

Constitution & Bylaws

First Baptist Church

Richmond, KY



Approved: October 16, 2022

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CONSTITUTION

Article 1 Name, Location, Charter and Officers

Section 1.1 Name, Location and Charter

The name of the organization to which this constitution and these bylaws apply is the First Baptist Church of Richmond, Kentucky, located at 425 Eastern ByPass. It is chartered (August 30, 1923) by the Commonwealth of Kentucky as a corporation of Kentucky and shall be represented in any matter calling for the serving of process by the trustee of the First Baptist Church who is designated yearly as agent of the trustees. The charter name of the church is the Board of Trustees of the First Baptist Church, of Richmond, Madison County, Kentucky.

Section 1.2 Officers

Officers within the church hold specific responsibilities in accordance with state and federal laws and regulations.

1.2.1 President

1.2.1.1 The Senior Pastor will serve as President of the Corporation.

1.2.1.2 In the absence of the Senior Pastor, or in the event of his inability to serve, the Associate Pastor or Senior Pastor designee will serve as President of the Corporation.

1.2.2 Secretary

1.2.2.1 The Associate Pastor will serve as the Corporate Secretary of the Corporation.

1.2.2.2 In the absence of the Associate Pastor, or in the event of his inability to serve, the Director of Administrative Services will serve as Secretary of the Corporation.

1.2.2.3 The church may elect an Assistant Secretary from time to time as needed.

1.2.3 Treasurer

1.2.3.1 The church treasurer shall serve as the Treasurer of the Corporation.

1.2.3.2 In the absence of the church treasurer, or in the event of his/her inability to serve, the church assistant treasurer will serve as Treasurer of the Corporation.

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1.2.3.3 The church may elect an Assistant Treasurer from time to time as needed.

1.2.4 Trustees

1.2.4.1 The church shall elect five individuals to serve as Trustees of the church, initially three with a 1-year term and two with a 2-year term. Thereafter, each Trustee shall serve a 2-year term or until his/her successor is elected. A trustee may be re-elected after a one year's absence from active service. The Trustees shall elect from among its members a Chairperson. No Trustee shall have authority to delegate his/her responsibilities. Should a Trustee leave the board, for whatever reason, the Trustee Board Chair will advise the Nominating Committee of the vacancy to be filled. The incoming Trustee will fill the unexpired term and should that unexpired term be less than a year then that person is eligible to serve a full 2-year term.

1.2.4.2 The Trustees serve as legal representatives of the church, and, as such, shall have full authority to handle all negotiations regarding the sale, purchase, lease, mortgage and disposal of church property and the purchase of insurance. All such actions must be referred to the Trustees prior to a vote by the church.

1.2.4.3 The Trustees shall hold legal title to church capital property (defined as value of \$10,000+ with a life of 5 years +) and must sign all documents related to the purchasing, selling, mortgaging, renting and/or disposing of church property after approval by the church in a business session. The Statement of Corporation must be changed and filed with the Kentucky Secretary of State each time the membership of the Trustees changes.

1.2.4.4 Following approval of the church regarding the sale, purchase, lease, mortgage and/or disposal of church property or purchase of insurance, any three (3) Trustees may act as the authorized agent of the church.

1.2.4.5 All Trustees and staff liaisons to the Trustees must be bondable.

1.2.4.6 The Senior Pastor and Associate Pastor (or, in the absence of the Associate Pastor, the Director of Administrative Services) will be staff liaisons to the Trustees.

1.2.4.7 Duties of Trustees are listed below:

1.2.4.7.1 Trustees will act only as directed by the church in a business session. If a Trustee acts without the authority of the church, the church is not legally responsible or legally affected by same. To avoid personal responsibility, Trustees must receive from the church, at a business session, authority to sign any document. Every action of the trustees will be recorded in detail

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in the minutes of the church.

- 1.2.4.7.2 The Chair of the Trustees will ensure that a file is maintained with an up-to-date inventory of all church capital property, mortgage loans, insurance on church property and Kentucky Baptist Foundation Funds. Such information will be kept in the church safe and electronic media, with copies filed in the church office for ready reference.
- 1.2.4.7.3 At least three Trustees, on direction by the church in a business session, will affix their signatures on all legal documents involving church capital property.
- 1.2.4.7.4 Trustees will counsel with appropriate church officers and committees in matters related to church capital properties and insurance coverages/policies: for example, Finance Committee, Treasurer, Property Committee, and Deacons.

