

REVISED 3-17-10

# **Constitution & By-Laws**

**FIRST BAPTIST CHURCH OF HUGHES SPRINGS**

Constitution and By-laws of First Baptist Church of Hughes Springs

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# Constitution

## **Preamble**

We, the members of First Baptist Church of Hughes Springs, Texas, do hereby 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 One**

### **NAME**

This body shall be known as the First Baptist Church of Hughes Springs, Texas, (hereinafter “the church”) a nonprofit organization registered and incorporated under the laws of the State of Texas.

## **Article Two**

### **MISSION STATEMENT**

Our mission at First Baptist Church is to use the gifts God gave each of us to make all people into fully devoted Disciples of Christ.

## **Article Three**

### **CORE VALUES**

#### 1. God-Centered

We exist as a church for the glorification of God the Father, the Son and the Holy Spirit. In every person and program God is first. God is experienced through worship, prayer, committed living and in everything God is to be pleased.

(II Sam. 7:22 and Isa. 46:9)

## 2. Bible-Based

We believe that the Bible is the inerrant Word of God, and is not subject to additions or subtractions. Bible teaching is the foundation of every FBC program. The Bible is both timeless and timely, relevant to the common needs of all people at all times and to the specific problems of contemporary living. Therefore, we are committed to equipping Christians through the preaching and teaching of God's Word. (Heb. 4:12 and II Tim. 3:16-17)

## 3. Prayer

We believe that God desires His people to pray and that He hears and answers prayer. Therefore, the ministries and activities of this church will be characterized by a reliance on prayer in their conception, planning and execution. (Jer. 33:3 and Matt. 7:7)

## 4. Outreach-Oriented

We believe that if we are to be God's Church, we must have His vision for the church. We believe that outreach/evangelism begins with our willingness to befriend and build relationships with lost people. We also believe that it is the work of the Spirit of God to bring people into His Kingdom. Our responsibility is to be faithful in showing God's love to, and sharing the Gospel with, the lost. (Matt. 22:18-20 and Matt. 25:32-40)

## 5. Servant-Leadership

We believe that Christ is ultimately the only head of the church. He has chosen to function through human leaders in the local church. We believe that these human leaders must meet the biblical qualifications of leadership. They must have Godly character and biblical vision. Staff and lay-leadership must model Christ in both strength and servant-hood. (Matt. 20:26-28 and John 13:12-17)

## 6. Worship

We believe that man was made to worship God and that a primary responsibility of the individual and church corporately is to worship God in spirit and truth. We believe that worship should involve prayer, proclaiming the Word, music, praise, stewardship, testimony, ordinances and Bible study. We also believe this worship, while respecting tradition, should not be reluctant to embrace the future. (Ex. 3:5 and Ex. 20:3)

## 7. Discipleship

We believe that everyone in the body of Christ has been called to a life of discipleship and fruit-bearing. This calling involves personality, spiritual giftedness, experience and passion. We believe the church is responsible to equip, encourage and actively help the individual believer find the place where God wants him or her to serve in the Body of Christ. Spiritual growth and the production of spiritual fruit should be at the forefront of all we do as a church family. We value any activity that affords us an opportunity to bear fruit for Christ and to love sacrificially, locally, nationally or in the world. (John 15:9-17 and Gal. 5: 22-26)

## **Article Four** **PURPOSE OF THE CHURCH**

We confirm that our primary purpose is enriching lives for eternity by building personal relationships with Christ and His people. We endeavor to equip and enable each individual for this purpose through the provision of opportunities of worship, education, service and fellowship as described in Ephesians 4:11-16.

## **Article Five** **THE VISION**

“To be a beacon on the hill, demonstrating God’s love to all people, motivating them to be passionate for the Gospel of Jesus Christ.”

- Like a beacon, people are drawn to the Lord because our church reflects the light of His love. Like a lighthouse, the Lord provides the hope, protection and warmth of His Love. As Jesus taught, FBC’s light shines across our community where the hurting, depressed and confused can find God’s love, hope, forgiveness, guidance and encouragement. (Isa.16:19-20, Matt. 5:14-16, John 12:46 NIV)
- God’s love is demonstrated to all people because we love as He loves us, and are committed to “the assembling of ourselves,” and to God’s work. Prayer is taught to be a priority for the church corporately, as well as individually. It encompasses and binds all that we do and every initiative we under-take. (Rom. 5:8, Col. 2:2, Heb. 10:24-25 NIV)
- The Body of Christ is motivated by God when we are obedient to His leading and produce dynamic, creative and inspirational worship, personal testimony, discipleship, bible study and all other activities that demonstrate God is living and active in this congregation. (Eph. 4:16, Eph. 2:10 NIV)

