

CONSTITUTION
&
BY-LAWS

Buies Creek First Baptist Church
Buies Creek, North Carolina

May 1, 2004 Revision

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&
BY-LAWS**

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PREAMBLE

For the purpose of preserving and making sure the principles of our faith, to the end that this body be governed in an orderly manner consistent with accepted Baptist tenets, and for the purpose of preserving the liberties inherent in each individual member of the church and the freedom of action of this body with respect to its relation to other bodies of the same faith, we do declare and establish this constitution.

ARTICLE I - NAME

This body shall be known as the Buies Creek First Baptist Church, located in Buies Creek, North Carolina.

ARTICLE II - PURPOSE

The purposes of the Buies Creek First Baptist Church are based upon the Great Commission of Christ in Matthew 28:10-20, RSV: *"Go therefore, and make disciples of all nations, baptizing them in the name of the Father and the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age."*

The church shall always have a distinctive missionary and evangelistic outreach for the people in our community and around the world. At the same time it shall endeavor to provide a total Christian ministry to all.

The basic functions of the church, which shall enable it to accomplish its purposes, may be summarized as follows:

- (1) To worship
- (2) To proclaim
- (3) To educate
- (4) To minister

ARTICLE III - STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis of any statement of faith. The church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention in 1963.

ARTICLE IV - THE CHURCH COVENANT

We have been called by God into a covenant relationship with Him and have been gathered together for His purposes. In the presence of God and in the name of our Lord and Savior, Jesus Christ, we enter into this covenant with one another as members of Buies Creek First Baptist Church.

We commit ourselves to Jesus Christ, the Son of the living God. We pledge to seek first His kingdom and His righteousness and to bring all areas of our lives under His Lordship.

We pledge to be growing stewards. We promise to help one another to develop and use our individual, God-given gifts and to become active and useful fellow-ministers of the church.

We covenant to live in this fellowship as disciples. We will seek to grow in the grace and knowledge of our Savior and to order our lives so as to be witnesses to God's love and sustaining grace.

We commit ourselves to the regular and faithful worship of God, to the observance of the ordinance, and to the doctrines, disciplines and ministries of the church.

We pledge to contribute cheerfully, regularly, and proportionately of our material possessions, in order to support the ministries of the church and to spread the Gospel to all people.

We covenant to live as Christians in our homes and pledge to engage in family and individual devotions. We will teach our children by instruction and example that Christ is Savior and Lord and that in commitment to Him we find life's highest purpose.

We covenant to uphold one another in Christian love. In compassion, affection, and concern, we will be slow to judge and quick to forgive. We will minister to one another, and share with one another our joys and sorrows.

We covenant to live as Christians in the world, to be Christ-like in our conduct and just in our dealings. We will not knowingly engage in any conduct, which may cause another to stumble.

We further covenant to include all people everywhere within the circle of our love and concern. While holding to our Baptist heritage, we shall seek with all Christians a unity of spirit and action.

ARTICLE V - CHURCH POLITY

Under the Lordship of Christ, the government of this church is vested in the body of believers who compose it. Its polity is congregational, with final authority in all matters, temporal and spiritual, being vested in the members. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the values of mutual counsel and cooperation, which are common among Baptist churches. While maintaining its local autonomy, the church will cooperate with and support the Little River Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention.

ARTICLE VI - MEMBERSHIP

Section A. Membership

1. **Request for Membership.** The membership of the church shall be open to all Christians who present themselves to the church for the purpose of uniting with this fellowship in its purposes, faith, and covenant. All candidates for membership shall express their desire to unite with the church either by presenting themselves at the time of the invitation during a worship service and requesting church membership or by making their request known to a member of the ministerial staff or a deacon. Persons may request membership on any of the following basis:
 - a. **By Profession of Faith and Baptism:** A person who has never accepted Jesus Christ as Lord and Savior may request membership on the basis of public confession of faith and baptism by immersion.
 - b. **By Letter:** A Christian who has been a member of a church which practices believer's baptism by immersion, and who has been so baptized, may request membership on the promise of a receipt of letter from his/her previous church.
 - c. **By Statement:** A Christian whose church record has been lost or destroyed may request membership based upon a statement of faith and previous immersion baptism, even if the person is presently a member of a church which does not practice believer's baptism by immersion.
 - d. **By Reaffirmation of Faith and Baptism:** A Christian who has not been baptized by immersion may request membership through a reaffirmation of his/her faith in Christ as Savior and upon receiving baptism by immersion.
 - e. **For health reasons, the baptism immersion requirement may be waived** upon the affirmative vote of a majority of the members present and voting.
2. **Candidates for Membership Qualifications.** Every candidate for membership shall have publicly confessed Jesus Christ as Savior and Lord, given evidence of regeneration, and been baptized as a believer by immersion before being presented to the church for a vote of affirmation and welcome. Upon request for membership, one or more deacons shall visit the candidate to discuss his/her Christian experience and to acquaint him/her with the church, its ministries, purposes, faith, and covenant. The deacon shall normally introduce the candidate to the church during a regular morning worship hour.
3. **Affirmation of Membership.** Candidates who present themselves for membership shall normally be affirmed and welcomed into the fellowship at a morning worship hour. The candidate shall be received into the membership of the church upon the affirmative vote of a majority of members present and voting.

