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CONSTITUTION AND BY-LAWS
Faith Baptist Church
Kaiserslautern-Einsiedlerhof
Germany

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CONSTITUTION
Faith Baptist Church
Kaiserslautern-Einsiedlerhof
Germany

PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

ARTICLE I - NAME

This body will be known as Faith Baptist Church of Kaiserslautern-Einsiedlerhof, Germany.

ARTICLE II - PURPOSE

It is the purpose of this church to *exalt* God in worship; to *evangelize* to a saving knowledge of Christ; to *edify* one another through encouragement and ministry; to *equip* believers to become mature, ministering disciples; to *extend* God's kingdom by reaching out to our community; and to meet physical, spiritual, relational and emotional needs.

ARTICLE III - BELIEFS

We affirm the Holy Bible as the inerrant and infallible Word of God as the foundation for our faith. This church subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000.

ARTICLE IV - COVENANT

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

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

We also promise to have family and private devotions; to teach our children the Gospel and Christian doctrine; to seek the salvation of our family and friends; to walk vigilantly in the world; to be just in our dealings; faithful to our commitments, and honest in our behavior; to avoid all gossip, deception and unjustified anger; to protect ourselves and our families from indecent and immoral materials, to practice the Biblical standards of sexual purity, to avoid any and all substances which degrade and abuse our bodies as Temples of the Holy Spirit, and to be enthusiastic in our efforts to advance the Kingdom of our Lord Jesus Christ.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover promise that when we leave here, we will join a Bible-believing church as soon as possible in our new location.

ARTICLE V - POLITY AND RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. Persons duly received by the members will constitute the membership.

All internal groups created and empowered by the church will report to and be accountable to the church, unless otherwise specified by church action.

This church was planted by and continues its historical relationship with the Southern Baptist Convention.

This church is autonomous. Insofar as is practical, this church will cooperate and support the International Baptist Convention.

Faith Baptist Church is a full member of the Bund Evangelisch-Freikirchlicher Gemeinden in Deutschland K.d.ö.r located in Bad Homburg and, as such, is constituted as a free church and not-for-profit institution in the Federal Republic of Germany.

ARTICLE VI - OFFICERS

The Pastor and Deacons will be the scriptural officers of this church. Administrative officers include a Clerk, a Treasurer, Trustees and any other duly elected officers as provided by the church's by-laws.

ARTICLE VII - AMENDMENTS

The Constitution of Faith Baptist Church may be amended upon approval of 3/4 of the voting members present at a business meeting provided a quorum is present and provided the proposed amendment has been submitted in writing, published, and made available to all worship services for four (4) consecutive Sundays. A quorum is defined as 30% of the full membership.

BY-LAWS
Faith Baptist Church
Kaiserslautern-Einsiedlerhof
Germany

ARTICLE I - GOVERNANCE AND RESPONSIBILITIES

Section 1 - Members

All members of Faith Baptist Church should be pursuing Christ-like character as described in the Scriptures, such as Colossians 3:1-16 and Galatians 5:16-26. Every member is expected to be actively involved in ministry at Faith Baptist Church.

Each member of the church may participate in the ordinances of the church.

Each member of the church has the right to be heard in any business meeting

A. Full members

1. Full Members of Faith Baptist Church have the exclusive right to determine who will be members of this church and the conditions of such membership.
2. Each full member of the church may vote in all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting.
3. Each full member of the church is eligible for consideration by the voting membership as candidates for elective office in the church.

B. Associate Members

1. Associate members may vote in the election of Deacons and on all other matters of church business, except those involving doctrinal position, constitutional revisions, or the call of a pastor or staff member.
2. Associate members may not serve as church officers, called staff ministers, church elected messengers, church committee leaders, or any office requiring ordination.
3. Associate members who agree to teach the Bible in light of the church's adopted doctrinal stand may be allowed to serve as teachers if nominated and elected by the church. They may also serve on committees whose purposes do not involve doctrinal issues, constitutional issues, or the call of a pastor or staff member.

Section 2 - Pastor

A. Core Duties

The Pastor will:

1. Proclaim the Christian Gospel to English-speaking residents within commuting distance of Faith Baptist Church through all practical channels;
2. Preach and teach Biblical doctrine, as enunciated in the Statement of Faith of Faith Baptist Church;
3. With assistance of the FBC Deacons, serve as the spiritual advisor and shepherd of the members of Faith Baptist Church;
4. Plan, lead and encourage evangelistic outreach efforts of the church;
5. Maintain a working relationship with Southern Baptist and other evangelical Baptist chaplains, missionaries and pastors -- who serve at churches from which people might depart to the Faith Baptist Church commuting area;
6. Represent the church to the general public in a manner which enhances the effectiveness of the corporate witness of the church and brings honor to the name of our Lord and Savior Jesus the Christ.

