

FIRST BAPTIST CHURCH
KINGSTON, TENNESSEE
BY-LAWS

I-OFFICERS

A. Pastor

1. Selection

The pastor shall be elected by the Church. The Pastor Search Ministry Team shall recommend to the Church the name of a proposed Pastor. The Ministry Team shall report to the Church, at a meeting called for that purpose on Wednesday evening preceding the Sunday on which a vote for pastor is to be taken. Their recommendation shall include the salary, which in their judgment should be paid, as well as all other items which they propose to make a part of the call. This recommendation shall be submitted to the Church Clerk for a permanent record. All discussion with regard to the call and related matters shall be discussed at the Wednesday evening session. The vote of the Church to extend a call shall be taken without discussion at a special business meeting called for that purpose following a Sunday morning worship service. A quorum of 10% of the resident membership of the Church is required at the meeting at which a Pastor is elected, and the approval of 75% of those voting is required to elect the Pastor. A Pastor shall be elected for an indeterminate period of time.

2. Termination of Pastor

If termination is by resignation a 30-day notice shall be given to the Church. Should the Church believe that the work of the Pastor should be terminated, they will, at a regular or called business meeting request by majority vote that the Deacons consult with the Pastor concerning this matter. The Deacons will bring their recommendation to a special business meeting called for this purpose in accordance with these by-laws.

3. Duties of the Pastor

It shall be the responsibility of the pastor to provide all pastoral services, administration, and worship service co-ordination. Should a question arise with reference to the administration of the Church, and if the matter cannot be resolved it will be presented to the Deacon body for their study. After due deliberation, the Deacons shall present the matter to the Church at the next regular business meeting. The Pastor shall work in cooperation with the Church Staff, the Deacon Body, or any other appropriate Church groups, in formulating and presenting programs and policies to the Church. The Pastor shall be the moderator of the Church at all business meetings unless otherwise provided for in these by-laws. When the Pastor does not preside, The Assistant Moderator or such person as the Church may elect shall preside. The Pastor shall be an ex-officio member of all Ministry Teams appointed by the Church with the exception of the Pastor Search Ministry Team.

B. Professional Staff

1. Selection

Members of the Professional Staff shall be elected by the Church. The Personnel Ministry Team and the Pastor shall recommend to the Church the name of the proposed member of the Professional Staff. The Ministry Team shall report to the Church, at a meeting called for that purpose on Wednesday evening preceding the Sunday on which a vote for

Professional Staff member is to be taken. Their recommendation shall include the salary, which in their judgment should be paid, as well as other items which they propose to be made a part of the call. This recommendation shall be submitted to the Church Clerk for a permanent record. All discussion with regard to the call and related matters shall be discussed at the Wednesday evening session. The vote of the Church to extend the call shall be taken without discussion at a special business meeting called for that purpose following a Sunday morning worship service. A quorum of 10% of the resident membership of the Church is required at the meeting at which a member of the professional staff is elected. Election shall be by simple majority vote. The Professional Staff members shall be elected for an indeterminate period of time.

2. Termination

If termination is by resignation, a 30-day notice shall be given to the Church. Should the Church believe that the work of a member of the Professional Staff should be terminated, they will, at a regular business meeting request by majority vote that the Deacons consult with the member of the Professional Staff concerning this matter. The Deacons will bring their recommendation to a special business meeting called for this purpose in accordance with these by-laws.

3. Duties

The Professional Staff as defined in these by-laws shall serve the Church in all areas of Church related work and in particular in the field of service which shall be agreed upon with the Church before they begin their service or as hereafter modified. Should a need arise for a re-definition of the area of service as previously agreed upon with a Professional Staff member or should a question arise as to the interpretation of the responsibilities of any Staff member, the matter shall be referred to the Deacon Body for their study. The Deacons shall in turn present the matter to the Church at a regular business meeting. The members of the Staff shall work in cooperation with the Pastor, the Deacon Body, and other appropriate Church groups in order to promote the total program of the Church. The Church shall call, through its Personnel Ministry Team, those Professional Staff members which the Church deems necessary at any time. The Professional Staff members shall be ex-officio members of Ministry Teams appointed by the Church that are relevant to his/her work area.

C. Deacons

1. Qualifications

- a. A Deacon candidate shall have been an active member of the Church for at least one year prior to the beginning date of the anticipated deacon term of service (October 1);
- b. A Deacon shall fulfill the qualifications of a deacon as set forth in 1 Timothy 3:8- 12.

2. Term

A Deacon shall be elected for a three year term and thereafter shall be ineligible for re-election until the lapse of one year.

3. Number

The proposed number of Deacons shall be determined annually by the current Deacon Officers and the Pastor, in light of the size of the congregation, and the number of Deacons needed to adequately minister to their needs. This proposal will then be presented to the Deacon Body and the Church for ratification.

4. Election

The Chairman of the Deacons shall begin the nomination process on the first Sunday in June with an announcement before the Church which shall include an explanation of the election process. Likewise on the same date the Deacons shall make available formal ballots to be used by the Church members for nominating prospective Deacons in accordance with the following steps and procedures:

- a. Each member will be asked to nominate one or more men who are believed to meet the biblical qualifications for a Deacon, as described in 1 Timothy 3:8- 12. The names submitted by individual members will be combined to create a full list of nominees.
- b. When the full list of nominees has been compiled, each person on the list will be sent a letter asking him to pray about whether he would serve as a deacon if elected. Accompanying this letter will be a copy of the Deacon covenant of commitment, and any other information deemed appropriate. If a nominee responds affirmatively, his name will be placed on a list along with other men who have given an affirmative response.
- c. Each nominee on the list will attend an orientation meeting with the active Deacon Body at which the qualifications of a Deacon will be discussed; discussion will include but not be limited to personal testimonies by the nominees that have not been previously ordained in a Southern Baptist Church. At the conclusion of this meeting if a nominee still consents and believes he is qualified to serve as a Deacon his name will be placed on the final list of nominees to be presented to the Church. This step shall be completed by the last day of July.
- d. The final list will be voted upon by the Church, with the nominees receiving the most votes thus being selected to serve as Deacons. Nominees will be taken in descending order of votes received until the necessary number of Deacon vacancies has been filled. This step shall be completed no later than the last Sunday in August.
- e. All nominees on the final list shall be informed individually or by telephone of the results of the Deacon election prior to the regular Church business meeting in September at which time the newly elected Deacons will be announced to the Church.
- f. Following the election of Deacons by the Church, a Deacon Ordination service will be arranged by the Chairman of Deacons and the Pastor if any elected Deacons have not previously been ordained. The nominees elected by the Church shall begin their term of office the following October 1.

5. Termination

Should a man serving as active Deacon find it impossible to continue to participate in the work to which he has been elected, he shall advise the Pastor and Chairman of the Deacons. They in turn shall request the Church to select a replacement Deacon to fill the un-expired term. A Deacon nominating committee, appointed by the Chairman of the Deacons, shall recommend a replacement candidate to the Deacon body. Upon approval of the candidate by vote of the Deacon Body, the candidate shall be recommended to the Church for election at an announced business meeting. Should a situation arise that a duly elected Deacon should be replaced; the matter shall be referred to the Deacon Body who shall make a careful study and bring their recommendation to the Church.

6. Duties

The duties of the Deacons shall be to look after the welfare of the Church and its members in matters spiritual, financial, and otherwise, as stated in the New Testament. In the event the Church is without a Pastor, the Deacons shall be responsible for the public worship and other Pastoral services. They shall be responsible for resolving any questions that may arise as to specific responsibility of Pastor and Staff Members, and shall be available to discuss and advise Pastor and Staff Members regarding any problem or question relating to their relationship to the Church. The function of the Deacon shall be two fold: First to consider matters pertaining to the welfare of the Church or its individual members. Second to execute instructions given them by the Church. The Deacons shall, at their first meeting following the election of new Deacons, elect a Chairman, chairman-elect, vice chairman, and secretary. The elected Chairman shall appoint such committees as are necessary. The Deacons shall meet each month at a stated time to consider the Deacons ministry and/or Church related matters. A quorum of fifty percent shall be present in order to make a recommendation to the Church.

D. Support Staff

1. Selection

The Support Staff shall be elected by the Church upon recommendation of the Personnel Ministry Team and the Pastor at a general business meeting, or a special called meeting for that purpose.

2. Termination

Termination shall be by resignation of a member of the Support Staff or by simple majority vote of the Personnel Ministry Team, said vote to be taken at a special meeting called for that purpose. On termination of the services of a member of the Support Staff, that person shall have 30 days in which to complete his/her work. If termination is by resignation, a 30 day notice shall be given to the Church.

3. Duties

The Support Staff shall serve the Church in those positions deemed necessary by the Church either on a full-time or part-time basis. It shall be the responsibility of such Support Staff to fulfill those duties listed in their job description.

II – GENERAL CHURCH OFFICERS

The following General Church Officers shall be elected on a yearly basis, by the Church, upon recommendation of the Nominating Ministry Team except as otherwise provided in this document.

A. Church Clerk

The Clerk of the Church shall be responsible to see that the following is done: 1. Keep in a suitable book a record of all business meetings and other actions of the Church, except as otherwise herein provided. 2. He shall keep a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms. 3. He shall notify all officers, members of Ministry Teams, and messengers of their election or appointment. 4. He shall issue letters of dismissal voted by the Church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary as indicated in these by-laws.

B. Assistant Clerk

During the absence of the Church Clerk it shall be the responsibility of the Assistant Clerk to carry on the normal work of the Clerk's office.

C. Treasurer

1. The Treasurer will coordinate Church financial matters with the Church Office and Finance Manager.
2. The Treasurer and /or Church Business Office and Finance Manager will prepare and issue checks authorized by the Church budget or other Church action with checks drawn upon the Church bank account. The checks shall be signed by two of the following, Treasurer or Office and Finance Manager, Assistant Treasurer, or a Church secretary. At no time shall a Church check be signed and co-signed by the same person.
3. He shall be responsible to see that quarterly and annual reports are made to the Church.
4. He will give his reports to the Church Clerk for permanent record in the minutes of the Church. The Treasurer shall keep a bank account in the name of the Church, shall make his payments by check, and keep regular accounts showing all receipts and disbursements.
5. The Treasurer shall be responsible to reconcile the monthly bank statements of the church or to review and sign the monthly bank reconciliations if prepared by another person.

D. Assistant Treasurer

1. During the absence of the Treasurer it shall be the responsibility of the Assistant Treasurer to carry on the normal work of the Treasurer's office including the primary signing of checks.
2. Shall co-sign all bank checks not co-signed.

E. Trustees – Three members who:

1. Serve as the representatives of the Church in all legal matters but have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the Church authorizing such action.
2. Shall be required to keep all legal papers in a safe place.
3. Are elected to serve on a three year term on a rotating basis.

F. Receipts Secretary

The Receipts Secretary shall handle no money, but record totals received and enter credits of each individual's gift on their personal record.

G. Assistant Moderator

1. Unless otherwise provided, the Assistant Moderator shall be the Chairman of the Deacons and shall serve as the Moderator in the absence of the Pastor in accordance with the procedures set forth in these by-laws.
2. The Church may, if they deem advisable, elect any other member to preside at any business meeting as moderator for that particular meeting in accordance with the procedure set forth in the Constitution.

H. Money Counters

1. The money counters shall be elected by the Church to serve voluntarily for the purpose of counting the money on the first business day after every Sunday.
2. A minimum of (3) Counters and (3) alternates will be elected with a minimum of (3) Counters to actually count the money and individually sign the cash count sheet.
3. The Church office shall have on file the Money Counters signatures.
4. Any changes on the cash count sheet shall be initialed and dated by Counter making the change.
5. For the purpose of internal control the Church elected Money Counters and alternates cannot be Church Staff, Treasurer, Assistant Treasurer, Receipts Secretary, or Church Office Secretaries.

I. Sunday School Director

The Sunday School Director shall be responsible to coordinate with the staff position responsible for the church's educational programs and shall assist in implementing the ministries and activities of the Sunday School organization.

J. Sunday School Treasurer

The Sunday School Treasurer shall be responsible to coordinate with the staff position responsible for the church's educational programs and shall collect tithes and offerings given in the Sunday School classes and insure those tithes and offerings are securely given to the Money Counters.

K. Sunday School Department Directors

There shall be a department director for each of the following Sunday School departments: Preschool, Elementary School, Middle School, Senior High School, and Adults. These Directors shall be responsible to coordinate with the staff position responsible for the church's educational programs and shall assist in implementing the ministries and activities of their respective Sunday School departments.

L. Christian Life University (CLU) Director

The CLU Director shall be responsible to coordinate with the staff position responsible for the church's educational programs and shall assist in implementing the ministries and activities of the CLU.

M. Woman's Missionary Union (WMU) Director

The WMU Director shall be responsible to coordinate with the staff position responsible for the church's missions programs and shall assist in implementing the ministries and activities of the WMU.

- N. Men on Mission Director
The Men on Mission Director shall be responsible to coordinate with the staff position responsible for the church's missions programs and shall assist in implementing the ministries and activities of the Men on Mission organization.
- O. Graded Choir Director
The Graded Choir Director shall be responsible to coordinate with the staff position responsible for the church's worship and music ministry and shall assist in implementing the ministries and activities of the various choirs within the Graded Choir organization.
- P. Audio-Visual Director
The Audio-Visual Director shall be responsible to coordinate with the staff position responsible for the church's worship and music ministry and shall assist in implementing the ministries and activities of the Audio-Visual organization.
- Q. Media Library Director
The Media Library Director shall be responsible to coordinate with the staff position responsible for the church's educational programs and shall assist in implementing the ministries and activities of the Media Library organization.
- R. Women's Ministry Director
The Women's Ministry Director shall be responsible to coordinate with the staff position responsible for the church's pastoral ministries and shall assist in implementing the ministries and activities of the Women's Ministry.
- S. Men's Ministry Director
The Men's Ministry Director shall be responsible to coordinate with the staff position responsible for the church's pastoral ministries and shall assist in implementing the ministries and activities of the Men's Ministry.

III - ORGANIZATIONS

It shall be the purpose of the organizations of the Church to implement the total mission of the Church as outlined in the Constitution. All general and departmental officers of these organizations, as well as teachers and workers, shall be members of the Church and shall be duly elected by the Church upon recommendation of the Nominating Ministry Team. In order to accomplish both their general and specialized programs, the following organizations will consult with the Officers and Staff of the Church.

- A. Sunday School
It shall be the responsibility of the Sunday School to promote the study of God's word and to lead the Church in an outreach program. While this responsibility will function primarily in relationship to activities within the Church, it shall also seek to develop programs within the community.
- B. Christian Life University (CLU)
It shall be the responsibility of the CLU to promote growth and development within the membership of the Church in terms of putting into practice the teachings of Christ.

- C. Woman's Missionary Union (WMU)
It shall be the responsibility of the WMU to lead the Church in a program of information and inspiration relating to all missionary activities, with special emphasis on the work of girls and women.
- D. Men on Mission
It shall be the responsibility of the Men on Mission to lead the Church in information, inspiration, and mission action relating to the total missionary program, with special emphasis on the work of boys and men.
- E. Graded Choir
It shall be the responsibility of the Graded Choir Organization to promote a music program including all age groups in order to strengthen the life of the Church in praise and in worship.
- F. Audio-Visual
It shall be the responsibility of the Audio-Visual Organization to coordinate the maintenance, use, and storage of audio-visual equipment owned by the Church. This organization will arrange for adequate sound, lighting, and recording during regular worship services and for special events where their services have been requested and approved by the Church Staff.
- G. Media Library
It shall be the responsibility of the Media Library Organization to operate and maintain the church media library and perform the associated technical work.
- H. Women's Ministry
It shall be the responsibility of the Women's Ministry to coordinate, plan, and promote activities that offer opportunities for spiritual growth to the women of First Baptist Church.
- I. Men's Ministry
It shall be the responsibility of the Men's Ministry to coordinate, plan, and promote activities that offer opportunities for spiritual growth to the men of First Baptist Church.

IV – MINISTRY TEAMS

It shall be the general purpose of the following ministry teams, and any other ministry teams deemed necessary by the Church, to assist the organizations, as well as the Church as a whole, to accomplish the total mission and program of the Church. The Deacon Body shall be consulted before any recommendation is brought to the Church by these ministry teams that is a change in procedure previously outlined in the Constitution and By-Laws.

- A. Pastor Search Ministry Team
The Pastor Search Ministry Team shall be composed of seven members elected by the Church. Three members from the Church at large shall be nominated by the Deacon Body and three members from the Church at large shall be nominated by the Woman's Missionary Union. These names, plus nominees from the Church floor on business meeting night, shall be presented to the Church for election. By secret ballot from this slate shall be selected seven members to serve on this Ministry Team. No more than one member from each immediate-family household within the

congregation will be eligible to serve on the Ministry Team. The Church Clerk and Chairman of the Deacons will count the ballots. The required number of Ministry Team members receiving the largest number of votes and agreeing to serve will be the elected Pastor Search Ministry Team. This Ministry Team shall seek a Pastor who meets the qualifications set forth in the Constitution and By-Laws. The Ministry Team shall not present more than one candidate at a time.

B. Personnel Ministry Team

The Personnel Ministry Team shall be composed of the following members: Chairman of Deacons, Chairman of Trustees, Church Clerk, Director of Sunday School, Director of Christian Life University, Director of Woman's Missionary Union, a choir member chosen by the Church Choir, Chairman of the Stewardship Ministry Team, Chairman of the Properties Ministry Team, Middle School Department Director, and Senior High Department Director. This Ministry Team shall elect a chairman at the first meeting of each church year. This Ministry Team shall, with the assistance of the Pastor, select and present all Professional and Support Staff Members to the Church for action when a vacancy occurs, and select nominees for Chairman and assistant Chairman of the Nominating Ministry Team.

C. Nominating Ministry Team

The Church shall elect a Nominating Ministry Team composed of a Chairman and Assistant Chairman recommended by the Personnel Ministry Team at the regular business meeting in March, to serve for a period of one year. They shall present to the Church at the business meeting in June those who shall serve as Sunday School Director, Christian Life University Director, WMU Director, Men on Mission Director, Graded Choir Director, and Ministry Team Chairpersons. Once elected, these leaders shall become a part of the Nominating Ministry Team and will assist in the nomination of all other officers and workers.

D. Stewardship Ministry Team

The Stewardship Ministry Team shall be composed of a Chairperson and six additional members, duly elected by the Church upon recommendation of the Nominating Ministry Team. A new chairperson shall be elected each year. Each member of the team shall serve a three year term and must then rotate off the team for at least one year. The Church Treasurer, Assistant Treasurer, and Office and Financial Manager shall serve as ex-officio members of this Ministry Team. In consultation with the Pastor, Professional Staff, Body of Deacons, and leaders of the Church organizations, it shall prepare and submit to the Church for approval at a regular or special business meeting, an inclusive budget, indicating by items the amount needed and sought for all local expenses and purposes, and in like manner for all denominational or other approved non-local causes. Special offerings or new expenditures may be acted upon by the Church, or by any of its organizations, only upon approval of the Church and after recommendation of the Stewardship Ministry Team. This does not preclude individuals making special offerings. The Church accepts as basic the Biblical teachings of tithes and offerings, and it shall be the responsibility of the Stewardship Ministry Team to seek to enlist every member in participating in the financial program of the Church. Special efforts should be made annually to inform and enlist the membership in the privileges and responsibilities of the stewardship of possessions. This Ministry Team shall meet periodically, institute procedures for the constant monitoring of the Church's financial position, and shall be responsible for the review of the financial records of the Church at the close of each fiscal year.

E. Properties Ministry Team

The Properties Ministry Team shall be composed of a Chairman and six additional members, presented by the Nominating Ministry Team and duly elected by the Church. A new chairperson

shall be elected each year. Each member of the team shall serve a three year term and must then rotate off the team for at least one year. The Facility Manager shall be an ex-officio member of this Ministry Team. It shall be their responsibility to maintain a regular inspection schedule of all Church properties and assist the Facility Manager with maintenance and improvements of all Church buildings, grounds, equipment, and space allocations. This Ministry Team shall bring recommendations to the Church in event of major needs.

F. Missions Ministry Team

The Missions Ministry Team shall be composed of a Chairman and six additional members, presented by the Nominating Ministry Team and duly elected by the Church. A new chairperson shall be elected each year. Each member of the team shall serve a three year term and must then rotate off the team for at least one year. The WMU Director and the Men on Mission Director shall be ex-officio members of this Ministry Team. This Ministry Team shall coordinate mission education, mission information, and mission service in and through the Church.

G. Recreation Ministry Team

The Recreation Ministry Team shall be composed of a Chairman and six additional members, presented by the Nominating Ministry Team and duly elected by the Church. A new chairperson shall be elected each year. Each member of the team shall serve a three year term and must then rotate off the team for at least one year. This Ministry Team shall coordinate, plan, and promote recreational activities as opportunities for spiritual growth for First Baptist Church families.

H. Family Enrichment Ministry Team

The Family Enrichment Ministry Team shall be composed of a Chairman and six additional members, presented by the Nominating Ministry Team and duly elected by the Church. A new chairperson shall be elected each year. Each member of the team shall serve a three year term and must then rotate off the team for at least one year. This Ministry Team shall coordinate, plan, and promote family enrichment activities as opportunities for spiritual growth for First Baptist Church families.

I. Constitution & By-Laws Ministry Team

The Constitution & By-Laws Ministry Team shall be responsible for interpreting the articles of these documents in an effort to ascertain the basic intent of the Church body should a question arise about said articles; proposing articles for inclusion in these documents when needed to define new programs or govern functions of the Church; studying any proposal to or modification of these documents suggested by any member or organization of this Church and bringing recommendations to the Church body regarding such proposals.

J. Additional Ministry Teams

The Church may elect such additional Ministry Teams as it may deem necessary.

K. Ministry Teams

All Ministry Teams of the Church shall relate to the Church Staff for their guidance and support.

V – MISCELLANEOUS AMENDMENTS

The term “Church Year” as used in the B-Laws shall mean a 12 month period of time beginning on October 1st of each calendar year and ending on September 30th of the next calendar year.

VI – AMENDMENTS

These By-Laws may be changed or amended at a business meeting of the Church provided that information concerning this matter shall have been given to Church at a previous business meeting at least 30 days prior to business meeting for adoption of amendments, and mailed to each member one week prior to the business meeting.