

PROPOSED CHANGES TO FBC BYLAWS

bold items indicate proposed additions
~~strikethrough~~ items indicate proposed deletions

ARTICLE I MEMBERSHIP

SECTION 1: CANDIDACY

The membership of this church shall be all whose names are duly inscribed on the church rolls as maintained by the Church Clerk. Persons may offer themselves as a candidate for membership in this church in any of the following ways:

- (1) By receiving Jesus Christ as Savior and giving testimony of this decision through believer's baptism
- (2) By baptism if a person has received Jesus Christ as Savior at an earlier time but has not experienced believer's baptism
- (3) By transfer of membership from another Baptist church
- (4) By statement that a person received Jesus Christ as Savior and that he or she has undergone believer's baptism in another church

All persons requesting membership in this church will be required to attend a new member class and an appointment with a staff member or another qualified decision counselor prior to being voted into membership at a regular business meeting.

A seventy-five percent affirmative vote of those church members present and voting at a business meeting shall be required to approve all candidates for church membership. Should there be any dissent as to any candidate, such dissent shall be referred to the Pastor and the membership committee for investigation and the making of a recommendation to the church within thirty days at a regular or special business meeting.

SECTION 2. CATEGORIES OF MEMBERS

- (1) There shall be two categories of members of the church.
- (2) Active members: This category shall consist of all initial members of the church as of the date of these bylaws who are actively involved in the church, as that term is defined in section 2, paragraph 5 (below), and all members admitted hereafter from time to time, unless such members are transferred to the inactive membership roll. The names of the members of this category shall be put on the active membership roll.
- (3) Inactive members: This category shall consist of those members who once were members on the active membership roll, but whose names are transferred from the active membership roll to the inactive membership roll by the membership committee when they are no longer actively

involved in the church. The names of the members of this category shall be put on the inactive membership roll.

(4) The membership committee shall annually, or as the need arises, inspect the active membership roll and identify those members on said roll who have not been “actively involved” in the church within the last twelve months. Upon identification of those members, the membership committee shall transfer those members from the active membership roll to the inactive membership roll. The determination by the membership committee to transfer a member from the active membership roll to the inactive membership roll shall be final and conclusive, subject to article I, section 2(6).

(5) Members who have regularly attended the services of the church and who have made financial contributions in support of the church within the last twelve months will be determined by the membership committee to be “actively involved” in the church.

(6) Any member whose name appears on the inactive membership roll may request that his or her name be transferred to the active membership roll by making such request to the membership committee after becoming “actively involved” in the church again. Such transfer to the active membership roll shall be made by the membership committee effective thirty days after the request if the membership committee is able to confirm that the member has become “actively involved” in the church again.

SECTION 3. RIGHTS OF MEMBERS

(1) Every member of the church who is on the active membership roll is entitled to vote at all elections and on all questions submitted to the church in a business meeting. Members of the church on the inactive membership roll are not entitled to vote.

(2) Every member of the church on the active membership roll is eligible for consideration by the membership as candidates for elected offices in the church. Members on the inactive membership roll are not eligible for such consideration.

(3) Every member of the church may participate in the ordinances of the church.

SECTION 4. TERMINATION OF MEMBERSHIP

Membership shall be terminated by (1) death, (2) exclusion by action of this church, (3) transfer to another Baptist church, (4) upon request of the member, or (5) upon becoming affiliated with a church of another faith or denomination, and in other ways such as this church may determine.

SECTION 5. EXCLUSION OF A MEMBER

Should a member become an offense to the church by reason of immoral or unchristian conduct,

or by denying acceptance of fundamental doctrines of the church, it shall be the responsibility of the Pastor and **Deacons ~~membership committee~~** to take steps to resolve the offense in accordance with Matthew 18:15-20. If the **Deacons ~~membership committee~~** determines that exclusion of the member is necessary, after due personal notice and hearing in private by the **Deacons ~~membership committee~~** and after faithful efforts have been made to bring such member to repentance, membership may be withdrawn upon recommendation of the **Deacons ~~membership committee~~**, and upon the vote of the majority of the members present at a regular business meeting to approve the recommendation of the **Deacons ~~membership committee~~**. The basis for the recommendation of the **Deacons ~~membership committee~~** shall not be required to be made officially public, announced in public, or disclosed to the general church membership or the general public.

