

BYLAWS

THE FIRST BAPTIST CHURCH OF ROUND ROCK, TEXAS

These Bylaws govern the affairs of THE FIRST BAPTIST CHURCH OF ROUND ROCK, TEXAS, a Texas nonprofit corporation (the "Church").

ARTICLE 1 OFFICES

1.01. **Principal Office.** The Church's principal office in Texas will be located at 306 Round Rock Avenue, Round Rock, Texas. The Church may have such other offices in Texas or elsewhere as the Members may determine. The Members may change the location of any office of the Church.

1.02. **Registered Office and Registered Agent.** The Church will maintain a registered office and registered agent in Texas. The registered office may, but need not, be identical with the Church's principal office in Texas. The Members may change the registered office and the registered agent as permitted in the Texas Non-Profit Corporation Act.

ARTICLE 2 STATEMENTS OF FAITH

PREAMBLE

We believe that all matters of life and faith must be evaluated on the basis of God's Word, the Bible, which is our infallible guide (2 Timothy 3:16–17). The Church believes that all have sinned and fall short of the glory of God and should seek redemption through Jesus Christ. We believe that God's grace can wipe the slate of guilt and sin clean and can restore the person to a right relationship with God and His Church, though the consequences are still incurred. We are all in need of God's grace. With that understanding, we know there will be those that disagree with some of the beliefs below. If that is you, we hope that this statement of belief will not be a hinderance to you coming to FBC Round Rock to discover more about life with Jesus Christ. We are a fellowship with strong convictions. At the same time, we want to extend grace to everyone who is seeking to experience new life in Jesus Christ. Every person is welcome to worship with us.

John 3:16, Romans 3:23

STATEMENT OF FAITH

God: The God of the Bible is the Creator, Preserver, and Ruler of all creation. God eternally exists and reveals Himself as the Father, the Son, and the Holy Spirit. These three revelations of God have distinct attributes, but remain one in essence and being. *Genesis 1:26-27; Exodus 15:11-13; Deuteronomy 6:4; Psalm 19; Matthew 28:19; John 1:1-18; 10:27-30; 38; 17:1-5, 21-22; 1 Corinthians 8:6; Galatians 4:6; Colossians 2:9; 1 Timothy 1:17; Hebrews 1:1-3;*

- **God the Father:** God reigns with care over His creation. He is all powerful, all loving, and all wise. He is Father to those who receive salvation by grace through faith in His Son, Jesus Christ.
Genesis 1:1; 1 Chronicles 29:10; Isaiah 64:8; Jeremiah 10:10; Matthew 6:9; 7:11; 28:19; John 5:26; Acts 1:7; Romans 8:14-15; Ephesians 4:6
- **God the Son:** Christ is the Eternal Son of God. In his incarnation, he was conceived by the Holy Spirit and born to the Virgin Mary. Jesus lived without sin and He died on the cross as a perfect sacrifice to redeem all people from their sin. He arose from the dead on the third day from his crucifixion, was witnessed by his disciples, and then ascended into heaven. He will one day return to judge the world and establish His eternal kingdom.
Matthew 1:18-23; 11:27; 14:33; 16:16; 28:1-6; Mark 1:1, 9-11; Luke 1:35; 4:41; 22:70; 24:46; John 1:9-11, 29; 10:30; 11:25-27; 12:44-50; 14:6-13; 17:1-8; 20:1-20; Acts 1:9-11; 2:22-24; Romans 3:23-26; 5:6-21; 1 Corinthians 15:1-8, 24-28; Galatians 4:4-5; Philippians 2:5-11; Colossians 1:13-22; 1 Thessalonians 4:14-18; Hebrews 12:2; Revelation 5:9-14; 12:10-11; 19:16; 22:20-21
- **God the Holy Spirit:** The Holy Spirit is the Spirit of God and of Jesus. He inspired the writers of the Bible and He enables people to understand its truths. He convicts people of their sin and calls them to Salvation in Jesus Christ. He indwells the hearts of believers when they accept Jesus Christ. He develops Christian maturity in believers so they may become more like Christ. He gives spiritual gifts to each believer and empowers believers to use those gifts for God's work. He equips and enables believers to live daily in their relationship with God the Father.
Genesis 1:2; Psalm 51:11; 139:7-12; Isaiah 61:1-3; Matthew 1:18; 12:28-32; 28:19; Mark 1:10, 12; Luke 4:1; 18-19; 11:13; 12:12; John 14:16-17, 26; 16:13-14; Acts 1:8; 2:1-4, 38, 4:12; Romans 8:9-11, 14-16, 26-27; 1 Corinthians 3:16; 12:3-13; Ephesians 1:13-14; 2 Timothy 3:16; 1 John 4:13; Revelation 22:17

The Bible: The 66 books of the Bible are the perfect word of God and were written by men through the inspiration of the Holy Spirit. This Holy Scripture is God's revelation of His truth to mankind and is the absolute authority for our faith and conduct. The lens through which we interpret the Bible is the person and work of Jesus Christ.

