

FIRST BAPTIST CHURCH OF LINDALE  
Lindale, Texas

CONSTITUTION

PREAMBLE

We the people of this body of baptized believers, in order to form a more perfect union, do declare and establish this Constitution to preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

I. NAME

This body shall be known as the First Baptist Church of Lindale, located at Lindale, Texas.

II. OBJECTIVES

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ, with as many people as possible in our church, community, state and throughout the world.

To be a worshiping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man.

To be a church which ministers unselfishly to persons in the community and the world in Jesus' name.

To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality and possessions to the Lordship of Christ.

III. STATEMENT OF BASIC BELIEFS

We affirm the Holy Bible as the inspired and infallible Word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention in 2000. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Believer's Baptism and the Lord's Supper (see Bylaws).

FIRST BAPTIST CHURCH OF LINDALE  
Lindale, Texas

BYLAWS

ARTICLE I. CHURCH MEMBERSHIP

Section 1. – General

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 2. – Candidacy

Any person may offer himself as a candidate for membership in this church. It is the policy of this church to provide new member orientation classes as necessary. Those presenting themselves as members are expected to participate in the church's new member orientation. All such candidates shall be confirmed by the church at any regular members' meeting for membership in any of the following ways:

- (1) By profession of faith and for baptism according to the policies of this church.
- (2) By promise of a letter of recommendation from a Baptist or another Gospel and Word-centered church and statement of believer's baptism by immersion.
- (3) By statement of prior conversion experience and believer's baptism by immersion in a Baptist or another Gospel and Word-centered church when no letter is available.

Should there be any dissent as to any candidate, such dissent shall be referred to the Deacon Body for investigation and the making of a recommendation to the church within thirty days. A majority vote of those church members present and voting shall be required to elect such candidates to membership.

Section 3. – Watchcare Membership

Watchcare membership is similar to ordinary membership except that watchcare members are not able to vote or hold an elected office. The church at any regular members meeting shall confirm such candidates. Watchcare membership is designed for temporary residents.

The purpose of watchcare membership for temporary residents is to allow them to maintain partnership with their home church while partnering with FBC Lindale on a temporary basis. If church discipline is necessary (Article 1, Section 6), it will be carried out in conjunction with the individual's home church. This watchcare membership is limited to those who are here for a brief season of life (e.g. college, residential ministries, seasonal work assignments) and whose home church is located outside a reasonably commutable distance from FBC Lindale.

Temporary residents may become watchcare members if they are members in good standing of a Baptist or another Gospel and Word-centered church and agree to abide by the order and doctrine of FBC Lindale. They must attend new member orientation (Article 1, Section 2).

#### Section 4. - Rights of Members

Every member of this church is entitled to vote at all elections and on all questions submitted to the church in conference. All votes shall be by simple majority of all members present unless specific provisions have been made otherwise. Voting by proxy shall not be allowed.

Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church, provided the member meets the criteria for election as set forth in these Bylaws.

Every member of the church may participate in the ordinances of the church as administered by the church.

#### Section 5. - Termination of Membership

Membership shall be terminated in the following ways upon vote of church body:

- (1) Death of member
- (2) Dismissal to a Baptist or another Gospel and Word-centered church.
- (3) Exclusion by action of the church. (e.g., church discipline)
- (4) Erasure upon request or proof of membership in another church, or proof of union with another church who does not practice formal membership.
- (5) Erasure due to neglect of the covenantal commitment to “gathering faithfully unless providentially hindered.” (Potential providential hindrances may include health issues, missionary deployment, away college studies, and military deployments as determined by the church on a case-by-case basis.) The church policy “Reaching Out to Non-Attending Church Members” must be followed.

#### Section 6. - Discipline

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 pastors, 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 which would cause a member to become a liability to the general welfare of the church, the pastors and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. (see Article 1, Section 3 for watchcare members). If it becomes necessary for the church to take action to exclude a member, a majority vote of the members present 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 to membership any person previously excluded, upon request of the excluded person, and by majority vote of the members present upon evidence of the excluded person's repentance and reformation.

