

PREAMBLE

For the more certain preservation and security of the principles of our Christian faith, and to the end that this Church body may be governed in an orderly manner, and for the purpose of preserving the liberties inherent in each individual member of the First Baptist Church of Pineville, Louisiana (the “Church”) and the freedom of action of this Church body with relation to other churches of like faith and order, we do declare and establish these Bylaws.

“Let all things be done decently, and in order.” I Corinthians 14:40

ARTICLE I

NAME AND PURPOSE

Section 1: Name

The name of this Church, as reflected in the most recently amended Articles of Incorporation is the First Baptist Church, Pineville, Louisiana (hereafter, the “Church”).

Section 2: Statement of Faith

No statement of faith can exhaust the extent of our beliefs. The Bible itself, as the Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

Section 3: Purpose

The Church is formed for the propagation of the Gospel of Jesus Christ, to support public worship and to further proclaim the Gospel of Jesus Christ through such ministries as may be determined by the Church, all in accord with the stated purposes set forth in the Articles of Incorporation.

Section 4: Non-Profit Status

The Church is organized as a non-profit corporation pursuant to the laws of the State of Louisiana. It shall be organized on a non-stock basis and shall at all times be and remain a tax exempt entity. A Church Constitution, including covenants and confessions of faith as the congregation deems proper is attached to the Bylaws as Exhibit “A.”

ARTICLE II

CHURCH GOVERNMENT / MEMBERSHIP

Section 1: Government

This Church is sovereign and autonomous under the Lordship of Jesus Christ and retains unto itself the exclusive right to its governance. Its membership reserves the exclusive right to determine who shall be members of this Church and the condition of such membership. The governance of the Church is founded upon principles of democratic and congregational government, its authority vested in its members. Every member has the right to a voice in the Church’s governance, plans, and discipline. The Church is subject to the control of no other ecclesiastical body, but enjoys mutual consent and cooperation with other churches of like faith and order.

Section 2: Membership – Candidacy

Any person may become a candidate for membership in this Church. All such candidates for membership shall be presented to the Church at any regular Church service for membership in any of the following ways:

- (1) By profession of faith in Jesus Christ as Lord and Savior and for baptism according to the policies of this Church.
- (2) By transfer of membership (letter of recommendation) from another Baptist church where such person in is good standing.
- (3) By restoration upon a statement of prior conversion experience affirming Jesus Christ as Lord and Savior and trusting in Jesus Christ for the candidate's salvation and baptism by immersion in a Baptist church where no record of membership is obtainable.
- (4) By statement of faith and prior baptism by immersion after review by the Pastor and the Deacons.

Section 3: Membership – Classes

In keeping with democratic and congregational principles of governance, there shall be no classifications of membership, unless proposed by the Deacons and following the vote of the congregation at a specially called meeting.

The Church may, for purely denominational and other statistical reporting purposes, use classifications such as “resident” or “non-resident” or other such classifications as is necessary to provide the statistical information sought by the denominational or statistical reporting agency or organization. However, such “statistical reporting classifications” shall have no effect upon rights of membership as a matter of Church governance.

Section 4: Membership – Rights

Every member of the Church who is on the membership roll is entitled to vote at all elections and on all questions submitted to the Church at any meeting, provided the member is present or, if absent, a special provision having been made by the Church for absentee voting. No person may vote by proxy.

Every member of the Church on the membership roll, unless otherwise stated in these Bylaws, is eligible for consideration by the membership as candidates for elective offices (and as may be amplified in these Bylaws).

Every member of the Church may participate in the ordinances of the Church as administered by the Church. Further, the Church has traditionally invited members of like faith and order to participate in the observance of the Lord's Supper.

Section 5: Membership - Meetings

Regular Business Meetings / Conferences. The Church shall conduct regular business meetings in accord with the provisions of Article VII of these Bylaws. All such regular business meetings, as well as any special business meetings, shall be open to all members.

Special Business Meetings / Conferences. Specially called meetings, depending upon the nature and context of such meeting, may be made pursuant to the procedure set forth in Article VII of these Bylaws.