4. **Watchcare.** Those who wish to affiliate with the church but do not wish to become candidates for membership may be received under the Watchcare of the church. Persons under Watchcare may retain their membership in another church. They shall have all rights of membership in this body except the right of voting in church business meetings and of holding a church office, which explicitly requires membership in the church. Candidates for Watchcare may be presented to the membership of the church for a vote of welcome immediately upon their presenting themselves for affiliation. Persons may be welcomed to the Watchcare of the church by a majority vote of the members present and voting.

Section B. Termination of Membership

Membership may be terminated in any of the following ways:

1. **By letter.** A letter of recommendation and dismissal for any member shall be granted to another church upon its written request. It shall be the policy of the church to grant letters of recommendation and dismissal to other churches and not to individuals.
2. **By Death.** The church clerk shall remove the name of any member from the church roll upon the death of that member.
3. **By Resignation.** A member may request in writing that his/her membership be terminated, and such termination shall be effective as of the date the request is received.
4. **By Dismissal by Church Action.** Should a member of this church become an offense to the church and its good name by reason of immoral or unchristian conduct or by persistent breach of his/her covenant vows, first the pastor and then the pastor and one or more deacons shall attempt to restore the member to his/her commitments as a member of this body. Should these attempts at restoration prove unsuccessful, the pastor and three-fourths of the deacons may recommend to the church that membership be terminated. Such a recommendation must be approved by three-fourths of the members present and voting at any regular business meeting. Persons whose memberships have been terminated may be restored to the fellowship upon the confession of their error, upon giving evidence of repentance, and upon the affirmative vote of three-fourths of the members present and voting at any regular business meeting.

Section C. Inactive Members

The deacons shall annually review the church roll and compose a list of those persons who, without good cause, have not supported the church by attendance and financial support during the previous year. Contact will be made with these members in an effort to restore them to active membership. If a member's name appears on this list for two consecutive years, the deacons may contact the member and inform him/her that his/her name will be placed on an inactive membership roll.

The deacons shall recommend to the church those members who in their view should be placed on an inactive roll. The church acting in proper session may affirm by majority vote the recommendation of the deacons. Members of the inactive roll will not enjoy the right to vote at business meetings.

Inactive members, based on at least three months of demonstrated renewed interest, may petition the deacons to have their names returned to the active roll. The church acting in proper session, upon recommendation of the deacons, may restore by majority vote such persons to full membership.

ARTICLE VII - MEETINGS

Section A. Meetings

This church shall hold regular meetings for the purpose of worship, teaching, training, fellowship, the observance of the ordinances of the church, and for scheduled business meetings.

Section B. Annual Meeting

An annual business meeting of the church shall be held between June 1 and July 1, at a time and date set by the Church Council and announced at least two weeks in advance. The annual business meeting shall include the election of officers and others, and such other matters as are properly before the meeting agenda. At the discretion of the church, the election of officers may be conducted at some other congregational meeting.

Section C. Regular Business Meeting

Regular business meetings shall be held at least quarterly, except for the summer quarter, at times and dates set by the Church Council, with notice provided to the members.

Section D. Special Called Meetings

Special business meetings of the church may be called by the pastor, a majority of the deacons, Church Council, or by any twenty members of the church requesting in writing such a special meeting. Upon such a request, the moderator, or in the event of his/her failure, the person or group requesting the meeting shall within three days set a date and time for a meeting within two weeks, and notice shall be provided to the membership.

Section E. Emergency Meeting

With the consent of two-thirds of the deacons, an emergency meeting may be held immediately after any Sunday morning worship service, or at any time, if reasonable efforts are made to provide actual notice to not less than fifty percent of the members, for the sole purpose of authorizing emergency

measures. Any such emergency meeting action must receive three-fourths vote of approval of members present and voting, and a special quorum requirement of fifty members shall apply. No action under the emergency provisions may be taken to dismiss the pastor, or any officer or member, change the affiliation relationships of the church, or incur any financial obligation beyond that required by the emergency.

Section F. Notice

Except where otherwise required by these Bylaws, any requirement of notice for a meeting or item of business to be presented shall be satisfied if announcement is made at a Sunday morning worship service seven days in advance of any meeting or action, or notice is provided in any regular or special church newsletter mailed seven days in advance.

Section G. Quorum

In all business meetings, twenty members shall constitute a quorum.

Section H. Majority Rule

On all matters except as otherwise provided in these By-Laws, matters of business shall be decided by a majority of those members present and voting. No voting by proxy or by absentee ballot shall be permitted.

Section I. Matters Requiring Special Procedures

Except for the special emergency provisions under Article VII, Section E, on any motion properly before a business meeting dealing with the purchase or sale of real property, the employment terms or salaries of church staff, the removal of officers, the modification in the budget exceeding \$1000, or the affiliation relationships of the church where the membership has not been given notice of the general subject and nature of the proposals to be voted upon at such a meeting, any member may, by request at such a meeting, require that the motion be tabled and referred to the deacons, who will have up to thirty days to make a non-binding recommendation regarding the proposal. Upon their recommendation or the expiration of the thirty days, the congregation may vote upon the motion.

