

# FIRST BAPTIST CHURCH PEACHTREE CITY

## Constitution and Bylaws

Updated – 05/22/19

This Constitution and Bylaws and its addendums to FBCPTC. It is available upon request to any church member for their review. Policy Addendums may be reviewed in the church office by permission of the Senior Pastor or Administrative Pastor, but may not be removed from the church premises without consent.

# CONSTITUTION AND BYLAWS

Peachtree City First Baptist Church, Inc.

## 000 – PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the church body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this church body in relation to other churches.

### 001 – NAME

This church body shall be known as First Baptist Church of Peachtree City, Incorporated, Peachtree City, Georgia, hereafter referred to as “Church.”

### 002 – AFFILIATION

The First Baptist Church of Peachtree City is an autonomous entity and maintains the right to govern its own affairs, independent of any denominational control. Recognizing, however, the benefits of cooperating with other churches in missions and otherwise, this church voluntarily affiliates with the Southern Baptist Convention, the Georgia Baptist Convention, and the Fairburn Baptist Association.

### 003 – ARTICLES OF FAITH

This church accepts as its authority the Holy Scriptures. As an autonomous church, the church has accepted the Baptist Faith and Message 2000 as a general statement of belief with certain exceptions, holding precedence as reflected by these Bylaws.

### 004 – CHURCH VALUES

The church has ascribed to core values that members have agreed in covenant to follow through the power of the Holy Spirit.

#### **A) SEEKING TO HONOR GOD**

We will make loving and honoring God our highest priority in all we do.

*And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. Colossians 3:17*

#### **B) AUTHENTIC COMMUNITY OF BELIEVERS**

We are a diverse church family, united in Christ, coming together and investing in one another with genuine care and love.

*A new commandment I give you: Love one another. As I have loved you, so you must love one another. By this all men know that you are my disciples, if you have love for one another. John 13:34-35*

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## **C) BIBLE AS OUR AUTHORITY**

God's infallible Word reveals to us who He is and His will for us individually and collectively as His Church.

*All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work. 2 Timothy 3:16-17*

## **D) REACHING UNBELIEVERS WITH THE GOSPEL**

We take the message of salvation and life in Jesus Christ locally and globally to make disciples for Him.

*Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age. Matthew 28:19-20*

## **E) INTENTIONAL SPIRITUAL GROWTH**

We grow personally and collectively in our knowledge of who we are in Christ deepening our intimacy with Him.

*Not that I have obtained all this, or have already been made perfect, but I press on to take hold of that for which Christ Jesus took hold of me. Brothers, I do not consider myself yet to have taken hold of it. But one thing I do: Forgetting what is behind and straining toward what is ahead. I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus. All of us who are mature should take such a view of things. And if on some point you think differently, that too God will make clear to you.*  
Philippians 3:12-15

## **F) COMMITTED SERVICE**

We serve Christ by giving of ourselves to others as an expression of His love in us.

*For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do. Ephesians 2:10*

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## 100 – CONSTITUTION AND BYLAWS GOVERNANCE

### 101 – GOVERNANCE AND RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. (See Article I of the Bylaws.)

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support the local association, the state convention, and the Southern Baptist Convention. All church ministries shall operate under the same covenants, guidelines, and tenets of First Baptist Church of Peachtree City, Inc.

### 102 – AMENDMENTS

Any proposed amendment to the Constitution must be submitted in writing at a regular called ministry meeting. Proposed amendments shall be automatically referred to an appointed constitutional Bylaws review team formed under the guidelines of a special purpose committee.

The committee shall have the final authority to determine if the proposed amendment is to be presented to the church for vote. Amendments so designated shall be published and copies made available to the church membership two weeks prior to the next called regular or special ministry meeting. A three fourths (3/4) vote of church members present and voting is necessary for approval. Proposed amendments not presented for congregational approval shall be mentioned in the committee's report without discussion.