Section 6: Membership – Termination

Membership in the Church shall be terminated in any of the following ways:

- (1) Death of the member
- (2) Transfer of membership to another Baptist church
- (3) Exclusion by action of the Church
- (4) Erasure upon request or proof of membership in a church of another denomination
- (5) Written request by a member to terminate membership

Upon a member's termination, any and all rights to assert any interest in any of the assets of the Church are deemed waived and forfeited. Similarly, no person whose membership has been terminated, may renounce, rescind or revoke any prior gift, tithe or offering previously made to the Church.

Section 7: Membership – Exclusion

Should a member become an offense to the Church by reason of immoral or unchristian conduct or by denying acceptance of fundamental doctrines of the Church, it shall be the responsibility of the Deacons to take steps to resolve the offense in accordance with scriptural directives and, including *Matthew 18: 15-20*.

At any meeting(s) with the Deacons, at which the Pastor may also attend, the member shall have the right to present witnesses and evidence. Should the Deacons determine that grounds exist for expulsion and that there also exists a lack of contrition on the part of the member so as to allow reconciliation and restoration, the member shall be given personal notice of the Deacons' decision and a written statement of reasons and basis for the Deacons' recommendation to the congregation that the member be expelled. Such notice shall also include the date and time of the next regular business meeting, provided that at least ten (10) days prior notice is provided. Notice shall also be posted at least once in the Postscripts or other official Church publications. The member shall have the right at such business meeting to representation by a member of the congregation or legal counsel, and may further present such witnesses and evidence as the member deems proper. Upon the vote of two-thirds (2/3) of the members present at such regular business meeting, the member shall be excluded and all rights of membership shall immediately cease.

Ever mindful of man's sinful nature, his imperfection, and the very purpose of the Church to support and uphold members who have fallen short of the mark set by our Savior, such action should be considered only in the most grievous and necessitous of circumstances. It is and must be the practice of this Church to take any and all reasonable actions and efforts to assist any troubled member. The attitude of the Church shall be a concern for redemption rather than punishment.

The Church may restore to membership any person previously excluded, upon the written request of the excluded person. Reconciliation conference(s) with the Deacons and the Pastor shall be conducted. Upon a showing of clear and convincing evidence of such person's repentance, contrition and need for a reconciliation and restoration of fellowship with the Church, the Deacons shall recommend restoration at the next regularly scheduled business meeting. The Church, following an affirmative vote of a majority of the members present, shall restore all privileges of membership to such person.

ARTICLE III

CHURCH OFFICERS - STAFF

Section 1: Church Officers

All persons who serve as officers or staff of the Church shall be members of the Church. The officers and staff of this Church shall be:

- (1) Pastor

- (2) Ministerial Staff
- (3) Board of Deacons
- (4) Church Moderator
- (5) Church Clerk
- (6) Church Treasurer

The responsibilities of these officers are as follows:

- (1) Pastor

The Pastor is responsible for leading the Church to function as a New Testament church. The Pastor will lead the congregation, the organization and the Church staff to perform their tasks.

The Pastor is the primary leader of pastoral ministries in the Church. As such he works with the Deacons and Church staff to:

- (a) Lead the Church in the achievement of its missions
- (b) Proclaim the Gospel to believers and unbelievers
- (c) Care for the Church's members and other persons in the community

A vacancy in the office of the Pastor shall only occur upon the Pastor's death, resignation or termination by the affirmative vote of the church membership, following notice and voting provisions as set forth in Article VII, Section 4 of these Bylaws.

In the event of a vacancy in the office of the Pastor, a Pastor Search Committee (selected, formed and constituted in accordance with Article IV, Section 31) shall seek out a suitable Pastor, and its nomination will constitute a nomination to the congregation. The procedure for calling, hiring and employing a Pastor shall be the same as that for termination of a Pastor.

- (2) Ministerial Staff

The Ministerial Staff shall be called and employed as the Church determines the need for such offices. A search committee for such Ministerial Staff shall be selected, formed and constituted in accordance with Article IV, Section 31. A job description shall be written when the need for a staff member is determined.

Each employed staff member shall serve until the relationship is terminated by the death, resignation or termination. The procedure for calling, hiring, employing a Ministerial Staff member or for the termination of such Ministerial Staff member shall be the same as that for the Pastor.