Section J. Rules of Procedure

All business meetings shall be conducted in accord with Robert's Rules of Order, except that the moderator may deviate, absent objection, from such rules in the interests of efficiency, Christian fellowship, and justice. No action by the church in a properly called church meeting shall be invalid merely because of a failure to follow Robert's Rules of Order.

ARTICLE VIII - GENERAL CHURCH OFFICERS

The officers of the church shall be the pastor, the deacons, and the duly elected general church officers. All general church officers shall be members of the church in good standing at the time of their nomination, except in the case of the pastor who shall not be required to hold membership until the commencement of his ministry with the church.

Section A. The Pastor

1. **Duties and Responsibilities.** The pastor of the church shall:

- a. Have in his charge the welfare and general supervision of the church.
- b. Seek to be a proclaimer of the Gospel and an equipper of people, helping them to carry out the ministry of the church.
- c. Have special charge of the pulpit ministry of the church, in cooperation with the deacons provide for pulpit supply when he plans to be absent, and in cooperation with the deacons arrange for ministers to assist in special services required by the church.
- d. Conduct religious services on stated and special occasions, administer the Ordinances, and minister to the spiritual needs of the church and community.
- e. Be an ex-officio, non-voting member of all organizations, departments, and committees.
- f. Be the administrative head of the church and its staff, being responsible for directing and coordinating the work of the paid staff and volunteer officers.
- g. Cooperate with associational, state, and denominational leaders in matters of mutual interest and concern; keep the church informed of denominational developments; and represent the church in civic matters.

2. **Employment Agreements.**

The church, by congregational action, may enter into a formal employment agreement with the pastor which sets forth the compensation package, vacation policies and other matters related to the office of pastor except that no such agreement may create a binding employment contract which limits the exclusive rights of membership of the church to terminate the pastor's employment and any financial obligations related to that employment.

3. **Pastor Search Committee.**

On the Sunday following the announcement of the resignation of the pastor, or as soon thereafter as practically possible, the members of the church shall be invited to submit to the deacons their recommendations for persons to serve on the Pastor Search Committee. From those recommendations, the deacons shall nominate and present to the church a proposed committee of seven members who are willing to serve and who are representative of the various programs and ministries of the church. At that time, other nominations shall be accepted from the floor. A ballot shall be composed listing all nominees who are willing to serve and shall be submitted on the Sunday following the nominations to the church membership, for the election of the members of the Pastor Search Committee. Each church member may vote for up to seven nominees, and the seven persons receiving the greatest number of votes shall compose the Pastor Search Committee. The Committee shall select its own officers. All related and proper expenses incurred by the committee in its search for a pastor shall be borne by the church. After the call of a new pastor, the committee will continue to serve as a liaison between the pastor and the church for a period of at least three months following the pastor's commencing work with the church. In the event of a vacancy on the Pastor Search Committee, the procedure outlined above shall be repeated with the deacons nominating a replacement, nominations being accepted from the floor, and a vote by the church membership on the person to fill the vacancy

4. **Selection and Call.**

In the event of a vacancy in the office of pastor, the Pastor Search Committee shall seek out and recommend to the church a person whose Christian character and qualifications have been carefully examined and are found to fit the person for the office of pastor. Any person considered for the office shall be a Baptist in good standing and in friendly harmony with the convention programs with which the church is affiliated. This Committee's recommendation will constitute a nomination, and no nominations shall be made except by the Committee. The Committee shall bring only one nomination at a time to the church for consideration, and no candidate shall be invited to preach for the church prior to his formal nomination. The formal call of the pastor shall take place at a business meeting especially set for that purpose and for which at least one week's notice has been given to the membership. The vote on the extension of a call shall be by secret ballot and an affirmative vote of three-fourths of the members present and voting shall be required for a call. If the Committee's recommendation fails to receive the required vote, the meeting shall be adjourned without debate, and the Committee will then seek out another candidate to recommend to the church.

5. **Interim Leadership Committee.**

On the Sunday following the announcement of the resignation of the pastor or as soon thereafter as possible, the deacons shall nominate to the church membership for its approval a committee of three to serve as the Interim Leadership Committee. This committee will be charged with the responsibility of:

- a. Recommending an interim pastor to the church, or, if they deem advisable, finding persons to fill the pulpit on a week-by-week basis.
- b. Recommending to the church the compensation of the interim pastor or pulpit supplies.
- c. Overseeing the general operation of the church, its staff, and programs during the interim period.

The Interim Leadership Committee shall serve until the installation of a new pastor. Members of the Interim Leadership Committee shall not be eligible to serve on the Pastor Search Committee.

6. **Termination.**

The pastor shall serve under a continuing call until the pastoral relationship is dissolved at the request of the pastor or the church.

- a. **Resignation.** The pastor may resign but shall normally provide four week's notice before the termination of his services. By agreement with the deacons, such a resignation may be effective with lesser notice.
- b. **Removal.** A pastor may be removed by a majority vote of the members present and voting at a properly called meeting.
 - (1) The officers and the members shall make every effort to follow biblical principles including the processes set forth in Matthew 18 in dealing with conflicts regarding pastoral staff. Every effort should be extended to permit reconciliation of conflicts in a manner consistent with our Christian faith and doctrine.
 - (2) Any vote on the removal of the pastor is subject to the following conditions and procedures:
 - (a) A congregational meeting and vote on the removal shall be called only when a majority of the deacons have adopted a resolution calling for such, or when a written demand for such a vote is signed by not fewer than twenty church members and then is presented to the deacons or to church members in a business session.
 - (b) The time and date of the meeting shall be set no later than forty days after the deacons have voted for such a congregational decision, or the written demand from members has been received.

