

New Friendship Baptist Church  
Auburn, KY

**Church Constitution and Bylaws**

Presentation Document  
March 2022– May 24, 2026

[www.nfbcauburn.com](http://www.nfbcauburn.com)

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# Constitution

## Preamble

We, New Friendship Baptist Church (Missionary), Inc., declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

### I. Name

- This body shall be known as the New Friendship Baptist Church, Inc. located at 5030 Friendship Road, Auburn, KY, 42206.

### II. Purpose

- The purpose of this body will be to carry out the Great Commission of our Lord, Jesus Christ as found in Matthew 28:18-20.

### III. Incorporation

- New Friendship Baptist Church voted to incorporate on June 25, 2017, with the existing church council to become the corporate Board of Directors.

### IV. Statement of Beliefs

- We affirm the Holy Bible as the inspired Word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of the *Baptist Faith and Message* as adopted by the Southern Baptist Convention in 2000. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper.

### V. Church Covenant

- Throughout the Old Testament and New Testament, there is a clearly defined community of God. God creates a covenant relationship with His people. This covenant was first established with the people of Israel through Abraham, and then God established a new covenant with His people, the church, through Jesus Christ. As

members of God's covenant family at New Friendship Baptist Church, we commit to Christ and to each other (1 Corinthians 12:27; Romans 12:4-5). We commit to the truthfulness of scripture as inspired by the Holy Spirit. We commit to the personal guidance of the Holy Spirit in our daily lives.

As a member of New Friendship Baptist Church, I will strive to fulfill the following expectations:

- Worship the one true God with other New Friendship Baptist church members for as long as I am able (Hebrews 10:24-25; Romans 12:1). The goal of my regular weekly worship is to give God glory (Romans 11:36; Hebrews 13:15).
- Grow spiritually through regular involvement in groups and classes at New Friendship Baptist Church in addition to regular personal devotional times. I understand the purpose of these groups and classes is building community with other believers, growing spiritually, and holding each other accountable (Acts 2:44-47; 2 Timothy 3:16-17).
- Serve Christ through the mission work of New Friendship Baptist Church. I am created to serve others through good works (Ephesians 2:10; 1 Peter 4:10; Mark 12:31). I am commanded by God to make disciples of every nation, tribe, people, and language through the local church (Matthew 28:16-20; Revelation 7:9). I will support the church's mission to go to the ends of the earth to share the gospel (Acts 1:8).
- Give to God abundantly and joyfully through the church in all areas of my life. I recognize God as the owner of all things (Psalm 24:1; Malachi 3:10; Matthew 6:19-24; Ephesians 5:15-16). I recognize that I am a steward of what God has entrusted to me. I will strive to progress to the level of a tithe of all the increase God has blessed me with financially.
- Seek unity with other church members. I recognize God's design for the church is unity in diversity. I will humble myself by putting the interests of others above my personal preferences (Ephesians 4:1-6; 1 Peter 3:8-9; Philippians 2:3-4; John 17:21).
- Guard the reputation of the church by practicing self discipline and submit to church discipline as outlined in the church constitution (Matthew 18:15-20; Galatians 6:1; 2 Corinthians 5:17-19). Should I be subject to church discipline, a process is available to seek and obtain forgiveness and restoration.
- Make prayer central to my life. I am committed to live each day of my life with an attitude of continual prayer. (1 Thessalonians 5:17; Matthew 6:5-15)
- Sacrifice my time by following the servant model of Jesus Christ (Mark 10:45). I will make my attitude mirror that of Jesus Christ, making the gospel my priority (Philippians 2:5-11; Acts 1:8). I will use my God-given talents and abilities to serve through New Friendship Baptist Church.

I am in agreement with the covenant and constitution of New Friendship Baptist Church. I joyfully unite with the membership and commit myself to God and this faith family.

## VI. Polity and Relationships

- Section 1: Polity: The government of this church is vested solely in its membership. It is subject to the control of no other ecclesiastical body.
- Section 2: Affiliation: So far as it is consistent with the Word of God, this church will cooperate with and have representation in the denominational causes sponsored by the Logan Todd Baptist Association (LTBA), the Kentucky Baptist Convention (KBC), and the Southern Baptist Convention (SBC).

