

FIRST BAPTIST CHURCH PORT ST. JOE, FLORIDA

CONSTITUTION & BYLAWS

AMENDED, MAY 18, 2014

First Baptist Church
Port St. Joe, Florida

Constitution & Bylaws

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**By-Laws, Rules, and Regulations
Of the First Baptist Church, Port St. Joe, Florida**

Article I

Purpose Statement

The First Baptist Church of Port St. Joe exists to glorify God and be on mission with Him by winning those who are lost and leading them to become fully devoted followers of Jesus Christ.

Article II

Church Covenant

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

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings; faithful in our engagements, and exemplary in our deportment; and to be zealous in our efforts to advance the kingdom of our Savior.

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

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

Article III

Policy and Relationships

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation common among Baptist Churches. Insofar as is practical, this church will cooperate with and support the association, the state convention, and the Southern Baptist Church.

Article IV

Articles of Faith (What We Believe)

We affirm the Holy Bible as the inspired Word of God and the basis of our beliefs. This church subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963 as revised June 9, 1998 and June 14, 2000 set forth below.

1. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

2. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal being, the Creator, Redeemer, Preserver, and Rule of the Universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and his perfect knowledge extends to all things past, present and future, including decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all

loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience; and in His substitutionary death on the cross, He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right of God where He is the one Mediator, fully God, fully man, in Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He has inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration, He baptizes every believer into the body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

3. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by His creator with freedom of choice. By his free choice, man sinned against God and brought sin into the human race. Through the temptation of Satan man transgresses the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

4. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense, salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

- A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.
- B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer into a relationship of peace and favor with God.
- C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.
- D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

5. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the cause of Christ, and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

6. The Church

A New Testament Church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each

congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the role of pastor and deacon is reserved for men as qualified by the Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

7. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

8. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should commensurate with the Christian's conscience under the Lordship of Jesus Christ.

9. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

10. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

11. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded by preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel Christ.

12. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of mission and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

13. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtor-ship to the whole world, a holy trusteeship in the gospel, and a bind stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their mean cheerfully, regularly, systematically, proportionally, and liberally for the advancement of the redeemer's cause on earth.

14. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such

cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

15. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

16. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

17. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to

respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Article V

Membership

Section 1: Qualifications for Membership

Any individual may be received as a candidate for membership:

1. Who confesses faith in Jesus as God's only provision for man's salvation and is baptized following that confession by immersion; or
2. Who presents a valid letter from another Southern Baptist Church and confesses faith in Jesus Christ; or
3. Who comes by statement of his/her faith in Jesus Christ as God's only provision for man's salvation and his/her believer's baptism by immersion in a church other than Southern Baptist.

Section 2: The Procedure for Admission

The procedure for admission of candidates shall be as follows:

1. Candidates for membership in this church by baptism, statement, restoration or letter shall give satisfactory confession of faith in Christ Jesus before the membership committee, which shall consist of the Pastor and any active deacon. The membership committee will review the Constitution, By-Laws, Rules and Regulations with the candidates. Master of such document is not required of any new candidate before he/she is admitted to church membership. Such a requirement would violate the order of Matthew 18:19-20, which instructs us to disciple, to baptize and then to teach the baptized disciple to observe all things whatsoever Christ has commanded. It is necessary, however, that any disciple applying for membership manifests a willingness to be taught in agreement with what he already knows concerning the church's doctrine and government.
2. Requests for membership in this shall be granted by majority vote following the recommendation of the membership committee at any regularly scheduled business meeting.

Section 3. Termination of Membership

Membership may be terminated in the following ways:

1. Death of a member.
2. Transfer of letter to another Baptist church by majority vote of members present at any regular or called meeting of the church.
3. Exclusion by action of this church.
4. Erasure upon request or proof of membership in a church of another denomination.

Section 4. Types of Membership.

1. Voting Member. Any member who is 16 years old or older will be classified as a voting member.
2. Non-Voting Member. Any person who is under 16 years old will be classified as a non-voting member. A non-voting member will automatically become a voting member when he/she obtains the age of 16 and will at that time, be allowed to vote.

Section 5. Rights of Members.

1. Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church.
2. Every member of the church may participate in the ordinances of the church as administered by the church.

Article VI

Duties of Members

- Section 1. The duties of the members are: to abide by the Church Covenant, the acquisition of scripture knowledge, constant progress in grace and spiritually, consistency of conduct and the control of an unholy temper, to be faithful to Christ in the financial support and unless providentially hindered, the attendance of worship service and membership meetings.
- Section 2. It is the duty of members to honor, esteem and love their pastor; to pray for him fervently and daily; to support him in the scriptural exercise of his official

authority; to attend regularly upon his ministrations; to manifest a tender regard for his reputation; and contribute toward his support in proportion to ability.

Section 3. It is the duty of every member to cultivate and cherish Christian love for each other; to visit and sympathize with them in their afflictions; to pray with and for them; tenderly regard each other's reputation; affectionately and privately to admonish one another of their faults and improprieties in accordance with Matthew 18; and strive by all means to promote their spiritual benefit and prosperity.

