to the church to be preserved by the Church Clerk. The  
 32 church financial secretary shall provide support to the Treasurer in the performing of  
 33 these duties.

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35 There shall be a compilation, review, or audit of the financial records of the church  
 36 by an independent certified public accounting firm at least annually as required and  
 37 arranged by the Finance Committee. All books, records, and accounts kept by the  
 38 Treasurer shall be considered the property of the church. The Treasurer shall be an  
 39 ex officio member of the Finance Committee and shall meet with the Committee of  
 40 Deacons when requested.

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**F. Moderator**

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

**ARTICLE VII. ORGANIZATION**

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

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

**Section 2. Special Committees**

**A. Senior Pastor Search Committee**

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

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

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2 Nominations for the Senior Pastor Search Committee shall be made by the  
3 church membership by ballot and shall include three men, three women, and  
4 one of either gender. Absentee ballots shall be allowed only in accordance  
5 with Article V, Section 4 of this Constitution.

6 At the close of the morning service following the nominations, the ballots  
7 shall be tabulated by deacons designated for this purpose. Those nominees,  
8 who receive a majority of the votes cast and who confirm their willingness  
9 to serve, shall be declared elected as members of the Senior Pastor Search  
10 Committee. Other nominees shall be contacted in descending order by the  
11 number of nominations until a number of persons equal to three times the  
12 remaining number to be elected, with required ratio between men and  
13 women, confirm their willingness to serve. The names of these persons  
14 shall be placed on the election ballot. A sample ballot shall be placed in the  
15 bulletin one week before the election.

16  
17 Notice of the church conference for the purpose of electing remaining  
18 members of the Senior Pastor Search Committee shall be given as set forth  
19 in Article V, Section 2 of this Constitution. The voting shall be by ballot, as  
20 outlined in Article V, Section 5 of this Constitution. Absentee ballots shall  
21 be allowed only in accordance with Article V, Section 4, of this  
22 Constitution. Members will be instructed as to the number of men and  
23 women for whom they are required to vote. Deacons designated for this  
24 purpose shall tabulate the ballots, following the morning service at which the  
25 election is held. Those receiving the highest number of votes, up to the  
26 number necessary to complete the Senior Pastor Search Committee and to  
27 maintain the required ratio between men and women, shall be declared  
28 elected; in the event that two or more members of the same immediate  
29 family would otherwise be elected, only the family member receiving the  
30 highest number of votes shall be elected.

31  
32 In case of a tie in votes in the election of the Senior Pastor Search  
33 Committee, a ballot for a run-off election shall be presented to the church,  
34 following proper notification to the church membership and the calling of a  
35 church conference for this purpose. The ballots shall be tabulated by  
36 deacons designated for this purpose. The nominee receiving the highest  
37 number of votes shall be declared elected.

38  
39 The Senior Pastor Search Committee shall elect a chairman and vice  
40 chairman from among its members and begin to seek out a new Senior  
41 Pastor. It shall make reports monthly to the Deacons and to the church.  
42

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

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

13  
 14 The Senior Pastor Search Committee, after prayer, study, and deliberation,  
 15 shall unanimously decide upon one person to nominate as Senior Pastor. It  
 16 shall consult with the Chairman of Deacons, the Chairman of the Personnel  
 17 Committee, and the Chairman of the Finance Committee to develop a  
 18 compensation package. The committee shall convey to the candidate in  
 19 writing the terms of the compensation package prior to bringing its  
 20 nomination to the church.

21  
 22 Notice of a called church conference for the purpose of bringing a  
 23 nomination to the church shall be given as provided in Article V, Section 2  
 24 of the Constitution. The Senior Pastor Search Committee shall mail to each  
 25 church family a professional and personal profile on the candidate at least  
 26 one week before the church conference. Thereafter, the procedure shall be  
 27 as set forth in Article VI, Section 2 A (1) of the Constitution.

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 29 **B. Building Committee**

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 31 When a building program has been approved by either the Future  
 32 Development Committee or the Properties Committee and the Committee of  
 33 Deacons, the Church shall determine by majority vote whether to enter into a  
 34 building program, the scope of the project to be undertaken and the financing  
 35 thereof. The vote shall be taken at a church conference called for that  
 36 purpose.

37  
 38 After the membership of the Church in conference approves a building  
 39 program, a Building Committee shall be elected by the church in conference.  
 40 The following process shall be followed in selecting a Building Committee  
 41 of seven (7) members to implement the project. The Deacon Executive  
 42 Committee, along with the chairpersons of the Future Development and  
 43 Properties committees shall compose the Building Committee Nomination

1 Committee. The Building Committee Nomination Committee shall compile  
2 a list of at least seven (7) nominees from the membership of the Church for  
3 consideration, keeping in mind male and female, and members who have  
4 expertise or knowledge in design, construction, governmental code or  
5 regulation requirements, and aesthetics. These qualities are not prerequisites  
6 but are to be borne in mind as beneficial to the task of the Building  
7 Committee. Potential nominees should be regular attendees and financial  
8 contributors to the church, as verified by the Church financial secretary, who  
9 are committed to giving to the building project to be undertaken. Within  
10 twenty-one (21) days following vote of the Church to enter into a building  
11 program, any church member, keeping in mind the above recommended  
12 criteria for service on the Building Committee, may nominate to the Building  
13 Committee Nomination Committee other church members for consideration  
14 as potential nominees to the Building Committee. Prior to their inclusion on  
15 the list of proposed nominees, each proposed nominee shall be contacted by  
16 the Building Committee Nomination Committee to determine whether, if  
17 elected, the nominee will agree to serve until the building project is  
18 completed. The list of nominees, meeting the qualifications as verified by the  
19 Building Committee Nomination Committee, will be presented to the  
20 Committee of Deacons for approval and recommendation to the Church. The  
21 Church will then vote to elect seven (7) members of the Building Committee  
22 from the list of nominees.  
23

24 All votes of the Church membership taken pursuant to this section shall be  
25 taken at a called church conference following the Sunday morning worship  
26 service no less than ten (10) days after mailing to the church membership of  
27 notice of the church conference called for purpose of electing the Building  
28 Committee. Upon election by the church membership, the Building  
29 Committee shall elect a Chairman, Vice-Chairman and recording Secretary  
30 who shall keep minutes of the meetings of the Building Committee.  
31

32 The Building Committee shall have the authority to carry out a program of  
33 planning and designing the construction and/or renovation of church  
34 buildings consistent with the directive of the Church as expressed in the vote  
35 of the church to undertake the building program.  
36