# New Friendship Baptist Church Bylaws

## Membership

### Section 1: General

This is a sovereign and democratic Southern Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of the church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

### Section 2: Candidacy and New Member Orientation

Any person may be presented as a candidate for membership in this church, after having met both of the following requirements of A & B below:

- A. A prospective member may come to the church by any one of the following three methods:
  - a. By profession of faith and scriptural baptism into this church.
  - b. By promise of a letter of recommendation from another church, that is in good standing with the Southern Baptist Convention. The prospective member should also be in good standing with that church.
  - c. By statement of faith and a prior conversion experience and biblical baptism by immersion in a church other than the Southern Baptist denomination.
- B. All prospective members, no matter which of the three methods by which they come to the church must receive a copy of the 2000 version of "The Baptist Faith and Message" and complete a new member orientation with a designated leader of the church (Pastor, Deacon, or a designated Teacher). The orientation will emphasize and include, but not be limited to, teaching about the following doctrines and beliefs:
  - a. Church Covenant
  - b. Purpose and Function of Baptism
  - c. The Lord's Supper
  - d. Security of believers
  - e. Priesthood of believers
  - f. Autonomy of the local church

The goal of the orientation is to determine what the prospective new member believes, and that their belief is consistent with the beliefs and practices of New Friendship Baptist Church.

No candidate will be presented for new membership until after the new membership orientation has been completed and it has been determined that their doctrine and beliefs align with those of New Friendship Baptist Church.

A three fourths vote of those church members present and voting shall be required to elect such candidates to membership

### Section 3: Rights of Members

1. Every member of the church is entitled to vote at all elections and on all questions submitted to the church in business session, provided the member is present or provision has been made for absentee balloting.
2. Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church.
3. Every member may participate in the ordinances of the church as administered by the church.
4. Nonmembers may not be elected or appointed to serve in any leadership positions of the church. This includes teachers or committee members. However, they will be welcome, with the approval of the church leader in that area, and the lead pastor, and after passing all required background checks, to volunteer in the church under the direct supervision of a church member.

### Section 4: Termination of membership

The church clerk, church secretary and lead pastor will be in charge of keeping an accurate roll of members.

1. Death of a member: When this is brought to the attention of the church clerk they will remove the deceased member from the church roll.
2. Dismissal to another church: Dismissal to a Southern Baptist (SBC) church upon the receipt of a request of letter approved by the church, or by request of the member to the church of their choosing.
3. Exclusion by action of the church.
4. Members no longer in contact with the church may be removed from the roll upon verification of their death, or after they are contacted by a representative of the church and indicate that they no longer wish to retain membership.

## Section 5: Church Discipline

1. It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.
2. Should some serious condition exist, which could cause a member to become a liability to the general welfare of the church, measures will be taken by the deacons to resolve the problem under pastoral direction, following the procedures outlined in Matthew 18: verses 15 – 17. If proper fellowship with the member cannot be restored by the efforts of the pastor and deacons, and it becomes necessary for the church to take action to exclude a member, a recommendation from the deacons and a three fourths vote of the members present at a business meeting is required. The church may then proceed to declare the person to be no longer in the membership of the church.  
All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.
3. The church may restore to membership any person previously excluded upon request of the excluded person and evidence of that person's repentance and reformation. As with the election of a new member, the restoration of membership will require a three fourths affirmative vote of those present and voting at a church business meeting.

## Section 6: Church Ordinances

1. Baptism – After counseling with the pastor, and upon their request, this church shall receive for baptism any person who has received Jesus Christ as savior by personal faith. If they choose not to join the fellowship at NFBC, they will be encouraged to join in the fellowship of a Christian congregation of believers at their first opportunity.
  - a. Baptism shall be by immersion in water.
  - b. The pastors of the church, or in the absence of a pastor, the deacons shall authorize the baptism and whomever the church shall authorize, shall administer the baptism.
  - c. The Deacons or a committee appointed for the purpose, shall assist in the preparation for and the observance of baptism. An ordained representative of the church will always be present in the baptismal waters during the baptism.
  - d. Baptism will be administered as an act of worship during any worship service of the church.

## 2. The Lord's Supper (Communion)

- a. The church shall observe the Lord's Supper on a regular basis as scheduled by the church. The pastor and deacons shall administer the Lord's Supper, the deacons being responsible for the physical preparations.
- b. NFBC practices open communion. Any brother or sister in Christ Jesus may examine themselves as instructed in I Corinthians 11: 27-32. If they then believe they can participate in a worthy manner, they are invited and welcomed to participate in the Lord's Supper with us, regardless of the Christian Congregation of believers that they are a member of.
- c. We observe the Lord's Supper (communion) as a serious and solemn remembrance of the sacrifice of Jesus's body and blood for the forgiveness of our sin.