(3) Board of Deacons

(a) Duties and Responsibilities. Each member of the Board of Deacons of the Church shall be ordained to provide spiritual leadership for, and service to, the fellowship of the Church. A Deacon's leadership should be seen in the life of the family, Church and community, exhibiting a responsible level of morality and concern for others. A Deacon should fulfill the guidelines provided in *Acts 6:1-6* and *I Timothy 3:8-13*. The New Testament word for Deacon, *diakanos*, translates into "minister" or "servant." The same word is generally used to describe Christians as servants and also a particular office set aside for service.

Deacons shall guard the unity of spirit within the Church, and shall recommend establishment of policies deemed to be in the best interest and manifest advantage of the Church and in furtherance of its ministries. Deacons shall further show a positive witness by:

- (1) Supporting the entire program of the Church in mission outreach, evangelism, education and ministry.
- (2) Contributing to the financial support of the Church with tithes and offerings.
- (3) Refusing to use or participate in the sale of alcoholic beverages.
- (4) Honoring the institutions of marriage and family. The biblical ideal encourages a lifetime marriage to the same spouse for those who choose to marry. However, for some, death of a spouse or divorce has caused a break in the family structure. Having been previously married would not preclude a person from being elected by the Church membership when the candidate has demonstrated a dedication to family and the Church.

Each Deacon is expected to seek out and occupy a chosen place of service in the Church program in addition to performing services as a Deacon. All Deacons shall actively support, with time and finances, the work of the Lord through the various ministries of the Church. All Deacons are expected to attend

all business meetings of the Church as a matter of example and service, in supplying their voice to these deliberations. All Deacons are expected to attend Church worship services and perform assigned duties incident to the conduct of the Sunday services.

The Board of Deacons shall constitute the corporate power on behalf of the Church. They shall be empowered to do and perform all acts and duties incumbent upon them as fiduciaries of the Church as set forth in the Articles of Incorporation, subject to the approval of the congregation. The congregation shall have the authority to adopt or initiate any corporate action.

(b) Qualifications. In addition to the member's agreement to do and perform those duties and responsibilities set forth above in sub-paragraph (a), Deacons shall possess the following additional qualifications:

- (1) At least twenty-one (21) years of age;
- (2) A member of the Church for at least twelve uninterrupted months prior to their election; and
- (3) A member of a Southern Baptist affiliated church for an aggregate of three (3) years.

(c) Number. The number of Deacons shall be determined by the number of persons who may be elected each year, however, the aggregate number of Deacons serving at any one time shall not exceed thirty (30).

(d) Nomination / Election. The membership of the Church shall elect the Deacons, which shall number no more than thirty (30) persons. Nominations for Deacon shall be made by any member of the Church, in writing, on a form approved for such use by the Deacon Nomination Committee. The form shall list members of the Church who are not eligible for nomination due to such member's expired term as a Deacon. Nominations, not to exceed ten (10) by any single member, shall be turned in to the Church office no later than August 31st. No nominations may be made from the floor.

The Deacon Nomination Committee shall have the authority to exclude any nominee from consideration for election solely on the following grounds:

- (1) The Committee is of the considered view that the nominee clearly does not meet the qualifications set forth herein or cannot subscribe and perform the duties and responsibilities of the office of Deacon.

- (2) The Committee, following personal contact with the nominee, as well as prayerful consideration of all relevant factors concerning the nominee's candidacy, is of the considered view that the nominee's life is does not demonstrate a positive witness under the expectations outlined pursuant to the above sub-paragraph (3)(a) ("Duties and Responsibilities").

In the event that the Committee excludes any nominee from consideration for election, such action shall be immediately communicated to the Pastor. Otherwise, the action taken by the Committee shall remain private and confidential.

The Committee shall then develop a ballot of at least twenty (20) qualified nominees having the highest number of nominations and who have expressed a willingness to serve. In the event that a tie occurs so that it cannot be determined who the 20th highest nominated person is, then the number of candidates listed shall include those nominees who are tied for the 20th highest number of nominations.