Amendments become valid on the day they are approved by the congregation and cannot be retroactive. When enacted amendments change article or section numbers, any and all subsequent numbers shall automatically be changed without the need for further church action.

Approval of this Constitution and Bylaws shall become effective immediately upon adoption and shall make all previous editions null and void.

### 103 – ADDENDUMS

The church shall maintain as addendum material included in these Bylaws written policies and procedures for the following committees and areas of ministry support: 1) Personnel, 2) Finance, 3) Nominating Committee, 4) Deacons, 5) Missions, 6) Benevolence (Included in Financial Policies), and 7) General Operations (TBD). **All addendums shall reflect consistency with the church doctrine and practice.**

The General Operations manual shall contain the complete church Youth and Child Protection Policy and copies of all forms necessary for policy enforcement in the Appendix.

The General Operations manual shall contain the complete church Facility Usage Agreement and Policies for all church properties and copies of all forms necessary for policy enforcement in the Appendix.

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The General Operations manual shall contain the complete church Wedding Policy and copies of all forms necessary for policy enforcement in the Appendix.

Amendments to existing policy and procedures manuals and approval of those noted "To Be Developed" shall be initiated by the responsible committees to the Ministry Advisory Council, which shall have sole approval authority. Such changes must be supported by legitimate or practical necessity.

As future policy and procedures are adopted, duplicate areas of content will be deleted from these Bylaws and referenced to the appropriate addendum. The Executive Pastor is responsible to insure the accurate and timely transferal of such content.

## **104 – OFFICIAL COPY MAINTENANCE**

The Official Copy of the Constitution and Bylaws of First Baptist Church Peachtree City shall be maintained in the church office and a copy made available to any church member upon request. The Official Copy shall be affixed with the Corporate Seal of the Church and carry the date last approved or amended at the bottom. Whenever amendments to the Constitution and Bylaws are adopted by the church, they shall be added to the computer copy and new Official Copy printed and affixed with the seal and the date of the last revision affixed to the bottom of the last page. Old, outdated copies shall be destroyed. Computer copies shall also be maintained and updated as the church may vote on amendments or as allowed in Bylaws Article VI, with updated names as allowed in the church policy and procedures manual.

Printed copies or electronic copies of the Constitution and Bylaws may be shared with other Baptist churches and religious organizations upon request and approval by either the Senior Pastor or Administrative Pastor.

## **105 – DISSOLUTION**

In the event of dissolution or final liquidation of First Baptist Church of Peachtree City, Inc., as permitted by applicable law, First Baptist Church Peachtree City, Inc. shall, after lawfully paying or making provision for the payment of all lawful debts and liabilities of First Baptist Church Peachtree City, Inc., distribute all of the assets of First Baptist Church Peachtree City, Inc. to an organization or organizations having similar aims and objects as First Baptist Church Peachtree City, Inc. or to an organization created to succeed First Baptist Church Peachtree City, Inc., provided that such organization or each such organization is, at the time of the dissolution or final liquidation of First Baptist Church Peachtree City, Inc., qualified as an organization exempt from taxation under Section 501(a) of the Code as an organization described in Section 501(c)(3) of the code.

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## 200 – CHURCH MEMBERSHIP/PARTNERSHIP

### 200 – GENERAL

The membership of First Baptist Church shall consist of persons who confess faith in Jesus Christ as personal Savior and who commit themselves to faithful discipleship to Christ as Lord, who express agreement with the purposes and beliefs of the church as described in its Constitution, and who are received into membership according to the procedures set forth in these Bylaws. For the purpose of these Bylaws, the terms “membership” and “partnership” are considered to be interchangeable.

### 201 – CANDIDACY FOR MEMBERSHIP/PARTNERSHIP

Any person who has professed Jesus Christ as Lord, and has completed the church Partnership class endorsed by the church, may request membership in the church either during the class or by presentation to the church in a regular church service.