# Church Meetings

## Section 1: Worship Services

The church will meet regularly as established by the church for preaching, instruction, evangelism, prayer, praise and for the worship of Almighty God, conducted under the direction of the ministry staff. Exceptions in the regular scheduling of meetings may be made based on recommendations of the deacons and pastoral staff.

## Section 2: Special Services

Revival services and any other church meetings essential to the advancement of the church objectives shall be placed on the church calendar.

## Section 3: Regular Business Meetings

1. The church will hold all votes during regularly scheduled business meetings, unless it becomes necessary to schedule a special called meeting according to the procedure outlined for such meetings in Section 4.
2. The church will hold regularly scheduled business meetings on a bi-monthly schedule the third Sunday evening of the following months; January, March, May, July, September and November.

3. The Church shall elect annually a moderator and assistant as its presiding officers. In the absence of the moderator or assistant, the chairman of the deacons shall preside; or in the absence of all three the clerk shall call the meeting to order and preside for the election of an acting moderator.

4. The church shall elect a church treasurer as its financial officer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of statement of bills, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the Treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements or an accounting of the most recent quarterly status of the budget with each category showing amount spent and amount remaining in the annual budget.

Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk who shall keep and preserve the account as a part of the permanent record of the church.

When the church has a paid secretary, it will be part of that person's duty to assist the treasurer in performing the above duties.

## Section 4: Special Business Meetings

The church may conduct called business meetings to consider matters of special nature and significance with approval from the pastoral staff and deacons. A two-week notice must be given for the specially called business meeting unless extreme urgency renders such a notice impractical. The notice will be given at all Sunday morning worship services leading up to the called meeting. The notice shall include the subject, date, time, and place of the meeting.

## Section 5: Quorum

The quorum consists of those members who attend the business meeting provided it is a stated meeting or one that has been properly called.

## Section 6: Parliamentary Rules

*Robert's Rules of Order, Revised*, is the authority for parliamentary rules of procedure for all business meetings of the church, unless otherwise stated in the church by-laws.

## Section 7: Secret Ballot Votes

1. Always have a committee, or at least two deacons, in charge of the voting process when a secret ballot vote is required by the by-laws. All other secret ballot votes arising during meetings will be conducted by members appointed by the moderator. At least two committee members or deacons should count the votes to determine the outcome and give the results to the moderator, including the number of votes for and against the motion, to be announced before the meeting is adjourned, or immediately following the last worship service in case of a vote taken on Sunday morning.

2. All individual motions should be voted on separately and care should be taken to avoid combining unrelated or separate issues in one motion.

3. Ballots should be passed out at the time of the voting. It should be made clear that only members of the church should vote, and what type of affirmative vote is required to pass the motion.

Example: (majority, 2/3's majority, 75%, etc.)

## Section 8: Absentee Ballot Procedure

1. Absentee voting will always be made available to members for questions concerning hiring and firing of ministry staff, and where the bylaws require it, or as determined by the church council.

Absentee ballots with the specific wording of individual motions are to be prepared and provided to the church a week in advance. This is the responsibility of the Committee in charge of the vote. Anytime it is practical to provide advance notice of more than one week of such votes it should be done.

2. It will be the responsibility of the member needing an absentee ballot to see that the church is informed of their wish to vote absentee. A person voting absentee must cast their vote before the actual business meeting when the vote is held.

3. Absentee ballots are only for those who are unable to attend the regular meeting. Members are strongly encouraged to vote in person at the meetings. Absentee ballots should be submitted in person if possible, or by an immediate family member or a deacon or pastor of the church.

4. The absentee ballots will be available to those needing them one week in advance of the meeting when the regular vote will be taken. The church will provide a blank envelope in which to seal the ballot after it is filled out. Names will not be associated with the ballots. A separate list will be kept in the church office, of each member submitting an absentee ballot, and if not

submitted in person, the name of the person submitting the ballot on their behalf. Multiple ballots, of an unusual number submitted by one person may be kept separate with the name of the person submitting them, at the discretion of the church secretary until assurance is obtained that the process is not being abused.

5. In situations where questions are not presented to the church a week in advance, absentee balloting will not be available. If a motion where absentee balloting was provided, is amended, then the final vote must be moved another week in advance and the absentee ballots destroyed and reissued.