This listing of nominees who have agreed to serve as Deacons will be prepared and submitted to the Church no later than September 30th. On the last Sunday in October, following the morning worship service, the Church shall elect Deacons as per written ballot. The votes shall be counted by the Deacon Nomination Committee, to be aided and assisted by the Deacon officers. Notice of the results of the election shall be immediately communicated to the Pastor and the nominees.

(e) Ordination. All Deacons who have not been previously ordained shall attend and participate in a Deacon ordination council and ordination service.

(f) Term. Once elected and ordained, the Deacon shall serve a term of three (3) years, beginning on the first day of January following their election, unless the Deacon was elected to fill a shorter term. A Deacon may be re-elected for an additional three (3) year term, following the expiration of their first term. At the end of two (2) successive terms, which in no event shall exceed six (6) consecutive years, the Deacon is ineligible to be re-elected to the Board of Deacons until at least one (1) year has elapsed since the expiration of their term. The terms of elected Deacons shall be fixed so that one-third (1/3) of the Deacons terms shall expire each year. In the event of a deacon's death, resignation, or removal from office where one or more years remains in said deacon's term, the Deacon Nominating Committee shall recommend to the congregation at a regular business meeting a person to fill the remainder of the term from among the ordained deacons who are members of the church and who meet all eligibility requirements previously stated in the church Bylaws.

(g) Officers. The following officers shall be elected by the Deacons annually: Chair; Vice-Chair; and Secretary.

(h) Meetings. The Deacons shall meet at least monthly, with the regularly scheduled Deacon meetings being held on the first Monday evening following the third (3rd) Sunday of the month.

(4) Church Moderator.

In addition to the above general duties, the Pastor shall also serve as Church Moderator at all regular business meeting or any other called special meetings (with the exception of a meeting for the special purpose of voting on a motion to terminate the Pastor from his office). In the event of the Pastor's absence or ineligibility, the Chair of the Board of Deacons shall serve as Moderator. In the event that neither the Pastor nor the Chair of the Board of Deacons can serve, the Vice-Chair of the Board of Deacons shall serve. The membership shall have the preserved power of removal of any Church Moderator and election of another Church Moderator.

In guarding and maintaining the fellowship of the Church, the aim of the Church must be to bring about unity with people of different views, ideas and convictions. The objectives of the Church Moderator should be: to maintain the spirit of Christian love while presiding, to be fair and courteous with all members, to help members understand parliamentary procedures without embarrassment to them. Should the Church Moderator so require or think necessary, the Church Moderator may request an active member knowledgeable in parliamentary procedure to serve as a Parliamentarian. The Church Moderator shall maintain a neutral position while presiding. If the Church Moderator wishes to debate a question under consideration, he should ask an assistant to preside.

At all regular business meetings or specially called meetings of the congregation, parliamentary procedure shall be followed pursuant to *Robert's Rules of Order*, as per its most recent revision.

(5) Church Clerk

The Church Clerk ("Clerk") shall be elected annually as the Church's clerical officer.

The Church shall elect annually a Clerk as its clerical officer, who shall serve until a successor has been elected. The Clerk shall be responsible for keeping a suitable record of all official actions of the Church and recording minutes of the Church business meetings except as otherwise herein provided. The Clerk or assistant must be present in all regular and special Church business meetings to

record the results of all matters voted upon. In regular meetings the Clerk shall record information on applicants for Church membership and other decisions. In business meetings, the Clerk shall record all actions voted on by the Church and follow through on all necessary correspondence related to the actions. The Clerk shall be responsible for keeping a register of names of members with dates of admission, dismissal, death, or erasure, the active membership roll and the inactive membership roll, together with a record of baptisms and applications of new members who respond to the invitations. The Clerk shall issue letters of dismissal voted by the Church, preserve on file all communications and written official reports, and give required notice for all meetings where notice is necessary, as indicated in these Bylaws. The Clerk shall be responsible for preparing the annual letter of the Church to the denominational Association. The Clerk shall also preserve the records for present and future use, correspond with other churches and members, and preserve records of Church history. The Clerk shall also work with the Church Moderator in preparation of an agenda for Church business meetings.

All Church records are deemed to be Church property and shall be kept in the Church office. Further, personal financial records are deemed strictly confidential and may not be disclosed to any person unless specifically authorized in writing by the member to view, inspect or photocopy such records.

