

CONSTITUTION & BY-LAWS

FIRST BAPTIST CHURCH BANGS, TX

Section 3 – ADMINISTRATION: presented to the Church for consideration and approval, September 2011.

Approved October 2011

ADM - ADMINISTRATION

ADM – CG Church Governance & Officers:

CG 1.1 The Congregation

CG 1.1.1 General

The membership of this Church shall be composed of individuals who are believers in the Lord Jesus Christ and affirm the tenets of the First Baptist Church Constitution, and who offer evidence, by their confession and their conduct, that they are living in accord with their affirmations and this Constitution and Bylaws, and are actively pursuing and continuing in a vital fellowship with the Lord, Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of spiritual and temporal life of this Church.

The membership of the church shall have final authority in all matters of church governance and discipline as set forth and described in the Bylaws. The membership reserves the exclusive right to determine who shall be members of this Church and the conditions of such membership. The church grants the Senior Pastor and Deacon Body authority to resolve all matters of disputes concerning doctrine or interpretation of Scripture.

According to the New Testament, the Church is a regular assembly of people who profess and give evidence that they have been saved by the grace of God alone through faith in Christ alone to the glory of God alone. While the term “Church” may often refer to the universal collective of believers in Christ (i.e., the Body of Christ, the Bride of Christ) and the local meeting house where a local body of believers meet, the New Testament Church is clearly a defined local community of Christians – *a congregation of specific people committed to Christ and each other.*

The Congregation refers to the local Church family and is a clearly defined community of believers who seek to live in submission to the authority of God, the Headship of Jesus Christ, and the leadership of the Holy Spirit. Based upon scriptural evidence and guidelines, the local congregation as a whole is accountable to God for all issues concerning *doctrine* (Gal. 1), *dispute among believers* (Matt. 18: 15-17, Acts 6:1-7), *discipline of believers* (1 Cor. 5), and *membership in the congregation* (2 Cor. 2: 1-11). The New Testament charges the local Church (the Congregation) to take full responsibility for its life together. *Consequently, under God's authority and Scriptural direction, governance of the local church rests with the Congregation as a whole.*

As a Congregation we seek to establish a government for our Church family that is:

- Anchored upon the Lord Jesus Christ,
- Submitted to the leadership of the Holy Spirit and God's written Word (the Holy Scriptures),
- Entrusted by God to the body of believers who comprise its membership, and
- Vested by the Congregation in a group of elected, spiritually-qualified leaders who will lead the Congregation along the path of God's will.

Therefore, our system of government will be a *Christocracy* that blends Congregational input and accountability with elected leadership (comprised of pastoral and ministerial staff and deacons).

CG 1.1.2 Conditions & Qualifications for Membership

The New Testament encourages and expects believers to be a part of a local congregation. There are several reasons why Christians should join and participate in a local Church:

- Testimony and Assurance. When we become a part of a local Congregation, we put ourselves in a relationship with other believers in Christ and ask them to hold us accountable to live according to our testimony and Biblical expectations. Our membership in a local fellowship of Christians is that Congregation's public testimony that our life gives evidence of regeneration. While membership in a local Church does not save anyone, it does reflect that an individual has experienced salvation in Christ.
- Accountability and Spiritual Growth. As iron sharpens iron, so one person sharpens another (Prov. 27:17). Through regular

fellowship of encouragement and accountability, we help each other to grow in wisdom and favor with God and men (Lk. 2: 52).

- Edify and Build-up the Church. We have a responsibility to help our fellow believers in their journey of growth and maturity. Participating in a local fellowship helps counter our wrong individualism and helps us realize the corporate nature of Christianity.
- Sharing the Good News with the Lost. We encourage each other to fulfill the Great Commission (Matt. 28: 19-20) individually and corporately by spreading the Gospel at home and abroad.
- Doctrinal and Scriptural Faithfulness. Part of the Church's mission is to recognize, teach and defend the true Gospel and sound doctrine, and prevent perversions of it (Galatians, 1 Timothy).
- Glorify God. As Christians we are called to love each other among the fellowship of believers (Jn. 13) and live our lives, in word and deed, in such a manner that God will receive glory for our good works (1 Pet. 2:12, Matt. 5:16, Eph. 2:8-10). Our lives individually and together are to bring Him praise and glory.

CG 1.1.2.1 Qualifications for Church Membership:

Membership into First Baptist Church of Bangs, TX is open to anyone who has confessed faith in Jesus Christ as their Lord and Savior and has professed their faith through believer's baptism. Any person may offer himself/herself as a candidate for membership in this church in any of the following ways:

- By profession of faith and baptism
- By promise of "letter of recommendation" from another Baptist church of like faith
- By statement of prior conversion experience and prior baptism by immersion

After presenting himself/herself for membership, that individual's request will be voted upon at the next regularly scheduled business meeting. Should there be any dissent as to any candidate for membership, such dissent shall be referred to the Deacon body for investigation and a recommendation from the Deacons will be made to the church within 45 days. A three-fourth (75%) vote of those church members present and voting shall be required to elect such candidates to membership.