6. Counting the votes. All absentee votes will be kept secure in the church office until after the regular vote is taken. After the voting is completed during the meeting, at least 2 members of the committee in charge, or 2 or more deacons, will collect the regular votes. Absentee votes will be opened and added to the regular votes before counting. All votes will be counted by the committee representatives, or deacons at one time. Those counting the votes should make the determination of the outcome based on the vote required and present it to the moderator in writing. The result will be announced at the meeting or (in case of Sunday mornings) immediately after, the last service. The results should be determined and announced as follows. " \_\_\_\_\_ in favor, \_\_\_\_\_ opposed, Motion passed or motion failed". The paper ballots, and lists of absentee voters, will be secured in the office for at least 2 weeks after the meeting

## **Church Leadership, Officers, and Committees**

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

### **Section 1) Church Council**

1. The Church Council shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

2. The primary functions of the Church Council shall be to recommend to the church suggested objectives and church goals; to review and coordinate ministry plans recommended by church leaders, organizations and committees; They will serve in an advisory capacity in setting the agenda for business meetings. When called upon to do so the Church Council will serve as a sounding board for ideas, and activities presented by church leaders, organizations and committees before they are presented at a church business meeting. The Council may

recommend to the church the use of leadership, calendar time, and other resources, according to program priorities; and evaluate achievements in terms of church objectives and goals.

3. Regular members of the Church Council shall be the Pastor/pastors, Director/ Minister of Music, Church Clerk, Church Secretary, Directors of each organized official program of the church and a minimum of one person serving from each Church Committee as presented voted on and approved at the beginning of each church year at the September meeting. The officers of the church council will be as follows: Chairman – Chairman of Deacons, Secretary – the Church Clerk, Treasurer – church Treasurer, and other officers as selected by the council. The Pastor of the church can serve as chairman in the absence of the regular chairman.

4. All matters agreed upon by the Council which call for action not already approved, shall be referred to the church, at a business meeting for approval or disapproval.

## Section 2) New Friendship Baptist Church Incorporated.

1. The membership of NFBC voted to incorporate on June 25, 2017.

The Articles of Incorporation were received and filed with the Kentucky Secretary of State on 6/30/2017.

2. This constitution and bylaws is to be regarded as the guide for all internal affairs of NFBC, the following statement is found in the Articles of Incorporation of the New Friendship Baptist Church, Inc.

“The internal affairs of the corporation shall be governed in accordance with the constitution and bylaws of New Friendship Baptist Church, Inc., as it may be adopted and from time to time amended by the congregation of New Friendship Baptist Church, Inc.”

3. Church Officers serving on The Board of Directors

The officers, and directors of the “New Friendship Baptist Church Inc.” will be elected each January by the Corporation Board of Directors. The information will then be filed with the State of Kentucky as part of the Corporation’s annual report.

The Board of Directors of the corporation is to be made up of the following members from the Church Council:

- a. Deacon Chairman – Serving as President of the Board of Directors.
- b. Finance Committee Chairman – Serving as Vice President of the Board of Directors.

- c. Church Clerk - Serving as Secretary of the Board of Directors.
- d. Church Treasurer – Serving as Treasurer of the Board of Directors
- e. (5) Additional Members of the Church Council – Serving as Directors on the Corporation Board of Directors.

## Section 3) Pastors

### **Definitions of titles for purposes of this document**

**as it relates to pastors, ministers and directors of ministries.**

**Numbers and titles of such positions may vary and will be determined as needed by the church body.**

**Pastor** - A person with the title of Pastor or Lead Pastor shall refer to an ordained man in a position of congregational leadership in the church. Examples: lead pastor, or Youth Pastor, Worship Pastor, Pastor of \_\_\_\_\_, Associate Pastor etc. Pastor's positions will generally be paid positions, part time or full time as the Church determines the need.

**Minister** - A person with the title of Minister will refer to an ordained man serving as a minister over an area of leadership in the church. Examples: Minister of education, Minister of youth, Minister of children's programs, Minister of Music, Minister of \_\_\_\_\_ etc.

**Director** - A person with the title of Director will refer to a Man or Woman who is not ordained serving as a director/supervisor of a ministry or area of leadership within the church. Examples: Director of children's programs, Director of Youth, Director of Music, Director of missions, Director of educational ministries, Director of \_\_\_\_\_ ministry or program etc.

**Ministers and directors** are more likely to be volunteers from within the church, but may be paid positions, full time or part time as determined by the church body.

## A.) Responsibilities

1. **The pastor or pastors** are responsible for leading the church to function as a New Testament Church. The pastors will lead the congregation, the ministries, and the church staff to perform their tasks. When there is more than one pastor, one will be designated as the Lead Pastor. He will have the primary responsibility for the church. As Lead Pastor it is expected that he will function as the leader of all individuals with the title of Pastor. He should guide them to work together as a team under the leadership of Jesus Christ, to share in the responsibilities associated with the activities and functions of New Friendship Baptist Church.