Article 2 Basic Beliefs and Mission

Section 2.1 Beliefs

Our congregation has joined with other Baptists in supporting The Baptist Faith and Message, adopted by the Southern Baptist Convention May 8, 1963. We regard this statement of basic beliefs and objectives as a guide for instruction and not as a test of faith. Our attitude toward written confessions of faith is expressed in the words of the introduction to The Baptist Faith and Message:

- 2.1.1 That they constitute a consensus of opinion of some Baptist body, large or small, for the general instruction and guidance of our own people and others concerning those articles of the Christian faith which are most surely held among us. They are not intended to add anything to the simple conditions of salvation revealed in the New Testament, viz., repentance toward God and faith in Jesus Christ as Savior and Lord.
- 2.1.2 That we do not regard them as complete statements of our faith, having any quality of finality or infallibility. As in the past so in the future Baptists should hold themselves free to revise their statements of faith as may seem to them wise and expedient at any time.
- 2.1.3 That any group of Baptists large or small have the inherent right to draw up for themselves and publish to the world a confession of their faith whenever they may think it advisable to do so.
- 2.1.4 That the sole authority for faith and practice among Baptist is the Scriptures of the Old and New Testaments. Confessions are only guides in interpretation, having no authority over the conscience.
- 2.1.5 That they are statements of religious convictions drawn from the Scriptures and not to be used to hamper freedom of thought or investigation in other realms of life.

We covenant to strive to support missions both at home and abroad.

Section 2.2 Mission

We, the First Baptist Church of Richmond, Kentucky, desire to be a growing fellowship of believers, united and empowered by the Holy Spirit. We are committed to glorifying God.

“Because of His great love for us, God, who is rich in mercy, made us alive with Christ...” (Ephesians 2:4-5a). We are alive in the power of God; therefore, we adore God, love all people, invest in God’s work, value God’s word, and expand God’s kingdom.

Article 3 Polity

The government of this church is vested entirely in the membership of believers who compose it. It is subject to the control of no other church body, association, convention, or alliance. The church may freely enter into a venture of cooperation with any other Christian body it may choose. It may also freely dissolve such cooperation at any time, should such action benefit our greater service in God's kingdom.

Article 4 Affiliations

This church recognizes and sustains the obligations of mutual aid and cooperation with other Christian bodies. On this basis we affiliate with the Bates Creek Baptist Association, the Kentucky Baptist Convention, and the Southern Baptist Convention.

BYLAWS

Article 1 MEMBERSHIP

Section 1.1 General

The membership retains the exclusive right of self-government in all phases of church life. The membership reserves the exclusive right to determine by vote of members present at the time of a request who shall be a member of this church and the conditions of such membership while abiding by Sections 1.2 and 1.4.

Section 1.2 Candidacy

In accordance of our belief regarding the ordinance of Christian Baptism (see Article 2, Section 2.1: Baptism) after consultation with and a recommendation from one of the ministerial staff (see Article 3, Section 3.2: Ministerial Staff) any person may request membership in this church and shall be presented to the church at any worship service for membership in any of the following ways:

- 1.2.1 By baptism as described in Article 2, Section 2.1 (Baptism) of these Bylaws, after public profession of faith in Christ.
- 1.2.2 By letter from another Baptist church and baptism as described in Article 2, Section 2.1 (Baptism) of these Bylaws.
- 1.2.3 By statement of the person requesting membership that he or she has received baptism as described in Article 2, Section 2.1 (Baptism) of these Bylaws.

Section 1.3 Rights of Members

Every member shall be given equal right to participate in all activities of the church. Every member of the church is entitled to vote at all elections and on all issues submitted to the church in business session, provided the member is present or provision has been made for absentee balloting.

Section 1.4 Termination of Membership

Termination of membership will be by any of the following ways:

- 1.4.1 Death.
- 1.4.2 Letter to another Baptist church.
- 1.4.3 Dismissal by action of the church:
 - 1.4.3.1 For any reason to protect the welfare of the church.
- 1.4.4 Request of the member.
- 1.4.5 Confirmation of membership in a church of another denomination if a statement is received from the church joined by the member. Any other removal for this reason must contain the source of information to be recorded in the regular minutes of the church.

Section 1.5 Change of Address

It is the responsibility and duty of a member to keep the church office informed at all times of their current address.

Section 1.6 Student Membership

Any person, who is a member of another Baptist church, and is attending a college or university in the Madison County area, may request university/college student membership by statement. Student members shall not participate in the following phases of church life:

- 1.6.1 Voting.
- 1.6.2 Serving on any program or administrative committee or board, appointed or elected.
- 1.6.3 Lead Teacher.

When student members leave school, except for summer vacation, they shall be dropped from this roll.