A church member has the freedom to withdraw his/her membership at any time via a written request submitted to the church office.

Upon evidence that a Church member has joined another Church not affiliated with Southern Baptists, FBC will remove that individual from its membership.

CG 1.1.3 Duties & Expectations of Members

By choosing to become a part of this Congregation (the Church family), each individual agrees to commit to the Church by seeking to faithfully fulfill the following expectations and responsibilities:

- Regular attendance and involvement. Members should regularly be present at congregational meetings for worship, Bible study, fellowship, and encouragement (Heb. 10:25). Active involvement encourages the fellowship of believers and gives a witness to others that you are seeking to serve Christ.
- A lifestyle that reflects holiness. Members should live lives consistent with Biblical instruction, guidelines and principles. Members must remember that our lives should give testimony of Christ and His saving grace. Thus we should avoid entanglement in sin and avoid the appearance of evil. We should abstain from pride, selfishness, greed, gossip, backbiting, and all forms of sexual immorality, including pre-marital sex, adultery, homosexuality and pornography.
 - *It should be noted that FBC Bangs recognizes and upholds the Biblical definition of marriage as the union of one man and one woman as husband and wife, and that marriage is the only legitimate and acceptable sexual relationship.*
- Participation in the Lord's Supper. Members should regularly and consistently share in the Lord's Supper with the Congregation. Jesus said that the bread and the cup represent a "new covenant" and that we should remember Him and His sacrifice through this symbolic act. (Lk. 22:17-20; 1 Cor. 11:23-33)
- Regular investment of their spiritual gifts, talents, and service. Members should regularly exercise their spiritual gifts within the fellowship in order to help equip the body and enable the congregation to function in a healthy and appropriate manner. Members should consistently offer their abilities and time to serve the needs of the congregation and aid in the work of the Church. (Matt. 25:14-30)

- Regular prayer and financial support. Members should regularly pray for the Church and financially contribute (tithe and offerings) to the ongoing needs and work of the Congregation. (1 Cor. 16:2; Matt. 23:23; Matt. 6:19-24; 1 Tim. 6:6-10, 17-19; Mal. 3:6-12; Psa. 24:1)
- Love one another. Members should demonstrate love and kindness toward each other. Our lives and attitudes should be a reflection of the love of Christ. Jesus said it is by our love for each other that the world will know we are His disciples. (Jn. 13:34-35, 15:9-12; Eph. 4:29-32; Gal. 6:10)
- Affirm the tenets of the Constitution and Bylaws of First Baptist Church. Members should demonstrate their agreement with the Church's Constitution and Bylaws through their confession and conduct; and consent to abide under the Congregation's authority in matters of membership, doctrine, dispute, and discipline.
- Consistent participation in Church Business Meetings. Members should be informed and involved in the affairs and decisions of the congregation. Regularly scheduled business meetings will be held at a time designated by the Church.

CG 1.1.4 Rights of Membership

Membership in First Baptist Church carries the following rights:

- To attend all regular services and activities of the church.
- To participate in church business meetings.
- To vote your conscience, if 16 years of age or older, without fear of retribution or retaliation. [While any member may give voice to his/her opinions and convictions, the nature of finances, personnel, and church direction requires sufficient maturity to understand the requirements, implications, consequences and complexities of such issues. Thus to help ensure an informed vote, a member needs to be at least 16 years of age.]
- To use church facilities for social gatherings such as weddings, funerals and reunions at a member rate as outlined in the *Building Use Policies*.
- To expect the church to keep personal contributions private and be able to expect that any who deal with such things for accounting purposes will do the same.
- To serve on committees, panels, ministry teams, boards, etc. when officially requested or nominated and, when required by the Bylaws, approved by the congregation.

- To be considered for leadership positions contingent upon qualifications for those positions and approval by the congregation.
- To meet with church leadership individually or as a group for prayer, guidance and clarification of doctrine, church goals and ministry objectives.
- To expect confidentiality when sharing personal information with church leaders unless a compelling legal reason exists for that confidentiality to be broken.
- To be held accountable for your conduct when that conduct brings dishonor to the name of Jesus Christ and to this church body.
- To transfer membership to another church fellowship upon a written request from the new church fellowship.

CG 1.1.5 Watchcare Membership

Temporary residents in this area such as college students or military personnel who are seeking a place of spiritual accountability, fellowship and a place to serve may affiliate with this Church without severing connections from their home church.