2. The pastor or pastors are leaders of pastoral ministries in the church. As such, they work with the deacons, church council and the church staff to:

- a.) Lead the church in the achievement of its mission.

- b.) Proclaim the Gospel to believers and unbelievers.
- c.) Care for the church's members and other persons in the community.
- d.) The lead Pastor will oversee other ministers and program directors under his supervision, with the assistance of other ministers, directors, and leaders in the church. The lead pastor will also oversee the activities of workers, volunteers, programs, and the general welfare of the church.

## B.) Election of Pastors

A pastor shall be chosen and called by the church whenever a vacancy occurs.

**1. When the Lead Pastor position is vacant**, it will be the responsibility of the NFBC Deacons to find someone to preach on a weekly basis until a lead pastor is chosen by the church. These individuals must affirm the Baptist Faith & Message 2000.

**2. If an interim pastor is desired**, the deacons will have the responsibility of finding and recommending to the church a person to be voted on by the church body. The selection of the interim pastor will be approved by a three-fourths ( $\frac{3}{4}$ ) affirmative vote of the church body.

**3. A Pastor Search Committee will be elected**, from the membership of NFBC, by the church to seek out a suitable pastor. Any church member has the privilege of submitting names to the Pastor Search Committee for their consideration. The committee shall bring to consideration of the church only one name at a time. The Deacons will oversee the selection of a pastor search committee.

## C.) The Guidelines for selecting a pastor search committee and calling a new pastor will be as follows.

**1. At a business meeting** of the church, the selection of a pastor search committee will begin. A motion should be made, voted on and passed to determine the makeup of the Search committee. (For example, how many women, men youth etc. on the committee. Should more than one immediate member of the same family serve together?) Other similar questions that may arise, should be discussed and decided on at this business meeting. A deacon recommendation is suggested as a guide.

**2. After the instructions are decided upon**, ample time should be allowed for the instructions to be announced to the whole church body. A special called meeting should be announced for a Sunday morning service when the Nomination forms will be passed out to all members present and collected. The date of the special called meeting will also be the deadline for turning in nominations. Absentee nomination ballots will be made available in the church office for one week before this date with a sign in process in the office as outlined in the absentee voting procedure. Each member is encouraged to submit a list of nominees to serve on the pastor search committee.

3. **The nominations will be reviewed** by the Deacons. The qualified nominees with the most nominations will be contacted first and offered the opportunity to serve. The Deacons will go down the list from most nominations to least nominations, to contact the qualified individuals with the most nominations until the Search Committee positions are all filled in the manner the church decided at the initial business meeting.

4. **A job description** shall be written or amended by the elected search committee when the need for a staff member is determined. The search committee should consult with the personnel committee. Upon completion, the job description will be presented by the search committee to the church for approval. A job description may be adjusted to fit a qualified candidate. If the search committee revises the job description after it has been approved, the church should have the opportunity to approve those revisions as well.

5. **A preliminary pay package** should be drawn up by the personnel committee, based on input from the search committee and finance committee. This pay package should be approved by the church with the understanding that it can be adjusted by the search committee with input from the personnel committee chairman and the finance committee chairman to make it fit the individual candidate they are considering. The final pay package will be approved by the church. Every effort should be made to do this before the trial sermon or any vote on a candidate.

6. **A trial period**

The search committee will arrange for a trial sermon, or a meet and greet event, or both, or a trial period as they design, for the church body to meet and evaluate the candidate.

7. **The election**

When a candidate for a position of Pastor is presented to the church for election, The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.

Absentee balloting will be made available in accordance with the church policy. The election shall be by secret ballot, following church policy.

An affirmative vote of three-fourths (3/4) of those voting, made up of those present and those voting by absentee ballot, will be necessary for a call to be issued to a candidate.

The newly elected Pastor shall serve until the relationship is terminated by his request or by request of the Church.

D.) **The Office of Pastor becomes vacant.**

1. **The Pastor may relinquish the office** of pastor by giving at least two weeks' notice to the church at the time of his resignation.

2. **The church may declare the office of pastor to be vacant.** Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon the recommendation of **a majority of the church council and the deacons, or by written petition** signed by no less than one fourth of the resident church members, as stated in the annual church profile report.

3. The vote to call the office vacant shall be by secret ballot; an affirmative vote of two thirds of the voting members both present and voting by absentee ballot, being necessary to declare the office vacant. The termination shall be immediate upon passing of the vote to declare the office vacant.