(6) Church Treasurer

The Church shall elect annually a Church Treasurer as its financial officer who shall serve until a successor has been elected. It shall be the duty of the Treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid by or given to the Church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the Treasurer to assist the Finance Committee in the preparation and presentation at each regular business meeting of the Church an itemized report of the receipts and disbursements of the preceding month. The Treasurer's report and records may be audited annually by an auditing committee or public accountant.

The Treasurer shall serve as an ex officio member of the Finance Committee and shall work closely with such committee to develop and recommend to the Church adequate policies and procedures related to receiving, accounting, disbursing, and reporting Church monies, and to maintain members records of contributions and provide quarterly and annually reports of same. The Finance Committee, as well as appropriate Church staff, shall assist the Treasurer.

Section 2: Non-ministerial Staff

The non-ministerial staff members shall be employed as the Church determines the need for their services.

The Church Personnel Committee shall have the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services shall occur after consultation with the supervising staff member and, as appropriate, with the consultation of related committees of the Church.

ARTICLE IV

COMMITTEES

Section 1: General Information regarding Committees

- (1) All committee members, all Church officers, and all officers in organizations related to this Church shall be members of the Church. Members of the Committee on Committees, Deacon Nomination Committee, Nominating Committee, Pastor Search Committee and Personnel Committee shall have been members of the Church for at least an aggregate of three (3) years prior to their election. Members of other ministerial staff search committees shall have been members of the Church for at least an aggregate of two (2) years prior to their election. Members of the Finance Committee shall be members of the Church for at least twelve (12) continuous months prior to their election.
- (2) Committee members (excluding the Pastor and the Ministerial Staff) shall be elected by the Church membership for a three (3) year term. Membership terms on all committees shall be staggered, with one-third (1/3) of the members rotating off and to be replaced each year, unless otherwise stated herein.

Only in the event an exceptional need exists or prudence dictates that it is in furtherance of the Church's best interest for such committee member to immediately succeed himself, should that committee member do so.

- (3) Unless otherwise specifically set forth in these Bylaws, no committee shall consist of more than six (6) voting members.

- (4) Unless otherwise specifically set forth in these Bylaws, all committees shall be considered standing and permanent committees.
- (5) All committees shall be assigned to a member of the Ministerial Staff for purposes of administrative oversight. However, the assigned Minister shall serve in an ex officio capacity only. Should a vacancy exist with regard to the assigned Minister, the committee shall be assigned to the Pastor, or his designee Minister.
- (6) For purposes herein, the term *ex officio* member shall refer to a person who may participate in all committee discussions, but whom may not make, amend or second any motion, nor vote on any such motion.

Section 2: General Responsibilities of all Church Committees

- (1) Begin duties on January 1st, except as noted in the specific committee description.
- (2) Hold an initial meeting to organize, and hold other meetings as necessary to carry out the specific duties of the committee.
- (3) Work in cooperation with an assigned staff member of the Church. This staff member should be informed of any meeting of the committee, who shall only serve in an ex officio capacity. If the meeting is at the Church, a room should be reserved. Fifty-percent (50%) of the committee constitutes a quorum.
- (4) Develop, review, and revise appropriate policy statements to be approved by the Church and included in the Church polices.
- (5) Keep and file minutes of each meeting and report to the Church at regular or special business meetings, when necessary.
- (6) If budgetary resources are needed, assist and recommend to the assigned staff member and/or Finance Committee such financial needs.
- (7) Report any vacancies that may occur during the Church year to the Church office and/or to the Chair of the Committee on Committees.

- (8) Make any recommendations about the revision of committee duties to the Committee on Committees for Church action.

Section 3: Committee Chair

- (1) Shall be chosen by each committee.
- (2) Shall be responsible for informing members of the committee and the staff member who is assigned to the committee about meeting time and place.
- (3) The Chair's presence at any meeting shall be counted for purposes of obtaining a quorum, however, the Chair shall not vote unless it is to break a tie vote.