37 The Building Committee shall report to the Church at each quarterly Church  
38 Conference and more frequently as needed. The Committee shall act in  
39 cooperation with the Finance Committee, Committee of Deacons, Treasurer  
40 and other committees and officers of the Church in order that the buildings  
41 are designed and constructed or renovated in accordance with the building  
42 program as approved by the Church.  
43

44 “Renovation”, “Renovations” or “Renovate” as used herein mean major

1 renovations that have been commissioned by majority vote of the Church  
 2 membership at a Church Conference called for the purpose of deciding  
 3 whether to undertake a building program, which may or may not include  
 4 major building renovation. "Renovations" does not mean minor  
 5 improvements and alterations that have been approved by the Properties and  
 6 Finance Committees.  
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**ARTICLE VIII. GENERAL**

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

**A. Licensing of Ministers**

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 16 When a member announces to the church that a call to the ministry has been  
 17 experienced, and after approval by an examining council appointed by the  
 18 Senior Pastor, the church may by majority vote license the person as an  
 19 acknowledgment of the call and as encouragement to make preparation for  
 20 the ministry. The Church Clerk may furnish the member with a copy of the  
 21 minutes or a certificate of license as credentials.  
 22

**B. Ordination of Ministers**

23  
 24  
 25 In the event the church is requested to ordain a member who has been called  
 26 to the Christian ministry, the church shall first express its approval at a  
 27 business meeting by a vote of three-fourths of the members present and  
 28 voting. The church shall instruct the Senior Pastor to form and convene an  
 29 Ordination Council to examine the candidate concerning suitability for the  
 30 ministry. The council, after examination of the candidate, shall make a  
 31 written report to the church. In the event the report is favorable, the church  
 32 shall proceed with the Service of Ordination under the direction of the  
 33 Senior Pastor.  
 34  
 35  
 36

**Section 2. Other Ministers and Staff**

37  
 38  
 39 The church shall authorize through its Bylaws the employment of other ministers  
 40 and staff as needed to insure an effective program of Christian ministry.  
 41

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

42  
43

1           When the office of Senior Pastor becomes vacant, the Chairman of the Deacons  
 2 shall appoint a special committee which shall be responsible for pulpit supply  
 3 during the vacancy. The special committee shall also determine if and when an  
 4 interim pastor is necessary. If it decides on a candidate for interim pastor, it shall  
 5 recommend the person to the Deacons. If approved by the Deacons, the  
 6 recommendation shall be presented to the congregation at a meeting set for that pur-  
 7 pose with notice given as required in Article V, Section 2.  
 8

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

10  
 11           The church recognizes that there is a mutual helpfulness in the association of  
 12 churches which are in such agreement in faith and practice as to encourage the spirit  
 13 of fellowship and goodwill. This church also recognizes that there have been  
 14 devised through this voluntary cooperation of Baptist churches organizations whose  
 15 purpose is to implement the missionary, educational, and benevolent interests and  
 16 obligations of the individual Christian and his church family. Believing that the  
 17 Catawba Valley Baptist Association, the Baptist State Convention of North  
 18 Carolina, the Southern Baptist Convention, and the Cooperative Baptist Fellowship  
 19 are organizations which have as their sole purpose the promotion of missions,  
 20 education, and benevolence of the character and in keeping with the spirit of the  
 21 Constitution and Bylaws, and covenant of this church, First Baptist Church of  
 22 Hickory, North Carolina therefore agrees to participate in causes acceptable to this  
 23 church which these organizations represent. The church may also affiliate with any  
 24 other Christian body it deems necessary in the propagation of the Kingdom of God  
 25 in this world and the ministry in God's name to people. This may be done by  
 26 majority vote of the church in conference after thorough study by the Committee of  
 27 Deacons and only after the membership has been duly notified by mail at least one  
 28 month prior to consideration at church conference. Messengers to the meetings of  
 29 the above organizations shall be elected by members of the church present and  
 30 voting in church conference.  
 31

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

33  
 34           This Constitution hereby authorizes a document of Bylaws. The Bylaws shall be always  
 35 attached to this Constitution. The Bylaws shall be adopted and may be amended, altered, or  
 36 repealed by a majority of those members present and voting in a regular or called church  
 37 conference in keeping with the procedure set forth in Article V, Section 2.  
 38

39           **ARTICLE X. ADOPTION AND AMENDMENTS**

40  
 41           **Section 1. Adoption**  
 42



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

5

6           **Section 2. Amendments**

7

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

14

**BYLAWS**

**FIRST BAPTIST CHURCH  
HICKORY, NORTH CAROLINA**

Recommendation Date: 7/19/2010

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

**1.0 ORGANIZATION AND STRUCTURE OF THE CHURCH**

**1.01 Authority**

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

**1.02 Committee of Deacons**

**1.02.1 Election of Deacons**

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

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

In apt time each year, information shall be mailed to each church family which includes instructions for the deacon nomination process, important dates in the election process, nomination forms and

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1 materials, a current roster of church members eligible for nomination  
2 and such other information deemed appropriate by the Deacon  
3 Election Process Committee, including a summary of desired  
4 qualifications for deacons as set forth in the New Testament.  
5

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

15 At the conclusion of the nomination period, the Deacon Election  
16 Process Committee shall verify that all requirements for Deacon  
17 election are met by each nominee and shall then compile a list of  
18 nominees for the ballot and publication to the church membership no  
19 later than the last Sunday in September.  
20

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

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

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

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

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

**(A) Vacancies**

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

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

**(B) Deacons Emeriti**

The Committee of Deacons shall include any person who has been confirmed as a Deacon Emeritus. A Deacon Emeritus may serve in any capacity as he or she feels qualified to serve

1 effectively when called upon by the Committee of Deacons.  
2 Deacons Emeriti do not have voting privileges as they are not  
3 elected by the church membership.  
4

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

21 Individuals confirmed as Deacons Emeriti shall not be  
22 eligible for election to the Committee of Deacons as  
23 provided in Bylaw 1.21. Any individual, who being eligible  
24 for Deacon Emeritus status, but who declines or is not  
25 confirmed for such status, shall be eligible for election to the  
26 Committee of Deacons in the same manner as other qualified  
27 members of the church.  
28

### 29 **1.02.2 Deacon Officers**

30

31 At the September Deacons' meeting, the Deacons shall hold an  
32 annual election at which time a chairman, chair-elect, secretary, and  
33 parliamentarian shall be elected. The Deacons shall immediately  
34 give the names of the elected persons to the Nominating Committee  
35 so it will have this information as it seeks to spread the  
36 responsibilities of the church among as many church members as  
37 possible.  
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#### 39 **(A) Chairman of Committee of Deacons**

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The Chairman shall preside at all meetings of the Deacons and shall be an ex officio member of all organizations, committees, and councils of the church.

