

First Baptist Church of Gillette, Inc.  
Constitution and Bylaws

Date: \_\_\_\_\_

Signed by: Board of Trustees

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Signed by: \_\_\_\_\_

Clerk

## Document History

When a revision is made to this document, the revision status table below shall be updated in order to maintain an accurate document history. Upon approval, the document shall be signed by the Chairman of the Board of Trustees and the Clerk. The Clerk shall maintain and make available upon request a correct, signed, and current copy of this document.

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<b>Date</b>	<b>Description</b>
11/16/08	Numerous structural and other changes made to bylaws

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# First Baptist Church of Gillette Constitution

## PREAMBLE

We declare and establish this constitution to secure and preserve the principles of our faith, and to govern the body in an orderly manner according to the teachings of the New Testament.

## ARTICLE I. NAME

This body shall be known as the First Baptist Church of Gillette, whose primary meeting place is the junction of State Road 683 and the Moccasin Wallow Road, in Manatee County, Florida.

## ARTICLE II. OBJECTIVES

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

To be a worshipping 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 that ministers unselfishly to persons in the community and 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.

## ARTICLE III. INCORPORATION

The First Baptist Church of Gillette is incorporated in accordance with the laws of the state of Florida, and the handling of property shall be in accordance with its corporate charter. (A copy of the corporate charter is available in the church office.)

## ARTICLE IV. STATEMENT OF FAITH

The Holy Bible is the inspired word of God, and is the basis for any statement of faith. The church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963. We 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 Baptism and the Lord's Supper.

(The Baptist Faith and Message may be obtained from Tract Editor, Baptist Sunday School Board, 127 Ninth Avenue, North, Nashville, Tennessee 37234.)

#### ARTICLE V. RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. It 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 is practical, this church will cooperate with and support the association and state convention affiliated with the Southern Baptist Convention.

# First Baptist Church of Gillette Bylaws

## SECTION 1 - CHURCH MEMBERSHIP

### 1.1. General

1.1.1. First Baptist Church of Gillette is a sovereign 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, and to determine who shall be members of this church and the conditions of such membership.

1.1.2. Foremost in the operation of this Church and its Bylaws is the Word of God as taught in the Old and New Testaments of the Holy Bible. Inherent in all worship and membership herein is the tenants of our faith and adherence to the provisions of The Baptist Faith and Message as adopted by the Southern Baptist Convention. Candidates for membership in this church shall adhere to these principles and beliefs.

1.1.3. First Baptist Church of Gillette may deny the use of any of its facilities to any person, group, or organization whose beliefs, practices, or intended use are contrary to the accepted conduct, practices, and beliefs under the teaching and admonition of the Holy Bible as applied by this church, as determined by the governing authorities of this church in their sole discretion.

### 1.2. Becoming a Member

1.2.1. Subject to the conditions stated above, any person may seek membership in, and be received under the watch care (when applicable) of this church upon presentation for membership at any regular church service, as follows:

- (a) By profession of faith in Jesus Christ as their personal Savior and Lord and as a candidate for Believer's Baptism
- (b) By promise of a letter of recommendation from another church of like faith and order
- (c) By statement of prior conversion experience and Believer's Baptism in another church of like faith and order when no letter is obtainable

1.2.2. Those who come by baptism or by letter shall be considered in full membership following said baptism or upon receipt of letter.

1.2.3. A vote of three-fourths of those members present and voting shall be required to elect any person to membership. Should there be any dissent as to any candidate for membership, such dissent shall be referred to the Pastor and the deacons for a recommendation to the church within thirty (30) days.

1.2.4. Any person who has been excluded from the membership of this church may have their membership restored by requesting such restoration and by showing evidence of repentance and reformation

1.2.5. At the discretion of the Pastor, the vote of the church on anyone seeking membership in this church may be delayed to allow for counseling.

