

# THE CONSTITUTION and BYLAWS OF FIRST BAPTIST CHURCH

Collierville, Tennessee 38017

## PREAMBLE

We declare and establish this Constitution and its Bylaws, to preserve and secure the principles of our faith and to govern the body of First Baptist Church, Collierville, Tennessee, in a proper and orderly manner.

“But all things must be done properly and in an orderly manner.” (1 Corinthians 14:40, NASB)

This document will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

### I. NAME:

This body shall be known legally as First Baptist Church, Collierville, Tennessee, although it is often referred to as Collierville First Baptist Church (CFBC), and will be throughout this document.

### II. ASSEMBLY:

Collierville First Baptist Church will assemble as follows:

- Sunday morning and evening worship
- Wednesday evening worship
- Sunday morning Bible study classes for all ages, except on certain holidays or other special occasions
- Discipleship training will be offered throughout the year at various times, as determined by the needs of the church body. The ministerial staff will determine courses of study, their leadership, and meeting times.
- All organizations and other groups will meet as determined by the ministerial staff.

### III. OBJECTIVES:

The objectives of Collierville First Baptist Church shall be, as a spiritual body of believers: to worship God; to proclaim the message of salvation to all, beginning at home and extending to all nations; to disciple each member toward full Christian maturity; and to minister to all in love, meeting needs in Christ’s name and following His pattern.

### IV. STATEMENT OF FAITH:

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in the year 2000. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind.

## V. ORDINANCES:

The ordinances of this church are Baptism and the Lord's Supper.

## ARTICLE 1 GOVERNMENT

- Section 1: The government of this church is vested in the body of believers that compose it. This church is subject to no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation common among Southern Baptist Convention Churches.
- Section 2: This church shall be in friendly cooperation with the aims and purposes of the Mid-South Baptist Association, the Tennessee Baptist Convention and the Southern Baptist Convention, as set forth in the constitutions of those autonomous bodies. Through duly elected messengers, this church will participate in their deliberative assemblies and shall, as we are able, support the missionary, benevolent, and educational programs of each.
- Section 3: There will be the offices of Senior Pastor, Ministerial Staff, Deacons, Treasurer, Church Clerk, and Trustees. (See Article 3, Section 1)
- Section 4: There will be ministries of Bible study, discipleship, and missions, as the church pleases. The Bible will be the textbook for all Bible study and mission work. All curriculum material to be used must be approved by the church ministerial staff and the church ministry directors for their respective areas of supervision.
- Section 5: The regular business meeting will be held quarterly. *Robert's Rules of Order* will prevail at all business meetings. The meeting time will be immediately following the designated Sunday's evening worship service. Members present will constitute a quorum. Notice of this meeting will be given the Sunday prior to the meeting date. Any person wishing to present a motion at a business meeting must notify the moderator of his/her intention to do so no later than the Wednesday before the business meeting. A copy of the motion must be given to the moderator at that time. A copy must also be given to the committee responsible for governing that particular motion and to the Finance Committee if the motion involves the spending of money. In the case of an extreme emergency, the business-meeting moderator may render such notice impracticable.
- Section 6: Specially called business meetings: Notice of specially called business meetings will be given by announcement in at least one Sunday's regular morning worship service(s) unless the Senior Pastor or Deacon Body determines that an extreme urgency, such as the health and welfare of an individual or the care of church property, would render such notice impracticable. Notice of a specially called meeting should appear in the weekly Sunday morning worship bulletin. All announcements and notices concerning specially called business meetings must contain the date, hour, and place of the meeting and a statement of the purpose of the meeting. Only those matters included in the meeting's purpose statement shall receive action.

- Section 7: The Senior Pastor (or his designee), Deacon Chairman, or Deacon Vice-Chairman, in that order, will preside as moderator of all business meetings. Should none of these be available, the Church Clerk may call the assembly together to elect a moderator who would then brief the assembly on the procedure of business. The order of business shall be: call to order with prayer; reading and approval of the minutes of the previous meeting; reports from organizations and committees; old business; new business; adjournment with prayer.
- Section 8: The church's *fiscal* year will begin on April 01 and end on March 31 each year. The "church year" for committee appointments, Deacon rotation and the like will begin on October 01 and end on September 30 each year.
- Section 9: No items of church property will be removed from the church buildings or grounds, without the approval of the Trustees, or their designee, the church administrator. All items so removed will be signed out and in by the church administrator or his designee.
- Section 10: Weddings may be scheduled but may not interrupt or in any way disturb regular church services. Persons not members of this church must secure approval of the Senior Pastor, or his designee. The Senior Pastor, or his designee, will officiate at all weddings. Fees established by the Trustees for proper care and cleaning of the church will be collected at the time of scheduling. The Trustees will establish rules for the use of the church. Alcoholic beverages and dancing are not allowed on church property, and no smoking is allowed inside church buildings.
- Section 11: The Lord's Supper will be served at least one Sunday of each calendar quarter, or more often if desired, varying between the morning and evening services.
- Section 12: Baptism will be observed as often as the need arises. This ordinance will be performed by the Senior Pastor or another ordained church staff member. Any exception to this principle must be approved by the Senior Pastor or his designee.
- Section 13: Amendment and maintenance of this Constitution and Bylaws:
- A. This Constitution and Bylaws shall be adopted if two-thirds of the members voting at the business meeting vote in favor of adoption.
  - B. Any part of this Constitution and Bylaws may be amended as follows: All proposed changes must be submitted in writing and made available to the church at a regular business meeting at least one meeting prior to the time a vote is taken on the change(s). A two-thirds majority of members voting is required to adopt the change(s).
  - C. All previous Constitutions and Bylaws that have been in force prior to adoption of this Constitution and these Bylaws, which are not readopted here, are invalid.
  - D. A printed copy of this Constitution and Bylaws shall be kept at all times with the records of the Church Clerk, and both a printed and an electronic copy shall be kept in the church office.