**(B) Chair-Elect**

The Chair-Elect shall preside at Deacons' meetings in the absence of the Chairman and shall have primary responsibility for the promotion of attendance at all Deacons' meetings and functions. If otherwise eligible and subject to the approval of the Deacons, the Chair-Elect shall serve as Chairman of the Committee of Deacons in the term next following his or her term as Chair-elect. The Chair-Elect shall work closely with the Chairman and the Pastor in planning the agenda for Deacon meetings.

**(C) Secretary**

The Secretary shall keep detailed minutes of all meetings of the Deacons and official meetings of the Deacon officers.

**(D) Parliamentarian**

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

**1.02.3 Deacon Committees**

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

**1.02.4 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

1                   their monthly meetings to study ways and means of achieving  
 2                   pastoral ministry among the church family. The Deacons shall  
 3                   devise ways and means whereby they can make personal contacts  
 4                   with the membership of the church.

5  
 6                   **1.02.5 Deacon Election of Nominating and Personnel Committees**

7  
 8                   Upon nomination by the Deacon officers, in consultation with the  
 9                   Senior Pastor, the Deacons shall elect the chair and members of the  
 10                  Nominating and Personnel Committees no later than the regular July  
 11                  meeting of the Deacons. The Deacons shall immediately give the  
 12                  names of the elected persons to the Nominating Committee so it will  
 13                  have this information as it seeks to spread the responsibilities of the  
 14                  church among as many church members as possible.

15  
 16                  **1.03 Responsibility of Church Staff**

17  
 18                  The church staff shall be responsible to the church through the office of  
 19                  Senior Pastor.

20  
 21                  **1.04 Responsibility of Church Organizations**

22  
 23                  All organizations, committees, teams, and councils shall be responsible to  
 24                  the church through the Committee of Deacons.

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 27                  **2.0 EDUCATION AND DISCIPLESHIP**

28  
 29  
 30                  **2.01 Child Development Center Committee**

31  
 32                  The Child Development Center Committee shall have the responsibility for  
 33                  the church's operation of a child development center providing a total per-  
 34                  sonal development day-care program for pre-school age children of parents  
 35                  of the Hickory area who are unable to meet the needs of their children during  
 36                  the day. This Center shall strive to provide opportunities for a total personal  
 37                  development of children by providing for their quality care, supervision,  
 38                  education, and guidance.

39  
 40                  This committee, in cooperation with the Personnel Committee and Director  
 41                  of the Child Development Center, shall be responsible for the staffing of the  
 42                  Center. This committee shall interview and nominate to the Personnel

1 Committee a Director for the Center in the event of a vacancy. It shall be  
2 responsible for the employment of all other paid employees of the Child  
3 Development Center in such number, and with such qualifications, as will  
4 best achieve the purposes of the Center, but may delegate this responsibility  
5 to the Director of the Child Development Center. It shall have responsibility  
6 for annually recommending to the Personnel Committee salary scales,  
7 salaries, and benefits for employees of the Child Development Center. Such  
8 recommendations shall be approved by the Personnel Committee prior to  
9 their enactment. The Child Development Center Committee shall have  
10 responsibility for the development and publication of all policies and  
11 procedures for personnel employed by the Child Development Center,  
12 including policies governing vacations, holidays, sick leave, and other  
13 policies incident to the employment of personnel.

14  
15 The Child Development Center shall have the responsibility for the  
16 preparation of an annual budget including all areas of income and expense  
17 incident to the operation of the Child Development Center. Salaries for the  
18 Director and employees of the Center shall be included in this budget, but  
19 shall not be enacted until submitted to and approved by the Personnel  
20 Committee. This committee shall have responsibility for annually reviewing  
21 and establishing the policies of the Center with regard to fees to be charged  
22 for enrollment of children in the Child Development Center. Every effort  
23 shall be made by this committee to operate the Child Development Center  
24 upon a fiscal basis as will allow it to be financially self-sustaining.

25  
26 Nine persons nominated by the Nominating Committee, and elected by the  
27 church, shall compose this Committee. The Director of the Child  
28 Development Center and the Minister responsible for the Child  
29 Development Center shall serve as ex officio members of this Committee.

## 30 31 32 **2.02 Media Center Committee**

33  
34 This Committee shall be composed of six persons nominated by the  
35 Nominating Committee and elected by the church. The Media Center  
36 Committee shall be responsible for the operation of a quality church media  
37 center, including library and audio-visual equipment and materials to be  
38 used for education and discipleship purposes and promulgate guidelines for  
39 the use of the media center. The committee shall select a media center  
40 director. If not already a member of the committee, the media center director  
41 shall be ex-officio to the committee.

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### **2.03 Discipleship Ministry Team**

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

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

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

### **2.04 Bible Study**

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

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

### **2.05 Discipleship Training**

The church shall have a Discipleship Training program whose purpose shall

1 be to provide training for members of the church in areas of church mem-  
2 bership responsibility. The Discipleship Training program shall give careful  
3 attention to training all church members in the areas of worship, witnessing,  
4 and ministering. It shall train new church members and give them  
5 opportunity to interpret their Christian commitment, and train leaders for the  
6 church and its organizations. It shall plan and conduct new member classes  
7 as needed. The Discipleship Training Director, nominated by the  
8 Nominating Committee and elected annually by the church, shall be the  
9 executive officer of the Discipleship Training program. He/she shall appoint  
10 personnel necessary to carry out the responsibilities of the Discipleship  
11 Training program.

12  
13 The Discipleship Training organization shall be considered part of the  
14 Discipleship Ministry Team and be represented by its Director. The  
15 Discipleship Training ministry shall operate according to the structure and  
16 goals of the Discipleship Ministry Team.

#### 17 18 19 **2.06 Scouts Committee (Inactive)**

20  
21 Upon reactivation of this Scout troop sponsored by the church, the  
22 nominating committee shall appoint six members to the committee  
23 who will each serve a staggered term.