□ FBC inspires a "passion for the Gospel" through the infectious joy and fulfillment displayed as we remember "our first love" and exhibit the "fruit of the Spirit. We are a Body of Christ whose heart beats for God's work. God is worshiped joyfully and reverently. Our music is Christ-honoring and relevant. FBC's worship services encourage and transform God's people. Fellowship and worship experiences communicate the greatness of our God, the joyfulness of the Christian life and the emptiness of life without Jesus Christ. (Col. 3:23. Rom. 12:12. Rom. 14:17 NIV)

## **Article Six** **GOVERNMENT OF THE CHURCH**

The government of this church is vested in its members. The membership retains unto itself the right of exclusive self-government in all phases of its life and organization. It is subject to the control of no other ecclesiastical body, but it recognizes the needs of mutual counsel and cooperation, which are common among Southern Baptist Churches.

## **Article Seven** **RELATIONSHIPS**

We recognize the benefits and sustain the obligations of mutual cooperation, which are common among Baptist churches, associations and conventions. Insofar as practical, this body agrees to cooperate with and support the ENON Baptist Association, the Baptist General Convention of Texas and the Southern Baptist Convention.

## **Article Eight** **AMENDMENTS**

This Constitution may be amended, modified or repealed under the following circumstances: the proposal must be read at one regular business meeting. The proposal must then be presented at the next regular business meeting for action by the church. The proposal must be approved by two-thirds (2/3) majority vote of members present voting in the affirmative.

## **Article Nine** **SOLE AUTHORITY**

There shall be no worship, education, service by members or fellowship conducted which is in conflict with this Constitution. The Church shall not conduct any business transaction contrary to the Constitution. All rules, regulations, by-laws and policies previously approved, if any, by this Church, in conflict with this Constitution are each and all hereby repealed, set aside and superseded. This Constitution shall be and is hereby established as the sole "Constitution" for this Church. No rules, regulations, by-laws or policies may be established which conflict with this Constitution and for the purpose of Church government, this Constitution shall function as the sole authority as derived from the Bible.

**Article Ten**  
**CHURCH COVENANT**

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

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

We also engage to maintain family and private devotions; to biblically educate our children; to seek the salvation of our family and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to be zealous in our efforts to advance the kingdom of our Savior.

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

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

**Article Eleven**  
**RATIFICATION**

This constitution is hereby ordained and established for the First Baptist Church of Hughes Springs, Texas by vote of the membership on March 17, 2010.

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Pastor

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Deacon Chairman

# **BY-LAWS**

## **ARTICLE ONE** **CHURCH MEMBERSHIP**

### **Section 1: Eligibility**

Anyone professing faith in the Lord Jesus Christ, giving evidence of a change of heart, and adopting the view of faith and practice held by this church, submitting as a candidate for baptism by immersion shall be received into the fellowship of this church by majority vote of the members present. The requirement of immersion baptism may, on recommendation of the Pastor and consent of the Deacons, be suspended in cases of severe hardship.

### **Section 2: Admission of Members**

Any person may offer themselves as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

- (1) By profession of faith and for baptism according to the policies of this church
- (2) By promise of a letter of recommendation from another Baptist church, and if such letter cannot be secured within ninety days, the church clerk shall automatically record such members as 'received on statement of experience'.
- (3) By restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter can be obtained
- (4) By restoration to the membership after having been removed from active membership

### **Section 3: Termination**

Membership in the church shall be terminated by reason of:

- (1) Transfer of letter to another Baptist church
- (2) Joining another church, a letter of transfer is not required.
- (3) Death
- (4) Church discipline in accordance with this document and church policies
- (5) Written request by member for termination of membership

#### **Section 4: Duties and Rights of Members**

- 1) Members are expected to:
  - a. Be Godly examples in all aspects of private and public life
  - b. Regularly attend the services of the church
  - c. Give regularly for its support and its causes in time, money, talents and spiritual gifts
  - d. Participate in its organized work
- 2) Members shall have the right and privilege to full participation in ordinances of the church as administered by the church.
- 3) Members shall have the right to a voice and vote in all aspects of church transactions authorized or mandated by these by-laws.
- 4) Members of the church who have been a member for six months are eligible for consideration by the membership as a candidate for a leadership position in the church, having met the criteria established for that position.
- 5) Members shall have access to the principal records of the church including minutes and principal financial reports; however, these rights shall not include the right to review or inspect individual donor records or personnel.