- (c) In the event the pending vote is pursuant to a demand from twenty or more members, the deacons must be given up to thirty days to make a recommendation to the church concerning the matter, including recommendations regarding the use of mediators or other means of understanding and dealing with the conflict.
 - (d) The pastor must be given an opportunity to be heard at the church meeting prior to the vote.
- (3) Removal shall be effective immediately upon the adoption of a motion terminating the pastor, but salary and benefits shall continue for not fewer than thirty days. Any resolution to dismiss may also contain recommendations concerning other financial aspects of the termination including severance pay.

Section B. The Deacons.

1. **Qualifications.** Those elected to serve as deacons shall be persons 18 years of age and over and active members and supporters of the church for a period of at least one year, who have demonstrated the spiritual maturity, wisdom, sensitivity, and insight to lead the church in its ministries. Husbands and wives may not serve concurrently nor shall the spouses of current staff members serve at all. The Scriptural guidelines for church leaders found in Acts 6:1-4, Timothy 3:1-13, Titus 1:6-9, and I Peter 5:1-5 should be considered carefully by the church in its selection of deacons and by those who would aspire to this office.
2. **Duties and responsibilities.** Deacons are servants of the church and co-ministers with the pastor. They shall:
 - a. Build and maintain Christian harmony and fellowship within the church.
 - b. Proclaim the Gospel to believers and unbelievers through personal witnessing and example.
 - c. Minister to the needs of persons in the church and the community and supervise the benevolence activities of the church.
 - d. Care for individuals and families.
 - e. Lead the church in the observances of its ordinances and in the implementation of its purposes, faith, and covenant.
 - f. Have general supervision of the church membership.

- g. Fulfill other responsibilities assigned under this Constitution and By-Laws.
3. **Function as Board.** The deacons shall serve as the Board of Directors of the corporation, having only such specific powers, however, as are herein granted to them. They shall have no power, except as expressly authorized by the congregation, to amend bylaws, adopt budgets, elect or dismiss officers, bind the corporation to any contract or other legal obligations, acquire, encumber or convey any interest in real property, or take any action affecting the rights of members.
 4. **Organization.** The deacons shall organize themselves by electing a chairman and such other officers as they believe may assist in furthering their ministry. They shall meet monthly at such times as they may agree and may meet in special session at the call of the chairman, the pastor, or one-fourth of the deacons who are currently serving.
 5. **Election.** The deacons shall be elected as a rotating body composed of one deacon for every 11 family units. A family unit is defined as related individuals sharing one address. The number of deacons sufficient to satisfy this ratio shall be elected by secret ballot each year in September to serve a three-year term. No member currently serving shall be eligible for re-election until at least one year has intervened.
 - a. The number of deacons to be elected for the next term will be determined by the number of family units on the last day of the quarter before the scheduled election. Notice of the election shall be given from the pulpit at least one week prior to the circulation of a ballot and a list of all active members (see Article VI, Section C) who are eligible for nomination will be provided to the congregation.
 - b. On the Sunday of the election of deacons, a ballot shall be circulated during the morning worship hour to all members present. On the ballot, each member of the church may enter as many nominees as the number of deacons to be elected. Those presently serving as deacons shall be responsible for preparing and counting the ballots. The nominees who receive the most nominations and are willing to serve shall be elected.
 - c. In the event a vacancy occurs, the next person receiving the most votes at the previous election shall fill the unexpired term of vacancy. Vacancies of less than six months shall not be filled.
 6. **Deacon Election Absentee Ballots.** Absentee ballots for the elections of Deacons will be accepted as valid if all conditions contained herein are followed.
 - a. **Active Members.** An active member may request a deacon election absentee ballot from the church office either in person, by telephone call, or by mail, if the member

cannot be present on the day of the election. The active member must return the deacon election absentee ballot to the church office prior to the election in a sealed and dated envelope that bears the signature of the voter. The ballot itself will not require a signature.

- b. **Homebound Members.** A member, confined to his/her residence, rest home, nursing home, or other medical facility because of illness or handicap, may receive an absentee deacon ballot by sending a request to the church office by messenger, telephone call, or mail. His/her family member, family deacon, or pastor must deliver the ballot to the homebound member and return it to the church office prior to the election. The ballot must be returned in a sealed and dated envelope that bears the signature of the voter. The ballot itself will not require a signature.

- 7. **Removal.** Any deacon may be removed from the office of deacon by majority vote at a proper business meeting, subject, however, to the provisions set forth in Article VII, Section I.

Section C. General Officers

- 1. **Moderator.** The church shall annually elect a moderator. The duties of the moderator are as follows:

- a. To chair the business meetings of the church.
- b. To carry out such other duties and responsibilities as may be required by these By-Laws or as are set forth in the Policies and Procedures Manual.
- c. To serve as president of the Corporation, having only such powers as are expressly provided in these By-Laws or by other specific congregational action.