In the event the discipline matter involves a member under the age of 18, the pastors and deacons will work along with the parents to bring that child to repentance. Since the discipline of a child falls under the Scriptural authority of the parents (Deut. 6:1-7; Eph. 6:1-4), the church will not take action to remove such a person from membership.

## ARTICLE II. CHURCH GOVERNANCE

### Section 1. – Congregational Rule

Because God holds the church members ultimately accountable for the life of the church (e.g. 1 Corinthians 5:1-7, 2 Corinthians 11:4, Galatians 3:1-5, Revelation 2-3), the church members hold final authority in all church matters. Central to their responsibility is to call godly overseers to lead and shepherd the church and to call godly deacons to serve the church. The decision to call men to these offices should be made prayerfully, guided by the biblical qualifications for each office.

The church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as practical, this church shall cooperate with and support the local Association(s), the State Convention(s) and the Southern Baptist Convention.

The officers of this church shall be composed of the two biblical offices of overseers and deacons, the church ministerial staff, the moderator, the church clerk(s), the treasurer(s) and trustees.

### Section 2. – Biblical Offices

*Rationale* – The two church offices laid out in the Bible are overseer and deacon. Though the congregation maintains final authority, the overseers and deacons are called to lead and serve the church in their respective roles. We use the term “pastor” to refer to the biblical office of overseer. The Senior Pastor and Associate Pastors Constitute this Church’s pastors.

#### 1) Pastoral Office

- a. Biblical Definition – We take the offices of overseer and elder to be one and the same. In Acts 20:17-38, 1 Timothy 3:1-7, Titus 1:5-9 and 1 Peter 5:1-5, the biblical office of overseer is set forth. In accordance with the meaning of the word and the practice of the New Testament, overseers are to lead the church in pursuing Christ by devoting themselves to prayer, ministry of the Word (uniquely gifted in ability to teach and guard sound doctrine and also able to rebuke those who contradict it), shepherding the flock and equipping the saints to do ministry. At FBC Lindale, both the Senior and Associate Pastors meet the qualifications of and serve as overseers.

b. Biblical Qualifications – The qualifications for overseers are laid out in 1 Timothy 3:1-7 and Titus 1:5-9.

Senior Pastor

- i. Role – The Senior Pastor is to be the point person in leading the pastors to shepherd the members of FBC. He does so by providing oversight and direction to the church, ensuring that FBC remains unwaveringly governed by God’s Word, primarily through the public and private ministry of the Word. With the other pastors, he is to make sure that God’s Word governs everything at the church. He is also to mentor and direct the pastoral staff.
- ii. Selection – When the position of Senior Pastor is vacant, the church shall elect a Pastor Search Committee. Nominations shall be taken for two weeks prior to the meeting at which the committee is elected. All nominees who are willing to serve shall be placed on a secret ballot, with each member present voting for no more than seven. The seven nominees with the most votes will serve as the Pastor Search Committee. As soon as possible, the Pastor Search Committee will work in consultation with the associate pastors to bring recommendation to the church for filling the pulpit in the interim. The Pastor Search Committee will work in consultation with the associate pastors in search of a qualified candidate to fill the role of Senior Pastor. The committee shall bring to the consideration of the church only one name at a time, and its recommendation will constitute a nomination. The election shall take place at a meeting called for that purpose, of which at least one week’s public notice has been given. Election shall be by secret ballot with an affirmative vote of a two-third majority of the members present and voting being necessary for a call.
- iii. Termination – The Senior Pastor may relinquish his office by giving at least two weeks’ notice to the church at the time of his resignation. The church may declare the office of Senior 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 a majority of the active deacons or by written petition signed by not less than one fourth of the resident church members. The moderator for this meeting shall be designated by the members present by majority vote and he shall be someone other than the Senior Pastor. The vote to declare the office vacant shall be by secret ballot with an affirmative vote of a two-third majority of the members present and voting being necessary to declare the office vacant.

c. Associate Pastors

- i. Role – Associate Pastors are to come alongside the Senior Pastor to shepherd the members of FBC. They do so by providing oversight and direction to the church, ensuring that FBC remains unwaveringly governed by God’s Word, primarily through the public and private

ministry of the Word. With the Senior Pastor, they are to make sure that God's Word governs everything at the church.