Article 2 ORDINANCES

Section 2.1 Baptism

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to (one's) faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership . . . (Matthew 3:13-17; 28:19-20; Mark 1:9-11; Luke 3:21-22; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; Romans 6:3-5; Ephesians 4:5; Colossians 2:12) – The Baptist Faith and Message, adopted by the Southern Baptist Convention May 8, 1963 (1963 BF&M).

Any ministerial staff person (see Article 3, Section 3.2: Ministerial Staff) or Senior Pastor authorized designee may administer baptism. Baptism may be administered during any worship service of the church.

A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Senior Pastor and/or ministerial staff or deacons. If the candidate does not want to be baptized, that person's name shall be deleted from those awaiting baptism. A candidate will not become a member until baptism.

Section 2.2 Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby believers, through partaking of the bread and the fruit of the vine, recall the death of Jesus and anticipate His second coming.

The church will observe the Lord's Supper at least once a quarter.

The Senior Pastor or other duly appointed person or persons and deacons will administer the Lord's Supper.

Article 3 CHURCH STAFF

Section 3.1 Staff Types

The church staff consists of:

- Ministerial Staff
- Program Staff
- Support Staff

Section 3.2 Ministerial Staff

The ministerial staff will be employed as determined by the church. For information concerning staff types and job descriptions, see the First Baptist Church Employee Handbook and job descriptions. For each of these positions the church requires evidence that a call of God to ministry clearly exists. All ministers of the church will be ordained. Ministerial job description and subsequent changes will be approved by the Senior Pastor, Executive Pastor, and Personnel Committee.

3.2.1 The Pastor is an ordained minister and responsible for leading the church to function as a New Testament church.

3.2.2 The Pastor will lead the congregation, the organizations, and the church staff to perform their duties.

3.2.3 Selection and Call of Senior Pastor

3.2.3.1 Establishment of Search Committee

At an appropriate time after the announcement is made that a vacancy exists for a Senior Pastor position the Personnel Committee will start the procedure for selecting the Search Committee. Each member of the church at the morning worship service(s) will be given an opportunity to nominate, by secret ballot, up to seven (7) members to appear on a search committee ballot. The Personnel Committee will tabulate the nominations and will contact the top nominees to determine their willingness to serve. With a goal of twenty-one (21) names, a ballot will be prepared from those nominees willing to serve. No family may be represented by more than one member from a single household. The names of those on the final ballot will be announced and distributed to the membership through the church publication. After notification to the membership of the names on the final ballot of prospective committee members, at the next Sunday morning worship service(s) the church will elect by secret ballot seven (7) members to serve as a Search Committee. A member of the Personnel Committee will serve as ex officio member (without vote). Staff liaison will be the Senior Pastor or an appropriate ministerial staff member selected by the Personnel Committee.

3.2.3.2 Duties of Search Committee

Upon election, the Search Committee will elect a chairperson, vice-chairperson, secretary, and begin work immediately. The Search Committee will consult with the Personnel Committee to arrange financing for the work of the committee. The Search Committee will provide reports to the church at

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each regular business meeting. When the committee is ready to make a specific recommendation, it will present to the Personnel and Finance Committees information about the candidate. These three (3) committees will then agree upon a benefits/compensation package.

3.2.3.3 Information and Voting Procedures

The Search Committee's recommendation will be announced during Sunday morning worship service(s) and voted on two weeks later at a called business meeting. When the candidate is announced, a printed biographical sketch and the benefits/compensation package (i.e. categories of income, vacation, moving expenses, and other items relating to benefits and compensation) to be offered to the prospective minister will be distributed to the membership.

Prior to the vote the church membership will have an opportunity to meet the candidate. After meeting the candidate the church membership will have the opportunity to discuss the committee's recommendation.

At the called business meeting, approval of the committee's recommendation to issue a call to ministry will require a three-fourths (75%) majority of the church members voting. Voting will be by secret ballot. The quorum for a call shall be twenty-five (25%) percent of the resident membership voting. The Personnel Committee is responsible for counting the votes.

3.2.4 Selection and Call of Other Ministerial Staff

Upon a ministerial staff vacancy, the Senior Pastor and/pr Executive Pastor will consult with Personnel and Finance Committees to discuss the opening and verify the job description.

At an appropriate time, an announcement will be made to the church at the Sunday morning worship service(s).

The Personnel Committee will coordinate a search and recruiting effort, in collaboration with the Senior Pastor and Executive Pastor, to identify potential candidates for the position.

Once a candidate or candidates have been identified, the Personnel Committee will consult with the Finance Committee regarding an offer and benefit package.