- 2. **The Clerk**

- a. Selection. The clerk shall be elected annually by the church.
- b. Duties and Responsibilities. The clerk shall:
 - (1) Serve as secretary for church business meetings and maintain related records.
 - (2) Maintain the church roll with dates of baptism, reception, and termination of membership and other pertinent information relating to church members.
 - (3) Forward to other churches, as approved by the church, requested letters of recommendation and dismissal.
 - (4) Assist the deacons in their annual review of the church roll.

- (5) Submit the annual Church Letter to the Association.
- (6) Preserve historically significant church materials.
- (7) Maintain an up-to-date statement of the church policies on such matters as building use, weddings, funerals, etc.
- (8) The clerk shall serve as the secretary of the Corporation.

3. **The Treasurer.**

- a. The treasurer shall be elected annually with the term of office commencing in January.
- b. **Duties and Responsibilities.** The treasurer shall:
 - (1) Oversee the receipt and deposit of all checks, monies, and funds of the church as directed by the church or Finance/Stewardship Committee.
 - (2) Be responsible for the payment of all bills of the church in concurrence with the church's Financial Ministry Plan or as directed by the church. All accounts shall be paid by check.
 - (3) Keep a running, itemized account of all receipts and disbursements.
 - (4) Prepare a running, itemized account of all receipts and disbursements.
 - (5) Hold all funds in institutions approved by the Finance/Stewardship Committee.
 - (6) Assure that all financial books, accounts, and records shall be open to any member of the church at all times, except for records relating to individual contributions.
 - (7) Serve as an ex-officio member of the Finance/Stewardship Committee.
 - (8) Serve as the Treasurer of the Corporation.

4. **Removal and Vacancies**

- a. Any general officer may be removed at any time by a majority vote of the congregation in proper business session.

- c. Upon a vacancy in any general office the Nominating Committee may nominate to the church for election at a regular or special business meeting a person to fill the unexpired term, and election of such shall be by majority vote of those present and voting.

ARTICLE IX - THE CHURCH COUNCIL

Section A. Purpose

The Church Council is a planning, evaluating and coordinating body through which the ministry committees and councils of the church may implement their programs in ways, which further the overall ministry of the church. The Church Council shall have no authority to act for the church or congregation in any area except as expressly authorized by the congregation.

Section B. Duties and Responsibilities

1. To formulate and recommend to the congregation church ministry objectives, and strategies to reach those objectives.
2. To review the ministries of the church and their inter-relationships, and make recommendations to the congregation concerning these ministries and the structures which implement the ministries and policies of the church.
3. To act on behalf of the church in implementing the ministries of the church, when specifically directed by the congregation.
4. To serve as a resource for the various ministry committees and councils in reviewing ideas and proposals for their ministries and in forwarding any recommendations to the congregation.
5. To report regularly to the congregation on the Church Council's activities and recommendations.

Section C. Membership. The Church Council shall consist of the following:

1. The senior pastor
2. The moderator
3. Chairpersons of the following committees or groups:
 - a. Deacons
 - b. Missions Committee

- c. Finance/Stewardship Committee
 - d. Properties Committee
 - e. Fellowship Committee
 - f. Music Committee
 - g. Senior Adult Ministries
 - h. College Ministries
 - i. Youth Ministries
 - j. Sunday School/Christian Education
 - k. W.M.U.
 - l. Brotherhood/Baptist Men
4. Ex-officio non-voting members: full time and part-time ministry staff, the church secretary, and such other persons, as the pastor shall designate.

Section D. Council Governance

The Council shall annually elect from among its lay members a convener, a secretary, and such other officers, as it may find appropriate.

Section E. Meetings

The Church Council shall meet bimonthly and at such other times as the convener or pastor may wish to call them into session.

ARTICLE X - CHURCH COMMITTEES

Section A. General Guidelines

The following guidelines set forth the procedures of all church committees except as otherwise provided in these By-Laws.

- 1. All standing committees except the Nominations Committee shall be nominated by the Nominating Committee, and elected at the annual business meeting. Persons may be nominated from the floor at the annual business meeting provided they have been contacted and have agreed to serve on said committees.

2. Chairpersons of all committees shall be designated by the committee charged with the responsibility to nominate the entire committee.
3. The names of all nominees of committees shall be publicly presented to the church at least one week prior to the business meeting at which the committee members are to be elected. Nominees shall be members or under the Watchcare of the church.
4. Members of the standing committees, unless otherwise indicated, shall be elected for a term of three years. One-third of such committees shall rotate off each year. All committee members shall take office on July 1, except the Stewardship/Finance Committee.
5. In all committee meetings a majority of members shall constitute a quorum.
6. The pastor will serve as ex-officio member of each church committee. He shall be notified in writing of all meetings.
7. The chairperson of each committee will be responsible for clearing meeting dates with the official church calendar before announcing the meeting time and date. It shall be the chairperson's responsibility to request inclusion of announced meetings in church publications and to contact committee members.
8. Committees will not have the responsibility of setting church policies. Their task is to recommend, after thorough study, to the church or appropriate body in the church. Their tasks include carrying out the church request and fulfilling assigned duties as outlined in Article X, Section B.
9. Each committee shall report to the church quarterly on all its actions and shall submit a written report annually to the church as the annual business meeting.
10. No person shall be eligible to serve on more than two standing committees at one time.

