

BYLAWS  
of the  
FIRST BAPTIST CHURCH  
of  
RALEIGH, NORTH CAROLINA

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## INTRODUCTION

First Baptist Church of Raleigh, North Carolina, is a servant community of faith making disciples of Jesus Christ. Under the church's constitution, we are a fellowship of Christians whose purpose is to worship God as revealed in Jesus Christ, study the Word of God as revealed in the Scriptures, and share the Gospel of Jesus Christ with all people. The bylaws are intended to carry out the purpose as set forth in the constitution and to govern the affairs of the church accordingly. The bylaws are supplemented by the operations manual of the church as set forth in Article 5, Section 5.8 and by A Curriculum Guide for Christian Education, 2002, as updated. Together the constitution, bylaws, operations manual, and curriculum guide facilitate the work of lay leaders, who shall guide the church in transactions and decisions that affect the welfare and business of the church, and the ministerial and support staff, who shall assist the church in achieving its purposes.

## ARTICLE I. MEMBERSHIP

### Section 1.1: Admission of Members

Any person who has accepted Jesus Christ as personal Lord and Savior may request church membership at any church meeting and is accepted for admission upon the affirmation of a majority of the members at the meeting. Admission in the church is accepted by one of the following methods:

- a. Baptism by immersion.
- b. Letter of transfer from another Baptist church. (When a person is received on promise of letter of transfer but the letter is not secured within 90 days, the clerk records the person as "received on statement of experience.")
- c. Statement of experience and faith, if the person has already received the ordinance of baptism by immersion.
- d. Statement of experience and faith, if the person has been baptized in another Christian tradition (immersion is always offered but is not required of these candidates).
- e. Upon exceptional circumstances, any method requested by a candidate for membership, recommended by the deacons, and approved by a majority vote of the members in church conference.

### Section 1.2: Watchcare

A person who has accepted Jesus Christ as personal Lord and Savior and who wants to maintain membership in or remain associated with another church or denomination but participate in the fellowship of the church may come under the watchcare of the church.

A person is accepted under the watchcare of the church upon the majority vote of the members at any church meeting. A person under watchcare may fully participate in the life of the church but may not vote in church conference or hold a position that is limited to members of the church.

Section 1.3: Responsibilities of Members

Members are expected to live as Christians, observe the Church Covenant, and participate in the life of the church, including worship, study, service, and stewardship.

Section 1.4: Termination of Membership

Membership is terminated by death or by majority vote of the members at any church conference upon:

- a. The member's request for a letter of transfer or recommendation to unite with another church;
- b. Resignation in writing of the member;
- c. Satisfactory evidence that the member has united with some other church; or
- d. Satisfactory evidence that the member has not participated in the life of the church for at least four years and has not responded to inquiries from the church about the member's status for at least two years.

ARTICLE II: MEETINGS AND ACTIVITIES

Section 2.1: Worship, Education, and Fellowship

The church holds regular Sunday worship services, conducts regular Sunday School and other programs, meetings, and activities for worship, education, and fellowship as the church deems appropriate.

Section 2.2: Regular Church Conference

The church shall meet in regular conference on at least nine occasions in separate months of each calendar year to conduct any business that might properly come before it. The schedule of regular church conferences is set by the moderator, in consultation with the pastor, by December 31 of the year preceding that for which the schedule is established. The schedule must be published in January at least 15 days before the first church conference held under the schedule.

Section 2.3: Special Church Conference

The church may meet in special conference to conduct any business that might properly come before it. A special conference may be called by the pastor, moderator, or by written request to the moderator that is signed by at least 15 members. A public announcement of the time and subject matter of the special conference must be given at the worship service on a Sunday at least seven days before the special conference and otherwise publicized to the congregation.



Section 2.4: Moderator

The chair of the deacons is the moderator who presides over all church conferences. In the absence of the chair, the vice chair of the deacons presides. If both the chair and vice chair are expected to be absent, the chair designates a former chair as the moderator, but if that is not possible, the members present at the conference select a moderator from among themselves.

Section 2.5: Scheduling

All services, meetings, and activities, except for special church conferences that are requested in writing by 15 members, may be rescheduled or cancelled upon joint recommendation of the pastor and moderator.

Section 2.6: Quorum

Fifty members constitute a quorum for transacting business at any church conference.

Section 2.7: Parliamentary Procedure

Parliamentary procedure as set forth in the most recent edition of Robert's Rules of Order governs the conduct of any church conference.

ARTICLE III: ORDINANCES

Section 3.1 Baptism

The pastor or someone approved by the pastor administers the ordinance of baptism.

Section 3.2: The Lord's Supper

The Lord's Supper is celebrated by the congregation regularly, is administered by the pastor or another ordained minister, who may be assisted by any other member of the ministerial staff, and is served by the deacons (active or auxiliary). The Lord's Supper may also be celebrated at other places and may be administered and served by other persons as appropriate.

ARTICLE IV: LEADERSHIP

Section 4.1: Trustees

a. Membership

The trustees are members of the church and consist of eight persons who are elected to staggered two-year terms. Trustees may not succeed themselves after serving a full term.

b. Elections

Trustees are nominated by the Nominating Committee and are elected no later than the final regular meeting of the church conference each year. The trustees shall choose from among their members before the end of each year a chair, a vice chair, and a secretary to serve the next year.

c. Duties

The trustees meet at least semi-annually and at such times as necessary to carry out their duties. Action by a majority of the trustees is sufficient to bind the church. The trustees have the following duties:

- (1) Represent the church in its legal and property matters.
- (2) Execute all deeds, mortgages, or other instruments that involve the acquisition or transfer of property when authorized to do so by the church.
- (3) Execute all contracts valued at \$10,000.00 or more when authorized to do so by the church. All contracts for expenditures under \$10,000.00 budgeted and authorized by the Finance Committee or the church may be executed by the pastor or his designee.
- (4) Monitor the church's compliance with legal requirements in all contracts, deeds, mortgages, trusts, bequests, or other instruments affecting the church.
- (5) Keep a written record of their activities on behalf of the church.
- (6) Develop policies regarding designated and undesignated gifts and bequests and implementing language for those policies for the operations manual.
- (7) Submit a report to the first regular church conference following the year of service that summarizes any legal and property activities or matters of interest to the church. The report and the written record of the trustees' activities are made a part of the minutes of the church conference.

