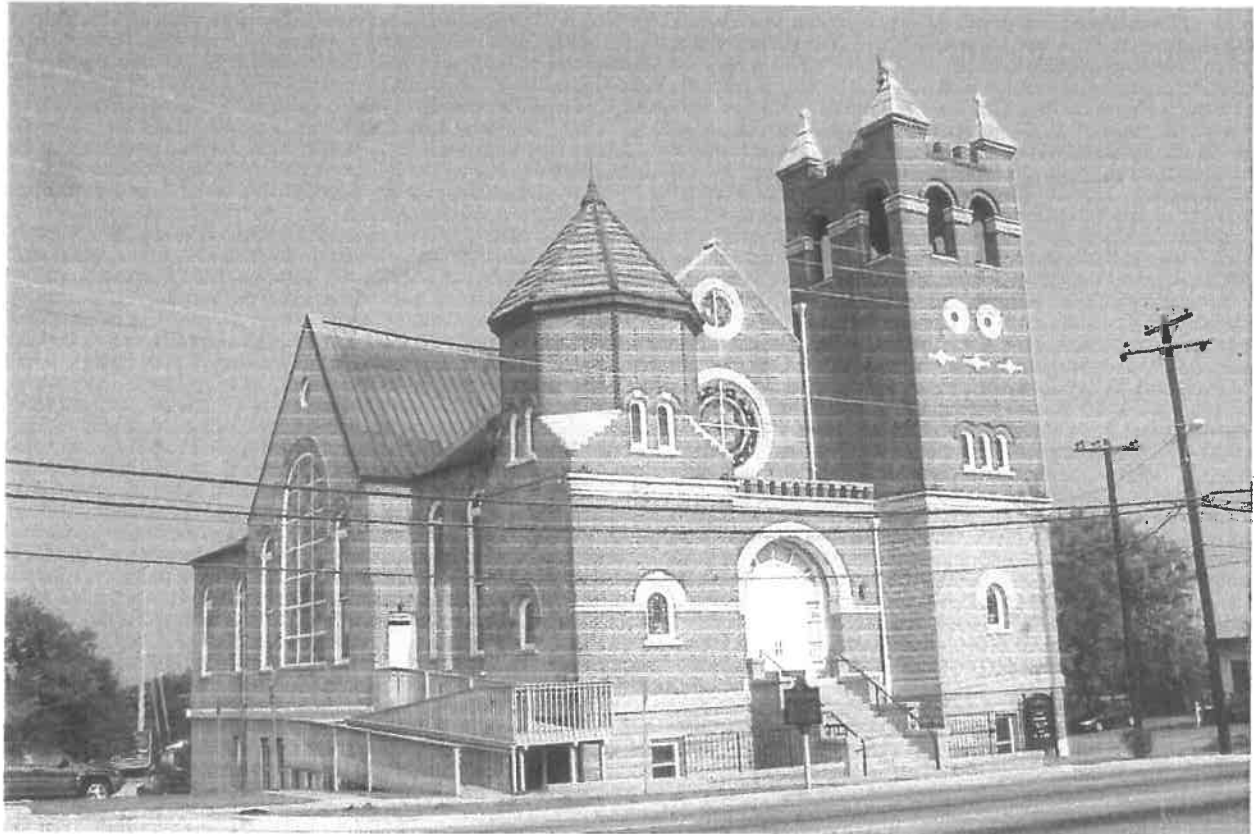


**CONSTITUTION, BYLAWS,
AND
POLICIES AND PROCEDURES**



First Baptist Church

*347 North Ripley Street
Montgomery, Alabama*

Acknowledgements

First Baptist Church is grateful for the work done by the ***Constitution, Bylaws, and Policies and Procedures committee***. The members have worked tirelessly to establish policies and procedures for the governing of First Baptist Church. The members are *Tyna D. Davis, Chair, Robert Beasley, Corrie Brown, Leila Chappell, Douglas Chambers, Robert Daniel, Roosevelt Daniel, Yvette Jones Daniel, Aubrey E. Larcheveaux, Essic Pack, Warner Pinchback, and James Wright*.

The ***Constitution, Bylaws, and Policies and Procedures*** document was reviewed by the ***First Baptist church Board of Deacons***. The committee on ***Constitution, Bylaws, and Policies and Procedures*** met with representatives of the ***Board of Deacons***. This document is the result of these meetings.

It is the hope that this ***Constitution, Bylaws, and Policies and Procedures manual*** will serve for the edifice of the work of our Savior, Jesus Christ. Furthermore, it is the hope of the members of the ***committee*** that these policies will assist First Baptist Church in carrying out its mission.

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First Baptist Church Constitution

Preamble

We declare and affirm these principles in the light of the Holy Scripture to govern the body in an orderly manner. These principles will preserve the liberties of each individual church member and the freedom of action of this body in our following of the Great Commission.

ARTICLE I. NAME

The name of this Church is and shall be the First Baptist Church Colored, Inc., operationally known as **First Baptist Church**, located at 347 North Ripley Street, Montgomery, Alabama.

ARTICLE II. MISSION

First Baptist Church is a fellowship of Christian people committed to the spiritual, intellectual, and evangelical growth of its members for the honor and glory of God. It will strive to equip the members for ministry in the church and the world in order to magnify God's name.

ARTICLE III. PURPOSES

The purpose of this church is to fulfill the great commission as stated in Matthew 28:19-20 King James Version (KJV)

¹⁹Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost:

²⁰Teaching them to observe all things whatsoever I have commanded you; and, lo, I am with you always, even unto the end of the world. Amen.

