

FIRST BAPTIST CHURCH SHALLOWATER, TEXAS

CONSTITUTION

INTRODUCTION

This document outlines the guidelines that the First Baptist Church of Shallowater employs in selecting key leadership and in managing ongoing systems and procedures. In addition, this constitution provides accountability for ministry leaders and provides key information for the church body. While impossible to anticipate all future contingencies, the intent of this document is to provide flexibility to meet long-term changing needs. An imperfect system filled with God-centered men and women of integrity will function far better than a perfect system filled with men and women who lack integrity. The people we choose are as important as the system we use.

PREAMBLE

Whereas, the **Scriptures** are the only perfect constitution for First Baptist Church of Shallowater, we accept them as our only rule of faith and practice. Our constitution exists merely as a written understanding of how the principles of the **Scriptures** shall be applied to the administration of this local congregation. If in any point they are found to be inconsistent or contrary to the Christian Scriptures, they are, in that point, null and void.

ARTICLE I NAME

The official name of this organization shall be the First Baptist Church of Shallowater. Its principal location is 1008 8th Street, Shallowater, Texas 79363. It is a corporation organized under the laws of the State of Texas.

ARTICLE II MISSION, VISION & STRATEGY

MISSION STATEMENT

~~Our mission shall be: To Worship God, To Grow Together, To Serve Others and To Go Witness. Leading people into a growing relationship with Jesus Christ.~~

VISION STATEMENT

Serving all Shallowater with GRACE and TRUTH.

STRATEGY STATEMENT

At First Shallowater we WORSHIP, we GROW, we SERVE, and we GO.

We worship God.

We grow together.

We serve others.

We go into our community and our world with the gospel.

ARTICLE III STATEMENT OF FAITH

First Baptist Church of Shallowater's beliefs are based on the 1963 Baptist Faith and Message.

ARTICLE IV CHURCH GOVERNMENT

The government of this church is vested in the members of the church. All internal or external groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action under authority of this constitution.

The First Baptist Church of Shallowater's church governance is built around four groups of people:

1. The Church Body
2. The Senior Pastor and other Ministerial Staff
3. The Leadership Team and appointed Trustees
4. The Three Standing Committees

ARTICLE V CHURCH ORDINANCES

The ordinances of this church shall be Baptism and The Lord's Supper.

ARTICLE VI BYLAWS

This church shall adopt bylaws to give practical effect to this Constitution. The bylaws shall be in every way subject to and in harmony with the letter and intent of this Constitution. The bylaws may be amended by a two-thirds (2/3) ballot vote by the members present and voting in a regular or called business meeting. The amendment shall be provided to the membership at least one week prior to the vote.

**ARTICLE VII
CONSTITUTIONAL AMENDMENTS**

This Constitution may be amended by a ballot vote by three-fourths (3/4) of the members present and by voting at a regular or called business meeting. The amendment shall be provided in writing to the membership at least 30 days prior to the vote.

**ARTICLE VIII
SOLE AUTHORITY**

There will be no worship, education, fellowship or service conducted under the name of First Baptist Church of Shallowater by members or staff members which is in conflict with this constitution. The church shall not conduct any business transaction contrary to this Constitution.

All rules, regulations, constitution, bylaws and policies previously approved by First Baptist Church Shallowater, in conflict with this Constitution are each and all hereby repealed and superseded.

This Constitution shall be and is, hereby established as the sole "Constitution" for First Baptist Church of Shallowater.

**ARTICLE IX
RATIFICATION**

This constitution is hereby ordained and established for First Baptist Church of Shallowater, Texas by vote of the membership on _____, 20____.

Moderator

Senior Pastor

Trustee

Trustee

Trustee

**FIRST BAPTIST CHURCH
SHALLOWATER, TEXAS**

BYLAWS

DEFINITION OF TERMS

For purposes of these bylaws, “the church” or “church” is defined as the legal entity of First Baptist Church of Shallowater, Texas including all campuses.

“Immediate family” member is defined as: one's parents, step-parents, siblings, spouse, children, step-children, foster children, in-laws, sibling in-laws, grandparents, great grandparents, step-great grandparents, grandchildren, aunts, uncles, nieces, and nephews.

“Ministerial staff” is defined as any person licensed and/or ordained to the gospel ministry by a church of like faith and order.

**ARTICLE I
CHURCH MEMBERSHIP**

Persons desiring membership in the First Baptist Church of Shallowater shall be received in the following manners:

- A. Upon profession of faith in Jesus Christ as Lord and Savior.
- B. Upon obedience to **Scriptural** baptism. A **Scriptural** baptism is:
 - 1. A profession of faith in Jesus Christ as Lord and Savior.
 - 2. Believing that baptism is by immersion.
 - 3. Believing that baptism is only a symbol of salvation.
- C. The ordinance of baptism is to be performed by the pastor of the church or by ordained ministerial staff or by an ordained person of like faith and order.
- D. Upon receipt of a letter of recommendation, from a church of like faith and order.
- E. Upon statement that the person has made a profession of faith in Jesus Christ as Lord and Savior, and has been obedient to **Scriptural** baptism.