Under Watchcare, an individual becomes a part of the Church family, but retains membership in his/her home church. Watchcare members will be welcome to participate in all church events, and share all rights with regular members except voting and serving as a deacon.

To join as a Watchcare member, an individual needs to express that interest to the Church leadership and be approved by the congregation.

CG 1.1.6 Discipline of Members and Rescinding Church Membership

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled and struggling member. The attitude of members toward one another shall be guided by a concern for redemption and restoration rather than punishment.

Should some serious situation exist which would cause a member to become a liability to the general welfare and testimony of the church, the Church leadership will take every reasonable measure to resolve the problem in accordance with Matthew 18:15-17 [beginning first by addressing the issue with the individual on a “one-to-one” basis; then if

needed, by two or three; then if still needed, the issue will be brought before the Church].

To protect the privacy of the individual and the legal liability of the church, great care will be exercised in limiting the details that are disclosed to the whole church prior to official church action. A church member has the freedom to withdraw his/her membership at any time via a written request submitted to the church office.

If it becomes necessary for the church to take action to rescind an individual's church membership, a three-fourths (75%) vote by ballot of the members voting is required; then the church may proceed to declare the person to be no longer in membership of FBC Bangs. All such proceedings shall be pervaded by a spirit of Christian humility, kindness and mercy.

The church may restore to membership any person whose membership was previously rescinded, upon request from that person, and by vote of the church upon evidence of that person's repentance and reformation.

CG 1.1.7 Church Business Meetings

Regularly scheduled business meetings are for the purpose of assisting the congregation in discussing issues and making decisions that affect the Church. Regularly scheduled business meetings will be held at a time designated by the Church.

CG 1.1.8 Special Called Business Meetings

The Church may conduct called business meetings to consider matters of a special nature and significance. A one-week notice must be given for the special called business meeting. The notice shall include the subject, date, time, and place of the meeting. The notice must be given in such a manner that resident members have sufficient opportunity to know of the meeting.

CG 1.1.9 Quorum

A quorum consists of those members present at the regularly scheduled business meeting or a properly called special business meeting.

CG 1.1.10 Voting

Unless otherwise specified, approval of recommendations and motions shall be by a simple majority of those members, 16 years of age and older, who are voting. [While any member may give voice to his/her opinions and convictions, the nature of finances, personnel, and church direction require sufficient maturity to understand the requirements,

implications, consequences and complexities of such issues. Thus to vote, a member needs to be at least 16 years of age.]

CG 1.1.11 Parliamentary Rules

Business meeting procedures will be conducted following the guidelines expressed in *Robert's Rules of Order* (most recent edition).

CG 1.1.12 Constitution and Bylaws Amendments

Changes in the Constitution and Bylaws may be made at any regularly scheduled business meeting of the Church. Each proposed amendment must be presented in writing at a previous business meeting with sufficient copies available for those present. Amendments to the Constitution require a three-fourths vote (75%) of the members voting. Amendments to the Bylaws require a simple majority of the members voting.

CG 1.2 Senior Pastor

The position described below helps further the religious mission of the Church and requires that anyone in this position agrees with and adheres to the FBC Constitution & Bylaws.

CG 1.2.1 Purpose & function

- The Senior Pastor is responsible for leading the Church to function as a New Testament church.
- The Senior Pastor will lead the congregation, various committees and organizations, and the Church staff in advancing the Kingdom of God.

CG 1.2.2 Eligibility

- Male – 1 Tim 2:12, 3:1-7; Titus 1:5-9
- Called of God
- Member of the Church
- Qualifications as described in 1 Tim 3:1-7, Titus 1:5-9, 1 Pet 5:1-4

CG 1.2.3 Responsibilities

- Hear from God and follow the leadership of the Holy Spirit.
- Faithfully preach and teach the Word of God.
- Proclaim the Gospel (Good News).
- Shepherd the congregation.
- Equip the saints for the work of service and to build up the body of Christ. (Eph. 4:11-16)
- Provide leadership to the ministries of the Church.

- Work with the Church staff and Deacons in accomplishing the ministries of the Church.
- Help the Church pursue a God-given vision and fulfill its Biblical mission.
- Preside at meetings of the Church.

CG 1.2.4 Selection Process

- A Senior Pastor will be chosen and called by the Church whenever a vacancy in this office occurs.
- The Deacons will initiate the process for seeking a new Senior Pastor.
- The Deacons will lead the congregation in selecting a Senior Pastor Search Committee.
- The Search Committee will seek the leadership of the Holy Spirit in securing nominations and reviewing qualified candidates for the Senior Pastor position.
- While maintaining confidentiality throughout the search process, the Search Committee will make regular reports to the Church pertaining to its progress.
- When the Search Committee has agreed upon a candidate, it will recommend the candidate to the Church and invite the candidate to FBC “in view of a call.” The candidate will be asked to preach and opportunity will be provided for the Church to visit with the candidate.
- In order to prevent confusion and competition, only one candidate at a time will be considered by the Church.
- The election of the Senior Pastor will take place at a special meeting called for that purpose.
- At least one week’s notice will be given before the election.
- Election will be by ballot.
- An affirmative vote of three-fourths (75%) of those members present is required in order to extend a call to a candidate.
- The Senior Pastor, thus elected, shall serve until the relationship is discontinued at his request or the Church’s request.