#### **Section 5: Voting Rights of Membership**

All members present, without respect of age, who are not under church discipline, shall have an equal opportunity to express opinions on business matters. Every member shall have the right to vote (voting proxy is prohibited) on the following matters with listed percentages for approval. Items 1-6 require a special business meeting notice as designated in Article 4 Section 4 of the by-laws.

- (1) Annual Budget—majority vote
- (2) Dissolving or disposition of all, or substantially all, of the church assets—three-fourths (3/4) vote
- (3) Acquisition or sale of real property, and /or building projects and any church indebtedness—two-thirds (2/3) vote
- (4) Amendments to the by-laws of the church—two-thirds (2/3) vote
- (5) Calling of the Pastor or Ministerial Staff—three-fourths (3/4) vote by secret ballot
- (6) Removal of the Pastor--two-thirds (2/3) vote by secret ballot
- (7) Any other major event or decision as designated by the church—majority unless otherwise provided

## **Section 6: Discipline**

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons will be available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption and restoration rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare and harmony of the church the pastor and the deacons will take prayerful and reasonable measures to resolve the problem following the principles found in Matthew 18:15-17. If it becomes necessary for the church to take action to exclude a member, a two-thirds (2/3) vote of the members present is required; and the church may proceed to declare the person to no longer be in the membership of the church. All such proceedings shall be bathed in prayer and exhibit a spirit of Christian kindness and patience.

The church may restore to membership any person previously excluded upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance.

Should there be a conflict within the church that involves issues between pastor, staff, deacons, and the church membership that could destroy or hinder the work of the church, the church will call for an outside mediator to work with the parties involved to make every reasonable attempt to resolve the conflict. The church should request a mediator before the problem escalates to the point it causes a break in the unity, harmony and fellowship of the congregation. Mediation services can be requested through the state convention offices.

## **ARTICLE TWO** **CHURCH OFFICERS AND COMMITTEES**

All who serve as officers of the church and those who serve on church committees shall be members of this church. Committee members must have been a church member for six months. The officers of this church shall be the pastor, the church staff as elected by the church, the deacons, a clerk, a treasurer, an assistant treasurer and trustees.

### **Section 1: Pastor and Ministerial Staff**

#### **a. Duties**

The pastor is responsible for leading the church to function as a New Testament Church. The pastor has the responsibility to lead the congregation, the organizations, and the church staff to perform their tasks. The pastor will be expected to delegate appropriate responsibilities to others to insure the work of the church is done in a consistent manner.

**b. Call and Election**

When there is a need (vacancy) to CALL a pastor or ministerial staff, the church shall elect a special search committee composed of seven (7) members. A ballot will be made available to each church member, and they can nominate up to three (3) members. This ballot will be considered the preliminary nomination ballot and must have the member's signature and printed name. The results will be tabulated by a combination of the committee on committees and the deacons. The top fifteen (15) qualified nominations who agree to sit on the committee will be considered the finalists and be presented to the church during a regular or special called meeting within thirty (30) days. Each church member qualified to vote and present at the meeting can choose up to seven (7) members on the finalist nomination by secret ballot. The committee on committees and the deacons will tabulate the ballots and the top seven (7) will represent the church on the search committee. The search committee shall proceed promptly and diligently to seek to find a pastor or ministerial staff who, by calling, training and proven ability, seems qualified spiritually, mentally and physically to lead the members of the church. They will prepare a salary and benefits package in conjunction with the personnel and budget and finance committee and approval of the church. In its efforts to meet its responsibilities, the team shall be responsible to the church directly. The committee shall receive and give full consideration to all suggestions from members of the church. Members of the committee shall be reimbursed by the church treasurer for any necessary travel and subsistence expenses that are incurred in the performance of its duties. When the team has made a choice and is ready to make a report and recommendation to the church, it shall cause notice thereof to be given from the pulpit one week prior to the visit from the candidate.

On the Sunday designated for the candidate's visit at the close of the evening worship service, the recommendation of the search committee will be received with the reasons for its recommendation. The vote will be by secret ballot and will be counted by the committee on committees and deacons. To be elected, the pastor or ministerial staff nominated by the committee must receive at least three-fourths (3/4) of all the votes cast, and it is desirable that the vote shall be unanimous. If the committee report fails to receive the required vote, the moderator shall declare the nominee not elected and shall refer the matter, without debate, to the search committee for further investigation and further recommendations under the foregoing procedure.