The church may restore to membership any person previously excluded, upon request of the excluded person, and after the excluded person has met with the **Deacons ~~membership committee~~** and indicated such person's repentance, upon recommendation of the **Deacons ~~membership committee~~** and by a majority vote of the church members present at a regular business meeting to approve said recommendation.

It shall be the practice of the church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

ARTICLE II CHURCH OFFICERS, STAFF, AND COMMITTEES

All who serve as officers and staff of the church and those who serve on church committees shall be members of this church.

SECTION 1. CHURCH OFFICERS

The officers of this church shall be the Pastor, the ministerial staff, the Deacons, a moderator, a clerk, a treasurer, and trustees.

(1) PASTOR

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

The Pastor is the leader of Pastoral ministries in the church. As such he works with the Deacons and church staff to: (1) lead the church in the achievement of its mission, (2) proclaim the gospel to believers and unbelievers, and (3) care for the church's members and other persons in the

community.

The Pastor shall be chosen and called by the church whenever a vacancy occurs. A Pastor search committee shall be elected by the church to lead in the selection of a Pastor (see article II, section 3(6)). The election of the Pastor shall take place in a business meeting called for that purpose on a Sunday morning immediately following the trial sermon. At least two week's public notice shall be given before a candidate for Pastor shall be presented for consideration. He shall be presented by the recommendation of a Pastor search committee. The affirmative vote must be in excess of three-fourths of the church members present and voting to constitute a call. This vote shall be by secret ballot. The Pastor, thus elected, shall serve until the relationship is terminated by his relinquishment or the church's declaration as provided below.

The Pastor may relinquish the office of Pastor by giving at least two weeks written notice to the church of his resignation. The church may also declare the office of Pastor to be vacant and the Pastor's employment terminated. Such action shall take place at a meeting called for that purpose, which shall be called as and shall constitute a special business meeting. The meeting may be called upon the recommendation of a majority of the Deacons. Such meeting should take place only after the church has followed the principles of Matthew 18:15-20 and 1 Timothy 5:19-20 and/or the church has sought help through mediation. The moderator for this meeting shall be designated by the Deacons and that person shall be someone other than the Pastor. The vote to declare the office vacant shall be by secret ballot, and the affirmative vote of two-thirds of the members present shall be necessary to declare the office vacant and the Pastor's employment thereby terminated. Except in the instance of gross misconduct by the Pastor, upon the church declaring the office to be vacant, the church will compensate the Pastor with no less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

(2) MINISTERIAL STAFF

The ministerial staff shall be called and employed as the church determines the need for such positions. A job description shall be written when the need for a new ministerial position is determined.

All prospective staff members shall be recommended to the church by the Pastor and **personnel committee a hiring committee appointed by the leadership team**. The vote to call full-time ministerial staff members shall be accomplished in a Sunday morning worship service. A minimum of two weeks advance notice will be given to the members before a candidate is presented for consideration. The vote to employ part-time staff members will be conducted during regular or special called business meetings; however, the voting is not required to be conducted in a Sunday morning worship service. A minimum of three-fourths affirmative vote of those church members present and voting is required for all paid staff members employed by the church. Voting shall be by secret ballot.

Each employed staff member shall serve until they relinquish the position or their employment is terminated by the church. A ministerial staff member may relinquish their position by giving to the church at least two weeks written notice of their resignation. The Pastor and **leadership team personnel committee** may terminate the employment of the staff member after following appropriate procedures and the principles found in Matthew 18:15-20 and 1 Timothy 5:19-20. If a staff member's employment is terminated, the termination will be effective immediately unless otherwise so stated. Except in the instance of gross misconduct by the staff member, upon the Pastor and personnel committees termination of their services, the church will compensate the staff member with no less than one-twelfth of their total annual compensation. The compensation shall be rendered in not more than thirty days.