Deuteronomy 4:1-2; Psalm 19:7-10; 119; Isaiah 40:8; Matthew 5:17-18; Luke 21:33; John 5:39; 17:17; Romans 15:4; Ephesians 6:7; Colossians 3:16; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 4:11

Salvation: The Bible is clear that all people are sinful by nature and by their own actions are separated from God and need redemption through Jesus Christ. All people are therefore naturally destined to eternity apart from God in a real place of punishment called Hell. No one can receive salvation or eternal life by their own good works.

However, because of the gracious act of Jesus dying on the cross, salvation is freely offered to anyone who will accept Jesus as Lord and Savior. Salvation comes by grace through faith alone, and eternal life begins the instant someone receives Jesus into his or her life. Eternal life culminates in escaping Hell and finding a permanent home with God in his eternal kingdom.

Luke 1:68-69; 2:28-32; John 1:11-14; 3:3-21, 10:9, 28-29; 14:5-31; Acts 2:21; 4:12; Romans 3:23-24; 5:6-21; 6:1-23; 8:1-18; 10:9-10; Galatians 2:20; Ephesians 2:21-22; 1 Peter 3:18

Security of the Believer: We believe that a person who has truly received eternal life through faith in Jesus Christ will remain in Jesus. Christians are still susceptible to sin after salvation, but true faith in Christ has a lasting effect that cannot be undone.

John 3:16; 10:27-29; Romans 5:9-10; 2 Corinthians 5:18-19; Philippians 1:6; 2 Thessalonians 3:3; Hebrews 11:39-12:2; 1 Peter 1:1-9

The Church: A church is an autonomous local group of baptized believers in Jesus Christ who are united by covenant based on their shared beliefs and mission. Those joined together through membership share in the responsibility to care for the church family and pursue the Gospel mission given by Jesus.

The Bible also speaks of the Church as the body of Christ, including all born again believers from every generation, which will be complete at the return of Jesus.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; 1 Corinthians 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 2:19-22; 3:8-11,21; 5:22-32; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3

Ordinances of our Church: There are two ordinances of the church that were instituted by Jesus Christ:

- **Baptism:** Baptism is the symbolic act of immersing a new believer in Jesus fully into water and raising them up again. It is an act of obedience which symbolizes the death and the burial of the sinful self, and the rising to a new spiritual life in Jesus Christ. It is a prerequisite for church membership and for sharing the Lord's Supper. Baptism does not complete or assist in the salvation process. Jesus commanded the disciples to baptize believers in the Name of the Father, the Son, and the Holy Spirit following His example.
- **The Lord's Supper:** The Lord's Supper commemorates the sacrifice of Jesus on the cross. The broken bread represents his body, which was broken during his crucifixion, and the drink in the cup represents his blood which he shed on the cross. The Lord's Supper is a symbolic celebration through which we remember his sacrifice and anticipate his return. Those who have been scripturally baptized can participate in the Lord's Supper.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12

The Purpose of the Church: The Church exists to glorify God in the world, to share the Gospel of Jesus Christ, and to develop believers as they grow in their relationship with Christ. We do this by engaging the world with evangelism and missions, and demonstrating the love of Christ through actions of service. We glorify God as we serve in his name, and as we gather for worship and fellowship in our own church and with like-minded believers.

Matthew 28:19-20; Acts 2:42; Colossians 3:16; 2 Thessalonians 5:11; 1 Peter 2:9-10

Sexuality, Gender, and Marriage: The Bible is clear that God creates people in His image as either male or female, and that this creation is a fixed matter of human biology, not individual choice. God instituted marriage in the Garden of Eden before sin entered the world as the perfect expression of love and commitment between man and woman. Therefore, we believe marriage is a covenant commitment between one man and one woman in the presence of God and not the government. Marriage is the only context for sexual desire and expression. We believe any sexual act outside God's perfect design for mankind is sinful, including premarital sex, homosexual behavior, extra-marital sexual behavior, and the use of pornography.

Since First Baptist Church Round Rock recognizes that marriage is the uniting of one man and one woman in covenant commitment, this church's pastors and staff will only officiate marriages between one biologically born male living as male and one

biologically born female living as female. For this reason, the church's property and resources are only available to be used for this type of wedding.