### 1.3. Duties and Rights of Members

1.3.1. The fundamental principles of this church are based upon the Word of God. As such, members are expected to live according to its teachings and avoid and refrain that which is destructive to the Christian life and dishonorable to God. Every member is earnestly admonished to:

- (d) Continually pray for our Pastor and his family, for our church and staff, and for other members
- (e) Faithfully support the church through your tithes and offerings
- (f) Regularly attend worship services and congregational meetings
- (g) Be an active member, volunteer to serve, and make good use of your talents

1.3.2. Members are entitled to vote in all church elections and on all matters submitted to the church at any regular or called business meeting, provided the member is present and is 16 years of age or older.

1.3.3. Members may serve on committee after being an active member for at least twelve (12) months.

### 1.4. Termination of Membership

1.4.1. Membership in this church may be terminated as follows:

- (h) By death of the member
- (i) By transfer of letter to another church of like faith and order
- (j) By affiliation with another church of another order or belief
- (k) By action of the church in accordance with the teachings of Matthew 18:15-17
- (l) By specific request of the member

### 1.5. Discipline of Members

1.5.1. It shall be the basic purpose of the First Baptist Church of Gillette 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. Redemption rather than punishment shall be the guideline which governs the attitude of one member toward another.

1.5.2. Church members, when consistently failing to conduct their lives according to the teachings of the scriptures, may be subject to discipline of the church, as set forth in Matthew 18:15-17.

1.5.3. Exclusion shall require an affirmative vote of three-fourths of the church members present and voting at a meeting called for this purpose.

1.5.4. Any person whose membership has been terminated by exclusion may request to be restored to full membership upon evidence of their repentance and reformation, and subsequent vote of the church.

## SECTION 2 - CHURCH OFFICERS

### 2.1. Pastor

2.1.1. The Pastor is responsible for leading the church to function as a New Testament church. The Pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

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

- (m) Lead the church in performing its tasks
- (n) Lead the church to engage in a fellowship of worship, witness, education, ministry, and application
- (o) Proclaim the Gospel to believers and unbelievers
- (p) Care for the church's members and other persons in the community

2.1.3. The Pastor shall serve *ex-officio* as a non-voting member of every committee, except where matters of his employment are concerned, and may attend or not attend as needed.

### 2.2. Calling of a Pastor

2.2.1. A Pastor shall be chosen and called by the church whenever the office of Pastor is vacant.

2.2.2. A Pastor search and selection committee shall be elected by the church from members nominated and recommended by the nominating committee for the purpose of seeking out a scripturally qualified Pastor, chosen by God.

2.2.3. Election of a Pastor shall take place at a meeting called for that purpose, of which at least one week's notice has been given.

2.2.4. Candidates for the existing vacancy who are recommended and presented to the membership by said committee shall constitute a nomination. There shall be only one candidate proposed at any one time for the office of Pastor.

2.2.5. A vote to elect a Pastor shall be by secret ballot and requires an affirmative vote of three-fourths of the members present and voting to be enacted.

2.2.6. The Pastor thus elected, shall serve until the relationship is terminated by the Pastor's request or the church's request. He shall preside at meetings of the church, and if so designated, may serve as moderator in lieu of the standing moderator in all business meetings in keeping with the rules and order authorized in these bylaws.

### 2.3. Declaring the Office of Pastor Vacant

2.3.1. The Pastor may declare the Office of Pastor vacant. If the Pastor chooses to resign, he shall submit his resignation in writing to the church at least thirty days (30) prior to the effective date of his resignation or give sufficient time so the church can make other arrangements in his absence.

2.3.2. The church may declare the Office of Pastor vacant. Such action shall take place at a meeting called for that purpose, of which no less than one week's notice has been given.

2.3.3. Upon the occurrence of an event that causes any committee or the membership to conclude the Office of Pastor should be declared vacant, other than the resignation of the Pastor, such concerns shall be first given to the deacons for consideration and recommendation prior to any further action thereon. Such recommendation to declare the office of Pastor vacant may be proposed to the deacons by any committee of this church or upon written petition signed by not less than one-fourth of the members of the church.