(3) DEACONS

Deacons of the church shall be ordained to provide spiritual leadership and service to the fellowship of the church. They shall guard the unity of the spirit within the church, and shall recommend policies concerning the material interests of the church and its ministries, subject to the will of the church.

Every Deacon of the church is expected to seek out and occupy a place of personal ministry in the church program in addition to serving as a Deacon. All Deacons shall actively support the work of the Lord through the various ministries of the church with **their** time and **finances their tithes**. All Deacons are expected to attend the church worship and prayer services and perform assigned duties incident to the conduct of the Sunday services. All Deacons are expected to attend all business meetings of the church as a matter of example and service.

The church shall determine the number of Deacons to serve as desired by the church. Only those meeting the Scriptural qualifications set forth in Acts 6:1-6 and 1 Timothy 3:8-13, who have been members of the church for at least one year, and are over the age of 25 shall be elected. Staff members shall not serve as active Deacons.

Elections shall be held annually in the fall on a Sunday determined by the Deacon election committee (see article II, section 3(5)). One week prior notice of the election shall be given to the members of the church. The election shall be by secret ballot and require the affirmative vote of seventy-five percent of the members voting. Once elected, a Deacon shall serve thereafter as long as he is faithful to his duties. Specific Deacon election procedures are contained in Section V of the church policy manual.

A Deacon may voluntarily rotate to inactive status. Deacons returning to active status within one year of voluntary rotation will not require re-election by the church. Deacons who remain on inactive status after the one-year rotation will be considered as having resigned and will require re-election by the church before returning to active status.

The officers of the Deacons shall be chairman, vice-chairman, and secretary. They shall be

elected each year by the members of the Deacon body. The Pastor shall be notified of Deacon meetings and invited to attend.

In accordance with the New Testament, Deacons are to be servants of the church. The ministry of the Deacon is to serve with the Pastor and ministerial staff to carry out God's work in the church and community in helping the church members and others in the community any way they can.

In the unlikely event that misconduct by an active Deacon should bring discredit upon his office, the church, or our Lord, the responsibility for dealing with the situation rests with the Deacon body. This responsibility and authority includes removal of the individual from active Deacon status if deemed appropriate. All such actions will be handled in a manner that will minimize disruption of harmony and good-will among members of the church.

(4) MODERATOR

The Pastor shall serve as moderator, presiding over church business meetings, or upon the Pastor's request, the church shall elect annually a moderator from the membership as its presiding officer. In the absence of the moderator, an associate Pastor or the chairman of the Deacons shall preside or, in the absence of both, the clerk shall call the church to order and preside for the election of an acting moderator.

(5) CHURCH CLERK

The church shall elect annually a clerk as its clerical officer, who shall serve until a successor has been elected. The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise provided in these bylaws. The clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissals, death or erasure, together with a record of baptisms. The clerk shall notify all officers, members of committees, and delegates of their election or appointment. The clerk shall issue letters of dismissal approved by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these bylaws. The clerk shall be responsible for preparing the annual letter of the church to the association, state and national conventions. The clerk shall include all policies voted by the church in the church constitution, bylaws or policy manual. All church records are church property and shall be kept in the church office when an office is maintained.

(7) CHURCH TREASURER

The church shall elect annually a church treasurer as its financial officer who shall serve until a successor has been elected. The church treasurer shall work with the church financial secretary to receive and disburse all funds entrusted to the church according to the will of the church and make a detailed report at each regular business meeting to the church of all receipts and

disbursements. The treasurer's report and records may be audited annually by an auditing committee or public accountant.

The treasurer shall serve on and work closely with the ~~stewardship committee~~ **leadership team** to develop and recommend to the church adequate policies and procedures related to receiving, accounting, disbursing, and reporting church monies, and to maintain member's records of contributions and provide annual reports of the same.

An assistant treasurer shall be elected annually by the church upon recommendation of the nominating committee for the purpose of giving reports, signing checks, or fulfilling other functions of the treasurer during the treasurer's absence.