**c. Employment Policies**

The Personnel Committee shall establish and set forth appropriate employment policies in regard to the pastor or ministerial staff, and annually review such policies with any proposed changes being approved by the church. Policies shall not constitute a contract and are subject to modification by the church at any time.

**d. Termination**

The pastor or ministerial staff is called to service until the relationship is dissolved at the request of either them or the church.

1. **Resignation.** The pastor or ministerial staff may resign but shall normally provide at least thirty (30) days notice before the termination of his services. A written resignation or an oral resignation should be delivered at a Sunday morning service or business meeting of the church. If without conditions, it shall be final and binding. If any resignation is subject to conditions, it shall be effective and binding when accepted by majority ballot vote of the church.
2. **Removal.** Such a vote may be initiated by the recommendation of the deacons or by a motion calling for such a vote passed by majority vote at a business meeting. The Chairman of the Deacons or a representative deacon will automatically set a final vote within thirty (30) days. A final secret ballot will be taken at that meeting and two-thirds (2/3) vote is required for dismissal. Removal shall be effective immediately upon the adoption of a motion terminating the pastor or ministerial staff, but salary and benefits shall continue for not less than thirty (30) days, except in instances of gross misconduct by the pastor. Any resolution to dismiss may also contain recommendations concerning other financial aspects of the termination including severance pay.
3. **Suspension.** The deacons and personnel committee may by combined three-fourths (3/4) vote temporarily suspend with pay all or some of the duties of the pastor or ministerial staff. Such suspension imposed by the deacons and personnel committee may only extend for a period sufficient for the congregation to take appropriate action consistent with other provisions in the by-laws, and in no event more than thirty days without congregational action extending such. At any proper congregational meeting such suspensions may be terminated, modified, affirmed or extended for indefinite or defined periods of time. Such suspensions shall not be understood as necessarily concluding the truth of charges against the staff member, but to provide an appropriate process for investigation and for processes consistent with church doctrine and governance.

## **Section 2: Other Ministerial Staff**

Other ministerial staff shall be employed as the church determines the need for such offices.

Other ministerial staff members will be recommended to the church for service by the pastor and the personnel committee, and approved by church action. In the event that the position is new, the pastor will have a job description created and submitted to the personnel committee for approval. Upon the approval of the personnel committee, the budget and finance committee will then review the feasibility of financing the position, whether new or existing, and make its recommendation to the personnel committee. Should the pastor and personnel committee choose to move forward with the new ministerial staff position, they will give a weeks notice to church members to consider a vote. After one week notice to church members and at a regular or called special meeting, a vote will be taken to approve this new position and decide if it will be a "CALLED" position or a hired position. If it is a "CALLED" position, then the Church will follow Article 2 Section 1b of the by-laws. If it is a hired position, the personnel committee will present the prospective staff member for hire. An affirmative vote of three-fourths (3/4) of the voting members present shall be necessary for approval.

Each ministerial staff member hired shall serve until the relationship is terminated by the staff member's relinquishment or the church's declaration. A staff member may relinquish the position by giving at least two weeks notice at the time of resignation. The church may declare the position to be vacant and the staff member's ministry relationship with the congregation terminated at a meeting called for that purpose. An affirmative vote of two-thirds (2/3) of the members present shall be necessary to declare the office vacant and the staff member's ministry relationship with this congregation thereby terminated. Except in instances of gross misconduct by the staff member, the church will compensate the staff member with no less than one-twelfth (1/12) of his or her total annual compensation. The termination shall be immediate and the compensation shall be rendered at the time of dismissal.

### **Section 3: Church Clerk**

The church shall elect a clerk as its clerical officer, who shall serve until a successor has been elected. The clerk shall be responsible for keeping a suitable record of all official actions of the church and recording minutes of the church business meetings. The clerk must be present at all regular and called church business meetings to record the results of all matters voted upon. In the absence of the clerk, the chair will appoint someone to fill this function.

### **Section 4: Trustees**

Three trustees, composed of the current chairman of the deacons, treasurer, and clerk, shall act for the church in legal matters and shall serve until successors are elected. They shall hold church real estate in the corporate name of the church. Upon specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church real estate. When the signatures of the trustees are required, any two or more shall sign documents involving the sale, mortgage, purchase, or rental of real estate, or other legal documents related to church approved matters.

