

CONSTITUTION AND BYLAWS

OF

FIRST BAPTIST CHURCH

HARRISON, ARKANSAS

Adopted 1994

“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost; Teaching 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.”

Matthew 28: 19-20

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CONSTITUTION

of
FIRST BAPTIST CHURCH
HARRISON, ARKANSAS

PREAMBLE

WHEREAS, First Baptist Church of Harrison, Arkansas, was duly organized August 30, 1890, and whereas, whatever written constitutions and by laws, if any, that may have been adopted for the church have been lost or destroyed, and whereas the congregation sees a need for a written document to govern the affairs of the church,

NOW THEREFOR, We, the members of First Baptist Church, Harrison, Arkansas, hereby adopt this Constitution in order to state the basic principles of our faith and to provide a method whereby we may preserve and secure those principles of faith while governing our church in an orderly, scriptural manner.

It is our intention hereby to preserve the doctrine of the *priesthood of the believer* and other liberties customarily exercised by members of Southern Baptist Churches and the freedom of action of our church in relation to other churches.

ARTICLE I: NAME

This church shall continue to be known as The First Baptist Church of Harrison, Arkansas, the facilities for which are located at 1400 South Pine Street, Harrison, Arkansas.

ARTICLE II: PURPOSE

It is the purpose of this church to be a dynamic spiritual organism empowered by the Holy Spirit; to worship God as a fellowship, being aware of who He is and obeying His leadership; to share Christ with as many people as possible in our families, church, community, and throughout the world; to study and teach God's Word, the Bible, in order to continually grow in the knowledge of God and His Word, as well as in knowledge of man; to experience an increasingly meaningful fellowship with God and fellow believers; to lead our members to be Christ-like in daily living and to emphasize total commitment of life, personality and possessions to the Lordship of Jesus Christ.

ARTICLE III: STATEMENT OF FAITH

We affirm the Holy Spirit as the inspired Word of God and the basis for our beliefs. In drawing this Constitution and the accompanying Bylaws, it has been the intention of all involved to devise a system of church government in accord with the teachings of the Holy Bible. If any provisions herein

should be determined to be inconsistent with the teachings of the Holy Bible, then the teachings of the Holy Bible shall always prevail.

In its infancy our church adopted the "New Hampshire Confession", a copy of which is included herein, marked "Exhibit A". We reaffirm the beliefs stated there and adopt as a more modern version of our statement of faith The Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000, a copy of which is included herein marked "Exhibit B".

We voluntarily band ourselves together as a body of baptized believers in Jesus Christ in accordance with New Testament principles stating that we are personally committed to sharing the good news of salvation through Jesus Christ to lost mankind.

The church ordinances are Believer's Baptism and The Lord's Supper. (See Article VI: Bylaws, page 35).

ARTICLE IV: CHURCH COVENANT

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

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

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings; faithful in our engagements and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of and use of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs and the spread of pornography; and to be zealous in our efforts to advance the kingdom of our Savior. We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always for reconciliation and mindful of the rules of our Savior to secure it without delay.

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

ARTICLE V: POLICY AND RELATIONSHIPS

(1). The government of this church is vested in the body of believers who compose it. These believers are subject to the leadership of the Holy Spirit and biblical principles. Persons duly received by the members shall constitute the membership. (See Bylaws, Article 1, page 16).

(2). This church is subject to the control of no other ecclesiastical body, but recognizes and sustains the obligations of mutual counsel and cooperation which are common amount Southern Baptist churches. The church shall have affiliation with the Southern Baptist Convention, the Arkansas Baptist State Convention and the North Arkansas Baptist Association, and, insofar as is practical, shall continue to cooperate with them by regularly giving a proportionate part of its income through their channels and by having representation in and promoting the denominational causes supported by them.

ARTICLE VI: ADOPTON AND AMENDMENT (CONSTITUTION ONLY)

This Constitution or any amendment hereto shall take effect upon its having been adopted by the church at a regular business meeting by a vote in favor or two-third (2/3) of those present and voting (Bylaws, Quorum, Article VII, Section 6, infra, page 36) provided (a) the written Constitution or written amendment shall have been presented at a previous regular business meeting, and (b) copies thereof shall have been made available for inspection at the church office and exhibited to members at the earlier business meeting and (c) notice shall have been given at the earlier meeting and in a Sunday morning service of the date when the proposed Constitution or amendment is to be considered.

The provisions of this Constitution and the Bylaws and rules and regulations made hereunder shall, upon taking effect, supersede all existing constitutions, bylaws, rules and regulations of this church.

(Changes in the Bylaws shall be accomplished under the terms of Article X, page 38 thereof.)

EXHIBIT A: DECLARATION OF FAITH

(The following Declaration of Faith was adopted by the churches which joined the Crooked Creek Association. First Baptist Church joined that association in 1890. Although the early records of our church are missing, this document gives a clear statement of the church's doctrine in the earliest days of its existence. This version is from the associational minutes when our church was the host for the annual meeting, October 13, 14, and 6, 1893.)

“ARTICLE I. We believe that the 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 conducts and opinions should be tied.

ARTICLE II. We believe there is one, and only one, living and true God, in infinite, intelligent Spirit, whose name is Jehovah, the Maker and Supreme Rule 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 and harmonious offices in the great work of redemption.

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

ARTICLE IV. We believe that salvation of sinners is wholly of grace, through the mediatorial office of the Son of God, who by the appointment of the Father freely took upon Himself 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 perfection. He is in every way qualified to be a suitable, compassionate and all sufficient Saviour.

ARTICLE V. We believe 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 or 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 is brings us into a state of most blessed peace and favor with God, and secures every blessing needful for time and eternity.

ARTICLE VI. We believe that the blessings of salvation are made free to all by the gospel; and that it is the immediate duty of all to accept them by the cordial, penitent and obedient faith, and nothing prevents that 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.

ARTICLE VII. We believe 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.

ARTICLE VIII. We believe that repentance and faith are sacred duties, and also inseparable graces wrought in our souls by the regenerating Spirit of God, whereby being 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 receiving the Lord Jesus Christ as our Prophet, Priest and King, and relying on him as the only all sufficient Savior.

ARTICLE IX. We believe that election is the eternal purpose of God, according to which he graciously regenerates, sanctifies and saves sinners; that, being perfectly consistent with the moral agency of man, it comprehends all the means in connection with the end; it is a most glorious display of God's sovereign goodness, feign 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 in the gospel; that it is the foundation of Christian assurance, and to ascertain it with regard to ourselves demands and deserves the utmost diligence.

ARTICLE X. We believe that sanctification is the process by which according to the will of God, we are made partakers of His holiness, and 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 healer and comforter, in the continued use of the appointed means – especially the Word of God, self-examination, self-denial, watchfulness and prayer.

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

ARTICLE XII. We believe 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 man to fulfill its precepts, arises entirely from the love of sin, to deliver them from which, and to restore them through a Mediator to unfeigned obedience to the Holy law, in one great end of the Gospel and of the means of Grace, connected with the establishment of His visible Church.

ARTICLE XIII. We believe that the 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, and exercising the gifts, rights and privileges invested in them by His word; that its only Scriptural offices are Bishops, or Pastors, or Deacons, whose qualifications, claims and duties are found in the Epistles to Timothy and Titus.

ARTICLE XIV. We believe that Christian Baptism is the immersion in water of a believer into the name of the Father, Son and Holy Ghost, administered by a legal administrator, to show faith in a solemn and beautiful emblem, our faith in the crucified, buried and risen Savior, with its effect in our death to sin, and resurrection to a new life; that it is a 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 undying love of Christ, preceded always by solemn self-examination.

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

ARTICLE XVI. We believe that 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 Lord Jesus Christ, who is the only Lord of the conscience and the Prince of the Kings of the Earth.

ARTICLE XVII. We believe that there is a radical and essential difference between the righteous and wicked; that such only as through faith are justified in the name of our Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in His esteem; while 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.

ARTICLE XVIII. We believe that the end of the world is approaching; that at the last day Christ will descend from Heaven and raise the dead from their graves to final retribution; that a solemn separation will take place, that the wicked will be adjudged to endless punishment, and the righteous to endless joy, and that the judgment will fix forever the final state of man in Heaven or hell on principles of righteousness".

EXHIBIT B: THE BAPTIST FAITH & MESSAGE (2000)

I. THE SCRIPTURES

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

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

II. GOD

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

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His

attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff; 20:1ff; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:18; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

B. God the Son

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

Genesis 18:1ff; Psalms 2:711; 110:1ff; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70;24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:621; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4: 7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7- 9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

C. God the Holy Spirit

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

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff; Isaiah 61:1-3; Joel 2:28- 32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31;5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

III. MAN

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into

the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

IV. SALVATION

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

A. Regeneration:

Regeneration or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

B. Justification:

Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification:

Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification:

Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8,22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14,26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

V. GOD'S PURPOSE OF GRACE

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end.

It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

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

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI. THE CHURCH

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture. The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:130; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

VII. BAPTISM AND THE LORD'S SUPPER

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

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

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20: 7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

VIII. THE LORD'S DAY

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and

private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

IX. THE KINGDOM

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

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

X. LAST THINGS

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

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:111; 2 Thessalonians 1:711; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:71f; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

XI. EVANGELISM AND MISSIONS

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

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7- 8, 16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

XII. EDUCATION

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

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

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7-11; 119:11; Proverbs 3:13ff; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

XIII. STEWARDSHIP

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

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:14,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

XIV. COOPERATION

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

Exodus 17:12; 18:17-18; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

XV. THE CHRISTIAN AND THE SOCIAL ORDER

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly

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

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

XVI. PEACE AND WAR

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

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

Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

XVII. RELIGIOUS LIBERTY

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

BYLAWS

OF

FIRST BAPTIST CHURCH HARRISON, ARKANSAS

In order to carry out the purposes and goals of this church in keeping with the teachings of the Bible as we believe it, and to provide for the orderly and efficient government of the church and the conduct of its business and affairs, First Baptist Church of Harrison, Arkansas, hereby adopts the following bylaws:

ARTICLE I: MEMBERSHIP

SECTION 1. Powers of the Membership.

First Baptist Church is an autonomous, self-governing body of Christians organized together into a church under the leadership and according to the teachings of the Lord Jesus Christ. This church shall have only one class or membership: full membership. The membership shall have the power of self-government and the power to determine the qualifications of its members as provided herein.

SECTION 2. Petitions for Membership.

Any person, regardless of race or economic status, may offer him/herself as a candidate for membership in this church. A petition for membership may be made by any of the following methods:

(a) By Profession of Faith.

After one accepts Jesus Christ as Savior, he/she may present him/herself for membership in this church as a candidate for baptism. Following baptism, he/she immediately becomes a member of this church. (See: Article VI. Section 1, infra, page 35).

(b) By Transfer of Letter.

A church letter is a letter of recommendation from a Baptist church of like faith and order. At the time of invitation in a service, one may present him/herself for membership in the church. The church will write to the church where the applicant's membership is located and the church of his/her present membership will write a letter to First Baptist Church, Harrison, Arkansas, stating whether he/she is a member in good standing who is being transferred from their fellowship to unite with First Baptist Church, Harrison, Arkansas. Upon receipt of a letter of good standing membership will be granted.

(c) By Statement.

If one has ever been a member of a church of like faith and order and for some reason (such as loss of records, church disbandment, or having left a church of like faith and order to join a church of another demonization) his/her membership record is not available, he or she may unite with our church by statement. Additional baptism is not required under this category since the candidate is a former member of a Baptist church.

(d) By Baptism.

If one is or has been a member of another denomination and wishes to become a Baptist, he/she may present himself/herself as a candidate for baptism upon previous experience of salvation, and following administration of the ordinance of baptism, he/she immediately becomes a member of this church.

(e) By Reinstatement.

In the event that a candidate for membership has been excluded from the membership of this or some other Baptist church, he/she may be reinstated or admitted to membership of this church upon a statement of repentance which is acceptable to this church.

SECTION 3. Membership Committee.

The church designates the Pastor, the other ordained staff, and the active Deacons of this church as the Membership Committee. The Pastor shall receive, interview and counsel with candidates for membership. In the absence of the Pastor, or upon his request for their assistance, the other members of the Membership Committee shall help perform this function. The Pastor or the others shall make recommendation after the interview and counseling. If the candidate's statement of faith is satisfactory, he/they shall recommend the candidate for membership.

SECTION 4. Procedure for Acting on Petition.

All applicants for membership shall be welcomed by the church at the service at which they present themselves for membership and their application shall be referred to the full membership of the church, and presented by the Church Clerk at the next regular business conference. If there is any dissent expressed there as to the reception of any candidate, such application shall be referred to the Membership Committee for investigation and for making of recommendation to the church at the next regular business conference. The report shall be made and thereafter a vote taken by the membership on the admission of the member. All applications for membership shall require a favorable vote of three fourths (3/4) of those present for admission to membership.