(7) TRUSTEES

~~The church shall elect~~ **The Leadership Team shall appoint** three or more trustees from their membership to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease or transfer any church property. When the signatures of the trustees are required, they shall sign legal documents related to the above items only upon the approval and at the direction of the church body in a business meeting.

Trustees shall serve on a rotation basis, with one new trustee being ~~elected~~ **appointed** each year for a three year term. The trustee in their third year of service shall be designated as chairperson of the trustees.

SECTION 2. NON-MINISTERIAL STAFF

The non-ministerial staff members shall be employed as the church determines the need for their services. The Pastor and the ~~church personnel committee~~ **leadership team** shall have the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services shall occur after consultation with the supervising staff member ~~and, as appropriate, with the consultation of related committees of the church.~~

A job description agreed upon by the Pastor, the **leadership team** ~~personnel committee~~, and the supervising staff member shall be written, retained and reviewed periodically by the **leadership team** ~~personnel committee~~.

SECTION 3. CHURCH COMMITTEES

All church committees shall be nominated by the nominating committee, unless otherwise specified in these bylaws, and shall be elected by the church. There are two types of committees, standing committees and special committees. Standing committees are those committees required on a continuous basis and which are elected annually. Special committees are elected

only when required for specific and temporary tasks. Committees essential to carrying out the directives of these bylaws are listed below with a basic description of their responsibilities. Fuller descriptions of these committees and other committees the church may find helpful from time to time are outlined in the church policy manual.

(1) NOMINATING COMMITTEE

The members of the nominating committee shall be nominated by the Pastor and Deacons and elected annually by the church to serve until their successors are elected. The committee shall consist of **one Leadership Team member, the Senior Pastor, and at least three other church members ~~of seven or more persons~~**. The nominating committee shall act on behalf of the church to nominate persons to fill positions, including committee members, committee chairpersons, and church elected leadership positions, with the persons whose gifts, potential, and commitment match the requirements of the positions. The committee shall first approve the person considered for a position before approaching the person for recruitment. The nominating committee shall present to the church for election all who accept the invitation to serve.

(2) LEADERSHIP TEAM

The Leadership Team shall be comprised of not less than 5 and no more than 10 members, one of whom shall be the Senior Pastor and at least two shall be active Deacons. The Church Treasurer shall serve as an ex-officio member. Other than the Senior Pastor no church staff members will serve on the Leadership Team but they should be consulted on matters involving their ministry.

A Leadership Team member shall be a member of the church, regularly attend worship, participate in a Connection Group, faithfully tithe, attend business meetings, and be involved in the prayer and outreach of the church. They shall also meet the biblical standards of character for church leaders.

Leadership Team members shall be elected by the congregation upon the recommendation of the nominating committee for a term of two years and shall not be elected for more than two consecutive terms. A vacancy created by the removal or resignation of a team member shall be filled in the same manner as set forth above. A Leadership Team member elected to serve an unexpired term with one year or less remaining on the term shall not be precluded from being elected thereafter to two full consecutive terms.

The Leadership Team shall work under the guidance of the Senior Pastor to lead the church to understand and fulfill its mission and vision.

They shall elect from among themselves a chairperson, other than the Senior Pastor, and a secretary. The chairperson shall preside at all meetings of the team and shall confer with the Senior Pastor in preparing the agenda for such meetings. The secretary shall keep and preserve the minutes of all meetings of the team and shall conduct and preserve all correspondence for the team.

A two-thirds majority of Leadership Team members shall constitute a quorum.

They shall act as the trustees of the church and its assets. They shall designate those Leadership Team members who shall be authorized to sign legal documents on behalf of the church.

They shall be responsible for overseeing the preparation and submission of a proposed budget for each fiscal year to the membership for approval. Upon approval of the budget by the membership, the Leadership Team shall be responsible for seeing that the budget is carried out as approved.

They shall appoint auditors to audit the financial records of the church and report such findings to the congregation.

They shall establish personnel policies, job descriptions, and oversee the hiring of ministers and support personnel (with the exception of the Senior Pastor) according to the guidelines set forth in these bylaws.