CG 1.2.5 Resignation or Removal from Office/Service

The Senior Pastor may relinquish his office by giving at least two week’s notice to the Church.

The Church may seek removing the Senior Pastor from office based upon the pastor’s inability to serve or being Biblically unqualified (1 Tim. 5:19-20). The following guidelines shall apply:

- Written Scriptural reasons, with signature(s), must be provided to the Deacon Body.
- The reasons must be substantiated (first-hand knowledge, not hear-say) by two or more witnesses (1 Tim. 5:19).
- A special meeting must be called for the express purpose of removing the Senior Pastor from office with at least one week's public notice given.
- The special meeting may be called upon the recommendation of two-thirds (2/3) of:
 - The Deacon body, and
 - The Personnel Committee
- The moderator for this meeting shall be the Chairman of the Deacons, or his designee.
- The vote to declare the office vacant shall be by ballot. An affirmative vote of a majority of the members present is necessary to declare the office vacant.
- The termination shall be immediate and the Church may compensate the pastor up to, but not to exceed, one-third of his annual salary as determined by the Deacon Body.

CG 1.2.6 Departure of Senior Pastor

CG 1.2.6.1 Leadership during interim period

Upon the departure of the Senior Pastor, the Deacon Body will provide leadership to the Church during the interim period until a new Senior Pastor is elected.

CG 1.2.6.2 Pulpit Supply

The Deacons will be responsible for securing pulpit supply during the interim period.

CG 1.2.6.3 Interim Pastor

The Deacons may decide and recommend to the congregation that an Interim Pastor be selected until a new Senior Pastor is elected. The Deacons will recommend to the congregation for its approval the parameters and conditions of the service provided by the Interim Pastor, including but not limited to: specific responsibilities, financial remuneration, travel expenses, special functions, period of service, and arrangements for when the Interim is absent.

CG 1.3 Other Pastoral and Ministry Positions

Positions described below help further the religious mission of the Church and require that those occupying any pastoral or ministerial position agree with and adhere to the FBC Constitution & Bylaws.

CG 1.3.1 Purpose & function

Pastoral and ministerial staff shall be called and employed as the Church determines the need for such offices and positions. A job description shall be written when the need for a staff member is determined.

CG 1.3.2 Eligibility

- Called of God
- Equipped for the purpose of the designated ministry
- Member of the Church

CG 1.3.3 Responsibilities

Responsibilities will be determined by the written job description and the Senior Pastor.

CG 1.3.4 Selection Process

- A Search Committee will be created for the purpose of recommending a candidate to fill the pastoral/ministerial position.
- The Search Committee will seek the leadership of the Holy Spirit in securing nominations and reviewing qualified candidates for the position.
- While maintaining confidentiality throughout the search process, the Search Committee will make regular reports to the Church pertaining to its progress.
- When the Search Committee has agreed upon a candidate, it will recommend the candidate to the Church and invite the candidate to FBC "in view of a call." Opportunity will be provided for the candidate to be introduced to and visit with the congregation.
- In order to prevent confusion and competition, only one candidate at a time will be considered by the Church.
- The election of any candidate to a pastoral/ministerial position will take place at a special meeting called for that purpose.
- At least one week's notice will be given before the election.
- Election will be by ballot.
- An affirmative vote of three-fourths (75%) of those members present is required in order to extend a call to a candidate.
- The candidate, thus elected, shall serve until the relationship is discontinued by the minister's request or the Church's request.

CG 1.3.5 Resignation or Removal from Office/Service

A pastor or minister may relinquish his/her office by giving at least two week's notice to the Church.

The Church may vote to vacate such positions upon the recommendation of the Senior Pastor and the Personnel Committee. Upon such a decision, the termination shall be immediate and the Church may compensate the pastor/minister up to, but not to exceed, one-third of his/her annual salary as determined by the Senior Pastor and Deacon Body.

CG 1.4 Deacons

The position described below helps further the religious mission of the Church and requires that those in this position agree with and adhere to the FBC Constitution & Bylaws.

CG 1.4.1 Purpose & Responsibilities

According to Acts 6:1-6, Deacons are to:

- Care for the physical/temporal needs of the congregation.
- Promote unity within the fellowship.
- Support the ministry and service of the Word.
- Direct and lead Church ministries.
- Assist the Senior Pastor in Church leadership and administrative responsibilities (in the absence of other elected elders).

