

# CHURCH BYLAWS

These Bylaws are established to provide requirements, procedures, and guidance for the orderly conduct of First Baptist Church of Edna, Texas, in accordance with the Constitution and the precepts set forth therein.

## INDEX

ARTICLE – I .....	Church Membership
ARTICLE – II .....	Meetings
ARTICLE - III .....	Officers and Trustees
ARTICLE – IV .....	Deacons
ARTICLE - V .....	Church Committees
ARTICLE – VI .....	Minister Search Committees & Pulpit Supply
ARTICLE – VII.....	Amendments

## **Article I: Church Membership**

### **A. Organization:**

1. First Baptist Church of Edna, Texas (FBC Edna; the Church) is a sovereign and democratic Baptist body of Christian believers under the Lordship of Jesus Christ. All members of FBC Edna are part of the Church's ministry community.
2. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this Church.
3. The membership of this Church shall be composed of individuals who are believers in the Lord Jesus Christ, baptized by immersion and affirm the tenets of the Church Constitution, and who offer evidence by their confession and their conduct, that they are living in accord with their affirmations and this Constitution, Bylaws, and Statement of Faith, and are actively pursuing and continuing in a vital fellowship with the Lord Jesus Christ.
4. Admission to membership in this body shall be upon majority vote of active members present and voting in any regularly scheduled Church Conference based upon the satisfaction of one of the following criteria:
  - a. Candidates for membership in this body are those who meet the above requirements and are admitted through one of the following methods.
    - i. Upon profession of faith in the Lord Jesus Christ as Savior and baptism by immersion in the Name of the Father, Son, and Holy Spirit.
    - ii. Upon transfer of letter of recommendation from another Baptist church of like faith and order. Alternatively, by statement of faith, having been baptized by immersion.
    - iii. Upon restoration to membership if, for various reasons, the name of an individual has been dropped from our roll.
  - b. After pastoral evaluation, all candidates for membership may be referred to a prospective members orientation or mentorship. All candidates for membership shall have pastoral recommendation before being voted on at a regularly scheduled Church conference.
  - c. Should there be any dissent as to any candidate, such dissent shall be referred to the pastor for investigation.

### **B. Classes of Membership:** There shall be three classes of membership in the Church: Active, Inactive and Non-Member Believers:

1. Active Members: These are members who participate in the life of the Church by regular attendance of Church Services, Sunday School, and are involved in other ministries of the Church as their natural talents and current abilities allow.
  - a. Every active member of the Church, 16 years of age or older, is entitled to vote on all questions submitted to the Church in regular or special Church Conferences, providing the member is present.
  - b. Active Members are eligible to hold positions of teaching and leadership on committees and organizations based on the recommendation of the Ministry Enlistment Committee and meeting the criteria of Article-V of these Bylaws.
  - c. Pursuant to the Facility Use Agreement and availability, active members may be permitted use of Church facilities.
2. Inactive Members: These are those whose names were once on the active membership roll, but whose names have been transferred by the Church Administrative Committee to the Inactive roll. The Church Administrative Committee shall follow Hebrews 10: 23-31; Hebrews 12:4-17 in this pursuit.
  - a. Those on the “Inactive List” are not eligible to vote in business conferences or hold leadership positions.
  - b. Names on the Inactive List may be restored to Active based on the decisions of the Church Administrative Committee which shall meet annually or as needed. Members may also be restored to active by resuming regular Sunday school attendance (2 or more times/year) and/or be listed on the Church conference roster (2 or more times/year).
3. Non-member Believers:
  - a. Non-Member believers may be received for the purpose of worshiping regularly with our fellowship with no privilege of voting, teaching, holding administrative office or committee position (designed primarily for non-Baptists).
  - b. Non-Member believers may participate alongside Church Ministry Committees with pastoral approval.
  - c. Non-member believers will be subject to Church discipline as described for Church members in these bylaws. Emergency situations may be handled by the authority of gate keepers, pastor, or designated authorities as expressed in these Bylaws.
4. Regardless of the above membership classifications, every born-again believer shall be permitted to receive the ordinances of the Church.

