



FAITH BAPTIST CHURCH

FOUNDED AUGUST 29, 1971

Constitution & Bylaws
Revised April 2016

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CONSTITUTION

Article I - Name

This organization shall be known as the Faith Baptist Church, Cullman, Alabama. Hereafter, the term Church shall mean and refer to the Faith Baptist Church.

Article II - Associations

As a New Testament Church, we voluntarily cooperate with churches in the East Cullman Baptist Association and the Southern Baptist Convention.

Article III - Purpose

The purpose of Faith Baptist Church was approved in the organizational service on August 29, 1971 by the adoption of the following:

We, as prospective members of Faith Baptist Church, are concerned about the loss of identity of the Christian Community. In humility and with the leadership of God and Jesus Christ, we prayerfully hope to establish Faith Baptist Church with the following purposes in mind.

First, by continuing steadfastly in the apostles' doctrine we hope to edify our Christian brothers and illuminate the gospel for the lost.

Second, through Christian fellowship and by continuing in one accord we hope to establish a church with Christ as our firm foundation.

Third, we wish to devote ourselves more than ever to prayer and faith in God's promises. We feel that by praying and worshipping together in fellowship and love we can keep the unity of the Holy Spirit.

Fourth, through prayer and action we will seek to guide those that are lost in our community to a saving knowledge of our Lord Jesus Christ.

We believe that by following these principles that we can establish a church of true Christian identity in this community; a church that will not only be a lighthouse to the Christians of this community but a haven of rest and salvation for the lost.

We will support missions through the East Cullman Baptist Association and the Cooperative Program of the Southern Baptist Convention and other special missions sponsored by the Southern Baptist Convention.

Article IV – Separating State from Church

Faith Baptist Church is constitutionally protected to ensure religious freedom and prevent interference by the state. Faith Baptist Church has the right to develop and implement our beliefs, hire ministers to teach those beliefs, control membership and govern operations.

Article V - Covenant

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

We agree therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church, in knowledge, holiness and hope; to promote its prosperity and spirituality; to attend its services regularly; to sustain its worship, ordinances, discipline and doctrines according to the Holy Scriptures; to give it a sacred pre-eminence over all institutions of human origin; to give faithfully of time and talent in its activities; to contribute cheerfully and regularly to the support of the ministry, the expense of the church, the relief of the poor and the spread of the gospel through all nations for the glory of God.

We also agree to maintain family and private devotions, to train our children according to the Word of God; to seek the salvation of our family and acquaintances; to walk carefully in the world; to be honest in our dealings, faithful in our commitments, honorable in our actions, to avoid all gossip, slander and unrighteous anger; to abstain from all forms of activity which dishonor our Lord Jesus Christ, cause stumbling to a fellow believer or hinder the receiving of the gospel of Christ; to resist any and all forms of sexual immorality that deviate from God's plan for marriage and sexuality; to be zealous in our efforts to advance the cause of Christ, our Savior; and to give Him preeminence in all things.

We further agree to encourage one another in the blessed hope of our Lord's return; to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the commands of our Savior to secure it without delay.

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

Article VI - The Baptist Faith and Message
June 14, 2000 Edition as adopted by the
Southern Baptist Convention

I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us and therefore is and will remain to the end of the world, the true center of Christian union and the supreme standard by which all human conduct, creeds and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

II. God

There is one and only one living and true God. He is an intelligent, spiritual and personal Being, the Creator, Redeemer, Preserver and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence and obedience. The eternal triune God reveals Himself to us as Father, Son and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness and of judgment. He

calls men to the Saviour and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism and service.

III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

IV. Salvation

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies and glorifies sinners. It is consistent with the free agency of man and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness and is infinitely wise, holy and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights and privileges invested in them by His Word and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe and tongue and people and nation.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried and risen Savior, the believer's death to sin, the burial of the old life and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and

should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle and by other methods in harmony with the gospel of Christ.

XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures and by the distinct purpose for which the school exists.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately and liberally for the advancement of the Redeemer's cause on earth.

XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness and vice and all forms of sexual immorality, including adultery, homosexuality and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government and society as a whole under the sway of the principles of righteousness, truth and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

XVII. Religious Liberty

God alone is Lord of the conscience and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal and this implies the right of free and unhindered access to God on the part of all men and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

XVIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them,

through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Article VII - Marriage and Sexuality

We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman (Genesis 2:24,25; I Corinthians 7:1-5; and Hebrews 13:4).

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, lesbianism, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God (I Corinthians 6:9-11; Romans 1:18-32).

We believe that in order to preserve the function and integrity of the church as the local Body of Christ and provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, shall abide by and agree to this statement on Marriage and Sexuality and conduct themselves accordingly (Ephesians 5:22-33).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward an individual or group are to be repudiated and are not in accord with scripture nor the doctrines of the church (I John 1:9; Romans 10:8-10; and I John 3:11-24).

Faith Baptist Church regards marriage as a good creation of God and marriage within the Church as a rite and institution tied directly to our foundational belief of God as a Creator who made us in His image both male and female. We also regard marriage as a sacred institution, which images the mysterious and wonderful bond between Christ and His Church. To us, then, marriage is much more than merely a contract between two persons. It is a covenant grounded in promises between a man and a woman, which finds its divinely intended expression in the "one flesh" union of a husband and wife. We, therefore, will only authorize, recognize or solemnize marriages between a man and a woman (Genesis 2:24,25; Ephesians 5:22-23; Malachi 2:13-17; Matthew 19:4-6).

Article VIII- Responsibility

Under the Pastoral leadership, the activities of this church shall be carried on through ministerial staff, lay members and lay groups. These staff and members receive their authority from the church and are in turn, responsible to the church. They have the further responsibility of working in fellowship and harmony with all of its members.

The organization of this Church shall include teacher-training ministries, committees, ministry teams, Deacons, council and officers as provided in the bylaws.

Article IX - Church Management

Section 1: Worship Services

The Church shall maintain and foster meetings for worship.

- A. Sunday and Wednesday
 - a. Regular meetings for the entire membership and for all people shall be held each Sunday and Wednesday. The meetings are to be held under the direction of the Pastor.
- B. The Lord's Supper
 - a. The Lord's Supper will be observed under the direction of the Pastor. It shall be the policy of this church to observe the Lord's Supper at least every 5th Sunday. However, this may be changed to an alternate date when needed at the discretion of the Pastor and deacons.
- C. Special Services
 - a. Special worship services may be held as recommended by the Pastor and the Deacons. The cooperation of the church should be secured.