### 24 25 **3.0 MINISTRY**

#### 26 27 28 **3.01 Senior Adult Committee**

29  
30 This Committee shall be composed of one representative from each of the  
31 church's Bible Study classes designated as being for adults ages 60 and over.  
32 Each representative shall be a member of and elected by the Bible Study  
33 class which he or she represents. From the class representatives elected to  
34 the Senior Adult Committee, the committee members shall elect a chairman,  
35 vice chairman and recording secretary. The president or leader of any church  
36 sponsored organizations whose emphasis serves exclusively the senior adult  
37 membership of the church shall be an ex officio member of the Senior Adult  
38 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 consider periodic surveys as to programs and activities  
3 which may be of benefit to the senior adult membership of the church. It  
4 shall recommend areas in which the church may become more involved in  
5 meeting the needs of senior adults in the church and community.  
6

### 7 8 **3.02 Youth Ministry Council** 9

10 The Youth Ministry Council shall be composed of ten adults and 12 youth.  
11 The Minister to Students and the Minister of Music shall be ex-officio  
12 members. The ten adult members will be nominated by the Nominating  
13 Committee and elected by the church.  
14

15 At least five of the adults shall be parents of youth, including at least two  
16 parents of middle school youths and two parents of senior high youths. One  
17 adult shall be the Youth Bible Study Leader. Four of the adults shall be a  
18 member of the Worship Team. Three of the adults shall be from the church  
19 membership at large. The ten adults shall serve one-year terms and shall be  
20 eligible to succeed themselves for two additional one-year terms without the  
21 lapse of one year between terms. One of these adults shall be named by the  
22 Nominating Committee, in consultation with the Minister to Students, to  
23 serve as chairman of the Youth Ministry Council and shall assist the  
24 Minister to Students in presiding over meetings.  
25

26 The adult members of the Youth Ministry Council will appoint the youth  
27 members who will serve on the Council. They will consider candidates who  
28 exemplify the highest Christian qualities of service and leadership and, in  
29 addition to other criteria, will consider recommendations submitted by the  
30 youth. Terms of office for youth members of the Council shall be for one  
31 year, but they may succeed themselves for any number of terms provided  
32 they are members of grades six through 12 of the Bible Study. Vacancies  
33 among the youth positions on the Council shall be filled at any time during  
34 the year by the adult members, using the same guidelines as those for the  
35 original appointments.  
36

37 The terms of all youth and adult members of the Youth Ministry Council  
38 shall begin on the second Sunday following Bible Study promotion day.  
39

40 The Youth Ministry Council shall be responsible for coordinating the youth  
41 programs, activities, and ministries of the church. It shall also be  
42 responsible for planning special youth activities such as retreats, mission

1 projects, banquets, outreaches, camps, and assemblies. Members of the  
2 Youth Ministry Council shall seek to demonstrate and to lead the youth of  
3 the church to Christian maturity through education, worship, citizenship,  
4 outreach, and fellowship.

### 6 7 **3.03 Preschool and Children's Ministry Team**

8  
9 This team's primary function is to plan and implement programs and  
10 activities other than Education and Discipleship Ministries. This includes  
11 outreach events sponsored by the ministry, summer events, seasonal events,  
12 VBS, and mission experiences. With the help of the Minister over  
13 preschool/children this team shall coordinate all activities for the children's  
14 ministry calendar with the church calendar. This team shall consist of  
15 individuals enlisted through the Nominating Committee structure as well as  
16 individuals in key positions in the Preschool/Children's Ministry. Members  
17 enlisted through the Nominating Committee shall serve a three year term,  
18 with one third of the members rotating off each year.

#### 19 20 21 **3.03.1 Preschool Ministry (enlisted by Nominating Committee)**

22 5 –at least two parents, at least two non-parents  
23

#### 24 25 **3.03.2 Children's Ministry (enlisted by Nominating Committee)**

26 5 –at least two parents, at least two non-parents  
27

#### 28 29 **3.03.3 Children's Music Ministry Team**

30 1-Children's Music Director (if volunteer, enlisted by  
31 Minister)  
32

#### 33 34 **3.03.4 Missions Education and Experience Team**

35 1-Preschool Missions Education director (enlisted by  
36 Minister)

37 1 –Boys Missions Education director (enlisted by Minister)

38 1 –Girls Missions Education director (enlisted by Minister)  
39

#### 40 41 **3.03.5 Vacation Bible School Team (sits in on team only for VBS 42 planning)**

1 –VBS director (enlisted by committee)

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1 –VBS assistant director (enlisted by committee)

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

**3.04 Family Life and Fellowship Committee**

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

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

**3.05 Worship Team**

There shall be a Worship Team whose purpose shall be to provide advice, counsel and assistance to the Senior Pastor and Minister of Music in developing, maintaining and implementing a comprehensive and quality program of worship leadership. The Minister of Music shall annually recommend to the Nominating Committee five sub-teams, each composed of two people, which shall serve as the primary representatives in the following worship related areas: Communications, Drama, Decorations, Music, and Ushers. The Minister of Music shall also be an ex officio member of the Worship Team, shall select persons to fill all volunteer positions in the music organization, and shall recommend to the Senior Pastor the employment of persons necessary to carry out a quality worship and music program, including clerical personnel and musicians. The Worship Team and each sub-team shall be permitted to enlist other individuals, as needed, to assist in performance of their respective

1 responsibilities under this section. Subject to the direction of the Minister of  
2 Music and the Worship Team, each of the sub-teams shall have the primary  
3 areas of responsibilities noted below:  
4

### 5 6 **3.05.1 Communications Sub-Team**

7  
8 The Communications sub-team shall be responsible for securing  
9 qualified persons to operate the broadcast and sound systems  
10 equipment during all church services, including weddings, funerals,  
11 and other sanctuary events. It shall have the responsibility of  
12 monitoring the use of the sound system and broadcast equipment of  
13 the church to insure that such equipment is maintained and used in  
14 its best capacity. It shall formulate an annual budget request that  
15 shall include projected operational and maintenance costs for all  
16 broadcasts and sound systems equipment.  
17

### 18 **3.05.2 Drama Sub-Team**

19  
20 The Drama sub-team shall coordinate all efforts to provide the drama  
21 related worship needs of the Church and shall work to coordinate  
22 and integrate the drama ministry with other church programs and  
23 ministries.  
24

### 25 **3.05.3 Decorations Sub-Team**

26  
27 The Decorations sub-team shall have the responsibility for planning  
28 and providing for decorations and ornaments appropriate to the  
29 service and season for all church services. It shall make periodic  
30 inspections of all ornaments and decorative equipment, and provide  
31 for their cleaning and repair as needed. This sub-team shall make  
32 recommendations to the Worship Team pertaining to the use of  
33 decorations within the church for weddings or other special events  
34 held in the sanctuary in order to insure the appropriateness of such  
35 decorations to a place of worship.  
36

### 37 38 **3.05.4 Music Sub-Team**

39  
40 The Music sub-team shall have primary responsibility regarding the  
41 overall music program of the church and shall work to coordinate  
42 and integrate the music ministry with other church programs and

1 ministries. It shall provide assistance to the Minister of Music on  
2 matters of programming, calendaring, budget and focus. It shall be  
3 attentive to the requests of music personnel and assist them in  
4 meeting the expectations and needs of the congregation.  
5