The final candidate recommendation will be announced during the Sunday morning worship service(s).

A printed candidate summary, including resume and a benefits/compensation package, will be distributed to the church at the time of recommendation and made available until a vote takes place.

Prior to the church vote, the final candidate will be invited for Sunday worship services and be presented to the church.

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Immediately following the service(s), the church will vote at a specially called business meeting.

Members will have an opportunity to meet and talk with the final candidate before casting their vote.

Approval of the committee's recommendation to issue a call to ministry will require a three-fourths (75%) majority of the church members voting.

Voting will be by secret ballot.

The quorum for a call shall be twenty-five (25%) percent of the resident membership voting.

The personnel committee is responsible for the counting of the votes directly after the votes are cast and collected at the final morning service.

3.2.5 Interim Ministerial Staff

Upon a ministerial staff vacancy, the Senior Pastor will consult with the Personnel Committee and Finance Committees to identify a person or persons to fulfill the ministry duties during the interim period.

An announcement will be made to the church at Sunday morning worship service(s).

3.2.6 Leave Of Absence

In consultation with the Personnel Committee, ministerial staff members may be granted leave of absence by the church for reasons of health, travel, education, or other special circumstances as agreed upon by the church.

3.2.7 Resignation

A resignation submitted by a ministerial staff member will be effective on a schedule to be determined by the Personnel Committee after consultation with the ministerial staff member.

3.2.8 Conflict Resolution and/or Dismissal

The process for dismissal of a ministerial staff member should follow the spirit of the words of Jesus in Matthew 18:15-17: *If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector* (NIV). This model for reproving a fellow Christian also gives a scriptural model for resolving issue of conflict and potential cause for dismissal of ministerial staff.

3.2.8.1 In the spirit of these verses, individual members should prayerfully consider any concerns about the staff member or that person's ministry and first approach the staff member privately.

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- 3.2.8.2 If resolution is not obtained, the concern must be prayerfully brought to the attention of the Personnel Committee in written form and presented at a meeting of that committee. Should the committee judge the concern serious enough by majority vote to proceed further, the committee should meet to discuss the matter with the staff member and the concerned member(s).
- 3.2.8.3 If resolution is not obtained, the concern must be prayerfully brought by the Personnel Committee to the Church Council. If majority vote of these combined bodies deems the concern serious enough to proceed further, the committee and council should meet jointly with the staff member to discuss the matter.
- 3.2.8.4 If resolution is not obtained, the concern must be prayerfully brought to the church for consideration at any business meeting in the form of a no-confidence motion from the Personnel Committee. Notice of the no-confidence motion will be announced in a special letter mailed to the resident members during the week immediately preceding the week of the business meeting. Approval of the no-confidence motion will be by majority vote of members in attendance.
- 3.2.8.5 Upon approval of a no-confidence motion, the church will vote on dismissal of the ministerial staff member during a special called business session. After approval of the no-confidence motion, two weeks notice of this meeting will be given to the membership, consisting of announcement at all regular worship services in the intervening period of time. Approval of the motion to dismiss requires majority vote by secret ballot and quorum of at least twenty-five (25%) percent of resident members voting. If the motion to dismiss is approved, the termination of employment of the ministerial staff member will be overseen by the Personnel Committee.

Section 3.3 Program and Support Staff

- 3.3.1 A request for a new staff position will be submitted to the Personnel Committee and the Finance Committee.

The Personnel and Finance Committees will consult with the Senior Pastor to evaluate staffing needs, and if approved, fill the new position. 3.3.2 The Personnel Committee will have the authority to employ or terminate services of non-ministerial staff members as recommended by the supervising staff or appropriate related committees.

Article 4 CHURCH OFFICERS

Section 4.1 Deacons

- 4.1.1 Deacon Qualifications
 - 4.1.1.1 Biblical qualifications in Acts 6:3 and 1 Timothy 3:8-12.
 - 4.1.1.2 Male church member of First Baptist Church for at least one year.