2.3.4. The moderator for any meeting called to vote on the proposal to declare the office of Pastor vacant, shall be someone other than the Pastor as designated by majority vote by the members present at such meeting.

2.3.5. A vote to declare the Office of Pastor vacant shall be by secret ballot and requires an affirmative vote of three-fourths of the church members present and voting to be enacted.

2.3.6. Except in instances of gross misconduct by the Pastor so excluded from office, the church will compensate the Pastor with not less than one-twelfth of his total annual salary. The termination shall be immediate, and the compensation shall be rendered not more than thirty days subsequent to termination.

2.3.7. All provisions applicable hereinabove to the Office of Pastor shall also apply to the Office of Associate Pastor.

### 2.4. Deacons

2.4.1. As God provides qualified men, the church may ordain men to serve as deacons. All deacons shall meet the scriptural requirements as set forth in Acts 6:1-6 and 1 Timothy 3:8-13, and shall have been ordained by this church or another church of like faith and order.

2.4.2. In accordance with the meaning of the work and practice in the New Testament, deacons are to be servants of the church. Their task is to serve along with the Pastor and staff in leading the church to achieve its mission, proclaim the Gospel to believers and unbelievers, and care for the church's members and other persons in the community.

2.4.3. While there is no obligation to consider as an active deacon a person who comes to the church from another church where he has served as a deacon, he may be elected to serve if he has been ordained by a church of like faith and



order.

2.4.4. At least once each year, the Pastor and the Chairman of the Deacons shall jointly determine the number of deacons required to serve the needs of the church. If it is determined that more deacons are required, the Chairman of the Deacons shall initiate the process of choosing and ordaining new deacons, as follows:

- (q) At a meeting of which at least one week's notice has been given, the church membership shall, by secret ballot, submit the names of those men who they want to nominate for the office of deacon, up to the required number of deacon vacancies.
- (r) The deacons shall compile a list of deacon candidates from the names submitted by the congregation. The deacon candidates shall be listed according to the number of nominations they received with the candidate receiving the most nominations listed first. Deacon candidates receiving the same number of nominations shall be listed alphabetically by last name then by first name.
- (s) The Chairman of the Deacons shall contact each deacon candidate to determine if he is scripturally qualified according to Acts 6:1-6 and 1 Timothy 3:8-13 and is willing to serve. The Chairman of the Deacons shall start at the top of the list and continue until the required number of deacons is reached. The Chairman of the Deacons may delegate this responsibility to one or more other deacons.
- (t) Deacon candidates found scripturally qualified and willing to serve shall be presented to the Pastor and the deacon body for further examination and counseling. Upon approval by the Pastor and the deacon body, the deacon candidates shall be presented to the church for a vote to approve ordination.

2.4.5. If the office of Pastor is vacant and there is no Associate Pastor, the Chairman of the Deacons shall serve *ex-officio* as leader of the pastoral ministries of the church.

## 2.5. Treasurer

2.5.1. The Treasurer shall be elected annually by the church.

2.5.2. 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.

2.5.3. 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 since the previous report was filed.

2.5.4. The treasurer's report shall be audited annually by an auditing committee or public accountant if requested.

2.5.5. For the protection of both the church and the treasurer, this office may be bonded.

2.5.6. Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by the church, the records shall be a part of the permanent records of the church and filed in the church office.

2.5.7. The records of receipts and disbursements are to be available for inspection to any member at any reasonable time, provided doing so does not violate any member's right to privacy.

## 2.6. Clerk

2.6.1. The clerk shall be elected annually by the church.

2.6.2. The clerk shall be secretary of the meetings of the church in conference, and shall keep in a suitable book a record of all the actions of the church. The clerk shall also keep in a separate book a record of the policy actions of the church. These books are to be kept in the church office.