- E. This Constitution and Bylaws and any amendments thereto shall be signed and dated by the Church Clerk and Deacon Chairman as indicated below, and submitted, along with the business meeting minutes, to the church office to be filed appropriately.

Date submitted in writing to the church: \_\_\_\_\_

Date discussed by the church in business session: \_\_\_\_\_

Date approved by the church in business session: \_\_\_\_\_

Deacon Chairman (printed): \_\_\_\_\_

Deacon Chairman (signature): \_\_\_\_\_

Church Clerk (printed): \_\_\_\_\_

Church Clerk (signature): \_\_\_\_\_

Section 14: Voting by Secret Ballot: Only members present at the time of a secret ballot may vote, regardless of the issue at hand. No absentee votes will be allowed. When a secret ballot vote is taken, the moderator of the business meeting will appoint an appropriate number of counters to count the votes. The votes shall be counted in a timely manner and the results shall be announced to the church at the next church service.

## ARTICLE 2 MEMBERSHIP

Section 1: The membership of this church will be all whose names are included in the Official Church Roll maintained by the Church Clerk and by the appropriate ministry assistant. The membership reserves the right to determine who shall be members and the conditions of membership.

Section 2: Reception: Any person may offer himself as a candidate for membership at any of the regular worship services, at the membership class or after consultation with a ministerial staff member. At that time, it must be confirmed that the candidate seeks to join under one of the following conditions:

- A. By profession of faith in Christ and followed by New Testament baptism by immersion. Candidate must acknowledge that New Testament baptism is a symbolic act of immersion after repentance and is not a requirement for salvation.
- B. By promise of a letter of confirmation and recommendation from another Southern Baptist church of like faith and order.
- C. By statement of prior conversion and subsequent New Testament baptism by immersion in a Baptist church of like faith and order when no letter (see 2.B) is available.

- D. By statement of prior conversion and subsequent New Testament baptism by immersion and upon the recommendation of the Senior Pastor and the Deacon Body.
- E. By proxy in one of the above mentioned ways when physically unable to attend worship services or a membership class.

Should there be a dissent or a question as to any candidate's qualifications for membership and acceptance by the church, such dissent or question will be deferred without debate to the Senior Pastor and Deacon Body for investigation and recommendation to the church within one month. Should the church, upon hearing their report, regard the objection as invalid or unscriptural, the applicant may be received by a two-thirds majority vote of the members voting.

**Section 3:** Termination: Membership will be terminated:

- At the request of the terminating member.
- At the death of the member.
- Upon the member's joining another church.
- Upon the member's affiliation with another denomination.
- Upon disciplinary action (see Sections 4 and 5 below) of the church to exclude the person from membership.

**Section 4:** Discipline: Should the need arise for disciplinary action with a church member, Matthew 18:15-17 will serve as the church's guide. If a member becomes an offense to the church because of immoral or unchristian conduct, persistent breach of his covenant vows, or non-support of the church, the member may be referred to the Senior Pastor and the Deacon Body for prayerful consultation and counseling. Should the matter fail to be resolved, the Deacon Body may make a recommendation to the church regarding the person's continued membership.

Upon recommendation by the Deacon Body, the church may terminate the person's membership by a two-thirds vote of church members voting.

**Section 5:** Restoration: Any person whose membership has been terminated through disciplinary action may be restored to membership:

- Upon evidence of his/her repentance and reformation, and...
- Upon recommendation by the Senior Pastor and the Deacon Body, and...
- By a two-thirds vote of church members voting.

### Article 3 CHURCH OFFICERS

**Section 1:** There will be the offices of Senior Pastor, Ministerial Staff, Deacons, Treasurer, Church Clerk, and Trustees. (Ref. Article 1, Section 3)

**Section 2:** Senior Pastor

- A. Duties: The Senior Pastor is responsible for providing the church with spiritual and administrative leadership. He must be a man of prayer and a student of God's Word.

He shall give himself to the ministry of God's Word and shall routinely preach at the regular and special worship services of the church. He may occasionally delegate his preaching duty to other church ministerial staff members or laymen he deems qualified. He will proclaim the Gospel, and ensure its proclamation by the church's staff and lay leadership, and lead all church members in proclaiming the Gospel to our community and throughout the world. The Senior Pastor or his designee will ensure that candidates for baptism are examined concerning their conversion, and instructed on the duties and privileges of membership. He shall provide a counseling ministry, visit the sick, and offer consolation to those who may be in sorrow or distress. He shall strive for the spiritual development of the entire church membership. The Senior Pastor shall provide supervision of the church staff and all activities of the church and shall be an ex-officio member of all committees. He shall cooperate with associational, state and denominational leaders in matters of mutual interest.

B. Election Procedure: A Senior Pastor shall be chosen and called by the church whenever a vacancy occurs.

The church shall elect a Senior Pastor Search Committee (SPSC) at a regular Sunday morning worship service. The SPSC will proceed with as little delay as possible to identify a minister of the gospel who is a Southern Baptist and has been ordained. His Christian character and qualifications should be appropriate for the office of Senior Pastor.

The SPSC shall consider a reasonable number of candidates but shall bring for the church's consideration the name of only one man at a time. At any regular or specially called business meeting convened to elect a new Senior Pastor, no name shall be considered, nor shall any nomination be made, except the one presented by the SPSC.