Section B. The following are designated as Standing Committees:

1. Cemetery Committee
2. Christian Education Committee
3. Constitution Committee
4. Library Committee
5. Missions Committee

6. Music Committee
7. Nominations Committee
8. Personnel Committee
9. Properties Committee
10. Fellowship Committee
11. Stewardship/Finance Committee
12. Weddings Committee

Section C. Special committees may be nominated and elected from time to time to fulfill short-term tasks.

Section D. The general composition and tasks of all committees shall be approved by the congregation as set forth in the Bylaws.

ARTICLE XI - STAFF

Section A. General Practice

The church may employ such staff, as it deems appropriate to fulfill its mission. In the cases of all staff, the congregation shall approve job descriptions, which shall be set forth in the Policies and Procedures Manual. General personnel policies, as appropriate, shall also be proposed by appropriate committees and, if adopted by the church, included in the Policies and Procedures Manual.

Section B. Ministerial Staff Other Than Senior Pastor

The church may employ from time to time, as it deems in the best interest of the ministry and program of the church, other ministerial staff members who shall assist the pastor in their specified areas of responsibility. Ministerial staff shall include associate pastors; ministers of youth, college students, children, music, and evangelism; and any other staff positions involving spiritual, pastoral, educational or nurturing ministries of the church.

1. **Selection.** In the event of a vacancy among the other ministerial staff or if empowered by the church to employ a person to fill a new staff position, the personnel committee shall appoint, with the consent of the deacons and the approval of the church in business session, a Search Committee to recommend a person to fill the vacancy. The committee shall establish a process for identifying candidates, reviewing their credentials, assessing their spiritual maturity and gifts, and weighing their appropriateness for the specific ministry needs of the church. The

Search Committee, after consultation with the Personnel and Stewardship/Finance Committees, and review of its recommendation by the deacons, shall present its recommendation to the church at any regular or called business meeting, provided that announcement of the nomination has been made from the pulpit on the Sunday prior to the business meeting or by written notice received by the members of the church seven days before the business meeting. The committee shall provide to the church appropriate background information on the candidate and the basis of the committee's recommendation. A two-thirds vote of those members present and voting shall be necessary for the confirmation of the Search Committee's nominee.

2. **Accountability.** Ministerial staff shall report and be accountable to the senior pastor. The pastor and personnel committee shall regularly review the work of each ministerial staff member, and annually evaluate and make recommendations to the staff member concerning his/her ministry.
3. **Removal.** Ministerial staff may be terminated by action of the congregation acting on recommendation of the Personnel Committee and deacons. Such recommendation may include proposals concerning any financial aspects associated with the dismissal such as severance pay.
4. **Interim Staff.** Interim ministerial staff may be employed for a period not to exceed six months. Proposed interim staff shall be recommended to the church by the Personnel Committee working in consultation with the pastor, deacons, and other appropriate committees. Such interim staff nominees shall be subject to approval by the church at a proper business meeting. Employed interim ministerial staff may be renewed beyond the six-month term upon specific recommendation of the Personnel Committee and approval by the congregation.

Section C. Non-Ministerial Staff

The church may employ full- or part-time non-ministerial staff to assist in fulfilling the church's mission. Such positions would include, but not be limited to, clerical, bookkeeping, and custodial services.

1. The Personnel Committee in consultation with the pastor and appropriate committees shall develop and recommend to the church for adoption job descriptions for any such positions.
2. The Personnel Committee in consultation with the Stewardship/Finance Committee shall make recommendations to the church for the funding of such positions.
3. The Personnel Committee in consultation with the pastor shall establish a process for announcing available positions and receiving applications. The committee shall make recommendations to the deacons of persons to fill non-ministerial staff positions. With the

deacons' concurrence and on behalf of the church, the pastor may proceed to employ the recommended persons.

4. The Personnel Committee shall regularly review the work of all non-ministerial staff and shall annually review with each staff member his/her tasks and performance. The committee shall make such recommendations to the church or staff member, as it deems appropriate.
5. In the event the Personnel Committee in consultation with the pastor believes that the employment of any non-ministerial staff member should be terminated, the Personnel Committee shall make a recommendation to that effect to the deacons. The deacons may concur or at their discretion forward the recommendation to the Church Council or the congregation. If the deacons concur or the body to whom they refer it concurs, then the pastor shall dismiss the employee. The Personnel Committee shall include in its recommendation any financial proposals associated with dismissal such as severance pay.
5. Interim non-ministerial staff may be employed by action of the Personnel Committee provided the deacons are given an opportunity to respond to the proposed interim staff recommendation.

ARTICLE XII - AMENDMENTS

Articles I, II, III, IV, V, and XII of these By-Laws may be amended by a two-thirds vote of those members present and voting at any regular or called business meeting. Other provisions of these By-Laws may be amended by a majority vote of those members present and voting.

Any proposed amendment must be presented in writing at a regular or called business meeting at least one week prior to the meeting at which the amendment is to be voted on. Written copies of the proposed amendment must be made available to the church membership at least one week prior to the meeting at which the amendment is to be voted on.