Membership in this church shall terminate in the following manner:

- A. By death of the member.
- B. By letter of transfer to another church of like faith and order.
- C. By withdrawal of fellowship for any **Scriptural** cause the church may deem proper, after every reasonable effort has been made to restore such person to the church.
- D. Upon satisfactory evidence that the member has joined a church of another denomination or faith.

ARTICLE II CHURCH LEADERSHIP

First Baptist Church of Shallowater is led by the Senior Pastor and ministerial staff. It is supported by the Leadership Team, Standing Committees and Deacons who are affirmed by the congregation.

Items Requiring a Vote by the Church

The following items/actions will go before the church for a vote:

- The calling of a ministerial staff member or adding a new position.
- The calling or dismissal of the Senior Pastor.
- The approval of the annual church budget or an amendment to increase the overall church budget.
- The purchase or sale of real estate.
- An amendment to the church constitution, or bylaws ~~or policy manuals~~.
- Entering into new debt.
- The approval of members nominated to serve as Leadership Team members, Standing Committee members, Clerk and Treasurer.
- The election and ordination of new deacons.
- A change of the legal name of the church.
- The start of a new church, additional location of worship or church merger.
- Other items as deemed appropriate by the Leadership Team.

Ministerial Staff

The pastors and ministers are scriptural officers of the church and will compose the pastoral and ministerial staff. A pastor or minister is defined as a person called by God pursuant to these church by-laws and elected by the church to assume the spiritual oversight of its members as one who must give an account to God (Hebrews 13:17).

Duties

The duties of conducting spiritual oversight may be described as follows:

A pastor's and minister's primary duty is to devote themselves to the ministry of the Word, to prayer and protecting the doctrinal and spiritual purity of the church (Acts 6:4; Jas 4:1-6)

Pastors and ministers are responsible for shepherding, equipping, teaching, training, and correcting the believers. (Eph 4:11-16; Acts 20:28- 35)

Pastors and ministers not only teach and train, but they model their teaching and training. They set an example for their flock in speech, in life, in love, in faith, and in purity. (1 Tim 4:12; 1 Pet 5:1-4)

The Senior Pastor and ministerial staff, led by the Senior Pastor, will work with the support staff to:

Lead the church in the achievement of its mission, vision and purpose:

- ~~○ To Worship God~~
- ~~○ To Grow Together~~
- ~~○ To Serve Others~~
- To Go Witness
- Proclaim the Gospel to believers and unbelievers.
- Equip and care for the church's members and other people in the community.

The ministerial staff will act as a team, led by the Senior Pastor, and will be responsible for the spiritual oversight of the church. Each member of the pastoral and ministerial staff will be equally responsible for the spiritual oversight of the church and will seek diligently to be one in spirit and purpose with the rest of the team. The Senior Pastor, as leader of the ministerial staff, will strive to lead the staff by consensus as they seek God's guidance regarding the spiritual oversight of the church. When consensus cannot be reached, the Senior Pastor may move the staff forward without consensus.

The Senior Pastor will have the authority and responsibility for employment and termination of all support staff. The Senior Pastor will inform the Personnel Committee and the Leadership Team prior to the dismissal of a support staff person. A member of the support staff will be defined as any person hired to support the functioning of the church, and who does not exercise spiritual oversight of a ministry of the church.

Qualifications

All pastors and ministers should meet the following qualifications as stated in 1 Timothy 3:1-7 and Titus 1:6-9.

They should be committed to the historic beliefs of the Baptist General Convention of Texas and should be devoted to the continuance of that spirit of cooperation that has historically exemplified members of the Baptist General Convention of Texas.

Senior Pastor

Method of Calling – Existing Staff Member

- The Personnel Committee will make a formal recommendation to the Leadership Team to promote an existing staff member to the position of Senior Pastor. Upon approval by the Leadership Team a recommendation will be made to the church for a vote.

- The call of a Senior Pastor requires a three-fourths (3/4) affirmative vote of members present, by secret ballot.

Method of Calling – Non-Existing Staff Member

- The Leadership Team will nominate six members of the church to serve as pastor search team members. Nominees must meet the same qualifications as church Leadership Team members. The Leadership Team may not nominate members of their immediate families. The church will vote to approve the nominees.
- The Leadership Team will create and maintain a policy manual that outlines the process to be used in the search and calling of a Senior Pastor.
- The pastor search team will report its proposed choice for Senior Pastor to the Personnel Committee, who with due diligence, will then make a formal recommendation to the Leadership Team. Upon approval by the Leadership Team a recommendation will be made to the church for a vote.
- The call of a Senior Pastor requires a three-fourths (3/4) affirmative vote of members present, by secret ballot.