Profession of Jesus Christ as Lord (for the purpose of membership) may be evidenced by one of the following:

- Public profession of faith in the Lord Jesus Christ and baptism by immersion according to the beliefs and practices of this church;
- By promise of letter of recommendation from any church of like faith and order and previous participation in baptism after their salvation experience;
- By statement of prior conversion experience and prior baptism after their salvation experience according to the beliefs and practices of this church when no letter is obtainable.

A candidate upon fulfilling the church Partnership class requirements and choosing to become a member of the church is affirming their beliefs as consistent with those of the church as defined in the Constitution and Bylaws and presented in the Partnership class.

Fulfillment of the church Partnership class requirement (for the purpose of membership) shall be satisfied by one of the following:

- Attendance and completion of a regularly scheduled age appropriate church Partnership class; or
- By completing a church Partnership session conducted by the Senior Pastor or his designate.

### 203 – RIGHTS AND PRIVILEGES OF MEMBERSHIP

Every member, age fourteen (14) and over, of the church is entitled to vote at all elections and on all questions submitted to the church in ministry meetings or special ministry meetings.

Members of the church, age twenty-one (21) years and older, are eligible for consideration as candidates for elective offices in the church, unless otherwise stated.

Church officers, deacons, regular teachers in the discipleship organization and members of committees must be members of the church. A non-member may temporarily teach a discipleship class on an exception basis if approved by the Senior Pastor or Discipleship Pastor.

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Every believer in Jesus Christ may participate in the ordinances of the church as administered by the church. Those participating in the Lord's Supper shall always be mindful of their responsibility, under God to participate.

A member, upon five business days prior written request, may inspect or copy the prepared financial statements of the church, and the minutes of the proceedings of church meetings. The church may impose a reasonable charge, covering the costs of labor and material, for copies of any documents provided to the member before releasing the copies to the member.

Membership does not constitute the right to inspect or copy any record relating to individual contributions to the church or the personnel records of the church.

Membership in the church does not afford the members with any property, contractual, or civil rights based on principles of democratic government. Although the general public is invited to all of the church's worship services, the church property remains private property.

The Senior Pastor, or one of his designates, has the authority to suspend or revoke the right of any person, including a member, to enter or remain on church property. If after being notified of such a suspension or revocation, the person enters or remains on church property, the person shall be treated as a trespasser. Members cannot be permanently excluded from church property unless procedures stated in Article I Section E are followed.

## **204 – TERMINATION OF MEMBERSHIP**

Membership shall be terminated in the following ways:

- Death of the member
- Transfer of letter to another church;
- Exclusion by disciplinary action as outlined in these bylaws;
- Proof of current membership in another church;
- Written request by the member asking to be removed from membership.

## **205 – DISCIPLINE**

It shall be the practice of the church to emphasize to its members that every reasonable measure will be taken to assist a troubled member. The Senior Pastor, pastoral 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. The procedure of reconciliation in Matthew 18:15-17 and Galatians 6:1-2 shall guide us before action is taken to discipline a member.

*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.*

Matthew 18:15-17

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*Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted. Carry each other's burdens, and in this way, you will fulfill the law of Christ.*

Galatians 6:1-2

Should some serious condition exist (such as promoting a behavior or doctrine contrary to Scripture and that written in these Bylaws) that would cause a member to become a liability to the general welfare of the church, the Senior Pastor and the Deacons shall take every reasonable measure to resolve the problem in accord with Scripture. If reconciliation fails, the active body of Deacons, after consultation with the Ministry Advisory Council (MAC), shall notify the member in writing that their membership will be terminated subject to a hearing before the MAC – if desired. The Deacons will make the final determination of the member's status by majority vote. Such proceedings shall be conducted in a spirit of Christian kindness.

The church may restore to membership any person previously excluded, upon recommendation of the Senior Pastor to the active body of Deacons after the person has completed appropriate counseling and reaffirmation of the policies and beliefs of the church as presented in the Constitution and Bylaws. The Deacons shall act on behalf of the church to restore the member by majority vote.