When the SPSC has been led by the Lord to recommend a candidate to be the new Senior Pastor, and the candidate has indicated his intention to accept such a call, the SPSC shall give at least a one-week notice of a specially called business meeting at which it will submit its report and recommendation to the church. The SPSC will arrange for the candidate to preach a trial sermon during a Sunday morning worship service(s), and to meet with the church's organizational leaders, Deacon Body, and church members during the days immediately prior to the trial sermon.

The vote to extend a call to the candidate will be conducted by secret ballot immediately following the trial sermon.

Notice of the trial sermon and the election will be announced from the pulpit during the Sunday morning worship service(s) at least one week prior to the trial sermon. Other avenues of communication regarding the trial sermon will also be used as appropriate.

At the end of the trial-sermon worship service, the Deacon Chairman, acting as moderator, will declare the church to be in a specially called business meeting. He will then call upon the SPSC chairperson to present the committee's

recommendation as a motion. The Deacon Chairman shall call for a secret ballot vote, without discussion or debate, on the recommendation. The meeting shall then be adjourned.

The ballots will be collected by the ushers and taken to the Deacon Officers for counting. The results of the vote will be announced at the next worship service, and will be published in the following Sunday morning's worship bulletin, on the church's website, and by a mailing to the members' homes.

An 80% affirmative vote by church members present and voting is required for the candidate to be called as Senior Pastor. Should the candidate not receive an 80% affirmative majority, the SPSC will be responsible for identifying another candidate.

- C. Separation / Termination: The Senior Pastor will serve with the understanding that, should he later choose to resign his position, he would give the church a 30-day notice of his resignation. Should the church vote to remove him from the office of Senior Pastor, he would be given a 30-day notice of the date of his termination; or at the discretion of the Personnel Committee, the Senior Pastor may be awarded thirty days of pay in lieu of his continued employment.
- D. The Termination Process: All proceedings shall be pervaded by a spirit of Christian kindness and forbearance. To terminate the Senior Pastor, the Deacon Body, after first consulting with the Personnel Committee and with a two-thirds affirmative vote of the Deacon Body to proceed with the termination, will bring a recommendation to the church that the Senior Pastor be relieved of his duties.

The Deacon Chairman will call for a specially called business meeting to be held during the Wednesday evening prayer service following the Deacon Body's vote, if adequate and reasonable notice of the meeting can be given to all church members. In any event no more than 14 days may elapse between the Deacon Body's vote and the church-wide Wednesday evening meeting. Because of the sensitive nature of the issue at hand, only church members should receive notice of the specially-called meeting, and no "mass" publication, readily accessed by the public (such as websites), will be used.

At the designated Wednesday evening meeting, the Deacon Chairman, acting as moderator, will call the assembly into business session and present the Deacon Body's recommendation as a motion. *Roberts' Rules of Order* will govern the proceedings. No "second" will be required, because the motion originated from the Deacon Body. Open discussion of the proposed termination will be allowed as long as a spirit of Christian kindness and forbearance prevails. The Deacon Chairman may limit debate as he deems appropriate. No vote will be taken during the Wednesday evening meeting. The Deacon Chairman will declare that the church will remain in business session until after a vote on the matter the following Sunday morning.

The following Sunday morning, during the ordinary worship service time(s), the Deacon Chairman will preside over the continuation of the previous Wednesday night's business meeting. He will remind the church that it remains in business

session and will summarize the proceedings of the previous Wednesday night. He will then call for a vote. No further discussion or debate will be allowed.

The vote will be taken by secret ballot. The ballots will be collected by the ushers and taken to the Deacon Officers for counting. To be approved, the motion must be affirmed by a two-thirds majority of members present and voting. The Deacon Chairman will immediately announce the result of the vote and call for the meeting's adjournment.

### Section 3: Staff Members

- A. Ministerial Staff members shall be approved for employment by church action. Ministerial staff members shall be under the supervision and direction of the Senior Pastor. The Deacon Body shall provide assistance as necessary during times when the Senior Pastor position is vacant. (See Article 3, Section 4)
- B. Duties: Ministerial staff members are responsible for planning, directing, coordinating and evaluating a comprehensive ministry for their respective area(s) of emphasis. Priority will be given to spreading the Gospel and developing the spiritual growth and Christian character of church members and attendees.
- C. Selection / Election of ministerial staff members: The Senior Pastor, with the assistance and support of the Personnel Committee if needed, shall be responsible for the identification and recommendation of ministerial staff members. The election procedure for calling ministerial staff members shall be the same as for calling the Senior Pastor (see Article 3, Section 2B), except no trial sermon will be required other than for positions commonly requiring the person to preach.
- D. Separation / Termination: Ministerial staff members will serve with the understanding that, should they later choose to resign their position, they would give the church a two-week notice of their resignation. However, the Personnel Committee may elect to award the person two weeks of pay in lieu of their continued employment. Should a determination be made to terminate a ministerial staff member, severance pay would be awarded as provided for in the CFBC personnel policies. The Senior Pastor, with the support and approval of the Personnel Committee and the Deacon Officers, may terminate a staff member with or without notice. A spirit of Christian kindness and forbearance shall pervade all such proceedings.
- E. Selection / Termination of non-ministerial employees: The church administrator shall be responsible for coordinating the hiring, supervising and termination of all non-ministerial employees. All jobs classified as being of a confidential nature, as defined by the Personnel Committee, is preferred to be filled by non-CFBC members, but is not required. In order to protect the highly sensitive and confidential matters of the church and its members, all employees shall be required to execute a confidentiality statement.