### 6 **3.05.5 Ushers Sub-Team**

7  
8 The Ushers sub-team shall have the responsibility for securing,  
9 training, and providing ushers to serve all worship services so as to  
10 provide for the appropriate movement of worshippers into and from  
11 the service and the collection of offerings. This sub-team shall select  
12 and train as many persons as are necessary to insure proper and  
13 orderly accomplishment of the responsibilities of the ushers.  
14

### 15 **3.06 Missions Council**

16  
17 The Missions Council, shall be composed of the Director of the Woman's  
18 Missionary Union; the Director of Baptist Men; Chairperson of the  
19 Community Social Ministries Committee; one youth to be selected by the  
20 Youth Ministry Council; and six at-large members. The at-large members,  
21 who shall be recommended by the Church Nominating Committee, shall be  
22 elected by the church, and shall serve three-year terms with two rotating off  
23 each year. The Council shall elect a chairperson from its membership. The  
24 Staff Minister responsible for missions shall serve as ex officio to the  
25 committee.  
26

27 The Missions Council shall encourage, support, and coordinate mission  
28 activity within the church. In addition, said Council shall make  
29 recommendations regarding the expenditure of funds designated, either by  
30 the church or by donor, for missions activity and not otherwise budgeted by  
31 the church or by any organization of the church. Such expenditure  
32 recommendations shall be presented to the Committee of Deacons for  
33 consideration and to the church for approval.  
34

### 35 **3.07 Woman's Missionary Union**

36  
37  
38 There shall be a Woman's Missionary Union of the church. This  
39 organization shall have the responsibility to foster and maintain a missionary  
40 emphasis and organization among the women of all ages of the church. The  
41 WMU shall annually recommend to the Nominating Committee the name of  
42 its Director for election by the church.

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### **3.08 Baptist Men**

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

### **3.09 Welcoming Committee**

The Welcoming Committee shall have the responsibility of welcoming all guests to Bible study and worship services of the church.

This Committee will be composed of six members selected by the Nominating Committee. The members of this committee shall serve a three year term with one-third of the members rotating off each year. This committee of six along with the Minister responsible for outreach shall determine the number of persons needed to fulfill the responsibilities of the committee and shall recruit as many as needed.

### **3.10 Outreach Committee**

The purpose of this team is to develop, implement, and coordinate the strategic outreach ministries of the church. It shall be composed of the Minister responsible for outreach and four persons selected by the Nominating Committee upon recommendation of the said Minister. It shall function primarily to determine and implement strategies necessary to invite individuals to this church, to create entry-points into this church, to promote evangelism, and to assimilate guests, new believers, and new members into the life of the congregation.

### **3.11 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



1 family.

2  
3 The purpose of this committee is to ensure that the church reaches out to  
4 member families in times of grief. It is not intended to supplant the  
5 ministries that are provided by other groups of the church, but to augment  
6 them and to ensure that the church also ministers during times of  
7 bereavement to the needs of member families who have not been involved in  
8 small groups within the church.

9  
10 The committee may enlist a group of volunteers (either individuals or  
11 ministry groups) to help meet the needs of families who have not been active  
12 in small groups (such as Sunday School classes) and to supplement the  
13 assistance provided for other families when needed.

14  
15 The committee shall be composed of nine members who serve three-year  
16 terms, with three members rotating off the committee each year. In addition  
17 to these nine members, the following three Deacons shall serve as ex officio  
18 members of the committee: the Deacon of the bereaved family and the  
19 Chairpersons of the Deacon Benevolence and the Family Ministries  
20 Committees.

### 21 **3.12 Community Social Ministries Committee**

22  
23  
24 The Community Social Ministries Committee shall have responsibility for  
25 seeking out and implementing ways in which First Baptist Church may  
26 interact and cooperate with both quasi-religious and secular organizations to  
27 minister to the physical and spiritual needs of people. Develop  
28 communication with and coordinate cooperative efforts with other religious  
29 bodies.

30  
31 The Community Social Ministries Committee shall make recommendations  
32 to the Missions Council, and, upon approval, may appoint a liaison for each  
33 program or organization in which First Baptist Church will participate. The  
34 liaisons shall make regular reports to the committee and shall keep the  
35 committee informed of the assistance needed from First Baptist Church.  
36 The Community Social Ministries Committee shall recruit volunteers from  
37 First Baptist Church and coordinate all other assistance from First Baptist  
38 Church in these cooperative ministries.

39  
40 This committee shall have six members. The liaisons are not required to be  
41 members of the committee. A staff minister responsible for Missions shall  
42 serve as an ex officio member of the committee.

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#### **4.0 ADMINISTRATION**

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

##### **4.01 Constitution and Bylaws Committee**

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

##### **4.02 Finance Committee**

The Finance Committee shall have the responsibility for the following:

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

- 1 d. Establish and maintain any written policies and procedures regarding  
2 bonding of persons handling church funds.
- 3 e. Serve as a budget planning committee to prepare the annual budget,  
4 including specific authority to set (with inputs from all church  
5 organizations) special church and mission offering goals, present it  
6 to the Committee of Deacons for its consideration, submit the budget  
7 to the church for action, and consistently and constantly seek ways  
8 and means to insure the best method of budgeting and administration  
9 of the budget.
- 10
- 11 f. Meet monthly to consider the financial condition of the church,  
12 including review of the monthly financial report of the Treasurer;  
13 make a monthly report of the financial condition of the church to the  
14 Committee of Deacons; make available for church members a  
15 published monthly financial report; and keep the church aware of its  
16 financial position by calling the church's attention to any unusually  
17 high or low expenditures or income.
- 18
- 19 g. Present a financial report at each quarterly church conference.
- 20
- 21 h. Prepare and submit to the church at the January quarterly  
22 church conference an annual financial report for the previous  
23 calendar year.
- 24
- 25 i. Require and make arrangements for a compilation, review, or audit  
26 of the financial records of the church by an independent certified  
27 public accounting firm at least annually. Insure that a report of the  
28 compilation, review, or audit is prepared and presented to the  
29 Finance Committee no later than the March meeting of the  
30 committee following the end of the calendar year.
- 31
- 32 j. Approve any special offering which is not traditionally taken by the  
33 church.
- 34

35 The Finance Committee shall have twelve members. In addition, the  
36 Treasurer, the church financial secretary, and the staff minister with the  
37 primary responsibility in the area of administration shall be ex officio mem-  
38 bers.