- ii. Selection – The Senior and Associate Pastors, in consultation with the Personnel Committee and active deacons, shall bring to the church recommendations for this office. Their recommendation shall constitute a nomination. If the nomination would require a new paid position or additional salary, it must be approved by the Personnel Committee before it is brought to the church. Whether paid or unpaid, the candidate must be ordained according to the “Ordination Process for Pastors,” or must be previously ordained by a comparable process approved by the pastors. Election shall be by secret ballot with an affirmative vote of a two-third majority of the members present and voting being necessary for a call.
- iii. Termination – An Associate Pastor may relinquish his office by giving at least two weeks' notice to the church at the time of his resignation. Any two active members of FBC Lindale with reason to believe that an Associate Pastor should be dismissed should express such concern to the Senior and Associate Pastors and, if need be, to the congregation. Any such action shall be done in accordance with the instructions of our Lord in Matthew 18:15–17 and 1 Timothy 5:17–21. The meeting may be called upon the recommendation of a majority of the Senior and Associate Pastors, a majority of the active deacons and a majority of the Personnel Committee or by written petition signed by not less than one fourth of the active church members. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. An Associate Pastor may be dismissed by a two-third majority vote of the members present and voting.
- iv. Terms – Unpaid Associate Pastors may serve no more than three consecutive years and must then take a sabbatical year. After this sabbatical year, the church must reaffirm a candidate for reinstatement as an Associate Pastor, effectively beginning a new three-year term.

## 2) Deacons

- a. Biblical Definition – In Acts 6:1-7 and 1 Timothy 3:8-13, the biblical office of deacon is set forth. In accordance with the meaning of the word and the practice in the New Testament, deacons are to be servants of the church.
- b. Biblical Qualifications – The qualifications of a deacon are given in Acts 6:3 and 1 Timothy 3:8-13 (for clarification of these qualifications, see Deacon Policies and Procedures)
- c. Explained
  - i. Role – Deacons are to serve the church and enable the pastors to focus their attention on Word-ministry.
  - ii. Selection - The church shall elect new or previously ordained deacons, as needed, by secret ballot at a regular business meeting.

They shall be elected by a two-third majority vote of the members present and voting.

- iii. Sabbatical - Since men accept the call by the church body to the office of deacon, it is expected that deacons will serve continually until a need for change arises. When that situation arises, the deacon must submit a letter to the Chairman of the Deacons requesting a sabbatical which would result in moving into an inactive deacon status. At the next member's meeting, the church body will be informed of the deacon's request for a sabbatical. When the deacon desires to return to active deacon status, he must submit a written request to the Chairman of the Deacons. After review by the deacon body, the request will be presented to the church body by the Chairman of the Deacons with a recommendation for action.
- iv. Termination - If the pastors and deacons determine that a deacon has ceased to meet the biblical qualifications, the Deacon Officers shall give him the opportunity to resign. If he does not resign, the active deacon body may vote to recommend his removal as a deacon. The deacon body must then present the issue to the church body with their recommendation for action. The deacon may be removed by a two-third majority vote of the members present and voting.

### Section 3. – Ministerial Staff

- 1) Role – Ministerial staff are personnel who have been ordained or licensed to the ministry and are paid staff that assist the pastors with targeted areas in the shepherding and administration of the church.
- 2) Selection – The Personnel Committee, working closely with the pastors, recommends to the church the creation of new staff positions, the removal of existing staff positions, or substantive changes in an existing staff position. A job description shall be written when the need for a staff member is determined. No position is added or removed except at a church meeting by a majority vote of those members present and voting. The Personnel Committee, working closely with the pastors, shall bring nominees to the church to fill vacated or created positions. Nominees are called at a church meeting by two-third majority vote of those members present.
- 3) Termination – Ministerial staff can be terminated by resignation or dismissal. Dismissal can only come upon the recommendation of a majority of the pastors and a majority of the Personnel Committee, or by written petition signed by not less than one fourth of the active church members. The recommendation shall be given at a meeting called for that purpose, of which at least one week's public notice has been given. Ministerial staff may be dismissed by a two-third majority of the members present and voting.