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- 4.1.1.3 Minimum age of twenty-five.
- 4.1.1.4 He is currently serving in a place of leadership or has served in a position of leadership in the church.
- 4.1.2 Deacon Nominating Committee
 - 4.1.2.1 The Chairman of the Deacons will chair the committee.
 - 4.1.2.2 The membership will include a total of eight persons. Four will be non-deacons who are familiar with the church constituency and nominated to serve by the Nominating Committee of First Baptist Church. Four will be deacons consisting of the Chairman of Deacons, the Vice-Chairman of Deacons, and two additional deacons elected by the deacons.
 - 4.1.2.3 Preceding the Deacon Nominating Committee's work each year, all members of the church will be given an opportunity to recommend men of the church to the committee for possible consideration. A detailed deacon nomination form is required for each nominee.
 - 4.1.2.4 The Deacon Nominating Committee will have the responsibility for:
 - 4.1.2.4.1 Identifying a roster of men who are eligible and qualified to serve as deacons.
 - 4.1.2.4.2 Ascertaining their willingness to serve.
 - 4.1.2.4.3 Preparing and presenting the list of deacon nominees to be approved by a majority vote of the church.
 - 4.1.2.5 Voting shall be conducted by written ballot being distributed and collected during the morning worship service(s). Arrangements will be made to distribute ballots to all on-site church members.
 - 4.1.2.6 Church members unable to attend on selection Sunday may vote by absentee ballot during the week before the selection.
 - 4.1.2.7 The counting of ballots will take place after collection of ballots at the final Sunday morning service under the direction and supervision of the Deacon Nominating Committee. The results of the vote will be announced to the church and recorded at the next business meeting.
- 4.1.3 The Elected Deacon Body will consist of those deacons currently serving on a three-year rotation cycle and Life Deacons.
- 4.1.4 Deacon Term

A full term will consist of three years beginning at each new church year. Each year 1/3 of the Deacon Body will be elected. Any deacon who serves 36 months must remain off the Elected Deacon Body for one year before being eligible for selection to another term.

Any deacon who has served ten or more years on the Elected Deacon Body (pre-rotation years are to be included) at First Baptist Church and who becomes seventy years of age will become a Life Deacon. He is eligible to have all the privileges of deacons serving on the rotation system.

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If a vacancy occurs with a complete year or more remaining in any deacon's term, the Deacon Nominating Committee will recommend a replacement to the church at a regular business meeting for majority vote by written ballot. The one who fills the unexpired term of 24 months or more must remain off the Elected Deacon Body for one year before being eligible for selection to another term. A deacon who resigns his office shall send notice to the Chairman of Deacons who will inform the church.

4.1.5 Ordination Council

An Ordination Council will be formed to examine newly-elected deacons who are not already ordained. This Council will be composed of the currently elected, previously elected, and Life Deacons of the church. Ordination for new deacons will be scheduled as soon as practical after deacon selection.

4.1.6 Deacon Quorum

A simple majority of the Elected Deacon Body is required to conduct official business at a regular or called meeting.

4.1.7 Deacon Recommendations

The Deacon Body may make recommendations to the church regarding policy and programs.

Section 4.2 Moderator

4.2.1 The Moderator will be elected yearly by the church, with the Nominating Committee making the recommendation. The Moderator may serve for a maximum of three (3) consecutive years and after one (1) year absence from active service can be reelected as moderator. In the absence of the Moderator, the Chairman of Deacons will serve as Moderator. In the absence of the Chairman of Deacons, the Vice-Chairman of Deacons will serve. In the absence of these three, the Church Clerk will call the church to order and a Moderator pro tem will be elected.

4.2.2 Order in the church business meeting is essential for the accomplishment of the purpose of the meeting. One desiring to speak should rise and say, "Mr. Moderator." The person waits for the moderator's recognition before proceeding with a question or comment. It is out of order for the moderator to limit discussion and to require people to vote without adequate discussion.

4.2.3 The Moderator should be familiar with Robert's Rules of Order and parliamentary procedure.

Section 4.3 Assistant Moderator

Perform duties of the Moderator in his/her absence. See Moderator.

Section 4.4 Clerk

The Church Clerk will be responsible for recording and processing all records of church business meetings.

4.4.1 Record in detail minutes of all church business meetings.

4.4.2 Present minutes and related materials for present and future use. Copies of all minutes and related documents should be kept in a safe place in the church. Original legal

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documents should be placed in a safe place at the church or in the church safety deposit box.

Section 4.5 Assistant Clerk

Perform duties of the Clerk in his/her absence. See Clerk.

Section 4.6 Parliamentarian

- 4.6.1 Each year the Nominating Committee will present the name of a Parliamentarian to the church for approval.
- 4.6.2 The Parliamentarian will be knowledgeable in parliamentary procedure and will be in attendance at all business meetings and be available to be called upon for procedural rulings.
- 4.6.3 The Parliamentarian will be an ex officio member of the Constitution & Bylaws Committee and an ex officio member of Church Council.

Section 4.7 Assistant Parliamentarian

Perform duties of the Parliamentarian in his/her absence. See Parliamentarian.