4. Compensation - Except in instances of gross misconduct by the pastor who is departing from office, the church will compensate a pastor upon his departure with not less than one twelfth of his total annual compensation. The compensation will be rendered in not more than thirty days and will be consistent with the guidelines in the personnel handbook.

## Section 4) Paid or Volunteer Ministers and Directors

### A.) Responsibilities of Ministers and Directors.

1. They should lead the activity or ministry or program to which they are assigned, following the leadership of Jesus Christ, and at the direction of the pastors and supervisors assigned over them. All activities should be consistent with the mission of NFBC. High moral standards should always be maintained.
2. They should seek to use volunteers, and committees as needed, to assist and advise them, as well as Pastors, and others in a supervisory position over them.
3. They should strive to keep the pastors and church in general, informed about the activities they are responsible for.
4. Difficulties and accidents, and unfortunate events should be shared with the pastor and other supervisors as soon as possible. These things happen. Advice and assistance is always available. Be open, honest and transparent in everything. Safety of members and participants must always be a first consideration.
5. They should work to develop Christ-like relationships with all people, parents and children. Guiding them toward a personal relationship with Jesus.

6. They should be good stewards of the finances, equipment and facilities of the church. Expenses should stay within budget allotments unless special requests are made in advance for additional funds. All bills and receipts should be turned in in a timely manner according to church financial practices.
7. Other information may be found in job descriptions, or personnel handbooks that may exist outside of the By-laws document.

## B.) Selection of Volunteer Ministers and Directors.

1. The church determines a need for an unpaid volunteer director or minister of a ministry or program of the church. The church council could make this decision, or a motion could be presented to decide it at a business meeting. Either way it should be reported and approved at the first available business meeting. The new position should be included in the list of church officers, teachers, and committees which is presented to the church each September for the new year which begins in October.
2. If there is a committee in charge of the ministry or program, then that committee and or its chairman, should take the lead in the process of choosing the volunteer, along with the help of the pastor / pastors. If there is no committee then someone can be chosen by the pastor or at a business meeting to help with this process. This could be an appointed committee or just a volunteer.
3. Announcements will be made, and a search began in the church. If there is more than one volunteer, then those in charge will choose only one.
4. The volunteer will be approved at the next business meeting by a majority vote.
5. The volunteer must be a member of NFBC.

## C.) Election of a paid Minister or Director.

1. The church determines the need for a paid minister or director of a program or ministry of the church at a business meeting.
2. At the same business meeting, if possible, a committee will be selected or appointed to oversee the selection of a search committee, from the membership of the NFBC for this purpose, and to recommend to the church what to do in the interim period until an individual is hired, if such a need exists.
3. At the same business meeting of the church, if possible, the selection of a search committee for this position will begin. Each member will be encouraged to present names of NFBC members, to serve on the search committee.
4. A motion should be made, voted on and passed to determine the make-up of the search committee. **The process should be consistent with the guidelines for selecting a pastor search committee found in the pastors section of the by-laws. C. 2.,3., & 4 the selected or appointed committee will take the place of the Deacons in this process. (approx. page 14-15)**

5. The Committee in charge will review the nominees and select the qualified individuals with the most nominations until the search committee is filled according to the instructions decided on by the church at the above-mentioned business meeting.
6. **The Job description and pay package should be determined in a manner consistent with the process used for a pastor search committee in the Pastors section of the By-Laws C. 5., and 6. (approx. page 14-15).**
7. The election shall be held at a regular business meeting, or one called for that purpose. One week's notice will be given, and absentee balloting will be made available in accordance with the church policy. The election will be by secret ballot following church policy. An affirmative vote of  $\frac{3}{4}$  of those present and those voting by absentee ballot will be required for a call to be issued to the candidate. The candidate if elected will begin to serve at the time and date agreed upon in the hiring process.

#### D.) A Paid Minister or Director's position becomes vacant.

1. **The minister or director may relinquish the paid position** by giving a reasonable advance notice of two weeks or more, to the church at the time of their resignation.
2. **The Church may declare the position in question vacant.** The decision to do so may be made at the recommendation of the lead pastor, after he has consulted with other pastors of NFBC that may exist, the Deacons and the Church Council to seek their advice. In the absence of a lead pastor the recommendation can be made by a majority of the Deacons, and Church Council. The termination will be immediate upon the approval of the church at a regular business meeting, or a meeting called for that purpose. A one week's notice will be given and absentee ballots made available according to church policy. A two thirds vote will be required for passage.
3. Compensation - Except in instances of gross misconduct, the compensation shall be the same as for a pastor, except the amount shall be based on the individual's compensation.