Section 4: Baptismal Committee

This committee is composed of three (3) men and three (3) women and shall be assigned to the Pastor or his Ministerial designee. Its duties shall include:

- (1) Keep an inventory of the baptismal supplies (robes, towels, etc.) and submit requisitions for the necessary replacements.
- (2) Prepare for the ordinance of baptism by checking with the appropriate non-ministerial staff on proper lighting, heating, and other physical necessities in the robing rooms.
- (3) Work with the Pastor's secretary concerning the candidates for baptism, preparing for any unusual circumstances in the physical condition or disabilities of the candidates (heart problems, injured backs, etc.)
- (4) Assist in robing the candidates and the Pastor.
- (4) Remain with all candidates until they are dressed and ready to leave.
- (5) Assist the Pastor in evaluating budgetary needs at budget planning time.

Section 5: Building and Grounds Committee

This committee shall be assigned to the Pastor or his Ministerial designee. Its duties shall include:

- (1) Maintain an inventory of all properties and equipment.
- (2) Regularly inspect and consult with the Pastor, Ministerial Staff and/or non-ministerial staff concerning needed building or mechanical repairs.
- (3) Report needed repairs to the Finance Committee.
- (4) Consult and plan with appropriate program leaders concerning the optimum use of space in Church properties.
- (5) Formulate, revise as needed, and publicize Church-approved policies regarding the use of the Church properties.
- (6) Assist the Ministerial Staff in evaluating budgetary needs and, if necessary, in presenting requests to the Finance Committee
- (7) Formulate policies for expenditures for maintenance and/or repairs.
- (8) Arrange for repairs and other work that does not require contract labor as deemed advisable by the Ministerial Staff and the committee.
- (9) Coordinate with the Food Service Director to maintain and recommend repairs to the kitchen as needed to satisfy all regulatory requirements.

Section 6: Church Council Committee

This committee shall be assigned to the Pastor and shall serve the Church by making recommendations, coordinating and evaluating activities and programs for the Church and its organizations, and in coordinating the Church calendar.

Any recommendation coming from the Church Council shall first be brought before the Board of Deacons for such action as deemed appropriate and prudent.

Members of the Church Council shall be:

1. Pastor
2. All Other Ministerial Staff
3. Senior Adults Representative

4. Median Adults Representative
5. Young Adults Representative
6. Young Married Member
7. Singles Member
8. College Department Member
9. Youth Department Member
10. Senior High Student
11. Junior High Student
12. Children's Division Director
13. Pre-School Division Director
14. WMU Representative
15. Chair – Deacons
16. Chair – Finance Committee
17. Chair –Personnel Committee
18. Chair – Life Enrichment Center Committee
19. Sunday School Director
20. Outreach Director
21. Media Director

Committee members from numbers three (3) through eleven (11) shall have staggered terms, unless they no longer serve or are a member of the group which they represent.

Section 7: Church Ministries Committee

This committee shall be assigned to the Pastor. Its duties shall include:

1. Serve as coordinating group for benevolent actions and projects which may take place outside the normal parameters of other care groups within the Church such as Sunday School classes, Women's Missionary Union, Family Ministry, or other Church programs.
2. Maintain a listing of various agencies in the community that may be able to assist families in need.
3. Assess the needs of families in the Church who may require assistance and determine the best means by which assistance may be provided work.
4. Keep a record of all ministry undertaken through the committee.

5. Create and maintain links throughout the community with other cooperating churches in order to achieve a network of benevolence for those in need.
6. Report on at least an annual basis to the Finance Committee in the matter of budgetary needs for the committee's work.

Section 8: Committee on Committees

This Committee shall be nominated and elected by the Church membership following a Sunday morning worship service in the month of May, with their terms beginning on June 1st. Nomination forms shall be made available to the Church membership at least four (4) weeks in advance of the Sunday morning worship service selected as the time to elect members of this committee. Current Deacon officers shall be excluded from being nominated. Nomination forms shall also be made available during Sunday School. All nomination forms must be turned in to the Church office no later than the Thursday before the Sunday selected for the election of the members of this committee. No nominations shall be received from the floor. Voting will be by written ballot. The highest six (6) nominees shall be elected, regardless of age or gender. The Deacon Officers shall count the votes and advise the Pastor of the election of the members to this committee.

