

BY-LAWS OF THE FIRST BAPTIST CHURCH OF ALBERTVILLE, ALABAMA

Adopted on: August 30, 2026

Table of Contents

Table of Contents	1
NAME AND PURPOSE	2
STATEMENT OF FAITH	2
MEMBERSHIP	2
GOVERNANCE & OFFICERS	2
DEACONS	4
COMMITTEES	7
General Information	7
Standing Committees	8
Committee on Committees:	8
Personnel Committee:	8
Nominating Committee:	9
Future Ministry Planning Committee:	9
Finance Committee:	10
Properties Committee:	10
Missions Committee:	10
MINISTRIES	10

NAME AND PURPOSE

The name and Purpose of the Church are as set out in Articles I and II of the Church Constitution.

STATEMENT OF FAITH

The Church's Statement of Faith is as set out in Article III of the Church Constitution.

MEMBERSHIP

Membership is as set out in Article V of the Church Constitution.

GOVERNANCE & OFFICERS

GOVERNANCE

As stated in Article VI of the Constitution this Church is :

1. **A sovereign body**, which means the Church governs itself. It is not controlled by an outside organization, government, denomination, or individual. Instead, it has the authority to make decisions about its own beliefs, practices, leadership, and direction.
2. **Under the Lordship of Jesus Christ**, which means even though the Church is self-governing, it recognizes Jesus Christ as the ultimate authority. In other words, the Church makes decisions based on what it understands Jesus wants for His people.
3. **Governed by His Word**, which means the Bible is the sole guiding standard for how the Church operates and what it believes, and not personal opinion, cultural trends, or external institutions. This statement is the premise upon which these By-Laws are written.

BUSINESS MEETINGS

Quarterly Regular Business Meetings. The Church shall hold one regular business meeting each calendar quarter at a date, time, and place designated by the Church Membership or by the person or body authorized under the Church Constitution or these By-Laws. Notice shall be given at least fourteen (14) days in advance in the manner provided in Section 3 below. Unless the Church Constitution or these By-Laws provide otherwise, any proper matter of Church business may be considered at a regular business meeting.

Special Business Meetings. A special business meeting may be called by the Lead Pastor, the Deacon Body, any officer or body authorized elsewhere in the Church Constitution or these By-Laws, or the Church Membership at a duly constituted business meeting. Notice shall be given at least ten (10) days in advance in the manner provided in Section 3 below, unless a different notice period is expressly required elsewhere in the Church Constitution or these By-Laws. The notice shall state the particular purpose or purposes for which the meeting is called, and no other business shall be transacted.

Section 3. Notice of Business Meetings. Any notice required under this Article shall be given by both: (a) announcement from the pulpit during the Church's regular Sunday morning worship services, presently held at 8:30 a.m. and 10:30 a.m.; and (b) posting on the Church website. The notice shall state the meeting's date, time, and place and, for a special business meeting, its particular purpose or purposes. Notice shall first be given not later than the applicable notice period and shall remain posted on the Church website through the meeting date. If the Sunday morning worship schedule changes, announcement during each regular Sunday morning worship service then being held shall satisfy the pulpit-announcement requirement. Unless otherwise expressly required by the Church Constitution or these By-Laws, no additional notice shall be necessary.

For purposes of this Article, a business meeting shall be deemed duly called when notice has been given in the manner and within the time required by this Article, the Church Constitution, or these By-Laws, as applicable.

Section 4. Presiding Officer. The Chairman of Deacons, or his designee, shall preside over all regular and specially called business meetings of the Church.

Section 5. Quorum. The Church Members present in person at a duly called business meeting shall constitute a quorum for the transaction of business.

Section 6. Voting. Each Church Member present in person at a duly called business meeting shall be entitled to vote on each matter properly brought before the meeting. Proxy voting, absentee voting, and voting by remote or electronic

means shall not be permitted. The affirmative vote required for action shall be as provided elsewhere in the Church Constitution or these By-Laws and, if no greater vote is specified, shall be a simple majority of the votes cast.

OFFICERS

- **Lead Pastor:** Called by the Church; responsible for preaching, teaching, and shepherding.