Genesis 1:26-28, 2:24; Jeremiah 29:6; Matthew 19:4-6; Romans 1:26-27; 13:12-14; 1 Corinthians 6:9-11, 18-20; 7; Galatians 5:19-21; Ephesians 5:3, 21-33, Colossians 3:5-10; 1 Thessalonians 4:3-7; 1 Timothy 1:8-11; Hebrews 13:4

Human Life: We believe every human life is created in the image of God and has intrinsic value that is not dependent upon the desirability or the potential contribution of that life. Therefore, we stand in opposition to any act that would end life prematurely between the moment of conception and the moment of natural death. We also commit to demonstrate the love and care of Christ to anyone impacted by decisions of life and death, and to encourage and support their choice to embrace the life God has created. *Genesis 1:26-27; 4:4-10; 9:6; Exodus 20:13; 21:14, 22-24; Job 14:5; Deuteronomy 5:17; Psalm 8:4-5; 22:10; 51:5; 127:3; 139:13-16; Proverbs 31:8; Jeremiah 1:4-5; 22:3 Luke 1:39-44; Acts 17:25; Hebrews 9:27*

ARTICLE 3 MEMBERSHIP

3.01. Management of the Church: This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this Church. The membership reserves the exclusive right to determine who shall be members of this Church and the conditions of such membership. It is understood that membership in this Church involves an obligation to support the Church and its causes with regular tithes, offerings, gifts, and service.

The membership or members of this Church are referred to as "Members" in these Bylaws.

3.02. Candidacy for Membership: Any person may offer himself or herself as a candidate for membership in this Church. All such candidates shall be presented to the Church at a Regular Church Conference for membership in any of the following ways:

- a. By profession of faith and for baptism.
- b. By promise of a letter from another Baptist church,
- c. By statement of faith in Christ indicating that one has experienced baptism by immersion as a symbol of obedience to Christ with the desire to be committed to the Church.

3.03. Election of Members: Candidates for membership of the Church will be required to meet or speak with the Pastor or Ministerial Staff designee prior to being presented to the Church for membership in a Regular Church Conference. The Pastor will review the Statement of Faith and the expectations of Church Members with the candidates for membership. A 66-2/3% vote of those Church Members (eligible to vote pursuant to Paragraph 3.04 of these Bylaws) present and voting shall be required to elect such candidates to membership of the Church.

3.04. Rights of Members: Every Member of the Church is entitled to vote at all elections and on all questions submitted to the Church Members at a Regular or Special Church Conference, provided the member is present.

3.05. Termination of Membership: Membership shall be terminated in the following ways: (1) death, (2) dismission to another Baptist church, (3) exclusion by action of this Church,(4) erasure upon becoming affiliated with a church of another faith or denomination. Should a Member become an offense to the Church and to its good name by reason of deliberate immoral or unchristian conduct, the Church may terminate his or her membership by a 66-2/3%vote of those Members present and voting but only after due notice and hearing and after faithful efforts have been made to bring such Member to repentance and amendment in accordance with the teachings of Matthew 18.

ARTICLE 4 CONFERENCES OF MEMBERS

4.01. Regular Church Conferences: A regular Church Conference ("Regular Church Conference" or "Regular Conference") shall be held quarterly on the third Sunday night of January, April, July, and October of each year with the following exception: the Moderator may reschedule a Regular Conference when the Moderator determines that such rescheduling is necessary by giving written notice to the Members that the Regular Conference has been rescheduled. Such written notice shall be published in the Sunday morning Order of Worship which precedes the rescheduled Regular Conference by ten (10) days.

4.02. Special Church Conference: A special Church Conference ("Special Church Conference" or "Special Conference") may be called by the Moderator, by written request of five(5) Members submitted to the Moderator, or by a Church Administrative Team. The written request must include the purpose or purposes of the Special Conference. Following receipt of the written request the Moderator will schedule a Special Conference and give the notice required in Paragraph 4.03 of these Bylaws.

4.03. Notice of Special Conference: Written notice of the Special Conference, specifying the purpose, date, and time of such Conference shall be published in the Sunday morning Order of Worship which precedes the Special Conference by ten (10) days.

4.04. Physical and Electronic Conferences: Except otherwise provided in these bylaws, Regular and Special Church Conferences will be conducted in-person (physically). When circumstances arise which do not allow in-person conferences, the moderator may specify meeting applications that would allow video or electronic communication which follow the Electronic Communication Special Rules as adopted by Church Conference.

4.05. Quorum: A quorum of a Regular or Special Conference shall be sixty-five (65) Members. Should a quorum not be present at a Regular or Special Conference; no business shall be transacted except to adjourn. The Conference shall then re-convene to transact business at the same time on the seventh (7th) day following, provided a quorum is then present.