Section 4. It is the duty of every member to bear faithful and prudent testimony against every evil practice of those who are connected with the church as well as those who are not connected with it; to be exact in fulfilling obligations and promises; to live in a peaceful and neighborly manner; to perform offices of kindness and charity; to set an example of diligence, honesty and generosity; and as opportunity and ability may enable to recommend the Gospel of Jesus Christ and testify to its power and grace.

Section 5. It shall be the duty of every member to keep the church secretary informed of any change of address. (This is highly important.)

Article VII

Discipline of Membership

Section 1. It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist that would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for the church to take actions to exclude a member, a two-thirds vote of the members present at a regularly scheduled meeting is required; and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The church may restore a membership of any person previously excluded, upon the request of the excluded person AND by vote of the church upon evidence of the excluded person's repentance and reformation.

Section 2. When a member is absent from all the services of the church and there is no support of the church for at least twelve (12) months without sufficient reason, he

or she will be visited by the deacons and if there is not intent of returning to the fellowship of the church, this member will removed from the church roll.

Article VIII

Officers of the Church and Their Duties

Section 1. The officers of the church shall be:

Pastor
Ministerial Staff
Deacons
Trustees
Treasurer
Clerk

Section 2. The Pastor is responsible for leading the church to function as a New Testament Church. He must satisfy the qualifications set forth in 1 Timothy 3:1-7 and Titus 1:6-9. The Pastor will lead the congregations, organization, and the church staff to perform their tasks.

The Pastor is the leader of the pastoral ministries in the church. As such, he works with the Deacons and the ministerial staff to:

1. Lead the church in the achievement of its mission.
2. Proclaim the gospel to believers and unbelievers.
3. Care for the church's members and other persons in the community.
4. To perform other such duties as set forth in the job description contained in the Church Operations Manual.

A Pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.

A Pastor Search Committee/Team shall consist of five (5) members who are 30 years of age or older, and who meet the qualifications set forth below. The committee will consist of male and female gender with three (3) males and two (2) females. Members of the committee shall have the following characteristics:

1. Continuing in spiritual growth;
2. Spiritual discernment;
3. Knowing Bible truths and practicing them;
4. Faithful in attendance and support of the church;
5. Skills as a team player;
6. Willingness to maintain confidentiality;
7. Freedom to attend meetings and occasionally travel;
8. Priority commitment to seeking and doing God's will;
9. Absence of a self-serving agenda;
10. Familiarity with the principles in the Baptist Faith and Message.

Upon the departure of the Pastor and at a time agreed to by the Deacons, a meeting of the Deacon Body will be convened for nomination of persons who fit the qualifications listed above. Each attending Deacon can nominate in writing up to five (5) persons. The Deacon Body will rank nominees in order of the number of nominations received. The final tally will represent persons who will be considered for the Pastor Search Committee/Team. At least two (2) members of the Deacon Body will personally visit the five (5) nominees to ensure each nominee understands what the church expects of members of the Pastor Search Committee/Team. If a nominee declines, the next rank person in the category will be contacted by the Deacon Body. This will continue until five (5) persons are selected. The names of these five (5) persons will be presented to the church for affirmation/ratification. A majority of the congregation will be required for the slate to be approved. If the slate of nominees is rejected, the process of nomination will start again and the process will continue until five (5) members have been selected through the process stated above.

Pastor Search Committee/Team members will select a Chairman, Vice-Chairman, and a Secretary. The Chairman will serve as the facilitator of the group and will make periodic reports to the congregation. The Vice-Chairman will serve in the absence of the Chairman and assist the Transitional Pastor in planning appropriate church wide prayer emphasis. The Secretary keeps records of the actions of the Committee/Team, official correspondence, and other paperwork.

With prayer and the guidelines/suggestions compiled from congregational input survey, the Pastor Search Committee/Team will begin collecting names of prospects for review, consideration, and ultimately a recommendation to the congregation.

When the Pastor Search Committee/Team is prepared to make a recommendation, prior notification will be given to the congregation of a date for a trial sermon and visit from the prospective pastor. The congregation will also have prior notification of the date for the congregation to vote on the recommendation. Election shall be by ballot, an affirmative vote of eighty five percent (85%) of those present being necessary for a choice. The Pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request.