The Lead Pastor shall lead the Church to function as a New Testament Church. As spiritual leader of the Church, he shall lead the congregation and Church organizations to perform their tasks. The Lead Pastor is the leader of ordained pastoral ministries of the Church. As such, he works with the Deacons and Church staff to:

1. Lead the Church to engage in evangelism, worship, fellowship, discipleship, and ministry;
2. Proclaim the gospel to believers and unbelievers;
3. Care for the Church's members and others in the community.

The Lead Pastor shall be the chief administrator of the Church ministerial program. The Lead Pastor guides administrative matters. In conjunction with the Personnel Committee, the Lead Pastor designates a ministerial staff member to direct the support staff and shall have day-to-day supervisory responsibility for each such staff and the Church office. In addition, the Lead Pastor shall serve as an ex-officio, non-voting member of all Church committees and ministries. The Lead Pastor shall be excluded from all Personnel Committee meetings concerning the Lead Pastor's employment and benefits. He may appoint another Church staff member to share his committee or ministry's responsibilities.

***Qualifications for the Lead Pastor:** (should these qualifications be added to staff pastors)

The Lead Pastor shall be a man who has experienced salvation through faith in Jesus Christ, has publicly professed his faith through believer's baptism by immersion, and demonstrates a clear calling from God into **pastoral** ministry.

The Lead Pastor shall meet the biblical qualifications for the office of pastor as set forth in 1 Timothy 3:1–7, Titus 1:5–9, and 1 Peter 5:1–4. Specifically, he shall:

- Strive to be above reproach in his personal and public life.
- If married, be the husband of one wife, demonstrating faithfulness and moral purity.
- Exhibit self-control, wisdom, good judgment, and spiritual maturity.
- Be respectable, hospitable, and devoted to serving others.
- Be able to teach and faithfully preach the Word of God.
- Hold firmly to sound biblical doctrine and be able to refute false teaching.
- Lead his own household well, demonstrating biblical leadership within his family.
- Have a good reputation with those inside and outside the church.
- Not be a recent convert but demonstrate proven Christian maturity.

The Lead Pastor shall affirm without reservation the Church's Statement of Faith and shall faithfully uphold and teach the doctrines, mission, and governing documents of the Church.

Failure to maintain the biblical qualifications for pastoral office or persistent conduct inconsistent with these qualifications may constitute grounds for review and possible dismissal in accordance with the procedures outlined elsewhere in this Constitution and By-Laws is the one to use.

—Ministerial Staff-should the deacon wife expectations be added to pastor's wives/spouses)Yes add to staff-add the comment barring any health limitations

- **Deacons:** Assist the lead pastor, care for members, and assist in overseeing practical ministries.
- **Trustees:** In accordance with the Alabama Code governing incorporated churches, Trustees are responsible for executing documents relating to Church property, contracts, and legal matters as directed by the Church membership. Their actions must reflect the decisions of the church and comply with all applicable state laws.

Trustees shall be selected by the Nominating Committee from among members that are at least 21 years of age, of sound mind and legally competent to enter into contracts. They must also possess moral integrity, spiritual maturity, live above reproach, and be financially responsible. They must also pass a standard criminal background check. They shall serve staggered three-year terms with eligibility to rotate back on at the end of their term with Church approval. Their duties are limited to those prescribed by the Alabama

Code and the Church's governing documents, ensuring faithful stewardship, legal compliance, and protection of Church assets.

Trustees act only as authorized agents of the corporation. They do not possess independent authority to bind the Church without church approval.

DEACONS

- 1. Purpose and Biblical Foundation:** In accordance with the New Testament model (Acts 6:1-7; 1 Timothy 3:8-13), and the principles affirmed in the Baptist Faith & Message (2000), the office of Deacon exists to support the ministry of the Church, uphold unity, and assist the Pastor(s) in meeting the spiritual and practical needs of the congregation.
- 2. Qualifications for Deacons:** Deacons shall be selected from qualified men who possess the following attributes:
 - a. Meet the Scriptural qualifications of 1 Timothy 3:8-13.
 - b. Demonstrate evidence of spiritual maturity, doctrinal soundness, and a cooperative spirit.
 - c. Affirm the Baptist Faith & Message (2000) as a faithful summary of Biblical doctrine.
 - d. Be an active member of the Church for a minimum period of two years and be at least twenty-one (21) years of age at time of nomination.
 - e. Exhibit a consistent Christian lifestyle, including faithfulness in attendance, faithfulness in stewardship and giving, and a testimony of integrity in the community.
 - f. Demonstrate commitment to servant leadership, consistent with the Alabama Baptist State Board of Missions' emphasis on deacons as *"servant leaders who support the pastoral ministry and strengthen the*

church.”