### C. Discipline

1. Any member of FBC Edna ministry community who practices or affirms a doctrine or conduct that, in the judgment of the Pastoral Staff is opposed to the teaching of the Word of God, including violations of the Church's Statement of Faith, the FBC Code of Conduct, and conflict resolution policy, or is threatening to the testimony of this Church, shall be subject to Church discipline.
2. The threefold purpose of Church discipline is to glorify God by maintaining purity in the local Church (1 Cor. 5:6), to edify believers by deterring sin and promoting purity (1 Tim. 5:20) and to promote the spiritual welfare of the offending believer by calling him or her to return to a biblical standard of doctrine and conduct (Gal. 6:1) Church discipline is to be conducted in a spirit of Christ-like love, with the intent of restoring the member to the body of Christ. Termination and/or removal from Church fellowship is the final act of Church discipline. All members, including pastors, staff, deacons, committee members and laymen are entitled to undergo Church discipline prior to termination and/or removal from fellowship.
3. The Lord Jesus Christ has entrusted the local Church with the authority and responsibility to discipline members for flagrant sin or serious doctrinal error, with the goal of the restoration of the offender. This discipline is entrusted to the Pastoral Staff and is to follow the biblical pattern as set forth in Matthew 18:15-20; 1 Corinthians 5; 2 Corinthians 2:7-8; Galatians 6:1; 2 Thessalonians 3:6; Titus 3:10-11; Hebrews 10:23-31; Hebrews 12:4-17 and 2 John 7-11. Any member of this Church who practices or affirms a doctrine or conduct that, in the judgment of the Pastoral Staff is opposed to the teaching of the Word of God, or is threatening to the testimony of this Church, or is divisive to the body, shall be subject to Church discipline.
4. Discipline will follow the said biblical pattern and is an effort to bring about the individual to repentance and protect the Church from unrepentant sin. Discipline may involve exclusion from participation in ministry and communion as well as dismissal from the fellowship of this Church. An individual may be disciplined by the Pastoral Staff short of dismissal from the fellowship, as they deem appropriate for the specific circumstance (for example, an individual may remain in certain circumstances a member of this Church but be denied the privilege of serving in a particular ministry), as described in Matthew 18:15-20.

**D. Termination:** Names of members may be removed from the roll in any of the following ways:

1. Upon due request from another Baptist Church of like faith and order, the Church may grant letters at its discretion.
2. The name of a member will be removed upon the member's death.

3. The name of a member who united with a Church of another denomination may be removed from the roll by erasure when this Church is notified by the member or by the Church with which the member has united.
4. A member may be dismissed from membership as a method of Church discipline upon recommendation of pastoral staff, provided a two-thirds (2/3) majority of the members present and voting at a regularly scheduled business meeting of the Church favor withdrawal of fellowship.
5. A member may be removed from the roll of the Church upon request.

## **Article II: Meetings**

- A. The Church shall hold regular meetings for the purpose of worship, prayer, training, and fellowship. Other meetings of the Church shall be set according to the needs of the Church.
- B. A Church conference shall be held on the third Sunday evening in each month (unless otherwise scheduled) at which time written reports will be received from the Church Clerk, the Finance Committee, and from such other Standing Committees, Other Committees, or Ministry Teams as the Church may require from time to time.
- C. A special committee appointed for a specific or limited purpose, shall provide a report of progress at each Church Conference.
- D. Any other business of the Church may be considered at these monthly conferences without advance notice except as otherwise specified in the constitution or elsewhere in the by-laws.
- E. A special Church conference may be called by the Pastor or the Chairman of Deacons. Written notice, stating the purpose of the special session, shall be given in the Church's regular publication at least two times in advance of the special session.
- F. A special Church conference may also be called during any regular Sunday or Wednesday meeting by the joint consent of the Pastor and the Chairman of Deacons with the unanimous consent of the members present and voting.
- G. All Church conferences shall be conducted in accordance with the standard parliamentary procedures as described in "Robert's Rules of Order", except as otherwise specified in the Constitution or elsewhere in these Bylaws.
- H. All ballots cast at any Church Conference will be counted, certified, and reported by the Tellers. All ballots will be destroyed 30 days after the vote is cast. (See Teller Responsibilities below).