The Pastor may relinquish the office of Pastor by giving at least two week notice to the church at the time of resignation. The Trustees have the authority to temporarily suspend the Pastor for reasons set forth in Section 12 below. The Church may terminate the Pastor or declare the office of the Pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon the recommendation of the Trustees, a majority of the Personnel Committee and the Deacons or by written petition signed by not less than one-fourth of the Church members. The moderator for this meeting shall be the Chairman of Deacons or

the Vice-Chairman, in his absence. The vote to terminate the Pastor or to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds of the members present necessary to declare the office vacant or to terminate. Except in the instances of gross misconduct by the Pastor so excluded from the office, the Church will compensate the Pastor with not less than one-twelfth of his total income compensation. The termination shall be immediate and the compensation shall be rendered in not more than 30 days

Section 3. The Ministerial Staff shall be called and employed as the church determines the need for such office. Ministerial staff members must satisfy the qualifications set forth in I Timothy 3:10-7 and Titus 1:6-9. A job description shall be written when the need for a staff member is determined. Those staff members of whom the Church requires evidence of a personal call to God to minister shall be recommended to the Church by the Personnel Committee and called by Church action. At the time of resignation, not less than a two-week notice shall be given to the Church. The Trustees have the authority to temporarily suspend a member of the Ministerial Staff for reasons set forth in Section 12 below. The Church may vote to vacate such positions or to terminate employment of a Ministerial Staff member upon recommendation of the Personnel Committee, such termination being immediate, and the compensation conditions being the same as for the Pastor, except that the amount shall relate to the individual's compensation.

Non-Ministerial Staff members shall be employed as the church determines the need for their services. The Church Personnel Committee shall have the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the church.

Section 4. The church shall elect Deacons by ballot at regular or special business meetings of the church. A majority of all votes cast shall elect. Any member can nominate a person for this office. There will be a screening committee of five church members appointed by the Committee on Committees to determine the eligibility of the nominees according to the criteria in Article VIII, Section 6, and if they desire to serve. After the screening, these men will be put on a ballot and the church will vote for the desired number by secret ballot.

Section 5. Deacon Rotation. The Deacons elected shall be in three groups. One group shall be elected for a period of three years; one group or one-third of the number, shall be elected for a period of two years; and one-third for one year. Thereafter, one-third of the number of the deacons shall be elected each year at the annual election of church officers for a period of three years, subject to re-election. The one-third that is rotated off will not be eligible for re-election for a period of one year.

Section 6. Spiritual Qualifications of Deacons.

The spiritual qualifications are as follows:

1. "Good Report." Acts 6:3. Character above reproach both within and without the church.
2. "Full of the Spirit." Acts 6:3. Bearing the fruit of the Spirit as described in Galatians 5:22, 23.
3. "Wisdom." Not of this world but spiritual wisdom in dealing with other people.
4. "Grave." 1 Timothy 3:8. Serious-minded.
5. "Not Double Tongued." 1 Timothy 3:8. Reliable, dependable. Not a liar or two-faced in any sense of the word.
6. "Not Given to Much Wine." Sober; temperate in all things.
7. "Not Greedy of Filthy Lucre." Not covetous. Generous, liberal, and a good steward of his money.
8. "Holding the Mystery of Faith in a Pure Conscience." A truly regenerated man, living a godly life.
9. "First be proved." Tried with other responsibilities in this or some other church of same faith and order.
10. "Wives must be grave, not slanders, sober, faithful in all things." 1 Timothy 3:11.
11. "Ruling their children and their own houses well." 1 Timothy 3:12. If unable to set example in home life would not be able to in church life.
12. "The husband of one wife." 1 Timothy 3:12. Deacons may not be divorced.

Section 7. Duties of Deacons.

In accordance with the meaning of the work and the practice in the New Testament, Deacons are to be Servants/Leaders of the church. Their task is to serve with the Pastor and Staff in performing the pastoral ministry tasks of:

1. Leading the church in the achievement of its mission.
2. Proclaiming the gospel to believers and unbelievers.
3. Caring for church members and other people in the community.
4. Assisting the Pastor in administering the Lord's Supper.

Section 8. Church Clerk.

The church shall elect annually a clerk as its clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the church except as otherwise herein provided. All church records are church property and shall be kept in the church office.

Section 9. Church Treasurer.

The church shall elect annually a church treasurer as its financial officer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the

treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month. The treasurer's report and records shall be audited annually by an Auditing Committee or public accountant. The treasurer shall be bonded the church paying for the bond.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as a part of the permanent records of the church.

Section 10. Trustees.

The church shall have three Trustees. The Trustees may be active or inactive Deacons and selected annually by the Deacons.

Section 11. Qualifications of Trustees.

In addition to possessing the qualifications of Deacons in Article VIII, Section 6, Trustees shall be Senior Deacons over the age of fifty-five (55) years having served as Deacon for nine (9) or more years.

Section 12. Duties of Trustees.

They shall hold in trust the Church property. Upon a specific vote of the Church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any Church property. When the signatures of Trustees are required, they shall sign documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to Church-approved matters.

The Trustees shall provide a wider base of counsel to the Pastor and Ministerial Staff in determining the effectiveness of programs, committees, activities and serving as a liaison between Pastor, Ministerial Staff and the congregation. The Trustees may be called upon by the Church body to evaluate and hold the Pastor accountable to uphold responsibilities in Article VIII, Section 2. The Trustees shall have authority to temporarily suspend the Pastor or a member of the Ministerial Staff who becomes incapacitated, spiritually unqualified, or if an inability to serve is established by the majority vote of the Trustees. Any accusation against the Pastor or Ministerial Staff must be in accordance with Scripture (I Timothy 5:18-20). The suspension shall remain intact pending formal affirmation of the charges by the eligible members of the congregation as provided in Section 2 above.