SECTION 5. New Member Orientation.

It shall be the duty of each member of this church to welcome new members into the fellowship of the church and to attempt to make them to be, in fact, a part of the church. Each new member shall be encouraged to participate in, and the church shall provide, on at least an annual basis, a new member orientation class which shall include outlines of our church's activities and services, Baptist doctrine, and the Church Operations Manual (See: Article IX. Infar, page 37).

SECTION 6. Discipline.

It shall be the basic purpose of this church to emphasize to its members that reasonable measures shall be taken to assist any troubled member. The Pastor, other members of the church staff and the Deacons are available for counsel and guidance. Redemption and restoration to fellowship, rather than punishment, shall be the guidelines which govern the attitude of one member toward another in this area. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church and the cause of Christ, the steps set out in Matthew 18: 15-17 shall be followed, employing reasonable effort to resolve any problem which may have arisen.

The Membership Committee, above mentioned (Article I, Section 3, infra, page 17), shall be the committee of the church charged with this responsibility. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, if after the procedures above mentioned are followed, it is found by the church that the exclusion of the offending member is necessary for the welfare of the

church; it may exclude the offending member from the membership until such time as the member is restored to the fellowship as herein provided. It shall be necessary to have a vote in favor of the exclusion by three-fourths (3/4) of the membership present at the meeting where the issue is determined in order for the motion to be adopted.

Any person whose membership has been terminated by exclusion, may, upon request, be reinstated to membership by a vote of the church upon evidence of his/her repentance and reformation as provided for in the Scriptures.

SECTION 7. Methods of Termination of Membership.

Membership in First Baptist Church may be terminated by any of the following methods: Death of the member; transfer of membership to another church of like faith and order; written request from the member that his/her name be deleted from the membership roll of this church; joining another church of different faith and order of this church; and by exclusion under the procedures herein set out. (See: Article I, Section 6, Discipline, infra, page 17).

Letters of transfer shall be granted only to the church of like faith and order to which a member seeks to transfer his/her membership.

ARTICLE II: OFFICERS AND COMMITTEES

In order to carry out the work of the church effectively, the church shall have officers and committees. All persons who serve as officers and who serve on church committees shall be members in good standing of First Baptist Church.

SECTION 1. Church Officers.

The officers of the church shall consist of: A Pastor and such other professional or ordained staff members as the church shall choose to employ, one of which will be designated as Administrator, as well as the Deacons, Deacon Screening Committee, Church Clerk, Church Treasurer, Assistant Church Treasurer, Financial Secretary, Church Trustees, and Usher Coordinator.

(a) The Pastor

(i) Duties.

The Pastor shall perform all duties assigned to the Pastor of a New Testament church by the Holy Scriptures, and he shall perform the duties assigned to him in those Bylaws. The Pastor is the servant leader of the congregation. He shall be in charge of ministering pastoral care to promote the spiritual welfare of church members' soul (Hebrews 13:17). He shall give pastoral counseling to members and non-members as the need arises.

The Pastor shall have the responsibility of the pulpit ministry, of preaching the Gospel, teaching the Bible, of learning and teaching sound doctrine and of leading and inspiring such sound programs of proclamation and Gospel teaching as may be necessary and appropriate for this church.

In addition, the Pastor shall: give general supervision to all the church staff, the church secretaries and custodians; subject to Article VII, Section 7, infra, page 35, he shall act as moderator at business meetings. The Pastor shall regularly attend Deacons' meetings and shall seek to give direction to a Deacon family ministry plan. He shall give general direction to all ministries of the church, e.g., benevolence, social, evangelism, education. He shall be an ex-officio, non-voting member of all standing committees of the church. (See: also Article I, Section 3, infra, page 17; Article II, Section 1 a (iv), page 19 and 1 a

(vii) infra, page 20; Article II, Section 2 (s), infra, page 30; Article II, Section 3 (d), infra, page 32; Article V, infra, page 35; Article VI, Sections 1 and 2, infra, page 35; Article VII, Section 1, and 7. Infra, page 36).

(ii) Delegation of Duties.

When the Pastor may see fit, he may occasionally delegate his authority to perform baptisms, to conduct the Lord's Supper or to proclaim the Gospel in behalf of our church to other ordained church staff members. He may arrange for guest speakers, Bible conferences, Bible studies and revivals in accordance with the custom of the church.

It is the duty of the members of this church, within the bounds of conscience and the teaching of the Holy Scripture, to support, protect, and defend the Pastor as he leads the church (2 Peter 2:1). The church shall provide for the financial support of the Pastor in salary and other benefits as the church shall provide.

(iii) Qualifications of the Pastor.

The qualifications of the Pastor of First Baptist Church shall be those set out in 1 Timothy 3:1-7 and Titus 1:5-9. He shall be a man called of God to the Gospel ministry who is mature in the faith, and knows and preaches sound doctrine; one who believes the Holy Scriptures; one who agrees with the doctrinal statements of this church (Constitution, Exhibit A – Declaration of Faith, pages 7) and who conducts his life accordingly. He shall be a man who, under the leadership of the Holy Spirit, is capable or leading the church to achieve its goals.

(iv) Calling the Pastor.

When the pulpit of our church becomes vacant, a five member Pulpit Committee shall be selected at a regular or special business meeting of the church. Nominations for membership in the Pulpit Committee shall come from the floor. Advance notice of the selection of the committee is to be given from the pulpit at least two weeks before the election.

(v) The Pulpit Committee.

The Pulpit Committee shall conduct a search for persons available and qualified to serve as Pastor and shall prayerfully select a person who shall come in view of a call as Pastor of our church. Only one person at a time may be presented to the church. The Pulpit Committee shall have the power to elect committee officers and to expend church funds as may be reasonably necessary to pay for the search for a new Pastor. The committee shall seek to learn the qualifications and background of all candidates considered to the end that it shall determine the one which the committee believes is God's choice for our Pastor. In cooperation with the Stewardship Committee and the Personnel Committee, the Pulpit Committee shall recommend to the church the details of how much pa, how many days vacation, holidays, revival leave, and other benefits shall be offered to the potential Pastor at the time of extending any call.

When the Pulpit Committee selects a person to come in view of a call as Pastor, an announcement of the date of his coming shall be given in the church bulletin, or program insert, which shall also give a brief biographical history of the applicant. This announcement shall occur one week before the date set for his coming and also a notice of the event shall be place in a newspaper published or circulated I Harrison, Arkansas. No vote shall be taken on calling the prospective Pastor on the day of his coming in view of a call, but an announcement shall be made that a vote will be conducted on the following Sunday morning, at which time all members of the church shall have an

opportunity to vote. A vote of seventy-five percent (75%) of the members present in favor of calling a new Pastor shall be necessary to extend the call (See Quorum requirements Article VII, Section 6, infra, page 36). Vote shall be secret ballot. At the intervening Wednesday night service, a representative of the Pulpit Committee shall appear and answer questions about the proposed Pastor and discussion shall be conducted as to the propriety of extending the call to him as Pastor.

Upon the employment of a new Pastor, the Pulpit Committee shall cease to exist. (Employment of other staff shall be dealt with under Article II, Section (b) and (c), page 20-21 herein).

(vi) Term of service of the Pastor.

The Pastor shall serve an indefinite term of office subject to his own calling and the will of the church. His term shall expire; upon his death in office; his resignation or retirement; by termination without cause under this paragraph; or upon the office of Pastor being declared vacant by a vote of the church. If a Pastor desires to retire or resign he may do so by delivering a written notice of such intent to the Chairman of Deacons at least two weeks prior to the date he has selected to terminate his work here. If the office of Pastor is declared vacant, it may be done in accordance with Article II, Sections 1 (c or e), page 21, hereof.

(vii) Pulpit Supply Committee.

In the event of disability of the Pastor, or when the church is without a Pastor, a Pulpit Supply Committee shall be formed. It shall be composed of the Chairman of Deacons, who shall be Chairman of the Pulpit Supply Committee and four other members elected by the church. Two of the other members shall be active Deacons and two shall be elected from the membership. The Pulpit Supply Committee shall have the responsibility to see that a qualified person is engaged to proclaim the Gospel in our church's pulpit during all regularly scheduled worship services. The committee shall have the right to expend such sums from the church treasury as may reasonably be necessary to pay the cost of filling the pulpit and for locating qualified persons for that purpose. The committee shall cease to exist when the church employs a full time Pastor. The committee may recommend the employment of an Interim Pastor. The election of an Interim Pastor shall take place at a meeting called for that purpose or at a regular business meeting of the church. There must be at least one week's advance notice from the pulpit of the church of the intent to present someone as a potential Interim Pastor. A simple majority of a quorum shall be sufficient to issue a call to an Interim Pastor.

(b) Other Professional or Ordained Staff.

This church shall call or employ, in addition to the Pastor, such other professional staff members as the church shall see fit. When the need for a staff member is determined, a job description shall be written by the Personnel Committee in consultation with the Pastor, and presented to the church for approval at a church business meeting. Professional or ordained staff members other than the Pastor shall be recommended to the church by the Personnel Committee and employed by church action. Voting on employment matters shall be by secret ballot. At least one week's notice on the presentation of a potential professional or ordained staff member shall be given from the pulpit at a Sunday morning service.

(c) Complaints against Professional or Ordained Staff Members.

In keeping with the spirit of Matthew 18: 15-17, complaints against any ordained or professional staff member shall not be presented to the church for consideration unless the complaining party has first followed the procedures herein set out.

First, the complaint must be taken to the person who is accused of wrongdoing, and if the matter is not resolved by that, then the complaining party may present his charge in writing to the Personnel Committee. The accused shall then be given a copy of the written charge and given no less than ten (10) days within which to respond in writing. The committee shall then consider any evidence which the parties may care to submit and thereafter the committee shall determine whether the charges merit being taken before the church.

If the Personnel Committee finds that the complaint merits consideration before the church, then it shall report its recommendation in writing to the church. If a complaint is made to the committee and the committee fails to act on it for more than forty (40) days, then the complaining party may proceed to take the matter directly to the church for action by filing a written statement of the charge with the Church Clerk and asking to be heard at an upcoming business meeting.

When the matter is presented to the church, the complaining party and the accused staff member shall be notified of the meeting in advance and each shall be allowed to speak to the church or to have others to do so in their behalf. A secret ballot shall be taken on the question of action on the complaint. A vote in favor of declaring the office of any staff member vacant shall require the affirmative vote on the motion of over fifty percent (50%) of those present.

Advance notice of the presenting of a complaint against a staff member shall be given to the church from the pulpit at a Sunday service at least one week prior to the business meeting where such complaint is to be heard.

(d) Other Staff.

Hiring and continuation of employment of all other staff shall be at the will of the Personnel Committee and the Pastor. The employment of all secretaries, janitors, custodians, maintenance, or other non-professional or non-ordained staff shall be done by the Personnel Committee with the approval of the Pastor. If the Pastor and the Personnel Committee do not agree on action to be taken, then the question shall be submitted to the church for decision. Benefits to be paid to such employees, so long as they are within the budget approved by the church for such positions, shall be determined by the Personnel Committee and the Pastor. If the benefits exceed those approved in the budget, then approval of the Stewardship Committee and the church shall be required before agreement to pay same can be made. Termination of employment of such employees shall be under the control of the Personnel Committee with the approval of the Pastor. The Pastor may designate some other professional or ordained staff member to perform his administrative duties under this paragraph.

(e) Staff Tenure.

Any staff, including the Pastor of the church, shall have the right to resign his/her post at any time without cause. Likewise, the church shall have the right to discharge any or all staff members without cause at any time.

When it appears to be in the best interest of the church, the Personnel Committee may suspend any professional staff member for up to 30 days with pay. However, if the suspended staff member is the Pastor, the suspension must be with the concurrence of a majority of the Deacons.

(f) Church Clerk.

The Church Clerk shall be responsible to attend all church business meetings, and to make and maintain in some permanently bound book an accurate and complete record of the proceedings and the actions taken by the church. The Clerk shall have the custody of the record book currently being completed; the same shall be and remain the property of the church and shall be subject to inspection by any church member at any reasonable time and place. Upon completion all church records, except the Church Operations Manual, shall remain and be kept in the church

library. (See: Article IX. Infra, page 36). The Church Clerk shall, upon approval of the church pursuant to these bylaws, issue and receive letters of membership transfer and shall maintain the official copy of the church's Constitution and Bylaws together with all amendments thereto which shall be available for inspection by any member at reasonable times and places. The Church Clerk shall prepare and forward or present the church "letter" to the annual associational meetings and perform all other duties customarily done by the Church Clerk. In addition, the Church Clerk shall be responsible for keeping a register of the names of members, with the dates of admission, dismissal, or death, together with a record of baptisms, and shall give required notices of all meetings where such notice is necessary, as indicated in the Constitution and these bylaws. The church or the Clerk may delegate some of the Clerk's responsibilities to a church secretary or church member.