## Section 4 – Non-Ministerial Staff/Functional Offices

*Rationale* – The Bible makes clear that all believers are to be using their gifts to serve the church. It is appropriate to formalize some of these areas of service as church offices, though it must be understood that they are functional offices and not biblical offices.

### 1) Non-ministerial staff

- a. Role – Non-ministerial staff are paid staff that assist the church with administrative and secretarial tasks.
- b. Selection – Within the parameters of the church-approved budget, the Personnel Committee is free to hire and adjust job descriptions of non-ministerial staff at their discretion. They should do so only with the input and approval of the pastors.
- c. Termination – Non-ministerial staff can be terminated by resignation or dismissal. Dismissal can only come by two-thirds vote of the Personnel Committee and with input and approval from the pastors.

### 2) Functional offices

- a. Selection/Termination – Non-staff offices are nominated by the Nominating Committee and elected annually by majority vote of members present and voting. If the Nominating Committee finds it necessary to remove someone prior to the completion of their year of service, the committee must present their recommendation to the church. The individual may be removed from their office by a simple majority vote of members present and voting.
- b. Moderator – The Senior Pastor shall serve as the moderator at all business meetings. Should he be absent or prefer not to serve as moderator, the pastor may relinquish that duty to the church-elected moderator. In the absence of both the Senior Pastor and the moderator, the chairman of deacons shall serve as acting moderator.
- c. Church clerk(s) – The clerk shall be responsible for keeping a suitable record of all official actions of the church. The clerk will work closely with the non-ministerial staff to insure all vital records are kept on file. An assistant clerk may assist the clerk.
- d. Treasurer(s) – 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 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 period. The actual maintaining of the financial records may be assigned to a financial secretary. The treasurer shall be familiar with procedures followed by the financial secretary. The treasurer should also determine each month that the bank statement and check book are in balance. The treasurer's report and records shall subject to an audit procedure no less than every other year. The church may elect annually an assistant treasurer to perform the duties of the treasurer if needed.



Upon rendering the year-end report and its acceptance by the church, the financial records shall become a part of the permanent records of the church.

- e. Trustees – There shall be three or more trustees to serve as the legal officers of the church. They shall hold in trust the church property. Upon specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease or transfer any church property and to sign any legal document involved in any such action.

## Section 5 – Church Committees

### 1) Basic Framework

- a. Rationale – God has designed the whole body of Christ to serve one another in love (Ephesians 4:11-16), and every believer has a priestly function (1 Peter 2:9-11). Thus, when a pastor or minister is unable to give direct oversight to a ministry area, it is appropriate for godly, gifted church members to come alongside a pastor or minister to help give oversight.
- b. Accountability – A committee is created by vote of the church and is therefore accountable to the church. Any committee has no more authority than specifically granted by the church as outline in the committee’s job description. In order to accomplish their duties, appropriate authority and freedom must be given within their area of work to act according to their best judgment.
- c. Leadership – Since committees function to assist the pastors and ministers in giving direct oversight to operational ministry areas, it is deemed best that committees should be chaired by a deacon, unless the committee is best served by having a woman chair, in which case she should meet the qualifications of a deacon’s wife (1 Timothy 3:11).

### 2) Standing Committees – The standing committees of the church are: Budget and Finance, Building and Grounds, Committee on Committees, Nominating, and Personnel.