The terms of the membership of this committee shall be staggered, with one-third (1/3) of the committee replaced each year. In order to establish the rotation system at the time of adoption of these first amended and restated bylaws, the current membership of this committee shall select two (2) of its current members to serve one (1) additional year and the remaining four (4) membership positions shall be nominated and elected by the Church membership, with the two nominees receiving the most votes receiving three (3) year terms and the next two (2) nominees receiving the most votes receiving two (2) year terms.

Primary responsibilities include:

1. Recommend members for all other Church committees at appropriate times during the Church year. The Nominating Committee is to be recommended and elected during the month of June. The Deacon Election Committee and the Finance Committee are to be recommended and elected during the month of July. These committees are elected early so that they may prepare for the new year. Other committee members should be recommended during the month of September in order to start their work on January 1st.

2. Receive reports on any committee vacancies occurring throughout the Church year and recommend immediate replacements to the Church.
3. Periodically review the Church committee descriptions and revise as necessary. This would include deletion of obsolete committees and the recommendation of new committees as needed.
4. Furnish the committee descriptions to each committee chair, providing clarification of specific committee tasks.
5. Work toward an efficient rotation system on all committees and the increasing use of a wide representation of Church members on Church committees.
6. Nominate as needed, members of other special or *ad hoc* committees formed other than those formed by the Deacons or any standing committee.

In addition to the general qualifications for committee service set forth above, members of the Committee on Committees shall also have special qualifications as set forth below:

- (a) Age: Each member of this committee shall be at least twenty-one (21) years of age.
- (b) Each member of this committee shall have been a member of this Church for at least an aggregate of three (3) years;
- (c) Other Qualifications: Each member should possess a good knowledge of the Church membership, their respective skills, vocations and expertise, along with the programs and ministries of the Church.

Section 9: Day School and Pre-School Committee

This Committee shall be assigned to the Minister of Education and Pre-school / Children's Minister or as may be similarly titled. The Day School and Pre-School Director shall be an *ex officio* member. In the composition of this committee, the Committee on Committees should, whenever possible, include persons with pre-school or kindergarten teaching or administrative experience, public school educators, college educators with experience in early childhood education or related areas, social workers or such other persons who possess expertise and vocational skills referable to prudent oversight of day school operations. Its duties shall include:

1. Assist the Ministerial Staff in formulating and publicizing Church-accepted policies and procedures for the operation and administration of the Day School. These guidelines will reflect the purpose and design of the program as well as outline the practical aspects of management.
2. Develop programs for the Day School and Pre-School as an outreach ministry of the Church.
3. Coordinate activities between the Day School and Pre-School.
4. Work with the Ministerial Staff and Director of the Day School to select, train and supervise employed preschool teachers.
5. Recommend such matters as salaries, benefits, and policies to the Personnel Committee for presentation to the proper Ministerial Staff, committee and Church.
6. Work with the Ministerial Staff and Day School Director regarding all licensure and regulatory entities to insure compliance with all applicable laws, codes, regulations and ordinances.
7. Evaluate and update the program, using such reputable sources as are available.
8. Involve members of the Church and parents of children enrolled in the day school in needed work projects and program activities.
9. Inform and educate the Church membership about activities of the program.
10. Coordinate the work of the program with other Church activities involving young children.
11. Review monthly financial reports and other records pertinent to the operation of the Day School as presented by the Director.
12. Make regular reports and bring recommendations to the Church concerning the work of the program. A financial report should be presented at regular business meetings.

13. Review budget preparation and to provide analysis and input to all interest committees, the Ministerial Staff and the Deacons.

Section 10: Deacon Nomination Committee

This committee shall be comprised of six (6) members, at least two (2) of which are currently serving Deacons. This Committee shall be assigned to the Pastor or his ministerial designee. This Committee shall be nominated by the Committee on Committees and elected by the Church membership during the month of July, with their terms beginning on August 1st.- Its duties shall include:

1. Request and secure nominations for Deacons in accordance with the procedure set forth in Article III, Section 1.
2. Review the qualifications of each nominee in accord with the provisions of Article III, Section 1.
3. Contact each nominee to determine such nominee's willingness to serve, as well as to discuss the qualifications of such office, as well as the duties incumbent upon a Deacon.
4. Provide the Church with a list of nominees on a ballot for election;
5. Assist in election process for Deacons in accordance with the procedure set forth in Article III, Section 1.
6. Provide the list of elected Deacons to the Pastor and the Chair of the Deacons for subsequent publications in the Postscripts and as otherwise deemed appropriate.