## **Article III: Officers and Trustees**

### **A. Officers.**

1. The Senior Pastor, Associate Pastor, and any Pastor duly called by the church, the Church Moderator, the Church Clerk, Church Treasurer, and the Church Financial Secretary shall be active members of the congregation and will constitute the Officers of the Church.
2. The Pastor shall hold the position of Church Moderator if he so desires.

### **B. Pastor**

The Pastor is responsible for leading the Church to function as a New Testament Church. The Pastor will lead the Church, the Church officers, staff, and organizations to accomplish the mission. In the event that FBC Edna is without a Pastor, the Deacon Chairman will be responsible for appropriate delegation of these responsibilities.

The Pastor is the leader of the pastoral ministries of the Church. As such, the Pastor will work with the deacons and staff to:

1. Lead the Church to engage in fellowship of worship, witness, education, ministry, and application.
2. Proclaim the gospel to believers and unbelievers.
3. Care for the Church's members and other persons in the community.

See also, Article VI, Section 2, Subsection (b)

### **C. Moderator.**

1. Church Moderator (if the Pastor chooses not to in his capacity) shall be elected annually in the December Church Conference, by the Church to serve for a period of one (1) year, the term to begin on January 1, following the election.
2. In the event the Moderator is absent from any regular or special Church conference or desires to not moderate a particular subject, the members present and voting shall elect a temporary moderator to preside over that particular conference or subject by a simple majority vote.
3. Should the position of Church Moderator become vacant during a term, the Church shall elect a new moderator to complete that year's term at the first Church conference following the vacancy. This conference shall be called to order and moderated by the Deacon chairman until a replacement moderator is elected.

4. The Moderator shall preside over the regular and special Church conference described in these by-laws and the constitution.

#### **D. Church Clerk**

1. The Church Clerk shall be elected annually by the Church to serve for a period of one (1) year, the term to begin on January 1, following the election.
2. This individual shall be responsible for recording and reporting the minutes of any regular or special Church conference.
3. Additionally, this position shall ensure that staff record, report, and recommend the granting of Church letters for members transferring membership to another Baptist Church.

#### **E. Church Treasurer**

1. The Church Treasurer shall be elected annually by the Church to serve for a period of one (1) year, the term to begin on January 1, following the election.
2. Responsibilities include:
  - a. Chairing the Finance Committee.
  - b. Supervising the financial accounting system.
  - c. Auditing Church financial transactions.

#### **F. Church Financial Secretary**

1. The Church Financial Secretary shall be elected annually by the Church to serve for a period of one (1) year, the term to begin on January 1, following the election.
2. This individual shall be responsible for:
  - a. Maintenance of the Church's financial records including both receipts and disbursements, preparation of authorized disbursements either for general budget expenditures or special funds expenditures,
  - b. Recording of membership and special gifts to the Church and preparation of financial reports.
3. This position may be a paid position inside the administration of the Church.



4. The Church Financial Secretary will be a member of the Finance Committee.

#### **G. Trustees**

1. There shall be three (3) individuals serving as Church Trustees at all times designated as Trustee-1, Trustee-2, and Trustee-3.
2. Trustees shall be individuals of impeccable reputation and service in the Church and a member of First Baptist Church for a period of at least ten (10) years prior to being elected to the position.
3. Trustees shall be elected for 6-year terms with a 2-term limit.
4. One trustee shall be elected every two years so that the term of service is 6-years (with 2-term limit) and one Trustee is replaced (or potentially reelected) every 2-years.
5. A trustee may be removed from office upon the request of the individual serving as Trustee by a simple majority vote in a regular or special Church Conference, otherwise any removal shall require a two thirds (2/3) majority vote.
6. Responsibilities of Trustees
  - a. Trustees are authorized to execute any contract for the benefit of the Church, for acquisition or disposal of personal property, services, real estate, buildings, or intangible property.
  - b. No contract for the acquisition or disposal of real property shall be binding on the Church without Church approval in a regular or special Church conference.
  - c. The signature of two of the three Trustees will be required on any real property contract. Only one Trustee signature is required for all other contracts.