They shall designate a hiring committee for ministry staff positions. The hiring committee will include two leadership team members, the Pastor who will supervise the person hired, and two other church members selected by the leadership team who have interest and experience relating to the position to be hired. The hiring committee will interview all candidates presented by the Pastoral staff for any given position. Upon a two-thirds vote of the hiring committee and the concurrence of the supervising Pastor and Senior Pastor a candidate shall be presented to the church for election.

In the unlikely event of misconduct by a member of the leadership team or consistent nonfulfillment of the guidelines set forth in these bylaws the responsibility for dealing with

the situation rests with the Leadership Team. This responsibility and authority includes removal of the individual from the team if deemed appropriate. All such actions will be handled in a manner that will minimize disruption of harmony and good-will among members of the church.

(2) STEWARDSHIP COMMITTEE

~~The stewardship committee, elected annually by the church after the recommendation by the nominating committee, to serve until their successors are elected, shall consist of seven or more persons. The committee shall develop and recommend an overall stewardship development plan and a unified church budget. The stewardship committee will advise and recommend in the administration of gifts of church members and others, using sound principles of financial management. The stewardship committee will work with the treasurer in the preparation and presentation to the church of required reports regarding the financial affairs of the church.~~

(3) MEMBERSHIP COMMITTEE

~~The membership committee, elected annually by the church after recommendation of the nominating committee, to serve until their successors are elected, shall consist of seven members. It shall be the duty of this committee to investigate and report to the church on any questions regarding admission or dismissal of members, exclusion of members, and to determine the classification of members on either the active membership roll or the inactive membership roll.~~

The membership committee, appointed annually by the Deacons, shall consist of at least three active Deacons and three other church members. One of the Deacons will serve as the chairman of the committee. It shall be the duty of this committee to determine the classification of members on either the active membership roll or the inactive membership roll. Before members are moved from active to inactive membership an effort should be made by this committee, the Deacons, or selected members of the congregation to encourage the members to active participation and identify any ministry needs to which the congregation may need to respond.

(4) PERSONNEL COMMITTEE

~~The personnel committee, elected annually by the church, after the recommendation of the nominating committee to serve until their successors are elected, shall consist of five members. It shall be the duty of this committee to assist the church and the Pastor in matters related to employed personnel administration. Their work includes such areas as determining staff needs, employment services, benefits, salaries and job descriptions, and hiring and terminating staff.~~

(4) DEACON ELECTION COMMITTEE

The Deacon election committee shall consist of six members. Three members will be active Deacons appointed annually by the Deacon body. The other three members will be elected annually by the church, after the recommendation of the nominating committee, to serve until their successors are elected. The Deacon chairman will appoint one of the Deacons to serve as committee chairman. The Deacon election committee will guide the church through the annual process of nominating, screening, and electing men to serve as Deacons.

(5) PASTOR SEARCH COMMITTEE

The Pastor search committee shall be selected by the church body, when the office of Senior Pastor is vacant, to seek the proper person to serve the church as Senior Pastor. This committee shall be composed of between five to seven members and should be led by the Holy Spirit in seeking out the proper person to lead this church in its God-given ministry. The Deacons will recommend to the church the procedure to be followed in selecting the Pastor search committee.

ARTICLE III CHURCH MINISTRIES AND PROGRAM ORGANIZATIONS

The church shall maintain ministries and programs as it deems necessary in order to enable it worship God, care for and disciple the members, and to fulfill its mission in the world. All ministries and organizations related to the church shall be guided by the church body through the leadership of the Pastor and ministry staff. All leaders and officers shall be elected by the church and report regularly to the church. All program activities shall be subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for these programs. The church officers and ministry leaders shall meet periodically with the Pastor and staff to plan, coordinate, and evaluate the ministries of the church to ensure ministries of the church are working together to fulfill the church's mission.