- a. Role – The makeup, duties and responsibilities of each standing committee are contained as an addendum to these Bylaws.
- b. Selection – All members of standing committees, with the exception of the Committee on Committees, shall be nominated by the Committee on Committees and elected by the church. All members of the Committee on Committees shall be nominated by the Nominating Committee and elected by the church. Every effort should be made to discourage the selection of husband and wife to serve together on standing committees. Every effort should also be made to recommend committee members for service on only one standing committee at one time.
- c. Term - The standard term for a standing committee is three years, with a third of the members, who are subject to mandatory rotation, rotating off each year. An exception to this is when someone is elected to fill an unexpired term. For rotation purposes, each committee’s term will begin on October 1 and end on September 30.

- d. Makeup – Each standing committee will have seven total members – six members subject to mandatory rotation plus a chairman. The chairman may rotate off of the committee but is not required to do so. All of the members of the committee (including the chairman) must be nominated by the appropriate committee annually and approved by the church annually.
- 3) Non-standing Committees – When a need arises, a non-standing committee can be created by vote of the church. Non-standing committees will remain as long as the need remains. Five years after their creation, non-standing committees must be reaffirmed by vote of the church.
- a. Role- The makeup, duties and responsibilities of the committee must be voted on at the time of their creation. The church office must maintain a record of all current non-standing committees, their makeup, duties and responsibilities.
  - b. Selection – Non-standing committees whose members are actively involved in notable decision-making must have committee policy requiring these members to be nominated by the Committee on Committees and elected by the church. All other non-standing committees shall have a chairman nominated by the Committee on Committees and elected by the church. Each non-standing committee can have as many members as needed to fulfill its duties.
  - c. Term- There are no term limits for those serving on non-standing committees.

Each committee is authorized to expend allocated budget monies as approved by the church. However, each committee should work in accordance with the Church Administrator and/or church Treasurer to assure funds are available. The budget and Finance Committee may approve expenditures that exceed any approved budget line item up to 10% but no greater than \$2,500.00. If the expenditure exceeds both the approved budget line and does not meet these requirements, it must be brought back to the church for authorization.

### ARTICLE III. CHURCH PROGRAM ORGANIZATIONS

The church shall maintain programs of Bible teaching; church member training, church leader training, new member orientation; mission education, action and support; and music education, training and performance. All organizations related to the church programs shall be under church control, all officers being elected by the church and reporting regularly to the church, and all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources and the financial resources for the appropriate advancement of these programs.

- (1) The Sunday school shall be the basic organization for the Bible teaching program. The Sunday school shall be organized by departments and/or classes, as appropriate for all ages and shall be conducted under the direction of the Sunday School Director elected by the church and the church staff member assigned to that program.

- (2) The church training organization shall serve as the training unit of the church. Its tasks shall be to train church members to perform the functions of the church, train church leaders, orient new church members, teach Christian theology, Christian history and church policy and organization.

Church Training shall be organized by departments for all ages and conducted under the direction of a general director elected by the church and the church staff member assigned to that program.

- (3) Women's Missionary Union shall be the mission education, mission action and mission support organization of the church for women, young women, girls and preschool children. Its tasks shall be to teach missions, engage in mission action and support world missions through praying and giving. Women's Missionary Union shall have such officers and organizations as the program requires.
- (4) Baptist Men shall be the church's organization for mission education, mission action and mission support for men, young men and boys. Its tasks shall be to teach missions, engage in mission action and support world missions through praying and giving. Baptist Men shall have such officers and organizations as the program requires.
- (5) The Church Music organization, under the direction of the church elected music director, shall be the music education, training and performance organization of the church. Its tasks shall be to teach music, train persons to lead, sing and play music and provide music in the church and community. The Church Music program shall have such officers and organizations as the program requires.

#### ARTICLE IV. CHURCH PROGRAM SERVICES

The church shall maintain media center services and recreation services for the purpose of enriching and extending the ministries and programs of the church.

- (1) Media Center Service will be the resource center for the church. Its personnel will seek to provide and promote the use of printed and audio-visual resources.
- (2) The Church Recreation Service will seek to meet the recreational needs of members and groups. Its personnel will provide recreation activities, consultation, leadership assistance and resources.