The purposes of this Church are carried out through its ministry and its organizational structure (See Appendix A) and shall be as follows:

1. MAGNIFY

Celebrate God's presence in worship; and promote the interests of the *Kingdom of God* according to the teachings of *Christ*.

2. MISSION

Communicate God's Word through evangelism; minister to each other and to all the world; and promote home and foreign mission efforts.

3. MEMBERSHIP

Incorporate God's family into our fellowship; and lead the lost to a saving knowledge of Jesus Christ both at home and around the world, through preaching, teaching and fellowship.

4. MATURITY

Educate God's people through discipleship; and nurture, encourage, and support Christian growth.

5. MINISTRY

Demonstrate God's love through service; maintain public services for the worship of God; and engage in endeavors deemed fitting and proper in order to advance the cause of Jesus Christ throughout the world.

ARTICLE IV. CHURCH COVENANT

This Church receives the New Testament as an all-sufficient basis of doctrine and practice. As a summary of principles for Christian conduct among its members, it has adopted the Church Covenant commonly accepted by Baptist Churches (Appendix A).

ARTICLE V. 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 Articles of Faith as written by the Rev. John Newton Brown, D. D., of New Hampshire about 1833, and adopted by the New Hampshire Convention, and widely accepted by Baptists (Brown, 1833) (Appendix B).

ARTICLE VI. DENOMINATIONAL AFFILIATIONS

The Church shall be affiliated with the Montgomery Antioch District, the Alabama State Missionary Baptist Convention, Inc., and the National Baptist Convention, U.S.A. Inc.

ARTICLE VII. POLITY

Section 1. Government

This church is governed by the Lord Jesus Christ, who is the Head of the body, the church. The government of the church is vested in the body of baptized believers who compose it.

Section 2. Authority

The final authority in all matters, regardless of the leadership team, ministry or small groups, rests in the church body.

ARTICLE VIII. AMENDMENTS

Amendments to this constitution may be made at any regular business meeting of the church, provided that copies of each amendment have been presented in writing at the previous regular business meeting, that a written copy of the amendment has been published at least twice in the weekly church newsletter or bulletin prior to being voted on, and that written copies have been made available to the church membership. Amendments shall be passed by three-fourths vote of all members of the church present and voting. Proxy voted is prohibited

ARTICLE IX. PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order* shall be the authority for parliamentary rules of procedure for all business meetings of the church in areas not addressed by this Constitution.

Bylaws

ARTICLE I. MEMBERSHIP

Section 1. Members

This church is comprised of persons who profess a personal faith and believe in the Lord Jesus Christ, have received baptism in a church according to the New Testament, and actively follow the Lord Jesus Christ in discipleship.

Section 2. Voting Rights of Members

Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present. Proxy voting is prohibited.

Section 3. Reception.....

A person may be received for membership by any of the following ways:

1. **By profession of faith** - Such persons as confess Jesus Christ to be their Savior and Lord, and promises to live a Christian life, and adopting the covenant and the articles of faith and practices held by the church, shall, upon baptism by immersion be admitted into the fellowship of the church.
- By statement** - Those who have been received by vote of the Church and present letters of dismissal and recommendation from other Baptist churches.
- By letter.** Any person from another church of like faith and order may be received into membership upon receipt of letter of transfer from that respective church.
- By baptism from another denomination.** Any person who professes a personal faith and belief in the Lord Jesus Christ and actively follows the Lord Jesus Christ in discipleship but has been baptized by any method other than immersion in another church must be immersed to become a member of this body.

Section 4. New Member Orientation

New church members will be expected to participate in the church's new member orientation program as developed and implemented by the church.

Section 5. Rights of Members

Each member of the church is entitled to vote at all elections and on all questions submitted to the church, provided the member is present. Every member of the church is eligible for consideration by the membership as candidates for the elective offices in the church. Every member of the church may participate in the nomination of candidates for elected office and participate in the ordinances of the church as administered by the church.

Section 6. Duties

It shall be the duty of all members to familiarize themselves with the Articles of Faith, Church Covenant, Constitution, Bylaws, Policies and Procedures, and activities of the Church. Members are further expected to be faithful in their regular attendance and their support of the Church and its program by willingly and joyfully contributing of their time, talents and material gifts to the uplifting of the Church.

Section 7. Termination of Membership

Membership shall be terminated in the following ways: (1) death, (2) transfer by letter to another church of like faith and order, (3) acknowledgement when a member has joined a church of another faith and order and requested such action, (4) exclusion by action of this church.

Section 8. Membership Crisis

1. By absenteeism. The names of members willfully absenting themselves or having removed themselves from the knowledge of the Church, and not reporting to the Church for a period of six months, shall be deemed a member in crisis. This member shall be embraced and directed back to the church through activities undertaken by the pastor, Board of Deacons, and the special committee established for this purpose, the Membership Crisis Committee. The mission of the committee shall be to reclaim members and to redirect members to the church.

2. By Unusual circumstances. Any member who has gone through life changing events and requests the assistance of the church shall be deemed a member in crisis. This member shall be assisted by the Pastor, Board of Deacons, and/or the membership Crisis committee whose mission is to assist members in crisis.

Section 9. Release From Membership

By letter. Any member in good and regular standing who desires a letter of dismissing and recommendation to any other church is entitled to receive it upon request. The name of the church to which membership is to be transferred must be indicated in the request, and the letter shall be sent to the pastor or clerk of that church. This letter shall be valid as a recommendation for six months only from its date, unless renewed, and this restriction shall be stated in the letter.