All Deacons shall agree with and abide by the *Deacon Operational Guidelines* as established and maintained by the Deacon body. This document establishes clear expectations of service and ministry involvement, and promotes accountability among the Deacons.

CG 1.4.2 Eligibility (Acts 6:3 and 1 Tim 3:8-13)

- Good reputation
- Full of the Holy Spirit
- Full of wisdom
- Qualifications as described in 1 Tim 3:8-13
- Member of the Church

CG 1.4.3 Selection Process

CG 1.4.3.1 Election of Deacons

- The election process shall be initiated by the Senior Pastor and the Deacon Body, and the number of new Deacons needed.

- A nomination process will be established whereby the congregation can recommend individuals to serve.
- Nominees will be screened by a committee of the Deacons, and pending approval, will be presented to the Church.
- Before being presented to the Church, nominees must agree to serve and commit to fulfill the expectations of the office of Deacon as expressed in the *Deacon Operational Guidelines*.
- If not previously ordained, then the individual will be ordained by FBC Bangs.

CG 1.4.3.2 Previously Ordained Deacons

- There shall be no obligation on the Church's part to accept or appoint an individual who served as a Deacon in another Church.
- In such instances where that individual is nominated by the congregation to serve as a Deacon, his previous ordination by another church of like faith and order shall suffice for this Church.
- To provide sufficient opportunity for the Church to observe faithful attendance, ministry involvement and service, there shall be a six-month waiting period before a Deacon ordained at another church is eligible for election to serve as a Deacon at FBC Bangs.

CG 1.4.5 Removal from Office/Service

It is expected that elected Deacons will faithfully attend Church and be actively involved in the life and ministries of the Church. Deacons must also remain committed to fulfilling the obligations and expectations of the office of Deacon.

The Deacon body will establish clear expectations of service and ministry involvement in order to promote accountability among the Deacons. The Deacon body will also establish guidelines for removing a Deacon from office and service. [Re: the *Deacon Operational Guidelines*]

Should a Deacon no longer be eligible or able to serve, or not able to fulfill the requirements and expectations of the office, the Deacon body will determine the appropriate measures for addressing that situation. If a Deacon can no longer actively serve, the Deacon body will decide if that Deacon should have Emeritus status (a status honoring years of faithful service) or Inactive status. A Deacon may choose to voluntarily take a sabbatical due to life circumstances that make active service difficult or

impossible. The Deacon body may also place a Deacon on Inactive status for accountability and disciplinary reasons. A Deacon on Inactive status may formally petition, in writing, the Deacon body to be reinstated to Active status. The Deacon body will consider and decide each such petition based upon the circumstances involving that individual.

CG 1.4.6 Leadership during interim period without Senior Pastor
Upon the departure of the Senior Pastor, the Deacon body will provide leadership to the Church during the interim period until a new Senior Pastor is elected.

CG 1.5 Church Administrative Support Staff

The positions described below help further the religious mission of the Church and require that those in these positions agree with and adhere to the FBC Constitution & Bylaws.

CG 1.5.1 Office Manager & Treasurer

The Church Office Manager & Treasurer shall oversee all activities of the main church office and carry out the accounting activities of the Church; ensure effective office operations and functionality; assist in the creation and coordination of the Church calendar; create a welcoming environment within the Church office; maintain appropriate office supplies and equipment; assist in the scheduling of Church facilities; supervise Church housekeeping efforts; assist in the coordination of Church maintenance and other Church-related projects; coordinate the day-to-day financials of the Church; and serve as the Church Clerk to maintain proper records.

CG 1.5.2 Office Assistant

The Office Assistant shall work with the Church Office Manager to ensure effective office operations and functionality; create a welcoming environment within the Church office; and assist in completing specified office projects as directed by the Office Manager and Pastoral staff.

CG 1.5.3 Custodial Staff

The custodial staff shall ensure the facilities of the Church are kept clean, healthy, and well-maintained for worship services, ministry programs, weddings, funerals, fellowships, special programs, and other services as needed.

CG 1.5.4 Selection process

As current or new staff positions become available, the Senior Pastor and Personnel Committee will affirm the need to fill the position, verify the job description, and coordinate the hiring process.

CG 1.5.5 Other positions as needed

As specific needs arise, additional support staff positions may be established by the Church in order to better serve the needs of the congregation and Church ministries. Such positions will be recommended by the Senior Pastor and Personnel Committee, and approved by the Church.

CG 1.6 Church Committees

The committees described below help further the religious mission of the Church and require that those serving on a committee agree with and adhere to the FBC Constitution & Bylaws.

CG 1.6.1 Nominating Committee

The Nominating Committee coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein. It also secures commitments from church members to serve on all committees needed by the church. Persons considered for any such positions shall first be approved by the Nominating Committee before they are approached for recruitment. The Nominating Committee shall present to the church for election all who accept the invitation to serve.