The Church Clerk shall be elected annually by a vote of the church. The Nominating Committee shall nominate a candidate for this office.

(g) Church Treasurer.

The church shall elect annually a Church Treasurer. It shall be the duty of the Treasurer to oversee the receiving, preserving and disbursing all money, or things of value paid or given to the church. The Treasurer shall provide for the keeping at all times an itemized account of all receipts and disbursements.

It shall be the duty of the Treasurer to establish procedures for the receiving, preserving and disbursing of all gifts, contributions and payments to the church following the policies established by the Stewardship Committee and approved by the church. Those procedures shall be kept in a manual on file in the office and shall be approved by the Stewardship Committee. Any changes to the procedures shall be approved by the Committee.

It shall be the duty of the Treasurer to render to the church at each regular business meeting, a report of the financial condition of the church and a report of the receipts and disbursements for the preceding month.

The Treasurer's books shall be reviewed or audited annually by a public accountant, as recommended by the Stewardship Committee and approved by the church.

Upon rendering the annual account at the end of each fiscal year, and upon its acceptance and approval by the church, the records shall be delivered by the Treasurer to the Church Clerk, who shall keep and preserve the account as a part of the permanent records of the church. The Nominating Committee shall nominate one candidate for Church Treasurer.

The Church Treasurer and the Assistant Church Treasurer shall both be ex-officio members of the Stewardship Committee. (See: Article VIII, Sections (1), (2), and (3), page 37 and Article II, Section 2 (x), page 31, infra.).

There shall be an Assistant Treasurer who shall be nominated by the Church Treasurer and approved by the church. The Assistant Treasurer shall perform any of the duties of the Treasurer when the Treasurer is absent or disabled.

(h) Administrative Staff.

The church shall employ a professional or ordained staff member to be designated as Administrator and a non-professional staff member to be designated as Financial Secretary. The duty of the Administrative Staff is to keep an accurate record of all gifts, contributions of payments

made to the church, make all deposits and disbursements following the Policies established by the Stewardship Committee and approved by the Church and the Procedures that are established with the Church Treasurer and approved by the Stewardship Committee.

The Administrative Staff shall perform such other tasks and duties as may be assigned by the Church Treasurer, the Personnel Committee and/or the Senior Pastor.

(i) Bonding.

The Church Treasurer, Assistant Treasurer, and Financial Secretary shall be bondable, and shall be bonded in an amount to be determined by the Stewardship Committee with the church paying for the bond. However, upon the recommendation of the Stewardship Committee, the church, by affirmative action, may dispense with the bond requirement for any or all of the above positions on an annual basis.

(j) Deacons.

There shall be one Deacon for approximately every twenty resident family units in the church membership as determined from an annual examination of the church records. This examination shall be made by the Deacon Screening Committee in April prior to the beginning of the annual Deacon Election process in July. A variance of the number of family units per Deacon shall be permitted in determining the number of Deacons required if the number of qualified and willing individuals is less than the number of target slots to be filled.

When the Deacon Screening Committee determines that there is a need to change the number of Deacons, it shall inform the church in May prior to the Deacon Election process of the number of Deacons which are necessary to be elected to achieve the target number of active Deacons for the next church year.

(i) Duties of Active Deacons.

In accordance with the New Testament, Deacons shall be the servants of the church. The Deacons shall keep themselves informed of the spiritual needs and climate of the church, and when appropriate, offer assistance or advice to the Pastor, staff, church committees, the congregation or individual church members. Any church committee may refer any question before it to the Deacons for advice and recommendation, or may ask the Deacons to join the committee in making recommendations to the church on matters relating to church business or doctrine. The Deacons may, on their own initiative, inquire into church affairs, and study and make recommendations on church business to the Pastor, the staff, church committees or the church in general, which recommendations shall be advisory and not directory. In furtherance of the advisory function, the Deacons shall be entitled to obtain information on church affairs upon reasonable request thereof. They shall serve with the Pastor and the staff in performing pastoral ministry tasks; to teach and assist in proclaiming the Gospel, to learn and promote sound doctrine, to care for church members in need, to encourage church members to engage in ministry to others; to assist the Pastor and staff in leading the church in worship, witness and education. They shall administer a charitable relief and benevolence program in the church according to the Scriptures. They shall assist generally in promoting the interests of the church. They shall assist in baptism of converts, and in the observance of the Lord's Supper under the direction of the Pastor of the church. (See also duties under Article II, Section 1 (a) (vii), infra, page 19, and 1(j) (i), infra, page 22.

(ii) Deacon Business.

The Deacons shall, annually, at the first meeting in October elect a Chairman of Deacons, a Secretary, and such other officers as they may see fit. They may also adopt rules of conducting their business and any desired covenants, promises or resolutions. In absence of both Chairman and Vice Chairman, the Pastor shall preside until another presiding office shall be elected.

(iii) Qualifications of the Office of Deacon.

The qualifications for the office of Deacon in this church shall be those set out in the Holy Scriptures, in particular those in: Acts 6:1-5 and 1 Timothy 3:8-13. The Deacon Screening Committee shall be authorized to determine on a case by case basis whether a deacon candidate who has experienced divorce has experienced a scriptural divorce (Either by abandonment or adultery as stated in 1 Corinthians 7:15 and Matthew 19:9) or if divorce occurred before conversion; and is qualified to serve if elected.

(iv) Term.

The term of an active Deacon shall be three years. When an active Deacon rotates off, having served more than one year, he shall not be eligible for re-election for a one year period after his term ends.

(v) Vacancy.

If a vacancy in the office of Deacon occurs more than four (4) months before October 1, of any year, then an election shall be held to fill the vacancy from those remaining on the list of qualified candidates from the previous annual election. The person so elected shall serve the remainder of the unexpired term of the person he replaces.

(vi) Resignations.

A deacon may resign by giving a written notice to the Chairman of Deacons or the Secretary of the Deacons. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. Vacancies created by resignation shall be handled as stated in Article II, Section 1: j (v) Vacancy, page 23.

(vii) Election of Active Deacons.

The Deacon Screening Committee shall be responsible for the conduct of the election of active deacons. At an annual election to be held in the month of July of each year, the church shall nominate Deacons to fill vacant positions for the terms of those positions beginning on the following October 1st. Nomination ballots will be made available to church members on three consecutive Sunday mornings (all morning worship services) in July. The signed nomination ballots shall be turned in for tabulation by the Trustees no later than the last Sunday in July (all morning worship services). Each church member will be allowed to turn in one signed ballot. Signed absentee ballots will be allowed and must be turned into the church no later than last Sunday in July.

The male members of First Baptist Church who are over the age of 21 years, and who have been a member of the church for more than one year, shall be eligible to be nominated/elected to the office of deacon.

The Deacon Screening Committee shall determine from the list of men nominated and who receive the most votes those who are willing to serve and those who are qualified to

serve under the requirements of the Holy Scriptures and this church. In making their determination of who is qualified and willing to serve as a Deacon, the committee shall examine the nominees in order of the number of votes obtained by the candidate.

The screening committee shall submit a written letter, substantially in the form of the one included herein as "Exhibit C", pages 37-43, to each person under consideration. Said letter shall contain the following enclosed documents: Deacon Qualifications, Deacon Doctrinal Statement, & Deacon Questionnaire. The committee may add questions to any of the forms and may interview the men in person at their discretion. If the letter and enclosed questionnaires are not completed, signed, and returned within a reasonable time, the screening committee shall consider that the person does not wish to serve and move on to consider other persons.

The Committee shall determine from those who are qualified and willing to serve, as set out above, the number and names of those to be presented to the church for election to the office of Deacon.

The election process shall take place on the second Sunday of September of each year or as near thereto as can be arranged.

(viii) Deacon Screening Committee (Duties).

The Deacon Screening Committee shall have the duty of conducting the election of Active Deacons and applying the qualifications of the Scriptures and of these bylaws to those persons selected by the church in the Deacon Election process. The committee shall present to the church those who are willing to serve and are, in the committee's opinion, qualified for to the office of Deacon. The committee shall also be in charge of counting the ballots in the election process and may enlist other church members to assist the committee. No member of the committee shall be disqualified from serving as a Deacon merely because of membership on the committee (or by being a church trustee), but shall not participate or vote in the committee on his own qualifications or on the propriety of his serving as a Deacon.

(ix) Deacon Screening Committee (Selection of).

The Deacon Screening Committee shall consist of seven members, three of which shall be the Trustees of the church and four of whom shall be annually selected no later than March by the active Deacons from their number. The acting chairman of this committee shall be selected from the Trustees serving on this committee.

(x) Inactive Deacons.

Persons who have been ordained by this church as Deacons and who are not currently serving as active Deacons and persons who have been ordained as Deacons of other churches of like faith and order and whose credentials have been accepted by this church shall constitute the inactive Deacons of this church.

The active Deacons are encouraged to call upon the inactive Deacons for support and assistance as the active Deacons may see the need. Inactive Deacons may be enlisted to assist active Deacons in a family ministry plan and other tasks which work for the good of the church. They must attend but not vote at any Deacon's meeting.

(k) Trustees of the Church.

The Trustees of this church shall consist of three members. They shall collectively be the designated legal agent of the church. The Trustees shall hold in trust the property of the church

and shall execute all deeds, debentures, mortgages, liens, transfers, leases and all other documents for and in behalf of the church, but shall have no power to buy, sell, mortgage, lease, transfer or encumber any property of the church without a specific vote of the church authorizing such action, and prior notice of the meeting where such vote is taken shall have been given as required by the Constitution and Bylaws of the church.

Trustees shall serve a term of three (3) years each, and they shall be eligible for re-election, provided, that those who are currently serving when these Bylaws are adopted shall remain in office and shall determine by lot when their terms shall expire. One person shall have a one (1) year term, one a two (2) year term, and one a three (3) year term.

The Trustees shall be responsible for tabulation of all votes of any secret ballot election of the church and will also serve on the Deacon Screening Committee.

Trustees' terms of office shall begin October 1, of each year following their election. Trustees shall be elected annually at the same time and in the same manner as Sunday school officers and teachers (See: Article II, Section 2 (q), infra, page 29). Vacancies in office shall be filled by election at any business meeting (regular or special). The Trustees shall elect annually a chairman and a secretary. Such persons shall also serve as the officers of the Deacon Screening Committee.

(l) Usher Coordinator.

There shall be an Usher Coordinator who shall be in charge of: (1) Enlisting church members to perform the duties of ushers; (2) assisting the Pastor in creating a property atmosphere for worship; (3) developing, under the supervision of the Pastor, written policies and procedures to guide the usher ministry; and (4) having personnel available for all church functions to assist in greeting those who attend – helping to find seats, maintaining order, assisting with personal needs as appropriate and assisting in the taking of offerings and distribution of materials.

The Usher Coordinator shall be nominated annually by the nominating committee and elected to serve one year. He/she may succeed himself/herself in office.

Section 2: Church Committees.

There shall be the following standing committees of the church which shall have the authority and duty, subject to the direction of the church, to act for the benefit of the church in the following matters. By January 31 of each year, each committee shall have met and elected a chairperson to serve for that year. The chairperson shall be a 2nd or 3rd year committee member.

(a) Bereavement Committee.

This committee shall be composed of three members. It shall organize ministry to the church family or their immediate relatives in time of bereavement; shall develop policies that guide this ministry and shall communicate with other churches which may be involved in a given case to avoid confusion.

(b) Building and Space Committee.

This committee shall be composed of six members. It shall plan and oversee maintenance of church property and equipment and shall develop a schedule for regular painting and repair. This committee's area of jurisdiction shall include all church buildings and all items inside them and on the outside except equipment herein assigned elsewhere. The committee shall promote the conservation of energy and other resources, and shall keep in inventory of property and furnishings for various organizational needs. The committee shall enlist volunteers for "work days" and "work nights" when appropriate. It shall recommend to the Personnel Committee regarding employment and training of maintenance personnel and shall develop and recommend

policies for use of church facilities and equipment by church members and others. It shall keep the church informed about the status of all church property, equipment, and financial needs related to this area.

(c) Bus Transportation Committee

This committee shall be composed of three members. It shall give direct supervision to the use, maintenance and care of all church vehicles. It will enlist qualified drivers, compile a church policy concerning the use of the vehicles and shall annually evaluate the maintenance and usage of the buses and report to the church regarding the status of the church buses.

(d) Children's Committee.