ARTICLE II. OFFICERS, STAFF, AND THEIR DUTIES

All non-salaried officers must be members of the church. The staff and officers of this church shall be as follows:

Section I. Staff

1. Pastor

The Pastor shall be a believer in, and a preacher of the Gospel and of the basic doctrines of faith held by the Baptist denominations as evidenced by the Church Articles of Faith and Church Covenant. He shall cooperate with the organized work of the congregation and officers of FBC and agree to abide by the Church Constitution, Bylaws, Ordinance, and Policies.

The Pastor is an employee of the church and is accountable to the Board of Deacons. The Pastor is responsible for planning, organizing, and leading the church. The Pastor will provide the spiritual and administrative leadership for the congregation, and administrative leadership for the church staff.

The Pastor is leader of pastoral ministries in the church and shall be committed to working with the deacons and the church staff to : (1) lead the church in the achievement of its mission, (2) proclaim the gospel to believers and nonbelievers and (3) care for the church's members.

The duties of the Pastor shall be those delineated in the job description of the pastor. The pastor shall be evaluated annually. He shall be ex-officio, non-voting member of all boards and committees. He shall preside at all regular Church meetings.

2. Assistant Pastor

The duties of the Assistant Pastor shall be to assist in carrying out the pastoral responsibilities and the mission of the church. He shall assist the Pastor in carrying out the mission of the Church. He shall represent the Pastoral office in the Pastor's absence as an ex-officio, non-voting member of all boards and committees.

3. Church Secretary

The Church Secretary shall serve the Church and Pastoral office in clerical duties. Duties and responsibilities are defined by the Board of Trustees in conjunction with the Pastor.

4. Church Minister/Director of Music

The Church Minister of Music shall be responsible for the Music Department directing the Church Choir, Choir practice, and overseeing other music activities at the Church. He (she) shall be responsible for acquiring music materials as may be needed to conduct the music ministry. The Church Minister of Music shall also be responsible for seeing that a piano player is available for both the Sunday Church service and the Wednesday evening service

whenever possible. He (she) shall provide for music at other times and places as may be necessary to enhance the spread of the Gospel ministry of this Church. It is his (her) duty to attend all Church services whenever possible or arrange for a replacement in his (her) absence. The Church Minister of Music shall be hired by the Board of Trustees, and it shall be his (her) responsibility to coordinate the order of service with the pastor and Board of Deacons.

5. Treasurer

The Treasurer shall be the custodian of all funds belonging to the Church. The Treasurer shall disburse money only on a voucher requested by a Department Head and, signed by the Chairman of the Board of Trustees, or by the Chairman of the Finance Committee when authorized by the Chair of the Board of Trustees. The exception is that the normal payment of employees salaries and Church utility bills, shall not require a signed voucher. The Treasurer shall make reports to the Church upon the request of the Board of Trustees or Finance Committee. The Treasurer shall be elected annually, and no one shall be disqualified for re-election because of having previously held the office.

6. Assistant Church Treasurer

The Assistant Treasurer shall work with Treasurer in such a way as to assist and be familiar with all the duties of Treasurer and to carry out the duties in his/her absence. No one shall be disqualified for re-election because of having previously held the office.

7. Custodian

The custodian shall be responsible for maintenance and cleaning of all church facilities. The custodian shall manage/supervise all housekeeping and routine maintenance as is necessary for the internal and external facility. He shall conduct routine inspections, checks, evaluations on the performance of utility systems including: electric , water, air, gas. He/she shall monitor the building structure and lawn, identify and report all irregularities to his/her immediate supervisor.

He shall make minor repairs and report all other problem areas to the Board of Trustees. Identify and request the proper supplies necessary for proper sanitation and disposal of waste. All other duties of the custodian shall be those common to a historic landmark and those delineated in the job description of the custodian.

Section 2. Officers

1. Deacons

There shall be a Board of Deacons, which shall have no less than eight member. Deacons can be recommended by the Pastor, Deacon Board and/or other members of the church. **The deacons shall express a desire to follow the examples presented in I Timothy 3:1-13.**

The Board shall have general oversight of the spiritual life of the Church, assist the Pastor in the performance of his duties, control the spiritual and moral use of the Church property, provide Christian instruction and ministry to the Church membership, decide on the need for love gifts, advise with applicants for Church membership and recommend them for Church fellowship. It shall be the responsibility of the Board of Deacons, in the absence of a full time Pastor, to see that the pulpit is not vacant during Sunday morning worship services while a new Pastor is being selected. The Deacons shall report quarterly to the Church.

2. Trustees

There shall be a Board of Trustees, which shall have no less than 15 members. The trustees shall hold in trust all property of the Church, and shall be responsible for the upkeep and management of the same. They shall not sell or encumber the real estate or other property of the Church unless authorized to do so by a majority vote of the members present at a meeting of the Church called for the purpose of considering such a transaction. Such a meeting must be called in accordance with the provisions of the laws of the state of Alabama, which governs the selling, or encumbering of Church property. The trustees will also be responsible for administering all other business affairs of the church. The Trustee chair or his/her designee shall bring before the church for approval, all financial proposals not budgeted that exceed ten thousand (\$10,000). The Trustees shall present to the church membership, a quarterly status report on all financial, legal, personnel, and other such church matters.

3. Church Moderator

The Pastor is the moderator of the Church. In the absence of the Pastor, the Chairman of the Deacon Board serves as the moderator. If neither the Pastor nor the Chair of the Deacon Board is present, the Clerk of the church serves as the moderator. If neither of the three is available, the role of the moderator shall be determined by a vote of the members present and voting.