CG 1.6.2 Personnel Committee

The Personnel Committee assists the church in matters related to employed personnel including those called by church action. Their work includes such areas as recommending staff needs, employment, policies, job descriptions, and personnel services.

CG 1.6.3 Budget & Finance Committee

The Budget and Finance Committee coordinates the development of the annual church budget and gives general oversight to the financial concerns of the Church using sound principles of financial management. It works with the treasurer in the preparation and presentation of required reports regarding the financial affairs of the church.

CG 1.6.4 Missions Committee

The Missions Committee assists the Church in prioritizing mission efforts and activities, informing the congregation of mission opportunities, and

setting Church giving goals for special mission offerings of Southern Baptists and Texas Baptists.

CG 1.6.5 Special Events Committee

The Special Events Committee plans and coordinates special events and activities on behalf of the Church. These events may be scheduled through the annual calendar planning process, as well as ad hoc events/activities that may arise by church leadership initiative.

CG 1.6.6 Building & Grounds Committee

The Building & Grounds Committee is responsible for assisting the church in ensuring the proper functioning, safekeeping, protection, maintenance and repair of all Church facilities, grounds, parking lots, machinery and operating equipment, including heating, cooling and lighting. It also is responsible for the maintenance and use of transportation vehicles, trailers, and associated equipment.

CG 1.6.7 Benevolence Committee

The Benevolence Committee assists the church in meeting the benevolent needs that exist within the church family and within the Bangs community. Guidelines for distributing Church resources are established by the committee.

CG 1.6.8 Outreach and Follow-up Committee

The Outreach and Follow-up Committee assists the Church by providing leadership, direction, and coordination of Church efforts in follow-up visitation with visitors at church and special events, providing personal contact with visitors at special events, and publicizing outreach events.

CG 1.6.9 Hospitality Committee

The Hospitality Committee assists the Church by providing a welcoming environment to all those who worship at First Baptist Church. This includes members of the church as well as visitors who may need assistance in locating a Sunday School class, nursery or other facilities.

CG 1.6.10 Member-Care Committee

The Member-Care Committee assists the Church by helping new members build connections and assimilate with the congregation, coordinating efforts to reach out to those Church members who have missed Church for several weeks (so they know that we care for them and they don't "fall through the cracks"), and visiting those of our congregation who are in the hospital, nursing home and shut-ins.

CG 1.6.11 Ad Hoc Committees

As specific needs arise, additional committees may be established by the Church in order to better serve the congregation and effectively address ministry concerns. Such committees will be recommended by the Senior Pastor and approved by the Church.

CG 1.7 Trustees

The position described below helps further the religious mission of the Church and requires that those in this position agree with and adhere to the FBC Constitution & Bylaws.

In property matters, the church will select Trustees to serve as the congregation's title -holding agents. The church membership has the final authority to direct the Trustees to mortgage or sell the Church's real and personal property, upon a specific vote of the Church authorizing each action. Under the supervision of the congregation, the Trustees will execute and manage documents for key church resources, as well as provide signatures for all legal documents involving church property. As servant stewards over the property of others, Trustees will adhere to the established usage, customs, practices, and doctrines of the FBC family and will operate under the authority of the Church and its recognized leadership.

When so authorized and directed, the Trustees will have the full power and authority to:

- purchase, lease and acquire property by gift, devise or bequest
- to hold, mortgage, convey and dispose of all kinds of Church-held property
- execute all contracts, deeds, mortgages, or other instruments
- negotiate settlements and legal disputes as warranted

Trustee Qualifications. The Board of Trustees will consist of 3 to 6 individuals recommended by the Deacon body and approved by the church. At least one Deacon must serve on the Board of Trustees.

A person must be proven a trustworthy steward and faithful contributor to FBC Bangs before being given the responsibility of acting on behalf of the congregation as a Trustee. A Trustee's tenure is a minimum of 3 years. Open-ended tenure is necessary to maintain the continuity needed for this title-holding function. After serving 3 years in this position, a person's continued service will be by recommendation of the Deacon Body and approval by the church.

The Chairperson of the Trustees serves as a coordinator for the Board and its activities. The Trustee Chairperson will be elected annually from among and by the current Trustees. They must meet collectively at least annually and more often if needed. Minutes of their meetings must be taken and maintained. All minutes, records, and official documents are church property and will be kept in the Church office.

ADM - BO Church Business Office

BO 2.1 Office Hours

BO 2.1.1 Regular office hours

The Church office will maintain regular office hours as specified in the Personnel Manual.

BO 2.1.2 Weather-Related Closing

Weather related closings will be at the discretion of the Sr. Pastor and Chairman of Deacons.