Section 4.2: Deacons

a. Classification

All persons who are elected deacons are deacons for life. There are two classifications of deacons:

- (1) Active deacons are those deacons who are elected by the church to a current term of service. Active deacons serve as voting members in deacon deliberations, including selection of their officers.
- (2) Auxiliary deacons are those deacons whose active term of service has expired. Auxiliary deacons do not vote in deacon deliberations but may be called upon to serve as deacons in all other areas.

b. Qualification and Term

Any member of the church may be elected deacon. Each year the church elects eight women and eight men to serve as active deacons. An active deacon serves for a three-year term and may not be re-elected or serve as an active deacon again for a period of four years. No spouse of an active deacon is eligible to serve as an active deacon during the term of the spouse.

c. Duties

Deacons are servants of the church. In cooperation with the pastor, deacons have the following duties:

- (1) Assist the pastor in ministry to and care for the congregation and community.
- (2) Assist in the administration of ordinances.
- (3) Consider and make recommendations to the church in all matters pertaining to its spiritual and material welfare.

d. Election

Election of deacons is held during the month of October using the following procedures:

- (1) The issue of the church newsletter preceding the first Sunday in October will contain a notice of the election of deacons and will list the current active deacons with the expiration dates of their terms and all other members not eligible for nomination. Members who do not wish to serve as deacons may add their names to the list of those who are not eligible for election.
- (2) Additional methods of providing notice of the deacon elections, the duties and responsibilities of deacons, and the process of electing deacons may be established by the deacons.
- (3) At the regular Sunday worship service on the first Sunday in October and each subsequent Sunday in October, the pastor or presiding minister calls attention to the election of deacons and the availability of ballots.
- (4) Ballots are made available to members of the congregation beginning the first Sunday of October through the last Sunday in October through procedures to be established by the deacons, which shall include making ballots available at the worship services in October and in the Church office beginning the first Sunday of October through the last Sunday in October. Distribution of ballots may also include other methods such as electronic distribution, putting ballots in Sunday School boxes, and other procedures approved by the deacons.
- (5) During the month of October, each member is entitled to vote by submitting a ballot with the names of up to eight women and up to eight men who are members and are eligible to serve as deacons. Each member may submit only one ballot.
- (6) The deacons will establish methods for collecting deacon ballots throughout the election process, including receptacles located in the church office and other convenient locations.
- (7) Immediately following the regular Sunday worship service on the last Sunday in October, a tellers' committee, appointed by the chair of the deacons from the outgoing deacons, tallies the ballots and prepares two

lists that include, in order of most votes received, the women and the men who received votes for deacon.

- (8) Afterwards, the chair and vice chair of the deacons, starting at the top of each list contact the woman and the man who received the highest number of votes to explain the duties of a deacon, that the church has elected that person to be a deacon, and to determine if that person is willing to serve as a deacon. This process continues until eight women and eight men have agreed to serve as deacons. In the event of a tie in the number of votes received for the last position to be filled on a list, the church member who has been a member of the church longer is elected.
- (9) The results of the election are published on the bulletin board outside the Fellowship Hall and in the next church newsletter. Ballots and tally forms are destroyed immediately after the newly-elected deacons are confirmed.

e. Vacancies

If a vacancy occurs in the active deacons, the chair recommends for approval by the congregation at church conference an auxiliary deacon, who does not have a spouse serving as an active deacon, to fulfill the unexpired term that is created by the vacancy. The auxiliary deacon's service during the unexpired term will not be considered for determining eligibility for subsequent service as an active deacon.

f. Ordination

Any person elected a deacon who has not been ordained is ordained as early in January as reasonably can be arranged by the pastor.

g. Meetings

The deacons meet regularly, and at least once during the 30 days before each regularly scheduled church conference. The deacons also have special meetings if requested by the chair, the pastor, or any 10 active deacons.

h. Officers

At the last regular meeting of the year, the deacons elect a chair, vice chair, secretary, assistant secretary, and other officers as needed to carry out its ministries to serve the following year using the following procedures:

- (1) Before the meeting, the chair of the deacons appoints and announces a nominating committee of five deacons who nominate persons for chair, vice chair, secretary, assistant secretary, and any other offices.
- (2) Before the meeting, the nominating committee contacts each proposed nominee to determine whether that person is willing to serve, if elected. The nominating committee presents a report of its nominations at the last regular meeting of the year.
- (3) In addition to the persons nominated by the nominating committee, nominations may be received from the floor. If there are nominees other than those of the nominating committee, voting shall be by written ballot.

i. Committees

The chair may appoint *ad hoc* committees from among the deacons to facilitate the work of the deacons.

j. Education

The deacon chair and the pastor, working with the diaconate, shall give careful attention to educating the congregation about the responsibilities and commitments expected of deacons.

k. Minutes

The secretary of the diaconate turns over to the church Archives and History Committee copies of the signed minutes of all deacons' meetings as soon as practicable after the completion of the meeting at which they are approved in accordance with the bylaws. The original signed minutes are turned over to the administrative assistant to the pastor at the same time to be kept with the permanent records of the church.

Section 4.3: Clerk

The Nominating Committee nominates and the church elects from among its members a clerk and an assistant clerk no later than the final regular church conference of the year. The clerk and assistant clerk serve two-year terms and may not succeed themselves after serving a full term. The clerk fulfills the following duties:

- a. Keeps an accurate and complete record of the business that is transacted by the church in its regular and special church conferences.
- b. Informs the proper person or committee of any action taken by the church conference when appropriate.
- c. Turns over to the church Archives and History Committee copies of the signed minutes of all church conferences as soon as practicable after the completion of the meeting at which they are approved in accordance with the bylaws. The original signed minutes are turned over to the administrative assistant to the pastor at the same time to be kept with the permanent records of the church.

The assistant clerk assists the clerk and acts when the clerk is unavailable.

Section 4:4 Treasurer

The Nominating Committee nominates and the church elects from among its members a treasurer and one or more assistant treasurers no later than the final regular church conference of the year. The treasurer and assistant treasurers each serve two-year terms, and may not succeed themselves after serving a full term. The treasurer has the following duties:

- a. Has custody of the funds of the church and deposits or causes to be deposited all funds in the name of the church in those banks, trust companies, or other depositories selected by the Finance Committee.