A Trustee who becomes incapacitated, spiritually unqualified, or is unable to serve may be suspended or removed by a majority vote of the Deacons. Such suspension or removal will be reported to the Pastor, Ministerial Staff and the Church body.

Article IX

Church Ordinances

Section 1. Baptism.

This church shall receive for baptism any person who has received Jesus Christ as Savior by a personal faith, who professed Him publicly at any worship service and who indicates a commitment to follow Christ as Lord.

1. Baptism shall be by immersion of water.
2. The Pastor, or whomever the church shall authorize, shall administer baptism. The Baptism Committee shall assist in the preparation for, and the observance of baptism.
3. Baptism shall be administered as an act of worship during any worship service of the church.
4. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Pastor and/or staff or deacons. If negative interest is ascertained by the part of the candidate, he or she shall be deleted from those awaiting baptism.

Section 2. The Lord's Supper.

The church shall observe the Lord's Supper at least quarterly. The Lord's Supper will be held the first Sunday of the quarterly, unless otherwise scheduled by the church. The observance shall alternate between the morning and the evening services or worship.

Article X

Meetings of the Church

- Section 1. The church shall meet regularly every Lord's day for the public worship of the Holy God and the proclamation of the gospel of our Lord Jesus Christ.
- Section 2. A regular weekly meeting shall be held on Wednesday nights which will include activities deemed necessary by the church. A strong emphasis will be placed upon prayer.
- Section 3. The church shall hold regular business meetings monthly. Reports of all officers, committees and organizations of the church shall be submitted to the church at these business meetings.
- Section 4. Special or emergency meetings may be called by the Pastor of the church; or in case of his resignation, absence, or refusal to act, the Deacon Chairman or by a majority of the deacons. Any Sunday or Wednesday service shall constitute a meeting capable of dealing with the current items of business relative to the operation of the church.

Article XI

Rules Governing Business Meetings

- Section 1. The Pastor or the Chairman of the Deacons or in his absence the Vice-Chairman shall call the meetings to order and preside according to the parliamentary rules of Roberts' Rules of Order, revised.
- Section 2. It shall be the duty of the moderator to keep order; state and explain propositions.
- Section 3. All questions should be decided by the vote of a majority, except the cases mentioned in other sections of these By-Laws and Rules.

Article XII

Standing Committees and Temporary Committees

Section 1. **Standing Committees**

- A. Standing Committees will be elected annually. Unless otherwise provided herein, each committee will have the number of persons as specified in Section 2 below. Rotating Committees will serve on a three-year rotation system with one-third of the committee to be elected each year. Non-Rotating committees will serve as specified below. No rotating member on a committee will serve more than three consecutive years. Unless otherwise provided herein, no person shall serve on more than one standing committee at one time. The Nominating Committee members will serve their terms commencing upon their election at the annual business meeting held in April each year; all other committee terms will be January 1 to December 31.
- B. Prior to August 31 each year, the Nominating Committee shall present the names of persons selected, interviewed, and enlisted as church program organizational leaders and teachers. A majority vote of those persons voting will be required for election.
- C. The Standing Committees of the church shall be:

Rotating Committees

Baptismal Committee
Bereavement Committee
Budget/Finance Committee
Bus, Van, Transportation Committee
Committee on Committees
Counting Committee
Flower Committee
Lord's Supper Committee
Nominating Committee
Personnel Committee

Non-Rotating Committees

Building/Maintenance Committee
Children's Committee
Church Council Committee
Communication Committee
Kitchen Committee
Membership Committee
Music Council Committee
Nursery Committee
Screening Committee
Usher Committee

Youth Ministry Council Committee

Section 2. Roles and Functions of Standing Committees

A. **Baptismal Committee.**

Membership and Term of Office:

The Baptismal Committee shall be elected annually which shall consist of six (6) persons; three (3) men and three (3) women. Members of this committee will serve on a three year rotation and shall rotate such that three (3) men and three (3) women are members.

Responsibilities:

1. Meet with the candidates and the pastor for instructions prior to each baptismal service.
2. Assist the candidates before, during, and after the baptism.
3. Assist the pastor in any way requested.
4. Clean and maintain the baptismal garments and towels as needed.

B. **Bereavement Committee:**

A Bereavement Committee shall be elected and shall consist of at least (6) members. This committee assists church members during times of special needs; when there is a death in the church member's family. It assists in preparing food and in organizing any church reception after funerals or memorial services.

C. **Budget and Finance Committee:**

Membership and Term of Office:

Members of the committee shall consist of the Treasurer, who shall serve as Chairman, the Minister of Music/Education, Minister to Students, Chairman of Deacons, and Directors of the church educational and missions' organizations. In addition, the Committee on Committees will recommend three (3) members elected at-large that shall serve on a rotational basis. All other members of this committee shall not rotate but shall serve as virtue of their position. Committee membership shall elect their vice-chairperson and secretary each year prior to February 1. The budget will be presented to the church at a Wednesday night business meeting for any changes and presented for church adoption on the following Sunday. Sufficient notice will be given to the church that this action will be taken.