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**4.03 Food Services Committee**

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

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

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

**4.04 Nominating Committee**

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

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

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

**4.04.2** Constitution-Article VII-Organization and Structure

- 1
- 2 Youth Ministry Council-Adult Members
- 3
- 4 Preschool and Children's Planning Team
- 5 Preschool
- 6 Children
- 7
- 8 Child Development Center Committee
- 9
- 10 Worship Team (Made up of):
- 11 Communications sub-team
- 12 Drama sub-team
- 13 Decorations sub-team
- 14 Music sub-team
- 15 Ushers sub-team
- 16
- 17 Media Center Committee
- 18
- 19 Missions Council:
- 20 The at large members
- 21 Community Social Ministries
- 22
- 23 Family Life and Fellowship Committee
- 24 Welcoming Team
- 25 Outreach Team
- 26 Bereavement Committee
- 27
- 28 Constitution and Bylaws
- 29 Finance Committee
- 30 Food Services
- 31 Properties Committee
- 32 Transportation Committee
- 33 Scholarship Committee
- 34 Scouts Committee (when activated per 2.32)
- 35
- 36 **4.04.3** Other Church Positions:
- 37 Tellers
- 38 Bible Study Director
- 39 Discipleship Training Director
- 40 WMU Director
- 41 Baptist Men's Director
- 42 Associational Representative

### Church Historian

The Nominating Committee shall submit its report to the church by November 30<sup>th</sup> of each year. In the case of church committees, their recommendations 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 Senior Pastor and staff ministers, Chair of the Deacons, and chairmen of current committees, but is under no obligation to nominate any person suggested by these sources. The Nominating Committee shall make every effort to develop means of seeking out qualified church members for service to the church. It shall avoid overuse of church members on multiple committees to the extent of overburdening persons with too many responsibilities in the church. It shall strive to see that church committees are properly balanced as regards gender, age, and tenure of members. In contacting potential nominees, the committee shall acquaint the church member with the responsibility they are asked to fulfill. Upon the occurrence of vacancies in terms of positions nominated by the Nominating Committee, the Nominating Committee shall use standard nominating procedures to nominate a person to fill the unexpired term of such vacancy.

#### **4.05 Personnel Committee**

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

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

The Personnel Committee shall receive nominations from the Senior Pastor for all salaried personnel and shall interview and recommend to the church,

1 through the Deacons, all personnel on a ministerial level. The Personnel  
2 Committee shall have final responsibility for employment of all paid  
3 personnel on secretarial, clerical, or maintenance levels, but may delegate to  
4 the Senior Pastor or his ministerial staff designate authority to recruit,  
5 interview, and employ maintenance personnel and part-time or seasonal  
6 employees.

7  
8 The Personnel Committee shall receive from the Child Development Center  
9 Committee that committee's nomination for the position of Director of the  
10 Child Development Center. Upon approval by the Personnel Committee,  
11 said nominee shall be employed as Director of the Child Development  
12 Center. In the event said nominee is not approved by the Personnel  
13 Committee, the matter shall be referred back to the Child Development  
14 Center Committee for further recommendations.

15  
16 The Personnel Committee shall develop and recommend salary scales,  
17 salaries, and benefits for all personnel employed by the church.  
18 Recommendations from the Child Development Center Committee relative  
19 to salary scales, salaries, and benefits for the Child Development Center  
20 shall be received and approved by the Personnel Committee prior to the  
21 Child Development Center Committee's finalization of said salary scales.  
22 The Personnel Committee shall have the responsibility for the development  
23 and publication of all policies and procedures for employed personnel. The  
24 Personnel Committee shall receive from the Senior Pastor recommendations  
25 for policies governing vacations, holidays, sick leave, and other policies  
26 normally incumbent and incident to the employment of personnel, and upon  
27 its approval of said recommendations, shall publish to the paid personnel  
28 said policies.

29  
30 The Personnel Committee shall make an annual summary report to the  
31 Church.

32  
33 When staff members on the ministerial level are being considered for  
34 employment, the following persons nominated by Nominating Committee  
35 shall be consultants to the Personnel Committee: Chairman of Deacons,  
36 Chairman of Finance Committee, Bible Study Director, WMU Director,  
37 Discipleship Training Director, Baptist Men's Director, and President of the  
38 Youth Ministry Council.

#### 39 40 **4.06 Properties Committee**

41  
42 The Properties Committee shall have the responsibility for the supervision and  
43 maintenance of all church properties not otherwise provided for. It shall make

1 periodic investigations of all church buildings and properties, and at least once  
2 each year, make a written report concerning the conditions of all buildings. It  
3 shall have the authority to make minor improvements and alterations to church  
4 properties within its annual budget. It shall submit written proposals for major  
5 improvements and alterations to the Finance Committee and the Deacons for  
6 approval. It shall be responsible for obtaining all necessary permits required for  
7 construction and/or alterations to church properties. All alterations requiring  
8 permits shall be approved by the Committee of Deacons.

9  
10 It shall be responsible through a designated staff member for general  
11 supervision of the work of persons employed in the capacity of caring for the  
12 buildings and grounds of the church. It shall make and maintain an up-to-  
13 date inventory of all church properties, which shall be updated January 1 of  
14 each year.

15  
16 This committee may have sub-committees responsible for the educational  
17 facilities, sanctuary, and grounds. These sub-committees shall make  
18 periodic inspections of the properties within their areas of responsibility and  
19 report thereon to the committee as a whole.

20  
21 The Properties Committee shall have the responsibility of controlling all  
22 decorating, painting, or refurbishing of church property. All persons  
23 desiring to paint, refurbish, refinish, or alter any church properties shall do  
24 so only upon approval of the committee. This committee shall develop short  
25 and long-range maintenance schedules which will include painting,  
26 refurbishing, refurnishing, and/or redecorating of all properties and project  
27 budget allocations for the same upon an annual basis to fund the scheduled  
28 work.

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31  
32 The Chairman of the Properties Committee shall appoint one or more  
33 persons on the committee to be responsible for the supervision and  
34 maintenance of insurance upon all church properties as well as liability and  
35 medical insurance and other coverage of persons except personnel insurance  
36 programs.

37  
38 The Properties Committee shall be responsible for the supervision and  
39 maintenance of property and casualty insurance upon all church properties  
40 and establish and maintain policies relative to the use of all church  
41 properties, unless otherwise provided by these bylaws. It may delegate  
42 supervision and implementation of the policies to the administrative church  
43 staff.



1  
2 Nine persons nominated by the Nominating Committee, and elected by the  
3 church, shall compose the Properties Committee. The staff member  
4 responsible for Administration shall serve as an ex officio member of this  
5 committee.