2.6.3. The clerk is responsible for keeping a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms; and shall request letters of transfer and grant letters of dismissal, as authorized by the church.

2.6.4. The clerk shall conduct correspondence and perform other duties as may arise out of the execution of the clerkship.

2.6.5. The church may delegate some clerical responsibilities to a paid staff member.

2.6.6. All records are church property. As such, they shall be filed in the church office and be made available for inspection by any member at any reasonable time, provided doing so does not violate any member's right to privacy.

## 2.7. Moderator

2.7.1. The moderator shall serve as presiding officer of the church and shall be elected annually by the church.

2.7.2. In the absence of the moderator, the Pastor or someone designated by the church shall call the church to order and preside for the election of an acting moderator.

## 2.8. Trustees

2.8.1. Five trustees elected by the church will carry out the responsibilities of the office as indicated in the corporate charter of the church.

2.8.2. Trustees shall serve on an annual basis; however, each trustee shall continue to serve until a successor has been elected.

2.8.3. The trustees of the church 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 the trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

### SECTION 3 - CHURCH STAFF

3.1. This church shall call or employ ministerial staff members and office personnel as needed to meet the goals and objectives of the church. The Personnel Committee shall write a job description when the need for a staff member is determined.

#### 3.2. Ministerial staff

3.2.1. The ministerial staff shall be filled by Associate Pastors who are licensed or ordained into the ministry by our church or another church of like faith and order. Their specific duties will be prescribed by their job descriptions as part of their call to the church.

3.2.2. Ministerial staff positions shall be approved by a three-fourth's vote of the church at a meeting called for that purpose. Once approved, a search committee, elected by the church, shall be formed to fill the position. The search committee shall include the Pastor and follow the same procedure as that set for the Pastor.

3.2.3. The termination of ministerial staff members shall be the same as set forth for the termination of the Pastor, except that the amount of severance pay shall be limited according to church policy.

3.2.4. If a ministerial staff position is vacant, the responsibilities of the position may be filled by committee or by a paid staff member until the position is no longer vacant.

#### 3.3. Office personnel and others

3.3.1. Office personnel and other non-ministerial positions shall be approved by a three-fourth's vote of the church at a meeting called for that purpose. Once approved, the Personnel Committee shall be responsible for recruiting and hiring individuals to fill the position without requiring a subsequent vote of the church.

3.3.2. Termination of office personnel and other non-ministerial staff shall be with the recommendation of the supervising ministerial staff member, and as appropriate, with the consultation of related committees of the church, and in accordance with church policy.

## SECTION 4 - COMMITTEES AND COORDINATING GROUPS

### 4.1. General

4.1.1. The church shall establish committees and coordinating groups, as it deems necessary to effectively carry out its work.

4.1.2. Standing committees are to be described in the Bylaws. Except as otherwise provided, members of standing committees shall be nominated by the nominating committee and elected annually by the church. Unless otherwise provided herein, members of standing committees shall begin their year of service on January 1.

4.1.3. Special committees may be created from time to time by the church for a specific assignment and shall be considered terminated upon completion of their assignment. Special committees may be appointed or elected by the church from nominations by the nominating committee, from the church floor, or from the individual or group proposing the committee.

4.1.4. A church member may serve on one or more committees, standing or special, provided there is no conflict of interest. The chair of one standing committee may not serve as the chair of another standing committee, other than Church Council, but may serve as the chair of other special committees.

4.1.5. Committee chairs shall be elected annually and may not serve more than two consecutive terms. After serving two consecutive terms, one year must pass before being eligible to serve as chair again.

4.1.6. Committees shall consist of an odd number of members with the minimum number being three -- a Chairman, a Vice-Chairman, and a Secretary. When more than three members are required, the number shall be prescribed in these Bylaws. When the number of a committee is not prescribed, the nominating committee shall determine the number to be nominated.

4.1.7. Minutes shall be taken at each committee meeting. A copy of the minutes shall be given to the clerk within ten days after the meeting.