CHURCH COMMITTEES

1. CEMETERY COMMITTEE

a. **Purpose.**

The Cemetery Committee oversees the general use, operation, and maintenance of the Buies Creek Cemetery.

d. **Duties.**

1. To adopt and enforce the Cemetery Guidelines of Buies Creek First Baptist Church.
2. To supervise all landscaping of cemetery grounds.

c. **Membership.**

The Cemetery Committee shall consist of at least five members, three of whom should be long-term residents of Buies Creek. A member may succeed himself/herself.

2. CHRISTIAN EDUCATION COMMITTEE

a. **Purpose.**

The Christian Education Committee develops, creates, and implements a well-rounded and comprehensive educational ministry for the church.

b. **Duties.**

1. To establish educational goals for all age groups of the church.
2. To develop, create, and implement educational and discipleship programs for the church.
3. To critique and recommend curriculum to the church.
4. To promote, plan, and provide teacher training classes and conferences for the educational leadership of the church.
5. To work with the Nominating Committee in the selection and supervision of the educational leadership of the church.
6. To supervise and maintain an audiovisual ministry for the church.
7. To establish committees and councils as needed to develop programs and ministry to and for the various age groups of the church.

8. To communicate regularly to the church through the Church Council.

c. **Membership.**

The Christian Education Committee shall consist of at least seven members; each being elected to serve a three- year term of office. There shall be one member from each of the education divisions of the church (preschool, children, youth, college, and adult). A member may succeed himself/herself and shall serve until a successor has been duly nominated and elected.

3. **CONSTITUTION COMMITTEE**

a. **Purpose.**

The Constitution Committee will review and recommend changes to the Constitution and/or By-Laws.

b. **Duties.**

1. To review the Constitution and By-Laws periodically and to recommend changes when appropriate.

2. To rewrite the Constitution and/or By-Laws at the instruction of the church.

c. **Membership.**

The Constitution Committee shall be composed of at least three persons. Each member shall serve for a period of three years, with one member elected each year. A member may succeed himself/herself and shall serve until a successor has been duly nominated and elected.

4. **LIBRARY COMMITTEE**

a. **Purpose.**

The Library Committee supervises the operation of the Church Library.

b. **Duties.**

1. To select, purchase, catalog, and circulate printed and audio-visual materials.

2. To maintain files of pictures, charts, maps, etc., to be used for church study classes and programs.

3. To assist teachers, leaders, and the pastor in gathering materials for use in classes, committees, and church programs.

4. To provide a ministry to the homebound, those in hospitals and extended care facilities through delivery of library materials.
5. To assist individuals in selection of materials appropriate to their level of Christian maturity and to aid them in their spiritual growth.
6. To promote use of the library for spiritual growth.

c. **Membership.**

The Library Committee shall consist of at least three members. A member may succeed himself/herself.

5. **MISSIONS COMMITTEE**

a. **Purpose.**

The Missions Committee assists the pastor and Woman's Missionary Union in leading the church in all its missions endeavors.

b. **Duties.**

1. To lead and coordinate all missions education programs of the church.
2. To keep the church informed about local mission needs and seek to lead the church to become involved with them.
3. To keep the church informed about mission opportunities outside our immediate community and to make recommendations concerning our church's involvement.
4. To develop and recommend policies to the church concerning all phases of mission support.
5. To make recommendations through the Stewardship/Finance Committee for the annual ministry plan of the church for mission support and causes.
6. To plan, coordinate, and implement all special mission days, programs, and projects.

7. To be diligent in keeping the challenge of missions before the congregation and in encouraging people to consider direct mission involvement on a volunteer basis as well as full time career decisions.

c. **Membership.**

The Missions Committee shall consist of at least five members, one of whom is the W.M.U. Director, each being elected to a three- year term of office. A member may succeed himself/herself and shall serve until a successor has been duly nominated and elected.

6. **MUSIC COMMITTEE**

a. **Purpose.**

The Music Committee is responsible for assisting music leadership in planning, evaluating, and coordinating the Music Ministry of the church.

b. **Duties.**

1. To establish rules and policies governing the use of the musical instruments of the church.
2. To recommend needed maintenance of musical instruments.
3. To advise and assist the music leadership in planning, promoting and executing the church music program, with a graded choir program for all ages in the church.
4. To prepare recommendations to the church's Financial Ministry Plan for each year regarding the Music Ministry of the church and to administer the Music Ministry part of the plan.

c. **Membership.**

The Music Committee shall consist of at least six members, three from the music leadership to include the sanctuary choir leader, one from the adult choir, and one from the children's choir leadership, and three from the general church membership. Those from the church membership shall be elected to serve a three- year term with one rotating off each year.

7. **NOMINATIONS COMMITTEE**

a. **Purpose.**

The Nominations Committee leads the church in filling all church-elected leadership positions by calling out people to serve and minister through various church programs and organizations at the point of their gifts, interests, and abilities.

b. **Duties.**

1. To select and enlist church program organizational leaders, church committee chairpersons, committee members, and general officers. All church organizational leaders should be nominated to and elected by the church in the annual business meeting.
2. To assist church leaders in discovering and enlisting qualified persons to fill church positions of leadership.
3. To present the nominees to the church for election.
4. To nominate special committees as assigned by the church.

c. **Membership.**

This committee shall consist of at least five people nominated to the church by the Church Council who are representative of the various church ministries and organizations. The Church Council shall designate the person to serve as the chairperson.