#### **H. Pastor and Minister Recall** –In the event the process of Church Discipline has failed, the following steps will be taken:

1. The pastor and ministerial staff may be recalled by the Church at a Church meeting called for that purpose, of which at least two weeks' notice to the Church has been given. The recall vote shall be by ballot and an affirmative vote of two-thirds (2/3) of the voting members present and voting shall be necessary to recall the pastor and/or ministerial staff at which time that position shall be declared vacant.
2. A recall meeting may be called by a written petition signed by not less than one third (1/3) of the active voting members. The Deacon Chairman, or another deacon officer in his absence, shall call the Church to order and preside over the election of an acting

moderator. The pastor will not serve as the moderator for this meeting. In the event the pastor or any ministerial staff are recalled, termination will be immediate and the Church may provide severance pay to the pastor of not less than one twelfth (1/12) of his total annual compensation. Total compensation to be determined by the personnel committee. Such severance pay will be payable within thirty (30) days of termination. In the event the pastor is recalled for gross misconduct, as may be solely determined by the active voting members of the Church, then such severance pay shall be considered forfeited.

## **Article IV: Deacons**

### **A. Election**

1. The Church shall elect from its membership the number of deacons the Church deems necessary to fill its needs. Deacons will be elected by the Church in regular conference upon recommendation of the Deacon Body. The Deacon rules and procedures are contained in the Deacon Policy.
2. Within the Deacon Policy there shall exist a requirement that a nominee for original Deacon Ordination should be a member of First Baptist Church Edna for a period of at least three (3) years.
3. There shall exist a requirement that any Deacon who has moved into membership from another Baptist fellowship should be a member of First Baptist Church Edna for a period of at least twelve (12) months before being admitted into the Deacon Body.
4. The Deacon Body shall elect its own officers including, but not limited to, a Chairman, a Vice-Chairman, and a Secretary.

### **B. Duties**

1. In accordance with the meaning of the word “deacon” and the example of the New Testament Churches, deacons are to be leader-servants of the Church.
2. The following principles of service (based on Acts 6) define the purpose for deacons:
  - a. To assist the ministerial staff with the secondary responsibilities in order that they may spend more time in prayer and the ministry of the Word. (For example, the visitation ministry, aid Church committees in administrative matters, ministry to the sick and needy, etc.)
  - b. To assist in resolving problems which arise within the employees and the membership of the entire fellowship and work toward unity. Also, if the need arises, the Deacon Body shall elect a “Unity Panel” of five (5) deacons to help solve any problems that might occur.
  - c. To give attention to the needs of the membership, especially to widows.
  - d. To be supportive of the God-called leadership.
  - e. To be examples within the fellowship of wisdom, spirituality, faithfulness and good character.

## **Article V: Church Committees**

All members of FBC Committees shall be Church Members as defined in the FBC Constitution and Bylaws and shall be living a Christian life of highest integrity.

Members on all Committees shall be nominated and reelected annually by the Church upon recommendation of the Ministry Enlistment Committee.

All Committees and Ministry Teams shall draft a statement of duties, purpose, and scope. This statement, and all revised statements, shall be provided to the chairman of the Ministry Enlistment Committee, approved by the Church Body, and kept on file in the Church office.

### **A. CHURCH ADMINISTRATIVE COMMITTEE**

1. Membership on this Committee shall consist of:
  - a. Senior Pastor
  - b. Associate Pastor(s)/Youth Pastor(s)
  - c. Music Minister
  - d. Church Financial Secretary
  - e. Ministry Enlistment Committee Chairperson
  - f. Deacon Chairman
2. This Committee shall have the following duties:
  - a. Nominate the members of the Ministry Enlistment Committee
  - b. Determine “Active” and “Inactive” members on the Church roll and make notifications as to status change to “Inactive”. (Hebrews 10:23-31)
  - c. Meet at least annually and prior to the September Church Conference to review the membership based on their attendance and other criteria.
  - d. Supervise and delegate annual review of documents referenced in Article VII.
3. In the event there is no incumbent in one of these positions the Senior Pastor will be responsible for nominating qualified individuals to temporarily fill these vacancies subject to Church approval. (In the event that FBC Edna is without a Senior Pastor, the Deacon Chairman will fulfill this role).
4. In the event of an emergency (fire, storm, natural disaster, etc.), this committee is authorized to make decisions about the use of the Church’s property and/or resources to meet the particular emergency within the requirements of FBC Edna’s Facility Use Policy.