## Section 4: Deacons

- A. Duties: The duties of the Deacons shall be those prescribed in the New Testament and as established by the church. They shall promote peace, harmony, and spiritual growth within the church body. They shall be exemplary in conduct, discreet in judgment, of honest report, and full of faith. They shall ever be conscious that they are examples to the church, and they should be worthy examples of love and loyalty in all Christian graces. Deacons should attend all services of the church unless unable to do so for substantial reasons. They are to be tithers to this church and abstain from all sale and use of alcoholic beverages, illegal drugs, and illicit materials such as pornography. Deacons should attend all regular or specially called Deacons' meetings unless unable to do so for substantial reasons. Deacons shall constitute an advisory council when necessary in matters relating to the affairs of the church. They shall assist the Senior Pastor in the ministry of the Gospel, including the visitation program, in the edification of the church, and will participate with the Senior Pastor in administering the Ordinance of the Lord's Supper.
- B. Number of Deacons: There shall be a minimum of thirty-eight (38) active Deacons and a preferred maximum of one (1) Deacon per twenty (20) families.
- C. Deacon Officers shall be elected each year and shall consist of a chairman, vice-chairman and a secretary. A nominating committee shall be selected from among the outgoing Deacons. At the September Deacons' meeting, that committee shall recommend to the Deacons a slate of officers for the coming year. The Deacons shall then vote on that slate of officers. Additional nominations from the floor permitted shall be permitted.
- D. Rotation of Deacons: Deacons will serve for three-year terms on a rotating basis and will be ineligible for re-election for one year after the completion of a three-year term.
- E. Election Procedure:
  1. An announcement will be made on the second and third Sundays in May that Deacon nominations are to be completed by the second Sunday in June. Nomination forms will be provided as inserts in the Sunday morning worship bulletins during the nomination period and are to be turned in to the church office or placed in the offering plates. Active Deacons are not eligible for nomination, and a list of these men will be provided on the back of the nomination forms for the convenience of church members.
  2. Each church member will be allowed to nominate as many men as desired. A man must receive a minimum of three nominations to be considered as a potential nominee. A list of male church members who are 21 years-of-age and older will be made available, when requested, to members during the nomination period.
  3. The Deacon Officers will be responsible for collecting and counting the nominations

4. The out-going Deacons and the Deacon Vice-Chairman will serve as the Deacon Screening Committee (DSC). The Deacon Vice-Chairman will chair the DSC.
5. The DSC Chairman will submit a list of the nominees to the Senior Pastor and his designee for their review and approval. A meeting of the Senior Pastor, his designee and the DSC Chairman with the nominees will be scheduled.
6. Once the Senior Pastor, his designee and the DSC Chairman determine that the candidates are qualified to serve as Deacons, the list of qualified nominees will be submitted to the Deacon Screening Committee by the third Sunday in June.
7. The DSC will interview nominees using the New Testament qualifications set forth in Acts 6:1-7 and 1 Timothy 3:8-13, and other appropriate Scriptures. 1 Timothy 3:12 is interpreted to mean that neither the man nor his wife has had a previous marriage unless the man was widowed. In addition, prospective Deacons must have been a member of a Southern Baptist Church for three years and a member of CFBC for one year. A screening form approved by the Deacon Body will be used in the screening process. The DSC must complete its work in time to present its list of nominees who passed the screening process to the Deacon Body at its regular July meeting.
8. The list of nominees will be presented by the DSC Chairman to the Deacon Body at its regular July meeting for its review prior to presenting the names to the church for election. Any Deacon having a concern about any nominee will give, in writing, his concern to the DSC Chairman or voice his concern to the Deacon Body.
9. The names of nominees finally deemed qualified to serve will be placed on the Deacon Election Ballot. A list of those nominees will appear in the church bulletin the first Sunday of August.
10. On the second Sunday of August, the Deacon election will be held by secret ballot. To be elected a nominee must receive at least 25% of the total ballots cast. If more than the number of Deacons needed receive this number of votes, those receiving the highest percentages, up to the maximum number of Deacons needed, will be elected.
11. An Ordination Council, composed of all CFBC ordained men in attendance and other ordained men present from other Southern Baptist churches, will convene prior to ordination to interview and question non-ordained nominees for Deacon. A moderator and secretary will be elected. Each nominee will be required to satisfy the Ordination Council that he meets the qualifications for Deacon. The findings and recommendations of this council will be brought to the church prior to the ordination. The Ordination Council will meet the first Sunday of September.
12. Those non-ordained men who are recommended by the Ordination Council will be ordained in an Ordination Service to be held the second Sunday night of September.

13. In the event a Deacon is unable to complete his term, the Deacon Body may, at its discretion, select from the original slate of nominees the best qualified man in its opinion to complete the original Deacon's term. This man will be subject to the same scrutiny and procedures as other nominees. He will then be presented to the church at a regular or specially called business meeting for approval to fill the unexpired term.
- F. Deacon Emeritus: Any Deacon who has distinguished himself by outstanding leadership, spiritual counsel or service, and who has informed the church that he is no longer able to serve as an active Deacon due to advancing years, may, upon recommendation of the Deacon Body and the approval of the church, be made a Deacon Emeritus. He is encouraged to counsel the Deacons and remain active in the church as his health permits.
- G. Disciplinary Procedures: The Deacon Secretary shall keep a record of attendance at Deacons meetings. Absences from three consecutive meetings, except those which are reported to and approved by the Deacon Body, or failure to fulfill his responsibilities as a Deacon, shall be discussed with the offending Deacon by the Deacon Officers. If the Deacon cannot routinely attend the Deacons meetings or carry out his Deacon responsibilities, he should resign. The Deacon Body by a two-thirds vote may recommend to the church that the Deacon be removed as a Deacon. The recommendation must be made and voted on at a regular or specially called business meeting and must be carried by a two-thirds majority of church members present and voting. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

Section 5: Treasurer:

The Finance Committee Chairperson shall serve as the church treasurer. The treasurer will work with the church administrator to ensure the disbursement of all monies, exclusive of trust funds, that come into the church in accordance with the giver's designation. He/she shall, unless otherwise directed by the church, ensure the payment of all salaries and other regular recurring expenses upon receipt of vouchers approved and signed by the Financial Secretary. He/she shall ensure that itemized records (written or electronic) of all receipts and disbursements are kept. He/she shall ensure the preparation of a monthly financial statement and a full annual report that is to be prepared promptly at the end of the fiscal year. All financial records shall be considered to be church property and shall be available for inspection by the church.