Section 2: Business Meetings

The stated business of this church shall be conducted the first Wednesday evening after the first Sunday of each month.

- A. Special business meetings may be called by the moderator as necessary provided announcement is made during the Sunday morning service and one additional service prior to the proposed meeting. The only business conducted during a special business meeting will be for matters described in the announcement.
- B. All business meetings shall be conducted in accordance with the Bible and the latest edition of Roberts Rules of Order.
- C. The members present shall constitute a quorum for the transaction of business at any stated or called business meeting.

Section 3: Church Year

The calendar year will be utilized in the following manner in order to facilitate planning and effecting the program of the Church.

- A. The "Church Year" will be September 1st through August 31st. All elected officials, except the Pastor and Staff Members will begin their new term of office on September 1st and serve through August 31st of the following year. Exceptions to this will be those elected to fill vacancies.
- B. The "Church Financial Year" will begin January 1st through December 31st for the purpose of the church budget.

Section 4: Acceptance of Gifts

All members are equal and should be able to accept gift(s) for the church (money or items) if the member feels that it upholds Christ or furthers the needs of the church without further expenses or being permanently affixed to the church. If a gift is accepted and someone objects, it should be brought before the church to vote on it. If a member is not sure that a gift upholds Christ, or is without further expense or permanently affixed to the church, the member should temporarily accept or reject the gift and bring it before the church to vote on it. The gift then becomes the property of the church to do with as and when the church decides to act on the gift.

Section 5: Special Offerings

Benevolence Offering:

- A. All special offerings for benevolence will be approved by the church at a regular business meeting or a special called business meeting. The Pastor and deacons will have the ability to approve a special benevolence offering in a situation where a need exists before the next scheduled business meeting. Benevolence offerings can be made through the church where a special need exists within the church family.
- B. Love Offering:
On the occasion that the services and talents of a special speaker(s) or singer(s) may be presented at the Church, the Church may provide a love offering for their services without a special called business meeting. At a minimum, the services of the speaker(s) or singer(s) must be approved by the pastor and minister of music.

Section 6: Designated Offerings

Designated offerings are offerings that are non-budgeted, approved by the church at a regular business meeting or a special called business meeting with a specific purpose and objective. Their length of existence is determined by the very nature of their designated purpose.

Article X - Amendments

This constitution and bylaws may be amended at any meeting by a two-thirds vote of members present, provided one week notice has been given. Notification will be made by announcement from the pulpit and published in the church bulletin. Proposed amendments shall be submitted in writing to the clerk and included in the moderator's call for the meeting.

BYLAWS

Article I - Government Policy

The Faith Baptist Church is a united self-governing body based on the teachings of Jesus Christ and organized along the lines set forth by Paul (I Cor. 12). The governmental policy of the church is one of complete democracy. Every active member of the church has a right to his own opinion and/or expression of that opinion, so long as he observes the simple rules of Christian decorum and courtesy. Each member is expected to cooperate with the other members of the church and hold that the opinion of the majority is to be fully respected. The Biblical method of financing God's Kingdom work through tithes and offerings will be strictly observed. All tithes, offerings and designated offerings which have not been approved by the church as defined in the Constitution Article IX section 5 and 6 will be committed to the church general fund in the physical year which it was given. All special offerings and designated offerings (as defined in the Constitution, Article IX, section 5 and 6), will be received and distributed according to the nature of these offerings as approved by the church. Literature and lesson helps or any change in literature shall be consistent with Scripture and beliefs as stated in this Constitution and Bylaws and shall receive prior approval by the pastor and Bible study/Sunday school director.

Article II - Organization

If feasible, no member of the church shall hold, at the same time, membership on more than two (2) standing committees. The Bible Study/Sunday School, WMU, Men's Ministries, Ministry Teams, Church Council and Deacon Body shall not be considered committees. Committees contain some members who are members by virtue of their office and therefore are termed ex-officio members. An ex-officio member shall have the right to vote and there is no distinction between that member and other members except that they are not counted a member in determining a quorum. Organizational departments such as Men's Ministry, etc. may be active or inactive per the vote of the church without changing the church Constitution and Bylaws.

Section 1: Purpose and Scope

Members of Faith Baptist Church shall have the liberty to participate in and organize themselves for ministry, provided that such participation and organization does not conflict with any and all applicable Articles of the Constitution. Ministry organizations, such as Bible Study/Sunday School, Ministry Teams, WMU, Men's Ministries and AWANA, play an integral role in the edification of church members and the church's ongoing effort to minister to its members and its community, both locally and globally. All ministries should affirm the Articles of the Constitution, particularly Article VI: Baptist Faith and Message. It is the desire of this church that existing and proposed church

ministries be mission centered, teaching the importance of service to others through mission work and instilling within church members the desire to pray for and participate in missions work.

Additional organizations may be created upon presentation to the church a statement of purpose and the organization's goals and objectives subject to church approval. Approval may only be granted provided that 1) the stated purpose and goals of the organization and its members are consistent with any and all applicable Articles of the Constitution and 2) the leaders of the proposed ministry are members of the church.

Article III - Membership

Section 1: Membership Requirements and Reception

To qualify for membership, a person must be a believer in Jesus Christ who has been baptized in obedience to Christ upon profession of faith and must at all times affirm the tenets of the Statement of Faith, Church Covenant and this Constitution and Bylaws and must offer evidence, by their confession and their conduct, that they are living in accord with their affirmations of these documents and are actively pursuing and continuing in a vital fellowship with the Lord Jesus Christ. The Pastor, with the affirmation of the church, shall be responsible for determining each person's qualification for membership. New members will be received by the following:

- A. Upon salvation and subsequent baptism by immersion.
- B. Upon promise of a letter from a Southern Baptist Church where scriptural membership was held and affirmed.
- C. Upon statement of faith, a believer coming from another church may be received into membership based upon their statement of faith in Jesus Christ and subsequent baptism by immersion as previously stated above. Once received as a member of the church, the new member shall relinquish their membership in other churches.