### **Section 5: Treasurer and Assistant Treasurer**

The church shall elect a treasurer and assistant treasurer as its financial officers, who shall serve until a successor has been elected. They shall be responsible for keeping a full and accurate account of receipts and disbursements in books belonging to the church and shall deposit all monies and other valuable effects in the name and to the credit of the church depositories as may be designated.

## **Section 6: Deacons**

The deacons shall be elected by the church and ordained if not previously ordained. In accordance with the meaning of the work and practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the pastor and staff in performing pastoral ministries; proclaim the gospel to believers and unbelievers; care for church members and other persons in the community and especially to their specific church family; lead the church to engage in a fellowship of worship, witness, education, ministry and application; labor to resolve conflict and promote harmony and peace of the congregation; oversee the discipline of the church; and participate in serving the Lord's Supper to the congregation.

Deacons shall be males of at least twenty-one (21) years of age, a member of the Church in good standing for at least a year and meet the spiritual qualifications as set forth in Acts 6:3 and 1 Timothy 3:8-12. There shall be no obligation to recognize as an active deacon one who has been a deacon in another church. However, after one year the deacon body can request that the church recognize him as an active deacon.

When a need is felt, the pastor and deacons can ask the church for an election of a specific number of new deacons at a regular or called meeting. If approved by a majority of the members present, nominations will be made for that specific number at the next meeting by secret ballot. The completed ballots will be sealed in an envelope and given to the chairman of the deacons or his representative. At a special deacons meeting held within the next week the results of the ballot will be tallied as to the total number of times a member's name is listed on all of the ballots. The members with the highest numbers will be considered. The selection process is not dependent entirely on the number. The existing deacons then review the list and consider many other items for each particular man, such as character, church responsibility, family responsibility, etc. Considerations of this type are strictly left to the existing deacon body in order to protect the church body and to protect the individual from public embarrassment. The list of names for confirmation is then prepared by the deacons for presentation to the church at a regular or special meeting for a vote of approval or disapproval of the "whole" list and not individual members.

The deacons should be able and willing to be regular in attendance at deacon's meetings. If it is not possible for him to be present, he shall be expected to notify the secretary or chairman of his inability to attend. Should one be persistent in non-attendance at meetings for a period of six (6) months without notifying the chairman or secretary with valid reasons, the chairman or his representative and another deacon will visit with that deacon to decide if he might need to be considered inactive.

An active deacon who has health or physical problems can request to be elevated to "Deacon Emeritus" status. The deacon body will consider the request and approve or disapprove by a majority vote of the deacons present at the meeting. If approved, he will be released from any active duties he desires. He will continue to have equal opportunity to express his opinions at all meetings but will no longer be approved to vote at the Deacon meeting.

## **Section 7: Church Committees**

The committee on committees coordinates the staffing and sets the responsibilities of all church committees to be filled by volunteer workers, unless otherwise stipulated in these by-laws. Each member of this committee shall serve for a three year term.

Each year the church shall elect two (2) new members to this committee to replace those rotating off. Two weeks before the annual meeting ballots will be provided for members to nominate up to one (1) member and the ballots must be returned within the next week. This ballot will be considered the preliminary nomination ballot and must have the member's signature and printed name. The results will be tabulated by a combination of the committee on committees and the deacons. The top five (5) qualified nominations who agree to sit on the committee will be considered the finalists and be presented to the church at the annual meeting. Each church member qualified to vote and present at the meeting can choose up to two (2) members on the finalist nomination by secret ballot. The committee on committees and the deacons will tabulate the ballots and the top two (2) will be elected. Each member shall serve a 3 year term.

The church body upon recommendation of the committee on committees shall determine the number and types of committees that are needed to fulfill the mission of the church. General guidance and specific work will be provided in the church handbook. Standing committees of the church may include but are not limited to: committee on committees, personnel, budget and finance, house and grounds, benevolence, children's ministry, church hostess and kitchen, evangelism and outreach, money counting, nursery, ordinance, chairman of ushers, youth, A.L. Pearce fund, and any other regular and special committees as the church shall authorize. The pastor or a representative of his choosing shall serve as an ex-officio member of every committee, ministry team, or other ministry or leadership structure in the church.

## **ARTICLE THREE** **CHURCH ORDINANCES**

### **Section 1: Baptism**

This church shall receive for baptism any person who has publicly professed faith in Jesus Christ as Savior during any worship service, and who indicates a commitment to follow Christ as Lord.