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## 300 – CHURCH OFFICERS

In order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as officers or volunteers, shall agree to abide by the Baptist Faith and Message 2000 as well as the Constitution and Bylaws of First Baptist Church Peachtree City.

### 301 – CHURCH OFFICERS

The officers of this church shall be (A) Senior Pastor, (B) Active Deacons, (C) Clerk (designated), (E) Treasurer, (F) Trustees, and (G) Members of the Ministry Advisory Council.

All who serve as officers of the church must be members and elected by the church to their position except the role of the Church Clerk. All officers will be covered against any personal liability action by liability insurance provided by the church.

### 302 – SENIOR PASTOR

The Senior Pastor is the spiritual leader of the church and is responsible for leading the church to function as a New Testament Church within the Southern Baptist Convention. The Senior Pastor is ultimately accountable to the church and any actions affecting The Senior Pastor, unless specified herein, must be approved by the church.

A complete detail of the position of Senior Pastor and his calling, duties, election, vacancy, and vacating is located in the church approved Personnel Policy Handbook which is included as addendum materials in the Constitution and Bylaws.

### 303 – ACTIVE DEACONS

The Deacon Ministry of First Baptist Peachtree City exists to co-labor with the Senior Pastor and ministry staff in making, maturing, and mobilizing disciples. Through intentional servant leadership to the congregation through the small group ministry of the church, deacons serve, encourage, and engage in ministry care for the purpose of presenting every believer fully mature in Christ.

To serve as a deacon at FBC Peachtree City, a man must meet the Biblical qualifications of a man worthy of such a calling and agree with the doctrines and conviction of the church in agreement with current church polity and the Baptist Faith and Message 2000.

Eligible men must be:

- 21 years of age or older
- An active, serving member of the church for a minimum of one year
- A proven servant leader who supports the church through their attendance, giving, and service to the church body and Great Commission
- Capable of determining a defining call of God to serve the church as a deacon

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A complete detail of the Deacon Ministry of the church including the nomination process, screening, election, ordination, organization, and duties is located in the church approved Deacon Ministry Guidelines which is included as addendum materials in the Constitution and Bylaws.

## **304 – CHURCH CLERK (DESIGNATED)**

The Senior Pastor's Assistant will function as the Church Clerk for the purposes of keeping accurate records of all church actions as executed in church business meetings, and shall maintain the church membership software.

## **305 – CHURCH TREASURER**

The church treasurer functions as the chief financial officer of the church. The church treasurer shall:

- Collaborate with the Administrative Pastor (or SLT designee) to oversee the receipt and disbursement of all money or things of value paid by or given to the church in accordance with the financial policies defined in Article VII of these bylaws.
- Primary signatory for all checks submitted and properly approved.
- Annually prepares income forecast for budget preparation.
- Works with the Administrative Pastor (or SLT designee) to insure the timely and accurate preparation of required financial reports.
- Works with the Administrative Pastor (or SLT designee) to provide financial updates to the church and deacon body as requested.
- Serves as ex-officio (non-voting) member of the Finance Committee, and may be included in Personnel Committee discussions involving financial issues.

**Election:** Nominated annually by the church nominating committee and affirmed by the church.

## **306 – TRUSTEES**

The church shall maintain no less than three (3) active trustees who serve as legal officers of the church. A trustee serves in perpetuity to be annually reviewed by the Nominating Committee and affirmed by the church. The active rotating trustee will be designated as the Corporate Chief Executive Officer (CEO) who will be so named on all incorporation documents. Trustees shall:

- Hold in trust church property.
- Shall have no legal power to buy, sell, mortgage, lease, or transfer any church real property except upon a specific vote of the church authorizing such action.
- Act as primary signatory on all legal documents required for actions defined above or other legal documents related to church approved matters.
- Serve as alternate signatory in the Treasurer's absence for church disbursements.
- Designated CEO to serve on the MAC on rotating basis.