- b. Disburses, or causes to be disbursed, the funds of the church to pay salaries, bills, and other items following proper authorization, and is authorized to sign checks or other disbursement vouchers on behalf of the church.
- c. Keeps, or causes to be kept, adequate and correct accounts of the church's receipts, properties, and transactions, and causes a financial statement to be presented to the Finance Committee monthly, and to the deacons and church conference as requested by the Finance Committee.
- d. Cooperates with the Finance Committee, the minister in charge of administration, and the financial administrator of the church when carrying out these responsibilities.

An assistant treasurer assists the treasurer and acts when the treasurer is unavailable.

#### Section 4.5: Staff-Pastor

##### a. Qualifications

The pastor shall be an ordained Baptist minister and shall become a member of the church.

##### b. Duties

The pastor has those duties that a Baptist church pastor normally has, including:

- (1) Presiding over worship services and giving spiritual guidance to the congregation.
- (2) Supervising the administration of the church and the other staff members.
- (3) Directing the ministries of the church.
- (4) Providing leadership in matters of church governance.

##### c. Term

The pastor serves for an indefinite term. The pastor may terminate the employment upon at least 30 days written notice to the chair of the deacons, who shall immediately notify the church.

The church may terminate the employment of the pastor by majority vote at a church conference called specifically for that purpose. The termination is effective immediately unless extended by mutual agreement. If terminated by the church, the pastor's salary and benefits remain in effect for a period of at least three months.

##### d. Selection of Pastor

Upon termination of the pastor's employment, a new pastor is selected by the following procedures.

###### (1) Pastor Search Committee

The church appoints a Pastor Search Committee that consists of 10 members, five of whom are women and five of whom are men. In addition, the chair of the deacons, the chair of the Personnel Committee, and the chair of the Finance Committee are ex-officio members.

The Pastor Search Committee searches for a pastor to recommend to the church along with a proposed compensation package. The Pastor Search Committee adopts such methods as it deems best, consistent with the constitution and bylaws, in carrying out its responsibilities.

(2) Selection of Pastor Search Committee

The chair of the deacons, in consultation with the vice chair of the deacons, the chair of the Nominating Committee, and other persons that the chair of the deacons deems advisable, nominates 10 persons (five women and five men) to submit to the church conference. The church conference then elects five women and five men to serve on the Pastor Search Committee. The chair of the deacons schedules the first meeting of the Pastor Search Committee and initially presides over the meeting until the committee selects a chair from among its members, who thereafter presides.

(3) Reimbursement of Expenses

The Pastor Search Committee and its members are reimbursed for all reasonable expenses, including travel and subsistence, incurred in the performance of their duties. The Pastor Search Committee may invite candidates to Raleigh, and the church will pay for the reasonable travel and subsistence expenses of the candidate.

(4) Recommendation of the Candidate

When the committee is ready to submit a candidate to the church, it notifies the moderator, who calls a special church conference. The Pastor Search Committee may submit only one candidate for pastor to the church at a time. There will be no nominations from the floor.

(5) Election of Pastor

A pastor must be elected by at least three-fourths of the members present at the special church conference. If the candidate recommended by the Pastor Search Committee is not elected, the moderator ends the meeting without debate. The Pastor Search Committee resumes its search and submits another candidate in accordance with these procedures.

(6) Salary Review and Recommendations

A committee comprised of the chairs and vice chairs of the deacons, Finance Committee, and Personnel Committee meets at the initiative of the chair of the deacons to make an annual review of the pastor's salary and to submit a salary recommendation to the Personnel Committee for use in preparing the annual budget.

Section 4.6: Staff-Other

a. Employee Handbook

The Personnel Committee compiles, periodically reviews, and revises an employee handbook that includes job descriptions for each ministerial, administrative, and support staff position.

The employee handbook clearly states that it is not a contract and that employment may be terminated by either party at any time for any or no reason; however, the handbook may provide for a reasonable period of notice prior to termination. The applicable

provisions of the employee handbook and the job description are given to all candidates under consideration for any position.

b. Ministerial Staff

The church employs ministerial staff members as it deems appropriate. Ministerial staff members may be terminated by a majority vote of the church conference that is called specifically for this purpose. If terminated by the church, the staff member is entitled to then current salary and benefits for a period of at least three months.

c. Ministerial Search Committees

When an upcoming vacancy is announced in any ministerial position other than the pastor, a search committee is appointed by the chair of the deacons in consultation with the pastor, the chair of the Personnel Committee, and other church committees as appropriate. The search committee consists of no fewer than four and no more than eight members, with an equal number of men and women.

In consultation with the pastor, the Personnel Committee develops or revises a job description and furnishes it to the search committee. The search committee, Personnel Committee, and pastor develop a selection process. The search committee works with the pastor, the chair of the Personnel Committee, and the chair of the Finance Committee to determine a salary range and a proposed compensation package.

Reimbursement of expenses should be consistent with the policy governing reimbursement for a Pastor Search Committee. When the search committee is ready to submit a candidate to the church, it notifies the moderator. The recommendation may be made at either a regular or special church conference. A search committee may submit only one candidate to the church at a time. There will be no nominations from the floor. Election is upon majority vote of members present.

If the candidate presented by the search committee is not elected, the moderator ends the meeting without debate. The search committee then resumes its search and submits another candidate in accordance with these procedures.

d. Administrative and Support Staff

The church employs such administrative and support staff as it deems appropriate. The employment of administrative and support staff is initiated and may be terminated by the pastor in consultation with the Personnel Committee, deacons, and other officers and committees as deemed appropriate by the pastor. Administrative and support staff employment decisions are reported to the church conference.

e. Combined Positions

At the discretion of the church, different positions can be combined and held by the same person.

## ARTICLE V: COMMISSIONS, COMMITTEES, AND BOARDS

### Section 5.1: General



a. Commissions

The church commissions are Worship, Mission and Witness, Christian Education, Fellowship, Social Ministry, and Administration. These commissions carry out their responsibilities in consultation with the church staff. Each commission has a chair who is nominated by the Nominating Committee and elected by the church. The chairs serve staggered, two-year terms with the terms of the chairs of the Administration, Fellowship, and Worship Commissions ending in odd-numbered years and the chairs of the Christian Education, Community Ministries, and Missions and Witness Commissions ending in even-numbered years. The chair of a commission may not serve an immediately successive term as chair of any commission except after having filled an unexpired term.