8. **PERSONNEL COMMITTEE.**

a. **Purpose.**

The Personnel Committee assists the pastor, church, and appropriate church committees and groups in matters relating to the salaried ministerial and non-ministerial staff of the church. It shall be the general duty of this committee to advise and make recommendations relating to church personnel policy, personnel administration, and personnel management. This committee shall have general authority to advise and assist the pastor in his capacity as the administrative head of all church staff members.

b. **Duties.**

1. To make recommendations concerning the filling of ministerial staff vacancies and the termination of employment of ministerial staff members.

2. To fill and terminate non-ministerial staff positions and to report promptly on such hiring or termination to the church.
3. To make recommendations for the creation, modification or elimination of staff position.
4. To make budgetary recommendations to the Finance/Stewardship Committee on matters of staff salaries, benefits and support.
5. To maintain accurate job descriptions for each staff member.
6. To serve as a liaison between staff members and the church.
7. To develop and maintain a manual for staff policies and procedures.
8. To evaluate periodically all staff members.
9. To make recommendations to the Finance/Stewardship Committee or other appropriate committees with regard to staff working conditions, equipment, and training.
10. To review staff grievances and make recommendations to the pastor, church or appropriate committee or group concerning each grievance.

c. **Membership.**

The Personnel Committee shall consist of five members. Four shall be elected from the church membership, and the fifth member shall be appointed by the deacons. Those elected from church membership shall serve a four- year term with one member rotating off each year.

9. **PROPERTIES COMMITTEE**

a. **Purpose.**

The Properties Committee is an administrative service committee elected to assist the church in the care of all property and buildings; to study and recommend the use of space and furnishings as they relate to church programs and activities; to study and recommend acquiring property and creating space; and to administer work assigned to it.

b. **Duties.**

1. To inspect all church properties periodically and maintain them in good state and repair.

2. To conduct annual evaluation with program leaders of space allocations to determine areas needing adjustment and enlargement.
3. To recommend and supervise employment and training of maintenance personnel.
4. To assist other church committees in responsibilities relating to church property and space.
5. To prepare recommendations of the church's Financial Ministry Plan for each year relating to building and grounds and to administer the Ministry of Church Building and Property section under the plan.
6. To keep current a heating and cooling policy for the church.

c. **Membership.**

This committee shall consist of at least eight members with each being elected to a three-year term of office. A member shall be eligible for re-election.

10. **FELLOWSHIP COMMITTEE**

a. **Purpose.**

The Fellowship Committee helps plan, organize, and assist in ministry of fellowship through social gatherings.

b. **Duties.**

1. To plan periodic social events such as the following:
 - (a). Family Night dinners
 - (b). Fellowship breakfast
 - (c). Receptions
 - (d). Special occasion dinners
 - (e). Refreshments served following special services, musicals, etc.
3. To maintain kitchen inventory and related supplies.

4. To oversee the use, maintenance, and cleaning of the kitchen.
5. To prepare annually recommendations relating to social ministries, and submit such recommendations for the church Financial Ministry Plan, and administer funds allocated.

d. Membership.

The membership shall consist of nine or more members. A member may succeed himself/herself.

11. STEWARDSHIP/FINANCE COMMITTEE

a. Purpose.

The Stewardship/Finance Committee develops and promotes stewardship education and a Financial Ministry Plan for each fiscal year, and leads the church to become stewards of material resources.

d. Duties.

1. To lead in cooperation with the other church committees in the planning and subscription of the annual Financial Ministry Plan for the church.
2. To serve as a stewardship resource group to the teaching, training, and mission organizations of the church.
3. To be responsible for the counting and depositing of receipts each week.
4. To audit or have audited books of the treasurer at the close of the fiscal year and render a complete report to the church at a regularly scheduled business meeting.
5. To review church expenditures and keep the church membership informed of the financial condition of the church.
6. To develop policies and standards to govern all fiscal operations of the church Financial Ministry Plan and present them to the church for adoption.
7. To supervise all proposed expenditures not included in the Financial Ministry Plan. Such expenditures shall first be presented to this committee for evaluation and recommendation prior to being presented to the church for adoption.

e. Membership.

This committee shall consist of at least six members, each being elected to a three-year term of office. No member shall be eligible for re-election until at least one year has intervened. This committee is to be elected in the annual business meeting of each year. Members of the Stewardship/Finance Committee are to be faithful and good personal stewards of their own personal resources. The Treasurer shall be an ex-officio member of this committee.

12. Weddings Committee

a. Purpose.

To promulgate and administer all policies and procedures as deemed necessary for the conduct of all weddings, and wedding related rehearsals, dinners and receptions on church property. The position of Wedding Coordinator will be established to supervise and assist in preparation for and conduct of such weddings.

b. Duties

1. Insure that the application and approval process be completed and is consistent with policies and procedures.
2. Coordinate and schedule the use of church property for weddings and wedding related activities with the property committee.
3. Coordinate the approval of wedding music and musicians in performance of a wedding and wedding related activities with the minister of music.
4. Coordinate the marriage counseling of the couple with the pastor.
5. Arrange for the cleanup after the wedding festivities and assure that the sanctuary and other facilities are returned to their original configuration.

c. Membership

The Membership Committee shall consist of no less than four members including the wedding coordinator. The position of Wedding Coordinator will receive a payment as designated by the committee's policies and procedures for coordination activities.