Section 6: Church Clerk

Duties: The Church Clerk shall record the minutes of each church business meeting and shall be responsible for presenting those minutes when called upon to do so. The Church Clerk will submit business-meeting minutes to the church administrator or his designee within three business days to facilitate maintenance of accurate church membership records.

Election Procedure: The Church Clerk shall be elected by the church at the fall business meeting. The Committee on Committees shall nominate a candidate for the office, and

additional nominations will be accepted from church members present. The Church Clerk will be elected by a simple majority vote at that meeting. The Church Clerk's duties shall begin the first Sunday following the election.

Section 7: Recall Procedure – Treasurer and Church Clerk

Should the Treasurer and/or Church Clerk prove unable to perform his/her duties in a manner acceptable by the ministerial staff and/or the church membership, he/she should resign. The Deacon Body, by a two-thirds vote, may request the resignation of the Treasurer and/or Church Clerk. All such proceedings must be pervaded by a Christian spirit of discretion, kindness and forbearance.

In the unfortunate event that the Treasurer and/or Church Clerk refuses to resign after being requested to do so by the Deacon Body, the Deacon Body may recommend to the church that the person(s) be relieved of their duties. The recommendation must be voted on by secret ballot at a church business meeting, either regularly scheduled or specially called, and must be carried by a two-thirds majority of members present and voting. Again, all such proceedings must be pervaded by a Christian spirit of discretion, kindness and forbearance.

Section 8: Trustees

Duties: The Trustees shall comprise one of the church's standing committees and, as church officers, shall serve as the church's legal representatives for the purposes of signing legal documents and reporting to the State of Tennessee. The Trustees will also work closely with the church administrator and other ministerial staff members to perform the duties outlined in Article 6, Standing Committee Responsibilities, committee number 15.

Election Procedure: The Trustees shall be elected in the same manner as other standing committees (see Article 6) and shall serve for a three-year term, just as with other standing committees.

Recall Procedure: In addition to the three-year rotation aspect of Trustee service, a Trustee may be recalled in the same manner as specified for the Treasurer and Church Clerk (see Article 3, Section 7).

## ARTICLE 4 FINANCE

Section 1: Annual Operating Budget

A. Preparation: The Senior Pastor, staff and leaders of various church organizations, shall prepare and submit to the Finance Committee their portion(s) of the annual operating budget for the committee's approval. The submissions shall indicate, by account number and in the format prescribed by the Finance Committee, the dollar amount sought for all purposes within the submitter's specific area of responsibility. "All purposes" includes denominational and other approved causes, both local and non-local.

B. Approval: After prayerful consideration and discussion, the Finance Committee will present, by the first Sunday in March, a comprehensive, proposed annual operating budget to the Deacon Body for its information, review, and support. After the presentation to the Deacon Body, the proposed budget shall be processed in the following manner:

- The proposed budget will be distributed to each church member/family.
- After that distribution the Finance Committee and church staff shall assemble on the church campus, at publicized times and places generally convenient to church members, to answer budget-related questions.
- After those assemblies, the budget shall be discussed in open forum at the March business meeting (which must be held prior to the last Sunday in March). No vote shall be taken at that meeting.
- During the morning worship service(s) on the last Sunday in March, the budget shall be voted on without discussion and by secret written ballot. Any amendments made to the budget after its initial distribution will be explained immediately prior to the Sunday morning vote.

C. Subsequent Changes: Following the church body's approval of the annual operating budget, any proposal from any source to change any line item of the budget shall be presented to the Finance Committee for its study and approval or disapproval, provided that the total amount of the budget *and* of the affected budget section remains unchanged. If the proposal changes the total amount of the budget or the total amount of any budget section, the approval process will be as follows:

The matter will be processed for final approval/disapproval in the same manner as the original budget was processed with the following exceptions:

- The proposed change will be processed expeditiously regardless of the time of year.
- The Deacon Body may elect to forego an assembly of the church staff and Finance Committee for questions from the church body (see point two of paragraph two of this section), depending upon the nature of the change.
- The originator of the request to change the line item must be present at the business meeting discussion and at any prior question/answer assemblies.
- The business meeting may be "specially called" but should be held during a regular Sunday worship time or Wednesday evening prayer meeting if possible.
- Notice of the business meeting must be widely publicized to the church members at least one week prior to the meeting.

D. Review of Budget Performance: The Finance Committee shall meet with the church administrator and Finance Ministry Assistant at least monthly (except in unusual circumstances) to review the previous month's operating results. A printed report of those results shall be made available to the church members for their review. A quarterly synopsis of those monthly reports shall be discussed and approved at each quarterly church business meeting.

## Section 2: Receipts and Disbursements:

Receipts from all sources shall be deposited promptly (the next business day whenever possible) into a church-owned bank account (or accounts) specified by the church administrator. He may not delegate this responsibility.