#### ARTICLE V. CHURCH ORDINANCES

##### Section 1. - Baptism

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

- (1) Baptism shall be by immersion in water.

- (2) The pastors or whomever the church shall authorize, shall administer baptism.
- (3) The deacons shall assist in the preparation for and the observation of baptism.
- (4) Baptism shall be administered as an act of worship during any worship service of the church.
- (5) A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastors and/or staff or deacons. If the candidate shows no interest or negative interest, he shall be deleted from the list of those awaiting baptism.

#### Section 2. - The Lord's Supper

The church shall observe the Lord's Supper at such time as the observance shall be called by the pastors, usually at least once per quarter. The observance shall be either at the morning or evening worship service. The pastor and deacons shall administer the Lord's Supper with the deacons being responsible for the physical preparation.

### ARTICLE VI. CHURCH MEETINGS

#### Section 1. - Worship Services

The church shall meet regularly each Sunday morning, Sunday evening and Wednesday evening for the study and worship of God's Word. Prayer, praise, preaching, instruction and evangelism shall be among the ingredients of these services. The pastors shall direct the services for all the church members and for all others who choose to attend.

#### Section 2. - Special Services

Revival services and any other church wide meetings essential to the advancement of the church's objectives shall be placed on the church calendar.

#### Section 3. - Regular Business Meeting

The church shall hold regular business meetings four times each calendar year. They shall be scheduled on a Sunday evening as determined by the church.

#### Section 4. - Special Business Meeting

The church may conduct called business meetings at any worship service for the purpose of considering matters of a special nature and significance. When possible and practical, a one-week notice will be given for a specially called business meeting giving the subject, date, time and place.

#### Section 5. - Quorum

A quorum consists of those members present at the business meeting, provided it is a stated meeting or one that has been properly called.

#### Section 6. - Parliamentary Rules

"Roberts Rules of Order, Revised" is the authority for parliamentary rules of procedure for all business meetings of the church.

## ARTICLE VII. CHURCH FINANCES

### Section 1. - Budget

The Budget and Finance Committee, in consultation with the pastors and deacon officers shall prepare and submit to the church for approval a budget indicating by items the amount needed and sought for all local and other expenses. Offering envelopes will be provided for members use.

Once approved by the church, budgeted monies are authorized for expenditure. However, each committee/staff member should work in accordance with the Church Administrator and/or Church Treasurer to assure funds are available. The Budget and Finance Committee may approve expenditures that exceed any approved budget category up to 10% but no greater than \$2,500. If the expenditure exceeds both the approved budget category, and does not meet these requirements, it must be brought back to the church for authorization.

### Section 2. - Accounting Procedures

All funds received for any and all purposes for which the church shall issue a receipt shall pass through the hands of the church treasurer or financial secretary and be properly recorded on the books of the church. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Budget and Finance Committee.

### Section 3. - Support of Church

This church receives its financial support through the tithes and offerings of its members and friends. Special offerings are through designated accounts previously approved by the church. Certain special gifts may be provided to the church in the form of trusts, scholarships and/or real estate.

Tithes, offerings, designated funds or special gifts shall be given willingly from a joyful heart and shall be the property of this church without recourse.

### Section 4. - Fiscal Year

The fiscal year will run twelve months concurrently as determined by a church vote at the recommendation of The Budget and Finance Committee.

## ARTICLE VIII. 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 there by any member of this church. The church secretary shall maintain the manual and the deacons shall review the manual at least annually, with authority to recommend changes or additions for the church to consider.

Policies or Procedures may be added, revised or deleted by:

- (1) Recommendation of the church officer, committee, or organization to whose area of assignment the policy or procedure relates.
- (2) Written recommendation given to the deacons for review and approval.
- (3) If the deacons deem church approval to be necessary, the policies or procedures will not take effect until such approval is received at a Members Meeting.
- (4) Written copies of all policy and procedure changes approved by the deacons will be made available at the next Members Meeting. Failure to do so will result in the immediate reversal of those changes.