**Election** – The Nominating Committee shall annually verify the willingness and suitability of the trustees to serve. In the event a new trustee is required, the Nominating Committee shall vet and present to the church a qualified candidate

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## **307 – Ministry Advisory Council (MAC)**

The MAC is a body of church leaders who serve in an advisory capacity as a resource for the Senior Pastor and ministerial staff as requested by the staff as it relates to ministry priorities and strategies of the church and its mission. The MAC is not a governing body but a mutual sounding board regarding church needs.

*For lack of guidance a nation falls, but many advisors make victory sure. Proverbs 11:14*

- Meet on a quarterly determined by the MAC or for special needs as requested by the Senior Pastor.
- Provides a forum for mutual consultation on issues requiring church approval, changes to existing ministries or programs, and issues relating to staff personal performance or conduct.
- Act as a resource for the Senior Pastor and ministerial staff providing encouragement and accountability.
- Give legal notice of all called ministry meetings of the church with a minimum of seven (7) days notice as otherwise noted in these by-laws.
- Functions as the church transition team in the absence of the Senior Pastor augmented by three (3) at large church members nominated by the Chairman of Deacons and affirmed by the church.
- Exception to the advisory role described above is limited to pastoral staff disciplinary and performance issues or elimination of positions as described in the church Personnel Policies Handbook.
- Determines the requirement for a church vote to approve any proposed transaction or ministry initiative unless otherwise stated in these Bylaws.
- Shall consider any allegations directed toward or behavior/performance issues involving the Senior Pastor and ministry staff for initial review and counsel under the guideline specified in the Personnel Policies Handbook.

**Membership** – The council is comprised of the Senior Pastor, an SLT designee, Chairman/Vice Chairman of Deacons, Chairman/Vice Chairman of Personnel Committee, Chairman/Vice Chairman of Finance Committee, and one trustee. The Deacon Chairman shall work with the Senior Pastor as co-facilitators.

**Term** – Members serve for the duration of their elected office.

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## **400 – PASTORAL, MINISTRY, DIRECTOR, AND SUPPORT STAFF**

### **401 – PASTORAL STAFF (Ordained)**

A pastoral staff member is defined as one who has been ordained and called by God and the Church to fill a position designated for the purpose of ministry. All pastoral staff positions are described in a job description maintained by the Personnel Committee in the church office.

A complete detail of the position of the calling, duties, election, vacancy, and vacating of Pastoral staff is located in the church approved Personnel Policies Handbook which is included as addendum materials in the Constitution and Bylaws.

### **402 – MINISTRY STAFF (Not Ordained)**

A ministry staff member is defined as one who has not been ordained but has been called by God and the Church to fill a position designated for the purpose of ministry. All ministry staff positions are described in a job description maintained by the Personnel Committee in the church office.

A complete detail of the position of the calling, duties, election, vacancy, and vacating of ministry staff is located in the church approved Personnel Policies Handbook which is included as addendum materials in the Constitution and Bylaws.

### **403 – DIRECTOR STAFF**

A director staff member is defined as one who has been employed by church to fill a position designated for the purpose of ministry. All director staff positions are described in a job description maintained by the Personnel Committee in the church office.

A complete detail of the position of the hiring, duties, election, vacancy, and vacating of director is located in the church approved Personnel Policies Handbook which is included as addendum materials in the Constitution and Bylaws.

### **404 – SUPPORT STAFF**

A support staff employee is defined as one who has been employed by the church in a support ministry capacity. All support staff positions are described in a job description maintained by the Personnel Committee in the church office.

A complete detail of the position of the hiring, duties, and vacating of support staff employees is located in the church approved Personnel Policies Handbook which is included as addendum materials in the Constitution and Bylaws.

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## **500 – COMMITTEES AND MINISTRY SUPPORT TEAMS**

### **501 – GENERAL OVERVIEW**

The church, upon recommendation of the Senior Pastor, may establish standing committees, special purpose committees, ministry committees, and support teams. These groups shall exist until dissolved by the church upon the recommendation of the Senior Pastor.