All receipts shall be credited to First Baptist Church, Collierville, TN, and deposited into a bank where the funds are secured and/or FDIC insured. From this bank account (or accounts) shall be paid all church expenses.

The Offering Committee shall provide for the counting and depositing of all receipts.

Individuals are permitted to specify/designate the purpose for which their donation is to be used, and those persons making distribution will do so within the "spirit" as well as the "letter" of the specification/designation.

The Finance Committee shall determine if/when funds should be moved into a FDIC insured or otherwise secured investment account (such as a certificate of deposit), how much should be invested and for how long.

All funds, other than those specified in Article 4, Section 3 regarding small-group collections, shall pass through the hands of the church administrator or the Finance Ministry Assistant and be properly recorded on the church's accounting books. All church expenses shall be paid from the account(s) noted in paragraph one of this section.

#### Section 3: Special/Love Offerings:

The Deacon Body must approve requests for church-wide special offerings, sometimes called "love offerings," and any other church-wide fund raising events. This requirement does not preclude individuals from making special gifts to the church. The requirement does not prohibit small groups, such as Bible Fellowships, from collecting gifts, monetary and otherwise, from church members for specific causes, provided that such gifts shall not be processed through the church administrative/finance office.

This section is written to prevent the collective church body and organizations within the church body from raising funds for any cause by soliciting donations from *outside* the church body, i.e., from the public at large. Activities such as, but not limited to, car washes, bake sales, pancake breakfasts, spaghetti suppers, yard sales, etc., and *open to the public*, are not acceptable. Church sponsored events to which the public is invited shall not be used to solicit funds from the public.

All church-wide related functions, organizations, groups or activities shall be funded through the church budget (tithes and offerings), designated gifts, or activity-specific fees.

#### Section 4: Financial Control:

A. Decisions involving financial obligations for the church must be made only during a regular or specially called business meeting. No committee, organization, employee, or member can enter into an agreement or make a commitment that would incur financial obligation for the church.

B. The church administrator, working in conjunction with the Trustees and other appropriate committees, is authorized to secure adequate maintenance services for church property to the extent of the balance of funds in the maintenance account. For necessary items where the expense exceeds the maintenance account balance, the Finance Committee shall be consulted to ensure that adequate finances are available. Except in cases of extreme emergencies, three competitive bids are to be obtained whenever possible and submitted to the church administrator or the Trustees for maintenance services and/or repairs exceeding \$2,500.00 in cost so that a determination can be made of the best bid. All alterations and additions to the church property must be approved by the church.

C. Pay Changes, Sale of Property, Loans:

1. Any change of salary or change in the rate of pay for any employee of the church, which deviates from that provided in the approved annual budget, must be presented to and approved by the Personnel and Finance Committees; and...
2. Any sale or lease of tangible real or personal property owned by the church must be approved by the Trustees, Finance Committee, and the church; and...
3. Any loan of church funds must first be approved by the Finance Committee, Deacon Body, and the church.

D. The Finance Committee shall be responsible for retaining the services of an accounting firm to prepare a complete annual financial audit or procedural review. The audit or review shall be reviewed by the Finance Committee and made available to the church.

Section 5: Voting Procedures – Purchase/Sale/Construction:

- A. Voting by secret ballot shall be the procedure for:
1. the purchase or sale of real property.
  2. the construction of any building.
- B. Voting by standing, show of hands, or voice cry will be the procedure for purchases, other than those outlined above, which were not previously approved in the budget but which require approval by the church body.

## ARTICLE 5 CHURCH MINISTRY DIRECTORS

These positions may be filled to work in complement with the appropriate staff member as determined by the Senior Pastor.

- Director of Bible Fellowships - shall work with the education minister and/or Senior Pastor in providing supervision of the ministry of Bible study.

- Director of Discipleship - shall work with the education minister and/or Senior Pastor in providing supervision of the ministry of discipleship.
- Director of Women on Mission - shall work with the missions minister in providing supervision of the women's missions ministry.
- Director of Baptist Men - shall work with the missions minister in providing supervision of the men's missions ministry.

## ARTICLE 6 COMMITTEES

The Senior Pastor and/or his designated ministerial staff member shall serve as an ex-officio member of all standing committees. No ministerial staff member employed full time by the church is eligible for election or appointment to serve on a standing or special committee or as a Deacon, Church Treasurer, Church Clerk or Trustee while on the church's payroll. They may serve on ad hoc (non-standing) committees as ex-officio members, when specifically authorized by the church body. Staff members shall not serve as chairpersons of committees.

All committee members shall be members in good standing of Collierville First Baptist Church. In addition, members of all ad hoc committees and the Committee on Committees must be at least eighteen years-of-age. All church committees shall be accountable to the church and shall report its activities to the church as appropriate and necessary. The church shall fill these committees by nomination and election. The Committee on Committees shall make available its nominations of committee members in writing to the church for discussion and vote during a regular business meeting.

Chairpersons of committees shall be elected by the members of their committee. Every effort shall be made to elect chairpersons of standing committees who have served on the committee the previous year. No one shall serve as chairperson of the same standing committee for more than two consecutive years. Chairpersons of standing committees shall be elected at the respective committees' first meeting of the committee year. Chairpersons of ad hoc committees shall be elected at the respective committees' first meeting.