BO 2.1.3 Holidays

The Church Office will be closed on holidays as identified in the *Personnel Vacation and Leave Policy* and approved by the annual Church calendar.

BO 2.2 Office Technology

BO 2.2.1 Telephone and Copiers

Telephones and copiers are provided for official church use and are available in the church office.

BO 2.2.2 Computers

Computers are provided to the church staff as needed. Individual staff may also use their personal computers when deemed appropriate.

BO 2.2.3 Internet Use

BO 2.2.3.1 Access & Permission

Internet access is provided within the church office. Permissions for access must be granted by the Office Manager.

BO 2.2.3.2 Proper Use

It is expected that all church staff and anyone accessing the Internet through church equipment will use the Internet for

professionally appropriate purposes. Discretion and discernment should be exercised when using the Internet in order to avoid unseemly websites and the appearance of evil. Christ-like integrity and conduct is expected at all times.

BO 2.3 Contribution Records

BO 2.3.1 General/Cash Contributions

General and cash deposits are made on the Monday following Sunday Services or as soon as possible thereafter.

BO 2.3.2 Posting

Posting of contributions is made following the deposit.

BO 2.3.3 Retention of Records

Contribution records will be kept according to current IRS guidelines.

BO 2.3.4 Non-Cash Contributions

A contribution statement is given to those making a non-cash donation.

BO 2.3.5 Designated Gifts

BO 2.3.6.1 Definition & Examples

A designated gift is one that is given for reasons other than for general budgeted expenses; such as mission offerings, benevolence offerings, etc. All designated gifts must comply with current IRS guidelines.

BO 2.3.6.2 Activity Accounts

Activity Accounts are accounts established annually for the purpose of receiving and dispersing of designated monies.

BO 2.4 Benevolence Requests

BO 2.4.1 Benevolence Committee

The Benevolence Committee consists of church members approved by the congregation who determine the appropriateness and approval of benevolence requests and needs in our church and community.

BO 2.4.2 Procedures

A *Request for Assistance* form must be filled out and presented to the Benevolence Committee for approval. That form is available in the

church office and must be submitted to the church office. Those requesting assistance must meet one of the following criteria:

- Members of FBC Bangs
- Individuals/families living in the Bangs city limits (or)
- Individuals/families who have a child attending one of the Bangs schools (or)

The committee may make exceptions in special circumstances.

BO 2.5 Master Keys

BO 2.5.1 Distribution of keys

Church Staff and designated approved members of the Church will have possession of keys after filling out the required Key "Check-Out" Form. A list of those having possession of keys will be maintained and kept in the Church Office.

BO 2.5.2 Responsibility

It is the responsibility of those possessing keys to maintain the security of the buildings, not loan out keys to anyone, and return keys to the Church Office at the designated time. They are also accountable for loss of keys and replacement cost or rekeying if deemed necessary.

BO 2.5.3 Duplication

Only the Office Manager and/or Sr. Pastor are authorized to have keys duplicated.

ADM - FA **Facilities**

FA 3.1 Buildings

FA 3.1.1 General Guidelines for Use

See the *Building Use Policy*.

FA 3.2 Grounds

All Church grounds will be maintained to ensure functionality and appearance. Maintenance such as mowing, edging, tree trimming, property clean-up, and upkeep on parking lots will be conducted through contract labor (as needed) and volunteer labor.

FA 3.3 Electrical / Water System / Gas

FA 3.3.1 Location of Shut-offs.

Diagrams will be posted in the Church office and other appropriate locations.

FA 3.3.2 Emergency Procedure.

Procedures will be posted in the Church office, Church foyer, youth building, children's wing, gymnasium, and fellowship hall.

FA 3.4 Vans

FA 3.4.1 CDL Requirement

None required for 15 passenger van

FA 3.4.2 Driver Background Check

DL # and DOB are required by insurer in order to check driving record.

FA 3.4.3 Adult Driver Requirement

All requirements to drive a Church van must follow the guideline expressed by the insurance policy. Drivers must be 21 years of age with a good driving record. When possible, preference will be given to drivers 25 -65 years old.

FA 3.4.4 Fuel & Maintenance

Van must be filled up when returned to the Church. A check list in the Church Office must be completed and returned along with keys. The Building and Grounds Committee is responsible for making periodic checks for maintenance and operation.

FA 3.4.5 Cleaning the Vans

The reserving party is responsible for cleaning trash and spills upon returning the vans(s). A check list must be completed and returned along with keys. The Building and Grounds Committee is responsible for making periodic checks for cleanness.

FA 3.5 Insurance

Full insurance coverage is maintained on all vans, as well as the trailer(s).

ADM - FI Financials

FI 4.1 Deposits & Reconciliation

Deposits of all monies are made weekly or as often as required. Accounts are reconciled monthly.