This committee shall be composed of six members; three at-large members, the Sunday School Children's Department Director, The AWANA Commander/Director, and the Children's Choir Coordinator. The committee shall recommend and publicize policies and procedures pertaining to the children's ministry as well as assist with enlistment, training, and screening of workers. It shall coordinate the use of space assigned for children's ministry, help plan and implement special events for children, and assist in the annual budgeting process for the Children's Ministry. This committee may also be called upon to assist other committees (i.e. Preschool, Family Life, etc.) with special events not scheduled by the committee yet pertaining to and including the ministry to children.

(e) Church History Committee.

This committee shall consist of three members and shall, on a continuing basis, compile and maintain a permanent record of the history of the church as it occurs. It shall develop and recommend to the church any policies and procedures needed regarding the church's historical items and materials, their use and preservation and shall promote an appreciation of the church, the Gospel and missions through an understanding of the church's past. It shall be responsible for seeing that there is a permanent, hard copy of the church publication currently The Challenger made and maintained in the church media center so that it may be used for historical reference.

(f) Church Media Center Committee.

This committee shall be composed of three members. The Director of the media center shall serve as Chairman of the Media Center Committee. This committee shall determine and recommend media center policies, rules and regulations and shall promote, publicize and orient the membership on the advantages of using the media center. The committee shall inventory, care for, and keep in good repair all books, audio visual equipment and other equipment of the media center. It shall formulate and publicize rules and policies concerning the use of such equipment. The committee shall provide opportunities for, and supervise the use and maintenance of all church media center books, films, tapes and equipment.

(g) Committee on Committees.

This committee shall be composed of six members. Unless these bylaws provide for some other method of selection, it shall have the responsibility of surveying, recommending and presenting to the church for election those members who will serve on all church committees and who will as chairman of all church committees. Committee nominations shall be subject to the right of nomination from the floor. This committee shall be responsible for facilitating the first meeting of each committee for election of a committee chair. (See: Article II, Section 3, (a), infra, page 32).

(h) Communications Committee.

The Communications Committee shall be composed of three members. It shall oversee, evaluate and recommend policies and activities related to the following:

- FBC publications and communications (including newsletters, worship bulletin, and other promotional materials)
- Community publications and communications (print and other media)
- All electronic media (website, email, membership database usage, etc.)

(i) Family Life Committee.

This committee shall be comprised of 12 members. It shall plan and coordinate a program of activities that will nurture the spiritual, emotional, and physical well-being of our members and prospects and encourage “family togetherness.” It shall study ways of improving church fellowship and direct social-fellowship activities as the need arises. It shall be responsible for establishing and recommending policies for the operation of the church kitchen facilities and coordinating its use, reviewing all kitchen procedures and operations such as menu planning, food purchasing, food preparation, storage and disposition and cleaning processes. (See: Article IV, Section 2, infra, page 34).

(j) Flower Committee.

This committee shall be composed of three members and shall supervise the placement of flowers in the sanctuary for all worship services. The committee shall carry out seasonal and selected church themes. It shall secure floral decorations for other church functions on request, keep a calendar schedule by which church members may arrange to furnish flowers and cooperate with the building and space committee in making the foyer attractive.

(k) Food Service Committee.

This committee shall be composed of three members and shall be responsible for establishing and recommending policies for the operation of the church kitchen facilities and coordinating its use, reviewing all kitchen procedures and operations such as menu planning, food purchasing, food preparation, storage and disposition, cleaning processes, and job descriptions for kitchen personnel.

(l) Grounds Committee.

This committee shall be composed of six members and shall be responsible for supervising the maintenance and improvement of church grounds. It shall be responsible for the upkeep of grounds maintenance equipment. It shall plan and recommend landscaping, adequate outdoor lighting, adequately marked parking spaces and appropriate signs to facilitate smooth traffic flow and parking. It shall encourage members to take a personal interest in the appearance of the church grounds.

(m) Long Range Planning Committee

This committee shall be composed of six members. In addition, church organizational leadership along with other church officers shall be ex-officio members when their areas of expertise are primarily involved. The committee shall be charged with the duty of discovering and analyzing long range church and community needs and recommending long range plans to the congregation.

(n) Memorial Committee.

This committee shall be composed of six members. It shall work closely with the church staff in determining items to be purchased from the fund and shall recommend to the church appropriate memorial items to be purchased from the fund. Memorial funds may not be transferred to other church funds.

(o) Missions Committee.

This committee shall be composed of three members and shall assist the church and its organizational leaders by making studies of community needs and recommending plans. It shall promote mission activities and educate the congregation in mission opportunities. It shall investigate and make appropriate recommendations on any request for assistance for mission involvement on the part of the membership and church staff.

(p) Music Committee.

This committee shall be composed of three members. The church instrumentalists, Director of Graded Choirs, adult and youth choir presidents and Minister of Music shall serve as ex-officio members. This committee shall, in cooperation with the Minister of Music, plan, promote and correlate the musical activities of the church and make recommendations for the purchase of necessary musical equipment and supplies. The committee shall plan for and provide opportunities for programs in the music ministries. (See: Article III, Section 5, infra, page 34).

(q) Nominating Committee.

This committee shall be composed of six members. The Sunday School Director, Church Training Director and mission organization directors shall serve as ex-officio members when their organizations are being considered. Unless other means of selection are provided herein, this committee shall bring nominations to the church for the general officers of the church as well as Church Clerk, Treasurer, etc., and shall nominate officers for the Sunday School, Church Training, missionary organizations, Usher Coordinator and Trustees as well as any other church positions designated by these bylaws. The committee shall assist church leaders in discovering and enlisting qualified persons to fill church elected positions of leadership in their respective organizations.

In order to be eligible to be nominated to serve in any of the above positions, a person must be a member of First Baptist Church.

(r) Outreach Committee.

This committee shall be composed of three members. The Minister of Evangelism, or if there be none, the staff member whose job description covers evangelism shall be an ex-officio member of this committee. It shall give leadership in emphasizing and maintaining a program of "outreach evangelism" through visitation, evangelism schools, and promotion of such throughout all church organizations. It shall plan for and enlist other members and church committees to assist in carrying out all the functions related to revival preparation and the execution of all ministries involved in revival efforts. The committee shall assist the church staff in communicating the church's ministry to its members, to prospects for membership and ministry and to the surrounding community generally. This committee shall have the responsibility of enlisting a church host/hostess for special church functions as the need may arise.

(s) Personnel Committee.

This committee shall be composed of six members. It shall assist the Pastor in matters relating to personnel administration, survey the needs for additional church staff positions and prepare and keep up-dated job descriptions for all employed personnel. Under the leadership of the Pastor, it shall recruit, interview and screen all prospective church employees except the Pastor. This committee may hire and discharge non-professional staff after consultation with the Pastor. In the case of professional church staff, this committee shall not have the power to hire or discharge, but may recommend to the church action which the committee deems appropriate.

When the committee is considering hiring either music staff, nursery staff or youth staff, the committee shall invite the comment of either the Music, Nursery or Youth Committee, as

appropriate. When considering offering a salary and benefits in excess of that currently budgeted, the Personnel Committee shall consult with the Stewardship Committee and shall obtain approval of the church. The committee shall also consult the Stewardship Committee at other times as appropriate to avoid cash flow problems.

The committee shall develop and recommend a salaries schedule and benefits plan for all employed personnel. It shall counsel with church employees and church members concerning personnel problems, opportunities and recommendations as may seem helpful and appropriate. It shall develop and recommend personnel policies and procedures in such areas as working days and hours, vacation time, holidays, sick leave, conventions, conferences and training opportunities. It shall discharge its duties regarding Article II, Section 1 (b, c, & d), pages 20-21, of these Bylaws.

(t) Preschool Committee.

This committee shall be composed of six members. The Nursery and Mothers' Day Out Coordinators shall be ex-officio members. The committee shall recommend and publicize preschool policies and procedures, recommend the purchase of furnishings and supplies, supervise care and upkeep of rooms and equipment and work with the Personnel Committee in selecting, enlisting, training and supervising any paid preschool workers. It shall coordinate use of space assigned to preschool work, enlist church members to assist the regular workers during the extended sessions and coordinate all preschool activities.

(u) Public Relations/Welcome Committee.

This committee shall be composed of nine members. It shall enlist and train church greeters and give direction to the greeters so that all attending our services will be graciously received and given courteous directions to all of our ministries. The committee shall develop guidelines to adequately minister in this area. The committee shall communicate to church members, prospects and the community the events and ministries of the church using media and methods that it deems necessary to disseminate the information within the constraints of the budget. The committee shall prepare a budget based upon the calendar of events set forth by the church staff.

(v) Recreation Committee.

This committee will be composed of ____ members. It shall coordinate a recreation program that will nurture the spiritual, emotional and physical well being of our church members and guests. It shall study ways to grow the recreation ministry of the church as needs arise. It shall give direction and encouragement to sport activities in relation to other churches and civic, be responsible for the purchase and care of recreational equipment and work with the Grounds Committee and the Building and Space Committee in setting regulations which apply to the use of the outdoor recreational facilities and equipment.

(w) Sanctuary, Audio, Video, Light Committee.

This committee shall be composed of three members and the chairman shall be the Director of Audio-Video-Light. The committee shall supervise the broadcast of the Sunday morning worship services, and any other broadcast, arrange for the audio taping of all regular church services (to the extent not prohibited by copyright or other law), business meetings, and other meetings on request. The committee shall supervise the operation of all public address systems for all church functions, supervise the lighting system for all services, keep on inventory of all equipment and make recommendations concerning policies for the use and upgrading of public address, sanctuary lighting and broadcast equipment. The committee shall maintain the original copy of all tapes made under its direction in the church media center for future reference.

(x) Stewardship Committee.

This committee shall be composed of six members. The church Treasurer and Assistant Treasurer shall be ex-officio members. The committee shall be responsible for development of a program which includes budget development, budget subscription, budget administration and stewardship development.

The committee shall study and interpret the budget, making decisions when necessary as to the availability of funds, set up a policy of purchasing all supplies and be responsible for seeing that the expenditures of the church reflect sound business management and are in keeping with the appropriations made in the church budget. The Committee shall keep informed concerning the financial condition of the church, lead the church in faithful stewardship, develop plans to promote the giving of appropriate tithes and offerings and make regular reports concerning the church budget. The Chairman of the Stewardship Committee will also serve as the Chairman of the Budget Committee. (See: Article II, Section 1 (g) and (h), infra, pages 22-23, Article II, Section 3 (c), infra, page 32, and Article VIII, Sections 1 and 2, infra, pages 37).

(i) Insurance.

This committee shall have the responsibility of studying the insurance available and recommending to the church such coverage with such companies as may be in the interest of the church so as to enable the church to keep all its real and personal property insured. The committee may wish to enlist on an ad hoc basis the help of other church members who may be knowledgeable about insurance.

The Stewardship Committee shall also discharge its duties under Article II, Section 1 (g), and (i), pages 22-23 of these bylaws.

(y) Youth Committee.

This committee shall be composed of six adult members. There shall also be four ex-officio youth members, elected for one year terms, two of whom shall be junior high students and two of whom shall be senior high students. The youth members' terms shall run concurrently. The Minister of Youth shall be an ex-officio member. This committee shall work in a continuous program of evaluation of the church's ministry to its youth, striving at all times to help provide the highest type of leadership, aims and activities. It shall plan and give direction to a correlated calendar of activities that will involve the largest number of youth in a consistent, well-rounded program. There shall be a continuous program of activities which takes the best advantage of our church's resources and programs for the benefit of the youth.

Section 3: General Committee Guidelines.

(a) Nomination and Election of Members and Chairmen

All members and chairmen of the committees of this church shall be members of First Baptist Church, Harrison, Arkansas, and shall be nominated by the Committee on Committees, subject to the right of any member to make nominations from the floor, and shall be elected by a vote of the church at a business meeting.

In the event of a vacancy, the committee on committees shall nominate persons to fill the balance of any unexpired terms which may occur.

(b) Rotation of Members.

In order that there will be experienced members on each committee, the terms of one-third (1/3) of the members shall expire on a staggered basis. If it is necessary, to select more than one-third

(1/3) of the membership of a committee in any one year, then the persons so selected shall by lot determine who gets the longer and shorter terms so that the proper number of terms expire each year.

(c) Expenditure of Funds by Committees.

Any church committee which as a budget already approved for the current year may spend for those things budgeted, in accordance with the established church policy as to how such expenditures are to be made. If the funds are not available to meet anticipated current budgeted demands, the funds may be spent only with the approval of the Stewardship Committee or the church. No funds which have not been budgeted may be spent or obligated on behalf of the church without approval of the Stewardship Committee and the church, or by special approval of the church. (See: Article VIII, Sections 1 and 2, infra, pages 37).

(d) Staff Members Ex-Officio.

There shall be a church staff member who shall be an ex-officio member of each church committee and unless a staff member is specifically assigned to a committee herein, the Pastor shall assign a staff member as an ex-officio member of each committee. It shall be the duty of each staff member to keep the staff informed of the needs, resources and recommendations of the committee on an on-going basis so that the committees may be properly utilized and duplication of effort among committees may be avoided.