### 4.2. Church Council

4.2.1. The Church Council shall be composed of the following:

- (u) The Pastor and Associate Pastors
- (v) The Director of the Church Education Organization
- (w) The Director of the Church Music Organization
- (x) The Chairman of the Deacons
- (y) The Treasurer
- (z) The chairs of the following committees: Personnel, Stewardship, Building and Grounds, and Missions

4.2.2. The primary duties of the Church Council shall be as follows:

- (aa) To recommend suggested objectives and church goals
- (bb) To review and coordinate program plans recommended by church officers, organizations, and committees
- (cc) To recommend the use of leadership, calendar time, and other resources according to program priorities
- (dd) To evaluate program achievements in terms of church goals and objectives

4.2.3. All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval or disapproval.

#### 4.3. Personnel Committee

4.3.1. The Personnel Committee shall be composed of at least five members. Members shall be elected annually but may not serve more than three consecutive terms. Elections shall be staggered such that not more than one-half of the members are replaced in any one year.

4.3.2. The primary duties of the Personnel Committee shall be as follows:

- (ee) To prepare and recommend an annual salary budget for the church staff
- (ff) To study and recommend the need for church staff positions
- (gg) To recruit and interview new church employees and associate ministers as directed by the church
- (hh) To prepare and maintain church staff job descriptions
- (ii) To define reporting relationships among the church staff and prepare an organizational chart
- (jj) To annually review the salary and benefits of staff personnel and make recommendations relative thereto
- (kk) To employ, or dismiss, in consultation with the appropriate staff member or committee, church employees. Such actions shall not require church approval.
- (ll) Counsel with each member of the church staff at least once a year concerning duties, working conditions, equipment, compensation, and other related matters
- (mm) To prepare and maintain a personnel policies manual for the church staff.

#### 4.4. Stewardship Committee

4.4.1. The Stewardship Committee shall be composed of at least five members, including the Treasurer. Members shall be elected annually but may not serve more than three consecutive terms. Elections shall be staggered such that not more than one-half of the members are replaced in any one year.

4.4.2. This committee shall plan ways to support the church ministries through preparation of a proposed budget, promotion of financial stewardship and commitment, and by using sound financial management.

4.4.3. The chairman, the treasurer, and one other member of the committee (who shall be designated by the committee) shall serve as an accounting section of the stewardship committee. This accounting section shall, when necessary, assist the church members in complying with the financial policy set forth in these Bylaws, insure that sound procedures are used for collection, safeguarding, and disbursing of funds; and provide for accurate record keeping and faithful reporting of financial records to the church.

4.4.4. The authority of this committee and its accounting section shall be limited to that expressed herein.

#### 4.5. Building and Grounds Committee

4.5.1. The Building and Grounds Committee assists the church in matters related to properties administration. Its work includes such areas as maintaining all church properties for ready use, recommending employment of maintenance personnel, and assigning responsibility to appropriate personnel.

4.5.2. The Building and Grounds Committee, in cooperation with the Personnel Committee, shall engage the services of outsourced services as necessary to properly maintain the buildings and grounds according to church policy.

#### 4.6. Music and Worship Committee

4.6.1. The Music and Worship Committee shall be composed of at least five members and shall include an adult choir member, an instrumentalist, and the technical (light and sound) director. Members other than the instrumentalist and the technical director shall be elected annually but may not serve more than three consecutive terms.

4.6.2. This committee shall work in consultation with the Director of the Church Music Organization to make recommendations to the church concerning the music program and its needs. It shall assist in the recruitment of new members into the music program.

4.6.3. The Music and Worship Committee shall also be responsible for:

- (nn) Decorating the church for all regular or special services where decoration may be required.
- (oo) Securing ushers as needed to greet and seat those attending church worship and other church programs, and to receive church offerings.
- (pp) Providing for the comfort of the congregation by doing such things as setting thermostats, seeing that extra seating is available when needed, maintaining order, giving information as needed about church services, programs and facilities, and by otherwise waiting on the needs of the congregation.