Method of Dismissal

- By resignation of the Senior Pastor.
- Dismissal by the church. In the case of dismissal by the church, led by the Holy Spirit, the decision shall take place at a meeting called for that purpose. A recommendation for dismissal must come from the Personnel Committee and the Leadership Team. The Senior Pastor's vote on the Leadership Team will be excluded.
- At least one (1) week's notice of the meeting for dismissal shall be given to the church. The vote shall be taken by secret ballot. A simple majority vote of members present is required to dismiss the Senior Pastor.
- Any reason as outlined in the approved Personnel Policy Manual as determined by the Personnel Committee and Leadership Team.

Other Ministerial Staff

Method of Calling

- The Senior Pastor will seek qualified candidates to fill a position and recommend two or more candidates to the Personnel Committee. After a thorough review of the candidates the Personnel Committee with the assistance of the Senior Pastor will submit a recommendation to the Leadership Team for approval.
- The Senior Pastor may request the Personnel Committee to appoint an Advisory Team to aid in the search for qualified candidates.
- The Leadership Team will recommend a candidate to the church.
- All recommendations shall be brought before the church. A three-fourths

(3/4) vote of members present and voting at a regular or special business meeting is required for calling a candidate to the ministerial staff. Notice of the planned election shall be given to all church members at least one (1) week prior to the meeting.

- The Personnel Committee in coordination with the Stewardship Committee will propose a compensation package to the Leadership Team for the ministerial staff member. If the compensation package exceeds the church budget for said position, the church must approve the change.

Method of Dismissal

- By resignation of a ministerial staff member.
- By recommendation of the Senior Pastor and approval by the Personnel Committee and Leadership Team a ministerial staff member may be dismissed.

Leadership Team

The Leadership Team shall consist of the Senior Pastor and ~~nine-eight~~ (98) church member representatives. Their responsibilities are to support specific areas of the church and, most importantly, to work in Spirit-filled harmony to support the Senior Pastor, staff, and the church as a whole. Each member will utilize his or her Spiritual Gifts, talents, wisdom and Spiritual insight to function as servants, discerners and guardians of the church and its mission, always looking to Jesus Christ as head of the church. Individually and collectively, they will strive for excellence in their Christ-centered service being grounded in God's grace. They will strive to model loving accountability, authenticity, transparency, integrity, and sincerity in their relationships with each other and members of the church. The Leadership Team will hold itself together with the Standing Committees and church officers responsible for following the church constitution and bylaws.

Leadership Team Organization

The ~~nine-eight~~ (98) church member representatives on the Leadership Team shall consist of:

~~Five-Four~~ (54) members at large consisting of the:

- ~~Contemporary~~ Worship Representative
- ~~Traditional~~ Worship Representative
- Grow Representative
- Serve Representative
- Go Representative

The four (4) chairpersons of the:

- Personnel Committee

- Properties Committee
- Stewardship Committee
- Deacons

Terms of Service

The terms of the Leadership Team will begin on January 1st of each year. The Senior Pastor is a permanent member of the Leadership Team. The ~~Contemporary~~ Worship Representative, ~~Traditional Worship Representative~~, Grow Representative, Serve Representative, Go Representative and the Chairman of the Deacons will each serve three (3) year terms. The Personnel Committee Representative, Properties Committee Representative, and Stewardship Committee Representative shall each serve two (2) year terms.

~~Upon establishment of the initial Leadership Team members, a drawing shall be held to determine the initial terms of the members. The drawing shall be conducted in a manner that will result in no more than two (2) of the following positions on the Leadership Team expiring in any given year:~~

- ~~• Contemporary Worship Representative~~
- ~~• Traditional Worship Representative~~
- ~~• Grow Representative~~
- ~~• Serve Representative~~
- ~~• Chairman of the Deacons Representative~~

~~In addition, the drawing shall be conducted in a manner that will result in no more than two (2) of the following positions on the Leadership Team expiring in any given year:~~

- ~~• Personnel Committee Representative~~
- ~~• Properties Committee Representative~~
- ~~• Stewardship Committee Representative~~

~~As a result of this process for determining the initial terms of the Leadership Team, in the future, no less than two (2) and no more than four (4) Leadership Team member terms will expire in any given year.~~

If a vacancy occurs on the Leadership Team, whether by death, resignation, lack of attendance, or other reason, the remaining Leadership Team members may fill the vacancy by appointment until the next regular election of Leadership Team members, or the Leadership Team members may order a special election to fill the vacancy. If more than one year remains in the term of the position vacated, the vacancy shall be filled not later than the 90th day after the date the vacancy occurs. No less than two (2) and no more than four (4) Leadership Team member terms will expire in any given year.

When a member is filling an unexpired term, whether it be by appointment or election, he or she will serve the remainder of the unexpired term only.