3. Family and Personal Expectations: In the spirit of 1 Timothy 3:12, each Deacon and his wife, (if married) should model Christlike character, spiritual maturity, and support the Church leadership, as detailed in the six qualifications above. Deacons and spouses should be active in attendance, service, and stewardship.

4. Duties and Responsibilities

Deacons shall:

- a. Assist the Pastor(s) in ministering to the congregation through prayer, visitation, and member care.
- b. Support the ordinances of the Church by preparing for and assisting with communion and baptisms.
- c. Assist in administering benevolence ministries in cooperation with the Pastor(s).
- d. Promote Church unity.
- e. Serve as ministry partners with the Pastor(s), respecting pastoral leadership and confidentiality.
- f. Actively cultivate strong marriages and healthy families as part of their witness and ministry.

5. Nomination, Screening, and Training

- a. The Church shall receive nominations from its membership of qualified men annually.
- b. The Senior Pastor and the designated Deacon Selection Committee (comprised of the active Deacons rotating off the Deacon Body in the current election cycle), may review nominees for Scriptural and Church qualifications.

c. Nominees approved by the Selection Committee shall be presented to the Church membership for affirmation by vote.

d. Candidates elected but not previously ordained as deacons may undergo an examination process and an ordination service.

6. Number of Active Deacons: A change in the number of active Deacons shall be determined by a recommendation of the Pastor with approval by a vote of the Church membership. Any recommendations shall take place in the quarterly business meeting prior to the annual Deacon selection process.

7. Term of Service: Each Deacon shall serve a term of three years active service, rotate off active Deacon status, followed by at least one year of inactive Deacon service before being eligible for reelection as an active Deacon.

8. Removal or Suspension: If a Deacon's conduct is found inconsistent with Biblical or Church standards, the Lead Pastor and Deacon Body may recommend temporary suspension or removal. A final decision shall be made by Church vote after prayerful and confidential consideration.

9. Record and Accountability: The Deacon Body shall maintain a record of assigned families, meetings, ministry activities, and recommendations to the Pastor(s) and congregation as needed.

10. Deacon Officers: Deacon officers shall consist of Chairman, Vice-Chairman and Secretary. The officers shall be selected at the first deacons meeting of the church year by the active deacons according to their internal policy.

COMMITTEES

General Information

- a. **Election of Members:** Committee members shall be elected by the Church in conference after being recommended by the Committee on Committees.
- b. **Terms of Service:** A committee member shall typically be elected for a three year term, beginning on October 1. One-third of the members of each committee shall rotate off each year, with one-third being nominated and elected each year. Members may be extended beyond the three year term as approved by the Committee on Committees.

- c. **Qualifications for Service:** All committee members shall be members of the Church and shall have been a member for at least one year. A member must be inactive from a committee for one year before re-election to the same committee unless otherwise specified in the Church policies. No Church member shall serve on more than two standing committees simultaneously unless this requirement is waived by the Committee on Committees.
- d. **Number of Members:** The number of members for each committee shall generally be an odd number. The Nominating Committee in conjunction with the Pastoral staff shall determine any increase or decrease in this number. At no time shall the number of members be fewer than three.
- e. **Quorum:** Standing committees will need a quorum to vote, which may be in person, by phone, Zoom, FaceTime, or other internet connectivity. Any vote in a standing committee resulting in a tie will be decided by the Chairman of Deacons.
- f. **Responsibilities of Committees:** The specific duties of a committee shall be found under the respective heading for each committee set forth in these By-Laws.

Standing Committees

Committee on Committees:

The membership of this committee shall have five persons who are elected to serve on a rotation system of two years in each term. The Nominating Committee, in conjunction with the ~~Senior~~ Lead Pastor, appoints members to this committee. The Lead Pastor and Chairman of Deacons will serve as ex-officio members of this committee.