B. Weekly Duties

The Pastor will:

1. Plan and coordinate the conduct of one or more evangelistic public worship services;
2. Plan and coordinate the conduct of one or more edifying congregational prayer and worship services;
3. Supervise the conduct of Faith Baptist School chapel services;
4. Supervise the conduct of any mission church services of Bible study classes which are sponsored or co-sponsored by Faith Baptist Church at off-campus locations.

C. Occasional Duties

The Pastor will:

1. Preside at the FBC celebration of the ordinances of Baptism and Lord's Supper;
2. Preside at the licensing of FBC members who are called to the Gospel preaching ministry;
3. Preside at the ordination of Deacons;
4. Preside at the installation of FBC officers, directors, ministry leaders, committee chairmen and staff members;
5. Preside at the celebration of personal spiritual milestones of FBC members;
6. Preside at meetings of the church council;
7. Serve as ex-officio member of all FBC internal fellowship groups, ministry organizations and standing committees;
8. Advise and assist chairmen of FBC standing committees, directors of internal fellowship groups of FBC Members, and leaders of FBC ministry organizations, in the performance of their duties, whenever such assistance is requested;
9. Advise and assist chairmen of FBC standing committees, directors of internal fellowship groups of FBC Members, and leaders of FBC ministry organizations in the supervision of paid and volunteer church staff, whenever such assistance is requested;
10. Supervise the conduct of any external Bible study or fellowship groups conducted on FBC premises.

D. Contingent Duties

Subject to resource availability, the Pastor will:

1. Lead the delegation of Messengers elected to represent Faith Baptist Church at annual meetings of the German Baptist Union (*Bund der Evangelisch-Freikirchlich Gemeinden in Deutschland, KdöR*);
2. Lead the delegation of Messengers elected to represent Faith Baptist Church at annual meetings of the International Baptist Convention;
3. Lead the delegation of participants from Faith Baptist Church at Ministry Leadership Conferences of the International Baptist Convention.

E. Responsibilities

The Pastor is responsible to:

1. Uphold, support and defend the Constitution of Faith Baptist Church;
2. Be accountable to the deacons as a collective body in matters related to personal conduct and ministry responsibilities. This accountability does not extend to the pastor's dismissal from office, the process of which is prescribed in Art. II, Item C, FBC By-laws.
3. Ensure that church officers, chairmen of FBC standing committees, directors of internal fellowship groups of FBC Members, FBC ministry leaders and any FBC partnership ministry leaders conscientiously comply with:
 - a. All 'Great Commission' commands of Jesus the Christ as recorded in Matt. 28:19-20;

- b. Faith Baptist Church By-laws in internal relationships;
- c. Applicable secular law in external relationships;
- 4. Ensure that activities of all church ministries are focused on accomplishing one or more of the objectives established by Jesus the Christ in his 'Great Commission' commands;
- 5. Ensure that administrative stewardship of external church relationships are conducted in a manner which honors God;
- 6. Encourage the church toward edifying fellowship among the membership through constantly discerning and following the leadership of the Holy Spirit, both in the daily personal decisions of church members and in the corporate decisions of the church.

Section 3 - Deacons

- A. Deacons are servant models in the church.
- B. Deacons zealously guard the spirit of unity within the Church.
- C. Deacons advise and confer with the Pastor in all matters pertaining to the welfare and the work of the church.
- D. Deacons serve with the Pastor and staff in performing pastoral ministries.
- E. In the absence of the Pastor (or pastoral staff), or upon request by the Pastor, Deacons ensure that the pulpit is filled.
- F. Deacons maintain the highest degree of confidence for any privileged information shared by church members
- G. Deacons assist the Pastor in the administration of Baptism and the Lord's Supper.
- H. Deacons assist in counseling prospective members as they come forward during Sunday worship services.
- I. Deacons assist in the maintenance or security of the church facilities.
- J. The Deacon body manages the benevolence fund.
- K. The Deacon Chairman acts as frontline prayer partner, encourager, adviser and congregational liaison to the Pastor.
- L. The Deacon Chairman serves on the Church Council.

ARTICLE II QUALIFICATION AND SELECTION

Section 1 - Church Membership

All new members should complete an introductory course to include such topics as Christian doctrine, the vision of Faith Baptist Church, rights and responsibilities of church members, developing a personal testimony, discovering spiritual gifts, and ministry opportunities within the church.