Persons rotating off ~~of~~ the Leadership Team that have served at least half of the regular term shall not be eligible to serve on the Leadership Team for a period of one year.

Offices

The Senior Pastor shall be the Spiritual Shephard of the Leadership Team. During the first meeting of a new year, the Leadership team will elect a chairperson, vice-chairperson and secretary. In addition, at the beginning of each year the Leadership Team will elect three members of the team to serve as Trustees.

Meetings

The Leadership Team will hold regular monthly meetings. Team members are required to attend a minimum of ten (10) of the meetings in a year in order to continue to serve on the team. When possible, members will participate in person; however, attendance may also be by any means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other. Participating in a meeting by this means constitutes presence in person at the meeting. In addition, the Leadership Team may call special meetings as may be needed. Excused absences may be granted for special circumstances.

The leadership team will designate a portion of each meeting to allow for comments and questions by church members.

Removal of Team Members

The Leadership Team may remove a team member with a three-fourths (3/4) vote, excluding the Leadership Team member under consideration. The Senior Pastor is a permanent member of the team as long as he is serving as Senior Pastor.

Qualifications of a Leadership Team Member

The Leadership Team members will:

- Have an intimate understanding of the church, its activities and mission.
- Have a history of serving the church with their time, talents and material possessions.
- Feel led by God to serve if elected.
- Have been a member of the church for a minimum of one year.

- Have a record of consistently attending worship services and a ~~connection~~ Grow group class or the equivalent. Participation in other church meetings such as prayer meetings, special services, and Wednesday night activities is also taken into consideration.
- Have agreed to meet the meeting attendance requirements and to fulfill the responsibilities of a team member before his or her name shall be submitted as a potential candidate.
- Be a minimum of 18 years of age.

Leadership Team Members Duties and Responsibilities

In addition to the duties and responsibilities stated in the opening paragraph of this Leadership Team section of the bylaws, the Leadership Team will have the duties and responsibilities outlined below.

Duties and Responsibilities of Each Team Member

Senior Pastor

The Senior Pastor is the spiritual leader and shepherd of our church and serves as the Spiritual Shephheard of the Leadership Team.

~~Traditional~~ Worship Representative

This person will represent the ~~traditional~~ worship services, but will not be limited to this scope in the Leadership Team.

Specifically, this person attends a ~~traditional~~ worship service on a regular basis (a minimum of 3 out of 4 Sundays) and brings to the Leadership Team a desire to lead our church to achieve its goals in the area of WORSHIP! This person will act as a liaison between the ~~traditional~~ worship services and the Leadership Team.

The ~~Traditional~~ Worship representative's responsibilities include:

- Listen: Listen to constructive input from the ~~Traditional~~ Worship faithful.
- Pray: Organize prayer times for the service, choir, instrumentalist and staff.
- Input: Provide constructive input on how to make this service excellent.
- Support: Provide support to the applicable church ministerial staff members.

~~Contemporary~~ Worship Representative

~~This person will represent the Contemporary Worship services, but will not be limited to this scope on the Leadership Team.~~

~~Specifically, this person attends a contemporary worship service on a regular basis (at a minimum 3 out of 4 Sundays) and brings to the Leadership Team a desire to lead our church to achieve it's goals in the area of WORSHIP! This person will act as a liaison between the contemporary worship services and the Leadership Team.~~

~~The Contemporary Worship representative's responsibilities include:~~

- ~~• Listen: Listen to constructive input from contemporary worship faithful.~~
- ~~• Pray: Organize prayer times for the service, praise band and staff.~~
- ~~• Input: Provide constructive input on how to make this service excellent.~~
- ~~• Support: Provide support to the applicable church ministerial staff members.~~

Grow Representative

This person will represent the connection-Grow groups but will not be limited to this scope in the Leadership Team.

Specifically, this person attends a connection-Grow group on a regular basis (at a minimum 3 out of 4 Sundays) and brings to the Leadership Team a desire to lead our church to achieve it's goals in the area of GROW! This person will act as a liaison between the connection-Grow groups and the Leadership Team.

The Grow Team representative's responsibilities include:

- Listen: Listen to constructive input from connection-Grow group Teachersleaders and the faithful members of our connection-Grow groups.
- Pray: Organize prayer times for connection-Grow groups and connection-Grow group Teachleaders.
- Input: Provide constructive input on how to make our connection-Grow groups excellent.
- Support: Provide support to the applicable church ministerial staff members. Provide support to the Grow group leaders by coordinating regular training.

Serve Representative

This person will represent the serve teams but will not be limited to this scope in the Leadership Team.

Specifically, this person serves on an existing serve team. This person serves on a regular basis and brings to the Leadership Team a desire to lead our church to achieve its goals in the area of SERVE! This person will act as a liaison between the serve teams and the Leadership Team.

The Serve Team representative's responsibilities include:

- Listen: Listen to constructive input from serve team leaders and the faithful members of our Serve Teams.
- Pray: Organize prayer times for serve teams and serve team leaders.
- Input: Provide constructive input on how to make our serve teams excellent.
- Support: Provide support to the applicable church ministerial staff members.

Go Representative

The mission strategy for our church is found within the command of Jesus in Acts 1:8. -We will be his witness, bringing the gospel to the world, starting in Shallowater all the way to ends of the earth. We find in his vision of witnessing to Jerusalem, Judea, Samaria, and the uttermost, the vision of planning and implementing mission work in the following three zones: here at home, regionally, and internationally. This person will represent the Go Missions teams that exist to carry out our work in all three zones.

This person will represent the Go ~~M~~issions teams but will not be limited to this scope in the Leadership Team.

Specifically, this person serves on an existing Missions Team. This person has a consistent personal witness and brings to the Leadership Team a desire to lead our church to achieve its goals in the area of Go Witness. This person will act as a liaison between the Mission Teams and the Leadership Team.

The Go representative's responsibilities include:

- Listen: Listen to constructive input from Missions team leaders and the faithful members of our Mission Teams.
- Pray: Organize prayer times for Go teams and team leaders.
- Input: Provide constructive input on how to make our Go teams excellent.

- Support: Provide support to the applicable church ministerial staff members.

Personnel Committee Chairperson

This person will represent the Personnel Committee, but will not be limited to this scope in the Leadership Team.

Specifically, this person will serve as chairman of the Personnel Committee and act as a liaison between the Personnel Committee and the Leadership Team. This person is responsible for accurately communicating personnel related information between the Personnel Committee and the Leadership Team. This would include providing the Leadership Team with a report of matters discussed in committee meetings. This person will present recommendations from the Personnel Committee to the Leadership Team for approval before the recommendations go to the church for vote.

Properties Committee Chairperson

This person will represent the Properties Committee, but will not be limited to this scope in the Leadership Team.

Specifically, this person will serve as chairman of the Properties Committee and act as liaison between the Properties Committee and the Leadership Team. This person is responsible for accurately communicating church property related information between the Properties Committee and the Leadership Team. This would include providing the Leadership Team with a report of matters discussed in committee meetings. This person will present recommendations from the Properties Committee to the Leadership Team for approval before the recommendations go to the church for vote.

Stewardship Committee Chairperson

This person will represent the Stewardship Committee, but will not be limited to this scope in the Leadership Team.

Specifically, this person will serve as a liaison between the Leadership Team and the Stewardship Committee. This person is responsible for accurately communicating church finance related information between the Stewardship Committee and the Leadership Team. This would include providing the Leadership Team a report of matters discussed in committee meetings and a brief update each month on the status of the church budget and the church's bank account balances. This person will present recommendations from the Stewardship Committee to the

Leadership Team for approval before the recommendations go to the church for a vote.

Deacon Chairperson

This person will represent the active Deacons, but will not be limited to this scope in the Leadership Team.

This person will provide the Leadership Team with a brief update during each monthly meeting of activities of the deacons and of any concerns or recommendations they might have that would further the mission of the church.

Election of Leadership Team and Standing Committee Members

Leadership Team and Standing Committee members may not nominate immediate family members to serve on their team or committee.

The Process for Electing Leadership Team and Standing Committee members is as follows:

1. Qualified nominees for vacant “at large” (~~Contemporary~~ Worship, ~~Traditional Worship~~, Grow, Serve, and Go members) will be nominated by the Leadership Team.
2. Qualified nominees for vacant Standing Committee chairperson team members will be nominated by each of the Standing Committees. Nominees from the Standing Committees must have at least two years left on their three-year term on the Standing Committee.
3. When the Chairman of the Deacons rotates from the Leadership Team, the deacons will nominate a new Chairman of the Deacons who will serve on the Leadership Team.
4. Nominees will be contacted by the Leadership Team to explain the duties and responsibilities involved with each position and confirm with the nominees that they believe they meet the qualifications and would be willing to serve if elected. If any nominees decline, new nominees who are willing to serve would be selected prior to the church voting on their approval.
5. On the second Sunday of November each year, the church shall vote on the nominees. Nominees who are elected to serve begin their service at the beginning of the new church year.

Advisory Teams

The Leadership Team may establish one or more advisory teams and may appoint individuals to and remove individuals from such advisory teams. Advisory teams are limited to providing advice and recommendations to the Leadership Team. Advisory Teams exist for a time period determined by the

Leadership Team. The Leadership Team may not appoint members of their immediate family to Advisory Teams.

Standing Committees

Purpose

Three (3) Standing Committees exist for the purpose of helping to facilitate the ministry of the church. These committees are:

- The Personnel Committee
- The Stewardship Committee
- The Properties Committee

Terms of Service

The Standing Committees will consist of six (6) members on each committee, in addition to the Senior Pastor who will serve as a nonvoting member. Terms will begin on January 1st of each year. Members will serve three (3) year terms except when a person is filling an unexpired term. In that case, he/she will serve the remainder of that specific term. Initial committee members will draw for one, two, and three year terms. A committee member shall serve on only one Standing Committee at a time.

Election Process

Existing members of a Standing Committee will nominate qualified members to fill vacant positions. The nominations will go to the Leadership Team for approval by the third Sunday in September and then to the church for election on the second Sunday of November each year. A Standing Committee member may not nominate an immediate family member to serve on the committee.

During the first meeting following the January 1st beginning of the new church year, the committees will select one member of the committee to serve as chairperson and one as secretary.

The chairperson will be responsible for calling meetings and for presiding over the meetings. The chairperson will also serve as the committee's representative on the Leadership Team and, therefore, must have two years remaining on his or her term on the committee. The secretary shall be responsible for taking minutes of committee meetings and, as soon as possible, send a written report of the actions of the committee to each committee member and the church clerk.

If a vacancy occurs on a Standing Committee, whether by death, resignation, lack of attendance, or other reason, the remaining Standing Committee members may fill the vacancy by appointment until the next regular election

of Standing Committee members, or the Standing Committee members may order a special election to fill the vacancy. If more than one year remains in the term of the position vacated, the vacancy shall be filled not later than the 90th day after the date the vacancy occurs.

When a member is filling an unexpired term, whether it be by appointment or election, he or she will serve the remainder of the unexpired term only.

Persons rotating off of a Standing Committee who have served at least half of the regular term shall not be eligible to serve on a Standing Committee for a period of one year.

Qualifications

Standing Committee members will meet the same qualifications as outlined in these bylaws as for Leadership Team members.

Nominees should also have abilities, skills, knowledge or experience that would aid in their responsibilities of the particular Standing Committee for which they are being nominated to serve on.

Removal of a Committee Member

A Standing Committee may remove a committee member with a three-fourths (3/4) vote of the committee members, excluding the member under consideration.

Duties and Responsibilities

Each Standing Committee is responsible for creating and maintaining a policy manual that is approved by the Leadership Team ~~and voted on by the church.~~

Recommendations made by a Standing Committee that require church approval must be approved by the Leadership Team before being presented to the church for a vote.

Personnel Committee

- Recommending compensation changes or changes in benefit packages for the Senior Pastor, ministerial staff members and other staff members and providing this information to the Stewardship Committee by the second Sunday of October of each year as a part of the overall church budget process.
- Recommending changes to the church personnel policy manual.
- Recommending the addition or deletion of a church ministerial or support staff position.

- Recommending bonuses to be paid and the amount of the bonuses.
- Defining the responsibilities and duties of each staff member.

Properties Committee

- The committee is entrusted with all real property and vehicles.
- Provide annual budget recommendations to the Stewardship Committee relating to the care and maintenance of real property and vehicles. This information shall be provided by the first Sunday in October as a part of the overall budget process.
- Make recommendations to the Leadership Team for matters pertaining to real property or vehicles that require church approval.

Stewardship Committee

The Stewardship Committee will:

- Prepare the annual church budget.
- Present the annual budget to the Leadership Team for review by the third Sunday in October each year.
- Submit the annual budget to the church membership for approval at a called business meeting on the second Sunday of November each year.
- Recommend any changes to be made to the church budget.
- Nominate a church treasurer each year to be approved by the church membership.
- Appoint a counting committee for each church campus composed of as many members as necessary to fulfill assigned tasks. The counting committee will follow the guidelines set forth in the financial policy manual provided by the Stewardship Committee.

Any increase in the annual church budget during the fiscal year must be recommended to the Leadership Team and voted on by the church.

Advisory Teams

The Standing Committees may establish one or more advisory teams and may appoint individuals and may remove individuals from such advisory teams. Advisory teams are limited to providing advice and recommendations to the Standing Committees. Advisory Teams exist for a time period determined by the Standing Committees. The Standing Committees may not appoint members of their immediate family to Advisory Teams.

ARTICLE III CHURCH DEACONS

Deacons

Qualifications

Deacons must meet the qualifications specified in 1 Timothy 3:8-13 and Acts 6:3.

A member being considered for deacon ordination must have been a member of this church for one year before being eligible.

If approved by the deacons, previously ordained deacons from another Baptist church may be invited to serve after six months of active membership.

Active deacons may vote on matters discussed in deacon meetings. An active deacon is any ordained deacon with membership in good standing in the church who:

- Attends regularly, the meetings of the deacons.
- Is a faithful and loyal supporter of the entire church program.
- Is a regular attender of worship services and of a ~~connection~~-Grow group, or equivalent, of the church.
- Has a history of serving the church with their time, talents and material possessions.