B. **STANDING COMMITTEES** are committees, which should be comprised of at least five members (when possible) that are:

1. Elected by the Church except those Standing Committees whose members are specified as incumbents from other Committees.
2. The Pastor or a member of the Church staff may serve in an advisory capacity at the Pastor's discretion.
3. No two members of an immediate family (parents, spouses, in-laws, siblings, or children) shall serve on the following Standing Committees; Finance Committee, Personnel Committee, and Ministry Enlistment Committee.
4. Standing Committees are defined as:
  - a. Those committees necessary for day-to-day operation of the Church.
  - b. Committees controlling more than 20% of the Church budget.
  - c. Have a membership of qualified individuals with relevant skills.
  - d. Other Committees that the Church may approve from time to time.

C. The **STANDING COMMITTEES** for FBC Edna are:

1. **Ministry Enlistment Committee** – responsible for:
  - a. Bringing recommendations to the Church for Sunday-School Teachers, GA & RA leaders, Officers, Trustees, members of all Standing Committees (except those whose membership is prescribed in these Bylaws as incumbents from other committees), other Committees, and Ministry Teams by use of the general membership surveys, and follow-up to determine those Church members' interest and willingness to serve on a particular committee(s).
  - b. Communicating, in confidence, with the chairperson of respective Committees to determine the suitability of the potential candidate(s).
  - c. Maintaining a listing of all Committees and Ministry Teams; their members; and their duties, purpose, and scope as defined by the respective Committees and Ministry Teams.
  - d. Presenting recommendations for members of Standing Committees for Church approval annually in the December Church Conference.
  - e. Presenting a listing of all Sunday School teachers annually in the August Church Conference for Church approval.
  - f. Presenting a listing/report of all other Committees and Ministry Teams in the December Church Conference.
  - g. Publishing notice of intent to nominate candidate(s) to fill an interim vacancy at least one week prior to Church conference.
  - h. Recommending the formation or dissolution of all Non-Standing Committees.

## 2. Finance Committee

- a. The Finance Committee shall meet monthly for the purpose of reviewing the Church financial activities and submitting the Financial Report at the Church Conference.
- b. The Church Financial Secretary shall be a member of this committee and prepare such reports as necessary to accomplish the committee's responsibilities, including the recording of minutes of every meeting.
- c. Reports shall keep Church membership informed regarding the income received and expenditures made by the Church at the monthly Church conferences.
- d. Oversee requests for special offerings and disbursement of the same.
- e. Shall nominate and maintain a list of Church Tellers.
  - i. The Finance Committee chairman shall recommend those persons who serve as Tellers with Church approval.
  - ii. Tellers are responsible for collecting, counting, and depositing funds received from tithes, offerings, and special offerings.
  - iii. Tellers are persons with high moral character and ability to maintain confidential information regarding amounts of gifts and names of those making gifts.
- f. Shall nominate and maintain a list of Church Signatories.
  - i. The Finance Committee chairman shall recommend those persons who serve as Signatories with Church approval.
  - ii. This committee shall be comprised of at least four (4) members, any one of which may sign checks prepared by the Church Financial Secretary.
  - iii. Signatories shall be persons with business experience who have a good understanding of current Church business and who are able to understand the reason for and the need to make a particular expenditure for the Church.

## 3. Building and Grounds Committee

- a. This Committee shall be responsible for maintaining the Church's physical property through oversight and management of the physical plant needs.
- b. This shall include all real property, buildings, furniture, and equipment.