Section 2: Membership Duties and Privileges

- A. All members shall affirm and strive to live up to the standards and beliefs stated in this constitution and bylaws which are derived from Christian conduct found in Scripture Romans 12:9-21, Titus 2:1-10, 1 Timothy 3:1-13...etc.
- B. Regular attendance at the services of the church, daily reading of the Bible, private and family devotions, personal and public testimony and the sharing of Christ with others are urged upon each member. It shall first be the duty of parents to teach and instruct their children in Christian belief. Each member shall consider their duty and privilege to make full use of their talents for the Lord's service whenever opportunity arises.
- C. We understand "regular attendance" to mean that members will make every effort to be present to worship and serve unless providentially hindered. We also understand it to mean that members would encourage

one another in this privilege and that they should expect and welcome spiritual accountability as part of their membership commitment. We recognize, of course, that some members are unable to fulfill these responsibilities for unavoidable reasons, such as mandatory military service, education, or a prolonged illness. However, apart from those circumstances, we understand that any member who neglects regular attendance at our services and meetings is disregarding the Scripture (Hebrews 10:24-26) and the requirements of membership in Article III Section 2.B. Regular may be interpreted by the Pastor and Chairman of Deacons in situations such as but not limited to members taking leadership positions. Faithful attendance honors Christ and builds up His church. Non-attendance moves in the other direction. It makes light of His name and harms His church in many ways and for many reasons.

- D. Members are encouraged to remember each other in prayer, to aid each other in sickness and distress, to be courteous in speech and slow to anger and maintain a brotherly spirit with all brothers and sisters showing unity in the essentials of faith and love when it comes to the non-essentials of the faith.
- E. Each member is urged to pledge themselves to a systematic contribution of a portion of their income for the support of the church according to the principles laid down in I Cor. 16:2 and II Cor. 9:7.
- F. No person who is not a member shall serve in the offices or ministries of the church.

Section 3: Inactive Membership

All members without reasonable excuse, i.e., homebound or ill, etc., who do not regularly attend church services for a period of six months will be placed on the inactive membership list. This action shall be accompanied by a letter notifying such inactive members of the action. Names on this list shall not be counted in annual reports, neither shall they be eligible to hold office or to vote. It shall be the responsibility of the Pastor and Deacons after due effort to re-establish the member's fellowship with the church, to notify the Church Clerk and Secretary of all such lapses of active membership, who will then place said members on inactive list. After having shown renewed interest, the inactive member may request active status, which may be granted by a majority vote in the following business meeting.

Section 4: Termination of Membership

Termination of membership in this church occurs:

- A. Upon the death of the member.
- B. When a member has voluntarily resigned or joined with another church.
- C. As an act of church discipline as described in Article X, when three-quarters of the members present and voting at a duly called business meeting vote to terminate the membership of the member.
- D. Members who move away from the area except for purposes of furthering their education in college, military, seminary, or missionary

service, shall no longer be considered active members, except for the purpose of transferring membership.

- E. All letters for dismissal shall be reported to the Church at the next regular business meeting.

Section 5: Voting

- A. If a member fails to show interest in the church by not attending services regularly as defined in Section 2:C of Article III: Membership for the prior (3) three months, such member will be ineligible to vote in business meetings. At the beginning of each business meeting, the moderator will remind the congregation of the above voter restriction.
- B. If a member is unable to participate in the election of Deacons or staff, due to hospitalization, immediate recuperation there from or other just cause, such member may vote by absentee ballot provided such member is otherwise eligible to vote.
- C. Members must make their desire to vote by absentee ballot known to the Pastor, Chairman of Deacons or Church Secretary prior to such election.
- D. All absentee ballots must be placed in an envelope and the envelope signed in the presence of the Pastor, Chairman of Deacons or Church Secretary by the individuals whose ballots are represented. This will assist in insuring eligibility and authenticity. Absentee ballots may be given to the Pastor, Chairman of Deacons or Church Secretary.
- E. Eligibility will be determined by the Pastor, Chairman of Deacons and Church Secretary.
- F. Absentee ballots must be in the hand of the moderator, no later than the day of election and before the business meeting is called to order.
- G. No proxy voting will be allowed.
- H. No member under the age of 14 at the time of voting will be allowed to vote.

Article IV - Church Officers, Directors and Team Leaders

Section 1: Election of Officers, Directors and Team Leaders

All officers, directors and team leaders shall be elected in the following manner:

- A. It shall be the policy of this church to elect brothers and sisters only from among the membership to the several offices of the church, committees and organizations.
- B. The election of all officers, directors and team leaders, except that of Pastor, Staff Members and Trustees, shall be held annually and as vacancies occur, upon the recommendation of the Church Council.
- C. The officers, directors and team leaders shall be elected by a majority vote of the members present at the annual meeting or business meeting held for the purpose of filling vacancies.

- D. Background check may be initiated by the church before submitting a person for officers, directors and team leaders. When the church intends to perform a background check, the church must notify the person of their intent and get signed permission from the person prior to pursuing the background check. Refusal to extend approval for a background check may constitute grounds to deny the person for an officer, director, or team leader position.

Section 2: Qualifications for Officers, Directors and Team Leaders

Only those members will be considered eligible for election to any office in the church who:

- A. Have a good report within and from without the church.
- B. Attend regularly the services of the church.
- C. Show a willingness to cooperate with all officers, directors and team leaders of the church in the execution of the church's ministries.
- D. All officers, directors and team leaders should strive to meet the scriptural requirements contained in I Timothy 3:1-12

Section 3: Moderator

The Pastor shall be the Moderator. He shall:

- A. Preside at all business meetings of the church. (In his absence, the chairperson of the Deacons will preside).
- B. See that an agenda is prepared in advance for all meetings.
- C. Insure that new business is referred to appropriate officers, boards or committees, within an adequate time to add the new business to the business meeting agenda.
- D. Read the Deacon qualifications as outlined in Article VI, Section I, during business meetings that Deacons are nominated and elected.

Section 4: Director

The Directors, which are to include Bible Study/Sunday School, Men's Ministries, WMU and other director positions as established, shall:

- A. Assume responsibility for the organization and operation of the ministry which they are involved with.
- B. In cooperation with the Pastor, carry on the work of the individual department with which they are involved under such additional policies as are in accord with the demands of the church.
- C. Insure that the policies and activities of the Ministry conform to the general policies of the church as outlined in the bylaws.
- D. Make monthly reports to the pastor or the church in business meetings.
- E. Maintain an evangelistic emphasis.
- F. Order literature and training aids that may be needed for the ministry in which they are involved.
- G. Guide the members in accomplishing the purpose of the organization as outlined in the bylaws.

- H. Submit a proposed budget to the Budget and Finance Committee by October 1.