Each chair has the following duties:

- (1) Serve on the Church Council.
- (2) Work with the areas of responsibility and the specific committees and boards assigned to the commission and appropriate staff to develop and implement strategies to enhance the church's ministry in the area.
- (3) Prepare requests in the budget process for financial resources to support the work of the committees and boards of the commission.
- (4) Assist in the preparation and maintenance of the operations manual described in Article V, Section 5.8a.

b. Committees and Boards

Each committee and board is assigned to one of the commissions. An operations manual for the committees, boards, and commissions is maintained by the Church Council.

**Unless otherwise specified in these bylaws:**

- (1) Committee and board members appointed by the church are nominated by the Nominating Committee and elected by majority vote in church conference no later than December for terms beginning the following January and no later than August for terms beginning in September.
- (2) Each committee and board is composed of six members serving staggered two-year terms. Committees and boards may recruit volunteers as necessary to assist in the performance of the responsibilities of the committee, although such volunteers will not be members of the committees and boards unless elected by the church conference.
- (3) Each person completing a full term must rotate off the committee or board for at least one year.
- (4) Before the end of the year (according to the calendar for that committee or board) each committee and board selects from among its members and incoming members a chair to serve for the next year and advises the chair of the Nominating Committee of that choice and any other officers chosen. No ex-officio member of a committee or board may serve as an officer but such members may vote.

- (5) Members of committees and boards elected by the church must be members of the church.
- (6) Each committee shall prepare and submit, if funds are sought, in consultation with the appropriate commission chair, an annual budget request.

Section 5.2: Commission on Worship

The Commission on Worship assists the ministerial staff in providing worship services. The Commission on Worship representatives are its chair and the chairs of the following committees:

- a. **Baptism:** Assists the pastor in preparing and administering the ordinance of baptism.
- b. **Communion:** Ensures the necessary arrangements preceding and following the celebration of the Lord's Supper. A majority of the members of the committee must be members of the church.
- c. **Flowers:** Ensures that flowers are placed in the sanctuary each Sunday and coordinates the donation of memorial flowers. A majority of the members of the committee must be members of the church.
- d. **Greeters and Ushers:** Ensures that the sanctuary is properly lighted for all regular and special worship services and that persons are available to greet worshippers, welcome visitors, coordinate seating, and evacuate the sanctuary during emergencies.
- e. **Music:** Works with the minister of music to develop a program of music for the church. The music ministry includes congregational, choral, and instrumental training and other activities that extend to all areas of church life. The minister of music, after consultation with the Music Committee, recommends to the Nominating Committee lay leaders to serve in music ministry leadership. The Nominating Committee takes into account these recommendations and presents nominations for election to these positions no later than August for terms to begin September 1. The committee's duties also include to review a draft music budget prepared by the minister of music and to submit it to the Finance Committee. At least two members of the committee must not be members of any church choir.
- f. **Pulpit Supply:** Selects and obtains the services of preachers and speakers on a one-time, temporary, or interim basis.

Section 5.3: Commission on Mission and Witness

The Commission on Mission and Witness evaluates the missionary, educational, evangelistic, and outreach programs of the church. The commission sets goals and objectives for these programs annually. The commission representatives are the chair, the WMU Director, and the chairs of the committees listed in subsections b-e below.

- a. **WMU:**
  - (1) **General.** The Church shall sponsor a WMU organization with the purpose of promoting Christian missions through a program of prayer, mission

study, mission action, and mission giving. Membership is open to all men, women, youth, and children who wish to participate.

- (2) Organization. In cooperation with the Nominating Committee, the WMU shall nominate a director to serve a two-year term beginning September 1. The WMU may select such other officers as it deems appropriate to serve two-year terms. The elections for these other officers shall be conducted in accordance with the WMU's own procedures.
- b. Outreach: Leads the congregation in inviting others to join our church in following Christ by sharing the Gospel stories and our own stories through words and deeds. Plans programs, strategies, and training to reach out to the community with the love of Christ. Coordinates the outreach efforts of the church and works with appropriate groups such as ushers, greeters, Sunday School classes, and staff in these efforts.
  - c. Scholarship: Makes recommendations on funding, purpose, and selection of recipients for all church scholarships. The committee shall submit an annual report of its work to the church conference before or at the final regular conference of the year.
  - d. Ministry to Internationals: Plans and coordinates, in consultation with ministerial staff, all outreach programs of ministry to internationals in our community. The committee gives periodic reports to the church conference, or through other means of communication, highlighting the work with internationals and encouraging various opportunities for service. A majority of the members of the committee shall be members of the church.
  - e. Japanese-American Cultural Exchange: The committee shall have a director and five coordinators to serve two-year terms on the Japanese-American Cultural Exchange with the director and coordinators being eligible to succeed themselves. A majority of the director and coordinators on the committee must be members of the church.
  - f. Denominational Relations:
    - (1) Monitors developments on all levels of the denomination (local, state, national, and international).
    - (2) Identifies and studies issues confronting our denomination.
    - (3) Shares with the congregation information on these issues that will keep members abreast with developments affecting our church and the denomination.
    - (4) Develops proposals regarding the expenditure of general fund budget items for global mission and ministry programs.
    - (5) Makes recommendations regarding the church's affiliation with current and emerging entities.

Section 5.4: Commission on Christian Education

The Commission on Christian Education evaluates the objectives, curricula, and materials of the educational programs of the church. The members of the commission are the chair, the Director of Sunday School, and chairs of the committees listed in subsections b-e below.

a. Sunday School.

(1) General. The church conducts regular Sunday School classes on Sunday mornings. The purpose of Sunday School is to teach and study the Bible. It provides opportunities for activities such as worship, witness, ministry, prayer, building relationships, supporting participants, serving others, and otherwise forming disciples of Jesus Christ. The Sunday School is divided into departments and classes for all ages.

(2) Organization.

a) Director. A Sunday School Director is elected for a two-year term commencing September 1. A Director completing a full term may not serve again for at least one year. The duties of the Director include working with the ministerial staff in administering and coordinating all departments of the Sunday School. This includes working with appropriate ministerial staff to ensure that accurate records are kept of all departments of the Sunday School.