Responsibility:

1. Consider all requests for expenditures for budget items when money is not currently available in any given section.

2. Hear requests for extra-budgeting financial expenditures and budget revisions and make recommendations as necessary to the church.
3. Advise the church on financial undertakings as to soundness and effect on financial structure and credit standing of the church.
4. Review the monthly financial report submitted by the Treasurer, which report will subsequently be presented to the church at their monthly meeting. Make any recommendations necessary.
5. Consider all requests to receive additional special offerings and make the recommendations.
6. Provide for an annual audit of all church financial records and books.
7. Estimate anticipated income based on previous year's income, prevailing economic conditions, past year's giving record of membership and anticipated plans for its growth.
8. Develop and recommend stewardship development plan. Develop an annual unified church budget to be voted on by the church.

D. Building/Maintenance Committee:

Membership and Term of Office:

The committee shall consist of six (6) members to be elected annually. The committee shall elect their vice-chairperson and secretary by February 1.

Responsibilities:

1. Be responsible for the safe-keeping, protection, maintenance, and repair of the buildings, grounds, operating facilities, and attached equipment including heating, cooling, and lighting.
2. Be responsible for seeing that all the equipment is properly operating.
3. Make recommendations or take actions should emergency necessitate, regarding: replacement of worn out times of equipment, landscaping and care of grounds, maintenance of safe conditions, parking facilities.
4. Prepare an annual budget and recommend it to the Budget and Finance Committee.
5. Keep an inventory of all church furnishings on file.

E. Bus, Van, Transportation Committee

A Bus, Van and Transportation Committee shall be elected each year and will consist of at least six (6) members. This committee is responsible for the routine maintenance and repair of the church vehicles and is charged with making recommendations to the church in the event major maintenance or repairs or replacement of a vehicle becomes necessary.

VAN OPERATIONS GUIDELINES

- All uses of the church vans/buses must be approved and cleared on the calendar in the church office, so as to avoid scheduling conflicts. Use of a church vehicle will be by first-come reservations only.
- Any group/department that uses the vans for their various activities must be responsible for refueling (fill-up), cleaned inside and out, (all trash removed, carpet vacuumed, and outside washed) before returning them to the location designated for them.
- All drivers of church vehicles must be approved by the Church Office and on the church's insurance policy.
- Passengers in the church vehicle(s) must never exceed the maximum legal passenger limit.
- Any mechanical problems or damage to the church vehicle(s) must be reported as soon as vehicle is returned.
- Church vehicles must be returned promptly following outings.
- Church vehicles may not be used for personal transportation.
- Any groups borrowing the vans, other than First Baptist Church group, would have to be approved by the Bus, Van, and Transportation Committee and cleared with the Church Calendar.

F. Children's Ministry Committee:

Membership and Term of Office:

The Children's Committee shall be composed of the Sunday School Children Department Directors, R.A. and G.A. Leaders, Mission Friends Director, and Nursery Coordinator. The chairperson shall be elected by the Committee on Committees each year to serve as such for one (1) year. Committee membership shall elect their vice-chair and secretary each year by February 1.

Responsibilities:

1. Serve as advisory committee to the Director of Children's Work in helping plan all policies, programs and ministries for the elementary age children of the church.
2. Study and assist in securing leadership for the various areas within the ministries with children.
3. Give guidance in planning and scheduling special opportunities with parents and workers to strengthen both the home and church.
4. Promote and publicize the children's ministry to the general church membership.
5. Recommend needed changes in equipment, personnel, etc.
6. Prepare an annual budget for recommendation to the Budget and Finance Committee.
7. Coordinate all activities on the master calendar in the church office.
8. Promote programs that reach out to the lost and unchurched in the community.

G. Church Council Committee

Membership and Term of Office:

Because of the unusual nature of and responsibilities of the Church Council, its membership and term of office shall fall outside the regular church committee policy. The Church Council shall be composed of the Pastor (who serves as chairman), Minister of Music/Education, Minister to Students, Director of Children's Work, Chairman of Deacons, Sunday School Director, Discipleship Training Director, Director of WMU, Director of the Brotherhood, Treasurer, Chairman of Kitchen Committee, and Church Clerk to serve as Secretary.

Responsibilities:

1. Outline and propose a program of evangelism, training, teaching, and enlistment for the church.
2. Outline a church calendar of activities for accomplishing these objectives.
3. Coordinate all church program ministries and activities.
4. Evaluate the results of all programs, ministries, and activities and be prepared to recommend changes where needed.
5. Recommend activities and procedures to the church program organizations and then it will become the privilege and responsibility of the head of the organization or chairperson of the church committee related to such activity to carry out the program.

H. Committee on Committees:

Membership and Term of Office:

The Committee on Committees shall be elected annually at the business meeting in June. The Committee members and its Chairman shall be nominated by the Nominating Committee. This committee shall consist of six (6) members who will serve on a three-year rotation system with one-third to be elected each year. Vacancies on the committee are to be filled in thirty days. All church committee members shall be members of First Baptist Church.