Section 5: Outreach Team Leader

The Outreach Team Leader shall:

- A. Assume responsibility for the organization and operation of the outreach program of the church.
- B. In cooperation with the Pastor, carry on the work of the outreach program.
- C. Help in prospect discovery and maintain the master prospect file.
- D. Lead in enrolling new members.
- E. Lead in witnessing to unsaved members, prospects and parents.
- F. Secure reports of visits and contacts made and keep a record of outreach activities.
- G. Train workers and members in outreach and witnessing.
- H. Participate in church visitation programs.
- I. Promote a spirit of love and direct fellowship activities to visitors when church has fellowship activities.

Section 6: Nursery Leader

The Nursery Leader shall:

- A. Enlist nursery workers for all worship services and other church related activities.
- B. Work with the Pastor and Bible Study/ Sunday School Director.
- C. Serve on the church council to keep informed of activities involving the use of the nursery.

Section 7: Church Clerk

The Church Clerk shall:

- A. Keep correct records of the proceedings of the church business meetings.
- B. Issue reports of special business meetings when necessary.
- C. Read the minutes of business sessions at each regular business meeting.
- D. Maintain accurate membership records.
 - 1. Annual additions and losses (letter, baptisms, etc.)
 - 2. Request and grant church letters as directed by the church.
- E. Read annual church letter for church to approve.

Section 8: Church Treasurer

The Church Treasurer is responsible for the following items as prepared/ performed by the Church Secretary:

- A. Pay out of the funds, salaries, fixed charges and approved budget items.
- B. Responsible for monthly bank statement reconciliation with records.
- C. Ensure that a detailed record of cash receipts and expenses is maintained.

- D. Review a summary of each receipt and disbursement for reporting at regular church business meetings.
- E. Review and sign annual statements of contributions received per information provided on Church offering envelopes.
- F. Submit financial statement including:
 - 1. Annual budget requirement
 - 2. Amount spent to date (monthly)
 - 3. Amount remaining in budget (monthly)

Note that in the absence of the treasurer, the assistant treasurer shall perform the duties of the treasurer.

Section 9: Ushers

The Ushers shall:

- A. Enlist members as necessary to carry out customary duties of ushers at all regular church services and also at special services when requested to do so by the Pastor.
- B. Customary duties include:
 - 1. Welcome all who attend with a friendly attitude and assist in seating all visitors.
 - 2. Seat those attending when supervision of seating is required.
 - 3. Receive the offering.
 - 4. Be sure visitors are aware of services and facilities.

Section 10: Children's Church Leader

The Children's Church Leader shall:

- A. Enlist workers in cooperation with the nominating committee.
- B. Purchase and approve literature and supplies in cooperation with the Sunday School/Bible Study Director.
- C. Carry on children's church work.
- D. Serve on the church council.
- E. Report to the church monthly.

Section 11: Children's Activity Leader

The Children's Activity Director shall:

- A. Assume responsibility for the organization and preparation of all children's activities.
- B. In cooperation with the Pastor, make plans to carry out children's activity programs in accordance with the bylaws of the church.
- C. Serve on the church council.

Section 12: Bridal/Special Showers Director

The Bridal/Special Showers Director shall:

- A. Reserve the church facilities on the date of the shower or special event.
- B. Help coordinate the shower or special event.
- C. Give assistance to the Family or Church members, if needed, in preparing for the event.

- D. The director will not be obligated for out-of-pocket expenses.
- E. The people giving the shower will be responsible for cleaning up and restoring the facilities to its original order before the next church service.

Section 13: Church Historian(s)

The Church Historian(s) shall:

- A. Collect and maintain records of any historical information concerning Faith Baptist Church. Including but not excluding such things as: photographs, calendars, church bulletins, memorabilia from special events and programs, video and audio tapes and other items of interest.
- B. Place these items in a special and secure place, both for the present and future uses.
- C. To give such information to those organizations that would request historical facts about the church such as; The Alabama Baptist Historical Society and The East Cullman Baptist Association.

Article V - Staff

Section 1: Pastor

- A. Selection of a Pastor:

A Pastor shall be chosen and called by the church whenever a vacancy occurs. His election will take place at a meeting called for that purpose. An announcement will be given the prior Sunday at both services. A Pulpit Committee will be elected by the church to seek out a suitable Pastor and their recommendation will constitute a nomination. The committee will bring to the church for consideration only one minister at a time. Election will be by vote, an affirmative vote of 75% of those voting being necessary for a choice. The pulpit committee will inform the prospective Pastor of the election results.

- B. Pulpit Committee:

Pulpit Committee consisting of five (5) members will be elected by the Church at the time the need arises. Nomination of not less than ten (10) members will be made from the floor or by secret ballot, then a vote will be taken by the show of hands or by secret ballot to determine the five (5) nominees. The nominees receiving the five highest votes will be the elected pulpit committee. The nominee receiving the highest number of votes will be the Chairperson.

Section 2: Pastor/Ministers

- A. Qualifications:

Our Pastor/Pastors and ministers shall be a man/men of God, preferably ordained by a cooperating southern Baptist church, or

preparing for ordination or willing to undergo the process of ordination, ready and willing to subscribe, without reservation, to this Church's doctrine, Covenant, Constitution and bylaws, men of true Christian experience and established character, who live their lives in accordance with the Word of God (1 Tim. 3:1-13) and abide by their specific job descriptions outlined in the personnel handbook.

B. Pastor's Duties:

The Pastor shall watch over the spiritual welfare of the local church as the "undershepherd of the flock," preaching and teaching the Word of God, leading worship services, carrying out vision, engaging in visitation (particularly among the sick and needy), administering the Ordinances, counseling biblically as needed as he leads the members in practical Christian living. He must "preach the word; be ready in season and out of season; reprove, rebuke and exhort, with complete patience and teaching" (2 Timothy 4:2). The goal of the Pastor should be to enable the membership to carry out the great commission.

C. Pastor's Privileges:

By virtue of his position, the Pastor shall be deemed a member of the local Church and an ex-officio member of all committees, teams and boards. The Pastor shall retain the privilege to approve or disapprove of guests invited to speak in church related functions and/or commit the use of church facilities and resources. He shall supervise the church staff.

Section 3: Secretary/ Support Staff

A. All church support staff shall demonstrate and be established in godly Christian character. They shall set a godly example in their work by cooperating with the pastor in carrying out the vision and mission of the church as it applies to their position. They shall abide by and agree with this constitution and bylaws as well as their specific job description outlined in the personnel handbook.