### **502 – STANDING COMMITTEES**

The Standing Committees of this church shall include Nominating, Personnel, Finance and any future committee authorized by the church. Each standing committee shall be responsible to the church to follow the committee guidelines as established by written policy and will maintain accurate records of actions taken for inclusion in the church records. Committee members must be members of the church and cannot serve on more than one standing committee concurrently. Standing committees shall have a minimum of seven (7) active members who serve a staggered, rotating three-year term. If membership falls below seven (7) then the chairman of the committee may seek replacements from the Nominating Committee. A minimum of five (5) members must be present for any vote. Standing committee members must have a (1) one-year period of inactivity before re-nomination.

### **503 – NOMINATING COMMITTEE**

The Nominating Committee is responsible to prepare a slate of proposed nominees who have been vetted and who have verified a willingness to serve on the committee leadership for the church. For specific details regarding the make-up, function, and responsibilities of the Nomination Committee, please consult the Nomination Committee Policy which is an addendum to this document.

### **504 – FINANCE COMMITTEE**

The church shall have a Finance Committee who maintains overall responsibility for the financial affairs of the church working in conjunction with the Administrative Pastor and paid finance staff. For specific details regarding the make-up, function, and responsibilities of the Finance Committee, please consult the Finance Policy Handbook which is an addendum to this document.

### **505 – PERSONNEL COMMITTEE**

The church shall have a Personnel Committee to work with the Senior Pastor (or SLT designee) in assisting with the oversight of the paid church staff in accordance with the Personnel Policy Handbook. For specific details regarding the make-up, function, and responsibilities of the Personal Committee, please consult the Personnel Policy Handbook which is an addendum to this document.

### **506 – SPECIAL PURPOSE COMMITTEE**

A special purpose committee may be formed by the Senior Pastor and Chairman of Deacons and affirmed by the MAC for a designated purpose. The objectives and members of a Special Purpose Committee shall be presented to the church for approval at a scheduled ministry meeting.

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- Members shall be designated by the Senior Pastor and Chairman of Deacons.
- Such committees shall have seven (7) active members who shall agree to serve for the duration of the committee. A minimum of five (5) members must be present for any vote. Replacement members in the event of a vacancy shall be appointed through the process stated above.
- The convening authority shall designate the chairman and vice chairman.
- Ex-officio members are designated by the convening authority and are not allowed on any Pastoral Search Committee with the exception of the Senior Pastor.
- The authority of a Special Purpose Committee is limited to the stated objective approved by the church.
- Each Special Purpose Committee shall develop their own methodology to achieve its purpose, including meeting schedule and voting process.
- The committee, through its chairman, shall communicate regularly to the church as to its progress.
- Each committee shall be responsible for accurate record keeping of actions taken and submitting said records to the office of the Administrative Pastor.
- The committee will be disbanded when its purpose has been accomplished.

## **507 – MINISTRY TEAMS**

Ministry areas of the church may establish teams comprised of church members to aid in the achievement of their role and mission, under the leadership of the appropriate given staff member and may include:

### **A) Staff Support Ministry Teams**

- Provide direct support to the affected ministry area.
- Responsible staff leaders shall be responsible for advertising the need and recruiting members.
- Actions of ministry teams shall be directed by the responsible staff leaders, who may designate a team leader to lead the team in their absence.

### **B) Church Wide Ministry Teams**

There are situations where the impact of a ministry committee reaches beyond a specific organizational area. These committees are vested with the authority to dispense allocated funds under the oversight of the responsible pastoral leader within budgetary limits.

### **C) Missions**

Working in conjunction with the Missions and Mobilization Pastor, the Missions Team supports the vision of the church in the accomplishment of the church's mission's objectives according to Matthew 28:19-20 and Acts 1:8. For further information regarding the organization, duties, and responsibilities of the Missions Team, please consult the Missions Policy of the church located as an addendum to this document.