The Moderator shall not vote on any issue except as may be necessary to break tie votes, and therefore, should not express an opinion on issues under consideration. The Moderator should be knowledgeable of rules of decorum in conducting business meetings.

4. Church Clerk

The Church Clerk shall keep a correct and permanent record of all the business meetings of the Church, sign all letters of dismissal, in charge of all Church records, and maintain a register of members, in which shall be noted such changes as may occur. The Clerk shall enter on the records of the Church current events and/or transactions in the life of the Church that are judged to be of historical value. Every effort should be made to retain records that reflect a continuous history of the Church. The clerk shall be responsible for keeping on file copies of the minutes and all committee reports and have copies available for review at all meetings. The minutes shall be available to members two weeks prior to the next announced meeting. The Clerk shall be elected annually. No one shall be disqualified for re-election because of having previously held the office.

5. Assistant Church Clerk

The Assistant Clerk duties are the same as the Church Clerk. The Assistant Church Clerk shall work with the Clerk in such a way as to assist and be familiar with all the duties of the Clerk and to carry out the duties in his/her absence. No one shall be disqualified for re-election because of having previously held the office.

6. Youth Minister/Coordinator

The Youth Minister shall be responsible for providing leadership in coordinating the study/training, worship and study activities for the Youth of FBC. He/she shall serve alongside a team of volunteers to plan, organize and supervise all youth ministry activities to ensure proper spiritual, intellectual, physical vocational emotional and social growth and development of the youth of FBC. The Youth Minister shall be elected annually. No one shall be disqualified to hold this position because of having previously held the office.

The Youth Minister shall be responsible for coordinating the activities of the Children's Church Department. He (she) shall arrange for all classes to have teachers and proper supervision during the time at Church when the children are not in the custody of their parent (s) or guardian (s). He (she) shall arrange for the acquisition of children's Christian study materials, art supplies, and other supplies that may be necessary for the efficient operation of the Children's Church, including refreshments as needed. It shall be his (her) duty to attend all Church services whenever possible to insure the continuity of the Children's Church programs.

7. Youth Director

The Youth Director, works with the youth minister and shall plan, coordinate and supervise activities for the total well-being of the youth that include their spiritual, social, intellectual, vocational, and physical development. The Youth Director shall be elected annually, and no one shall be disqualified for re-election because of having previously held the office.

ARTICLE III. SUSPENSION FROM SERVICE

Section 1. Pastor

The Pastor shall be dismissed from service to this Church for failure to carryout duties in his job responsibilities, he will be given due notice and provided an opportunity for a hearing before the Board of Deacons. If upon the examination by the Board, the majority of the Deacons shall determine that the Pastor is unfit for further service to the Church, he shall be suspended without pay. A special business meeting of the Church shall be called by the Board of Deacons at which time the Board will make a recommendation to the Church for the Pastor's dismissal. The members of the Church shall (by majority vote at this special business meeting) vote to dismiss or retain the services of the Pastor. If the Pastor is dismissed under these conditions, the casual factor for such dismissal will be considered a breech of contract and no further pay will be afforded the dismissed Pastor.

Section 2. Staff

Any staff member shall be released from service of the church for failure to carry out his/her duties delineated in his/her job description; the employee shall be given due notice and provided an opportunity for a hearing before the Board of Trustees.

Section 3. Church Officer

Any Church Officer shall be dismissed from his (her) position of this Church for gross moral sin. The accused shall be given due notice and an opportunity for a hearing before the members of the Board of Deacons. If upon examination by the Board, the majority of the Deacons determines that the Officer is unfit for further service to this Church, he (she) shall be suspended pending final action by the Church. A special business meeting of the Church shall be called by the Board of Deacons at which time the Board will make a recommendation to the Church for the Officer or Board Member's dismissal. The members of the Church shall (by majority vote at the special business meeting) vote to dismiss or retain the services of the Church Officer.

ARTICLE IV. CHURCH SERVICES/MEETINGS

Section 1. Regular Worship Services

The church shall meet regularly each Sunday morning and Wednesday evening for preaching, teaching, evangelizing, and for worship. These meetings will be open to everyone and shall be conducted under the direction of the pastor. Exceptions can be made by recommendation of the deacons.

Section 2. Special Worship Services

All special church services (i.e. revival, anniversary, observance of Special days) shall be placed on the church calendar and published in the church bulletin/newsletter at least once prior to the meeting being held, and announced at all services on the Sunday prior to the special service to be held.

Section 3. Regular Business Meetings

Regular business meetings shall be held quarterly on the second Monday evening of the month. Matters of significant nature must be publicized as specified in Article IV, Section 2.

Section 4. Special Business/Call Meetings

A Special Business/Call meeting may be held to consider matters of a significant nature. Notice of the subject, date, time and location must be published in the church newsletter or bulletin for the specially called meetings at least one week before the meeting and announced at all services on the Sunday prior to the special business meeting.

Exceptions may be made in case of emergencies (i.e. natural disaster, life threatening situations) by recommendation of the deacons. In any such event, every reasonable effort shall be made to assure that every member has been notified.

Section 5. Annual Business Meeting.

Annual Business Meetings of the Church shall be held on the second Monday of January of each year. At this meeting, yearly plans and annual budgets shall be adopted. All reports shall be made in writing.

Section 6. Fiscal Year.

The fiscal year shall coincide with the calendar year.

Section 7. Quorum.

A quorum consists of those who attend the business meeting, or regular meeting provided it is one that has been properly called.