#### ARTICLE IX. AMENDMENTS

Changes in the Constitution and Bylaws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing at a previous business meeting (regular or special) and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Proposed amendments may be mailed to members provided they are mailed at least seven days in advance of the meeting that will include voting. Proposed amendments should be forwarded through the committee or church officer who will be affected by the amendment.

## COMMITTEE ON COMMITTEES

1. For standing committees, select, enlist and nominate all committee chairmen and members and present them to the church for approval.
2. For non-standing committees, select, enlist, and nominate all committee chairs and present them to the church for approval. Work with committee chairs in selecting their committee members. If a committee's policy requires it, additional committee members should also be nominated to the church for approval.
3. Recommend the deletion or creation of any new standing committees that it deems necessary in effectively carrying on the work of the church.
4. Review committee policies, procedures and duties, and make recommendations to the church.
5. Nominate personnel to fill all committee vacancies during the course of the year, subject to the approval of the church.

## BUDGET & FINANCE (STEWARDSHIP) COMMITTEE

1. The Budget and Finance Committee has the responsibility for developing the church budget.
  - a. Receive and evaluate budget requests from each area that expends funds.
  - b. Evaluate the giving record in order to ascertain the probable receipts.
  - c. With probable receipts and budget requests, develop the proposed budget and review with the pastors and deacon officers.
2. Monitor the approved budget during the year.
  - a. Make periodic checks (usually monthly) to determine that all line-item expenditures are within the approved budget.
  - b. Recommend any needed adjustments to the approved budget.
  - c. Determine availability of funds and make recommendations.
  - d. Develop and recommend to the church a program of giving to a fund for capital improvements and major repairs.
3. Promote stewardship throughout the year.
  - a. Channel stewardship materials and information to the appropriate organization and committee leaders.
  - b. Provide information on Christian wills and trusts and distribute to church members.
4. Monitor and determine optimum investment of trusts and other interest-bearing accounts and checking accounts.

## BUILDING & GROUNDS COMMITTEE

1. Inspect all church properties and maintain an inventory of all equipment.
2. Recommend to the Personnel Committee the need for custodial personnel.
3. Work closely with the church administrator in setting up schedules and supervision of all custodial and maintenance workers.
4. Develop and recommend maintenance and cleaning policies and procedures.
  - a. Include policies for weddings, use of kitchen facilities, use of facilities by non-church groups, opening and closing of buildings, and decorating the church for special occasions.
5. Develop and recommend an adequate insurance program to protect all buildings and equipment.
6. Prepare budget recommendations for Stewardship Committee.
7. Assist the church in determining space needs, equipment needs and adequate parking facilities.

## NOMINATING COMMITTEE

1. Select, enlist and nominate church program organization leaders and general church officers.
2. Screen, interview, enlist and nominate volunteer workers for the Sunday School and Church Training and present them to the church for approval.
3. To nominate individuals to fill vacancies occurring during the year in any of the above areas.
4. Maintain confidentiality of committee discussions.

## PERSONNEL COMMITTEE

1. Study and recommend the need for additional staff members, working closely with pastors in determining need.
2. Prepare and update position descriptions and organizational charts.
3. Recruit, interview and recommend new staff members.
4. Develop and recommend a salary program for the church including salaries, expenses, and benefits provided to the staff by the church.



5. Make recommendations to the Budget and Finance Committee for annual increases and benefits for church staff.
6. Develop and recommend personnel policies and procedures and develop a policy manual.
7. The Personnel Committee serves in an advisory capacity with the Senior Pastor or his designee to oversee the supervision of all pastors, ministerial staff, and non-ministerial staff.
8. When asked to do so, the Personnel Committee will arbitrate any unresolved problems between any of the church employees.
9. The Personnel Committee will serve in the role of the termination of any pastor, ministerial or non-ministerial staff as previously outlined in the bylaws.