## Section 5) Deacons

### I. NFBC Policies and Procedures Regarding Deacons

1. The body of deacons, with the pastor, will make the decision as to when and how many deacons are needed at any time. Deacons will serve continuously until they request to be relieved of responsibility for whatever reason, at which time their names will be put on an inactive list.
2. There shall be no obligation to instate a deacon who moves their letter from another Southern Baptist Church; but if the church chooses to do so, their ordination by another church will suffice.

### II. Deacon Roles and Responsibilities:

The Bible describes the roles and responsibilities of a deacon as follows:

- A.) To serve the congregation in order for the disciples / elders / pastor to spend adequate time in the study of God's word. (Acts 6:1-4)  
The Greek word, diakonos, is translated "deacon" and means "servant" or "Waiter of tables."
- B.) Deacons will serve continuously until they request to be relieved of responsibility, at which time their names will be put on an inactive list, based upon their request and the approval by the active Deacon Body.
- C.) Deacons of New Friendship Baptist Church are expected to serve the church's members and others in the community, to proclaim the gospel to believers and unbelievers, and to help lead the church in the achievement of its mission.

### **III. Deacon Qualifications:**

The Bible Describes the qualifications of a deacon as follows:

(examples from both the KJV, and NIV versions are listed)

Honest report, full of the Spirit and of wisdom. Acts 6: 3.

Grave or Worthy of Respect. I Timothy 3:8

Not double tongued, Sincere I Timothy 3:8

Not given to much wine, Not indulging in much wine. I Timothy 3:8

Not greedy of filthy lucre, or Not pursuing dishonest gain. I Timothy 3:8

Holding the mystery of faith in pure conscience, or Must keep hold of the deep truths of the faith with a clear conscience. I Timothy 3:9

First must be proved, or First be tested. I Timothy 3: 10

Found Blameless, or Nothing against them I Timothy 3:10

Wives Grave, or Wives worthy of respect. I Timothy 3:11

Wives not slanderers, or not malicious talkers. I Timothy 3: 11

Wives sober, faithful in all things. I Timothy 3:11

Wives temperate and trustworthy I Timothy 3:11

Husband of one wife, or Husband of but one wife I Timothy 3:12

Ruling their children and their own houses well, or Must manage his children and household well. I Timothy 3:13

In addition to the Biblical qualifications, we presuppose the following practical qualifications:

A willingness to serve

Enough time to serve

A member in good standing for at least six months.

### **IV. Deacon Election Process:**

The Bible makes the following statements regarding the election of deacons:

The congregation selects the deacons. Acts 6:3

The purpose of selecting deacons is to fill needs in the church Acts 6:4

A deacon must meet many qualifications Acts 6:3 and I Timothy 3: 8-13

**Therefore, we prescribe the following process of electing Deacons.**

1. The frequency of nominating deacons will be determined by the deacons and staff based upon the need of additional deacons and the availability of qualified men to serve.
2. The deacons and staff shall begin the process for selecting new deacons by determining the number of men to be nominated.
3. The deacon body and staff shall make a recommendation to the church body to select up to the predetermined number of men by the process prescribed in the church's policies.
4. Upon the approval of the church to begin the process, a date is set to nominate new deacons. The date must be announced at least 2 weeks in advance.
5. The Pastor will prepare and schedule adequate teaching regarding deacons prior to the nominations.
6. Nomination forms will be provided to the congregation to make nominations following all morning services on the announced date. Each person may nominate up to the predetermined number of men. Members unable to attend services on the nominating date may provide nominations to the chairman of the deacons prior to the nominations date.
7. All qualified nominees being nominated will be listed for deacons and ordained staff in order of total nominations.
8. The ordained staff and deacons will review the list privately to verify nominees qualify based upon the biblical qualifications in Acts 6 and I Timothy 3.
9. The pastor and chairman of deacons, or his designated deacon representative, will approach each qualified man on the list (from top to bottom) confidentially, to accept or decline until the predetermined number of men have accepted. The pastor and chairman will be sure to review the qualifications, responsibilities, and character of deacons with each man. Sufficient time will be allowed for each man to prayerfully consider the matter. Any newly arising concerns about candidates' qualifications should be discussed with them at this point. If the concern is not relieved, the pastor and deacon chairman should counsel the candidate to withdraw his name until such time that the issue is resolved, if it is expected that it can be. The pastor and deacon may insist that the candidate withdraw if necessary. This may need to be shared with the deacon body in confidence, with as few details as possible but with no one else.
10. After number 9 above is completed, the deacons will announce the list of final nominees to the church and a date shall be set by the church to vote. The voting date should allow adequate time for prayer.
11. Upon voting, a secret ballot will be used for the church to vote on the men as a group.
12. The pastors and deacons shall perform orientation of new deacons.