ARTICLE V. MISSIONARY COUNCIL, BOARDS, AND COMMITTEES

Section 1. Executive Committee

There shall be an executive committee comprised of the Pastor, Chair of Deacon Board, Chair of Trustee Board, Chair of Christian Education Committee, Chair of Missionary Council, Chair of Youth Council, and five members elected annually at the Annual meeting of the Church and a Parliamentarian. The Pastor will serve as Chair of the Executive Committee.

Section 2. Election of Boards.

All boards and committees shall elect their own chairperson by majority vote.

Section 3. Christian Education Committee

It shall be the responsibility of this committee to lead and guide the church in teaching, learning, and training to equip members in the development of spiritual gifts. This committee shall constantly evaluate the spiritual needs of the Church through correlating the programs/activities of all the departments and groups in the Church.

The committee shall meet at least once prior to each quarterly business meeting and annual business meeting on a date specified by the council at the previous meeting. Special meetings may be called by the Pastor, Director of Christian Education or by the Chairman of the Board of Deacons provided one week's prior notice is given.

Section 4. Missionary Council

There shall be a Missionary Church Council composed of Matrons, Missionary Circles, Deacons and Trustees wives, Laymen, Nurses Guild, Red Circles, Crusaders, Sunbeams, Usher Boards. The purpose shall be for the training and evangelical services in carrying out the mission of the church which includes home and foreign missions.

1. **Matrons** are a group of faithful and dedicated women who help train others in Christian education and prayer. They help teach children and youth the importance of church and worship.
2. **Missionary Circles** are groups of members organized by neighborhoods who study the Bible. They are responsible to the needs of the members in their respective neighborhood.
3. **Deacon and Trustees wives** who are involved in Bible study assist in the baptismal and communion ceremonies of the church.
4. **Laymen** are a group of faithful and dedicated members who help train others in Christian education and prayer. They help teach children and youth of the importance of church and worship.
5. **Nurses and Physicians Guild** are trained professionals who serve the church by administering to the health needs of the members. These professions include but not limited to medical doctors, dentist, nurses, dietician, and nutritionists.
6. **Usher Boards** are a group of faithful, dedicated and courteous men, women and young people who assist during the church service by assuring orderly entrance and exits into the sanctuary. The Usher

Boards contribute to the worship service through the collection of monies and administering to the needs of the congregation.

7. **Missionary Society** are members of the church whose purpose is to study the word of God and support families in time of bereavement.

Section 5. Youth Council

This council is composed of members of the church and parents of children who are involved in the youth activities of the church. The council provides support and promote the youth activities of the church. The council works in conjunction with the Youth Director to facilitate the youth programs.

1. **Red Circles** are young women 11-15 years of age who are involved in Bible study and community service.
2. **Sunbeams** are young children (boys and girls) ages five to eleven years of age who are involved in Bible study and community service.
3. **Crusaders** are young men 11-15 years of age who are involved in Bible study and community service.

Section 6. Committees.

Deacons

1. **Baptismal** - consisting of Deaconess and the Deacons, whose duty is to advise and assist candidates for baptism.
2. **Career Development** making membership aware of job opportunities and providing information about careers for our youth.
3. **Contact** - Responsible for providing notice and information to the membership via e-mail and telephone.
4. **Courtesy** - This committee is responsible for extending courtesies to members of the church and others as directed by the Board of Deacons. Courtesy guidelines will be established by the committee and approved by the church body.

Education - Coordinate education opportunities for members of the church and community

Fellowship - Shall be responsible for providing fellowship opportunities and activities for the membership.

Food Program—Shall be responsible for preparing and delivering meals and food to members and citizens in need.

Histographical Commission - Shall be responsible for retrieving, cataloging and preserving documents and artifacts relating to the history of FIRST BAPTIST CHURCH and archiving current documents and artifacts for historical purposes.

9. **Hospitality/Hostess** - selects, prepares, presents, and serves refreshments to church guest. Shall be in charge of various functions of the Church such as banquets, suppers, etc.. Serves as host/hostess for church tours, visitors and new members. This committee shall be responsible for coordinating activities such as the October Fest.
10. **Outreach** is responsible for responding to the needs of members or citizens in time of emergencies or crises.
11. **Pulpit Committee**—When the Church is in need of a Pastor a Pulpit Committee shall be selected by the Church, for the purpose of recommending to the Church a desirable candidate for the pulpit. The Pulpit Committee shall be composed of two deacons, two trustees, and three members elected by the Church body, with at least one of the elected members being a woman. There shall also be elected a first and second alternate member for the Pulpit Committee of which at least one shall be a female. An alternate member shall be non-voting except when called to replace a regular member. The Church shall give no consideration to any candidate who is not first recommended to the Church by the Pulpit Committee.
12. **Sick and Shut-In Ministry**— This committee is responsible for contacting our sick and shut-in on a weekly basis and report back to the church.