- 1) Baptism shall be by immersion in water
- 2) The pastor, or any one so designated by the church shall administer baptism
- 3) Baptism shall be administered as an act of worship during any worship service of the church
- 4) A person who professes Christ and is not baptized within a reasonable length of time shall be counseled by the pastor and/or staff or deacons. If the individual indicates that they are reluctant to follow the Lord in baptism their name shall be deleted from those awaiting baptism

## **Section 2: The Lord's Supper**

The church shall observe the Lord's Supper quarterly on the first Sunday of each new quarter, unless otherwise scheduled by the church. The pastor and deacons shall administer the Lord's Supper and the deacons shall be responsible for the physical preparations.

# **ARTICLE FOUR** **CHURCH MEETINGS**

## **Section 1: Worship Services**

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for worship. The pastor shall direct the services. Other than ministries for youth and children, no other activities will take place during regular worship time without specific prior approval of the pastor.

## **Section 2: Special Services**

Revival services and other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar and scheduled accordingly.

## **Section 3: Regular Business Meetings**

The church shall hold regular business meetings on the Wednesday night following the second Sunday on each month. The annual business meeting will be held in conjunction with the December regular business meeting for the election of church officers, standing committees, special committees, and any other offices of the church. The election of some officers may be held at some other regular or called meeting as set forth in these by-laws or at the discretion of the church. The pastor shall serve as moderator at all business meetings of the church. In the pastor's absence, the pastor or church may designate someone to preside. The pastor and chairman of the deacons may reschedule meetings when weather or other emergency so requires.

## **Section 4: Special Business Meetings**

The church may conduct called business meetings to consider matters of special nature and significance. Notice of a special called business meeting must be published and announced at least one week before the meeting is to take place, unless extreme urgency makes such notice impractical. The notice shall include the subject, date, time and place; and it must be given in a way that all resident members have opportunity to be made aware of the meeting.

## **Section 5: Quorum**

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

## **Section 6: Parliamentary Rules**

*Roberts Rules of Order, Revised*, is the authority for parliamentary rules of procedure for all business meetings of the church.

## **ARTICLE FIVE** **CHURCH FINANCES**

### **Section 1: Budget**

The treasurer, in consultation with the church budget and finance committee, shall prepare and submit to the church for approval an inclusive budget, indicating by item the amount needed for local and other expenses. It is understood that membership in this church involves financial obligation to support the church and its causes with regular proportionate gifts. Offering envelopes will be provided for members.

### **Section 2: Accounting Procedures**

All funds received for any and all purposes shall pass through the church treasurer, or secretary, and be properly recorded. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the budget and finance committee.

The treasurer or secretary shall provide an accurate accounting at the end of each year to those members who have contributed during the year.

### **Section 3: Fiscal Year**

The church fiscal year shall begin on January 1 and end on December 31.

## **ARTICLE SIX** **CHURCH POLICY HANDBOOK**

The church shall develop and keep updated a Church Handbook. This handbook shall be developed by a special committee as directed by the church. This handbook should include church policies and procedures, committees and their responsibilities, and organizational charts indicating lines of responsibility to be used in the administration of the church. The manual shall be maintained in the church office, updated by the church secretary and made available for use by any member of the church. Any church member or church organization may initiate suggested changes in the manual to the appropriate committee or recommend changes for the church to consider at any regular or called business meeting after notification as stated in Article 4 Section 4 of the by-laws.

**ARTICLE SEVEN**  
**AMENDMENTS**

Changes in the constitution and by-laws may be made at any regular or called business meeting of the church provided each amendment shall have been presented in writing and there is compliance with notice requirements as stated in Article 4 Section 4 of the by-laws. Amendments to the constitution and by-laws shall be by a two-thirds (2/3) vote of church members present.

**ARTICLE EIGHT**  
**DISSOLUTION**

In the event the church ceases to exist any remaining assets shall be conveyed to a similar non-profit organization qualifying for tax exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or as they may hereafter be amended.

**ARTICLE NINE**  
**SUNDRY RULES**

**Section 1: Solicitation of Funds**

No public collection of funds shall be solicited or taken unless collection shall have first been approved by the pastor and chairman of the deacons.

**Section 2: Defeated or Approved Questions**

Defeated or approved questions cannot, except by the consent of three-fourths (3/4) vote of the church, be renewed in less than six (6) months.

**ARTICLE TEN**  
**RATIFICATION**

The by-laws are hereby ordained and established for the First Baptist Church of Hughes Springs, Texas by vote of the membership on March 17, 2010.

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Deacon Chairman