For adult classes, duties of the Director include:

- i. Ensuring that rolls are updated and classes are in contact with absent members or those with special needs.
- ii. Working with the ministerial staff person in charge of adult education and adult Sunday School leaders to recommend to the Nominating Committee persons to serve as teachers in Sunday School Classes for terms beginning September 1.
- iii. Working with ministerial staff to provide training opportunities for teachers and leaders including the assistant director.
- iv. Working with the Sunday Welcome Committee to ensure effective procedures are in place to greet Sunday School visitors.
- v. Requesting financial resources for the Sunday School in the budget process.
- vi. Working with the ministerial staff and the Adult Education Council in evaluating and obtaining curricula for Sunday School classes.

b) Assistant Director. An Assistant Director assists the Director in performing the duties listed above. The Assistant Director is elected for a two-year term commencing September 1. Each

Assistant Director completing a full term may not serve as assistant director for at least one year, but may serve as Director.

- c) Department Directors for Preschool, Children, and Youth Sunday School. The Nominating Committee nominates and the church elects such department directors for the preschool, children, and youth departments as deemed appropriate. Directors are elected to one-year terms commencing on September 1. Their duties include working with the ministerial staff for the assigned department in the training of teachers, and the incoming department directors, obtaining curricula for the assigned department, and requesting financial resources for the Sunday School in the budget process.
  - d) Teachers. The Nominating Committee nominates and the church elects such teachers for all Sunday School classes as deemed appropriate. Teachers are elected to one-year terms commencing on September 1. Teachers are not required to be members of the church.
- b. Sunday Welcome: Welcomes all visitors to Sunday School, helps them find an appropriate class, provides information about the church, and assists visitors in locating the worship service or other activities. The committee has 12 members who may succeed themselves.
  - c. Discipleship: Conducts a training program for adults to provide doctrinal and theological studies, discipleship guidance, information regarding the affiliations of the church and its relationships with similar Baptist and Christian groups and other denominations and religious groups, opportunities for education and debate about issues in society, and other forms of education about being a disciple of Jesus Christ. The committee works with the minister assigned to adult education to plan programs for Wednesday nights and may plan programming at other times and locations.
  - d. Library: Administers the church library and performs tasks related to building and maintaining the library collection, including obtaining new materials, cataloging and processing materials, promoting materials, and maintaining circulation records. Members of this committee may succeed themselves.
  - e. Weekday Preschool: Assists the church in administering the weekday preschool program in such areas as recruiting workers, securing licensing, developing and implementing policies and procedures for operating the program, public relations, budgeting, and program evaluations. The committee makes recommendations to the church conference as needed. The committee submits an annual report of its work to the church conference before or at the final regular meeting of the conference. At least two of the members must be parents of children in the program, and at least one member (not currently teaching in the program) must have formal training or experience in childhood education. The Director of the First Baptist Church Weekday Preschool and the minister or staff person responsible for ministering to children shall be ex-officio members of the committee. Committee members serve from September 1 of each year through

August 31 the succeeding year. The Director is an employee of the church and appointed by the Personnel Committee. A majority of the members of the committee must be members of the church.

- f. Archives and History: Collects, categorizes, and preserves the records of the church that it deems to be of historic value. This committee updates the church history at periodic intervals in order that the complete and accurate history is maintained. Insofar as practical, it shall provide a suitable area for the display of historic artifacts. Members of this committee may succeed themselves.

#### Section 5.5: Commission on Church Fellowship

The Commission on Church Fellowship develops and coordinates programs to strengthen the fellowship among the congregation through activities such as socials, banquets, picnics, and recreation. The commission representatives are its chair and the chair of each of the committees listed in subsections a-d below.

- a. Social: Plans and coordinates decorations and refreshments for all general social functions of the church, as determined by the church. The committee also plans and coordinates all church recreational activities in consultation with any committee or ministerial staff that requests their assistance. The committee works in close cooperation with the church's food services director. There shall be 12 members of this committee serving staggered two-year terms. The chair is selected by the Social Committee for a term of two years. Persons who are not members of the church may serve on this committee, but a majority of committee members must be members of the church.
- b. Table Decorations: Decorates the tables for Wednesday night fellowship suppers. The committee consists of 10 members. The committee selects from among its members serving in their first year a vice chair, who then serves as chair the next year. Persons who are not members of the church may serve on this committee, but a majority of committee members must be members of the church. The committee members may succeed themselves.
- c. Wedding: Works with the pastor to develop and maintain a handbook of church wedding and reception policies and procedures that includes the duties and responsibilities of committee members and staff. This committee consists of 12 persons (six women and six men) who serve in staggered three-year terms.
- d. Thirty-Niners Club: The Thirty-Niners Club is a social organization of senior adults made up of members of the church and others and meeting at the church. In cooperation with the Nominating Committee, the Thirty-Niners Club will nominate a president to serve a one-year term beginning on September 1, and the president may serve up to three consecutive terms. The Thirty-Niners Club may select such other officers as it deems appropriate. The elections for these other officers shall be conducted under the Thirty-Niners Club's own procedures, except a majority of its officers shall be members of the church.

#### Section 5.6: Commission on Community Ministries

The Commission on Community Ministries sets goals and objectives for the church to extend its witness and ministry into the community. The commission seeks ways to direct

members into the various service organizations of the community and oversees the weekday social ministry activities housed in the church. The commission representatives are its chair and the chairs of the following committees:

- a. **Clothing Ministry:** Plans and coordinates the clothing ministry of the church, including selecting one or more directors for the day-to-day operations of that ministry. The directors do not have to be members of First Baptist Church. A majority of the committee members must be members of the church. The chair is to be selected from among the elected committee members. This committee has, in addition to its elected members, the Chair of the Commission on Community Ministries, the minister for community ministries, and the Director of the Clothing Ministry as ex-officio members.
- b. **Shelter Ministries:** Works with other churches and agencies, such as First Baptist Church, Wilmington Street, and Wake Interfaith Hospitality Network, to provide services to families who are temporarily without housing. The committee consists of four persons. The committee chair serves as overall coordinator and liaison with other churches and agencies. Committee members may succeed themselves.
- c. **Infant-Toddler Board:** Plans and directs the program of the Infant-Toddler Center in cooperation with the church program. The Infant-Toddler Board consists of nine church members, who are elected by the church to serve three-year staggered terms, and four parents or guardians of children who are enrolled at the center, who are elected annually by the board. Members are elected by the church for terms beginning on September 1.
- d. **Community Ministries:** Seeks, initiates, and coordinates opportunities for the church's ministry to the community, both through church-sponsored activities and through local agencies. It coordinates opportunities such as Touching Raleigh With Love and Toy Joy. The minister for community ministries serves as an ex-officio member of the committee.