Section 4.8 Treasurer

The church treasurer shall assist in accounting for and disbursing all church money. Duties of the treasurer are:

- 4.8.1 Work with the Finance Committee to develop and recommend to the church the policies and procedure relating to receiving and disbursing church money.
- 4.8.2 Be responsible for maintaining adequate records of all church funds received and disbursed.
- 4.8.3 Examine supporting data for all check requests and sign checks as needed
- 4.8.4 Assure that monthly and annual reports are available to the Finance Committee and the church.
- 4.8.5 Serve as a member of the Finance Committee.

Section 4.9 Assistant Treasurer

Perform duties of the Treasurer in his/her absence. See Treasurer.

Article 5 GOVERNANCE DOCUMENTS AND SOPP

Section 5.1 Governance Documents

The church will maintain documents that are the framework of our beliefs. These documents govern the way the church ministers to our members and provide the foundation for our mission emphasis.

- 5.1.1 Holy Bible
- 5.1.2 Baptist Faith & Message (1963)

- 5.1.3 Church Charter
- 5.1.4 Constitution & Bylaws

Section 5.2 General

The church will develop and maintain a current set of policies and procedures relating to all operational aspects of the church. The manual is named the Standard Operating Policies & Procedures of First Baptist Church (SOPP).

- 5.2.1 Approval
These policies and procedures will be developed and updated by appropriate staff, committees, and program leadership to be presented to the church for adoption by a majority vote in any business meeting.
- 5.2.2 Policy & Procedure Requirements
Standing Committees, Ad Hoc Committees, Representatives, Messengers, Councils, and Church Program Organizations will maintain and define their policies and procedures for carrying out their assigned responsibilities in the SOPP.
- 5.2.3 Place of Record.
All policy and procedure guidelines will be on file in the church office.

Article 6 STANDING COMMITTEES, AD HOC COMMITTEES, AND CHURCH PROGRAM ORGANIZATIONS

Section 6.1 Committee and Organization Manual of First Baptist Church (COM)

- 6.1.1 The Committee and Organization Manual of First Baptist Church (COM) provides direction for Standing Committees, Ad Hoc Committees, Representatives, Messengers, Councils, and Church Program Organizations.
- 6.1.2 Any change to the COM may be recommended by a church committee, council, or church member in any business meeting. The recommendation will be referred to the Nominating Committee for consideration. A response from the Nominating Committee will be made and voted on in any business meeting.
- 6.1.3 The COM is contained in the SOPP.

Section 6.2 Standing Committees

- 6.2.1 Standing committees, councils and teams are constituted by the church to perform Administration, Program and Service ministries of the church.
- 6.2.2 Standing committees, councils and teams are classified under the categories: Administration Committees, Program Councils and Service Teams. The specific committees/councils/teams, their membership, and their responsibilities are identified and defined in the COM.
- 6.2.3 Standing committees are composed of church members and church staff liaisons of First Baptist Church.

Section 6.3 Ad Hoc Committees

- 6.3.1 An ad hoc committee is appointed, as the need arises, to carry out a specified task.
- 6.3.2 An ad hoc committee cannot be appointed to perform a task within the assigned function of an existing committee.
- 6.3.3 The process of selecting members, establishing a purpose, and setting a term to the ad hoc committee is defined in the COM.

Section 6.4 Church Program Organizations

- 6.4.1 Church program organizations are those organizations directly related to Bible teaching; church member training; church leader training; new member orientation; mission education, action, and support; and music education, training, and performance. Church program organizations are identified in the Committee and Organization Manual (COM) of First Baptist Church.
- 6.4.2 All organizations related to the church programs are under the control of the church.
- 6.4.3 Individuals involved in a Church Program Organization will be members of the church, approved by the Nominating Committee, and will report regularly to the church.
- 6.4.4 All program activities are subject to church coordination and approval.
- 6.4.5 The church will provide the human resources, the building and equipment resources, and the financial resources for the appropriate advancement of these programs.

Section 6.5 Mission Churches

Establishment, organization, and governance of mission churches shall be guided by the Missions Committee with support from the church until such time that the mission church is ready for independent governance. Where the recommended process for the mission church is not addressed in established procedures in the Bylaws, the Missions Committee will make a recommendation for approval by the church at any church business meeting.

Article 7 CHURCH MEETINGS

Section 7.1 Worship Services

- 7.1.1 The church will meet regularly each Sunday morning, Sunday evening, and Wednesday evening for worship of Almighty God. The Senior Pastor will be responsible for these services, which will include prayer, praise, preaching, instruction, and evangelism.
- 7.1.2 The schedule of these worship services will be determined by the church by majority vote.
- 7.1.3 Sunday morning and evening periods for worship and the Wednesday evening service will not be dispensed with except for extreme emergency, nor will these periods be used by any person or organization for any other purpose than the services of worship or discipleship training.