Duties

In accordance with the New Testament meaning of the word deacon, the deacons are to be servants of the church. They shall support the ministerial staff by helping to serve the members of the church.

An active deacon may be moved to inactive status by a three-fourths (3/4) vote of the active deacon body.

Deacon Ordination and Induction Service.

A Deacon Ordination and Induction Service shall be held under the guidance of the Senior Pastor, to ordain those selected as new deacons.

Organizational Methods and Procedures

Deacons may organize themselves into such groups or teams as their wisdom may direct for efficiency in service.

The deacon body shall meet at least quarterly.

Every three years, the deacons will elect a chairman to serve a three-year term.

Since the chairman will serve as a representative on the Leadership Team, this person must meet the Leadership Team qualifications. The chairman is responsible for establishing an agenda for deacon meetings, leading the meetings and serving as a liaison between the deacons and the Leadership Team.

The deacons will also elect a vice-chairman who will lead deacon meetings in the absence of the chairman. If the position of chairman becomes vacant, the vice-chairman will fill the unexpired term of the chairman of the deacon body and represent the deacon body on the Leadership Team.

The Senior Pastor, in conjunction with the deacon body, will be responsible for determining the time and the number of deacons to be added to the deacon body.

Candidates will be selected by the deacon body and interviewed for their qualifications and willingness to serve before being presented to the church for approval. The vote for candidates will take place by a secret ballot vote.

ARTICLE IV CHURCH OFFICERS

Clerk

Duties

- Be responsible for keeping minutes of all official actions of the church, except as otherwise herein provided.
- Be responsible for keeping a register of names of members, with dates of admission, dismissal, and death, together with a record of baptisms.
- Will issue letters of dismissal and preserve on file all meetings where notice is necessary, as indicated in these bylaws.
- May delegate some of the clerical responsibilities to another ministry assistant.
- Maintain an inventory of all church property, legal papers, and insurance. Copies of such documents are kept in the church office with the originals filed securely in a safe-deposit box.

All church records are church property and shall remain in the church office.

Method of Selection

- The Leadership Team shall nominate a candidate each year to be approved by the church on the second Sunday in November with a term of service to begin on January 1 and to end on December 31.

Treasurer

Duties

- Make available to the ~~church~~ Stewardship Committee each month, an itemized report of the receipts and disbursements of the preceding month.
- Reconcile the bank statements monthly.
- Work closely with the Ministry Assistant/Financial Secretary in order to maintain accurate records and to ~~ensure~~insure the integrity of the financial process.

Method of Selection

- The Stewardship Committee shall nominate a candidate each year, to be approved by the church on the second Sunday in November with a term of office to begin on January 1 and to end on December 31.

Moderator

The Leadership Team or the Senior Pastor may appoint a member as Moderator to lead church business meetings.

Trustees

Duties of Trustees

- Serve as agents of the church in legal matters to sign legal documents such as deeds, titles, mortgages, deeds of trust, collateral agreements, promissory notes, leases and/or rental agreements as directed and authorized by the church pursuant to and in compliance with the constitution and bylaws of the church contained herein. Trustees may execute lease or rental agreements for products or services that do not exceed \$1,500.00 without the vote of the church and may further authorize the church staff to execute any lease or rental agreement under \$1,500.00.
- Trustees may act only under the church direction and authority pursuant to and in compliance with the constitution and bylaws of church contained herein. Any action made by any trustee without the direction and authority of the church pursuant to and in compliance with the constitution and bylaws of the church contained herein is void.
- All direction and authority issued to the trustees for the execution of legal documents such as deeds, titles, mortgages, deeds of trust, collateral agreements, promissory notes, lease and/or rental agreements shall be placed in the church minutes in compliance with the constitution and bylaws of the church contained herein with the exclusion of any lease or rental agreement for products or services under \$1,500.00.

- The trustees are legal representatives of the church in the event that a suit is filed against or for the church.
- The trustees' actions should be recorded in the church minutes so that the church body will be aware and informed that its wishes are being followed.
- The trustees should be informed of all legal transactions of the church and be used as consultants in any legal matter.
- Trustees may recommend and engage professional services including but not limited to legal, financial, and consulting as needed without the vote of the church for matters that in the trustees collective judgment will not exceed \$10,000.00. If any professional services are anticipated to exceed \$10,000.00 then the Trustees must obtain authority from the church to enter into any professional service agreement pursuant to and in compliance with the constitution and bylaws of the church contained herein.
- Trustees may also recommend engagement of professional legal counsel as required.
- Trustees serve as officers of the corporation.

Method of Selection

- The Leadership Team will select three members of the Leadership Team to serve as trustees each year.

ARTICLE V CHURCH FINANCES

Annual Budget

The church shall operate on a budget adopted by the church on the second Sunday in November each year, which will take ~~effect~~ on January 1st, the beginning of the new church year. No staff member, committee member, team member, serve team member, trustee, or any organization within the church shall exceed the annual budget unless authorized by the church.

Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the Counting Committee or Financial Secretary to be properly recorded on the books of the church. All books, records and accounts of the church shall be open to inspection at any time by any member of the church upon request to the Stewardship Committee, except that all pledge cards or member contribution records shall be kept strictly confidential and shall be open to inspection only by the Treasurer or Financial Secretary. A system of accounting that will adequately provide for the handling of all church funds shall be the responsibility of the Stewardship Committee.

ARTICLE VI SERVE TEAMS

Serve teams will be created as needed to facilitate and fulfill the ministry of the church. Serve teams shall be conducted under the direction of the Pastoral, Ministerial staff and Serve Leadership Team Representative as designated by the Senior Pastor. The coordinator of each serve team must be ~~an active and faithful member of the church~~ approved by the Serve Representative and Senior Pastor.

ARTICLE VII CHURCH BIBLICAL TEACHING

All organizations related to the church programs and ministries shall be under church control.

~~Connection-Grow~~ Groups

~~Connection-Grow~~ Groups shall be the basic organization for the Bible teaching program. Its tasks will be to teach the biblical revelation for the purpose of reaching people for Christ, to grow together in the Word and in fellowship and to provide information regarding the work of the church. ~~Connection-Grow~~ Groups shall be organized by classes, as appropriate for all ages and shall be conducted under the direction of the Pastoral, Ministerial staff and Grow Leadership Team Representative as designated by the Senior Pastor. ~~Connection-Grow~~ Group ~~teachers~~ leaders shall be ~~active and faithful members of the church~~ appointed with approval of the Grow Representative and the Senior Pastor.

ARTICLE VIII CHURCH BUSINESS MEETINGS

Business Meetings

The Senior Pastor, his designated ministerial staff member, or the Leadership Team may call business meetings. A one (1) week notice must be given for a called business meeting unless extreme urgency renders such notice impractical. At a minimum, notice must be given by either an oral announcement in all worship services or an announcement in the bulletin, in addition appropriate electronic notification. Only those matters mentioned in this notice will be considered in the meeting. A member must be a minimum of 18 years of age to vote in a church business meeting.

The goal of the church leadership will always be to make thorough information available to all members prior to a vote on an item and provide a setting that offers an opportunity for questions and answers and discussion. In situations where votes will be called for in business meetings and time will not be allowed for discussion, the following will occur:

- No less than one week prior to a business meeting, the time and date for at least one information/discussion meeting will be included with notice of the business meeting. All members will be encouraged to attend.
- Notice of a business meeting will also state that if the information/discussion meeting(s) result in significant change to the item to be voted on, the business meeting will be moved to a later date and information pertaining to the changes will be made available to all members.

Special Circumstances

During emergencies or when conditions make meeting in person difficult or impossible (i.e. pandemics or other times which obstruct the church from conducting business during an extended time period in which members are unable to gather in person) the Leadership Team has the discretion to make the following essential decisions:

- Hiring of part-time or interim Other Ministerial Staff
- Make short-term spending adjustments not to exceed 3 months of average church income unless the length of the shutdown exceeds 6 months.
- Apply for and approve loans and/or grants not to exceed 3 months of average church income unless the length of the shutdown exceeds 6 months.

These actions taken are only in force until the church can meet in person in a regular business meeting to affirm these actions.

Quorum

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

Parliamentary Rules

Robert's Rules of Order, Revised is the authority for parliamentary rules of procedure for all business meetings of the church. Unless otherwise stated in the Constitution or Bylaws, a simple majority is required for approval of nominations and motions. The moderator for all business meetings shall be the Church Moderator, or the Pastor or Leadership Team's designee. In case of a tie vote, the motion is lost. The moderator shall not cast the deciding vote.

ARTICLE IX MINISTERIAL ORDINATION AND LICENSING

First Baptist Church Shallowater reserves the right to ordain and license individuals as ministers of the gospel to perform the ordinances and ceremonies of the church including, but not limited to, marriage, baptism, communion, and funerals.

ARTICLE X MARRIAGE CEREMONIES

First Baptist Church of Shallowater holds to the biblical teaching that marriage is between one man and one woman and that marriage outside those parameters will not be performed by church ministers or on church property.

ARTICLE XI 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 XII RATIFICATION

All rules, regulations, bylaws and policies previously approved by First Baptist Church Shallowater, in conflict with these Bylaws are each and all hereby repealed, set aside and superseded. These Bylaws shall be and are, hereby established as the sole "Bylaws" for First Baptist Church of Shallowater. No rules, regulations, or policies may be established which conflict with these Bylaws.

These Bylaws are hereby ordained and established for First Baptist Church of Shallowater, Texas by vote of the membership on _____, 20____.

Moderator

Senior Pastor

Trustee

Trustee

Trustee