- A. Full Membership
 - 1. Eligibility
 - a. By profession of faith and believer's baptism by immersion.
 - b. By promise of letter from a Baptist church of like faith and order and who have experienced believer's baptism by immersion.
 - c. By statement of prior salvation experience and believer's baptism by immersion when no letter is obtainable.
 - 2. Admission
 - a. All candidates for full membership are expected to attend membership instruction.
 - i. New converts should successfully complete a new Christian course.
 - ii. Other candidates for full membership should attend a new member's orientation class.
 - b. Candidates for full membership will be voted on in a business meeting. They will be accepted by unanimous vote of the membership present and eligible to vote. If there is dissent, the Deacon committee will investigate and report

their findings to the church.

B. Associate Membership

Faith Baptist Church offers a church home to families of differing Christian denominations. Faith Baptist Church extends to these the spiritual watchcare of the church and offers a setting where they may fulfill their commitment to God. Faith Baptist Church will offer this service without sacrificing its distinguishing beliefs, characteristics, and strengths.

1. Eligibility: Anyone making a statement of a prior salvation experience is eligible for Associate Membership
2. Admission
 - a. All candidates for associate membership are expected to attend a membership course.
 - b. Candidates for associate membership will be voted on in a regularly scheduled business meeting. They will be accepted by unanimous vote of the membership present and eligible to vote. If there is dissent, a Deacon committee will investigate and report their findings to the church.

C. Ending Membership

Membership in Faith may be ended in the following ways:

1. Transfer of Membership: Full members of the church in good standing may be granted letters of transfer to churches of like faith and order. Requests for letters will be brought before the church and may be granted by majority vote of the quorum at a regularly scheduled business meeting of the church. Letters of transfer will be sent directly to the requesting church.
2. By dropping from the rolls: Full members of the church for whom there is no record or knowledge of attendance at any of its services and/or engaging in any of its activities for a one year period may be recommended for removal from the church rolls. Removal will be by majority vote at a regularly scheduled business meeting of the church. The list of such persons will be kept by the Clerk.
3. By uniting with another church that makes no request for a letter.
4. By personal request.
5. By death.
6. By exclusion.

D. Discipline/Exclusion of Church Members

Matthew 18:15-17 and Galatians 6-1 are the guiding principles for Church discipline at Faith.

1. When a member or attender sins against another, it is the responsibility of the one offended to go to the offender and plead for repentance in a spirit of meekness, lest he also sin.
2. If the offender refuses to repent and be reconciled, the one offended should go again to the offender with others with firsthand knowledge of the situation. These should seek to persuade the offender and offended of the need for repentance and reconciliation.
3. If the parties still cannot reach repentance and reconciliation, the offended should bring the situation to the attention of the Pastor and Deacon Chairman who will counsel with the parties.
4. If after counseling the parties will not agree to be reconciled and the matter is deemed offensive to the Church, detrimental to the testimony of the parties or the church, then the Pastors or Deacons will bring the matter to the church at

the next business meeting. A 2/3 vote of those attending is necessary for exclusion from the church. Voting is by secret ballot.

5. With evidence of repentance and reconciliation, anyone who has been excluded from the church may be readmitted by a 2/3 vote at a business meeting.

Section 2 –Pastors

- A. Whenever this church is in need of a pastor, one will be chosen and called by this church. Pastors must be men who clearly meet the qualifications laid out in 1 Timothy 3:1-7 and Titus 1:5-9.

(Including Senior Pastor, Associate Pastor(s), or ministry specific ordained Pastors called to lead ministry at FBC)

1. Church Council will nominate seven candidates for the Pastor Search Committee that reflect the diversity of the Church and its activities.
2. The Church will vote on the nominations at a business meeting. The Church may offer alternate nominees either as a substitute for or in addition to those nominated by Church Council.
3. The Pastor Search Committee must give a unanimous recommendation without any abstaining votes in order to present a candidate to the church.
4. The Pastor Search Committee will share the basis of its recommendation with the church.
5. The election of a pastor will take place at a meeting called for that purpose. The meeting must be announced at all services for the two weeks prior to the meeting.
6. The prospective pastor must agree with the tenets of this governing document.
7. Election will be made by secret written ballot.
 - a. Each ballot will have three choices:
 - (1) YES: Call the candidate as pastor of Faith Baptist Church.
 - (2) NO: Do not call the candidate.
 - (3) ABSTAIN: Unable to vote YES or NO because the voter has not sufficiently prayed about his/her decision or has not received a peace about his/her decision.
 - b. Fifty percent of all full members must vote. Of this fifty percent, 75% must vote YES in order to affirm the calling of a Pastor.