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- 7.1.4 The Senior Pastor, or his designated representative, may cancel services in the event of an emergency.

Section 7.2 Special Worship Events

- 7.2 All special worship events will be submitted to Church Council for approval and upon approval, the event will be placed on the Church calendar.

Section 7.3 Business Meetings

- 7.3.1 The church will hold its regular business meetings at a time and on a schedule adopted by the church by majority vote. These meetings will be held quarterly at a minimum.
- 7.3.2 All action taken by the church will be in a regular or special called business meeting.
- 7.3.3 The making, seconding, debating, and amending of motions must occur during Regular or Special Called Business Meetings held outside Sunday morning worship hour(s).
- 7.3.4 Any three (3) of the following: the Senior Pastor, Associate Pastor, Moderator, Church Clerk, or Parliamentarian will have the authority to revise the meeting schedule.

Section 7.4 Special Business Meetings

- 7.4.1 The church may conduct called business meetings to consider matters of a special nature and significance.
- 7.4.2 At least one week's notice must be given for a special called business meeting.
- 7.4.3 The active Deacon Body or any three (3) of the following: the Senior Pastor, Associate Pastor, Moderator, Church Clerk, Parliamentarian, will have the authority to call a special business meeting.
- 7.4.4 Announcement from the pulpit at the Sunday morning service at least one (1) week prior to such meeting and placed in the church bulletin will be considered sufficient notice for such meetings, except for meetings to amend the Constitution & Bylaws (see Article 9). Additional supplemental methods currently being used by the church staff may be used as deemed necessary. These include, but are not limited to, the church newsletter, e-mail notification, automated phone messages, and social media tools.
- 7.4.5 The announcement from the pulpit, in the church newsletter, and bulletin will include the matter to be considered, date, time and place of the called meeting.

Section 7.5 Quorum

- 7.5.1 The quorum for a regular business meeting will consist of those resident members in attendance.
- 7.5.2 The Constitution & Bylaws may be amended in a business meeting of the church with ten percent of the resident membership present (see Article 9).

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- 7.5.3 In all meetings of the Church Council, Deacon Body, and church committees, a quorum will consist of a majority of the members.
- 7.5.4 Balloting during Sunday morning worship services will only be held for the following reasons:
 - 7.5.4.1. Motions requiring a quorum of 10% or more of the resident membership. (See Sections 3.2.7.5, 7.5.2, 8.2.4, and 8.2.5)
 - 7.5.4.2. Deacon elections (See Section 4.1.2.5)
 - 7.5.4.3. Search Committee nominations and election. (See Section 3.2.3.1)
 - 7.5.4.4. Ministerial staff selection (See Section 3.2.3.3)
 - 7.5.4.5. As requested by all three of the following: (1) the Senior Pastor or Associate Pastor, (2) Deacon Chair, and (3) the committee making the motion to be voted on.
- 7.5.5 Absentee voting is only permissible for balloting during the Sunday morning worship services as described in Section 7.5.5
 - 7.5.5.1 Absentee vote can only be made on an official church paper ballot. (Phone calls and electronic methods are unacceptable.)
 - 7.5.5.2 Ballots must be received by the church in a sealed envelope signed on the outside of the envelope by the voting member for the purpose of accounting for all absentee ballots. Ballots must be received by the time of the actual vote.
 - 7.5.5.3 Ballots will be available when announcement of the actual date of voting is given to the church from the pulpit.

Section 7.6 Parliamentary Rules

Robert's Rules of Order (latest edition) is the authority for parliamentary rules of procedure for all meetings of the church.

Article 8 FINANCES

Section 8.1 Overview

- 8.1.1 The church will operate under a system of finance whereby each member is expected to give regularly and cheerfully toward a budget to meet all expenses and provide for the needs in all departments, organizations, and programs of the church as specified in the budget.
- 8.1.2 Contributions to the church for any purpose will be received during Sunday School, at worship services, by mail, or in other ways preferred by supporters of God's work in and through the church.
- 8.1.3 Designated funds will be spent as specified by the donor under authority of the Finance Committee.