4.06 No Team Meetings During Church Conferences: In order that there be a sufficient number of Church Members present to conduct business, all Church teams will meet at times other than when Church Conferences are in session.

4.07. Rules of Order, Church Conferences: “Roberts Rules of Order” shall be the procedural guide for all Church Conferences, except as stipulated elsewhere in these Bylaws.

4.08. Business Items for Regular Conference: Items of business may be submitted for Church action at a Regular Church Conference by one of the following methods:

- a. Written submission to the Moderator at least ten(10) days before the date of a Regular Church Conference.
- b. By a majority vote of those members present and voting at a Regular Church Conference.

ARTICLE 5 CHURCH LEADERSHIP TEAM AND ADMINISTRATIVE TEAMS

5.01. Church Leadership Team: A Church Leadership Team (CLT) is established to perform the following duties:

- a. Recommend objectives and goals for Church teams.
- b. Review and coordinate program plans recommended by Church Staff and Church

- c. Recommend the use of Church leadership, calendar time and other resources according to program priorities.Church,
- d. Evaluate program achievements in terms of the vision and purpose statements of the Church.
- e. Review results of the Church-wide strategy and objectives survey as provided by the Long-Range Planning Committee.
- f. Perform such duties as may be assigned by the Members.
- g. Establish such ministry Teams as may be necessary to further the ministries of the Church in keeping with the Church's vision and purpose statements. Review all proposed new ministries and provide dialogue with the appropriate sponsors. The Church Leadership Team will advise the leadership about the appropriateness of any proposed ministry in light to the Church's vision state, purpose statement, doctrinal beliefs, ministry context and long-range plan.
- h. Nominate Members to serve as members of the Nomination Team.
- i. Provide advice and counsel to staff and leadership in questions of procedure and authority.

5.02 Membership of Church Leadership Team (CLT): The Church Leadership Team shall be composed of the Pastor, a senior representative appointed by the Pastor from the Ministerial Staff, Business Administrator, and the leaders of each of the Administrative Teams listed in Section 5 06 of these Bylaws.

5.03. Officers of Church Leadership Team: The Pastor shall be the leader of the Church Leadership Team. The Church Leadership Team shall elect such other officers that it deems necessary including but not limited to a vice chairman and a secretary.

5.04. Meetings of Church Leadership Team: The Church Leadership Team will meet at least once a month. This schedule provides ample time for teams to bring motions for review, concerns, critique, dialogue and feedback with the Church Leadership Team. The Church Leadership Team will not have the authority to prevent a motion from coming to the floor. The Church Leadership Team will, however, become an important advisory resource for teams.

5.05 Quarterly Report: At least once every quarter the Church Leadership Team shall present a written report to the Members at a Regular Conference.

5.06: Administrative Teams: The Members shall establish the following Administrative Teams:

- a. Nomination Team

- b. Budget & Finance Team
- c. Policy Team
- d. Long Range Planning Team
- e. Missions Team
- f. Personnel Team
- g. Real Estate/Insurance Team

Members of each Administrative Team will be elected by the Members in Conference.

5.07. Temporary Administrative Teams: A Temporary Administrative Team is a team which is established by the Members for a specific purpose, and its existence ceases when its final report is made to the Members or when the Team is terminated by the Members in Conference. Members of Temporary Teams will be elected by the Members in Conference. An example of a Temporary Administrative Team is the Pastor Search Team which is referenced in these Bylaws and is active only when the Church is seeking to fill the office of Pastor.

5.08. Duties of the Nomination Team: Ensure that all Administrative Teams are properly staffed to function as outlined in the Administration Team Manual.

ARTICLE 6 OFFICERS, MINISTERIAL STAFF, AND SUPPORT STAFF

6.01 Church Officers: The Church officers will be a Pastor, a Moderator, a Secretary, a Treasurer, and five (5) Trustees. In a Regular or Special Church Conference, the Members may create additional officer positions, define the authority and duties of such additional officer positions, and elect or appoint persons to fill such additional officer positions. The same person may hold any two or more offices, except for Moderator and Secretary.

6.02. Election and Term of Office. The Moderator, Secretary, Treasurer, and Trustees will be elected by the Members at the Regular Church Conference for the term specified in these Bylaws. Other officers elected or appointed by the Members will serve the term specified by the Members. At the end of term of office of each of the officers named above and other officers elected or appointed by the Members, the Nomination Team shall nominate a Member as a candidate for election to such office. The Members may also nominate a Member as a candidate for election to such office. Each of the above-

named officers will hold office until a successor is duly elected or appointed by the Members. An officer may be elected to succeed himself or herself in the same office.

6.03. Removal of Officers: The Moderator, Secretary, Treasurer, Trustees, and other officers elected, called, or appointed by the Members may be removed by the Members with good cause.