B. The Secretary will send flowers from the Church to an active church member's family in the event of the member's death, or to the active member when a death occurs in the member's family to include:

1. Husband and wife of members
2. Children of members
3. Mother and Father of members
4. Brothers and sisters of members

Article VI - Deacons

Section 1: Scripture Qualifications

A Deacon should measure up to the standards outlined in Acts 6:3, I Timothy 3:8-13 and Titus 2:2.

- A. Dignified (v.8) (honorable, respectable, esteemed, or worthy)
- B. Not Double Tongued (v.8) (say one thing to certain people but then say something else to others, or say one thing but mean another. They are two-faced and insincere. Their words cannot be trusted, so they lack credibility.)
- C. Not a Drunk (v.8) (A man is disqualified for the office of deacon if he is addicted to wine or other strong drink. Such a person lacks self-control and is undisciplined.)
- D. Not greedy for dishonest gain (v.8) (a lover of money)
- E. Secure in their Salvation and faith (v.9) (Deacons are to hold firm to the true gospel without wavering. He must also hold these beliefs "with a clear conscience." That is, the behavior of a deacon must be consistent with these beliefs.)
- F. One who has been tested and proved blameless (v.10) (Referring to a person's overall character, the candidate's personal background, reputation and theological positions should be examined. Moreover, the congregation should not only examine a potential deacon's moral, spiritual and doctrinal maturity, but should also consider the person's track record of service in the church.)
- G. Husband of one wife (v.12) (He must be a "one-woman man." That is, there must be no other woman in his life to whom he relates in an intimate way either emotionally or physically.)
- H. Manages household well (v.12) (Must be the spiritual leader of his home.)

Section 2: Church Expectations

- A. To abstain from all forms of activity which dishonor our Lord Jesus Christ, cause stumbling to a fellow believer or hinder the receiving of the gospel of Christ.
- B. He will be a tither and should set an example for others.
- C. He will be a regular attender of church gatherings save for occasions when it is impossible to attend.
- D. He will have been ordained by a cooperating Southern Baptist Church and his ordination accepted by this church in a regular church business meeting, or this church will ordain him.
- E. He will be a man who is fully cooperative with his Pastor, his fellow Deacons and the church in a great spiritual program of advancement.
- F. He will be a member of our church for at least 12 months prior to the month the Pastor, Chairman and Vice Chairman of the deacons meet to compile the deacon nominee list to be eligible to serve as an active Deacon. This will allow him time to acquaint himself with the ministry of this church and its people.
- G. He will be at least twenty-one years of age or older at the time of preparation of the deacon nominee list.

Section 3: Number of Deacons

The number of deacons will be determined by the average annual Bible Study/Sunday School attendance for the prior church year. Seven (7) deacons shall serve the church for an average of 138 members and then one (1) for each additional 22 members of average Bible Study/Sunday School attendance. If the work-load increases and becomes difficult for the deacon body to carry out the ministry during the year, or the number of deacons is more or less than necessary, the deacon body may recommend to the church that the number of active deacons be adjusted to better meet the needs of the church families.

Section 4: Deacon Nomination and Election

Deacon election shall be held during the month of April of each year.

- A. All possible nominees for the Deacon Ministry shall be contacted and interviewed by the Pastor, Chairman and or Vice Chairman of the deacons.
- B. Each name submitted will be contacted by the Pastor, Chairman and or Vice Chairman of the deacons for purposes of removing name and or scheduling a visit to discuss qualifications of a deacon and eligibility.
- C. The list of possible nominees will consist of eligible ordained Deacons and other members who also meet the criteria outlined in Article VI, Section 1 & 2 and will be posted after all have met with Pastor, Chairman and or Vice Chairman of the deacons
- D. The list of eligible nominees will be posted in the church vestibule for four (4) Sundays prior to the Deacon Election in April.
- E. If a nominee cannot be reached in person or by phone, the nominee's name will not appear on the ballot for the upcoming deacon election.
- F. During a special called April business meeting, the church will elect by secret ballot the number of deacons needed to fill any vacancies for the upcoming church year in accordance with Article VI, Section 3 listing the number of deacons.
- G. The nominee receiving the most votes will fill the first vacancy for a three- (3) year term. The nominee for the second and subsequent vacancies will have to receive a minimum of 30% of the votes cast for the first vacancy and will serve a three- (3) year term or a second election will need to be held to fill the remaining vacancies. If the number of deacons elected in any given year would create a majority in the rotation system, then the deacon body can recommend for pro-rated terms to bring a balance to the deacon rotating system.
- H. The Deacon will serve on a rotating system with the appropriate number of men serving as Deacons. When a Deacon's term expires, he will be ineligible for election in that year unless he has been filling a vacant term of less than two years.
- I. If the men elected to serve as Deacons are not ordained, the Pastor and Deacons will arrange for an ordination council service to be held in the month of August.

- J. Deacons elected will attend training sessions for equipping them to serve God and His Church.
- K. If for any reason a vacancy should occur during the year, the next nominee receiving the highest vote would fill that vacancy and item "G" as listed previously would apply with the exception that, if the nominee is not ordained, the Pastor and Deacons will arrange for an ordination council and service as soon as possible
- L. The record of election results will be recorded and kept in the Deacon's minutes for purposes of Deacon replacement.

Section 5: Deacon's Duties

A Deacon shall:

- A. A Deacon is expected to attend all Deacons' meetings. If a Deacon misses three (3) consecutive meetings or five (5) meetings during the church year without contacting the chairman of the Deacons, this will automatically constitute removal from the position of an active Deacon.
- B. Assist the Pastor in service of the church.
- C. When necessary, in cooperation with the Pastor, arrange for a supply when the Pastor is to be absent from the pulpit.
- D. Assist the Pastor in the ordinance of the Lord's Supper.
- E. Be a source of encouragement to the various officers and committee members of the church in their fields of service.
- F. Refer all requests to the proper responsible department of the church.
- G. Act as an advisor in instances where the responsibility of officers, teaching, training ministries, boards or committees is not clear.
- H. Assist the Pastor in interpreting the Constitution and Bylaws.
- I. With the Pastor, constitute a standing committee on discipline and make reports to the church on such matters as deemed necessary, in keeping with the gospel of Matthew, Chapter 18.
- J. Meet at least once a month for business and fellowship.
- K. Be an example of Christian character as outlined in Romans 12:9-21. This includes things such as witnessing daily, tithing and maintaining a forgiving spirit in keeping with the spirit of Jesus.
- L. Assist new members in becoming familiar with our church by presenting all new members with a copy of the constitution and Bylaws, annual budget, list of teachers and officers and list of Deacons. These documents will be included in the new member packet.
- M. Insure preparation and maintenance of adequate supply of new member packets.