Committees shall be "standing" or "ad hoc", as designated below:

- A. Standing committees are those that meet on an on-going basis with functions that continue on a year-to-year basis. Membership on all standing committees shall be on a rotating basis with each member elected for a three-year term. A person rotating off a committee must remain off the committee for at least one year before becoming eligible to rejoin the same committee (except for the Offering Committee). All standing committees (except the Committee on Committees) shall be filled by election of the church on recommendation by the Committee on Committees. The Committee on Committees members will be nominated and elected by church prior to June 30.
- B. Ad hoc committees are those with short-term functions and formed for a special purpose. When needed, ad hoc committees shall be nominated and elected by the church at a regular or specially called business meeting. Currently there are three recognized ad hoc committees:

Constitution and Bylaws Committee, Interim Pastor Committee, and Senior Pastor Search Committee. These committees are not “staffed” unless and until a need arises.

Naming the standing and ad hoc committees in this document does not restrict staff ministers from gathering together volunteer church members to advise and assist them as specific needs arise.

## STANDING COMMITTEES and NUMBER OF MEMBERS

- |                                |                     |
|--------------------------------|---------------------|
| 1. Baptism – 5                 | 9. Missions – 9     |
| 2. Benevolence – 5             | 10. Offering – 9    |
| 3. Children’s – 5              | 11. Personnel – 9   |
| 4. Committee on Committees – 5 | 12. Preschool – 5   |
| 5. Finance – 9                 | 13. Recreation – 5  |
| 6. Hospitality – 5             | 14. Scholarship – 5 |
| 7. Library – 5                 | 15. Trustees – 7    |
| 8. Lord’s Supper – 5           |                     |

## AD HOC COMMITTEES and NUMBER OF MEMBERS

1. Constitution and Bylaws – 5
2. Interim Pastor – 5
3. Senior Pastor Search – 9

## STANDING COMMITTEES’ RESPONSIBILITIES

1. **BAPTISM (5):** Assists the Senior Pastor in preparing for and administering the ordinance of Baptism.
  - Ensures that all necessary baptismal equipment and facilities are available and in working order prior to each baptismal service.
  - Keeps an official record of those baptized and gives that record to the staff member responsible for maintaining church membership records.
  - Meets the baptismal candidates at the appointed time and shows them to their dressing rooms. Answers the candidates’ questions and sees that each one has the proper robe, towel, handkerchief, etc.
  - Remains in the baptismal dressing areas until all candidates are ready to leave.
2. **BENEVOLENCE (5):** Studies the benevolent needs that arise and oversees the use of church resources to meet those needs. A church staff member will be appointed by the church administrator as an ex-officio member of this committee.
  - Establishes criteria for considering requests for help.
  - Investigates and evaluates all requests for help.

- Identifies community agencies that provide various types of assistance and maintains a good relationship with them.
- Recommends budgeted amounts for benevolence needs to the Finance Committee.

**3. CHILDREN'S (5):** Advises and assists the children's minister.

- Studies the children's ministry and makes recommendations as needed.
- Plans and coordinates fellowship activities with children's ministry staff and volunteers.
- Recommends and publicizes children's ministry policies and procedures.
- Makes recommendations regarding the purchase of furnishings and supplies.

**4. COMMITTEE ON COMMITTEES (5):** Enlists personnel for all other standing committees.

- Interviews and nominates volunteers to serve on all standing committees except itself.
- Recommends the responsibilities of these committees.
- Encourages all committees to carry out their assigned responsibilities.
- Obtains from the appropriate ministers a list of all Bible Fellowship teachers and other teachers involved with children and students and presents the list to the church for its approval at the fall quarterly business meeting.

**5. FINANCE (9):** Is responsible to the church regarding financial matters as set forth in these Bylaws under Article 4, Finance.

**6. HOSPITALITY (5):** Ministers hospitality to guests of the church; coordinates flower requirements; coordinates hospitality-type requirements for special occasions. A church staff member will be appointed by the church administrator as an ex-officio member of this committee.

- Arranges for lodging and meals for guests of the church.
- Coordinates arrangements for special church dinners, receptions, etc.
- Coordinates with florists to provide flowers for worship services, special occasions, and when a church member dies.

**7. LIBRARY (5):** Advises and assists the responsible staff member in all aspects of the library ministry.

- Assists in the selection of books and other material, ensuring their appropriateness for our membership.
- Assists in the cataloging, shelving, circulation, etc., of library material.
- Assists in publicizing the arrival of new books and material.
- Recommends to the Finance Committee budgeted amounts for the library ministry.

**8. LORD'S SUPPER (5):** Assists the Senior Pastor and Deacon Body in administering this ordinance.

- Ensures that all necessary materials and accessories are available.
- Prepares the serving trays of the ordinance's elements and the serving tables.
- Stages the serving trays and tables as directed by the Deacon Chairman or his designee prior to the Lord's Supper service.
- Ensures that all serving trays, materials and accessories are gathered, cleaned and stored after the administration of the ordinance.
- Recommends to the Finance Committee budgeted amounts for administering the ordinance.