6.04. Vacancies: The Members may select any qualified person to fill a vacancy in any office for the unexpired portion of the officer's term.

6.05 Qualifications of Pastor:

- a. The Pastor shall be a minister of the gospel of Jesus Christ, ordained by this Church or by a Baptist church of like faith and order.
- b. The Pastor shall meet the qualifications set forth in 1 Timothy 3:2-7; and he shall exemplify this Church's concept of spirituality, missionary zeal, purity of doctrine, and spirit of cooperation.
- c. The Pastor shall subscribe to the 1963 Baptist Faith & Message Statement the Southern Baptist Convention.

6.06. Pastor's Duties: The Pastor's duties and responsibilities are presented below. The Pastor shall:

- a. Proclaim the Gospel of Jesus Christ;
- b. Lead the Church to fulfill its purpose in the world;
- c. Minister to the personal and spiritual needs of the Members;
- d. Shepherd the Members, as an ordained minister of the Gospel, called of God to Christian service, under the direction of the Holy Spirit;
- e. Administer the ordinances of Baptism and the Lord's Supper;
- f. Select those to fill the pulpit during his absence;
- g. Assign a member of the Ministerial Staff to be available during his absence to respond to emergencies requiring ministerial attendance; e.g., death of a Member, serious accident, illness, etc.
- h. Supervise members of the Ministerial Staff and Support Staff of the Church as provided in the Church Personnel Manual;

- i. Encourage and assist all members of the Ministerial Staff and Support Staff to achieve their full potential as servants of God;
- j. Coordinate the ministries of the Church through the Ministerial Staff and Support Staff;
- k. Conduct evaluations of the Ministerial Staff and Support Staff as provided in the Church Personnel Manual;
- l. Make such recommendations to the Personnel Team regarding the termination of any member of the Ministerial Staff;
- m. Serve as an ex-officio member of all Church teams;
- n. Provide staff assistance and guidance to Church teams as provided in the Church's Team Manual;
- o. Lead the Deacon Team in its spiritual ministries to the Members;
- p. Give direction in items relating to the spiritual welfare of the Members;
- q. Resolve problems within the Church membership;
- r. Give encouragement and direction to the Members through standing programs of the Church;
- s. Perform such duties as may be assigned by the Members.

6.07. Procedures for Calling a Pastor: In the event the Church is without a Pastor, the Members shall elect a Pastor Search Team to find a candidate and recommend him to the Church in the following manner:

- a. The Members shall elect a Pastor Search Team composed of five (5) members and two (2) alternates by secret written ballot at a duly called Special Conference or a Regular Conference.
- b. Members of the Church present at the Conference will vote for the Members they prefer for membership on the Pastor Search Team. A team of tellers appointed by the Moderator shall count the votes and the five (5) Members receiving the highest number of votes shall serve as members of the Pastor Search Team. The two (2) alternates will be chosen in the same manner, being the two Members receiving the highest number of votes of those remaining after the selection of the five (5) Pastor Search Team members. The Pastor Search Team shall elect its own officers.

c. The Pastor Search Team will secure an Interim Pastor as soon as possible after its members and alternates are elected. The Interim Pastor shall be from outside the membership of the Church and not a candidate for Pastor. Should the Interim Pastor become a candidate, he will remove himself from the position of Interim Pastor and abide by all the procedures relating to a candidate for Pastor.

d. The Pastor Search Team shall seek out a suitable candidate for Pastor, and the Team's recommendation of a person to serve as Pastor of the Church shall constitute a nomination. The Team shall nominate one candidate at a time to the Members for their consideration.

e. The Church shall consider each nominee at a Regular Church Conference or Special Church Conference. The election of a Pastor shall be by secret written ballot by the Members.

f. A vote of 66-2/3% of the Members present and voting by secret written ballot at a Conference affirming the Pastor Search Team's nominee shall be necessary for election of such nominee as Pastor of the Church.

g. The Pastor, thus elected, shall serve as the Pastor of the Church until the relationship is terminated by his request or by the request of the Members as provided in these Bylaws.

6.08 Procedures for Accepting the Pastor's Resignation:

a. Any resignation presented by the Pastor will be immediately referred to the Personnel Team. The Personnel Team will prayerfully review the resignation with the Pastor.

b. If the decision is to proceed with the resignation from the Pastor, then the resignation will be presented by the Personnel Team and the Pastor to the Church at a Special Church Conference called for that purpose.

c. Any compensation package for resignation shall be predetermined by the Personnel Team and the Budget and Finance Team prior to the Special Church Conference called for said action. Any resolution adopted by the Members at the Special Conference that would change the package shall be tabled until such resolution can be considered by the Personnel Team and the Budget and Finance Team and then returned to the Members in a Special Conference.