(e) Rules, Policies, & Regulations.

All church committees and officers shall have the authority and duty to recommend any needed rules, policies and regulations, which deal with their area of subject matter, to the church for approval.

No rules, policies or regulations shall be binding upon the church unless they have been reduced to writing and adopted by the church. A copy of all such documents shall be attached to these bylaws as an appendix and maintained permanently in the church office so that members may have a designated place to inquire and find out what the church's rules, policies and regulations are.

All rules, policies and regulations which currently exist in this church shall remain in force and effect for a period of one hundred eighty days (180). Thereafter, unless written copies of them are filed in the church office as provided above within that time, they shall become null and void.

Any committee which has charge of church equipment shall, within sixty (60) days from the adoption of these bylaws, cause a written inventory of such equipment to be made and have the same placed in the church office to be maintained there along with these bylaws. Such inventory shall be reviewed and updated annually.

(f) Creation or Abolition of Committees.

New committees may be created and existing committees may be abolished by a majority vote of a quorum at a regular church business meeting, with no necessity for amendment of these bylaws.

ARTICLE III: CHURCH PROGRAM ORGANIZATIONS

The church shall maintain program of Bible teaching; church member training; church leadership training; new member orientation; mission education, action and support; and music education, training and performance.

All organizations related to the church programs shall be under church control and all officers shall be elected by the church and report regularly to the church. All program activities shall be subject to church coordination and approval. The church shall provide the human resources for the appropriate advancement of these programs.

Section 1. Sunday School.

The Sunday School shall be a basic organization for the Bible teaching program. Its tasks shall be to teach the Biblical revelation, to evangelize the lost and to enlist persons for church membership. It shall provide and interpret information regarding the work of the church and the denomination.

The Sunday School shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School Director elected by the church.

Section 2. Discipleship Training.

The Church Training organization shall serve as one of the training units of the church. Its tasks shall be to train church members to perform the functions of the church; train leaders; orient new members; teach Christian theology, ethics, history, church polity and organizations; and provide and interpret information regarding the work of the church and denomination.

Church Training shall be organized by departments for all ages and conducted under the direction of a General Director.

Section 3. Woman's Missionary Union.

The Woman's Missionary Union shall be the mission education, action and support organization of the church for woman, young women, girls and preschool children. Its tasks shall be to teach missions; engage in mission action; support world missions through praying and giving and provide and interpret information regarding the work of the church and the denomination.

Woman's Missionary Union shall have such offices and organizations as the program requires.

Section 4. Brotherhood.

The Brotherhood shall be the church's organization for mission education, education, action and support for men, young men and boys. Its tasks shall be to teach missions, engage in mission action, support world missions through praying and giving and provide and interpret information regarding the work of the church of the church and denomination.

The Brotherhood shall have such officers and organization as the program requires.

Section 5. Church Music.

The church music organization, under the direction of the church elected Music Director or Minister or Music, shall be the music education, training and performance organization of the church. Its tasks shall be to teach music; train persons to lead, sing and play music; provide music in the church and community and provide and interpret information regarding the work of the church and denomination.

The church music program shall have such officers and organizations as the program requires. (See: Article II, Section 2 (p), infra. Page 29).

ARTICLE IV: CHURCH PROGRAM SERVICES

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

Section 1. Media Center.

The media center will be the resource center for the church. Its personnel will seek to provide and promote the use of printed and audiovisual resources. They also will provide consultation to church leaders and members in the use of printed and audiovisual resources. (See: Article II, Section 2, (f), infra, page 28).

Section 2. Family Life Ministry.

The church family life ministry shall seek to meet the needs and promote the goals set out herein under Article II, Section 2 (i), infra, page 28. That ministry will strive to provide recreational activities, consultation, leadership assistance and resources to achieve its goals.

ARTICLE V: CHURCH COUNCIL

The Church Council shall serve the church by leading in planning, coordinating and evaluation the ministries and programs of the church and its organizations. The Council shall (a) work with and recommend to the Long Range Planning Committee and the church as a whole suggested church objectives and goals; (b) review and coordinate ministry and program plans recommended by church officers, organizations and committees; (c) recommend to the church the use of leadership, calendar time and other resources according to program priorities; and (d) evaluate achievements in terms of church objectives and goals.

Regular members of the Church Council shall be the Pastor, other church staff members, directors of church program organizations and the Chairman of Deacons.

All matters agreed upon by the Council which call for action not already approved by the church shall be referred to either the appropriate church committee or the church.

ARTICLE VI: CHURCH ORDINANCES

Section 1. Baptism.

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes him publicly at any worship service and who indicates a commitment to follow Christ as Lord. (See: Exhibit A: Declaration of Faith, infra, page 7, and Exhibit B: Baptist Faith & Message, infra, pages 9).

- (a) Baptism shall be my immersion in water.
- (b) The Pastor (See: Delegation of Duties, Article II, Section 1 (a) (ii), infra, page 19), or whomever the church shall authorize shall administer baptism. The Deacons shall assist in the preparation for and the observance of baptism.
- (c) Baptism shall be administered as an act of worship during any worship service of the church.
- (d) A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Pastor and/or staff or Deacons. If the candidate expresses his or her desire not to be baptized, he/she shall be deleted from the list of those awaiting baptism and shall not be member of the church until scriptural baptism is completed.

Section 2. The Lord's Supper.

The church shall observe the Lord's Supper quarterly as scheduled by the church. The Pastor or other authorized person and Deacons shall administer the Lord's Supper, the Deacons being responsible for the physical preparations. (See: Exhibit A: Declaration of Faith, infra, page 7, and Exhibit B: Baptist Faith & Message, infra, page 9).

ARTICLE VII: CHURCH MEETINGS

Section 1. Worship Services.

The church shall regularly meet each Sunday morning, Sunday evening and Wednesday evening for worship of Almighty God. Prayer, praise, preaching, instruction and evangelism shall be among the ingredients of those services. The Pastor shall provide direction for the worship services.

Section 2. Special Services.

Revival services and any other church meetings deemed appropriate to the advancement of the church's objective shall be placed on the church calendar.

Section 3. Regular Business Meetings.

The church shall hold regular business meetings monthly on the third Sunday of each month or at such other time as the church shall determine.

Section 4. Special Business Meetings.

The church may conduct special business meetings to consider matters of a special nature and significance. A three (3) day notice must be given for the specially called business meeting. Notice shall be given from the pulpit at a regular service. The notice shall include the subject, date, time and place of the meeting. However, no advance notice or presence of a quorum is necessary in order to solely prepare for and conduct a scheduled service. *(No notice shall be required of a special meeting held at a regularly scheduled worship service to elect messengers to Associational meetings and to the Arkansas Baptist Convention or the Southern Baptist Convention).*

Section 5. Voting.

Every member of this church shall have the right to vote on any issue of business which shall come before the church in business conference.

No absentee voting shall be permitted at any time, either on issues before committees, the Deacons, or before the church in general business conference.

Section 6. Quorum.

Before the church can transact any business which shall be binding upon the church, a quorum of the members shall be present. The attendance of at least five percent (5%) of the total membership of the church shall be necessary to constitute a quorum for the transaction of business at any church business conference (except in Section 4 last, above). For the purpose of voting on the calling of the Pastor for the church, it shall be necessary that there be at least twenty-five percent (25%) of the total membership present to constitute a quorum.

Section 7. Moderator (Conduct of Business).

The Moderator of the church business meeting shall be the Pastor. In the absence of the Pastor, the Chairman of the Deacons shall preside. In the absence of both Pastor and Chairman of Deacons, the Vice-Chairman of Deacons shall preside. In the absence of the Pastor, the Chairman of Deacons and the Vice-Chairman of Deacons, the Clerk shall call the church to order, after which a Moderator pro tem shall be elected.

- (a) Unless otherwise specified herein or in the Constitution of First Baptist Church, any motion which is made and duly seconded with obtains over fifty percent (50%) of those members present voting in the affirmative shall be deemed adopted. Any motion which does not obtain a second and over fifty percent (50%) of those members present voting in the affirmative shall be deemed to have failed.
- (b) If these Bylaws or this Constitution require prior notice before certain action can be taken, that notice must have been given before any action on such a matter shall be binding upon this church.
- (c) All business of the church shall be conducted in an orderly and dignified manner with the Moderator presiding and ruling on questions before the church, according to the terms of Robert's Rules of Order (Revised). Only one person shall be permitted to speak at a time. All members wishing to speak shall obtain the floor from the Moderator.

ARTICLE VIII: CHURCH FINANCES

Section 1. Budget.

The Stewardship Committee, or, if it should not see fit to delegate this authority, a special committee nominated and presented to the church by the Stewardship Committee, shall prepare and submit to the church for approval, an inclusive budget, indicating by items the amount needed and sought for all church expenditures.

Offering envelopes will be provided for each member's use. Church membership involves the obligation to support the church and its causes financially with regular, proportionate gifts. (See: Article II, Section 2 (x), infra, pages 31).

Section 2. Accounting Procedures.

Accounting procedures shall be instituted for the proper collection, handling and disbursement of the church's finances in accordance with Article II, Section 1 (g), page 22). Appropriate and complete records shall be made and maintained as in the normal course of business under the direction of the Church Treasurer.

No church funds may be spent unless authorized in the church budget, with special church approval, or under Article II, Section 1 (g), (h), and (i), pages 22-23, and Article II, Section 2 (x), and Section 3 (c), pages 31-32).

Section 3. Fiscal Year.

The church fiscal year shall run from January 1 to December 31 each year or for such other time as the church shall set.

ARTICLE IX: CHURCH OPERATIONS MANUAL

An official copy of the Constitution and Bylaws, together with any amendments which may be made to these documents, and copies of the rules, policies and regulations made by each committee under Article II, Section 2 (e), pages 31-32, shall be kept in the church office and made available by the Pastor's secretary for on-premises use only, or for copying by church members.

The Church Clerk shall maintain the manual. (See: Article II, Section 1 (f), page 22). The Church Council shall review the manual at least annually to determine that it is up to date with all amendments, rules and regulations included which have been adopted.

Amendments to the manual shall be accomplished according to the procedures set out herein.

ARTICLE X: ADOPTION AND AMENDMENT (BYLAWS ONLY)

(Changes to the Constitution shall be made in accordance with the provision of Article VI, page 13 thereof).

These Bylaws may be adopted and changes herein may be made at any business meeting of the church provided (a) the written Bylaws or written amendment shall have been presented at a previous business meeting held at least two weeks earlier and (b) copies thereof shall have been exhibited to members present at the earlier meeting and (c) notice shall have been given at the earlier meeting of the time and date when the proposed Bylaws or amendment is to be considered.

Adoption of these Bylaws or amendments to the Bylaws shall require the concurrence of a majority of a quorum voting in favor of the Bylaws or amendment thereto.

EXHIBIT C: Prospective Deacon Selection

FIRST BAPTIST CHURCH
HARRISON, ARKANSAS

(Date)

Mr. John Candidate
1234 Anywhere
Harrison, AR 72601

Congratulations! You have been nominated to serve as a deacon at First Baptist Church - Harrison. The office of deacon is a tradition as old as the church itself, and is one of a servant/leader. It is a spiritual ministry, and should not be entered into lightly.

Please review the following enclosed documents: Deacon Qualifications, Deacon Doctrinal Statement, and Deacon Questionnaire. We ask that you carefully consider these requirements and questionnaires as you pray for God's direction about this opportunity for service.

In order to assist the Deacon Screening Committee in the deacon selection process, please answer the following question(s) and return your response(s) by _____.

1. After prayerful consideration, I have decided that: (check One)

- (a) If selected, I am willing to serve as an active deacon. _____
- (b) I wish to withdraw my name from consideration in the deacon selection process for this current election. _____

IF YOU ARE UNWILLING TO SERVE OR WISH TO HAVE YOUR NAME WITHDRAWN FROM CONSIDERATION, PLEASE RETURN THIS LETTER WITHOUT FILLING OUT THE REMAINDER OF THE ENCLOSED DOCUMENTS.

IF YOU ARE WILLING TO PROCEED WITH THE DEACON SELECTION PROCESS PLEASE COMPLETE AND SIGN THE ENCLOSED DOCUMENTS AND RETURN THEM BY THE ABOVE MENTIONED DATE.