13. After each newly elected deacon has successfully finished orientation, the church will ordain the new deacons. Their service will begin after Ordination is complete.

Red wording of V. below was not approved on May 24, 2026, but held out for review until the July 2026 business meeting.

## V. Deacons joining New Friendship Baptist Church from another Southern Baptist Church.

When a person who has previously been scripturally ordained by a Baptist Church of like faith and order, unites with our church, he may be authorized to serve as an active deacon of our church by the following process:

1. A six month waiting period will be required from the date of uniting with the church, before the prospective candidate will be eligible to serve.

2. Prospective candidates must be recommended to stand as nominees by from the pastor and deacons or nominated by the church body, during the deacon selection process.

3. Such nominees will be notified confidentially by the pastor and chairman of deacons of their nomination and will be given the option to privately accept or decline their nomination. The Pastor and chairman of deacons will discuss qualifications with them at this time and If concerns arise during this meeting, the same procedure should be followed as with any other nominee as is explained in deacon election process.

4. After sufficient time has been allowed for the nominees to prayerfully consider the matter, those accepting the nomination will be submitted to the church for approval by a majority vote, by secret ballot, using the same procedure as described in Roman numeral number III above. previously in the deacon election process.

~~5. The above policy will be waived if the prospective candidate is nominated by the procedural guidelines of Roman Numeral number III. Above~~

65. Since ordination will not be necessary, the newly authorized deacon will begin service as soon as orientation is complete.

# Endnotes

## Church Constitution

- Approval of changes to the NFBC Constitution (minus the Church Covenant) on June 26, 2022 during the 2nd Quarter Regular Business Meeting of New Friendship Baptist Church.
- Approval of the changes to the NFBC Church Covenant on September 18, 2022 during the special called business meeting of NFBC.

## NFBC Bylaws

- Approval of Section 2: Candidacy and New Member Orientation on June 25, 2023 during the regular business meeting of New Friendship Baptist Church.
- Approval of Section 3: Rights of members and Section 4: Termination of membership, on September 17, 2023, during the regular business meeting of New Friendship Baptist Church.
- Approval of Section 5: Church Discipline under Membership and Approval of Section 3: Church Business Meetings under Church Meetings. March 17, 2024, during regular business meeting of New Friendship Baptist Church.
- Approval of revisions to Church Meetings: Section 1: Worship Services, Section 4: Special Business Meetings, Section 6: Parliamentary Rules, and the Addition of Section 7: Secret Ballot Votes. May 19, 2024, during the regular business meeting of New Friendship Baptist Church. There were no changes in any other sections under Church Meetings.
- Approval of addition and revision to Church Meetings: Section 8: Absentee Ballot Procedure. July 21, 2024, during regular business meeting of New Friendship Baptist Church.
- Approval of Church Leadership Officers and Committees section 1: Church Counsel and section 2: New Friendship Baptist Church Incorporated. November 10, 2024, during the regular business meeting of New Friendship Baptist Church
- Approval of Section 3: Pastors. May 18, 2025, during the regular business meeting of New Friendship Baptist Church.
- Approval of Section 4: Paid or Volunteer Ministers and Directors, other than Pastors. September 21, 2025, during the regular business meeting of New Friendship Baptist Church.
- Approval of Wording change made in Membership, sec 3 Number 4 concerning teachers and committee members, and in Pastors, B. election of Pastors adding wording "from the membership of NFBC. November 16, 2025 during a regular business meeting of NFBC.

- Approval of Membership Section 6: **Church Ordinances**, **Church Meetings Section 3: Regular Business Meetings** – insertion of numbers 3 and 4, Revisions for clarification of Section 3.C. **Guidelines for selecting a pastor search committee**, and the addition of Section 5: Deacons, to **Church Leadership Officers and Committees**. May 24, 2026 during a regular business meeting of NFBC.

## For Further information;

**Members may refer to the most recent versions of the following.**

Pastor / Church Covenant first adopted in October 2004. Revised May

Personnel Policy Handbook adopted by the church in April 2016

*These should be available from the Church Clerk and may undergo periodic revisions.  
They are not considered part of the by-laws.*