6.09 Procedures for Terminating the Pastor:

a. Any recommendation for termination of the Pastor must be presented to the

Personnel Team before being presented to the Members in Conference. The Personnel Team will prayerfully review the recommendation with the Member(s) making the recommendation.

b. The Personnel Team and the Member(s) making the recommendation will then prayerfully review the recommendation with the Pastor seeking God's guidance. If the issue cannot be resolved, then the Personnel Team and the Member(s) making the recommendation will present the recommendation to the Church in a Special Church Conference called for that purpose for resolution.

c. The recommendation for termination of the Pastor will be adopted and approved only if 66-2/3% of the Members present and voting affirm a vote by secret ballot in favor of the recommendation.

d. Any compensation package for termination shall be predetermined by the Personnel Team and the Budget and Finance Team prior to the Church Conference for said action. Any resolution adopted by the Members at the Special Conference that would change the package shall be tabled until it can be considered by the Personnel Team and the Budget and Finance Team and then returned to the Members in a Special Conference.

6. 10 **Ministerial Staff:** The Members may establish any position of ministry they deem necessary to fulfill the Church's responsibility to proclaim the gospel, to disciple, and to minister to people. Such positions are hereinafter referred to as the "Ministerial Staff". Ministerial Staff positions shall be filled by electing a special search team to visit, interview, and select, with the advice and consent of the Pastor, prospective candidates and present them to the Members for acceptance and the issuing of a call.

6. 11. **Support Staff:** The Church may secure the services of other full or part time employees. These positions shall be filled in accordance with the policies of the FBCRR Employee Handbook. Such full or part time employees are referred to in these Bylaws as "Support Staff".

6.12. **Duties of the Ministerial Staff and Support Staff:** Complete job descriptions, benefit information, and Identification of duties, functions, and responsibilities for all members of the Ministerial Staff and the Support Staff may be found in these Bylaws and in the Church Personnel Manual

6.13. **Term of Office of Moderator, Secretary and Treasurer:** The Moderator, Secretary and Treasurer shall serve for a period of one year.

6.15 Duties of Church Secretary:

a. The Secretary shall ensure that accurate minutes are kept of each Church Conference and shall submit minutes of any Church Conference to the Members for approval at the next Regular Church Conference.

- b. The Secretary shall ensure that an accurate Register of Members and Baptisms is kept. The Register of Members and Baptisms shall include the names of all Members of the Church with dates of each Member's admission, dismissal, or death. The Register of Members and Baptisms shall include a record of all baptisms.
- c. The Secretary shall ensure that letters of dismissal approved by the Members are issued.
- d. The Secretary shall ensure a system for the maintenance of all Church records. The Secretary shall ensure that Church records are kept at the Church's principal office. The Secretary shall ensure that a backup set of Church records is kept at another location designated by the Members.
- e. The Secretary shall perform other duties that the Members assign to the Secretary.

6.16. Duties of Treasurer:

- a. The Treasurer shall ensure that monies of the Church are disbursed as directed by vouchers approved and signed by authorized officers of the Church.
- b. The Treasurer shall receive money or things of value given to the Church.
- c. The Treasurer and the Budget and Finance Team shall render to the Members at each Regular Church Conference an itemized financial report of the receipts and disbursements for the preceding quarter and render to the Members an annual financial report at the end of each year.

6. 17. Church Moderator: The Moderator shall be the Pastor or such Member as the Members shall elect. In the absence of the Moderator, the Chairman of the Deacon Team shall preside as Moderator. In the absence of all, the Moderator shall be elected by a majority vote of the Members present and voting.

6.18. Duties of Moderator:

- a. perform the duties set forth in these Bylaws,
- b. preside at all Regular Conferences and Special Conferences,
- c. perform such duties as may be assigned by the Members.

6.19. Duties of Trustees: The Trustees shall perform the following duties:

- a. The Trustees shall execute any deeds, mortgages, bonds, contracts, or other instruments that the Members in Regular Conferences or Special Conferences authorize or direct them to execute. The Members may authorize other Church officers to execute deeds, mortgages, bonds, contracts, or other instruments.
- b. The Trustees may mortgage, buy and sell, or otherwise dispose of property belonging to the Church, but only as specifically authorized and directed by the Members at Regular Church Conferences and Special Church Conferences.
- c. The Trustees shall report as necessary to the Members at Regular Conferences and Special Conferences
- d. Any two (2) Trustees may act for the Church as directed or authorized by the Members.