FI 4.2 Financial Reports

FI 4.2.1 Monthly

A Financial Report of all accounts is printed monthly and presented to the church body.

FI 4.2.2 Annual

The December report also serves as the annual accumulative report.

FI 4.3 Purchasing Procedures

A Purchase Order is required prior to the purchase of an item. A signature from the Budget and Finance Committee is required prior to a purchase totaling \$500 or more.

FI 4.4 Audit

FI 4.4.1 Committee

The Audit Committee is responsible for reviewing the church's monthly bills, checks and financial reports, and accounting entries. The Committee seeks clarification on any questions relating to the same and offers suggestions where improvements can be made in procedure in order to provide sound and safe accounting practices.

FI 4.5 IRS Status 501C3

FI 4.5.1 Filing of Annual IRS Report

W-2's and 1099's are issued annually and filed with the IRS. Payroll taxes are deposited monthly and quarterly reports (941) are made to the IRS.

FI 4.6 Solicitation of Donations to the Church

Soliciting donations from local businesses and individuals on behalf of the church must be approved through the church office. An official letter authorizing the solicitation will be provided to those seeking donations on the church's behalf.

FI 4.7 Reimbursements

Reimbursements are made for qualifying purchases by filling out a required Purchase Order.

FI4.8 Budget & Budgeting Process

The Budget and Finance Committee will initiate budget requests from church ministries and committees in order to prepare a workable church budget. The Proposed Budget will be made available for review prior to being voted on by ballot in a Special Called Business Meeting. Budget approval will take place prior to the beginning of the new calendar year.

ADM – SC Security

SC 5.1 Emergency Plans

Emergency plans concerning fire, tornado and severe weather shall be established and kept in the Church office.

SC 5.2 Opening & Closing Buildings

SC 5.2.1 Keys

Custodial staff will have access to all building keys to unlock and secure all doors as needed. Doors are unlocked prior to all scheduled services and other activities and secured following the event.

SC 5.2.2 Lighting

Custodial staff maintains lighting as needed, including turning on outside security lights.

SC 5.2.3 Thermostat Settings

Thermostats in each building are set and maintained by the custodial staff prior to and after services and activities. Adjustments are made seasonally.

ADM – PM Property Management

PM 6.1 Equipment Inventory

The Building & Grounds Committee will create and maintain an equipment inventory list. The list will be kept in the Church office.

PM 6.2 Routine Custodial Care

Routine housekeeping/custodial care is provided by the custodial staff.

PM 6.3 Equipment Maintenance Records

To help ensure proper functioning of church equipment, the Building & Grounds Committee will establish and maintain maintenance records. The maintenance records will be kept in the Church office.

PM 6.4 “Loaned Items” Policy

Church members are authorized to borrow on a limited basis tables, folding chairs, and miscellaneous kitchen items from the fellowship hall provided there are no scheduling conflicts with regular church activities.

Sound equipment may be borrowed only at the discretion of the minister of worship.

The following guidelines will apply:

- 1) Folding chairs and tables located in storage, in the fellowship hall, or the Sunday school classrooms are the only chairs and tables that may be borrowed. Other types of chairs and tables located elsewhere in the church shall not be borrowed.
- 2) The borrower shall complete an “Items on Loan” form listing the items to be borrowed, the date and time they will be picked up, and the date and time they will be returned. A copy of this form will be kept on file in the church office until the items are returned and checked off by the church secretary. If sound equipment is borrowed, the Minister of Worship shall have the borrower complete the form and also keep a copy on file.
- 3) The Senior Pastor, Associate Pastor, or the Office Manager shall authorize the borrowing of the all items except those related to the music ministry.
- 4) Equipment shall not be loaned in the event of a scheduling conflict with a church sponsored program or activity.
- 5) All borrowed items shall be returned in their original condition and to the original location within the church.
- 6) The borrower is responsible for any damages and possible replacement of borrowed items.
- 7) Should a member request to borrow an item that is not normally released on loan, that request will be considered by the church leadership on a case by case basis.
- 8) Non-church organizations may borrow tables and chairs provided there are no scheduling conflicts with regular church activities. A non-refundable deposit will be required before items can be released. Non-church organizations will also be required to fill out the “Items on Loan” form.

PM 6.5 “Release of Documents” Policy

Giving records shall not be released to anyone other than the person listed on the record without the written permission of the giver, unless the request is accompanied by a genuine court order.

Other records such as baptism, Church membership, etc. shall be available on request of the individual whose name appears on those records. This request may be verbal or written. When a member changes church membership to another congregation, such information that is deemed appropriate may be granted to the new congregation when officially requested.

Release of brochures, tracts and other reference materials, including all printed, audio, and video, may be loaned to Church members as deemed appropriate by the Senior Pastor/Administrator.