6  
7 **4.07 Transportation Committee**

8  
9 The Transportation Committee shall have the responsibility to oversee and  
10 coordinate all transportation needs of the church including the management  
11 and use of any transportation equipment owned by the church or made  
12 available for the use of the church or any of its organizations. It shall  
13 establish a set of policies for the use of all church transportation vehicles. It  
14 shall provide maintenance schedules for all vehicles operated by the church.

15 It shall establish a reservation procedure by which transportation will be fur-  
16 nished for church groups or functions. It shall determine fees to be charged  
17 for groups using church vehicles and establish for which groups or activities  
18 the church will underwrite the expenses. It will establish minimum  
19 qualifications for drivers and shall provide training for such drivers. The  
20 Transportation Committee, in consultation with the Senior Pastor, may  
21 delegate certain responsibilities pertaining to maintenance of the vehicles to  
22 a designate of the Senior Pastor. The Transportation Committee shall be  
23 composed of six members nominated by the Nominating Committee, and  
24 elected by the church.

25  
26 **4.08 Scholarship Committee**

27  
28 There shall be a Scholarship Committee comprised of six members selected  
29 by the Nominating Committee and who shall serve a three year term. The  
30 purpose of this committee is to administer the scholarship program of the  
31 church to include promotion, application process, and selection of recipients  
32 of the endowed scholarships available.

33  
34 **4.09. Security Coordinating Committee and Security Team.**

35  
36 The Security Coordinating Committee shall establish policies, procedures  
37 and security team schedules for providing security for church services and  
38 as requested for special events, including security for staff, Child  
39 Development Center, children and visitors while on the premises of the  
40 church.

41  
42 The Security Coordinating Committee shall, in consultation with the Church

1 Administrator, establish policies regarding the security of church properties,  
2 qualifications of the Security Coordinating Committee and Security Team  
3 members, issuance of keys, fire safety equipment, and in regularly  
4 maintaining emergency procedures.  
5

6 The Security Coordinating Committee shall have at least nine members, at  
7 least three of whom shall also be current Security Team members. The  
8 Nominating Committee, in consultation with the Church Administrator  
9 and Security Coordinating Committee, shall nominate church members for  
10 service on the Security Coordinating Committee. Members of the Security  
11 Coordinating Committee shall serve a three-year term, with three members  
12 rotating off each year. The Church Administrator, the Director of  
13 Facilities, and the Director of the Child Development Center shall be ex-  
14 officio members of this Committee.  
15

16 The Security Coordinating Committee, in consultation with the Church  
17 Administrator, and the Deacon Executive Committee, shall recruit and  
18 appoint a Security Team, consisting of at least twelve persons, who shall  
19 serve the Church in implementing the policies and procedures established by  
20 the Security Coordinating Committee. Members of the Security Team shall  
21 be appointed to a one-year term, which may be renewed for as many  
22 consecutive terms as is agreeable with the Security Coordinating Committee.  
23 The Church Administrator, Director of Facilities, and the Director of the  
24 Child Development Center shall also be ex-officio members of this Team.  
25

#### 26 **4.10 Future Development Committee**

27  
28 The Future Development Committee shall have the responsibility for  
29 planning and implementing all plans for future development of facilities and  
30 properties of First Baptist Church. It shall determine which Church facilities  
31 and properties need development, set priorities, and make recommendations  
32 to the Church through the Committee of Deacons. It shall seek consultation  
33 with elected Church leadership in working in their area of responsibility.  
34 The Future Development Committee shall present a program of future  
35 development of Church facilities and properties to the Church on a priority  
36 basis with, where possible and feasible, an estimated cost and approximate  
37 time table for each area. The Committee will work closely with the Finance  
38 Committee on all matters which involve financing. It will seek out various  
39 committees, organizations and councils of the Church for consultation in  
40 determining needs relative to facilities and properties under study. The  
41 Committee shall meet at least semi annually, in the first and third quarters of  
42 the Church calendar year, and at such other times as called by the Chair  
43 and/or staff minister assigned to the area of Administration.

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This committee shall have final responsibility for the development of the Church's facilities and properties, and is responsible to the Church for its actions through the Deacons. Upon recommendation to the Church of a proposed building program, and following approval by the Church, the Committee's responsibility with regard to such building program shall terminate, and the church shall proceed to elect a Building Committee in accordance with Article VII, Section 2 B.

Fifteen persons shall compose this committee and shall serve five-year terms with three persons rotating off per year. The Chairman and all members of this committee shall be nominated by the Nominating Committee. The Chairman and Vice Chairman shall appoint a secretary and any other officers and/or sub-committees as needed. Chairs of the following committees shall serve ex officio to this committee: Finance Committee, Properties Committee, and Committee of Deacons. The ministers of the church shall serve as ex officio members of the committee, and other staff members will share in consultation when decisions involve their assigned areas of responsibility.

**5.0 OTHER ELECTED CHURCH POSITIONS**

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

**5.01 Tellers**

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

**5.02 Bible Study Director**

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

1                   **5.03   Discipleship Training Director**

2  
3                   There shall be a director of the church's Discipleship Training who shall  
4                   serve as executive officer of the Discipleship Training program in  
5                   accordance with Bylaw 2.05.

6  
7                   **5.04   Woman's Missionary Union Director**

8  
9                   There shall be a director of the church's Woman's Missionary Union who  
10                  shall serve as executive officer of that organization in accordance with  
11                  Bylaw 3.07.

12  
13                  **5.05   Baptist Men's Director**

14  
15                  There shall be a director of the church's Baptist Men who shall serve as  
16                  executive director of that organization in accordance with Bylaw 3.08.

17  
18                  **5.06   Church Historian**

19  
20                  The Church Historian shall be nominated annually by the Nominating  
21                  Committee, elected by the church and be responsible for preserving a  
22                  historical record of the church. The Church Historian shall seek to secure  
23                  items, articles, and documents of historical interest and significance relative  
24                  to the history of the church. The Church Historian shall encourage the  
25                  donation or lending to the church of items of significance to the church. The  
26                  Church Historian may solicit other church members who have knowledge  
27                  and or interest in the church's history to assist.

28  
29                  **5.07   Associational Representative**

30  
31                  A lay member of the church shall be annually elected as Associational  
32                  Representative to serve with the Senior Pastor in representing the church on  
33                  the Executive Committee of the Theron Rankin Baptist Association in  
34                  keeping with the constitution of that organization. The Associational  
35                  Representative shall, with the Pastor, cooperate with said executive  
36                  committee in its work, insofar as its work is not in conflict with the Con-  
37                  stitution and Bylaws of this church.