ARTICLE 7 DEACON TEAM

7.01. Deacon Team: The Church shall establish a Deacon Team to serve the Members of the Church.

7.02. Duties of Deacon Team: The Deacon Team and Deacons shall serve and minister to the Members of the Church as directed by the Scriptures. The Deacon Team and Deacons shall assist the Pastor and Ministerial Staff in the performance of their duties.

7.03. Election of Deacons: The Members shall elect Deacons to serve on the Deacon Team as provided in these Bylaws. In order for a Deacon nominee to be elected as a Deacon, 66-2/3% of the Members present and voting must vote in favor of the nominee.

7.04. Term of Office of Deacons: Each Deacon shall be elected and serve for an indefinite period of time except as stated below.

- a. Resignation: A Deacon may resign at any time by submitting a letter of resignation to the Pastor or Deacon Chairman. If a Deacon has resigned, he must be re-elected through the process described in section 7.03.
- b. Inactive Status: A Deacon may request to be placed on an inactive status. Said deacon may request to return to active status at any time. A Deacon returning from inactive status is not required to seek re-election through the process described in section 7.03.

c. Removal: A Deacon may be removed from office if said Deacon no longer meets the qualifications set forth in section 7.05 or if said Deacon repeatedly fails to execute the duties of a Deacon. In order for a Deacon to be removed, there must be full agreement between the Pastor, the Deacon Leadership, and a majority of the Deacon body.

7.05. Qualifications of Deacons:

a. A Deacon candidate shall meet the qualifications set forth in 1 Timothy 3:3-13 and Acts 6:1-3.

b. A Deacon candidate shall be a resident male Member of the Church of at least twenty-five (25) years of age upon the date of election to the Deacon Team.

c. A Deacon candidate who has not previously been ordained as a Deacon must be an active Member of the Church for a minimum of eighteen (18) months before he may be nominated for election to the Deacon Team. A Deacon candidate who has previously been ordained as a Deacon must be an active Member of the Church a minimum of six (6) months before he may be nominated for election to the Deacon Team.

d. No Member of the Ministerial Staff shall serve as a member of the Deacon Team.

e. A Member of the Church who has not been previously ordained as a Deacon who is elected to the Deacon Team shall be ordained as a Deacon.

7.06. Procedures for Election of Deacons:

a. A Deacon Nomination Team will be selected by the Nomination Team in January of each calendar year. The purpose of the Deacon Nomination Team is to oversee and manage the Deacon nomination process. The Deacon Nomination Team will be made up of three (3) active Deacons and two (2) other Members of the Church. The Deacon Chairman and Pastor will serve on the Deacon Nomination Team without voting power. The Deacon Nomination Team will accept Deacon nominations from any Member of the Church throughout the year. When the need presents itself, and after prayerful consideration, the Deacon Nomination Team will select names from the nomination list to forward through the nomination process. The names of nominated individuals not immediately processed will remain on the nomination list indefinitely.

b. The list of candidates selected by the Deacon Nomination Team will complete

an extensive interview process with the Team and the Pastor. If the Deacon

Nomination Team recommends the candidate, he will be placed on one of the following three tracks for training or orientation.

c. Track One is for candidates who have never been ordained. The candidate will serve an apprenticeship for one year under a mentor. If he successfully completes his one year of training and his mentor recommends him to the Deacon Nomination Team, he will be presented to the Members for election.

d. Track Two is for Deacons who have been ordained in other churches, or Deacons who have not served the Church within the past five years. The candidate will serve an apprenticeship for six months under a mentor. If he successfully completes his six months of training and his mentor recommends him to the Deacon Nomination Team, he will be presented to the Members for election.

e. Track Three is for Deacons who have served the Church within the preceding five years. These Deacons will complete a session of orientation conducted by the Deacon Team Chairman. Upon successful completion of orientation, the nominee will be presented to the Members for election.

ARTICLE 8 FISCAL YEAR AND NOTICE

8.01. **Fiscal Year:** The fiscal year of the Church shall begin on the first day of April of each year.

8.02. **Notice:** For the purpose of these Bylaws, the term "Notice" shall include:

- a. a written notice that is mailed to the Members;
- b. a written notice that is published in the Sunday morning Order of Worship.