#### 4.7. Missions Committee

4.7.1. The Missions Committee seeks to discover possibilities for mission projects, shares findings with church program organizations, serves the church in establishing and conducting such mission projects as may be assigned to it, and to coordinate with the Church Education Organization, to keep the church informed of association, state, home, and foreign mission work. The missions committee shall encourage and promote the support of members in all areas of missions, local and foreign.

#### 4.8. Baptismal Committee

4.8.1. The Baptismal committee shall assist the Pastor and candidates for baptism in the preparation and maintenance of the baptismal facilities, the carrying out of the ordinance, and any cleaning needed following the ordinance.

4.8.2. The Baptismal committee shall also recommend to the church any needs it sees for equipment and/or procedures relating to baptism.

#### 4.9. Benevolence Committee

4.9.1. The Benevolence Committee shall be composed of the Chairman of Deacons, Pastor, and two others nominated by the nominating committee.

4.9.2. Any two of this committee may spend an amount so designated in the budget for the physical relief of an individual or family, without formal action of the committee or church.

4.9.3. This committee also shall coordinate the church's efforts to provide food for bereaved families according to church policy.

#### 4.10. Hospitality Committee

4.10.1. This committee shall consist of not less than five members, and shall assist the Pastor in planning and promoting all church-wide social activities.

4.10.2. They shall encourage friendliness and hospitality toward all strangers and visitors in all services of the church.

4.10.3. They shall arrange for providing entertainment and accommodations to any church-invited guest.

4.10.4. This committee is also responsible, with the staff, for scheduling the use of the kitchen and dining facilities.

4.10.5. This committee shall keep the kitchen stocked with basic items needed for the food services used by the church.

4.10.6. This committee shall recommend to the church for approval the general policies as to the operation of the food services facilities.

#### 4.11. Nominating Committee

4.11.1. A Nominating Committee shall be elected annually by the church at the annual business meeting.

4.11.2. The Nominating Committee shall be composed of at least three members, nominated by the outgoing Nominating Committee.

4.11.3. The Nominating Committee coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein. Persons considered for any such position shall first be approved by the nominating committee before they are approached for recruitment.

4.11.4. The Nominating Committee shall present to the church for election all those who accept the invitation to serve. All chairpersons of program organizations shall serve *ex-officio* as members of the Nominating Committee upon being elected by the church.

#### 4.12. Constitution and Bylaw Revision Committee

4.12.1 The Constitution and Bylaw Revision Committee shall be composed of at least three members.

4.12.2. The Constitution/Bylaw Committee shall be responsible for continually reviewing the bylaws and to bring proposed changes to the church for approval.

#### 4.13. Counting Committee

4.13.1. The church shall elect not less than four people to serve as a counting committee.

4.13.2. These shall be responsible for counting all regular collections of the church, making and giving to the treasurer all necessary records of the same, and in cooperation with the treasurer, be responsible for depositing same into the church's account.

### SECTION 5 - PROGRAM ORGANIZATIONS

#### 5.1. General

5.1.1. All organizations of the church shall be under church control.

5.1.2. The Pastor shall serve *ex-officio* as head of all program organizations, and his leadership shall be recognized in them all.

5.1.3. All officers shall be members of the church, and shall be elected by the church. Each of the heads of the organizations shall report regularly to the church on the work of the respective organization, together with an announcement of any important plans for the future.

5.1.4. All organizational officers shall begin their regular term of service on January 1 of each year

5.1.5. The regular schedule of meetings shall be approved by the church.

5.1.6. The curriculum and printed materials used shall be in harmony with the doctrine of this church. These shall be subject to review by the organization head, and when the organization head thinks it necessary, the approval of the church.



## 5.2. Church Education Organization

5.2.1. The Church Education Organization is responsible for the total church educational program in planning, conducting, and evaluating a comprehensive Christian education ministry to achieve the mission of the church.