#### Section 5.7: Commission on Church Administration

The Commission on Church Administration evaluates and coordinates the administrative activities of the church, including such areas as property maintenance, finance, record keeping, food services, and employment policies. The commission representatives are its chair and the chairs of the following committees:

- a. **Constitution and Bylaws:** Conducts an annual review of the Constitution and bylaws and recommends amendments to the church as needed. This committee also reviews any amendments to the constitution or bylaws that are proposed by any other person or organization in the church and submits recommendations concerning such amendments to the church. The committee submits an annual report of its work to the church conference before or at the final regular meeting of the conference.
- b. **Stewardship:** Coordinates stewardship education and emphases of the church. It provides on-going materials, information, and events to assist the church in developing good stewardship practices for all resources. It plans, conducts, and evaluates the annual budget subscription effort. The Committee consists of the

ministerial staff, the chairs of the Finance Committee and the deacons, the Sunday School Director, and the WMU Director as ex-officio members. In addition, six persons who are nominated by the chair of the deacons and the pastor shall serve for staggered three-year terms. The chair of the committee coordinates efforts to raise the annual budget of the church.

c. Personnel:

- (1) Evaluates and recommends to the church, in consultation with the pastor and active deacons, personnel decisions involving ministerial staff other than the pastor.
- (2) Reports to the church conference, in consultation with the pastor and active deacons, decisions involving administrative and support staff.
- (3) Reviews evaluations of each staff member and position and makes salary recommendations to the Finance Committee for use in preparing the annual budget.
- (4) Evaluates and recommends personnel policies and employment benefits to the church, including on matters such as: compensation, duties, vacations, sick leave, holidays, and work schedules.
- (5) Maintains a personnel manual with personnel policies and job descriptions for all staff.
- (6) Consults with the pastor, other committees, and church officers in personnel-related matters.

This committee consists of six persons (three men and three women) serving staggered three-year terms.

d. Finance:

- (1) Prepares and submits a tentative annual budget for the ensuing year no later than the first regular church conference after September.
- (2) Prepares and submits a detailed itemized annual budget to the church conference after the total of pledges for the ensuing year becomes known.
- (3) Recommends revisions to the annual budget.
- (4) Evaluates and recommends requests for contributions and expenditures not in the budget.
- (5) Supervises the bookkeeping system for recording and reporting all receipts and disbursements of church funds, and recommends changes in the bookkeeping system and the handling of special transactions.
- (6) Recommends certified public accountants to conduct an annual audit of the books and records of the church; reviews the audit report; and advises the deacons and church concerning the acceptability of the report and any recommendations of the auditors.



- (7) Monitors all church fiscal affairs (including such things as special and memorial funds, insurance, banking, and pledge payments) and recommends actions for the protection of the church's interests.

This Committee consists of 12 persons (six women and six men) who serve staggered three-year terms. No more than two active deacons are elected each year. In addition to the 12 elected members, the chair of the deacons and chair of the Stewardship Committee are ex-officio members. The committee holds regular monthly meetings at a time and place to be selected by the committee and may hold special meetings called by the chair (or in the chair's absence, the vice chair). The committee reports initially to the deacons and then the church conference.

- e. Properties: Recommends to the church conference rules and policies relating to church properties, enforces all such rules and policies that are adopted by the church, and submits to the Finance Committee annual cost estimates for maintenance and operation of the church facilities. The committee submits an annual report of its work to the church conference. This committee consists of nine persons (at least three women and at least three men) serving staggered three-year terms. The committee supervises the following types of work:
- (1) Maintenance of the inside and outside of the church building.
  - (2) Maintenance of the church grounds to ensure that they are kept clean, orderly, and attractive.
  - (3) Maintenance and operation of all church parking lots and areas.
- f. Publicity: Sets policies and initiates, in cooperation with the staff, all public information activities related to the mission and activities of the church. The committee uses all appropriate media in accomplishing its publicity goals and draws from the talents and expertise of church members and non-members. The committee members may succeed themselves. A maximum of two members may be non-church members.
- g. Transportation:
- (1) Recommends to the church, through the deacons, rules and procedures for using, maintaining, and storing all church owned vehicles.
  - (2) Reviews and recommends appropriate comprehensive insurance coverage, including liability, collision and theft, for all church-owned vehicles.
  - (3) Supervises the use, maintenance, and repair of church-owned vehicles, including compliance with all motor vehicle laws and regulations.

This Committee consists of four persons who may succeed themselves.

- h. Information Technology Management: Evaluates, recommends, and advises the church regarding the purchase and maintenance of IT equipment. A majority of the members of the committee must be members of the church.

- i. Food Services:
  - (1) Gives oversight to the operation of the kitchen and Fellowship Hall, including the establishment and communication of instructions and policies for their use.
  - (2) Makes budget recommendations.
  - (3) Coordinates with the minister responsible for church administration and the director of food services in establishing a regular inventory and supervised cleaning of the kitchen.
  - (4) Recruits volunteer and/or paid workers for Wednesday night suppers and events not under the auspices of other commissions. The director of food services serves as a non-voting, ex-officio member.
- j. Planned Giving: Encourages deferred, outright, and memorial gifts to the church through an active educational program that offers opportunities for giving.
- k. Nominating: Nominates the following positions:
  - (1) Trustees
  - (2) Clerk and assistant clerk
  - (3) Treasurer and assistant treasurers
  - (4) Director, assistant director, general officers, department directors, and teachers of the Sunday School
  - (5) WMU Director (in cooperation with the WMU)
  - (6) Commission Chairs
  - (7) Council Members
  - (8) Unless otherwise provided by these bylaws, all lay representatives to other organizations, all committee members, and church-appointed board members

The members of the Nominating Committee are elected by the church no later than December. The committee consists of 12 members (six men and six women).

Nominations for this committee are made by the pastor, chair of the deacons, WMU Director, and Sunday School Director.

- l. Audio-Visual:
  - (1) Recruit operators for regular worship services, special worship services, Wednesday night activities, church-wide activities, funerals and other occasions (as determined by the pastor). Members of the committee may also be operators. Sound technicians for weddings shall be handled by the Wedding Committee in conjunction with the staff.
  - (2) Train people to operate the church's audio-visual equipment, including equipment in the sanctuary, fellowship hall, and Sunday School rooms. The committee shall keep a roster of trained operators.