The Committee on Committees recommends the Chairperson for each committee of the church unless otherwise noted. The Chairperson is elected for one-year term. At the first committee meeting, the committee shall elect a Vice-Chair and Secretary. Vacancies which occur in any committee during the year shall be filled by recommendation to the church by the Committee on Committees at any regular monthly business meeting.

The Committee on Committees shall resolve any questions of authority, purpose, duty, or responsibility of the church committees.

Responsibilities:

1. The primary responsibility of this committee is to select, enlist, and nominate persons to serve on church committees for church approval.

2. Survey the congregation about gifts and interests.
3. Select committee members to ensure a balance of representation.
4. Enlist committee members.
5. Review the number and kinds of committees and the job description of each.

I. Communications Committee:

Membership and Term of Office:

A Communication Committee shall be elected annually which will consist of not less than four (4) members. It shall be their responsibility to maintain and operate all church audio/visual equipment.

Goals:

1. To improve sound and video quality for the church at reasonable cost to the church.
2. To instruct each member of this committee as to the duties required, so as to improve our efforts.
3. To work together in harmony, so as to please the Lord.

Audio: Sunday AM Duties:

1. Place sound equipment in the green room and the Adult III men's class (downstairs). Pick-up equipment and store back in the sound room following the AM service. Also, check equipment in Fellowship Hall.
2. Check hearing receiver and III lapel microphone batteries.
3. Place hearing receivers in foyer prior to service.
4. Place III lapel microphone in designated place or give to the AM speaker. Return hearing receiver and III lapel to sound room after close of the AM service.
5. Check order of service and special needs with Minister of Music.
6. Prepare microphone(s) for special music and functions.
7. Check tape or CD levels with vocalist(s) prior to service at appointed time by Minister of Music.
8. Prepare master (blank) copy for today's service and try to have blank cassettes ready for PM crew.
9. Operate the sound system during service, so as to provide a good, comfortable listening level to the congregation and to the hearing impaired.
10. Try to operate the equipment in a professional manner.

Sunday PM Service

1. Have sound equipment on at scheduled time if not already on by Minister of Music.
2. Check with Minister of Music on order of service and special needs.
3. Have vocal tape or CD levels checked out prior to service at scheduled time.
4. Place hearing receivers in foyer and III lapel microphone in pre-designated place. Return to sound room.

5. Operate sound equipment in a manner during service so as to please congregation and hearing impaired.
6. Make tape copies (cassettes) as to number required and place them on secretary's desk.

J. Counting Committee

Procedure of Operation:

1. At the conclusion of any service where an offering is collected, all of the offering is placed in locked bank bag(s) and taken by 2 Deacons directly to the bank and dropped in the night drop box.
2. On the following Monday morning, the Financial Secretary, one of the Trustees and Ms. Myra Lancaster are given a room at the bank to open and count the offering.
3. All three of the above count the offering. If all three counts do not match a second set of counts is done, until all match.
4. Amounts written on envelopes are verified to match offering amounts. The Financial Secretary retains the envelopes and uses them to record the giving amounts for individual members for tax purposes.
5. The offering is given to a bank teller who counts it again and makes a deposit to the Church account.

K. Flower Committee

Membership and Term of Office:

A Flower Committee shall be elected annually which will consist of six (6) members. They will serve on a three-year rotation.

Responsibilities:

1. Recommend policies and procedures for acquiring, arranging, and disposing of flowers for congregational services.
2. Recommend policies related to providing flowers for sick and bereaved members.
3. Work with the budget planning section of the stewardship committee or the budget planning committee in requesting the flower committee budget.
4. Acquire, place, and dispose of flower arrangements.

L. Kitchen Committee

Membership and Term of Office:

The Kitchen Committee shall be composed of at least six (6) members elected to the church annually. The chairperson shall be elected by the Committee on Committees each year to serve as such for one (1) year. Committee membership shall elect their vice-chair and secretary.

Responsibilities:

1. Regulate the operation of the kitchen and dining rooms in accordance with the church policies of operation.
2. In consultation with appropriate staff members prepare a recommended budget for the committee function and present it to the Budget and Finance Committee. This shall include proposals for purchase of new equipment.
3. Coordinate all church-wide functions to be held in the kitchen and fellowship hall.

M. Lord's Supper Committee

Membership and Term of Office:

The Lord's Supper Committee shall be composed of six (6) members who are elected annually. They will serve on a rotation basis.

Responsibilities:

Prepare the table prior to the observance. This includes:

- A. Arranging for the Manager of Food Service to order bread and grape juice.
- B. Preparing of the bread.
- C. Preparing of the trays and plates.

N. Membership Committee

The Membership Committee shall consist of the Pastor and any active deacon of First Baptist Church. The purpose of the Membership Committee is to meet with candidates for membership to determine whether or not such a candidate would qualify for membership under Article V, Section 1 of the By-Laws. The committee will ensure that the procedures set forth in Article, Section 2 (A.1.) are followed.

O. Music Council Committee

Membership and Term of Office:

The Music Council shall be composed of the Music Minister (who will serve as chairperson), and pianists and organists of the church.