5.2.2. The Church Education Organization shall be under the leadership of the Minister of Education or the Education Director if the Minister of Education position is vacant.

5.2.3. The objectives of the Church Education Organization are as follows:

- (qq) To reach people for Christ and for church membership
- (rr) To teach the Biblical revelation
- (ss) To perform the functions of the church within its constituency.
- (tt) To provide and interpret information regarding the work of the church and denomination
- (uu) To orient new church members
- (vv) To train church members to perform the functions of the church
- (ww) To train church leaders
- (xx) To teach Christian theology, Christian ethics, Christian history, and church policy and organization
- (yy) To provide and interpret information regarding the work of the church and denomination

## 5.3. Church Music Organization

5.3.1. The Church Music Organization is the music education, training, and performance organization of the church.

5.3.2. The Church Music Organization shall be under the leadership of the Minister of Music or the Music Director if the Minister of Music position is vacant.

5.3.3. The objectives of the Church Music Organization are as follows:

- (zz) To teach music
- (aaa) To train persons to lead, sing, and play music
- (bbb) To provide music in the church and community

## SECTION 6 - ORDINANCES

### 6.1. Baptism

6.1.1. A person who receives Jesus Christ as savior by personal faith and professes Him publicly at any regular service, and who indicates a commitment to follow Christ as Lord shall be received by vote of the church for baptism.

(ccc) Baptism shall be by immersion in water.

(ddd) Baptism shall be administered by the Pastor or whomever the church shall authorize.

(eee) Baptism shall be administered as an act of worship during any worship service or off campus whenever and wherever circumstances dictate.

(fff) Persons professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the Pastor or staff and deacons. If negative interest is ascertained, they shall be deleted from those awaiting baptism.

## 6.2. The Lord's Supper

6.2.1. The Lord's Supper is a symbolic act of obedience, whereby members of the body of Christ, through partaking of the unleavened bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

6.2.2. The Lord's Supper shall be observed regularly, at least four times or more each year at any regular or called church service.

6.2.3. The Pastor and deacons shall be responsible for the administration of the Lord's Supper. The deacons shall be responsible for the physical preparation of the Lord's Supper.

6.2.4. It shall be permissible for the Pastor, or deacons under the direction of the Pastor, to administer the Lord's Supper off campus to anyone who is homebound or physically unable to attend.

## SECTION 7 - CHURCH MEETINGS

### 7.1. Worship services

7.1.1. The church shall meet regularly each Sunday morning and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. Other services may be added as required.

7.1.2. The Pastor or deacons shall direct the services for all the church members and for all others who may choose to attend.

7.1.3. None of these meetings or services shall be canceled or changed as to time without Church Council approval.

### 7.2. Special Services

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

### 7.3. Regular Business Meetings

7.3.1. Regularly scheduled business meetings shall be held at least twice each year.

#### 7.4. Called Business Meetings

7.4.1. The church may conduct called business meetings to consider matters of special nature and significance, which shall be called by suggestion to and approval of the church council.

7.4.2. A one-week notice must be given for the called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, time and place; and shall be announced in all meetings of the church during the week prior to the intended conference.

#### 7.5. Quorum

7.5.1. The quorum consists of those members who attend the business meeting, provided it is a stated meeting, or one that has been properly called.

#### 7.6. Parliamentary Rules

7.6.1. Robert's Rules of Order, Revised is the authority for parliamentary rules of procedure for all business meetings of the church.

### SECTION 8 - CHURCH FINANCES

#### 8.1. Budget

8.1.1. The church shall operate under a unified budget and be supported by tithes and freewill offerings.

8.1.2. Each year, at a time set by the stewardship committee, all officers, organization heads, and committee chairmen shall submit to the stewardship committee requests for funds to be budgeted in the next fiscal year.