- B. Duration of Office: The calling of a pastor is for an indefinite period of time. The church expects tenure of at least three years.

C. Termination of Relationship:

1. A pastor may relinquish his office by giving at least three months notice to the church at the time of resignation in accordance with his covenant.
2. The church may declare the office of Pastor vacant.
 - a. Such action will take place at a meeting called for that purpose, of which at least two weeks public notice has been given.
 - b. The meeting may be called upon the recommendation of a majority of the Church Council and the Deacons or by written petition signed by not less than one-fourth of the full members.
 - c. The full members present will elect a moderator for this meeting by majority vote. The Pastor may not be the moderator.
 - d. The vote to declare the office vacant will be by secret ballot; an affirmative vote of 75% of a quorum (here defined as 50% of full members) being necessary to declare the office vacant
 - e. Except in instances of gross misconduct by the pastor, the church must give three (3) months notice.

D. Interim Pastor

When the church is without a pastor and the services of an interim pastor are secured, the interim pastor's responsibility will be to fill the pulpit and fulfill other obligations as required and authorized by the church.

Section 3 – Deacons

Deacons will be born again believers in Christ, dedicated to the precepts of Christianity, and meeting the scriptural qualifications of Acts 6:1-6 and 1 Timothy 3:8-13. They must have been church members of a church similar to Faith Baptist Church for at least two years and members of Faith Baptist Church for at least six months prior to their election.

A. Method of Selection

1. The church will have at least one Deacon election annually. An announcement establishing the date for nominations will be made at least two Sundays prior to beginning the nomination process.
2. Two Sundays will be established for the nomination of candidates. Blank nomination forms will be distributed to church members who will nominate candidates for Deacon. In the event a person cannot be present on the established Sundays, a nomination form may be obtained and returned to the church prior to end of nominations. All nomination forms will be confidential.
3. The Deacon committee will provide the list of nominees to the church clerk to verify the nominees' membership status.
4. Once all pre-requisites have been determined to be met an active Deacon will be appointed to the Deacon nominee and present the nominee with a Deacon questionnaire. The completed questionnaire will be returned to the Deacon committee for prayer and review and will be treated as confidential. The Deacon committee will then conduct an interview with the nominee and recommend to the church those men qualified to serve as Deacons.
5. Prior to the election the church body will be introduced to the recommended candidates and have the opportunity to hear their testimonies at a regular service of the church (Sunday or Wednesday).
6. Following the testimonies, the names of the recommended candidates will be submitted to the church body for a vote. This will be by a written ballot in the Sunday worship services. The ballot will provide opportunity for church members to vote for all the nominees or selected individuals. Members may vote "yes," "no," or "abstain" on each candidate.
7. Absentee ballots may be obtained prior to the election and must be returned to the Deacon chairman or secretary in a sealed envelope or e-mailed (if circumstances make it necessary) prior to the election.
8. 10% of Church members must vote. Of this, 90% must vote YES to elect each candidate.
9. Alternate election method: Previously ordained Deacons who become members of Faith Baptist Church will be screened and interviewed according to the procedures described above. After giving their testimony to the church, these Deacons may be presented to the church for election at any time, according to the procedures described above.
10. The Deacon body may establish a rotation policy.
11. The Chairman of Deacons must be a serving Deacon. He will be nominated by the Deacons and voted in at a regularly scheduled Deacon meeting. 2/3 of the Deacon body must vote in favor for the member to become the Deacon Chairman.

B. Censure and/or discipline

It will be the responsibility of the Deacon committee to censure and/or discipline its own members in accordance with the spirit of the New Testament church discipline procedures as set forth in Matthew 18:15-19. As called upon by the Pastor, the Deacons will also assist, pray and counsel with the Pastor in all matters related to discipline within the entire church body.

Section 4 - Ministerial Staff

- A. The ministerial staff will assist the pastoral staff in directing the ministries of the church. The ministerial staff will be called and employed as the church determines the need for such offices. The Personnel Committee will write a job description when the need for a staff member is determined. The Church requires evidence of a personal call of God to minister in these positions. Those staff members will be recommended to the church by the personnel committee or search committee and voted on by church. At least two weeks notice will be given to the church before voting to call a ministerial staff member. Calling requires a 75% affirmative vote in a business meeting.
- B. At the time of resignation at least 6 weeks notice will be given to the church, unless mutual arrangements are made in accordance with the ministerial covenant.
- C. The church may vote to vacate such positions upon recommendation of the personnel committee, subject to the terms of the ministerial covenant. A vote of 75% at a business meeting is required to vacate a position.