In His Service,

Chairman
Deacon Screening Committee
Enclosure: Deacon Qualifications, Deacon Doctrinal Statement, & Deacon Questionnaire

DEACON QUALIFICATIONS

The office of deacon is one of ministry and service to Jesus Christ through His church. Any other understanding of this office does disservice to the New Testament record. This is not an office or position given to someone to honor him. To be eligible for this respected position, a deacon must have been a member of this church for at least one year, be a male over 21 years of age, and must seek to consistently meet the following qualifications:

1. He is **full of the Holy Spirit** (Acts 6:3,5) – Such men are spiritually minded and submissive to God's leadership.
2. He is **full of wisdom** (Acts 6:3) – Such men have spiritual knowledge and understanding that provide sound direction for the ministry of the church.
3. He is also **full of faith** (Acts 6:5) – Spiritual men walk by faith and not by sight because they know and trust God and believe in the Word of God.
4. He has a **good reputation** (Acts 6:3) – Such a man demonstrates integrity and honesty to others. He has a believable Christian life.
5. This man should be **grave or dignified and worthy of respect** (1Tim. 3:8) – Such a man faces life seriously and there is a certain stateliness about him that commands respect.
6. He is a man who is **not double-tongued, but is sincere in his speech** (1 Tim. 3:8) – Such a man should speak with verbal honesty and integrity, not saying one thing to one person and something else to another.
7. This man **will abstain from any public activities that may cause another person to stumble** (1 Tim. 3:8; Romans 14) - He realizes the importance of his Christian influence and is willing to limit his Christian liberty for the sake of the church and others.
8. He is **not a greedy person** (1 Tim. 3:8) – Such a man is free from the love of money and other earthly possessions.
9. This man has **a deep Biblical commitment** (1 Tim. 3:9) – This man holds to the truths of the Christian faith with a clear conscience. He is not easily swayed from the truth because he strives to live what he knows.
10. He must first be **tested and proven** (1 Tim. 3:10) – This man must have proven over time that he is faithful and that his walk is credible.
11. He must also be **beyond reproach and blameless** (1 Tim. 3:10) – Such a man must display a lifestyle free from continual patterns of Scriptural disobedience. There should be nothing in his life for which he could be rightly accused and thus disqualified.
12. This **man's wife** should be a woman worthy of respect, not a malicious gossip, but temperate and faithful in everything. (1 Tim. 3:10) – The spouse should be devoted to God and yielded to the Holy Spirit.
13. He should be the **husband of one wife** (1 Tim 3: 12) – The Deacon Screening Committee shall be authorized to determine on a case by case basis whether a deacon candidate who has experienced divorce has experienced a scriptural divorce (abandonment or adultery) or if divorce occurred prior to conversion; and is qualified to serve if elected.
14. He must **manage his children and his household well** (1 Tim. 3:12) – Such a man should demonstrate leadership in his home life. He should have a well ordered family life and well behaved children (still under his authority).
15. He must **recognize God-given spiritual leadership** that is incumbent upon the office of a pastor and seek to submit to his leadership (Heb. 13: 7,17).
16. He shall **practice "storehouse tithing"** of his family income (Mal. 3:10).
17. He should **do all he can to create and preserve unity and harmony in the church** (Eph. 4:1-3).

I have read and understand the Qualifications of a Deacon as outlined above, and, if affirmed by the church, will abide by them to the best of my abilities.

Please PRINT your name

Signature

Date

DEACON DOCTRINAL STATEMENT

Please check YES or NO for each statement, then sign and date.

Statement	Yes	No
1. THE SCRIPTURES:		
I believe that the entire Bible, all 66 books of the combined Old and New Testaments are verbally inspired by God and are inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved and is the only infallible and authoritative rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).		
2. GOD:		
I believe that there is only one true, living sovereign, holy, and eternally existent God. He exists in three co-equal persons - Father, Son, and Holy Spirit - each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes.		
3. JESUS CHRIST:		
I believe that Jesus Christ is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross as a vicarious substitute, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally in glory and power (John 1:1-3,14; Matthew 1:18-25; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11).		
4. HOLY SPIRIT:		
I believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit indwells every believer and empowers every believer to live a godly life (John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9,11; Titus 3:5).		
5. MANKIND:		
I believe that in the beginning God created mankind in His image. Mankind was originally created with the ability to live perfectly for God's glory (Genesis 1:27,31).		
6. SIN:		
I believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Mankind's fall has incurred both physical and spiritual death on all until there is forgiveness and salvation by the grace of God. (Genesis 3:1-24; Romans 3:10-23; 5:12-21; 6:23).		

DEACON QUESTIONNAIRE

This document is **CONFIDENTIAL** after it has been completed.
It is available only to the Pastor, appropriate Staff, and current members of
the Deacon Screening Committee.

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

PERSONAL BACKGROUND:

1. Date of Birth: _____ Place of Birth: _____

2. Marital Status: Single _____ Married _____ Widowed _____ Divorced _____ Separated _____

3. If married – wife's name: _____

4. Do you and your wife attend church regularly together? _____

5. Which Worship service do you attend on Sunday morning? 8:00AM _____ 10:30AM _____

6. Have you ever been divorced? If yes, please explain: _____

7. Has your wife ever been previously married? If yes, please explain: _____

8. Name and ages of your children: _____

SPIRITUAL BEGINNINGS:

9. When did you become a Christian? _____

10. Give a brief testimony of when and how you came to know Jesus Christ as your personal Lord and Savior (use additional separate page if needed): _____

COMMUNITY INVOLVEMENT:

16. Are you a member of any civic organizations or clubs? (e.g. Rotary, Lions Club, Kiwanis, Mason, etc.)

AFFILIATION WITH FIRST BAPTIST CHURCH OF HARRISON:

17. How long have you been a member of First Baptist Church of Harrison? _____

18. Why did you decide to become a member of First Baptist Church of Harrison? _____

19. Please list any ministries that you are currently involved in or have been involved in since becoming a member of First Baptist Church of Harrison. _____

21. Have you served in the past as a deacon at First Baptist Church in Harrison? Yes ___ No ___

Please PRINT your name

Signature

Date

CERTIFICATE

The undersigned Chairman, Secretary and members of the Constitution and Bylaws Committee of First Baptist Church, after careful and prayerful consideration of the foregoing proposed Constitution and Bylaws for First Baptist Church, recommend the same to the church for adoption.

Chairman

Secretary

CERTIFICATE OF ADOPTION

I, the undersigned Church Clerk of the First Baptist Church of Harrison, Arkansas, hereby state that the foregoing Constitution and Bylaws of First Baptist Church were duly adopted after all required notice by the requisite number of votes on _____ day of _____, 1994

Church Clerk

Attest:

Pastor

AMENDMENTS

- 04/23/1995: Article II, Section 1, (g), (iii) - Deacon Qualifications
- 11/26/2000: Article II, Section 2, (d), (e), & (u) – Church Committees, Committee on Committees, Family Life Committee, Public Relations/Welcome Committee
- 11/25/2001: Article II, Section 2, (w) – Children’s Committee
- 01/25/2004: Article II, Section 2, (x) – Recreation Committee
- 03/06/2005: Article VIII, Section 3 – Fiscal Year
- 09/07/2008: Article II, Section 2, (h) – Communications Committee
- 06/28/2009
- Constitution:
Remove Declaration of Faith from Article III & Add Exhibit A: Declaration of Faith. Remove Baptist Faith & Message from Article III & add Exhibit B: Baptist Faith & Message
- Bylaws:
Article I, Section 2, add (a) Profession of Faith, (b) Transfer of Letter, (c) Statement, (d) Baptism, & (e) Reinstatement to Table of Contents.
- Article II, Section 1 (a) Pastor from:
(i) duties, (ii) qualifications, (iii) pulpit committee
To
(i) Duties, (ii) Delegation of Duties, (iii) Qualifications (iv) Calling the Pastor, (v) Pulpit Committee, (vi) Term of Service of the Pastor, & (vii) Pulpit Supply Committee
- Article II, Section 1 (j) Deacons
Add (vi) Resignations
Change (vi) Election of Active Deacons to (vii)
Change (vii) Deacon Screening Committee (Duties) to (viii)
Change (viii) Deacon Screening Committee (Selection of) to (ix)
Change (ix) Inactive Deacons to (x)
- Article II, Section 1 – Church Officers from: (c) Other Staff, (d) Pulpit Supply Committee, (f) Complaints Against Professional or Ordained Staff, (g) Church Clerk, (h) Church Treasurer, (i) Financial Secretary, (j) Bonding, (k) Deacons, (l) Trustees of the Church, (m) Usher Coordinator
To
(c) Complaints Against Professional or Ordained Staff, (d) Other Staff, (f) Church Clerk, (g) Church Treasurer, (h) Financial Secretary, (i) Bonding, (j) Deacons, (k) Trustees of the Church, remove (m)
- Article II, Section 2, Church Committees: from
(a) Bereavement Committee, (b) Building & Space Committee, (c) Bus Transportation Committee, (d) Committee on Committees, (e) Family Life Committee, (f) Flower Committee, (g) Food Service Committee, (h) Grounds Committee, (i) Church History Committee, (j) Long Range Planning Committee, (k) Church Media Center Committee, (l) Memorial Committee, (m) Missions Committee, (n) Music Committee, (o) Nominating Committee, (p) Outreach Committee, (q) Personnel Committee, (r) Preschool Committee, (s) Sanctuary Audio/Video/Light Committee, (t) Stewardship, (u) Welcome Committee, (v) Youth Committee, (w) Nominating Committee, (x) Rotation of Members, (y) Expenditure of Funds by Committee, (z) Staff Member Ex-Officio Members, (aa) Rules, Policies and Regulations, (bb) Creation and Abolition of Committees
To
(a) Bereavement, (b) Building & Space Committee, (c) Bus Transportation Committee, (d) Children’s Committee, (e) Church History Committee, (f) Church Media Center Committee, (g) Committee on Committees, (h) Communications Committee, (i) Family Life Committee, (j) Flower Committee, (k) Food Service Committee, (l) Grounds Committee, (m) Long Range Planning Committee, (n) Memorial Committee, (o) Missions Committee, (p) Music Committee, (q) Nominating Committee, (r) Outreach Committee, (s) Personnel Committee, (t) Preschool Committee, (u) Public Relations/Welcome Committee, (v) Recreation Committee, (w) Sanctuary Audio/Video/Light Committee, (x) Stewardship Committee – (i) Insurance, (y) Youth Committee

- Article II, Add Section 3: General Committee Guidelines
- (a) Nomination & Election of Members & Chairman
 - (b) Rotation of Members
 - (c) Expenditure of Funds by Committee
 - (d) Staff Members as Ex-Officio Members
 - (e) Rules, Policies & Regulations
 - (f) Creation & Abolition of Committees

Add Exhibit C: Letter with the following enclosures: (Deacon Qualifications, Deacon Doctrinal Statement, and Deacon Questionnaire) Selection (removed from Article II, Section 1, (k) Deacons)

08/28/2009 Article II, Section 1 Church Officers; Section 1 (h) Church Treasurer; Section 1 (i) Financial Secretary to Administrative Staff

DESCRIPTION OF CHANGES TO AMENDMENTS

AMENDMENTS TO PAGE 22: Approved April 23, 1995

Qualifications of the Office of Deacon: The qualifications for the office of Deacon in this church shall be those set out in the Holy Scriptures, in particular those in: Acts 6:1-5 and 1 Timothy 3:8-13. The Deacon Screening Committee shall be authorized to determine on a case by case basis whether a deacon candidate who has experience divorce has experienced a scriptural divorce (Either by abandonment or adultery as stated in 1 Corinthians 7:15 and Matthew 19:9) or if divorce occurred before conversion; and is qualified to serve if elected.

The ninth paragraph of Article II, Section 1 (k) of the Bylaws of First Baptist Church of Harrison, Arkansas is hereby amended to read as follows:

The names of each male member of First Baptist Church who is over the age of 21 years, who has been a member of the church for more than one year, shall be included on the first phase deacon election ballot, unless, before the first phase sample ballot is submitted to the church, an individual indicates in writing that he does not want his name included for that year. Advance notice of a person's right to withdraw his name may be given. Two weeks prior to the deacon election a sample ballot listing the men to be included on the official ballot shall be published and made available to the church membership.

AMENDMENTS TO COMMITTEE DESCRIPTIONS: Approved 11-26-2000

Section 2: Church Committees. There shall be the following standing committees of the church, which shall have the authority and duty, subject to the direction of the church, to act for the benefit of the church in the following matters. **By January 31 of each year, each committee shall have met and elected a chairperson to serve for that year. The chairperson shall be a 2nd or 3rd year committee member.**

(d) **Committee on Committees.** This committee shall be composed of six members. Unless these bylaws provide for some other method of selection, it shall have the responsibility of surveying, recommending and presenting to the church for election those members who will serve on all church committees. Committee nominations shall be subject to the right of nomination from the floor. **This committee shall be responsible for facilitating the first meeting of each committee for election of a committee chair.**

(e) **Family Life Committee.** This committee shall be composed of **12** members. It shall plan and coordinate a program of activities that will nurture the spiritual, emotional, and physical well being of our members and prospects and encourage "family togetherness". It shall study ways of improving church fellowship and direct social-fellowship activities as the need arises. It shall give direction and

encouragement to sport activities in relation to other churches and civic groups, be responsible for the purchase and care of recreational equipment and work with the Grounds Committee in setting regulations which apply to the use of outdoor recreational facilities and equipment. **It shall be responsible for establishing and recommending policies for the operation of the church kitchen facilities and coordinating its use, reviewing all kitchen procedures and operations such as menu planning, food purchasing, food preparation, storage and disposition and cleaning processes.** (See also: Article IV, Section 2, infra, page 33).