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1           **6.0     CHURCH SALARIED STAFF**

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3           **6.01    Ministerial Staff**

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5           There shall be such ministerial staff employed by the church to serve the  
6           church in the areas of administration, finance, worship and music, education  
7           and discipleship, missions, children and youth, and such other areas as  
8           determined by the church. The Senior Pastor and Personnel Committee shall  
9           make recommendations to the church regarding the number of ministers to  
10          serve these areas and the particular roles of each minister. Additional  
11          responsibilities may be assigned to associate ministers beyond their primary  
12          responsibilities as required by these Bylaws or as the need arises.

13          In addition to the Senior Minister, there shall be such ministerial staff employed  
14          by the church to serve the church in the areas of administration, finance,  
15          worship and music, education and discipleship, missions, children and youth,  
16          and such other areas as determined by the church. The Senior Pastor and  
17          Personnel Committee shall make recommendations to the church regarding the  
18          number of ministers to serve these areas and the particular roles of each  
19          minister. Additional responsibilities may be assigned to associate ministers  
20          beyond their primary responsibilities as required by these Bylaws or as the need  
21          arises. Ministerial staff shall be hired according to the terms of their call by the  
22          Church, one condition of which is their application for membership in the  
23          Church.

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26          **6.02    Church Administrator**

27  
28          There shall be a church administrator who shall serve the church in all areas  
29          of business administration. This position may be filled by an administrator  
30          or staff minister of administration dependent on the needs of the church at a  
31          given time.

32  
33          **6.03    Secretarial and Clerical Staff**

34  
35          As determined by the Senior Pastor and Personnel Committee, a sufficient  
36          secretarial and clerical staff shall be secured to carry out clerical and  
37          secretarial responsibilities. One secretary shall be designated to have  
38          primary responsibility in the area of church finance and bookkeeping.

39  
40          **6.04    Staff Job Descriptions**

41  
42          All staff members shall be given a job description created by the Senior  
43          Pastor and Personnel Committee and shall be subject to the provisions of a

1 specific job description, the Constitution, and Bylaws of First Baptist  
 2 Church of Hickory.

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 4  
 5 **7.0 SECURING AND TERMINATING PERSONNEL**

6  
 7 **7.01 Nominations for Paid Personnel Positions**

8  
 9 The Personnel Committee shall receive nominations from the Senior Pastor  
 10 for all paid personnel positions.

11  
 12 **7.02 Ministerial Staff**

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 14 **7.02.1** After nomination by the Senior Pastor, the Personnel Committee,  
 15 upon its approval, shall recommend to the Deacons a person to fill  
 16 the position under consideration and, upon approval of the Deacons,  
 17 the Deacons shall present the name of the person to the church in a  
 18 church conference in keeping with Article V, Section 2.

19  
 20 **7.02.2** In the event the Senior Pastor shall request the resignation of any  
 21 ministerial staff member and the same shall not be offered, or in the  
 22 event the Senior Pastor shall request the Personnel Committee to  
 23 consider the termination of a ministerial staff member's employment,  
 24 then the Personnel Committee shall consider the matter and make its  
 25 recommendation to the Committee of Deacons, and the Committee  
 26 of Deacons shall have the final authority to terminate such  
 27 employment, or refuse to so terminate such employment.

28  
 29 **7.03 Staff Personnel**

30  
 31 The Senior Pastor shall recommend secretarial and clerical personnel to the  
 32 Personnel Committee. Upon approval of the Personnel Committee, the  
 33 position shall be filled. The Senior Pastor shall have authority to terminate  
 34 employment of such personnel.

35  
 36 **7.04 Other Personnel**

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 38 Other paid personnel shall be employed or terminated by the Personnel  
 39 Committee upon recommendation of the Senior Pastor or his designee.

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 41 **8.0 THE CHURCH YEAR**

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 43 **8.01** The church year for the Bible Study organization and the Discipleship

1 Training organization shall begin October 1 and end September 30 of each  
 2 year.

3  
 4 **8.02** The financial church year shall begin October 1 and end September 30 of  
 5 each year.

6  
 7 **8.03** The Committee of Deacons and all other committees shall assume office on  
 8 January 1 of their term and shall complete their term on December 31.

9  
 10 **8.04** The Woman's Missionary Union shall operate on a calendar year basis  
 11 starting January 1 and ending December 31.

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14 **9.0 ROTATION OF COMMITTEES**

15  
 16 All permanent church committees shall be subject to rotation. Unless otherwise  
 17 provided in these Bylaws, all committee terms shall consist of three years, with one-  
 18 third of the committee members rotating off the committee each year. Unless  
 19 otherwise provided in these Bylaws, no person having completed over one-half of a  
 20 complete term shall succeed him/herself until the lapse of one year. Terms of all  
 21 committee members will be so arranged as to insure continuity of the committees.  
 22 If possible, the chairman of each committee shall have served at least one year on  
 23 the committee prior to being designated as chairman.

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26 **10.0 PURCHASING AND DISBURSING POLICY**

27 Each committee and organization has responsibility for formulating an annual  
 28 budget request which shall include projected costs for execution of its respon-  
 29 sibilities. Each committee and organization is authorized to disburse its budget  
 30 allocation at its own discretion, but shall consult with the Chairman of the Finance  
 31 Committee and the administration staff member to determine if funds are available  
 32 prior to contracting for major disbursements, under operating procedures adopted by  
 33 the Finance Committee from time to time.

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36 **11.0 GENERAL POLICIES**

37 **11.01** Unless otherwise provided by the Constitution and these Bylaws, the  
 38 chairmen and members of all committees shall be members of the  
 39 church and, except for the chairmen and members of the Nominating  
 40 and Personnel Committees, shall be nominated by the Nominating  
 41 Committee for election by the church. The Senior Pastor shall be an  
 42 ex officio member of all councils and committees of the church.

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**11.02** 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, maintains a committee attendance roster, and provides copies of the minutes and attendance roster to the church office.

**11.03** 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.

**11.04** 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.

**11.05** 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.

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

**11.07** Unless otherwise provided by the Constitution or these Bylaws, each Committee, acting through its Chairman, shall be empowered to enlist additional church members to assist the Committee in its performance of a particular project or task of the Committee. Such enlistees shall serve as long and upon such conditions as agreed between the Committee and the enlistees as needed for the particular



1 project or task under consideration. Such enlistees shall not be voting  
2 members of the Committee.

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4 **12.0 AMENDMENTS TO THE BYLAWS**

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6 Bylaws may be amended, altered, or repealed in accordance with Article V, Section  
7 2 and Article IX.

8

9 **13.0 PARLIAMENTARY PROCEDURE**

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

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**END OF DOCUMENT**