Trustees

These committees are responsible for the following:

1. **Audiovisual/Technical** – Operating the equipment and advising on equipment needs.
- Finance Committee**—auditing all banking and financial statements, reports, and inventorying all physical resources of the Church.
- Beautification** - Keeping the church attractive inside and outside. Seasonal flowers shall be displayed inside the church as well as the vestibule. The committee should report custodial needs to the custodian.
- Data Management** - Assisting the church clerk by keeping current data on members.
- Events/Facilities** – Keeping a calendar of activities that are conducted within the church's facilities.
- Human Resources/Personnel** – Evaluating, analyzing, and updating job descriptions, in consultation with employees of FIRST BAPTIST CHURCH.
- Kitchen Management** - Managing the kitchen, equipment and its operation. The staff is recommended by the Chairman of the Board of Trustees and approved by the board.
- Maintenance** - Supervising all repairs or alterations made to the Church property, authorized by the Church or the Board of Trustees. Make necessary minor repairs on their own initiative.
- Production** – Coordinating all elements needed to be broadcast with assistance of the audio-visual committee.
- Public Relations** - In cooperation with the Pastor, advertising the regular and special services of the Church. Keep the church's marquee current.
- Risk Management** is recommended by the Chairman of the Board of Trustees and approved by the board. Management of all tangible assets of the church, security systems and access control.
- Scholarship Committee** Reviewing applications and managing scholarships that are sponsored by the church and other contributors.
- Stewardship** - Directing a coordinated effort in the areas of fund raising and stewardship development, both in an annual emphasis and throughout the year. The committee also coordinates special offerings, promotes the use of grants, endowments and other sources of funds to further the church's ministries.
- Transportation** – Transporting members. This committee is composed of five (5) authorized drivers who are responsible for carrying out the transportation needs of the church. All drivers must be between the ages of 25 and older and insurable. If the driver is declined by Church Insurance, then another driver must be found.
- Policies and Procedures**—Receiving and reviewing recommendations for amending the *First Baptist Church Constitution, Bylaws, and Policies and Procedures*.
- Wellness** – Providing members with healthy lifestyles forums, workshops and training opportunities.

Section 7. Accountability

All committees are accountable to the appointing or electing body and to the membership of First Baptist Church. Each committee is responsible for holding meetings as needed to carry out its duties. Annual reports should be made and filed with the church clerk.

ARTICLE VI. AMENDMENTS

Amendments to these bylaws shall be made at any regular business meeting of the church, provided each amendment shall have been presented in writing at the previous regular business meeting, that a written copy of the amendment has been published at least twice in the weekly church newsletter or bulletin prior to being voted on, and that written copies of the proposed amendment be furnished to each member present. Amendments to these bylaws shall be ratified by two-thirds vote of members present and voting.

ARTICLE VII. PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order, Newly Revised* shall be the authority for parliamentary rules of procedure for all business meetings of the church in areas not addressed by these Bylaws.

Policies and Procedures

I. Voting Procedures

A question is put to vote by the Moderator, having first distinctly restated it, so that all may vote intelligently. First, the affirmative, then the negative votes are called, each so deliberately as to give all an opportunity to vote. The Moderator then distinctly announces whether the motion passes or fails..

All members present are expected to vote.

The Moderator does not usually vote except the question taken by ballot; but when the vote is equally divided, he/she is expected to cast the deciding vote.

When the vote is taken by ballot, the Moderator appoints tellers to distribute, collect, and count the ballots.

Any voting member can request a secret ballot on a question to be voted on if he/she feels the need for such action.

II. FACILITIES

The following policies and procedures are in conjunction to those enumerated by the Events/Facilities committee. They are to be followed by any and all individuals or groups using the First Baptist Church facilities. If any of these policies are violated or not followed, First Baptist Church reserves the right to cancel reservation and /or stop activities.

1. An individual must be 21 years or older to reserve the facility.
2. The facilities request form must be filled out and returned at least 2 weeks prior to the event. If it is not, the event will not be scheduled on the church calendar.
3. Absolutely no alcohol, weapons, or tobacco are to be used on the premises of First Baptist Church
4. The main sound system in the Sanctuary must be operated by First Baptist Church technicians or by individuals authorized by the Audio/ Technical Committee.
5. No food or drink is allowed in the Sanctuary at any time, except as may be needed in pulpit and/or in cases of emergencies.
6. First Baptist Church is not responsible for damage, breakage, or theft of any items brought into the facility or on church property.
7. All clean up , after the event, will be the responsibility of the individual or group
8. Rental fees are to be determined by the Events/Facilities Committee.

III. DECORATING/SET-UP

Each group is responsible for its own set-up, decorating, and clean up. Please include time for decorating and set-up when completing the facilities request form.

1. Nothing may be hung on the walls in the sanctuary or vestibule.
2. No permanent markings on the floor of the sanctuary are allowed.
3. Only stationary, dripless candles may be used and must be placed in appropriate holders with continuous adult supervision.
4. Paints, markers, pens, crayons, etc., may not be used on walls, doors, or windows.
5. Entry/Exit doors must remain accessible; therefore nothing can be placed on or in front of them that may restrict accessibility.

IV. VAN CHECKOUT

1. A Van Request must be submitted 2 weeks prior to the date you wish to use the van.
2. The church's van shall only be used for FIRST BAPTIST CHURCH purposes.
3. Only authorized personnel of the Transportation committee shall be drivers of the Church's van.

V. BULLETIN ANNOUNCEMENTS

The deadline for bulletin notices is noon on Wednesdays.

. Email or call the church secretary to have the notices added.

Flyer announcements can be displayed in the designated display area of the vestibule.