The Public Relations/Welcome Committee. This committee shall be composed of **nine** members. It shall enlist and train church greeters and give direction to the greeters so that all attending our services will be graciously received and given courteous directions to all of our ministries. The committee shall develop guidelines to adequately minister in this area. **The committee shall communicate to church members, prospects and the community the events and ministries of the church using media and methods that it deem necessary to disseminate the information within the constraints of the budget. The committee shall prepare a budget based upon the calendar of events set forth by the church staff.**

AMENDMENT TO COMMITTEES: ADDTION OF NEW COMMITTEE (CHILDREN'S COMMITTEE) WHICH WILL BECOME ARTICLE II, SECTION 2 (w): Approved November 25, 2001

Children's Committee. This committee shall be composed of six members; three at-large members, the Sunday School Children's Department Director, The AWANA Commander/Director, and the Children's Choir Coordinator. The committee shall recommend and publicize policies and procedures pertaining to the children's ministry as well as assist with enlistment, training, and screening of workers. It shall coordinate the use of space assigned for children's ministry, help plan and implement special events for children, and assist in the annual budgeting process for the Children's Ministry. This committee may also be called upon to assist other committees (i.e. Preschool, Family Life, etc.) with special events not scheduled by the committee yet pertaining to and including the ministry to children.

AMENDMENT TO COMMITTEES: ADDTION OF NEW COMMITTEE – RECREATION COMMITTEE, CHANGES TO FAMILY LIFE COMMITTEE DESCRIPTION: Approved January 25, 2004

Recreation Committee. This committee will be composed of ____ members. It shall coordinate a recreation program that will nurture the spiritual, emotional and physical well being of our church members and guests. It shall study ways to grow the recreation ministry of the church as needs arise. It shall give direction and encouragement to sport activities in relation to other churches and civic, be responsible for the purchase and care of recreational equipment and work with the Grounds Committee and the Building and Space Committee in setting regulations which apply to the use of the outdoor recreational facilities and equipment.

Family Life Committee. This committee shall be comprised of six members. It shall plan and coordinate a program of activities that will nurture the spiritual, emotional, and physical well-being of our members and prospects and encourage "family togetherness." It shall study ways of improving church fellowship and direct social-fellowship activities as the need arises. ~~It shall give direction and encouragement to sport activities in relation to other churches and civic groups, be responsible for the purchase and care of recreational equipment and work with the Ground Committee in setting regulations which apply to the use of outdoor recreational facilities and equipment. (See: Article IV, Section 2, infra, page 33).~~

AMENDMENT TO ARTICLE IX – FISCAL YEAR. - Approved March 6, 2005.

The church fiscal year shall run from January 1 to December 31 each year or for such other time as the church shall set.

AMENDMENT TO COMMITTEES: ADDTION OF NEW COMMUNCATIONS COMMITTEE: Approved September 7, 2008

The Communications Committee shall be composed of three members. It shall oversee, evaluate and recommend policies and activities related to the following:

- FBC publications and communications (including newsletters, worship bulletin, and other promotional materials)
- Community publications and communications (print and other media)
- All electronic media (website, email, membership database usage, etc.)

Proposed Committee Members and the year they will rotate off include:

- Donna Sherman (2009)
- Curtis Reed (2010)
- Mark Rackley (2011)

AMENDMENTS TO BY-LAWS ARTICLE II, SECTION 1 (J) DEACONS: DEACON SELECTION PROCESS. Approved June 28, 2009

(vi) Resignations

A deacon may resign by giving a written notice to the Chairman of Deacons or the Secretary of the Deacons. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. Vacancies created by a resignation shall be handled as stated in Article II, Section 1: j (v) Vacancy

(vi) (vii) Election of Active Deacons.

The Deacon Screening Committee shall be responsible for the conduct of the election of active deacons. At an annual election to be held in the month of July of each year, the church shall elect **nominate Deacons to fill vacant positions for the terms of those positions beginning on the following October 1st. **Nomination ballots will be made available to church members on three consecutive Sundays (all morning worship services). The signed ballots shall be turned in for tabulation by the Trustees on the 2nd or 3rd third consecutive Sundays (both morning worship services) – no later than the last Sunday in July. Each church member will be allowed to turn in one signed ballot. Signed absentee ballots will be allowed and must be turned in to the church no later than the 3rd consecutive Sunday.****

~~The names of each male members of First Baptist Church who is are over the age of 21 years, and who has have been a member of the church for more than one year, shall be **eligible to be nominated/elected to the office of deacon.** included on the first phase deacon election ballot, unless, before the first phase sample ballot is submitted to the church, an individual indicates in writing that he does not want his name included for that year. Advance notice of a person's right to withdraw his name may be given. Two weeks prior to the deacon election a sample ballot listing the men to be included on the official ballot shall be published and made available to the church membership.~~

There shall be a two-phase election process in selection of Deacons. During the first phase an election shall be held where each **church** member is to vote for **will be given the opportunity to nominate by secret ballot** a number of men equal to the number of vacancies to be filled.

The Deacon Screening Committee shall determine from the list of men **nominated**, who receive the most votes those who are willing to serve and those who are qualified to serve under the requirements of the Holy Scriptures and this church. In making their determination of who is qualified and willing to serve as a Deacon, the committee shall examine the nominees from the first election in order of the number of votes obtained by the candidate.

The **screening** committee shall submit a written letter, substantially in the form of the one included herein as "Exhibit C", to each person under consideration. **Said letter shall contain the following enclosed documents:**

Deacon Qualifications, Deacon Doctrinal Statement, & Deacon Questionnaire. The committee may add questions to **any of** the forms and may interview the men in person at their discretion. If the **letter and enclosed questionnaires** are not **completed, signed, and** returned within a reasonable time, the committee shall consider that the person **does not** ~~returning it does not~~ wish to serve and move on to consider other persons.

The Committee shall determine from those who are qualified and willing to serve, as set out above, a number of candidates ~~equal to~~ **no more than twice** the number of vacancies to be filled and submit those names to the church for election. **The list of candidates for deacon election shall be made available to the church membership at least one week prior to the election.**

The second phase of the election shall be ~~done~~ **conducted** by ~~voice vote on the entire list of approved candidates,~~ unless some member of the church asks for a **signed** secret ballot **which shall contain the names of the qualified nominees that is equal up to twice the number of positions to be filled. Each church member may vote for no more than the number of vacancies to be filled on the ballot (If 5 vacancies then no more than 5 names may be selected on any one ballot). The nominees receiving the highest number of votes will fill the number of vacancies to be filled.** ~~in which case a secret ballot shall be used with the names of all the candidates included and the candidates voted on individually. For election, a candidate must receive a number of votes at least equal to half the total number of ballots cast. If there is a position which is not filled in this manner by the second phase of the process, the Deacon Screening Committee shall submit an additional name for the position at the next monthly business conference which shall be voted on in the same manner as last above stated. If any of those elected have not been ordained, then they shall be presented to the church for ordination.~~

The second phase of the election process shall take place on the second Sunday of September of each year or as near thereto as can be arranged.

(vii) (viii) Deacon Screening Committee (Duties)

The Deacon Screening Committee shall have the duty of **conducting the election of active deacons and**

(viii) (ix) Deacon Screening Committee (Selection of)

The Deacon Screening Committee shall consist of ~~five~~ **seven** members, three of which shall be the Trustees of the church and ~~two~~ **four** of whom shall be selected by the active Deacons from their number. **The chairman of this committee shall be selected from the Trustees serving on this committee.**

(ix) (x) Inactive Deacons

EXHIBIT C: QUESTIONNAIRE PROSPECTIVE DEACON SELECTION

Shall be replaced with Exhibit C, and the following attached documents: Deacon Qualifications, Deacon Doctrinal Statement, and Deacon Questionnaire

AMENDMENTS TO CONSITUTION: Approved June 28, 2009. Remove Declaration of Faith from Article III & Add Exhibit A: Declaration of Faith. Remove Baptist Faith & Message from Article III & add Exhibit B: Baptist Faith & Message.

(j) Deacons.

There shall be one Deacon for approximately every twenty resident family units in the church membership as determined from an annual examination of the church records. This examination shall be made by the Deacon Screening Committee in April prior to the beginning of the annual Deacon Election process in July. A variance of the number of family units per Deacon shall be permitted in determining the number of Deacons required if the number of qualified and willing individuals is less than the number of target slots to be filled.

When the Deacon Screening Committee determines that there is a need to change the number of Deacons, it shall inform the church in May prior to the Deacon Election process of the number of Deacons which are necessary to be elected to achieve the target number of active Deacons for the next church year.

(i) Duties of Active Deacons.

In accordance with the New Testament, Deacons shall be the servants of the church. The Deacons shall keep themselves informed of the spiritual needs and climate of the church, and when appropriate, offer assistance or advice to the Pastor, staff, church committees, the congregation or individual church members. Any church committee may refer any question before it to the Deacons for advice and recommendation, or may ask the Deacons to join the committee in making recommendations to the church on matters relating to church business or doctrine. The Deacons may, on their own initiative, inquire into church affairs, and study and make recommendations on church business to the Pastor, the staff, church committees or the church in general, which recommendations shall be advisory and not directory. In furtherance of the advisory function, the Deacons shall be entitled to obtain information on church affairs upon reasonable request thereof. They shall serve with the Pastor and the staff in performing pastoral ministry tasks; to teach and assist in proclaiming the Gospel, to learn and promote sound doctrine, to care for church members in need, to encourage church members to engage in ministry to others; to assist the Pastor and staff in leading the church in worship, witness and education. They shall administer a charitable relief and benevolence program in the church according to the Scriptures. They shall assist generally in promoting the interests of the church. They shall assist in baptism of converts, and in the observance of the Lord's Supper under the direction of the Pastor of the church. (See also duties under Article II, Section 1 (a) (vii), infra, page 19, and 1(j) (i), infra, page 22.

(ii) Deacon Business.

The Deacons shall, annually, at the first meeting in October elect a Chairman of Deacons, a Secretary, and such other officers as they may see fit. They may also adopt rules of conducting their business and any desired covenants, promises or resolutions. In absence of both Chairman and Vice Chairman, the Pastor shall preside until another presiding officer shall be elected.

(iii) Qualifications of the Office of Deacon.

The qualifications for the office of Deacon in this church shall be those set out in the Holy Scriptures, in particular those in: Acts 6:1-5 and 1 Timothy 3:8-13. The Deacon Screening Committee shall be authorized to determine on a case by case basis whether a deacon candidate who has experienced divorce has experienced a scriptural divorce (Either by abandonment or adultery as stated in 1 Corinthians 7:15 and Matthew 19:9) or if divorce occurred before conversion; and is qualified to serve if elected.

(iv) Term.

The term of an active Deacon shall be three years. When an active Deacon rotates off, having served more than one year, he shall not be eligible for re-election for a one year period after his term ends.

(v) Vacancy.

If a vacancy in the office of Deacon occurs more than four (4) months before October 1, of any year, then an election shall be held to fill the vacancy from those remaining on the

list of qualified candidates from the previous annual election. The person so elected shall serve the remainder of the unexpired term of the person he replaces.

(vi) Resignations.

A deacon may resign by giving a written notice to the Chairman of Deacons or the Secretary of the Deacons. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. Vacancies created by resignation shall be handled as stated in Article II, Section 1: j (v) Vacancy, page 23.

(vii) Election of Active Deacons.

The Deacon Screening Committee shall be responsible for the conduct of the election of active deacons. At an annual election to be held in the month of July of each year, the church shall nominate Deacons to fill vacant positions for the terms of those positions beginning on the following October 1st. Nomination ballots will be made available to church members on three consecutive Sunday mornings (all morning worship services) in July. The signed nomination ballots shall be turned in for tabulation by the Trustees no later than the last Sunday in July (all morning worship services). Each church member will be allowed to turn in one signed ballot. Signed absentee ballots will be allowed and must be turned into the church no later than last Sunday in July.

The male members of First Baptist Church who are over the age of 21 years, and who have been a member of the church for more than one year, shall be eligible to be nominated/elected to the office of deacon.