Section 5 - Other Staff Members

Other staff members shall be employed as the church determines the need for their services. The Personnel Committee has the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services will be with the recommendation of the supervising staff member and in consultation of related committees of the church, as appropriate.

Section 6 - Committee Chairs and Committee Members

The Nominating Committee will recommend all Committee Chairs and Committee Members to the church. These committee members will be elected annually at the last business meeting of the year, or as vacancies occur. A committee chair will be a full member of Faith Baptist Church.

ARTICLE III CHURCH COUNCIL AND STANDING COMMITTEES

Section 1 - Rules

- A. Church Council and committee meetings will be conducted under Robert's Rules of Order.
- B. Committee Chairs will be responsible for the administrative details of the committee.
- C. Quorum: A majority of the committee members will be present before the committee may make decisions.
- D. Meetings: Committee members will be informed of the time and place the committee will meet before an official committee meeting can be convened. Any church member

may attend any committee meeting, but only committee members may vote.

- E. Policies and Procedures: Each committee will develop a charter, a copy of which will be available in the church office. Each committee will review its charter annually and update them as necessary.
- F. Budget: Committees will prepare budgets and submit them to the Finance Committee for inclusion into the church budget.

Section 2 – Church Council

Church Council’s voting members are the Pastoral staff, the trustees, and the leaders of the standing committees. Non-pastoral staff, ministry leads, and members may attend and may participate at the invitation of a Church Council voting member. Church staff may serve as ministry team leaders or committee chairs as stipulated in their covenants or as duly nominated by the nominating committee and elected by the church body.

Church Council is responsible to:

- A. Plan and maintain the church calendar.
- B. Review ministry and program plans recommended by church officers, organizations, and committees.
- C. Provide a forum for evaluation and feedback of ministry and programs of the church and its organizations.
- D. Help church members understand the church’s mission and priorities.
- E. Recommend to the church coordinated plans for evangelism, Christian development, worship, stewardship, and various church ministries.
- F. Recommend to the church the use of facilities and resources.
- G. Establish policies for the use of the FBC grounds and facilities by non-FBC groups.
- H. Ensure all church officers, church organizations and committees maintain current procedures and reference files in the church office.
- I. Ensure all matters agreed upon by the council which call for action not already approved will be referred to the church for approval or disapproval.

Section 3 - Standing Committees

A. Worship Committee

The pastor is responsible for leading the Church in worship and will give direction to this committee.

1. The Worship Committee will be led by a man displaying Christ-like character and Spirit-led life as described in Colossians 3:1-16 and Galatians 5:16-26. The Chair may be ministerial or volunteer.
2. The Committee will include the leads for the Music Team, the Audio Visual Team and the Stewardship Team.
3. The Worship Committee is committed to leading the Church in worship as a lifestyle and the furtherance of the services of worship in the ministry of the Church.
 - i. The Music team will be led by a ministerial lead or volunteer team lead. It will provide music for worship services, qualifying and scheduling musicians, and overseeing all music performed under the auspices of the Church.
 - ii. The Audio Visual team will be responsible for the technical aspects of the worship service. This includes the sound system, recording, and upload of files as well as oversight of equipment.
 - iii. The Stewardship Team aids in the Scriptural training and encouragement of

the Church in joyful, sacrificial giving and living.

B. Discipleship Committee

The Discipleship Committee will follow scripture's guidance that discipleship for all ages includes *Teaching and Study of the Word* (Luke 11:28, Mark 4:14-20, 2 Timothy 3:16-17, and John 5:38), *Relationship* (Matthew 9:9, John 1:43, 11:54, 1 Thessalonians 2:8), and *Ministry* (Matthew 24:14, 2 Corinthians 5:18-20).

1. The Discipleship Committee will be led by a man displaying Christ-like character and Spirit-led life as described in Colossians 3:1-16 and Galatians 5:16-26. This position may be pastoral.
2. The following Ministry team leaders will serve as voting members on Church Council: Adult Sunday School, Men of Faith, Women of Faith, Youth Ministries, and Children's Programs.
3. Other ministries may be established by charter and approved by the Discipleship Committee Chairman.
4. The Discipleship Committee's responsibilities include but are not limited to:
 - a. Planning and implementing programs designed to meet the unique needs of men, women, youth, and children in developing a growing relationship with God by providing Bible Study, fellowship, support, accountability, and outreach to the community. Activities may include retreats, creating opportunities for bringing un-churched men, women, youth, and children to Faith Baptist Church and encouraging fellowship among the members of Faith Baptist Church.
 - b. Equipping church members to perform the functions of the church; Equipping church leaders; orienting new church members; teaching Christian theology, Christian ethics, Christian history, and church polity and organization; and providing and interpreting information regarding the work of the church and denomination.