## 4. Personnel Committee

- a. This Committee shall be responsible for all matters related to personnel including employment, salaries, benefits, health insurance, job descriptions, and personnel performance.
- b. The Personnel Committee shall be comprised of seven (7) Church members.
- c. Controversial personnel issues or disputes concerning doctrine or performance shall be referred to the Pastor and the Deacon body for resolution.

## 5. Budget Committee

- a. This Committee shall prepare the annual Church Budget and present it to the Church for discussion at the November Church Conference and then presented for approval in the December Special Church Conference, held during a morning worship service.
- b. Membership on the Budget Committee shall consist of:
  - i. Current year Deacon Chairman who will chair the Budget Meetings.
  - ii. Building & Grounds Committee Chairman.
  - iii. Personnel Committee Chairman.
  - iv. Evangelism Committee Chairman.
  - v. Men's Ministry Chairman.
  - vi. Women's Ministry Chairman.
  - vii. Youth Ministry Chairman.
  - viii. Church Treasurer.
  - ix. Church Financial Secretary

## 6. Insurance Committee

- a. This Committee shall be comprised of individuals with business experience who possess appropriate knowledge about the insurance requirements of the Church and understanding of the appropriate insurance products to meet the needs of the Church in the most efficient manner possible.
- b. Secure premium quotes for such coverage as they deem necessary and recommend Insurance purchases to the Church for approval.
- c. This shall include insurance requirements for the Church's property including buildings, rolling stock, furniture, equipment, liability, workers compensation, and other needs. (Employee Health Insurance – handled by Personnel Committee)
- d. Present Insurance cost recommendations to the Budget Committee annually.
- e. Present Budget changes to the Finance Committee during the year.

## 7. Evangelism Committee

- a. This Committee shall recommend and coordinate evangelism activities of the Church.
- b. This Committee shall recommend Church expenditures for Evangelism as needs become evident.
- c. This Committee shall prepare and recommend the annual Evangelism budget to the Budget Committee.
- d. This Committee shall facilitate Church mission trips and activities with the Mission Ministry Team.
- e. This Committee shall coordinate visits from missionaries and other evangelistic representatives to maintain Church awareness.

**D. OTHER COMMITTEES**

1. Members are elected by the Church.
2. Each Committee shall elect a Chairperson and Vice Chairperson and may elect other officers as necessary.
3. Committees may have a Budget and recommend expenditures to the Church as necessary.
4. A member of the Church Staff may serve as an advising member of all Committees.
5. The Ministry Enlistment Committee shall maintain a list of current Committees which are approved by the Church Body. These Committees are formed and dissolved without Amendment of these Bylaws by recommendation and Church approval.
6. All recommendations to form a committee shall be accompanied by a statement of purpose described in subsection (8) of this section.
7. These Committees meet and function when necessary and administer the work of Ministry Teams.
8. Each Committee shall prepare a Statement of Purpose, which defines the number of members, the selection criteria, and provides the information to the Ministry Enlistment Committee. Each Committee's Statement of Purpose shall be approved by the Church Body.

E. **MINISTRY TEAMS** are groups of people who are called on for special and/or recurring needs. They shall function as a work team under the direction of a Committee. Ministry Team Members shall be approved by the directing Committee.

1. The Ministry Enlistment Committee shall maintain a current list of Ministry Teams as approved by the Church body. These Ministry Teams are formed and dissolved without Amendment of these Bylaws by recommendation and Church approval.
2. Ministry Team members are volunteers and the number is determined by the mission of the Team. These teams may from time to time have members who are not FBC members with the approval of the Pastor.
3. A member of the Church Staff may serve as an advising member.