ARTICLE 9 AMENDMENTS TO BYLAWS

9.01. **Amendment of Constitution and Bylaws.** Amendments to the Constitution and these Bylaws may be made in the following manner:

- a. an amendment may be proposed by the Pastor, a Member, or an Administrative Team by presentation of the proposed amendment in writing to the Moderator. Within ten (10) days of receipt of a proposed amendment, the Moderator will deliver a copy of such proposed amendment to the Policy Team.
- b. The Policy Team will review each proposed amendment it receives from the

Moderator and prepare a written recommendation regarding the disposition of such proposed amendment. The written recommendation regarding a proposed amendment must be presented to the Members in Conference within forty-five (45) days after the Policy Team receives such proposed amendment from the Moderator.

c. At least ten (10) days before the Conference in which the Policy Team will present its recommendation regarding a proposed amendment, it shall give written notice of its recommendation to the Members. Such written notice shall be (a) mailed to the Members, or (b) published in the Sunday morning Order of Worship.

d. In conducting its review of a proposed amendment, the Policy Team will notify any Administrative Team that might have interest in the proposed amendment. In making its recommendation to the Members, the Policy Team shall include any comments or recommendations on the proposed amendment from such Administrative Teams.

e. A proposed amendment must be submitted to the Members in the Conference for approval, which requires an affirmative vote of 66 2/3% of the Members present and voting.

f. No proposed amendment to the Constitution or these Bylaws may be voted on by the Members without first being reviewed by the Policy Team.

ARTICLE 10 INDEMNIFICATION

10.01 When Indemnification Is Required, Permitted, and Prohibited:

a. The Church will indemnify an officer, Member, team member, employee, or agent of the Church who was, is, or may be named defendant or respondent in any proceeding as a result of his or her actions or omissions within the scope of his or her official capacity in the Church.

b. The Church will indemnify a person only if he or she acted in good faith and reasonably believed that his or her conduct was in the Church's best interests. In case of a criminal proceeding, the person may be indemnified only if he or she had no reasonable cause to believe that the conduct was unlawful. The Church will not indemnify a person who is found liable to the Church or is found liable to another on the basis of improperly receiving a personal benefit from the Church. A person is conclusively considered to have been found liable in relation to any claim, issue, or matter if the person has been adjudged liable in a court of competent jurisdiction and all appeals have been exhausted.

Termination of a proceeding by judgment, order, settlement, conviction, or on a

plea of nolo contendere or its equivalent does not necessarily preclude indemnification by the Church.

c. The Church will pay or reimburse expenses incurred by an officer, Member, team member, employee, or agent of the Church in connection with the person's appearance as a witness or other participation in a proceeding involving or affecting the Church when the person is not a named defendant or respondent in the proceeding.

d. In addition to the situations otherwise described in this paragraph, the Church may indemnify an officer, Member, team member, employee, or agent of the Church to the extent permitted by law. However, the Church will not indemnify any person in any situation in which indemnification is prohibited by paragraph 10.01(b), above.

10.02. Extent and Nature of Indemnity: The indemnity permitted under these Bylaws includes indemnity against judgments, penalties, (including excise and similar taxes), fines, settlements, and reasonable expenses (including attorney's fees) actually incurred in connection with the proceeding. If the proceeding was brought by or on behalf of the Church, the indemnification is limited to reasonable expenses actually incurred by the person in connection with the proceeding.

10.03. Procedures Relating to Indemnification Payments.

a. Before the Church may pay any indemnification expenses (including attorney's fees), the Members must specifically determine that indemnification is permissible, authorize indemnification, and determine that expenses to be reimbursed are reasonable. The Members may make these determinations and decisions by a majority vote of a quorum consisting of Members, who at the time of the vote, are not named defendants or respondents in the proceeding.

b. The Members will authorize indemnification and determine that expenses to be reimbursed are reasonable in the same manner that it determines whether indemnification is permissible.

ARTICLE 11
NONPROFIT STATUS OF CHURCH

11.01. No part of the net earnings of the Church shall inure to the benefit of, or be distributable to its Members, Trustees, officers, or other private persons, except that the Church shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set out in the Church Constitution and these Bylaws. No substantial part of the activities of the Church shall be the carrying on of propaganda, or otherwise attempting

to influence legislation, and the Church shall not participate, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Bylaws, the Church shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1986 as amended, or the corresponding provision or provisions of any subsequent United States Internal Revenue law or laws (the "Code"), or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Code. The Church is organized and shall be operated for the purpose of engaging in religious worship and promotion of spiritual development and well-being of individuals. The Church's assets are pledged for use in performing its religious functions. On discontinuance of the Church by dissolution or otherwise, its assets are to be transferred to a religious charitable organization that is qualified under section 501 (c)(3) of the Code.

ARTICLE 12 DISSOLUTION

12.01. Upon the dissolution of the Church, the Trustees shall, after paying or making provision for the payment of all of the liabilities of the Church, dispose of all of the assets of the Church exclusively for the purposes of the Church in such manner, or to such organization or organizations under section 501 (c)(3) of the Code, as the Trustees shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the Church is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Document Review/Change Log

1. Base Document is the 2024 Bylaws, October 18, 2020, by action of the Church in a regularly scheduled Conference.
2.
 1. Base Document is the Bylaws 2004, as amended October 17, 2004.