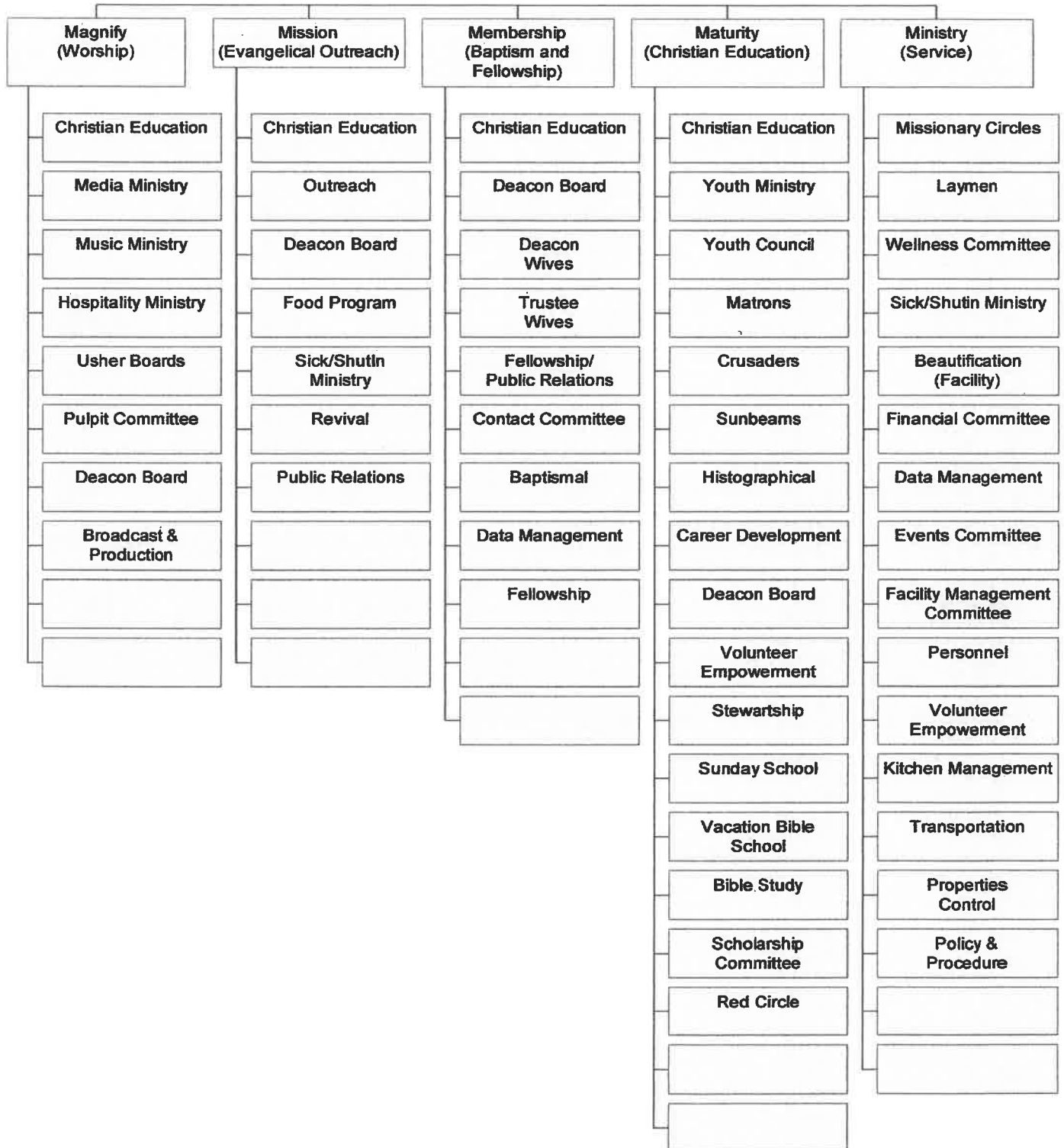
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Appendices

APPENDIX A—Organizational Chart of Committees



APPENDIX B—CHURCH COVENANT

Church Covenant

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

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge and holiness; to give it a place in our affections, prayers and services above every organization of human origin; to sustain its worship, ordinances, discipline and doctrine; to contribute cheerfully and regularly, as God has prospered us, towards its expenses, for the support of a faithful and evangelical ministry among us, the relief of the poor and the spread of the Gospel throughout the world. In case of difference of opinion in the church, we will strive to avoid a contentious spirit, and if we cannot unanimously agree, we will cheerfully recognize the right of the majority to govern.

We further engage to maintain family and secret devotion; to study diligently the word of God; to religiously educate our children; to seek the salvation of our kindred and acquaintance; to walk circumspectly in the world; to be kind and just to those in our employ, and faithful in the service we promise others; endeavoring in the purity of heart and goodwill towards all men to exemplify and commend our holy faith.

We further engage to watch over, to pray for, to exhort and stir up each other unto every good word and work; to guard each other's reputation, not needlessly exposing the infirmities of others; to participate in each other's joys, and with tender sympathy bear one another's burdens and sorrows; to cultivate Christian courtesy; to be slow to give or take offense, but always ready for reconciliation, being mindful of the rules of the Savior in the eighteenth chapter of Matthew, to secure it without delay; and through life, amid evil report, and good report, to seek to live to the glory of God, who hath called us out of darkness, and into his marvelous light.

When we remove from this place, we engage as soon as possible to unite with some other church where we can carry out the spirit of this *covenant* and the principles of God's word.

APPENDIX B - ARTICLES OF FAITH

The *National Baptist Convention, USA, Inc.* ascribes to these *Articles of Faith* which should be adopted by Baptist churches at the time of organization:

I. THE SCRIPTURES

We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth without any mixture of error for its matter; that it reveals the principles by which God will judge us, and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions shall be tried.

II. THE TRUE GOD

We believe the Scriptures teach that there is one, and only one, living and true God, an infinite, intelligent Spirit, whose name is Jehovah, the Maker and Supreme Ruler of heaven and earth; inexpressibly glorious in holiness, and worthy of all possible honor confidence and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Ghost; equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

III. THE FALL OF MAN

We believe the Scriptures teach that Man was created in holiness, under the law of his Maker; but by voluntary transgressions fell from that holy and happy state; in consequence of which all mankind are now sinners, not by constraint but choice; being by nature utterly void of that holiness required by the law of God, positively inclined to evil; and therefore under just condemnation to eternal ruin, without defense or excuse.