C. Welcome Committee

The Welcome Committee encourages fellowship, welcomes visitors and reaches out to the local community

1. The Welcome Committee will be led by the head of the Hospitality ministry, a man or woman displaying Christ-like character and Spirit-led life as described in Colossians 3:1-16 and Galatians 5:16-26.
2. The Welcome Committee will consist of the leaders of ministries such as Hospitality, Welcome Center, and Ushering.
3. The Welcome Committee will assure volunteers are identified and assigned to carry out tasks to support Sunday morning worship and other special church events.

D. Missions Committee

The Missions Committee will encourage the Church to take the Gospel to the ends of the Earth by serving as those who send or those who are sent. (Matthew 28:19-20)

1. The Missions Committee will be led by a man or woman displaying Christ-like character and Spirit-led life as described in Colossians 3:1-16 and Galatians 5:16-26.
2. The Missions Committee will organize itself in a manner to best accomplish its responsibilities.
3. The Missions Committee will
 - a. Lead all cross-cultural mission activity for the church.
 - b. Partner with other church ministries in mission efforts.

E. Personnel Committee

1. The Personnel Committee will be led by a man or woman displaying Christ-like character and Spirit-led life as described in Colossians 3:1-16 and Galatians 5:16-26.
2. The Personnel Committee should consist of at least three members, all who hold full membership in Faith Baptist Church.
3. The committee will:
 - a. Advertise for, interview and hire to fill vacant staff positions.
 - b. Assist the church in matters related to employed personnel administration, including those called by church action.
 - c. Execute yearly performance reviews stipulated in individual covenants
 - d. Establish salaries (with consultation with Budget and Finance), benefits and other compensation.
 - e. Terminate employment of non-ministerial staff after consultation with Senior Pastor.
 - f. Bring recommendations to the church concerning hiring and relieving ministerial staff (not including the pastor).
 - g. Create and carry out of covenants and contracts.
 - h. Establish, review and update personnel policies.
 - i. Write job descriptions.
 - j. Handle complaints for paid positions.

F. Nominating Committee

1. The Nominating Committee will be led by a man or woman displaying Christ-like character and Spirit-led life as described in Colossians 3:1-16 and Galatians 5:16-26.
2. The Nominating Committee should consist of at least three members, all who hold full membership in Faith Baptist Church.
3. The committee will serve to identify, interview, evaluate spiritual and practical qualifications, enlist, and present to the church individuals to fill all volunteer positions in the church not otherwise specified within the by-laws.

G. Budget and Finance Committee

1. The Budget and Finance Committee will be led by a man or woman displaying Christ-like character and Spirit-led life as described in Colossians 3:1-16 and Galatians 5:16-26.
2. The Budget and Finance Committee is composed of not less than four nor more than six members, all who hold full membership in Faith Baptist Church.
3. The committee will
 - a. Prepare an annual budget for the church.
 - b. Manage the budget in consultation with the church staff and church council members.
 - c. Review expenditures in terms of budget allocation and recommend adjustments to the budget as needed.
 - d. Establish policies and procedures to confirm and account properly for all monies received.
 - e. Establish procedures for handling petty cash.
 - f. Provide the Treasurer a list of people who have the authority to commit funds.

H. Buildings and Grounds Committee

1. The Building and Grounds Committee will be led by a man or woman displaying Christ-like character and Spirit-led life as described in Colossians 3:1-16 and Galatians 5:16-26.
2. The committee should be composed of not less than three members.

3. Its duties will be to:
 - a. Oversee the upkeep of the church's real property (owned, leased and rented) and assure its regular repair.
 - b. Oversee the work done by those hired to perform Hausmeister and custodial duties, whether indoor or outdoor.
 - c. Regularly encourage church members to help maintain the property.
 - d. Control the tools owned by the church and maintain them in working order.
 - e. Replace needed items as the budget allows.
 - f. Recommend policies for building use.
 - g. Communicate policies for building use with church ministries.
 - h. Plan and suggest a budget for maintaining and upgrading church property.

I. Weekday Education Committee

This committee supervises all Weekday Education programs: Faith Baptist Preschool (FBP), Faith Baptist School (FBS), and all other groups which oversee children in the Faith Baptist Church building during the weekday.