The function of this committee is to recommend persons to serve on Church committees, with the exception of the Nominating Committee and the Committee on Committees. Persons recommended by the Committee on Committees must be approved by the Church.

The Committee on Committees may establish additional temporary committees as needed to meet the needs of the Church. (Example: Pastor Search Committee).

Personnel Committee:

This Committee exists to provide oversight and accountability for the church staff's and employment practices. It exists to:

1. Consult ~~To consult~~ with the Senior Pastor as needed to review staffing needs.
2. Approve ~~Approval of~~ position descriptions for new Church employees and revision of position descriptions as necessary.
3. ~~To~~ Maintain a Personnel Policies and Procedures manual.
4. ~~To~~ Assist the Senior Pastor and act on his recommendations regarding personnel recruitment, hiring, and disciplinary actions.
5. The hiring of all Pastoral level positions requires a two-thirds majority vote of the Church body.
6. ~~To~~ Recommend to the Deacons any disciplinary action regarding the Senior Pastor resulting from complaints or misconduct and further recommending to the Deacons a course of disciplinary action, including, but not limited to, suspension or termination; provided, however, that termination of the Senior Pastor shall require approval of two-thirds of those members in attendance and voting at a special Church conference called for that specific purpose.
7. ~~To~~ develop and recommend salaries and benefits for all compensated Church personnel in conjunction with the Budget & Finance Committee, including all salary benefits, holidays, and vacation.
8. This committee shall consist of five voting members.
9. Chairman of Deacons serves as ex-officio member.

Nominating Committee:

This Committee shall work in conjunction with ministry staff in filling one (1) year terms of ministry leaders, i.e. Sunday School teachers, Church officers(Church Secretary and Treasurer)and other ministry leadership. Any vacancies for these positions that occur within the Church year will be filled by the Nominating Committee in conjunction with the ministry staff.

Future Ministry Planning Committee:

This committee, with the leadership of the Senior Pastor, shall strive to develop the Church's program of work for the future, including the Church campus. Duties include:

1. To lead the Church in setting goals for spreading the word of Jesus Christ to the community, the state, the nation and throughout the world.
2. To discover through canvassing and caucusing the Church members the needs of the Church in worship, discipleship, fellowship and ministry.
3. To develop a strategic plan to meet the goals and needs of the Church as outlined in items (1) and (2) above.
4. To see through to completion the strategic plan as adjusted over time.
5. To work with the Senior Pastor and Deacons to assess the spiritual direction of the Church.
6. The committee shall consist of 11 voting members and the staff liaison.
7. The Staff Liaison is the ~~Senior~~ Lead Pastor.

Finance Committee:

The Finance Committee shall assist the Church in exercising wise and faithful stewardship of all financial resources entrusted to the Church. This committee is responsible for developing and recommending an annual Church budget in coordination with ministry staff, monitoring income and expenditures, and ensuring that Church funds are managed with integrity, accountability, and in accordance with the mission and ministries of the Church.

This committee shall review financial reports ~~At a minimum of quarterly monthly,~~ provide financial guidance to church leadership, and recommend policies and procedures that promote sound financial practices. The Finance Committee shall work closely with the church staff, treasurer, and other ministry leaders to support the church's ministries and long-range financial planning.

(add wording such as "At a minimum of quarterly" for financial review, also suggestion made to add when church fiscal year is)

All actions and recommendations of the Finance Committee shall be conducted in a spirit of prayer, unity, transparency, and biblical stewardship, recognizing that all resources belong ultimately to the Lord and are to be used for His glory.

Properties Committee:

This committee shall provide general supervision of the care and maintenance of all Church buildings and grounds. They shall monitor and make recommendations for any needed repairs and replacements relating to the physical building and grounds of the Church.

Missions Committee:

This committee will develop and maintain mission partnerships (local and abroad) including financial support, prayer support and short-term opportunities.

MINISTRIES

Multiple ministries shall exist in the Church and additional ministries may be added or removed as needed. Each Ministry Coordinator will be selected by the Nominating Committee in conjunction with the ministerial staff. Coordinators shall serve a one-year term of service and may be renewed indefinitely.

*Use the following QR Code to access the 2000 Baptist Faith and Message Document referenced in the Constitution and By-Laws:

