

ARTICLES OF AGREEMENT

(Revised, February 17, 2013)

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, for the purpose of forming a corporation under the laws of Missouri relating to benevolent and religious associations under Chapter 352 of the Missouri Revised Statutes and in connection with others, do hereby enter into the following Articles of Agreement, to wit:

ARTICLE I. NAME AND LOCATION:

The name of the Association shall be the FIRST BAPTIST CHURCH OF BOLIVAR, MISSOURI, and shall be located in the City of Bolivar, Polk County, Missouri.

ARTICLE II. DURATION:

The duration of the corporation shall be perpetual.

ARTICLE III. MEMBERSHIP:

Section I: All members of the voluntary Association known as the FIRST BAPTIST CHURCH OF BOLIVAR, MISSOURI, shall upon incorporation be deemed members of the corporation.

Section II: All other persons who publicly present themselves for membership shall be admitted upon compliance with the following requirements:

- a. Their acceptance of Jesus Christ as their Personal Savior, and:
- b. Their:
 - i. Obedience to Jesus Christ in the scriptural ordinance of baptism by immersion which shall be performed after giving satisfactory evidence of conversion to the Senior Pastor or other person performing the duties of the Senior Pastor of this church, or;
 - ii. Obedience to Him by being a member of another church of like faith and order that has similar requirements for membership as this church, if such other church shall furnish a Letter of Commendation regarding the applicant for membership, or;

iii. Obedience to Him by giving a satisfactory statement of his or her salvation experience and scriptural baptism by immersion and whose doctrinal belief is in essential accord with this church as contained in "The Baptist Faith and Message", a statement adopted by the Southern Baptist Convention in 1963, and:

c. Their compliance with any admittance procedures that may be set forth in the by-laws of the Church.

Section III: The standard of faith and practice of this church for all members shall be that as set forth in the New Testament and incorporated in the church covenant and articles of faith as outlined in "The Baptist Faith and Message", a statement adopted by the Southern Baptist Convention in 1963 or such other, amended, or additional statements as the Church in conference may adopt in the future.

Section IV: Membership in the Church may be terminated as provided in the by-laws. A person whose name has been removed from the membership role may be restored to membership by a majority vote of the Church in conference if the facts and circumstances justify in the judgment of the Senior Pastor or other person performing the duties of the Senior Pastor and the Fellowship of Deacons and they so recommend.

ARTICLE IV. CONTROL AND MANAGEMENT:

Section I: The government of this church shall be ultimately vested in the body of believers who compose its membership and it shall be subject to the control of no other ecclesiastical body.

Section II: Subject to the directions of the membership and of the by-laws adopted by the membership, the control of the secular activities of the church, including the management, alteration and protection of church property, maintenance of insurance, acquisition of property and construction of property shall be vested in a Board of Trustees consisting of six (6) members.

Section III: Subject to the approval of the membership and of the provisions of the by-laws of the corporation, the promotion of all other church programs and activities shall be the responsibility of the Fellowship of Deacons, the Church Leadership Council or the Church Committees as established or authorized in the by-laws, and in cooperation with the Senior Pastor and other staff members.

ARTICLE V. OBJECTS AND PURPOSES:

The objects and purposes of this association shall be to love God and love others by worshipping Almighty God (Psalm 122:1; Matthew 4:10; John 4:23-24); by searching the Bible for insight (Psalm 119:11, 105; Hebrews 4:12); by growing toward Christ's example (John 15: 1-8); by serving in the spirit of Christ (Matthew 20:28; John 13:3-5);

by nurturing each other through fellowship (Matthew 18:20; Hebrews 10:24-25); and by proclaiming the gospel to the whole world (Matthew 28:18-20). Incidental thereto and in connection therewith, it shall have the power and right to acquire, own, and convey any real estate or chattels or any right or interest therein as may be necessary for the furtherance of its purposes, including a place of worship, parsonage, cemetery, orphanage, Bible institute, parochial school, communications media, recreational facilities, educational facilities, or any other means available to carry out its purpose of propagating the Gospel of Jesus Christ. It may accept property, both real and personal, by gift, devise or otherwise.

ARTICLE VI. ADDITIONAL POWERS:

The association shall be a self governing body possessed of the right to call its Senior Pastor and staff, elect its Board of Trustees and other officers and committees, discipline its members and conduct its own services and church programs in accordance with this constitution or by-laws that the members shall adopt and its acceptance of the scriptures as interpreted essentially in accordance with the belief of the Baptist churches of the Southern Baptist Convention of which it is a member.

ARTICLE VII. USES DENIED:

The association shall not be used for business or political purposes or for the pecuniary profit of its members, and shall at all times comply with the provisions of Section 501-C (3) of the United States Revenue Code of 1954, as amended, or as the same may hereafter be amended from time to time, or the comparable section of any future United States Internal Revenue Code.

ARTICLE VIII. BY-LAWS AND REGULATIONS:

With the view of implementing the Baptist Doctrine of local autonomous church government, the present by-laws of the First Baptist Church of Bolivar, Missouri, a voluntary association, shall, upon incorporation, become the by-laws of the corporation except insofar as such by-laws may conflict with the provisions of this Article, in which event the Articles shall prevail; and except insofar as said by-laws shall be inconsistent with the provisions of the Missouri Statutes or Common Law, in which event the provisions of Law shall prevail over any provision of the by-laws that are inconsistent therewith. The by-laws may be amended in the following manner: (1) A member of the church may present a proposed amendment in writing at any regular business meeting. (2) The proposed amendment shall be automatically referred to the Church Leadership Council and Trustees who shall return it to the floor with its recommendation at a regular meeting or a special meeting called for the purpose held no fewer than thirty (30) days nor more than ninety (90) days from the date of presentation. (3) The Church Clerk shall cause to be published a notice of the proposed amendment and the time and place of the vote thereon in the Church's official publication mailed to the church membership not less than fifteen (15) days prior to such meeting. (4) To become effective, the amendment must be approved by a vote of three-fourths (3/4) of the members present and voting.

ARTICLE IX. MEETING OF MEMBERS:

In accordance with the resolution adopted by the members of the FIRST BAPTIST CHURCH OF BOLIVAR, MISSOURI, an Association, a copy of which is attached hereto and made a part hereof by reference, the present Board of Trustees shall call the initial meeting of members on the third Wednesday of the month immediately following the issuance of a Certificate of Incorporation by the Office of the Secretary of State of the State of Missouri and notice thereof shall be given in the Church bulletin more than one (1) week prior to such initial meeting, which notice shall be mailed to all members on the rolls of the Church whose addresses are known to the Church. Such meeting may be adjourned from time to time thereafter without further notice until all initial organizational matters shall be fully resolved.

ARTICLE X. DISSOLUTION:

Should the corporation be liquidated, dissolved or abandoned for any reason the property of the Association, including its proceeds and income therefrom shall not under any circumstances whatsoever enure to the benefit of any private person, but shall be distributed by the last Board of Trustees under the general supervisory control of the last membership, if any, to an organization operated exclusively for religious or educational purposes and which is exempt from taxation under Section 501-C(3) of the Internal Revenue Code of 1954, as amended, or as the same may hereafter be amended from time to time or under the comparable provision of any future United States Internal Revenue Code and which is affiliated with or which has adopted the faith and practice of the convention of churches known as the Southern Baptist Convention. In the event that there is no membership or Trustees available to perform such duties the property and affairs of the church shall be wound up and distributed by the Court having general equity jurisdiction in the County of Polk, State of Missouri, but distribution shall at all times be made to some organization that meets all the requirements of this article as nearly as may be practicable.

IN WITNESS WHEREOF, the parties have hereunto set our hands and seal this _____ day of _____, 2010.

Chairperson of the Board of Trustees

Clerk

Treasurer

**BYLAWS
OF
FIRST BAPTIST CHURCH
OF
BOLIVAR, MISSOURI**

(Revised, February 17, 2013)

ARTICLE I. MEMBERSHIP

Section 1. QUALIFICATIONS. The membership of this Church shall consist of persons who have received Jesus Christ as personal Savior and Lord, who have obeyed Him in the Scriptural ordinance of baptism by immersion and whose names appear on the membership roll of this Church.

Section 2. RECEPTION OF MEMBERS. Any person may be received into the membership of this Church as follows:

- a. **BAPTISM.** Any person may be received by baptism after giving satisfactory evidence of conversion.
- b. **LETTER.** Any person may be received on a letter of commendation from any church of like faith and order as set forth in Article III of the Articles of Agreement.
- c. **EXPERIENCE OR STATEMENT.** Any person may be received who gives a satisfactory statement of salvation experience and Scriptural baptism by immersion, and whose doctrinal belief is in essential accord with this Church as contained in the "Baptist Faith and Message" as adopted by the Southern Baptist Convention in 1963. Candidates for membership by experience or statement shall be voted upon in regular monthly business meeting after counseling with the Senior Pastor and Chairman of the Fellowship of Deacons and upon their recommendation.
- d. **RESTORATION.** Persons whose names have been removed from the membership roll may be restored to membership if the facts and circumstances justify, in the judgment of the Senior Pastor and the Fellowship of Deacons, and they so recommend.
- e. **WATCHCARE.** A member of any Christian church may be received under watchcare upon request while retaining membership in another church. A separate roll shall be maintained for those under watchcare. They shall have all privileges of the fellowship except voting in church business meeting and holding church office.

Section 3. DUTIES. Members are expected to be faithful in all the duties essential to the Christian life, to attend the services of this Church regularly (unless providentially hindered), to provide financial support for the Church and its causes, to share in and actively support the Church's spiritual undertakings, and to unite as soon as practicable with another church of like faith and order after moving to another community.

Section 4. RIGHTS. Each regular member shall be entitled to an equal voice and vote in the meetings of the Church.

Section 5. TERMINATION. Membership in this Church shall be terminated as follows:

- a. By death.
- b. By the Church granting, on proper request, a letter of commendation directed to any other church of like faith and order.
- c. By discipline vote of the Church, as provided in Article IV, Section 7.
- d. By voluntary withdrawal on receipt by the Church of a written request.
- e. Upon satisfactory evidence that a member has united with a church of another denomination.

ARTICLE II. OFFICERS, COMMITTEES, AND CHURCH LEADERSHIP COUNCIL

Section 1. QUALIFICATIONS. All officers, members of committees and members of the Church Leadership Council shall be regular members of this Church and shall, in the performance of their duties, adhere to the doctrinal positions as stated in the **Baptist Faith and Message** as adopted by the Southern Baptist Convention in 1963. This requirement also applies to all Sunday School teachers.

Section 2. OFFICERS AND ASSISTANTS. The Scriptural officers of this Church shall be Senior Pastor and Deacons. The other officers of this Church shall be Moderator, Assistant Moderator, Clerk, Treasurer, Assistant Treasurer and Trustees, together with any necessary assistants whose number, manner of selection, terms of office, duties of office and compensation, if any, shall be determined by the Church.

Section 3. COMMITTEES. Certain special functions of this Church shall be performed through standing committees and special committees, each with definite duties and limitations of authority as provided in Article XIX and Article XX.

Section 4. CHURCH LEADERSHIP COUNCIL. All other functions not specifically assigned in these bylaws to officers, committees or the Church shall be under the direction and supervision of the Church Leadership Council.

ARTICLE III. SENIOR PASTOR

Section 1. SELECTION. A Senior Pastor shall be selected and called by the Church whenever a vacancy occurs.

Section 2. SENIOR PASTOR SEARCH COMMITTEE. In case of such vacancy, the Church shall elect from the Church membership a Senior Pastor Search Committee of seven (7) members, in four categories, consisting of one (1) representative each from the Fellowship of Deacons, senior age members, high school/college aged members, and four (4) representatives from the general church membership. The Fellowship of Deacons, at a special called business meeting on a Sunday morning, shall nominate two (2) persons for each Position on the Senior Pastor Search Committee, one male and one female, except for the deacon position, which would be two (2) males. Further nominations may be received from the floor, for any particular category, during the business meeting when the deacon nominations are made. Those nominated would be placed on the ballot in alphabetical order in the category in which they were nominated. The ballot shall be publicized in the church newsletter for two weeks prior to the vote. The vote shall be by secret ballot during Sunday morning services two weeks following the nominations. The elected committee shall include at least three members of each gender. The nominee receiving the most votes in the Fellowship of Deacons, senior aged and high school/college categories shall stand elected. The four (4) people who receive the most votes from the general membership category shall stand elected unless there is a need to equalize the male/female ratio, then the person with the next highest number of votes who equalizes the gender ratio shall stand elected. The Senior Pastor Search Committee shall elect its own chairperson. After election by the Church, the committee shall endeavor prayerfully to select a prospective pastor to present to the Church. The Church shall be properly informed as to the progress of the Senior Pastor Search Committee through monthly reports to the Church.

Section 3. Only one person at a time shall be recommended by the committee to the Church. Two (2) weeks' notice shall be given to the Church prior to the business meeting in which the vote is taken. The vote shall be taken by secret ballot at a special business meeting called for that purpose during the regular Sunday morning worship services. The recommendation to call a pastor must be approved by an affirmative vote of three-fourths (3/4) of those members voting in order to constitute a call.

Section 4. DUTIES. It shall be the responsibility of the Senior Pastor to lead the Church and direct in the coordination of its program and to perform the various other duties pertaining to his office as set forth in the Word of God. The Senior Pastor shall serve as ex-officio member of all committees and organizations of the Church and as the Chair of the Church Leadership Council. The Senior Pastor is responsible for the administrative direction of the entire Church staff. At such times as the Church is without a Senior Pastor the Fellowship of Deacons shall select an administrative officer for the interim.

Section 5. VOLUNTARY TERMINATION. The Senior Pastor shall serve for an indefinite period of time. The relationship between the Pastor and the Church may be

dissolved at the option of either party by giving two (2) months' written notice or otherwise on such terms as may be mutually acceptable.

Section 6. INVOLUNTARY TERMINATION. Whenever fifty members from as many different families join in written request to the Fellowship of Deacons for a change of senior pastor, it shall then be the duty of the chairman of the Fellowship of Deacons to call a special meeting of the Church. Fifteen (15) days' previous notice of such meeting shall be given by mail to each church member; and, if at said meeting a majority of the members present and voting by written ballot, vote for a change of pastor, it shall be the duty of the clerk to so notify the senior pastor and to request immediate resignation to become effective from date of notification. Failure of the senior pastor to comply with the request shall constitute sufficient grounds for the Fellowship of Deacons to declare the office vacant. The senior pastor shall be extended two (2) months' severance pay after the effective date of his resignation.

ARTICLE IV. DEACONS

Section 1. QUALIFICATIONS. The Fellowship of Deacons shall consist of ordained men who meet the scriptural qualifications found in I Timothy 3:8-12 and who are elected by the Church as active deacons. It is the goal of the Church to seek to have the Fellowship of Deacons consist of at least one (1) Deacon for each 15 resident church member family units or major fraction thereof. Each two (2) unmarried college students are treated as one family unit unless they are included in their own family.

Section 2. CATEGORIES OF DEACONS AND TERM OF OFFICE.

- a. Active deacons: Active deacons shall serve in the Fellowship of Deacons until January 1st following their election by the Church and then for a four year term thereafter. Active deacons serving at the time of the adoption of this By-law shall serve their previously elected term.
- b. Inactive deacons: Active deacons shall go on inactive status after having served as an active deacon for a full term. After serving a full term as an active deacon, a deacon shall be assigned to inactive status and is immediately eligible for re-election to active status in accordance with the election procedures set forth herein. Inactive deacons may continue to help in the Deacon Family Ministries Program and serve the Lord's Supper.
- c. Emeritus Deacons. This category is an honorary position, which is available for Deacons who are no longer able to serve as active deacons due to health reasons. Emeritus Deacons may be elected to this permanent status by Church vote. Deacons in this category must request this status and be recommended to the Church by the Fellowship of Deacons and Church Nominating Committee. Emeritus Deacons may continue to help in the Deacon Family Ministries Program and serve the Lord's Supper.

Section 3. NOMINATION AND ELECTION.

- a. Proposal of Nomination. Any Church member may propose the nomination of another member who has been a member of the Church for not less than one (1) year to serve as an active deacon. The proposed nomination shall be initiated by the completion of the Active Deacon Nomination Form and submitting the same to the Secretary of the Fellowship of Deacons through the Church office.
- b. Submission of Active Deacon Nomination Forms to Fellowship of Deacons. The Secretary of the Fellowship of Deacons shall cause all Active Deacon Nomination Forms submitted to be brought before the Fellowship of Deacons for consideration before contacting the proposed nominee concerning being nominated as an active deacon. The Fellowship of Deacons shall discuss and consider in strict confidence each proposed nominee. Any proposed nominee receiving an eighty percent (80%) affirmative vote of those active deacons considering his proposed nomination shall be contacted for further consideration as hereinafter provided. The church member who submitted the Active Deacon Nomination Form for a proposed nominee who will not be contacted for further consideration shall be notified that no further action shall be taken on the proposed nominee.
- c. Contact of Proposed Nominee. A proposed nominee approved for further consideration by the Fellowship of Deacons shall be contacted and informed of his proposed nomination. If a proposed nominee indicates an unwillingness to be further considered for nomination as an active deacon the church member who submitted the Active Deacon Nomination Form for such proposed nominee shall be notified that no further action shall be taken on the proposed nominee.
- d. Initial Interview with Proposed Nominee Without Prior Service. If a proposed nominee who has not previously served as an active deacon with this Church indicates a willingness to be further considered for nomination, an initial interview with the proposed nominee shall be scheduled. This interview shall be conducted by the Senior Pastor and a deacon officer. If possible, the interview shall occur in the home of the proposed nominee, include a discussion with the wife of the proposed nominee and shall include an explanation of the duties and responsibilities of being a deacon. If a proposed nominee indicates an unwillingness to be further considered for nomination as an active deacon following this initial interview, the church member who submitted the Active Deacon Nomination Form for such proposed nominee shall be notified that no further action shall be taken on the proposed nominee.
- e. Letter of Recommendation of Previous Service. If a proposed nominee who has previously served as a deacon with another Church indicates a

willingness to be further considered for nomination then, in addition to the interview set forth in (d), the Secretary of the Fellowship of Deacons shall request a letter of recommendation from the last immediate church of deacon service of such proposed nominee. There shall be no obligation to constitute as an active deacon one who comes into the membership of this Church from another Church in which he has served as deacon.

- f. Interview with Fellowship of Deacons. Every proposed nominee who indicates a willingness to be further considered for nomination following the initial interview, if required, or otherwise shall be interviewed separately by the Fellowship of Deacons. All matters discussed during this interview shall be held in strict confidence by all parties participating in the interview. Every proposed nominee shall be given a copy of the Standard Areas of Discussion for Interview with Fellowship of Deacons Form at least one (1) week preceding the interview. The interview shall be as extensive or as cursory as the Fellowship of Deacons deems necessary to determine the qualifications of any proposed nominee to serve as an active deacon of the Church. If a proposed nominee indicates an unwillingness to be further considered for nomination as an active deacon during or following this interview, the church member who submitted the Active Deacon Nomination Form for such proposed nominee shall be notified that no further action shall be taken on the proposed nominee
- g. Nomination as Active Deacon. Any proposed nominee receiving an eighty percent (80%) affirmative vote of those active deacons considering his proposed nomination following his interview with the Fellowship of Deacons shall stand nominated as an active deacon. The nominee shall be submitted to the Church for consideration of election as an active deacon at the next regularly scheduled Family Business meeting of the Church following nomination. If a proposed nominee fails to receive the necessary affirmative vote to become a nominee for active deacon, the church member who submitted the Active Deacon Nomination Form for such proposed nominee and the proposed nominee shall each be notified that no further action shall be taken on the proposed nominee.
- h. Election as Active Deacon. Any nominee receiving eighty percent (80%) affirmative vote of those church members voting upon his nomination as an active deacon shall stand elected as an active deacon to serve in the Fellowship of Deacons until the following January 1st and then for a four year term thereafter.
- i. Ordination of Newly Elected Deacon. If any newly elected deacon has not previously been ordained as a deacon, his ordination shall be scheduled by the Church within a reasonable time after his election.

Section 4. ORGANIZATION. Prior to the November meeting of the Fellowship of Deacons each year, the Chairman of the Fellowship of Deacons shall appoint a Deacon Nominating Committee of three (3) Deacons. The Chairman of the Fellowship of Deacons shall serve as an ex-officio member of such nominating committee. Such committee shall present for election at or prior to the December meeting of the Fellowship of Deacons one (1) nominee each for Chairman, Vice-Chairman, Secretary, Hospital Visitation Chairman and Family Ministries Chairman of the Fellowship of Deacons having first notified the Fellowship of Deacons in writing of these nominees. Additional nominations for each of said offices may be made from the floor of the Fellowship of Deacons. Balloting shall be in writing by secret ballot for any office for which one or more additional nominations are made from the floor.

The acceptance of nomination and election as Vice-Chairman of the Fellowship of Deacons shall include a willingness to be nominated and, if elected, serving as Chairman of the Fellowship of Deacons for the year immediately following service as Vice-Chairman.

The Officers so elected shall serve for a one (1) year term commencing on January 1st following their election. The Chairman of the Fellowship of Deacons shall not serve as Chairman of any standing committee or as Chairman of Trustees.

Section 5. DUTIES. The Deacons shall cooperate with the Senior Pastor and assist him in the discharge of his duties. They shall also cooperate with the Senior Pastor in the direction of the affairs of the Church and shall recommend policies for the Church subject to ratification by the Church in business session. They shall actively promote and participate in the visitation of the Church family and minister to the sick, poor and distressed in the community. They shall be concerned for and assist the Senior Pastor with the spiritual welfare of the Church body.

Section 6. MEETINGS. The Fellowship of Deacons shall meet on a regular basis, and special meetings may be held as often as necessary and at such times as may be desirable on call of the Senior Pastor, Chairman of the Fellowship of Deacons or, in the absence of the Senior Pastor and said Chairman, the Vice-Chairman or a majority of the Fellowship of Deacons.

Section 7. DISCIPLINE.

- a. **RESPONSIBILITY OF DEACONS.** The Fellowship of Deacons shall consider all discipline matters of the Church.
- b. **CONDUCT AFFECTING THE CHURCH.** The Fellowship of Deacons, or a sub-group thereof appointed by the Chairman of the Fellowship of Deacons, shall seek an interview with any member violating his or her covenant obligations or engaging in any misconduct serving to bring reproach upon the Church, and shall endeavor to restore such member to the path of duty. Failing to obtain satisfactory evidence and assurance of repentance and reformation, any offender may be reported by the Fellowship of Deacons to the church for discipline after any such member

shall have been afforded an opportunity to appear in his own behalf before the Fellowship of Deacons.

- c. GRIEVANCES AMONG MEMBERS. In all cases of grievances involving members, any charge made shall be in writing and shall be submitted to the Fellowship of Deacons for such action as is deemed proper. The offender or offenders shall be dealt with by the Fellowship of Deacons in accordance with Chapter 18 of the Gospel of Matthew, and only thereafter may the Fellowship of Deacons make any report or recommendation to the Church on any such charge. Under no circumstances shall the Fellowship of Deacons recommend that any member be censured or excluded from the church membership at the same meeting at which any charge is brought against such member. In all cases, persons accused shall be given an opportunity to appear before the Fellowship of Deacons and be heard in defense.

ARTICLE V. MODERATOR

Section 1. ELECTION AND TERM OF OFFICE. The Church shall elect a Moderator annually at or before the November business meeting in accordance with Article XIX, Section 2. The person nominated as Moderator shall be a church member who is an active participant in at least two (2) organizations of the church. The Moderator shall not serve as the chairperson of any church organization or the chairperson of any committee during his/her term as Moderator. The Moderator shall serve a term of one (1) year from January 1 to December 31. The Moderator may be elected for additional terms, but may not serve more than two consecutive terms. The Moderator shall not serve as the chairperson of any standing committee during his/her term as Moderator.

Section 2. DUTIES. The moderator shall preside over all regular and called business meetings of the church.

ARTICLE VI. ASSISTANT MODERATOR

Section 1. ELECTION AND TERM OF OFFICE. The Church shall elect an Assistant Moderator annually at or before the November business meeting in accordance with Article XIX, Section 2. The person nominated as Assistant Moderator shall be a church member who is an active participant in at least two (2) organizations of the church. The Assistant Moderator shall serve a term of one (1) year from January 1 to December 31. The Assistant Moderator may be elected for additional terms, but may not serve more than two consecutive terms. The Assistant Moderator shall not serve as the chairperson of any standing committee during his/her term as Moderator.

Section 2. DUTIES. The Assistant Moderator shall preside at any regular or called business meeting of the church in the absence of the Moderator.

ARTICLE VII. CLERK

Section 1. ELECTION AND TERM OF OFFICE. The Church shall elect a Clerk annually at or before the November business meeting in accordance with Article XIX, Section 2. The clerk shall serve a term of one (1) year from January 1 to December 31. The clerk may be elected for additional terms. In the absence of the Clerk, a temporary clerk shall be appointed by the Moderator.

Section 2. DUTIES. The Clerk shall keep a correct record of all business proceedings of the Church. The Clerk shall file or caused to be filed records of all business meetings of the Church in a safe place in the church office. These minutes shall be open to any member during normal office hours and may not be removed from the church office. The Clerk may be assisted in the duties of this office by support staff as designated by the appropriate ministry staff member.

ARTICLE VIII. TREASURER

Section 1. ELECTION AND TERM OF OFFICE. The Church shall elect a Treasurer and Assistant Treasurer annually at or before the November business meeting in accordance with Article XIX, Section 2. The Treasurer and Assistant Treasurer shall serve a term of one (1) year from January 1 to December 31. The Treasurer and Assistant Treasurer may be elected for additional terms, but may not serve more than three consecutive terms.

Section 2. DUTIES. The Treasurer and Assistant Treasurer shall keep the monies of the Church and pay out the same in accordance with the instructions of the Church. The Treasurer shall present monthly and annual reports of the condition of the treasury. The Treasurer's report shall be substantiated by all necessary vouchers. The Assistant Treasurer shall perform the duties of the Treasurer in the absence of the Treasurer. The Treasurer may be assisted in the duties of this office by support staff as designated by the appropriate ministry staff member.

ARTICLE IX. TRUSTEES

Section 1. NUMBER, ELECTION AND TERM. In accordance with Article XIX, Section 2, the Church shall elect six (6) of its members as Trustees for a term of three (3) years or until their successors are elected. The terms of two (2) Trustees shall expire each year, and their positions shall be filled by election each year. No Trustee whose term expires shall be eligible for re-election thereafter until one (1) year shall have passed, provided, however, any Trustee serving less than one (1) year of an unexpired term of a Trustee who was regularly elected shall be eligible for re-election. Trustees shall serve from January 1 to December 31 of each year.

Section 2. CHAIRPERSON. On nomination by the nominating committee of the Church, one (1) of the six (6) Trustees shall be elected by the Church each year as Chairperson of the Trustees.

Section 3. ORGANIZATION. At the meeting of the Trustees in January of each year, the Trustees shall elect from their number a Vice-Chairperson and a Secretary. No Trustee shall serve in more than one (1) office of the Trustees at the same time

Section 4. DUTIES. The Trustees shall:

- a. Hold legal title to the property of the Church for and on behalf of the Church.
- b. Take or cause to be taken all necessary measures for the management and protection of the Church property, including the maintenance of adequate insurance thereon.
- c. Recommend to the Church, the acquisition of additional property and the making of capital improvements, as they deem necessary or advisable by the Trustees from time to time. Subject to proper authorization by the Church, the Trustees shall have the sole right and power to execute instruments and documents creating debts and obligations binding on the Church.
- d. Recommend policies for the use of Church facilities and equipment.
- e. Represent the Church to those seeking to use the building or equipment in accordance with Church policy.
- f. Formulate and bring joint recommendations with the Church Leadership Council for the amendment to the Articles of Agreement and these Bylaws for Church consideration and vote.

Section 5. MEETINGS. Meetings of the Trustees shall be held as often as necessary and at such times as may be desirable on call of the Senior Pastor or Chairperson of the Trustees or, in the absence of the Senior Pastor and said Chairperson, the Vice-Chairperson or a majority of the Trustees.

Section 6. QUORUM. A quorum of the Trustees shall consist of four (4) Trustees.

Section 7. VOTING. All actions by the Trustees shall be by a majority vote of the total number of Trustees.

ARTICLE X. CHURCH STAFF

Section 1. CHURCH STAFF. The Church staff shall include the Ministry Staff, the office personnel and all other employees of the Church. The Ministry Staff shall consist of the Senior Pastor, and such other ministry personnel as may be called by the Church. As its needs may require, the Church shall create salaried positions on the Church staff for the efficient operation of its total program.

Section 2. MEMBERSHIP. All members of the Ministry staff shall be members of the Church unless the Church shall vote otherwise.

Section 3. SELECTION. Members of the Ministry Staff, except the Senior Pastor, shall be selected by the Church on recommendation of the Personnel Committee and the Fellowship of Deacons. If the staff person to be assigned to the duty of administration by the Personnel Committee is not a member or proposed member of the Ministry Staff, he or she shall be employed by the Personnel Committee. The office personnel and other employees of the Church shall be employed by the staff person assigned to the duty of administration and reported to the Personnel Committee as outlined in Article XIX, Section 3.

Section 4. STAFF REORGANIZATION. Church approval shall be required for any staff reorganization recommended by the Personnel Committee that the Fellowship of Deacons determines involves a substantial change.

Section 5. TERMINATION. The relationship between each member of the Ministry Staff and the Church may be dissolved at the option of such member by giving written notice on such terms as may be mutually acceptable. The relationship between the Church and all employees of the Church, except the Senior Pastor, may be terminated by the Personnel Committee as provided in Article XIX, Section 3.

Section 6. LIMITATIONS. No member of the Church Staff, except the Senior Pastor, as provided in Article III, Section 2, shall serve on the Fellowship of Deacons, Trustees, Personnel Committee, Finance Committee or Nominating Committee.

ARTICLE XI. CHURCH LEADERSHIP COUNCIL

Section 1. MEMBERSHIP. The Church Leadership Council shall consist of the following:

- a. The Chairs of the Trustees, Deacons, Nominating Committee, Finance Committee, and Personnel Committee.
- b. The Senior Pastor and four other staff as designated by the Senior Pastor.
- c. Three Church members at-large who would serve on three-year rotating terms. The Nominating Committee shall nominate three members at-large to the Church Leadership Council and chairs of the standing committees to be elected by the Church. Such nominations shall be made with a view toward balancing the Church Leadership Council in terms of gender and age. The term for the at-large members shall run from January 1st to December 31st of each year. The initial at-large positions shall be for a 1-year, 2-year, and 3-year term in order to have rotating membership. Thereafter each new position shall be for a 3-year term. No person may serve more than 2 consecutive terms as an at-large member. The position of any at-large Church member who ceases Church membership for any reason shall automatically be vacant without any further action being

necessary. Following a nomination by the nominating committee, the unexpired term of any at-large Church member caused by a vacancy for any reason shall be filled through election by the Church.

Section 2. ORGANIZATION. The Senior Pastor shall be the Chair of the Church Leadership Council. The Church Leadership Council shall organize and elect other officers and subcommittees from the Church Leadership Council membership as they deem necessary. If the office of Senior Pastor shall become vacant, the administrative officer selected by the Fellowship of Deacons, pursuant to Article III Section 4, shall fill any vacancy of the Senior Pastor and shall become the Chair of the Church Leadership Council.

Section 3. DUTIES. The duties of the Church Leadership Council shall be:

- a. Develop and recommend to the church updates to the existing strategic plan
- b. Develop and recommend an annual ministry plan which includes annual goals and objectives in accordance with the strategic plan
- c. Initiate, implement and coordinate ministries and programs of the church and approve all ministry and program leaders
- d. Coordinate and approve recommendations from the standing committees before they go to the church, with the exception of the nomination of any member of the Church Leadership Council.
- e. Review and revise written policies and procedures regarding the work of committees and ministry teams
- f. Recommend to the church establishment of new committees
- g. Approve Ministry Teams and set guidelines for the scope of their work and ministry including approving the chair
- h. Maintain a list of Ministry Teams in the Church Policy Manual along with a description of the Team duties and guidelines
- i. Formulate and bring joint recommendations with the Trustees for changes to the Articles of Agreement and By-laws to the church for consideration and vote
- j. Develop and implement the agenda for church business meetings
- k. All other functions not specifically assigned in these bylaws to officers, committees or the Church shall be under the direction and supervision of the Church Leadership Council.

Section 4. CHURCH ACTION. Notwithstanding any other provisions in this Article, which may be hereafter construed in any manner to the contrary, Church approval is required for the following actions, in addition to any other actions requiring Church approval within these By-laws:

- a. Filling of all Ministry Staff positions.
- b. Voting on recommendations from the Nominating Committee.
- c. Appointing Special Committees.
- d. Adopting an annual ministry plan and annual budget.
- e. Voting on changes to the Articles of Agreement, By-laws and Strategic Plan.
- f. Borrowing money.
- g. Purchasing of real estate.
- h. Approving the commencement of any project (other than routine maintenance needs) exceeding 1.5% of the current annual budget.
- i. Electing and dismissing church members
- j. Granting of transfer of letters.

Section 5. CONFLICT. Any person desiring to challenge a decision of the Church Leadership Council shall submit a signed, written challenge to the Church Leadership Council to seek resolution. The Church Leadership Council shall meet with the person desiring to challenge the decision within 45 days. If no resolution to the challenge is reached at that meeting then a motion may be brought to the Church at a business meeting. This motion shall be automatically referred to the Fellowship of Deacons who shall make a recommendation regarding the motion prior to a vote by the Church pursuant to Article XIV Section 3.

ARTICLE XII. MINISTRY TEAMS

Section 1. FUNCTION.

- a. The church shall have such ministry teams as necessary to meet its annual goals and objectives in accordance with the Church's strategic plan.
- b. A Church member that wishes the Church Leadership Council to explore starting a new ministry team shall file a written request with the Church Leadership Council. The Church Leadership Council shall respond to a request for a new ministry team within 60 days of receiving the request.

- c. All curriculum materials used by ministry teams must be approved by the Church Leadership Council.

Section 2. MEMBERSHIP.

- a. Each ministry team shall have a minimum of three persons who are Church members and who are appointed by the Church Leadership Council.
- b. The Team Leader must be a church member, appointed by the Church Leadership Council.
- c. Persons may join ministry teams by making application to the Team Leader and approval by a majority of the members of that ministry team.
- d. Ministry team members must be members or regular attendees of this church
- e. Team members serve on a non-rotating basis and may join or leave a Ministry Team at any time.
- f. Each Ministry Team shall have a Church Staff member as designated by the Church Leadership Council to serve as a liaison through whom the work of the Ministry Team and its budget, if any, shall be coordinated by the Church Leadership Council with other Church work. Such Church Staff member may be assigned by the Church Leadership Council, from time to time in coordination with and the agreement of the Senior Pastor and the Personnel Committee, such other duties and responsibilities related to the ministry area as deemed necessary and appropriate by the Church Leadership Council.
- g. Continued service on a Ministry Team by a Team Leader or Member is subject to the pleasure of the Church Leadership Council. Before removing a Team Leader or Member from a Ministry Team, however, the Church Leadership Council shall first give that person the opportunity to meet and discuss with the Church Leadership Council the issues giving rise to such proposed removal.

ARTICLE XIII. GOVERNMENT

Section 1. TERMS OF ELECTIVE OFFICES. Except as herein otherwise provided, the term of all elective offices shall be for one (1) year. Each elective officer shall hold office until a successor shall have been duly elected.

Section 2. ELECTION OF MESSENGERS. At any business meeting or regular worship service, and without notice, the Church may select Church messengers to any association or convention meeting.

Section 3. NOTICES. Before taking any action of which notice is required to be given by these Bylaws, such notice shall be given, unless otherwise provided in these Bylaws, in writing in two weekly church bulletins preceding the business meeting. All motions to be brought by committees shall be published and made available to the Church at least one week prior to the business meeting.

Section 4. QUORUM. Unless otherwise provided in these Bylaws, a quorum of any committee, organization or duly constituted body of the Church for the transaction of business shall consist of a majority of the total members of any such committee, organization or duly constituted body of the Church.

Section 5. VOTING. Unless otherwise provided in these Bylaws, all actions by the Church shall be by affirmative vote of a majority of the Church members voting at any meeting provided by Article XIV and all actions by any committee, organization or duly constituted body of the Church shall be by affirmative vote of a majority of the members attending any meeting of this body, given a quorum has first been met.

The following votes shall be taken by written ballot during Sunday morning worship service(s) after having been presented and discussed at a prior business meeting:
Approval of the annual budget; Acquisition of real estate; and Building projects.

The vote(s) to call a senior pastor or any ministry staff member shall be taken by written ballot during Sunday morning worship service(s) following previous opportunity for discussion and questions with the candidate.

Any member who will not be present for a vote may cast an absentee ballot in the church office prior to the vote.

Section 6. MINUTES AND FILING. Every committee, organization or duly constituted body of the Church shall keep accurate minutes of all meetings and shall file a copy thereof with the Church office.

Section 7. RULES OF ORDER. All proceedings of the Church or any committee or organization thereof shall be conducted in conformity with the usual parliamentary procedure as set forth in Robert's Rules of Order unless inconsistent with the rules laid down herein.

ARTICLE XIV. MEETINGS

Section 1. REGULAR WORSHIP SERVICES. Public worship services shall be held each Sunday, both morning and evening, customarily, and a mid-week prayer service shall be held ordinarily on Wednesday evening of each week. Sunday School normally shall be held each Sunday morning.

Section 2. SPECIAL RELIGIOUS SERVICES. Special religious services may be held as called by the Senior Pastor, by the Fellowship of Deacons or by vote of the Church.

Section 3. BUSINESS MEETING. Regular and special business meetings of the Church shall be held and conducted as follows:

- a. Regular business meetings of the Church shall be held at least once each calendar quarter on the Church premises as scheduled by the Church Leadership Council.
- b. Special business meetings of the Church may be called by the Senior Pastor, by the Chairman of the Fellowship of Deacons, by a majority of the Fellowship of Deacons, or by a majority of the Church Leadership Council.
- c. Unless otherwise provided by these Bylaws, notice of any special business meeting may be given at the service preceding the service at which the special meeting is to be held, provided at least two (2) days' notice is given.
- d. All special business meetings of the Church shall be held on the Church premises at the appointed time of a regular Sunday worship service of the Church.
- e. All matters transacted at any regular or special business meeting of the Church shall have first been considered and acted upon by (i) the proper committee and the Church Leadership Council or (ii) the Fellowship of Deacons. Any other proposal or suggestion for action made at any such regular or special business meeting, the subject of which has not been considered and acted upon by the aforementioned groups, shall automatically be referred to (i) the proper committee and the Church Leadership Council or (ii) the Fellowship of Deacons for consideration. The committee and the Church Leadership Council or the Fellowship of Deacons shall return the motion to the floor with its recommendation at a regular meeting, or a special meeting called for that purpose, held no fewer than twenty-five (25) days nor more than ninety (90) days from the date of presentation.
- f. Any proposed amendment to a motion under consideration, which receives a second, shall automatically be referred to the appropriate committee and Church Leadership Council or Fellowship of Deacons for consideration. However, the original motion shall be voted on in that meeting if otherwise in order. The committee, Church Leadership Council or Fellowship of Deacons shall return the proposed amendment to the floor with its recommendation on the amendment at a regular meeting, or a special meeting called for that purpose, held no fewer than twenty-five (25) days nor more than ninety (90) days from the date of presentation. If the amendment passes, the original motion, if still pending, shall stand amended, or if previously passed, the action authorized by such passage, if not already executed, shall be amended accordingly.

- g. For the transaction of business at any regular or special business meeting of the Church a quorum shall consist of fifty (50) members of the Church unless otherwise provided in these Bylaws.
- h. The Moderator shall preside at all business meetings of the church. An Assistant Moderator shall be elected annually to serve in the Moderator's absence or at his request. In the absence of the Moderator and the Assistant Moderator, the Chairman of the Fellowship of Deacons shall serve as moderator. In the absence of the Moderator, Assistant Moderator, and the Chairman of the Fellowship of Deacons, the Church Clerk shall call any such regular or special business meeting of the Church to order and a moderator pro-tem shall be elected by the Church.

ARTICLE XV. FISCAL POLICY

Section 1. FISCAL YEAR. For fiscal purposes, the Church year shall be from January 1 through December 31.

Section 2. TITHE. The tithe is hereby affirmed and adopted as the scriptural mode of financing the Church and its program.

Section 3. GIFTS AND DISBURSEMENTS. The financial needs of the Church, including all organizations or duly constituted bodies thereof and causes fostered by it, shall be supported by voluntary, free-will gifts. All such gifts shall be paid into the Church treasury, and all disbursements from the Church treasury shall be made only in accordance with instructions from the Church.

Section 4. BUDGET. The Church shall operate on a budget determined and adopted by the Church. The Finance Committee shall prepare for the consideration of the Church, in accordance with Article XI Section 3(d), a proposed budget showing the estimated or contemplated expenditures for all purposes during the succeeding calendar year all in accordance with the annual ministry plan for that year. The budget shall then be submitted to the Church for approval at the November business meeting of the Church, but shall not be voted upon until the annual ministry plan for that budget year has been approved by the Church.

Section 5. LIMITATIONS. No debt, commitment or other non-budgeted obligation shall be incurred without specific prior approval by the Church except emergency repair or maintenance needs as determined by the Trustees and the Church Leadership Council.

Section 6. NON-BUDGETED MATTERS. Any proposal for collecting special funds by the Church or any organization or duly constituted body thereof for disbursement for a non-budgeted cause shall require specific prior approval by the Church Leadership Council. The Church Leadership Council shall enact procedures establishing adequate internal control over all non-budgeted funds. Such procedures shall prevent temporary borrowing from contributor-designated or restricted funds and shall establish maximum expenditures for each type of non-budgeted fund, which may be encumbered without church approval.

Section 7. SALARIES. The salaries of all compensated personnel of the Church shall be determined annually by the Church after recommendation by the Personnel and Finance Committees.

Section 8. INSPECTION FISCAL OF RECORDS. All books, records, and accounts of the Church shall be open to inspection at all times by any member of the Church except that all pledge cards, gifts or payments by any person to the Church, either upon pledges or otherwise, shall be kept confidential and shall be open to inspection only by the Senior Pastor and the Financial Secretary of the Church.

Section 9. ANNUAL EVALUATION OF FINANCIAL RECORDS AND PROCEDURES. The Finance Committee shall cause the financial records and internal control procedures of the church to be examined by an appropriately qualified accounting professional (Certified Public Accountant) independent of church staff and financial committees. A professional audit may be petitioned by the congregation or may be necessary if a qualified accounting professional is not available to voluntarily evaluate the financial records and procedures.

ARTICLE XVI. COOPERATION

Section 1. SCOPE. This Church shall cooperate voluntarily with other Baptist churches of like faith and order through conventions, associations and the like, organized for and devoted to the propagation of the gospel, religious education, healing of the sick, benevolence and other efforts for advancing the Kingdom of God.

Section 2. METHOD. Such cooperation may be manifested by:

- a. Contribution of money through the regular treasuries of such organizations or directly to the causes fostered by them.
- b. Electing and sending messengers to participate in their deliberations.
- c. Making available the services of its Senior Pastor and members when invited so to do as officers and members of boards, committees and the like.
- d. Adopting at a regular business meeting, if the Church deems proper, such recommendations or actions as may have been made or taken by any such convention, association or like organization.

Section 3. SOVEREIGNTY. This Church may make common enterprise with other churches, denominations and institutions in the promotion of moral, benevolent and religious causes. In such cooperation, however, this Church shall retain its full independence of action and government and shall not compromise any of its doctrine or surrender any of its prerogatives, power or sovereignty.

Section 4. PRIORITY. The program of the Church and its regular worship and special religious services shall take precedence over any and all meetings, programs and the like of any Church organization or duly constituted body thereof, either on or off the Church premises, unless by Church action or common consent it is deemed desirable to join with other churches or organizations in endeavors of common interest.

ARTICLE XVII. LICENSING AND ORDAINING TO THE GOSPEL MINISTRY

Section 1. LICENSING. Any member of the Church who, by his piety, zeal and gifts, gives evidence that he is called of God to the work of the ministry may, after investigation and recommendation by the Fellowship of Deacons, and by a vote of a majority of the members present and voting at any regular business meeting, be licensed by the Church to the Christian ministry.

Section 2. ORDAINING. When a church of like faith and order shall call to the gospel ministry as one of its staff a member or former member of this Church who possesses scriptural qualifications for ordination to the work of the gospel ministry and shall request in writing that he be ordained, this Church, on recommendation by the Fellowship of Deacons, shall consider such request. On recommendation by the Fellowship of Deacons, this Church also shall consider any request for ordination by any member of the Administrative Staff of this Church who possesses scriptural qualifications for ordination to the work of the gospel ministry. If the Church, by a vote of a majority of the members present and voting at a regular business meeting, approves any such request, the Senior Pastor shall assemble an ordaining council of ordained ministers of the gospel of like faith and order and Deacons of like faith and order, all of whom shall participate in the ceremony of ordaining such person to the gospel ministry in the name of and in the presence of the Church.

ARTICLE XVIII. ORDINANCES

Section 1. DESIGNATED. The ordinances of the Church, as set forth in the Holy Scriptures, are Baptism and the Lord's Supper.

Section 2. BAPTISM. The ordinance of Baptism shall be by immersion of the professed believer in water in obedience to the command of Christ. The Senior Pastor shall administer the ordinance, or authorize any ordained minister of like faith and order or member of this Church so to do.

Section 3. LORD'S SUPPER. The ordinance of the Lord's Supper shall be observed in accordance with the dictates of 1 Corinthians 11 at a regular worship service at least once each quarter or at such other time and place as the Fellowship of Deacons may sanction. The Senior Pastor or a Deacon shall preside at the table and shall be assisted in the preparation and serving of the Lord's Supper by a committee consisting of Deacons and wives of Deacons.

ARTICLE XIX. STANDING COMMITTEES

Section 1. FINANCE COMMITTEE.

- a. Membership. The Finance Committee shall consist of six (6) members of the Church, and the Church treasurer. All Finance Committee members shall be nominated by the Nominating Committee for a three-year term, with one-third (1/3) of their membership rotating off annually. Terms of members shall run from January 1 to December 31 of each year. No member of the Finance Committee shall be eligible for re-appointment thereon until one (1) year shall have passed after his or her successor has been appointed. Meetings of the Finance Committee shall be held as often as necessary and at such times as may be desirable on call of the Senior Pastor or Chairperson of the Finance Committee.
- b. Duties. The Finance Committee shall:
 - i. Prepare for the Church an annual budget showing the estimated or contemplated expenditures for all purposes during the succeeding calendar year. The budget shall then be submitted to the Church, in accordance with Article XI Section 3(d), for approval at the November business meeting of the Church.
 - ii. Determine ways and means of obtaining funds to carry on the work of the Church and shall have general supervision of the methods adopted for raising such funds.
 - iii. Control the expenditures of the Church funds and periodically, through a sub-committee, to examine and analyze expenditures in order to insure the disbursement of Church funds only for those purposes set forth in the budget or as otherwise expressly authorized.
 - iv. Enact procedures establishing adequate internal control over all church funds, with Church approval, in accordance with Article XI Section 3(d).
 - v. Select with Church approval, in accordance with Article XI Section 3(d), the bank or banks in which the Church funds shall be deposited;
 - vi. Cause proper bookkeeping records to be kept for all monies received by the Church and for accounts of the Church, including accounts for pledges made by individuals and groups so as to accurately reflect the amounts pledged, the amounts paid and the purpose for which each contribution was made;
 - vii. Cause financial statements to be made available monthly to every member of the Church;

- viii. Cause an annual evaluation of financial records and procedures pursuant to Article XV, Section 9;
- ix. Cause to be made monthly financial reports in writing, showing the receipts and budget disbursements of the Church.

Section 2. NOMINATING COMMITTEE.

- a. Membership. The Nominating Committee shall consist of six (6) members. Nominating Committee members shall be nominated by the Fellowship of Deacons at the November business meeting and shall be presented to the church for approval. All Nominating Committee members shall serve a three-year term, with one-third (1/3) of their membership rotating off annually. Terms of members shall run from January 1 to December 31 of each year. Each year the Nominating Committee shall select one of its members as the Chairperson. The Nominating Committee shall consist of church members who are active participants in at least two (2) organizations of the Church. No member of the Nominating Committee shall be eligible for re-appointment thereon until one (1) year shall have passed after his or her successor has been appointed.
- b. Duties. The Nominating Committee shall present the nominations for church officers at or before the November business meeting to begin serving January 1. Nominations for vacancies on all standing committees, together with the designation of chairs from existing committee members, shall be presented at the November business meeting to begin serving January 1. The Nominating Committee shall present nominations for at-large members of the Church Leadership Council in accordance with Article XI Section 1 at or before the November business meeting to begin serving January 1. All nominations brought to Church from the Nominating Committee must be made in accordance with Article XI Section 3(d) with the exception of the nomination of any member of the Church Leadership Council. The Nominating Committee will assist the staff with enlisting people to serve on ministry teams.

Section 3. PERSONNEL COMMITTEE.

- a. Membership. The Personnel Committee shall consist of six (6) members of the Church who are unrelated to all salaried employees of the Church and to all hourly employees working more than thirty (30) hours a week. All Personnel Committee members shall be nominated by the Nominating Committee for a three-year term, with one-third (1/3) of their membership rotating off annually. Terms of members shall run from January 1 to December 31 of each year. No member of the Personnel Committee shall be eligible for re-appointment thereon until one (1) year shall have passed after his or her successor has been appointed.

- b. Duties. The Committee shall:
- i. Work with the Senior Pastor and/or the person assigned the duty of administration of staff in all matters related to church staff administration and management.
 - ii. Study, determine and make recommendations at any time concerning any need for additional staff personnel in conjunction with the Ministry Staff person assigned the duty of administration of staff.
 - iii. Receive reports from the staff person assigned the duty of administration regarding the hiring of non-Ministry staff personnel.
 - iv. Seek and interview applicants, in conjunction with the Senior Pastor, for all positions on the Ministry staff of the Church except that of Senior Pastor and shall, with the approval of the Fellowship of Deacons, recommend to the Church, in accordance with Article XI Section 3(d), the employment of such person deemed best qualified for the position and the terms of such employment;
 - v. Take any action necessary, with prior approval of the Fellowship of Deacons, relating to the termination of employment of any member of the Ministry staff;
 - vi. Take any action necessary relating to the termination of employment of any member of the non-Ministry staff;
 - vii. Define the duties of all members of the Church staff;
 - viii. Consider annually and recommend to the Church through the Finance Committee any revision of salaries of all compensated personnel of the Church;
 - ix. Formulate and monitor policies relating to vacation, sick leave, personal leave, and other employee benefits.

ARTICLE XX. SPECIAL COMMITTEES

Section 1. NUMBER AND APPOINTMENT. The Nominating Committee shall nominate the members and chairpersons of any special committees as established by the Church.

Section 2. TERM AND DUTIES. Each special committee shall be appointed to serve until its purpose is accomplished or until the Church terminates such appointment. The activities of each such special committee shall be restricted within the scope of its duties and limitations of authority as provided and imposed by the Church.

ARTICLE XXI. AMENDMENT

Section 1. METHOD. These bylaws may be amended in either of the following methods: (1) A member of the church may present a proposed amendment in writing at any regular business meeting. Such proposed amendment shall be automatically referred to the Church Leadership Council and the Trustees who shall return it to the floor with its recommendation at a regular meeting or a special meeting called for that purpose held no fewer than thirty (30) days nor more than ninety (90) days from the date of presentation. (2) The Church Leadership Council and Trustees may jointly propose amendments either on their own joint initiative or at the suggestion of any church organization or church committee. The Church Clerk shall cause to be published a notice of the proposed amendment(s) and the time and place of the vote thereon in the Church's official publication mailed to the church membership not less than fifteen (15) days prior to such meeting. To become effective, the amendment must be approved by a vote of three-fourths (3/4) of the members present and voting.

An Index to Required Congregational Votes as Outlined by the Articles of Agreement and By-laws of First Baptist Church of Bolivar, Missouri

ARTICLES of Agreement

- **In regard to Membership:**
 - ARTICLE III, Section III, page 2: the standard of faith and practice as the Church in conference may adopt in the future.
 - ARTICLE III, Section IV, page 2: restoration of a terminated membership, as described in the by-laws and determined by Senior Pastor or other authorized person(s).
- **In regard to Control and Management:**
 - ARTICLE IV, Section II, page 2: control and management of secular activities using Church facilities as outlined in by-laws.
 - ARTICLE IV, Section III, page 2: promotion of Church programs and activities are subject to approval of membership and the provisions of the by-laws.
- **In regard to By-Laws and Regulations:**
 - ARTICLE VIII, page 3: $\frac{3}{4}$ of membership present at voting must approve amendments to by-laws.

By-laws

- **In regard to Membership Termination:**
 - ARTICLE I, Section 5, page 6: membership may be terminated by a discipline vote of the Church, per ARTICLE IV, Section 7.
 - **In regard to the Senior Pastor:**
 - ARTICLE III, Section 2, page 7: the call of a Senior Pastor shall require a secret ballot at a special business meeting called for that purpose during the regular Sunday morning worship services.
 - ARTICLE III, Section 6, page 8: the involuntary termination of a Senior Pastor requires a majority vote through written ballot.
 - **In regard to Deacons:**
 - ARTICLE IV, Section 1, page 8: Deacons are elected by the Church.
 - ARTICLE IV, Section 3, Subsection h, page 10: an 80% affirmative vote is required for the election of a Deacon.
 - **In regard to the position of Moderator:**
 - ARTICLE V, Section 1, page 12: the Church shall elect a Moderator.
 - **In regard to the position of Clerk:**
 - ARTICLE VII, Section 1, page 13: the Church shall elect a Clerk.
 - **In regard to the position of Treasurer:**
 - ARTICLE VIII, Section 1, page 13: the Church shall elect a Treasurer and Assistant Treasurer.
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- **In regard to Trustees:**

- ARTICLE IX, Section 1, page 13: the Church shall elect six (6) of its members as Trustees.
- ARTICLE IX, Section 2, page 13: one of the six (6) Trustees shall be elected by the Church each year as Chairperson of the Trustees.
- ARTICLE IX, Section 4, page 14: subject to the proper authorization of the Church, the Trustees have sole right and power to execute instruments and documents creating debts and obligations binding on the Church.
- **In regard to Church Staff:**
 - ARTICLE X, Section 1, page 14: The Ministry Staff shall consist of the Senior Pastor and other such other ministry personnel as may be called by the Church.
 - ARTICLE X, Section 3, page 15: Members of the Ministry Staff, except the Senior Pastor, shall be selected by the church.
 - ARTICLE X, Section 4, page 15: Church approval shall be required for any staff ... involves a substantial change.
- **In regard to the Church Leadership Council:**
 - ARTICLE XI, Section 1, subsection c, page 15: the Nominating Committee shall nominate three members-at-large to the Church Leadership Council and chairs of the standing committees to be elected by the Church.
 - ARTICLE XI, Section 4, page 17: notwithstanding other contrary provisions present or future, Church approval is required for the following actions, in addition to any other actions requiring Church approval per these by-laws:
 - filling of all Ministry Staff positions
 - voting on recommendations from the Nominating Committee
 - appointing Special Committees
 - adopting an annual ministry plan and annual budget
 - voting on the changes to the Articles of Agreement, By-laws, and Strategic Plan
 - borrowing money
 - purchasing real estate
 - approving the commencement of any project, other than routine maintenance needs, exceeding 1.5% of the [ministry's] current annual budget
 - electing and dismissing church members
 - granting transfer of letters
- **In regard to the Election of Messengers:**
 - ARTICLE XIII, Section 2, page 18: the Church may select Church Messengers to any association or convention meeting.
- **In regard to Fiscal Policy:**
 - ARTICLE XV, Section 4, page 21: the budget is determined and adopted by the Church.
 - ARTICLE XV, Section 5, page 21: no debt, commitment, or other non-budgeted obligation shall be incurred without specific prior approval by the Church except emergency repair or maintenance needs.

- ARTICLE XV, Section 6, page 22: the Finance Committee shall, with church approval, enact procedures establishing adequate internal control over all non-budgeted funds.
- ARTICLE XV, Section 7, page 22: the salaries of all compensated personnel of the Church shall be determined annually by the Church.
- **In regard to Cooperation:**
 - ARTICLE XVI, Section 2, subsection d, page 22: Adopting at regular business meeting, if the Church deems proper, such recommendations or actions as may have been made or taken by any such convention, association, or like organization.
 - ARTICLE XVI, Section 4, page 23: Church programs and services shall take precedence over any and all meetings, programs, and the like of any other group or body, unless by Church action or common consent it is deemed desirable to join with other churches or organizations in endeavors of common interest.
- **In regard to Licensing and Ordaining to the Gospel Ministry:**
 - ARTICLE XVII, Section 1, page 23: after investigation and recommendation by the Fellowship of Deacons, a vote of the majority of the members present and voting at any regular business meeting shall license a member to the ministry.
 - ARTICLE XVII, Section 2, page 23: ordination requires a vote of a majority of the members present and voting at a regular business meeting.
- **In regard to Standing Committees:**
 - Finance Committee:**
 - ARTICLE XIX, Section 1, subsection b, heading iv, page 24: the Finance Committee shall enact procedure establishing adequate internal control over all Church funds, with Church approval and in accordance with Article XI, Section 3d.
 - ARTICLE XIX, Section 1, subsection b, heading v, page 24: the Finance Committee shall select with Church approval in accordance with Article XI, Section 3d the bank or banks in which the Church funds shall be deposited.
 - Nominating Committee:**
 - ARTICLE XIX, Section 2, subsection a, page 25: Nominating Committee members shall be selected by the Deacons and presented to the Church for approval.
- **In regard to Special Committees:**
 - ARTICLE XX, Section 1, page 26: the Nominating Committee shall nominate the members and chairpersons of any special committees as established by the church.
- **In regard to Amendment:**
 - ARTICLE XXI, Section 1, page 27: to become effective, an amendment must be approved by a vote of three quarters (3/4) of the members present and voting.