8.1.3. After prayerful study of these requests and all other financial considerations, the stewardship committee shall prepare and submit to the church an inclusive proposed budget. The budget approved by the church is the official budget.

8.1.4. The fiscal year shall begin on January 1st, and close on December 31st, each year.

#### 8.2. Budgeted Spending

8.2.1. Any of those submitting and receiving budget allocations are authorized to spend up to the amount budgeted, provided however that no one shall make expenditures or commitment for expenditures without determining from the treasurer that necessary funds are available.

8.2.2. All requests for goods or services shall be made through the appropriate officer, department head, or committee chairman. All invoices, cash register tickets, etc. shall be signed by the individual making a purchase and, where applicable, the appropriate officer, department head, or committee chairman.

### 8.3. Nonbudgeted Spending

8.3.1. Prior authorization of the church is required for the incurring of financial obligation not included in the budget, whether it is for an item not in the budget or for more money than the budgeted amount for any purpose.

### 8.4. Special Offerings

8.4.1. Any special offerings of money promoted by, or through, the church must be first approved by the church; however, the following special offerings are approved: Lottie Moon Foreign Missions, Annie Armstrong Home Missions, State Missions, Florida Baptist Children's Home, Vacation Bible School and short term mission projects.

### 8.5. Designated Gifts

8.5.1. The church, through its treasurer, shall receive and disburse designated gifts for purposes in harmony with Christian principles and church doctrine, and not in violation of the rules of the Internal Revenue Service for tax exempt institutions.

8.5.2. Designated gifts which in effect establish a special fund in the church must be approved for acceptance by the church. Gifts designated for a particular purpose shall as far as practicable be used for the designated purpose. In no event shall any gift be so isolated from any application which would constitute a violation of the governing IRS regulations governing the management of church finances.

### 8.6. Interest Bearing Accounts

8.6.1. Interest from funds being held in interest bearing accounts shall be used as directed by church policy. Interest bearing accounts shall be used only as the Internal Revenue Service allows for tax exempt bodies.

### 8.7. Accounting Procedures

8.7.1. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the stewardship committee.

### 8.8. Handling of Collections

8.8.1. Whenever it is practical to do so, any special collection may be handled in any businesslike manner that the situation prompting that collection requires.

### 8.9. Records of Individual Contributors

8.9.1. Contributions are recorded weekly and kept on file and preserved therein for a period of seven (7) years subsequent to the final entry of each contribution.

8.9.2. Within thirty (30) days after the end of the year, a copy of the contribution record shall be provided to the member (except where the member has died, or is otherwise unavailable), and a copy filed in the church office to be kept there as long as necessary. The copies shall be placed in a sealed and

dated envelope for filing.

8.9.3. The church shall elect each year from one to four, preferably four (one for each calendar quarter) people to keep the records of individual members' contributions; however, the Church Clerk may be designated to keep such records.

## SECTION 9 - CHURCH OPERATIONS POLICY

9.1. Church policy in conflict with this constitution or bylaws shall be repealed upon adoption of this constitution and bylaws by the church.

9.2. The church council, or a special committee, shall review the church policies at least annually, with instruction to recommend, when needed, changes for the church to consider.

9.3. Procedures may be added, revised, or deleted as follows:

(ggg) Recommendation of the church officer or organization to whose area of assignment the procedures relate

(hhh) Approval by the church council

(iii) Approval of the church, if the church council deems it necessary

## SECTION 10 - AMENDMENTS

10.1. Changes in the Constitution and Bylaws may be made at a business meeting called for such purpose.

10.2. Proposed changes shall be reviewed by the Constitution and Bylaw Committee and presented to the church at least one month prior to the meeting.

10.3. Any church member may propose amendments to the constitution and bylaws. Amendments deemed frivolous shall not be considered.

10.4. Amendments to the constitution shall require an affirmative vote of three-fourths of church members present and voting to be enacted.

10.5. Amendments to the bylaws shall require an affirmative vote of a majority of the church members present and voting to be enacted.