Section 8.2 Budget

- 8.2.1 All recommendations for consideration in the annual budget will be presented to the Finance Committee in conjunction with the Budget Advisory Council.
- 8.2.2 Representatives of church committees and/or programs may meet with the Budget Advisory Council and/or the Finance Committee to discuss their budget requests.
- 8.2.3 Two weeks prior to the business meeting at which the proposed budget will be voted on, copies of the budget will be available to the membership. Any proposed revisions must be presented to the Budget Advisory Council one week prior to the meeting.
- 8.2.4 At a scheduled business meeting, the budget will be presented and discussed. After appropriate discussion the final budget will be put to a vote of those members in attendance at this business meeting.
- 8.2.5 The Finance Committee will keep the church informed of all aspects of church finances. It will make recommendations for any necessary changes during a church year, recognizing that the budget is a guide and is not unchangeable. However, only the church in business session has the authority to make changes in the adopted budget's grand total (except as noted in 8.3.1 and 8.3.4).

Section 8.3 Non-Budget Expenditure

- 8.3.1 Any proposed non-budget expenditure under \$10,000 must be approved by the Finance Committee and will be reported to the church at the next business meeting. The total of all revisions approved in this manner will not exceed \$50,000 in any budget year.
- 8.3.2 Any proposed non-budget expenditure \$10,000 - \$50,000 must first receive approval from the Finance Committee and then be presented in a business meeting for approval by the church. Such expenditure will be approved by a majority of church members present and voting (See Article 7, Section 7.5.1: Quorum).
- 8.3.3 Any proposed non-budget expenditure exceeding \$50,000 must first receive approval from the Finance Committee. In addition, one of the following is required: (a) a two thirds vote at a church business meeting; (b) a majority vote at a church business meeting when notice of intent to make the motion is provided at a previous business meeting or is sent out to the members prior to the meeting; or (c) a majority vote when presented for approval in a business meeting of the church with ten percent of the resident membership present and voting.
- 8.3.4 Any emergency expenditure must be approved by the Senior Pastor (or his designee in his absence) and the Chair of the Finance Committee (or the Vice-Chair in their absence). A

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report of the emergency and any updates to the budget will be provided at the next business meeting. An emergency situation is any non-budget situation where immediate expenditure is necessary for repairs to church property to protect against further loss or damage, to prevent or minimize serious disruption in ministry services, or to protect public health and safety. An emergency condition is the result of an unanticipated situation such as a fire, utility disruption or malfunction, adverse weather condition, accident, or catastrophe.

- 8.3.5 Any expenditure proposed without the approval of the Finance Committee must be presented in a business meeting of the church with ten percent of the resident members present and voting. Approval requires two-thirds affirmative vote.

Section 8.4 Check Disbursement

Complete and appropriate financial records must be kept, clearly showing all receipts and disbursements of the church. See Finance Section of the First Baptist Church Committee and Organizational Manual for more details.

Section 8.5 Audit

- 8.5.1 Financial records of the church must be audited annually by an independent CPA firm.
- 8.5.2 The Finance Committee is charged with overseeing the audit process.
- 8.5.3 The annual audit must be presented to the church at a business meeting.

Article 9 AMENDMENTS

This Constitution and these Bylaws may be amended in a business meeting of the church. The process to bring an amendment is as follows:

Section 9.1 Procedure

- 9.1.1 Any proposed amendment is referred to the Constitution & Bylaws Committee.
 - 9.1.1.1 Any committee wishing to propose an amendment to the Constitution & Bylaws must present the proposed amendment to the Constitution & Bylaws Committee in writing signed by a quorum of the committee members. The proposed amendment must be presented in person by a member of the requesting committee.
 - 9.1.1.2 Any member wishing to propose an amendment to the Constitution & Bylaws must first present the proposed amendment to the affected standing committee. If the standing committee approves the proposed amendment, the committee will proceed with the procedure outlined in 9.1.1.1. If the standing committee does not approve the proposed amendment, the member may then present the proposed amendment in writing to the Constitution & Bylaws Committee. The member must personally appear to present the proposed amendment.
- 9.1.2 Any amendment approved by the Constitution & Bylaws Committee will be placed in written form and disseminated to the church membership.
- 9.1.3 The Constitution & Bylaws Committee will present the amendment at a business meeting for discussion.

Section 9.2 Notice and Voting

An amendment will be announced three (3) times: at a business meeting prior to the vote, in writing to the church membership, and spoken notice to those in attendance for two (2) Sundays immediately preceding the vote.

Section 9.3 Quorum

Passage of an amendment requires an affirmative vote by 2/3 of the church members present and voting. See Article 7, Section 7.5: Quorum.

Article 10 REPEALER

This Constitution and these Bylaws, when adopted by the church, will take the place of all other statements of faith, rules, regulations, or policies heretofore in effect.