- (3) Assess and inventory the church's audio-visual equipment and evaluate the need for new equipment on a regular basis, with requests for maintenance or replacement of equipment in excess of the committee's annual budget to be made to the Properties Committee and approved as otherwise provided in these Bylaws.

The committee shall work in close consultation with a staff member designated by the pastor. A majority of the members of the committee must be members of the church. Members of this committee may succeed themselves.

#### Section 5.8: Councils

##### a. Church Council

The Church Council consists of the pastor (who shall serve as chair), ministerial staff, chair and vice chair of the deacons, the chair of the Finance Committee, the WMU Director, and commission chairs. The Church Council provides general oversight of the programs and fundraising calendar of the church and provides recommendations to the church conference on matters affecting the church as a whole that are not within the purview of a particular committee, such as the following:

- (1) Maintenance of the operations manual that shall contain a description of the duties and procedures for each commission chair, committee, council, and board of the church. Among the duties of each chair of a commission, committee, council, or board is to give to each new chair records, including correspondence, necessary to carry out their responsibilities.
- (2) Revisions to the church budget in the event of a revenue shortfall or anticipated shortfall identified by the Finance Committee.
- (3) Consideration of new, church-wide partnership mission work beyond the scope of the community ministries committee.
- (4) Consideration of requests for expenditures from the Missions Endowment Fund, development of policies with respect to specific expenditures and administration of the Missions Endowment Fund, and recommendation of these policies as necessary to the church conference.
- (5) As part of the consideration of mission trips and expenditures and development of policies for them, matters of safety, appropriate liability insurance, waivers, and similar issues must be addressed. Recommendations to the trustees and the church conference, and approval from these bodies, must be sought when appropriate or necessary.
- (6) Church-wide offerings or programs.
- (7) Other matters brought to Church Council by the chair of the deacons, church conference or the members of the Church Council.

The Church Council meets at least twice annually. The minutes of the meetings of the Church Council are kept with the permanent records of the church.

b. Children's Ministries Council

The Children's Ministries Council advises and assists the ministerial staff person responsible for ministry with preschool and grade school (birth–5<sup>th</sup> grade) children of the church. The council consists of the following persons, all of whom shall be members of the church:

- (1) The ministerial staff person
- (2) One representative each from preschool and grade school levels of Sunday School, preschool and grade school levels of choir leadership, the Weekday Preschool, and the Infant-Toddler Center (Two of these representatives should not have a child or grandchild in the preschool and grade school programs and at least two must have children in one of these programs.)
- (3) The Mission Friends Director
- (4) The RA/GA Director

All members are appointed annually, but no member, except an ex-officio member, shall serve more than two consecutive one-year terms, beginning September 1 of each year. The ministerial staff person for this ministry shall assist the Nominating Committee in identifying persons to serve on the Council. The Council meets at least twice annually. The Council chooses a chair, other than the ministerial staff person, from among its members.

c. Youth Ministries Council

The Youth Ministries Council advises and assists the ministerial staff person responsible for youth ministries. The council consists of the following persons all of whom shall be members of the church:

- (1) The ministerial staff person
- (2) Two youth who participate in youth programs
- (3) Two parents of youth who do not have a child on this council
- (4) Two members of the church who do not have a child or grandchild in youth programs

All members are appointed annually but no member except the ministerial staff person shall serve more than two consecutive one-year terms, beginning September 1 of each year. The ministerial staff person for this ministry shall assist the Nominating Committee in identifying persons to serve on the Council. The Council meets at least twice annually. The Council chooses a chair, other than the ministerial staff person, from among its members.

d. Adult Education Council

The Adult Education Council advises and assists the ministerial staff person responsible for adult education in the church. The council plans programs and coordinates among them in order to provide comprehensive educational and enrichment opportunities for adults. The council consists of the following persons:

- (1) The ministerial staff person
- (2) Chair of the Commission on Education
- (3) Sunday School Director and Assistant Director
- (4) Chair of the Discipleship Committee
- (5) Two adult members of the church

The appointed members shall serve staggered, two-year terms beginning January 1 each year, and may not succeed themselves. The ministerial staff person shall assist the Nominating Committee in identifying persons to serve on the Council. The Council meets at least twice annually. The Council chooses a chair, other than the ministerial staff person, from among its members.

## ARTICLE VI: FINANCE

### Section 6.1: System of Finance

The church uses a “modified unified budget” system of finance in which regular offerings are received from the people and applied toward the unified budget of the church. Offerings may be given during the Sunday School hour or worship services or may be mailed, delivered to the church office, or deposited through direct draft or other electronic means. The Church Council may authorize additional offerings. The WMU, Sunday School classes, and similar organizations within the church may collect funds for special projects and events, subject to the approval of the Church Council for church-wide fund raising.

### Section 6.2: Church Facility Maintenance, Repair, and Replacement Endowment Fund

This Fund is established by the church on the following terms:

- a. The Fund shall accept contributions and be administered, invested, and managed generally in the same way in which the church accepts contributions and administers, invests, and manages its other accounts. The Finance Committee may adopt specific rules regarding the administration of the Fund that are not inconsistent with this or any other subsection of Section 6.2.
- b. The church may use the income generated by the Fund to maintain and repair the physical facilities that the congregation occupies, as those facilities may be modified and added to over time, including furniture, attached equipment, and furnishings in those facilities. That income may also be used for in-kind replacement of those facilities with items of comparable quality. Upon approval of the church conference, the church may also expend for the same purposes any reasonable part of the net appreciation, realized or unrealized, in the fair market value of the Fund. However, no part of the principal or income of the Fund shall be used directly or indirectly for capital additions to the church facilities.
- c. In the event that the circumstances of the congregation of the church should change radically in the future, such that the purposes for which the Fund was created are likely to become moot or such that the amount held in the Fund should become grossly in excess of the amount necessary to assure proper maintenance, repair, and replacement of the facilities that the congregation occupies or expects

to occupy, then the church may, upon a two-thirds majority vote of the congregation in conference, distribute the amount in excess of the needed amount then held in the Fund to any other mission of the church or one or more qualified public charities, provided a principal purpose of each such public charity is Christian missions within the State of North Carolina.