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## D) Benevolence Team

- Responsible for evaluating need and dispersing designated funds to church members on a case by case basis under the direction of the Administrative Pastor and the Benevolence Manager designated by the Senior Pastor.
- The Administrative Pastor may designate additional team members if necessary.
- The Benevolence Manager operates under stated policy and procedures maintained in the Financial Policy and Procedures Manual.
- The Administrative Pastor shall provide a detailed summary of funds allocated to the Finance Committee on a regular basis or as requested.

## E) Ministry Support Teams

- The church may establish teams to support programs and ministries on a volunteer basis, such as greeters, ushers, first impressions, the manna group, etc.
- All such teams will serve under the authority of the responsible SLT Leader who will advertise and solicit volunteers, and who will designate a lay member to oversee scheduling and training.
- Non-church members may serve on a team on an exception basis approved by the SLT Leader.
- Ushers shall fall under the responsibility of the Administrative Pastor, including designation of Head Usher and assignment of offering couriers.

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## 600 – CHURCH MEETINGS

### **601 – WORSHIP SERVICES**

The church shall meet regularly each Sunday morning, as well as other times deemed appropriate by the Senior Pastor and worship team, for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The Senior Pastor, or his designee, shall direct the services for all the church members and for all others who may choose to attend.

### **602 – SPECIAL SERVICES**

Revival services and any other church-wide meeting essential to the advancement of the church's objectives shall be approved by the Senior Pastor (or his designee) prior to any meeting.

### **603 – CHURCH BUSINESS MEETINGS**

The church entrusts God to lead the Senior Pastor in the overall vision and direction of the church and gives the Senior Pastor and the pastoral staff wide flexibility in the pursuit of ministry ideas and programs. The Deacon body, standing committees, and the MAC are often called upon to assist in decisions regarding any major change on behalf of the growth and development of the church.

#### **A) Regular Business Meetings**

When necessary or called for in these Bylaws, matters of significance shall be brought to the church body for vote during a regular business meeting. Regular ministry meetings will be held bi-annually in May and October. The church will vote on the annual budget, the buy/sell/lease or transfer of real property, capital campaigns, requirements stated elsewhere in these Bylaws or in necessity as determined by the MAC.

#### **B) Regular Business Meetings**

The Senior Pastor or MAC may call special ministry meetings at any time for issues requiring church consideration.

#### **C) Informational Meetings**

At the discretion of the Senior Pastor and MAC, informational meetings may be held prior to a regular or special ministry meeting involving a vote to enable congregational members to discuss the issue at hand. Such informational meetings shall be published within the same notification guidelines stated above. No amendments may be offered or voted on at informational meetings.

A one-week notice must be given for any ministry meeting unless extreme urgency renders such notice impractical, (or as otherwise specified in these Bylaws). Notice shall include the subject, the date, time, and place, and at a minimum, it must be given in such a legitimate manner so that all resident members have an opportunity to know of the meeting. The church website, Sunday bulletin, and/or special mailings may be used.

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The Senior Pastor shall preside at meetings of this church, and will serve as presiding officer or moderator in all ministry meetings in keeping with the rules of order authorized in these Bylaws. In the absence of the Senior Pastor, the Chairman of Deacons will serve as moderator.

An agenda for each ministry meeting will be provided via the best communication methods available such as, the church website, the church newsletter, U.S. mail, etc. Consideration of non-agenda items or amendments from the floor will be at the sole discretion of the moderator.

Type of voting will be determined by the Senior Pastor and the Chairman of Deacons. Voting on any issue shall be pass/fail only except as noted elsewhere in these Bylaws.

### **604 – QUORUM**

The quorum consists of those members who attend a regular or special ministry meeting that has been properly called; comprising a minimum of 100 members qualified to vote, in accordance with Article I, sections 2 and 3 of these Bylaws.

### **605 – PARLIAMENTARY PROCEDURES**

Church ministry meetings shall be considered under orderly Biblical decorum and all decisions shall be legal and supported by Scripture. Roberts Rule of Order shall serve as the parliamentary guide unless superseded by Scripture.