The Deacon Screening Committee shall determine from the list of men nominated and who receive the most votes those who are willing to serve and those who are qualified to serve under the requirements of the Holy Scriptures and this church. In making their determination of who is qualified and willing to serve as a Deacon, the committee shall examine the nominees in order of the number of votes obtained by the candidate.

The screening committee shall submit a written letter, substantially in the form of the one included herein as "Exhibit C", pages 37-43, to each person under consideration. Said letter shall contain the following enclosed documents: Deacon Qualifications, Deacon Doctrinal Statement, & Deacon Questionnaire. The committee may add questions to any of the forms and may interview the men in person at their discretion. If the letter and enclosed questionnaires are not completed, signed, and returned within a reasonable time, the screening committee shall consider that the person does not wish to serve and move on to consider other persons.

The Committee shall determine from those who are qualified and willing to serve, as set out above, the number and names of those to be presented to the church for election to the office of Deacon.

The election process shall take place on the second Sunday of September of each year or as near thereto as can be arranged.

(viii) Deacon Screening Committee (Duties).

The Deacon Screening Committee shall have the duty of conducting the election of Active Deacons and applying the qualifications of the Scriptures and of these bylaws to those persons selected by the church in the Deacon Election process. The committee shall present to the church those who are willing to serve and are, in the committee's opinion, qualified for to the office of Deacon. The committee shall also be in charge of counting the ballots in the election process and may enlist other church members to

assist the committee. No member of the committee shall be disqualified from serving as a Deacon merely because of membership on the committee (or by being a church trustee), but shall not participate or vote in the committee on his own qualifications or on the propriety of his serving as a Deacon.

(ix) Deacon Screening Committee (Selection of).

The Deacon Screening Committee shall consist of seven members, three of which shall be the Trustees of the church and four of whom shall be annually selected no later than March by the active Deacons from their number. The acting chairman of this committee shall be selected from the Trustees serving on this committee.

(x) Inactive Deacons.

Persons who have been ordained by this church as Deacons and who are not currently serving as active Deacons and persons who have been ordained as Deacons of other churches of like faith and order and whose credentials have been accepted by this church shall constitute the inactive Deacons of this church.

The active Deacons are encouraged to call upon the inactive Deacons for support and assistance as the active Deacons may see the need. Inactive Deacons may be enlisted to assist active Deacons in a family ministry plan and other tasks which work for the good of the church. They must attend but not vote at any Deacon's meeting.

Section 1. Church Officers. The officers of the church shall consist of: A Pastor and such other professional or ordained staff members as the church shall employ, **one of which will be designated as Administrator**, as well as the Deacons, Deacon Screening Committee, Church Clerk, Church Treasurer, Assistant Church Treasurer, Financial Secretary, Church Trustees, and Usher Coordinator.

Section 1. (h.) Church Treasurer. The church shall elect annually a Church Treasurer. It shall be the duty of the Treasurer to ~~receive, preserve, and pay out, upon the receipt of vouchers approved and signed by authorized personnel,~~ **oversee the receiving, preserving and disbursing** all money or things of value paid or given to the church. The Treasurer shall provide for the keeping at all times an itemized account of all receipts and disbursements. ~~It shall be the duty of the Treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month.~~

It shall be the duty of the Treasurer to establish procedures for the receiving, preserving and disbursing of all gifts, contributions and payments to the church following the policies established by the Stewardship Committee and approved by the church. Those procedures shall be kept in a manual on file in the office and shall be approved by the Stewardship Committee. Any changes to the procedures shall be approved by the Committee.

It shall be the duty of the Treasurer to render to the church at each regular business meeting, a report of the financial condition of the church and a report of the receipts and disbursements for the preceding month.

The Treasurer's books shall be reviewed or audited annually by a public accountant, as recommended the Stewardship Committee and approved by the Church.

Upon rendering the annual account at the end of each fiscal year, and upon its acceptance and approval by the church, the records shall be delivered by the Treasurer to the Church Clerk, who shall keep and preserve the account as a part of the permanent records of the church. The Nominating Committee shall nominate one candidate for Church Treasurer.

~~Church Treasurer shall oversee the Church Financial Secretary and shall establish procedures for the collection, deposit and disbursement of church funds in an appropriate and orderly manner. The Church Treasurer and the Assistant Church Treasurer shall both be *ex-officio* members of the Stewardship Committee. (See: Article VIII Sections (1), (2), page 35-36 and (3) and Article II, Section 2 (t) page 30. infra)~~

There shall be an Assistant Treasurer who shall be nominated by the Church Treasurer and approved by the church. The Assistant Treasurer shall perform any of the duties of the Treasurer when the Treasurer is absent or disabled

Section 1. (i.) Financial Secretary Administrative Staff ~~The church shall employ a secretary who will act as professional or ordained staff member to be designated as Administrator and a non-professional staff member to be designated as~~ Financial Secretary and shall keep an accurate record of all contributions made to the church, shall make out all deposits for the church, and write checks for the church, which if over \$200.00, shall be countersigned by at least one other authorized person, that is, either the Treasurer or the Assistant Treasurer, and the Financial Secretary shall perform such other tasks and duties as may be assigned by the church or the Church Treasurer. **The duty of the Administrative Staff is to keep an accurate record of all gifts, contributions of payments made to the church, make all deposits and disbursements following the Policies established by the Stewardship Committee and approved by the Church and the Procedures that are established with the Church Treasurer and approved by the Stewardship Committee.**

The Administrative Staff shall perform such other tasks and duties as may be assigned by the Church Treasurer, the Personnel Committee and/or the Senior Pastor.

AMENDMENTS TO CONSTITUTION ARTICLE II, SECTION 1 (J) DEACONS: DEACON SELECTION PROCESS. Approved April 25, 2010

(j) Deacons.

There shall be one Deacon for approximately every twenty resident family units in the church membership as determined from an **annual** examination of the church records. This examination shall be made by the Deacon Screening Committee **in April** prior to the beginning of the annual Deacon Election process in July of each year. A variance of **plus or minus three the number of** family units per Deacon shall be permitted in determining the number of Deacons required **if the number of qualified and willing individuals is less than the number of target slots to be filled.**

When **the** Deacon Screening Committee determines that there is a need to change the number of Deacons, it shall inform the church **in May** prior to the first phase of the Deacon Election process of the number of **new** Deacons which are necessary to be elected to achieve the proper **target** number of active Deacons for the next church year.

(i) Duties of Active Deacons.

In accordance with the New Testament, Deacons shall be the servants of the church. The Deacons shall keep themselves informed of the spiritual needs and climate of the church, and when appropriate, offer assistance or advice to the Pastor, staff, church committees, the congregation or individual church members. Any church committee may refer any question before it to the Deacons for advice and recommendation, or may ask the Deacons to join the committee in making recommendations to the church on matters relating to church business or doctrine. The Deacons may, on their own initiative, inquire into church affairs, and study and make recommendations on church business to the Pastor, the staff, church committees or the church in general, which recommendations shall be advisory and not directory. In furtherance of the advisory function, the Deacons shall be entitled to obtain information on church affairs upon reasonable request thereof. They shall serve with the Pastor and the staff in performing pastoral ministry tasks; to teach and assist in proclaiming the Gospel, to learn and promote sound doctrine, to care for church members in need, to encourage church members to engage in ministry to others; to assist the Pastor and staff in leading the church in worship, witness and education. They shall administer a charitable relief and benevolence program in the church according to the Scriptures. They shall assist generally in promoting the interests of the church. They shall assist in baptism of converts, and in the observance of the Lord's Supper under the direction of the Pastor of the church. (See also duties under Article II, Section 1 (a) (vii), infra, page 19, and 1(j) (i), infra, page 22.

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The Deacons shall, annually, at the first meeting in October elect a Chairman of Deacons, a Secretary, and such other officers as they may see fit. They may also adopt rules of conducting their business and any desired covenants, promises or resolutions. In absence of both Chairman and Vice Chairman, the Pastor shall preside until another presiding officer shall be elected.

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(iv) Term.

The term of an active Deacon shall be three years. When an active Deacon rotates off, having served more than one year, he shall not be eligible for re-election for a one year period after his term ends.

(v) Vacancy.

If a vacancy in the office of Deacon occurs more than four (4) months before October 1, of any year, then an election shall be held to fill the vacancy from those remaining on the list of qualified candidates from the previous annual election. The person so elected shall serve the remainder of the unexpired term of the person he replaces.

(vi) Resignations.

A deacon may resign by giving a written notice to the Chairman of Deacons or the Secretary of the Deacons. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. Vacancies created by resignation shall be handled as stated in Article II, Section 1: j (v) Vacancy, page 23.

(vii) Election of Active Deacons.

The Deacon Screening Committee shall be responsible for the conduct of the election of active deacons. At an annual election to be held in the month of July of each year, the church shall nominate Deacons to fill vacant positions for the terms of those positions beginning on the following October 1st. Nomination ballots will be made available to church members on three consecutive Sunday mornings (all morning worship services) **in July**. The signed **nomination** ballots shall be turned in for tabulation by the Trustees on the ~~2nd or 3rd consecutive Sundays (both morning worship services)~~— no later than the last Sunday in July (**all morning worship services**). Each church member will be allowed to turn in one signed ballot. Signed absentee ballots will be allowed and must be turned into the church no later than the ~~3rd consecutive~~ **last Sunday in July**.

The male members of First Baptist Church who are over the age of 21 years, and who have been a member of the church for more than one year, shall be eligible to be nominated/elected to the office of deacon.

~~There shall be a two-phase election process in selection of Deacons. During the first phase An election shall be held where each church member will be given the opportunity to nominate by secret ballot a number of men equal to the number of vacancies to be filled.~~

The Deacon Screening Committee shall determine from the list of men nominated, **and** who receive the most votes those who are willing to serve and those who are qualified to serve under the requirements of the Holy Scriptures and this church. In making their determination of who is qualified and willing to serve as a Deacon, the committee shall examine the nominees ~~from the first election~~ in order of the number of votes obtained by the candidate.

The screening committee shall submit a written letter, substantially in the form of the one included herein as "Exhibit C", pages 37-43, to each person under consideration. Said letter shall contain the following enclosed documents: Deacon Qualifications, Deacon Doctrinal Statement, & Deacon Questionnaire. The committee may add questions to any of the forms and may interview the men in person at their discretion. If the letter and enclosed questionnaires are not completed, signed, and returned within a reasonable time, the screening committee shall consider that the person does not wish to serve and move on to consider other persons.

The Committee shall determine from those who are qualified and willing to serve, as set out above, a **the number and names of those** candidates ~~no more than twice the number of vacancies to be filled and submit those names to be presented to~~ the church for election **to the office of Deacon**. The list of candidates for deacon election shall be made available to the church membership at least one week prior to the election.

~~The second phase of the election shall be conducted by signed secret ballot which shall contain the names of the qualified nominees that is equal up to twice the number of positions to be filled. Each church member may vote for no more than the number of vacancies to be filled on the ballot (If 5 vacancies then no more than 5 names may be selected on any one ballot). The nominees receiving the highest number of votes will fill~~

~~the number of vacancies to be filled. If any of those elected have not been ordained, then they shall be presented to the church for ordination.~~

~~The second phase of the election process shall take place on the second Sunday of September of each year or as near thereto as can be arranged.~~

(viii) Deacon Screening Committee (Duties).

The Deacon Screening Committee shall have the duty of conducting the election of Active Deacons and applying the qualifications of the Scriptures and of these bylaws to those persons selected by the church in ~~the first phase of the Deacon Election process.~~ Any person whose qualifications are questioned shall be afforded an opportunity to request a meeting with the committee before it votes on his eligibility. The committee shall recommend **present** to the church those who are willing to serve and are, in the committee's opinion, qualified for election ~~in the second phase of the election process~~ **to the office of Deacon**. The committee shall also be in charge of counting the ballots in ~~both phases of the election process~~ and may enlist other church members to assist the committee. No member of the committee shall be disqualified from serving as a Deacon merely because of membership on the committee (or by being a church trustee), but shall not participate or vote in the committee on his own qualifications or on the propriety of his serving as a Deacon.

(ix) Deacon Screening Committee (Selection of).

The Deacon Screening Committee shall consist of seven members, three of which shall be the Trustees of the church and four of whom shall be **annually** selected **no later than March** by the active Deacons from their number. The acting chairman of this committee shall be selected from the Trustees serving on this committee.

(x) Inactive Deacons.

Persons who have been ordained by this church as Deacons and who are not currently serving as active Deacons and persons who have been ordained as Deacons of other churches of like faith and order and whose credentials have been accepted by this church shall constitute the inactive Deacons of this church.

The active Deacons are encouraged to call upon the inactive Deacons for support and assistance as the active Deacons may see the need. Inactive Deacons may be enlisted to assist active Deacons in a family ministry plan and other tasks which work for the good of the church. They must attend but not vote at any Deacon's meeting.