- d. The Properties Committee, in consultation with the Finance Committee, shall initiate requests for expenditures from the Fund. The church conference shall approve expenditures of ten thousand dollars (\$10,000.00) or more. The Properties Committee, subject to the approval of the Finance Committee, may make an expenditure of up to ten thousand dollars (\$10,000.00) for the purposes described in subsection 6.2(b) without the prior approval of the church conference. However, the Properties Committee shall report any expenditure of one thousand dollars (\$1,000.00) or more at the next church conference. If the Properties Committee and Finance Committee determine that an emergency repair or replacement exceeding ten thousand dollars (\$10,000.00) needs to be made, the Properties Committee may authorize an expenditure of the funds necessary for that repair or replacement, without the approval of the Church Conference. However, the Properties Committee must report that expenditure to the next Church Conference. For purposes of this section, an emergency repair is defined as the repair of a condition that significantly impairs the structural or functional integrity of the church facilities or that might reasonably result in further damage to the church facilities if not addressed on an immediate basis.

### Section 6:3 Capital Repair and Replacement Designated Account

A designated account known as the Capital Repair and Replacement Designated Account (the Account”) is established with the following terms:

- a. The Account shall accept contributions and be administered, invested, and managed generally in the same way in which the church accepts contributions and administers, invests, and manages its other accounts. The Finance Committee may adopt specific rules regarding the administration of the Fund that are not inconsistent with this or any other subsection of Section 6.3. Designated gifts may be made to the Account. All undesignated gifts, including memorial gifts, to the church will be placed in the Account; provided, however, that whenever the balance in the Account exceeds an amount established annually by the Finance Committee and approved in church conference, any undesignated gifts received shall be placed in the Church Facility Maintenance, Repair, and Replacement Endowment Fund.
- b. The church may use monies in the Account to maintain, repair or replace the physical parts of the facility that the congregation occupies, as those facilities may be modified and added over time, by way of example and not limitation, the HVAC system; plumbing; roof; parking lot surfaces; structures both internal and external; in-kind replacement of facilities including furniture, attached equipment, and furnishings of comparable quality to those being replaced; and landscaping. These monies shall not be used directly or indirectly for capital additions to the church facilities.
- c. The Properties Committee, in consultation with the Finance Committee, is authorized to manage monies and initiate requests for monies from this Account. The church in

conference shall approve expenditures of ten thousand dollars (\$10,000.00) or more for the purposes described in Section 6.3(b). The Properties Committee, subject to the approval of the Finance Committee, may make expenditures of up to ten thousand dollars (\$10,000.00) for the purposes described in Section 6.3 (b) without the prior approval of the church conference. However, the Properties Committee shall report any expenditure of one thousand dollars (\$1,000.00) or more at the next church conference. If the Properties Committee and Finance Committee determine that an emergency repair or replacement exceeding ten thousand dollars (\$10,000.00) needs to be made, the Properties Committee may authorize an expenditure of the funds necessary for that repair or replacement, without the approval of the church conference. For purposes of this section, an emergency repair is defined as the repair of a condition that significantly impairs the structural or functional integrity of the church facilities or that might reasonably result in further damage to the church facilities if not addressed immediately.

**Section 6.4: Missions Endowment Fund (“Day Missions Fund”)**

This fund was established at the suggestion of Ione Kemp Knight and dedicated to the honor of Dan and Mary Carol Day and is also known as the “Day Missions Fund.” It is established by the church on the following terms:

- a. From time to time the church may use the income from the Fund to defray all or a portion of the costs of missions endeavors conducted by the church or conducted by members of the church under expenditure supervision of the church. Upon approval of the church conference, the church may also expend for the same purposes any reasonable part of the net appreciation, realized or unrealized, in the fair market value of the Fund.
- b. The fund shall accept contributions and be administered, invested, and managed generally in the same way in which the church accepts contributions and administers, invests and manages its other accounts from time to time. The deacons may, upon the recommendation of the Finance Committee, adopt specific rules including a cap from time to time on the amounts which will be accepted into the Fund.
- c. In the event that the circumstances of the congregation of the church should change radically in the future, such that the purposes for which the Fund was created become impractical or impossible to achieve or such that the amount held in the Fund should become grossly in excess of the amount necessary for the purposes for which the Fund was created, then upon recommendation of the deacons and a two-thirds majority vote of the congregation in conference, the church shall distribute any part or all of the amounts then held in the Fund to any one or more qualified public charities, provided a principal purpose of each such public charity is Christian missions.
- d. Applications for expenditures from the Missions Endowment Fund shall be made to the Church Council. The Church Council may approve expenditures of less than \$10,000 for the purposes described in Section 6.3 a. Expenditures of \$10,000 or more shall be approved by the church conference. Other policies with respect to requests and expenditures of the Missions Endowment Fund, including

reporting to the congregation, shall be developed by the Church Council and approved by the church conference as appropriate.

ARTICLE VII: MISCELLANEOUS

Section 7.1: Term of Office

Unless otherwise stated, all terms of office shall begin January 1 and end December 31.

Section 7.2: Nominations from the Floor

Except for nominations of deacons, the pastor, or other ministerial staff, whenever these bylaws provide for nominations to any position by a committee, group, or person, nominations may also be made from the floor.

Section 7.3: Email or Telephone Meetings

Committees, commission, or councils may meet by electronic means or by telephone if appropriate to the subject matter and all members agree.

Section 7.4: Ministerial Ordination

The church may ordain a person to the Gospel ministry providing that person has proved to be a worthy candidate for ordination. When a person requests ordination, the church in conference may ask the Ordination Committee of the Raleigh Baptist Association to examine the candidate, or it may ask the pastor and moderator to name a church ordination council to examine the candidate concerning his or her Christian experience, call to the ministry, and understanding of the Bible and Christian doctrine. Upon receiving a favorable recommendation from the examining committee, the church shall have a special ordination service to affirm the individual's call to the ministry.

Section 7.5: Adoption and Amendment

These bylaws shall be adopted upon majority vote of the members meeting in church conference, provided that:

- a. The proposed bylaws have been presented in writing to the church at the last regularly scheduled church conference preceding the church conference at which the adoption is considered.
- b. Notice of the proposed adoption is published in the church newsletter at least 15 days prior to the church conference at which adoption is considered and is posted on the church website.
- c. Copies of the proposed changes in the bylaws are made available upon request to members in the church office during regular business hours between the date of the church conference at which the changes are presented and the date at which the vote is taken.

These bylaws may be amended by majority vote of the members meeting in church conference provided the same procedures as for adoption are followed.