Article VII - Church Council

The Church Council is composed of the Bible Study/Sunday School Director, Chairman of the Deacons, Minister of Music, Minister of Youth, Treasurer, WMU Director, Men's Ministries Director, Church Clerk, Nursery Coordinator, Children's Church LEADER, Children's Activity Director, the Fellowship Team leader and the Building and Grounds Team leader.

The Church Council shall:

- A. Meet to facilitate the calendaring of church activities.
- B. Perform the duties of the nominating committee to fill vacancies on the director and team leader level that occur during the year.

Article VIII - Nominating Committee

The nominating committee will consist of three (3) members elected by the church during the March business meeting. In addition to these three (3) members, the Bible Study/Sunday School Director will serve as a member.

Section 1: Procedures for election of members

The church will nominate at least six (6) nominees from the floor or by secret ballot. Each voter will vote for three (3) nominees. Then a vote will be taken by the show of hands or by secret ballot to determine the three (3) nominees receiving the highest vote. The nominees receiving the three (3) highest votes will be the elected nominating committee. The committee shall elect its own chairperson.

Section 2: Nominating Committee Duties

The Nominating Committee shall:

- A. Present to the church at the May business meeting nominees for Bible Study/Sunday School Director, Children's Church Leader, (the Bible Study/Sunday School Director and Children's Church Leader, thus elected, will serve on the nominating committee), Director of WMU and Men's Ministries whose term of office shall begin the following September. Recommendations for nominees for Director of WMU and Men's Ministries will be accepted from the WMU and Men's Ministries.
- B. Present to the church at the July business meeting a complete list of nominees for officers and committee members. Allow time for nominating from the floor. If no one is nominated from the floor, these officers and committees will be voted on collectively. If a person is nominated from the floor, then that officer or committee will be voted on individually.

- C. Present to the church at the August business meeting a complete list of departmental officers, team leaders, teachers of Bible Study/ Sunday School and WMU workers.
- D. This committee will be dissolved upon approval of nominees to fill all positions as outlined in this section. The church council will assume the duties of the nominating committee to fill director-level and team leader vacancies as they may occur during the church year.

Article IX - Standing Committees

Section 1: Committees General Rules

The effective management of the church rests upon the authority of Scripture and the guidance of the Holy Spirit to equip the members of the committees for service.

Committee service for a member is for a three-year term, unless specified otherwise in the bylaws. Upon completion of the third year of service on a committee, members shall rotate off the committee. Rotation insures that a committee keeps a majority of its experienced members and rotates a minority of its members. To maintain a functioning rotation plan, at the conclusion of the three-year term the member will be ineligible for service on that committee for one year.

All committees, unless otherwise stated in these bylaws, will choose their chairperson. Members will not be eligible to chair a committee until their second consecutive year of service on a given committee unless specified otherwise in these Bylaws. All members are expected to fully cooperate with their chairperson to accomplish the committee's duties.

In addition to a chairperson, all committees shall elect a vice chairperson and a secretary.

It shall be the committee chairperson's duty to give advance notification to all committee members of the date, time and location of all of the committee's meetings. In keeping with Article III, Section 2(B) concerning membership's attendance and participation in services, committee meetings should not be scheduled or conducted during the times of congregational worship or prayer services.

The chairperson shall inform the committee members of the purpose of the meeting at the time of notification of the meeting.

The chairperson shall prepare and distribute a meeting agenda to committee members at the start of each business session.

Minutes shall be taken of the business conducted at committee meetings and these minutes shall be filed and available to the committee members and the church as a record of the business conducted.

Committee members shall attend all meetings of the committee unless providentially hindered and contact the chairperson if unable to attend. If two consecutive meetings are missed due to lack of concern, it will constitute an automatic dismissal from the committee and then the member shall be replaced.

The membership of committees shall exercise shared responsibility and joint accountability to the church for the budgetary and financial duties as specified in the bylaws.

Each committee is expected to:

- A. Obtain an adequate and working knowledge of proper procedures, practices and understanding of its responsibilities. This can be achieved through a thorough familiarization with the duties contained in the bylaws.
- B. Exercise prompt and faithful discharge of its duties.
- C. Observe regular meetings that are necessary for appropriate business and reporting in the bylaws.
- D. Exercise authority, as delegated by the church, through its chairperson.
- E. Request financial allotments through the Budget and Finance Committee annually.
- F. Use such budgeted allotments only as authorized.
- G. Request additional funds through the Budget and Finance Committee before incurring any obligations beyond the budgeted amount.
- H. Bring to the body of Deacons for meditation, differences which arise between committees in regard to such matters as duties and field of action. If the bylaws are vague and an amendment is needed to clarify problem areas, the Deacons will recommend to the church such amendments.
- I. All committees will report the name of the elected chairperson to the church no later than the August business meeting.
- J. All committees that misuse their authority are subject to disciplinary action of the Church.

Section 2: Budget and Finance Committee

This committee will consist of, Chairman of Deacons, Bible Study/Sunday School Director, IT Director, Treasurer, Assistant Treasurer and the Leader of the Building and Grounds Team.

The committee shall:

- A. Handle the financial matters of the church, except those funds authorized and directed to be used by the Trustees and prepare a proposed annual budget for the church.

- B. Present this budget at the December business meeting.
- C. Compare quarterly, the proposed budget with careful estimate of the income and, if necessary, recommend to the church a corrected budget.
- D. Establish and maintain a system for receiving, recording and disbursing the current expense and missionary funds.
- E. See that committee obligations are promptly met, that income and expenditures are in accordance with the budget as approved by the church.
- F. Review the financial records of the church treasurer to include the financial secretary's records at the close of the year (January 1, through December 31).
- G. The committee is to take the proper steps to reconcile any discrepancy in the records.
- H. The committee is authorized to make expenditures up to \$500.00 dollars in emergency for non-budgeted items.
- I. Any expenditure over \$500.00 for non-budgeted items shall be brought before the church for approval in a business meeting.

Section 3: Board of Trustees

The board will consist of three (3) members whose nomination will be made by the nominating committee. Members will serve for a period of five (5) years or as designated by the state laws.

The board's duties are:

- A. Have the duties designated by the laws of the State of Alabama subject to the directions of the church.
- B. Hold title to all property, in trust, subject to the direction of the church.
- C. See that the church is adequately protected by public liability as well as normal comprehensive coverage.
- D. See that all legal documents and insurance policies pertaining to the church and church properties be kept in a safety deposit box at the bank.
- E. At the request of a committee or by the actions of the church in a business meeting, to become the acting agency to secure outside assistance on such matters that would require legal procedures on behalf of the church. No legal actions against an individual party, an organization, or cooperation are to be taken without the consent of the church body, Faith Baptist Church.