IV. THE WAY OF SALVATION

We believe that the Scriptures teach that the salvation of sinners is wholly of grace; through the mediatorial offices of the Son of God; who by the appointment of the Father, freely took upon him our nature, yet without sin; honored the divine law by his personal obedience, and by his death made a full atonement for our sins; that having risen from the dead, he is now enthroned in heaven; and uniting in his wonderful person the tenderest sympathies with divine perfections, he is in every way qualified to be a suitable, a compassionate, and an all-sufficient Savior.

V. JUSTIFICATION

We believe the Scriptures teach that the great Gospel blessing which Christ secures to such as believe in him is justification; that justification includes the pardon of sin, and the promise of eternal life on principles of righteousness; that it is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood; by virtue of which faith his perfect righteousness is freely imputed to us of God; that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.

VI. THE FREENESS OF SALVATION

We believe that the Scriptures teach that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by cordial, penitent and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth, but his own determined depravity and voluntary rejection of the Gospel; which rejection involves him in an aggravated condemnation.

VII. REGENERATION

We believe that the Scriptures teach that in order to be saved, sinners must be regenerated, or born again; that regeneration consists in giving a holy disposition to the mind that it is effected in a manner above our comprehension by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the Gospel; and that its proper evidence appears in the holy fruits of repentance and faith, and newness of life.

VIII. REPENTANCE AND FAITH

We believe the Scriptures teach that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt, danger and helplessness and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our prophet, priest and king, and relying on him alone as the only and all-sufficient Savior.

IX. GOD'S PURPOSE OF GRACE

We believe the Scriptures teach that election is the eternal purpose of God, according to which he graciously regenerates, sanctifies and saves sinners; that being perfectly consistent with the free agency of man, it comprehends all the means in connection with the end; that it is a most glorious display of God's sovereign goodness, being infinitely free, wise, holy and unchangeable; that it utterly excludes boasting and promotes humility, love, prayer, praise, trust in God, and active imitation of his free mercy; that it encourages the use of means in the highest degree; that it may be ascertained by its effects in all who truly believe the Gospel; that it is the foundation of Christian assurance; and that to ascertain it with regard to ourselves demands and deserves the utmost diligence.

X. SANCTIFICATION

We believe the Scriptures teach that Sanctification is the process by which, according to the will of God, we are made partakers of his holiness; that it is a progressive work; that it is begun in regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means especially the word of God, self-examination, self-denial, watchfulness, and prayer.

XI. PERSEVERANCE OF SAINTS

We believe the Scriptures teach that such only are real believers as endure to the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special Providence watches over their welfare; and they are kept by the power of God through faith unto salvation.

XII. THE LAW AND GOSPEL

We believe the Scriptures teach that the Law of God is the eternal and unchangeable rule of his moral government; that it is holy, just and good; and that the inability which the Scriptures ascribe to fallen men to fulfill its precepts, arise entirely from their love of sin; to deliver them from which, and to restore them through a Mediator to unfeigned obedience to the holy Law, is one great end of the Gospel, and of the Means of Grace connected with the establishment of the visible church.

XIII. A GOSPEL CHURCH

We believe the Scriptures teach that a visible church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the Gospel; observing the ordinances of Christ; governed by his laws; and exercising the gifts, rights, and privileges invested in them by His Word; that its only scriptural officers are Bishops or Pastors, and Deacons whose Qualifications, claims and duties are defined in the Epistles to Timothy and Titus.

XIV. BAPTISM AND THE LORD'S SUPPER

We believe the Scriptures teach that Christian baptism is the immersion in water of a believer, into the name of the Father, and Son, and Holy Ghost; to show forth in a solemn and beautiful emblem, our faith in the crucified, buried, and risen Saviour, with its effect, in our death to sin and resurrection to a new life; that it is prerequisite to the privileges of a

church relation; and to the Lord's Supper, in which the members of the church, by the sacred use of bread and wine, are to commemorate together the dying love of Christ; preceded always by solemn self-examination.

XV. THE CHRISTIAN SABBATH

We believe the Scriptures teach that the first day of the week is the Lord's Day, or Christian Sabbath, and is to be kept sacred to religious purposes, by abstaining from all secular labor and sinful recreations, by the devout observance of all the means of grace, both private and public, and by preparation for that rest that remaineth for the people of God.

XVI. CIVIL GOVERNMENT

We believe the Scriptures teach that civil government is of divine appointment, for the interest and good order of human society; and that magistrates are to be prayed for, conscientiously honored and obeyed; except only in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience, and the Prince of the Kings of the earth.

XVII. RIGHTEOUS AND WICKED

We believe the Scriptures teach that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in his esteem; while all such as continue in impenitence and unbelief are in his sight wicked, and under the curse; and this distinction holds among men both in and after death..

XVIII. THE WORLD TO COME

We believe the Scriptures teach that the end of the world is approaching; that at the last day, Christ will descend from heaven, and raise the dead from the grave for final retribution; that a solemn separation will then take place; that the wicked will be adjudged to endless punishment, and the righteous to endless joy; and that this judgment will fix forever the final state of men in heaven or hell, on principles of righteousness.

FIRST BAPTIST CHURCH

ORGANIZATIONAL LEADERSHIP CHART