Responsibilities:

1. Assist in developing the music program of the church and work with them on plans, procedures and programs.
2. Determine need for, and recommend the procurement and maintenance of musical instruments.
3. Prepare an annual budget and recommend it to the Budget and Finance Committee.

P. Nominating Committee

Membership and Term of Office:

A Nominating Committee shall be elected annually at the business meeting in April. The existing Nominating Committee will recommend the names of the new committee members. This committee of six members shall first nominate the incoming Sunday School Director and Discipleship Training Director, who, upon election shall become members of the regular Nominating Committee, making a total of eight. The Sunday School Director and The Discipleship Training Director shall serve for one year terms beginning the regular business meeting in April and ending March 31 and neither director shall serve on a three-year rotation. All other members of the Nominating Committee will serve on a three-year rotation system with one-third to be elected each year. Vacancies on the Nominating Committee are to be filled in thirty days. Nominations will be made by the remaining committee members for the approval by the church.

The committee shall prayerfully consider the leaders for each position the committee is responsible to fill. The committee will advise the nominee of his or her responsibilities and secure permission to place his or her name for nomination. A list of nominations shall be distributed to the church for approval by the business meeting in August.

In case of a vacancy in any church program organizational leadership position or teaching position, the Nominating Committee will nominate someone to fill such vacancy. The person nominated shall be presented for approval after a regular or special business meeting.

It shall be the duty of the Nominating Committee to make nominations for the Church Treasurer and the Church Clerk.

Responsibilities:

1. Select, interview, and enlist church program organizational leaders, church emphasis program leaders, and general officers.
2. Screen and approve volunteer workers before they arrive to serve.
3. Distribute the most capable leadership among the most pressing needs of the church.
4. Assist in discovering and enlisting persons to fill leadership positions.
5. Devise methods of discovering potential leaders and the gifts and abilities of church members.
6. Present the names of volunteer workers to be elected by the church.

Q. Nursery Committee

Membership and Term of Office:

A Nursery Committee shall be elected each year and will consist of at least six (6) members to include the Nursery Coordinator, Nursery Department Sunday School

Director, Nursery Department Discipleship Training Director, Extended Session Leader and two (2) parents of nursery age children. This committee shall be responsible for planning, coordinating, and implementing nursery services and activities for children during services and meetings of the church.

Responsibilities:

1. Recommend and publicize nursery policies and procedures.
2. Recommend the purchase of furnishing and supplies.
3. Coordinate space assigned to nursery work.
4. Select, train, and supervise nursery teachers.
5. Coordinate all activities and ministries of the various church organizations as they relate to the nursery.

R. Personnel Committee

Membership and Term of Office:

This committee shall consist of six (6) members. They will serve on a three (3) year rotation system with one-third of the committee to be elected annually. No two members of the same immediate family shall serve on the committee.

Responsibilities:

Its primary responsibility is to survey the need for additional non-ministerial staff positions. The Personnel Committee will advertise vacancies and will screen applicants. It will provide the Pastor with an appropriate number of applicants to interview. The Pastor will present his recommendation to the Personnel Committee.

The responsibilities of this committee shall fall in three (3) major areas: employment, salaries, and employee benefits.

EMPLOYMENT

1. In consultation with the staff members directly affected by each personnel position; this committee shall have the authority to employ and discharge all personnel except the Pastor and ministerial staff. Such employment and termination of service shall be with the recommendation of the supervising staff member and, as appropriate with the consultation of related committees of the church. Should the Personnel Committee dismiss an employee, benefits due to the employee, such as accrued vacation, etc., shall be paid per accumulation. This is to be done in the framework of the approved budget.
2. Following employment, this committee should assist in placing the new staff member on the job. In order to be consistent in employment practices this committee shall use a written application form and means whereby references can be checked.

SALARIES

- 1 To aid in salary recommendations this committee shall formulate and maintain

a written description of each position on the church staff describing the major duties assigned to that position.

2. This committee shall design a program of salary administration and make annual recommendations to the Budget and Finance Committee.

EMPLOYEE BENEFITS

1. A program of employee benefits shall be recommended by this committee. This is to include such things as retirement, pension plan, vacation, holidays, other time off, hospitalization, and life insurance, etc.
2. Eligibility for benefit—shall be clearly stated as policy.

The authority vested in this committee shall limit the authority of any and all other committees regarding personnel.

S. **Deacon Screening Committee**

Membership and Term of Office

The Deacon Screening Committee shall be composed of at least five (5) members with at least one deacon as a member. Committee members shall be elected annually and within the committee elect their vice-chairperson and secretary by February 1.

Responsibilities:

1. Survey the church membership for nominations for deacons.
2. Determine eligibility of deacon nominees.
3. Determine, once eligible, if nominees would like to serve.
4. Place eligible, willing nominees on a ballot to present to the church on a regular or special called business meeting for election by secret ballot.