Section 4: Information Technology Committee

This committee shall be composed of a minimum number of three (3) members. The committee members shall:

- A. Be responsible for the ongoing development and maintenance of integrated, effective archival and information sharing systems.
- B. Make recommendations concerning computer software and hardware, the website and other means of electronic communication,

coordinating such efforts with the Media Team when deemed necessary.

- C. Maintain Internet access, website and email functions for the church offices.
- D. Select adequate professional agencies to service technological equipment.
- E. Ensure compliance with the church Information Technology Acceptable Use Policy (AUP).

Section 5: Personnel Committee

The personnel committee helps to ensure policies, procedures and processes are in place to support staff in their ministry and ensure the ministry operation is compliant with state and federal laws in the context of Article IV of the church's Constitution. The Personnel Committee will consist of five (5) members, one of whom will be the Chairman of the Deacons, which will then select their own chairperson. Specific responsibilities are to:

- A. The committee will be responsible for developing and maintaining an employee handbook that will include but not be limited to the following:
 - a. Written job descriptions
 - b. Time-off policies
 - c. Behavior, conduct, ethics (including maintaining confidentiality), work environment
 - d. Holiday schedule
 - e. Define what constitutes a work week
 - f. Establish policies pertaining to hiring, disciplinary action and termination
- B. The employee handbook and any revisions must be approved in a regular or special called church business meeting.
- C. Recommend to the budget and finance committee salary and benefit packages for existing employees
- D. Work with the budget and finance committee to develop recommendations for compensation for newly hired employees and/or newly created staff positions approved by the church
- E. Recruit and recommend to the church for approval candidates for any non-ministerial staff positions to be filled
- F. Work closely with the Pastor Search Committee and the Budget and Finance Committee to develop a package for prospective pastoral candidates and other staff positions
- G. The employee handbook shall be given to the prospective employee. The prospective employee must sign a document acknowledging they have read, understand and agree to comply with the policies presented. The document must also be signed by the chairman of the personnel committee.
- H. Assess and make recommendations to the church concerning future personnel needs and policies.

Section 6: Youth Committee

The Youth Committee will consist of five (5) members. These members will consist of the Youth Minister, the Youth Bible Study/Sunday School teachers and one middle school youth, one high school youth and two parents (not from the same family). Committee members will meet quarterly. Excluding standing members, members will serve for one year and rotate off of the committee.

Specific duties shall include:

- A. Assist the Minister of Youth in making plans and carrying out youth programs in accordance with the bylaws of the church.

Section 7: Special Committees

Special committees may be elected by the church or appointed by the moderator as the need arises. However, the moderator will not appoint a committee without having the concurrence of the church. Special committee duties and responsibilities will be clearly defined before their election or appointment.

Article X - Ministry Teams

Section 1: Purpose and Scope

The role of ministry teams is to engage the church in ministry. They plan and lead ministry in a particular area of church life, but they should strive to involve as many people from the church, as possible, in carrying out the work of ministry. Ministry teams are where the vision of the church is implemented and lived out (1 Corinthians 12:4-7; Ephesians 4:16). The ministry teams referenced in the church Bylaws do not necessarily reflect all active ministry teams. The church anticipates that members will continue to organize themselves to form ministry teams as new needs arise within the church.

Section 2: Ministry Team General Rules

- A. The pastor is an ex-officio member of all ministry teams.
- B. The membership of teams shall exercise shared responsibility and joint accountability to the church for the budgetary and financial duties as specified in the bylaws.
- C. As ministry teams engage the church in ministry, they should receive support from staff members. It is the pastor's and church staff's responsibility to make sure that ministry teams have the resources and training opportunities that they need to grow in their service and faith. It is expected that team members will have a spiritual passion for their ministries.
- D. By their nature, ministry teams will engage the church and community in service/ministry work. Within the scope of the approved team responsibilities and in cooperation with the pastor, each team shall plan its own work.

- E. A team leader will be responsible for every team. Team leaders must be active members of the church. Team leaders will be recommended by the nominating committee and approved by the church. Team leaders elected from the church body are not limited in the number of terms that they can serve. If a vacancy occurs in team leadership during the year, the church council will work in coordination with the pastor to identify a prospective team leader who will then be approved by the church.
- F. Team members will be recruited and selected by the team leader and may include people who express an interest in volunteering. Unless an alternative procedure is stated in the church Bylaws, all new team members shall be confirmed by the church during a church business meeting.
- G. Member roles shall be built around talents and gifts of team members. The number of members and roles may be varied and adjusted from year to year to meet needs and to fit new approaches.
- H. A budget proposal will be submitted to the Budget and Finance Committee by October 1.
- I. Expenditures of church funds exceeding \$500 shall be submitted for approval by the Budget and Finance Committee.
- J. Any team leaders and team members that misuse their authority are subject to disciplinary action of the church.

Section 3: Buildings and Grounds Team

The team shall:

- A. Be continually on the lookout for needed repairs and if an emergency arises, either make or supervise the repairs immediately. If emergency repairs exceed the amount provided in the budget, the action must be cleared through the Budget and Finance Committee.
- B. Exercise preventive maintenance through systematic planning for other needed repairs to the church property.
- C. Be receptive to suggestions for improvement to the church property and, if the team deems it wise, report to the church with recommendations.
- D. Estimate the cost of utilities, repairs and improvements and request the finance committee to include those items in the budget.
- E. See that grass and shrubs are properly planted and tended and that the parking area is properly marked and maintained.
- F. Erect and maintain any outdoor signs that may be authorized by the church.
- G. This team shall be composed of at least five (5) members.
- H. The team will be responsible for overseeing the janitorial needs of the church.
- I. Expenditures for repairs to buildings and grounds of an emergency nature shall be approved by the team leader of the Building and Grounds Team. If emergency repairs are needed and the team leader of the building and grounds team is unavailable to approve the repairs, another team member may approve the repairs. Emergency

repairs of more than \$500 should be promptly reported to the entire Building and Grounds Team. A report of the nature and amount of emergency repairs exceeding \$500 should be made by the chairman of the Building and Grounds Team at the next-occurring Budget and Finance Committee meeting.