1. The Weekday Education Committee will be led by a man or woman displaying Christ-like character and Spirit-led life as described in Colossians 3:1-16 and Galatians 5:16-26. The Chair will be an at-large member of the committee.
2. This Committee is composed of at least 7 members, all who hold membership in Faith Baptist Church. At a minimum:
 - a. Three parents with children enrolled in Weekday Education programs.
 - b. Two at-large members, with some background in education or child development. At-large members will *not* have children enrolled in Weekday Education programs, nor be family members of program staff.
 - c. The Children's Ministries Director, Preschool Ministries Director, the FBS Principal and the FBP Director are ex-officio members of the committee.
 - d. There must be at least one man on the committee.
3. The committee will
 - a. Determine policies and procedures for operating and administering the Weekday Education programs.
 - b. Oversee the administration of FBP and FBS budgets.
 - c. See that the Weekday Education programs comply with all legal and licensing requirements.
 - d. Direct public relations efforts to inform, involve, and educate church members and the community.
 - e. Coordinate with other church activities involving children.
 - f. Report regularly to the church.
 - g. Oversee the involvement of volunteers.
 - h. Help to resolve program issues and conflicts involving FBP, FBS, and all any other weekday children's programs in a way that supports the church's overall vision.

ARTICLE IV ADMINISTRATIVE FUNCTIONS AND OFFICES

Section 1 – Business Meetings

- A. A regular church business meeting will be conducted quarterly.
- B. A special business meeting may be conducted at any time to transact any matter of business that is both urgent and important. This meeting of the church may be called by the pastor, Deacons, or upon written request of 10% of Church members (a quorum). A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice will include the subject, the date, the time and place; and it must be given in such a manner that all members have the opportunity to know of the meeting.
- C. Quorum: At business meetings a quorum of members will be 10% of the church

membership. All questions will be decided by a simple majority vote of the members present and voting unless otherwise provided.

D. Moderation of Business Meetings

1. Business Meetings are the plenary assembly of voting members of Faith Baptist Church.
2. Decisions enacted during Business Meetings are subordinate to
 - a. The Constitution of Faith Baptist Church, and
 - b. The By-laws of Faith Baptist Church.
3. Business Meetings should when possible be conducted according to Robert's Rules of Order.
4. The Moderator, Vice-moderator or a Moderator *pro tempore* will preside at FBC Business Meetings.
5. The Moderator will serve as the Chief Plenary (non-executive) Officer of Faith Baptist Church.

E. Moderator

1. Qualifications: The Moderator will be
 - a. a full member of Faith Baptist Church; and
 - b. a man or woman displaying the Christ-like character and Spirit-led life as described in Colossians 3:1-16 and Galatians 5:16-26.
2. Term of Office: The Moderator will be elected by the church annually.

F. Vice-Moderator

1. The Vice-moderator will serve in the absence or during the incapacitation of the Moderator.
2. The Vice-moderator will meet the same qualifications and eligibility standards as the Moderator.
3. The Vice-moderator will be elected by the church annually.

G. Moderator *pro tempore*

When neither the Moderator nor the Vice-moderator is present and available to moderate a plenary business session of the church, a Moderator *pro tempore* will be elected from among the FBC members present.

H. Occasional Duties

1. When volunteer staff vacancies occur between plenary business sessions of the church, the Moderator shall appoint an acting incumbent to fill that position upon recommendation by the Nominating Committee. Such appointees shall serve subject to ratification or rejection by the congregation of FBC members at the next regular business meeting.
2. When employed staff vacancies occur between plenary business sessions of the church, the Moderator shall appoint an acting incumbent to fill that position upon recommendation by the Personnel Committee. Such appointees shall serve subject to ratification or rejection by the congregation of FBC members at the next regular business meeting.

I. Responsibilities

The Moderator is responsible to:

1. Uphold, support and defend the Constitution of Faith Baptist Church:
 - a. Provide a personal example of adherence to the FBC Church Covenant.
 - b. Perceive and prevent deterioration in congregational church governance and/or any undue attempts at corporate influence on FBC by other organizations.
 - c. Mentor FBC executive and administrative officers in unblemished ethical practices in the management of FBC institutional relationships and the execution of FBC congregationally mandated policies in a manner which glories God.
2. Be accountable to the Church.
3. Ensure that conduct of plenary business sessions of the church conscientiously comply with Faith Baptist Church By-laws.
4. Encourage all church members to attend the plenary business sessions and participate in the corporate decisions of the church.