ARTICLE IV CHURCH ORDINANCES

SECTION 1. BAPTISM

The church may receive for Baptism all persons who have received Jesus Christ as their Savior by personal faith and who indicate a commitment to follow Christ as Lord. Baptism shall be by immersion in water. The Pastor, or whomever the church shall authorize, shall administer baptism. Baptism shall be administered as an act of worship during any worship service of the church. Being a church ordinance, baptism is prerequisite to the privileges of church membership and to the second ordinance, the Lord's Supper.

SECTION 2. THE LORD'S SUPPER

The church shall observe the Lord's Supper as scheduled by the Pastor and Deacons. The Pastor and Deacons shall administer the Lord's Supper. The Deacons shall be responsible for the physical preparations. Scripturally baptized members of other churches are welcome to partake of the Lord's Supper with this church.

ARTICLE V CHURCH MEETINGS

SECTION 2. WORSHIP SERVICES

The church shall meet regularly each Sunday and at other times as the church shall determine for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The Pastor shall direct the services for all church members and for all others who may choose to attend.

SECTION 2. REGULAR BUSINESS MEETINGS

The church shall hold regular business meetings quarterly in March, June, September, and December on a Wednesday after the second Sunday of the month. No notice of any regular business meeting is required unless such meeting is a rescheduled meeting.

SECTION 3. SPECIAL BUSINESS MEETINGS

The church may call special business meetings to consider matters of a special nature or significance. The notice of a special business meeting shall include the subject, the date, the time, and the place of the meeting. Special business meetings shall be announced to the church at least one week in advance through the church publications or by announcement in a Sunday morning worship service. No business except that for which the meeting is called may be transacted.

SECTION 4. QUORUM

A quorum shall consist of those members who attend any regular or special business meeting.

SECTION 5. RULES OF PROCEDURE

The most recently revised version of Robert's Rules of Order shall guide the procedure for all business meetings of the church in cases not specifically covered in these bylaws. However, in all cases, custom and practice of the church shall govern decision-making.

ARTICLE VI
CHURCH FINANCES

SECTION 1. BUDGET

The **leadership team ~~stewardship committee~~**, in consultation with the church staff and ministry leaders, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed for local and other expenses. Offering envelopes and other means of giving will be provided for members.

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts.

SECTION 2. ACCOUNTING PROCEDURES

All funds received for any and all purposes shall pass through the church treasurer, or financial secretary, and be properly recorded.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the **leadership team ~~stewardship committee~~**.

The Trustees shall be authorized to select and designate such depository or depositories for the funds and securities of the church as they shall deem proper, upon recommendation of the **leadership team ~~stewardship committee~~**. All checks, notes, and contracts of the church, and all orders for deposit or withdrawal of securities from the designated depository or depositories shall be signed by the church treasurer or someone authorized by the church.

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

SECTION 3. FISCAL YEAR

The church fiscal year shall begin on September 1st and end on August 31st.

ARTICLE VII
CHURCH POLICY MANUAL

The church shall develop and keep updated a church policy manual. This manual may be developed and maintained by a special committee or as directed by the church. This manual should include church policies and procedures, as well as organizational charts indicating lines of responsibility to be used in the administration of the church. The manual shall be maintained in the church office by a church secretary and made available for use by any member of the church. The policy manual is to be a dynamic working document which can be changed during any regular or special business meeting by a two-thirds affirmative vote of the voting members present.

ARTICLE VIII
INDEMNIFICATION

To the maximum extent permitted or required by Chapter 8 of the Texas Business Organization Code, as it now exists or as it may be amended in the future, the church shall indemnify as well as advance expenses to persons who are officers, directors, employees, agents, or other persons identified in Chapter 8, for amount such persons paid directly regarding liabilities incurred by such persons. The church shall not indemnify or advance expenses to such persons or any amount paid by a third party pursuant to a plan or contract of insurance.

ARTICLE IX
AMENDMENTS

These bylaws may be amended by a two-thirds affirmative vote of the church members present and voting at a business meeting specifically called for that purpose. The proposed amendment will be inserted in the call, to be given on two consecutive Sundays previous to the voting. Neither of the notices shall be less than one or more than five weeks prior to the date of voting.