- J. Routine repairs to buildings and grounds exceeding \$1,000 but covered by the church's Major Repair Fund shall be approved by the Building and Grounds Team and reported at the next-occurring meeting of the Budget and Finance Committee.
- K. Major improvements to buildings and grounds of an elective nature that will exceed \$2,500 shall come before the church for a vote in a business meeting as a recommendation from the Building and Grounds Team. This does not preclude such recommendations coming from the church at large.

Section 4: Tellers Team

The team shall be composed of at least six (6) members. Additional members may be added as needed and approved by the church upon recommendation of the Team Leader. All team members shall be subject to a background check and must have been a church member for one year prior to serving on the Tellers Team.

Teller Team specific duties and responsibilities are:

- A. Using more than one teller to receive all contributions.
- B. Using more than one teller to count all monies and prepare deposits.
- C. Make bank deposits.
- D. Insure that amounts recorded on offering envelopes correspond with the amount in the envelope.
- E. Prepare a record of amount deposited for the Financial Secretary.

Section 5: Mission Action Team

The team will consist of: Pastor, Ministry Staff, WMU Director, Men's Ministries Leader and church Treasurer and Assistant Treasurer. The purpose and goal of this ministry and team is for the spreading of the gospel through ministering to "the least of these." Meeting physical needs is a powerful way to meet spiritual needs and share the gospel of Jesus Christ. It is to that end that this team must work. The Pastor and or other ministers on staff must meet with (face to face) the one who is need of assistance before any decision is made. After a meeting and assessment of the need a recommendation may be made for assistance at which time the Men's leader or WMU leader may be called upon to further assist or organize members to help meet the need. Under no circumstances will cash be given directly to persons in need, but groceries and other items may be provided. All mission action needs will be funded from the mission action account. Any amount exceeding 250.00 dollars must be approved by the team. No one, (except under special circumstances agreed upon by Mission Action Team) will receive consecutive monthly financial aid. Those who seek assistance who are not members of or prospective members of the church will only be eligible for assistance one time in a calendar year.

Section 6: Media Team

This team shall be composed of a minimum number of five (5) members. The team members shall:

- A. Use appropriate media to communicate the church's identity and work to church members and to the general public, maintaining the church website and social media sites.
- B. Publicize special occasions and happenings within the church to church members and to the general public.
- C. Record, archive and disseminate church services.
- D. Be attentive to new technologies and recommend policies and procedures to improve the church's communications.
- E. Operate the sound system.
- F. Develop and maintain the audio and visual equipment, including sound system, sound devices, video system and video devices. Additionally, the team will make the church aware of any related needs or maintenance as required.
- G. Be attentive to new technologies and recommend policies and procedures to improve the church's communications. Additionally, the team will make recommendations for any up-grading of equipment or operational procedures, coordinating with the Information Technology Committee as deemed necessary.

Section 7: Fellowship Team

The team will consist of ten (10) or more members and additional members may be added. The team leader of the fellowship team will also serve as the church hostess. The team shall plan church wide fellowships and homecoming activities.

Section 8: Wedding and Event Team

The Wedding and Event Team will consist of the Fellowship team leader, Media Team leader, Bridal/Special Shower Director, Minister of Music and Church Secretary.

Their responsibility of wedding and event team will be as follows:

- A. Oversee all wedding functions and special events (i.e. non- church related functions) involving the church facility and equipment and to enforce and ensure facility usage policies are being followed.
- B. To schedule all weddings and events so as not to conflict with other church events.
- C. Coordinate all details such as media, custodial/janitorial and security (i.e. lock up and overseeing) needs.
- D. Check to see that the church has been properly cleaned if the group chooses to handle the janitorial needs ensuring the church is back in order prior to the next scheduled church service.
- E. Collect and deposit any funds when the Church is booked.

- F. Approve and arrange for the payment of required services, such as but not limited to those working the sound system, janitorial and custodial services.
- G. Regularly review the procedures for use of the facility and make any recommendations to the Church.

The Wedding Team shall have the authority to waive all charges only when there will be a very small ceremony with no use of the sound system or fellowship hall for receptions and rehearsals and in situations of partnering with community to host events.

Section 9: Transportation Team

The Transportation Team will consist of as many members necessary, who are at least 21 years of age or older. Also, they must meet the requirements of the insurance company insuring the vehicle(s). For driving purposes, the church staff and the adult youth-committee members will also be eligible to drive the vehicle. This team will be responsible for operation, upkeep and maintenance of church vehicle(s).

Article XI - Discipline

- A. If members have points of disagreement, one should go to the other in accordance with the biblical principles outlined in Matthew 18:15 "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother."
- B. If reconciliation still does not take place, then members should proceed in accordance with the biblical principles outlined in Matthew 18:16 "But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses."
- C. If reconciliation still does not take place, then an accusation may be made to the Pastor and Deacons. Any accusation must be made in writing and signed by the two witnesses and presented in person to the Pastor and Deacons (2 Corinthians 13:1, 1 Tim 5:19). After the letter has served its purpose, it is to be returned to the sender.
- D. If the accused member continues to conduct themselves in a manner which in the studied opinion of the Pastor and Deacons is not in keeping with the biblical principles and for which the accused does not show evidence of repentance, the accused will be interviewed and counseled by the Pastor and the Deacons after the manner clearly indicated in the Word of God (Galatians 6:1). The restoration of the member shall be the single purpose and love the sole motivating force in these proceedings.
- E. If, however, the member should choose to continue in their unrepentant condition, the matter shall be brought to a special closed business meeting for only voting members of the local church. At this time they may be deprived of their membership according to Matthew 18:17. This can be done

only upon the recommendation of the Pastor and Deacons and by a three-fourths majority vote of the members present.

- F. If such a person thereafter sincerely repents, they shall be forgiven according to 2 Corinthians 2:4-8 and shall upon request be readmitted according to Article III Section 3 of these bylaws.

Article XII - Licensing and Ordaining

Before a member is licensed to preach, he will be required to discuss with the Pastor and the Deacon body his beliefs and doctrines that he intends to preach.

Any member who, in the judgment of the church, gives evidence by his spiritual life, his zeal and "aptness to teach", that he is called of God to the work of the ministry, after having preached in the hearing of the Church, may be licensed to preach the gospel of Jesus Christ, provided two-thirds of the members of the church present at any regular meeting shall agree thereto.

If the church unanimously decides that one of its licensed preachers possesses the spiritual qualifications for full ordination and has been called by a church, it shall call a council of ministers and brethren from the associated churches to examine the qualifications of the candidate to which council the propriety of ordaining shall be referred.