F. **AD HOC COMMITTEES** are those committees convened for a particular purpose which are disbanded when that purpose is attained. Examples are:

1. Minister Search Committee(s)
2. Constitution and Bylaws Review Committee



## **Article VI: Minister Search Committees & Pulpit Supply**

### **A. Minister Search Committee**

1. The Minister Search Committee shall consist of a membership of nine (9) active members (five men and four women) who will be available to attend meetings.
2. The committee members will be selected under the supervision of the Personnel Committee as follows:
  - a. Every Church member shall have the opportunity to submit a single, written, and signed list of nominations of not more than five (5) persons for election to the Minister Search committee.
  - b. The Personnel Committee, from these nominations, shall prepare a ballot of a maximum of thirty (30) nominees, observing the following criteria:
    - i. Give primary consideration to the number of nominations each person received.
    - ii. No two members of an immediate family (parents, spouses, in-laws, siblings, or children) shall serve on this Committee.
    - iii. No Church staff member shall be placed on the ballot.
    - iv. All nominees must be an active member of the First Baptist Church of Edna for a minimum period of 5 years, be at least Twenty-Five (25) years of age, and must, in advance, consent to serve if elected.
  - c. The ballot of thirty (30) nominees (maximum) will be published in the weekly Church publication. The election will be held at the Sunday morning service at least one week after the publication.
  - d. Each Church member will have the opportunity to cast a written ballot for nine (9) nominees (for five (5) men and four (4) women). All ballots must be signed.
  - e. The nine (9) nominees receiving the highest number of votes shall constitute the Minister Search Committee.

**B. Duties of Minister Search Committee**

1. When tasked by the Church, the Minister Search Committee, under the guidance of the Holy Spirit, shall have the duty of seeking out, and after prayerful consideration, recommending to the Church a person to be called to serve as Senior Pastor, Associate/Youth Pastor, Education Minister, Children's Minister, and Music Minister, as well as any other role that the Church deems appropriate.
2. All Pastoral positions must be filled by an Ordained Minister of the Gospel of Jesus Christ and a Baptist.
3. The Minister Search Committee will work closely with the Personnel Committee and such other committees as may be necessary.
4. After its election, the Minister Search Committee will meet, select its own chairman and organize itself to fulfill its duties.
5. This committee shall make periodic reports on its progress to the Church in conference.
6. A Minister call requires a three-fourths (3/4) vote.
7. The work of the Minister Search Committee is complete when a Minister has been called, has accepted, and has arrived on the field. This committee shall then be automatically dissolved.

**C. Pulpit Supply Committee**

1. In the event the Senior Pastor's position is vacant, the Personnel Committee shall nominate three (3) individuals to serve as a Pulpit Supply Committee to the Church for approval. The Congregation may nominate additional members if desired.
2. This Committee shall locate and retain interim individual(s) to fill the vacant position until that ministerial position is filled.
3. The Personnel Committee shall be responsible for securing an appropriate speaker for each worship service until the Pulpit Supply Committee is selected.
4. The Pulpit Supply Committee shall, if appropriate and desired by the Church, recommend to the Church for its consideration, a person to serve as Interim pastor until such time as a pastor is called.

## **Article VII: Review and Amendments**

### **A. Specific procedures, documents, and websites listed below shall be reviewed on an annual frequency.**

1. The Administrative Committee shall supervise and delegate this review.
2. Revisions and adoption of any changes for the FBC Edna Constitution and Bylaws shall be done in accordance with the amendment procedure below.
3. Updates and changes of other procedures shall be approved at a regular Church conference.
4. Specific documents and procedures covered by this review requirement are as follows:
  - a. Constitution and Bylaws.
  - b. Employee benefits and relations documents.
  - c. Staff job descriptions.
  - d. Standing Committee purpose statements.
  - e. Other Committee and Ministry Team purpose statements.
  - f. Building and facility use policy.
  - g. Marriage policy.
  - h. Child Protection policy.
  - i. FBC Edna Church website.

### **B. The Church Constitution and By-laws may be amended by the following procedure:**

1. Any proposed amendment shall be submitted in writing to the Church Office not less than 3 business days prior to the regular Church conference and shall be placed on the agenda. The proposed amendment may be discussed at this conference but shall not replace the requirement set forth in subparagraph 2, below.
2. The proposed amendment shall be placed on the next regular Church conference agenda for discussion.
3. The proposed amendment shall be placed on the subsequent Church conference for vote by the Church.
4. The proposed amendment must pass by two-thirds (2/3) of the membership present and voting.