T. **Security Committee**

Membership and Term of Office

Four teams of at least two persons each, to be elected annually. The chairperson shall be nominated each year by the Committee on Committees. Committee membership shall elect their vice chairperson and secretary each year by February 1.

Responsibilities:

1. Monitor the hallways
2. Secure parking lots
3. First responder for medical emergencies
4. Assist with church lock-up

U. **Usher Committee**

Membership and Term of Office:

The Usher Committee shall be composed of at least six (6) members. They will operate on a three (3) year rotation with one-third of the committee being elected annually. The chairperson shall be nominated each year by the Committee on Committees to serve as such for one (1) year. Committee membership shall elect their vice-chair and secretary each year by February 1.

Responsibilities:

1. Enlist and train ushers and greeters to serve at all services of the church.
2. Assure that the auditorium is in comfortable physical order before each service.
3. Check to make sure offering plates, orders of worship, and other needed aids and supplies are in their proper place.
4. Greet people and provide each person with a bulletin.
5. Create an atmosphere of genuine welcome and concern for all attending the services.
6. Seat people according to their wishes or as seats are available.
7. Take care of reserved sections for special guests.
8. Provide visitor cards to visitors as requested.
9. Be attentive to the needs of persons during the services. Maintain proper temperature controls.
10. Give direction and answer questions as needed.
11. Greet the people at the close of the service. Introduce visitors to leaders and members nearby.

V. Youth Ministry Council Committee

The Youth Ministry Council will consist of up to twenty-one (21) members and will be composed of youth and adults. Their primary responsibilities include coordinating all activities on the master calendar and promote programs which reach out to the lost and unchurched youth.

Membership and Term of Office:

The Youth Ministry Council Committee shall be composed of up to twenty-one (21) members and will be composed of youth and adults. The Minister to Students will serve as Chairman. The committee will nominate a vice-chair and secretary each year.

Responsibilities:

1. Serve as advisory committee and help plan all programs and ministries for the youth of the church.
2. Supervise and provide chaperones for youth functions as requested.
3. Promote and publicize the youth activities of the church.
4. In consultation with the Minister to Students prepare an annual budget and recommend the budget to the Budget and Finance Committee.

5. Evaluate the previous year's youth ministry, determining its strengths and weaknesses, determining priorities to meet goals that enhance the youth ministry.
6. It shall coordinate all activities on the master calendar and promote programs which reach out to the lost and unchurched youth.

Section 3. Temporary Committees

A Temporary Committee may be appointed by the moderator at any regular or called business meeting. Guidelines for the committee will be given when the committee is formed. The committee will function until their assignment is completed, even if a new church year begins during their work.

Article XIII

Church Operations Manual

A special committee of the church shall develop a Church Operations Manual to include church policies and procedures and organization charts depicting lines of responsibility in the administration of the church. The manual shall be kept in the church office and made available for use by any member of the church. The Church Secretary shall maintain the manual. The Church Council or special committee shall review the manual at least annually, with authority to recommend changes for the church to consider. Any church member or church organization may initiate suggested changes in the manual.

Article XIV

Representation in Association

Once each year, a Messenger shall be appointed to represent the church in the association, whose duty it shall be to furnish to the association, a statement of the condition of the church, including its membership, additions, financial progress, etc.; to faithfully represent the desires of the church; and to cooperate with the other Messengers of other churches in advancing the cause of Christ.

Article XV

Licensing and Ordaining

- Section 1. Any male member, who in the judgment of the church, gives evidence of his piety, zeal, and aptness to teach, that he is called of God to the work of the ministry may be licensed to preach the gospel of Jesus Christ, provided three-fourths of the members present at any regular or called meeting for that purpose shall agree thereto.

Section 2. If the church decides that one of its licensed preachers possesses the scriptural qualifications for full ordination, it shall call a council of ordained ministries to examine the qualifications of the candidate and report their finding to the church. If the church decides by a vote by three-fourths of the members present that he should be ordained, it shall express the decision to the council which shall proceed with the ordination.

Article XVI

Missions and Benevolences

The church holds it to be its imperative duty to assist in making known the gospel throughout the world, and will maintain some system by which worldwide missions and benevolences may receive a share of support from tithes and offerings of the members.

Article XVII

Financial Operation of the Church

The offerings of the church shall be used as set forth in the annual budget. Any expenses for non-budgeted items more than \$300 must be presented to the church for approval.

Article XVIII

Amendments

Section 1. Any addition, subtraction, or change in these By-Laws will have to be presented at a regular business meeting and approved by two-thirds majority vote at the following regular business meeting.

Section 2. Upon approval, these By-Laws will supersede all procedures, rules, and regulations of First Baptist Church of Port St. Joe.

Section 3. These By-Laws will become effective immediately upon approval by the church.

These By-Laws, Rules, and Regulations were amended and adopted on **May 18, 2014** at a business meeting held at the First Baptist Church of Port St. Joe, Florida.

/s/ Charles T. Watson

Charles Temple Watson
Trustee

/s/ Robert L. Nobles, Jr.

Robert L. Nobles, Jr.
Trustee

/s/ William H. Ramsey

William H. Ramsey
Trustee