9. MISSIONS (9): Advises the missions minister in identifying missions needs and opportunities and assists in administering missions work.
- Develops missions strategies and solicits volunteers to meet these strategies.
  - Assists in establishing and strengthening church mission organizations.
  - Provides leadership in the establishment of new churches.
10. OFFERING (9): Provides for counting and depositing all receipts coming to the church by way of the worship services and Bible Fellowships. These receipts shall be deposited in accordance with the provisions of Article 4, Section 2 of this document. For safety and security purposes, two committee members shall transport these funds to the place of deposit.
11. PERSONNEL (9): Works with the Senior Pastor and church administrator in matters related to personnel administration.
- Assesses requests for additional church staff.
  - Prepares and updates the job descriptions for church staff positions.
  - Assists in the preparation and maintenance of a personnel manual.
  - Assists the Senior Pastor or his designee in the recruitment and interviewing of new staff members.
  - Assists the church administrator or his designee in the hiring of non-staff personnel.
  - Accumulates, evaluates and holds in strictest confidence the annual staff reviews submitted by the Senior Pastor and uses these reviews to help develop the personnel portion of the annual budget.
  - Develops and recommends to the Finance Committee a salary schedule and benefit plan for all church employees.
12. PRESCHOOL (5): Advises and assists the preschool minister in coordinating the activities of church departments and ministries for the church's preschool children including the Weekday Early Education (WEE School) program.
- Recommends and publishes preschool policies and procedures.
  - Recommends the purchase of furnishings and supplies.
  - Participates in planning and conducting preschool events.
  - Sets tuition for the WEE School program.
  - Approves WEE School scholarship awards.
13. RECREATION (5): Assists the recreation minister in developing and administering church-sponsored recreation ministries.
- Assists in recruiting and training coaches for team sports.
  - Reviews facility and equipment needs.
  - Establishes guidelines for use of the Christian Activities Center.
14. SCHOLARSHIP (5): Evaluates applicants for the Bill Spencer Memorial Scholarship and selects its recipients.
- Establishes guidelines for awarding the scholarship's funds.
  - Reviews applications.
  - Determines the dollar amount of scholarships awarded.
  - Selects the scholarship recipients.
15. TRUSTEES (7):
- Serves as church officers and acts as the church's legal representatives

- Reviews all legal documents before signing them.
- Seeks to be informed on legal matters that might affect church operations.
- Assists the staff in assessing risk exposure.
- Ensures that the church is adequately protected by comprehensive public liability and burglary insurance, bonds on employees and insurance regarding sexual molestation, ministers' counseling, and all other forms of insurance that are deemed necessary.
- Obtains bids on required coverage and place the insurance with an agent and carrier who is experienced in church insurance matters.
- Makes necessary inspections and conduct risk reviews on all properties.
- Checks, at least annually, the value of all properties to assure that insurance coverage is adequate. Work with the Finance Committee to determine the cost basis and inventory levels of the church's fixed assets.
- Makes sure all outside groups using the church's facilities provide the church a certificate of insurance naming First Baptist Church, Collierville, TN as an additional insured.
- Ensures that proper repairs and maintenance are made to church property and equipment in accordance with budgeted resources.
- Works with staff members to determine needed repairs, contract maintenance, and rental and/or replacement of furniture and equipment used in all areas of the church.
- Works with staff members to make recommendations to the Finance Committee regarding annual budget and any non-budgeted emergency repair/maintenance needs.
- Assists staff members by recommending vendors for the purpose of obtaining competitive bids in the selection of furnishings for church programs and activities.
- Reviews plans to ensure safety and protection of members, guests and employees while on church property.
- Reviews security measures to protect church owned assets (i.e. structural safeguards, keys and locks, security systems, & lighting.)
- Works with staff members in developing guidelines for use of facilities and fee structures.

## AD HOC COMMITTEES' RESPONSIBILITIES

1. CONSTITUTION and BYLAWS (5): When deemed necessary by the Senior Pastor, church administrator, or Deacon Body, this committee shall be elected and convened to change and/or update this Constitution and these Bylaws. Members of this committee shall be selected as outlined in Article6, Paragraph 4, Sub-paragraph B of this Constitution and these Bylaws. The church body will vote its approval / disapproval of the committee's work at a regular or specially called business meeting. Copies of the changes will be made available to the church members by all reasonable and appropriate means at least one week prior to the vote.
2. INTERIM PASTOR (5): When the position of Senior Pastor is vacant, the Senior Associate Pastor of Preaching will assume the duties and responsibilities of the Senior Pastor on an interim basis until another Senior Pastor can be called and employed.

In the absence of a Senior Associate Pastor of Preaching:

- The Personnel Committee will appoint a ministerial staff member to serve as the overall coordinator of church affairs.
- Notice of the appointment will be publicized to the church by all appropriate means.
- An Interim Pastor Committee (ad hoc) will be nominated and elected by the church (see below).

The Interim Pastor Committee shall secure an interim pastor, or “supply” pastor(s) if necessary, for church worship services.

Potential members of this committee shall be *nominated* by secret ballot as outlined in Article 6, Paragraph 4, Sub-paragraph B of this Constitution and these Bylaws. During the week immediately following the secret ballot, each potential nominee will be contacted by the Deacon Officers to determine if the person is willing to serve on the committee.

Once a slate of five nominees has been established, the names will be publicized to the church by all reasonable and appropriate means. The *election* will be held during the morning worship service(s) on the following Sunday. Members present will constitute a quorum, and those members will vote for each nominee individually by secret ballot. The ballots will be counted immediately by the Deacon Officers and the results announced at the end of that same worship service.

### 3. SENIOR PASTOR SEARCH (9): This committee shall, in as timely a manner as possible, identify and propose to the church as her new Senior Pastor an ordained Southern Baptist gospel minister. His character, qualifications, and Christian testimony must be appropriate for the office of the church’s Senior Pastor. (See Article 3, Section 2A)

Potential members of this committee shall be *nominated* as outlined in Article 6, Paragraph 4, Sub-paragraph B of this Constitution and these Bylaws. During the week immediately following the nominations, each potential nominee will be contacted by the Deacon Officers to determine if the person is willing to serve on the committee.

Once a slate of nine nominees has been established, the names will be publicized to the church by all reasonable and appropriate means. The *election* will be held during the morning worship service(s) on the following Sunday. Members present will constitute a quorum, and those members will vote for each nominee individually by secret ballot. The ballots will be counted immediately by the Deacon Officers and the results announced at the end of that same worship service.