5. Mentor and encourage the development of leadership skills of the Vice-moderator.

Section 2 – Treasurer

The Church Treasurer will be a man or woman displaying Christ-like character and Spirit-led life as described in Colossians Colossians 3:1-16 and Galatians 5:16-26. The Church Treasurer will be a full member of the Church and will be elected by the Church annually. The Treasurer will

- A. Present the monthly financial report to the Budget and Finance Committee for review and approval and present the approved report to the church at its regularly scheduled business meeting.
- B. Ensure the
 1. Maintenance of all financial records of the church.
 2. Posting and keeping of records of all monies received and disbursed.
 3. Preparing an annual record of contributions for all church members as requested.
 4. Payment of payroll and all bills.
 5. Keeping all records at the church in an orderly system of bookkeeping that will enable a full accounting at any time.
 6. Maintaining a petty cash fund at the church and keep an accounting of this fund.
 7. The duties in Paragraph B may be assigned to a financial administrative assistant when one is employed by the Church.
- C. Maintain his or her name on all financial accounts (checking, savings, Certificates of Deposit, etc.) to permit writing checks as needed or directed by the Finance Committee or the Church.
- D. Serve as an Ex-Officio member of the Budget and Finance Committee.
- E. Keep abreast of tax-laws and policies affecting employees, keeping them informed of changes.

Section 3 – Clerk

The Church Clerk will be a member of the Church and will be elected by the Church annually. The Clerk will:

- A. Keep a record of the proceedings of all church business meetings and church council meetings. These will be presented and approved at the next respective meeting and preserved on file in the church office.
- B. Determine that a quorum is present prior to the start of each business meeting.
- C. Maintain a list of church positions and who is serving in them.
- D. Maintain a record of the membership past and present to include a record of baptisms.
- E. Request church letters of recommendation for new members and issue appropriate letters of recommendation by the church.
- F. Prepare the annual letter to the IBC.
- G. Ensure that timely and official notices of all church business meetings are given.
- H. The church may delegate some of the clerical tasks to the Church Secretary.
- I. The Church Secretary may serve as Clerk.
- J. All church records are church property and will be kept in the church office.

Section 4 - Trustees

- A. Trustees are the legal representatives of the church. Trustees elected by this church will hold in trust and maintain the property of the church. They will have no power to buy, sell, mortgage, lease, or transfer any property without specific vote of the church authorizing such action.
- B. The trustees will be the Senior Pastor, the Chairman of Deacons and the Church

Treasurer. The same person will not hold more than one of these offices.

ARTICLE V - GENERAL PROVISIONS

Section 1 - Election Requirements

Unless otherwise specifically provided herein, nominees to all elective positions in the church will be elected by the majority vote of the members present and voting at the meeting during which the election occurs.

Section 2 - Vacancies

A vacancy in any elective position, except that of Deacon, occurring during the church year may be filled for the unexpired term at any business meeting by nomination from the Nominating Committee and election by the Church.

Section 3 - Term of Office

Except where stated otherwise in these By-Laws, the term of office for all elected positions in the Church begins on the first day and continues through the last day of the calendar year. Individuals elected to fill vacancies occurring during the year will take office immediately upon election and serve through the last day of the year.

Section 4 - License to Preach and Ordination to the Ministry

Any member who, in the judgment of the church gives evidence of his piety, zeal, and fitness to serve according to 2 Timothy 2:1-2 and 1 Timothy 3:1-13 and who is called of God to the work of the ministry may be licensed to preach and / or ordained to the Gospel Ministry upon recommendation of the Pastor and Deacons, and subsequent approval of the church.

Approval for ordination to the ministry requires a three-fourths majority vote of the members present and voting at a regular or called business meeting.

ARTICLE VI - Faith Baptist School and Faith Baptist Preschool

Section 1

Faith Baptist School and Faith Baptist Preschool ("the Schools") fall under the auspices of the Church. The ministries will provide quality Christian education for children.

Section 2

The Directors of the Schools must be full members of the church and be fully qualified to preside over administering their schools. Qualifications include a vital Christian walk, experience in working with children, and agreement with the basic doctrines and programs of the church.

Section 3

The Personnel Committee will assist the Directors in hiring the teachers and aides and in establishing salaries and personnel policies.

Section 4

The Schools must be financially self-supporting and will reimburse the church for the use of the building, including heating, electricity, and capital improvements such as carpeting and furniture. The Schools will maintain a separate financial system from the Church.

Section 5

The Schools' Directors are responsible to the church through the Weekday Education

Committee.

Section 6

All calendar activities of the Schools will be coordinated through the Church Council, the Children's/Preschool Ministry Director, or Church Secretary, as appropriate for the event.

ARTICLE VII - AMENDMENTS

These By-Laws may be amended upon approval of 2/3 of the full members present at a business meeting provided a quorum of 30% of the full membership is present and provided the proposed amendment has been submitted in writing at the previous regular business meeting and made available to all worship services for the two (2) consecutive Sundays immediately before the business meeting.