The terms of the membership of this committee shall be staggered, with one-third (1/3) of the committee replaced each year. In order to determine the length of such staggered terms to be initially applied to the terms of those existing committee members serving at the time of adoption of these first amended and restated bylaws, the current membership shall seek through prayerful cooperation to determine among themselves the term of each member, whether one, two or three years. If the committee members cannot agree on such membership terms, they shall determine their staggered terms through a random drawing process.

Section 11: Finance Committee

This Committee shall be nominated by the Committee on Committees and elected by the Church membership during the month of July, with their terms beginning on

August 1st. This committee shall be assigned to the Pastor or his Ministerial designee. Its duties shall include:

1. Study the financial condition of the Church; compare income and expenditures with previous months and years.
2. Establish a policy of purchasing and a system of authorizing payment.
3. See that the expenditures of the Church reflect sound business management and are in keeping with the appropriations in the budget.
4. Prepare and recommend the Church budget in cooperation with the Pastor, Ministerial Staff, Church committees and other organization heads.
5. Recommend to the Church membership the basic stewardship program for the year.
6. Study and interpret the budget, making decisions when necessary as to the availability of funds. Consider requests for unbudgeted expenditures.
7. Establish and direct any temporary committees as needed to carry out programs of finance adopted by the Church.
8. Report, with the assistance of the Church Treasurer, the financial condition of the Church at each regular meeting of the Deacons and at each regular business meeting. Prepare printed reports of receipts, disbursements and bank balance for distribution at least quarterly.
9. Recommend to the Church membership other stewardship programs deemed appropriate.
10. Recommend appropriate stewardship education for the Church membership.

The terms of the membership of this committee shall be staggered, with one-third (1/3) of the committee replaced each year. In order to determine the length of such staggered terms to be initially applied to the terms of those existing committee members serving at the time of adoption of these first amended and restated bylaws, the current membership shall seek through prayerful cooperation to determine among themselves the

term of each member, whether one, two or three years. If the committee members cannot agree on such membership terms, they shall determine their staggered terms through a random drawing process.

Section 12: Flower and Decorations Committee

This Committee shall be assigned to the Pastor or his Ministerial designee. Its duties shall include:

1. Oversight of the planning and provision for flowers and other decorations to be placed in the sanctuary for each Sunday service.
2. Promotion and provision of proper recognition for memorial arrangements.
3. Securing, arranging and disposal of flowers, including all necessary supplies.
4. Responsibility for the placement and maintenance of all permanent plants and arrangements.
5. Planning and oversight of the installation, placement and removal of Christmas decorations, to include the enlistment of volunteers to assist in these activities.
6. Planning for special Easter flowers.
7. Planning for and providing appropriate flowers and decorations for special programs and seasons of the year.
8. Service in an advisory capacity for budget requests for matters within the duties and responsibilities of this committee.
9. With the donor's permission, to make provision for the transfer and delivery of flowers to shut-ins, nursing home residents, and/or hospital patients, who may particularly appreciate the receipt of flowers.

Section 13: Greeting and Usher Committee

This committee shall be responsible to the Pastor, or his designee. It shall have responsibility for enlisting such adequate numbers of volunteers to perform its duties which shall include:

1. Serve to welcome and register guests to Sunday School, Discipleship Development and Training, and at all worship services.
2. Develop and promote new means for improving the friendliness and hospitality of the Church.
3. Greet worshippers as they arrive at the main entrances of the Church buildings and assist in seating worshippers as may be needed or requested.
4. Maintain a spirit of reverence conducive to worship while exercising committee responsibilities.
5. Carry out needed services related to the worship service as directed by the staff, including but not limited to, assistance in taking up the offerings.
5. Assist during special services planned by the Church.

Section 14: Historical Committee

This committee shall have three (3) members and shall be assigned to the Minister of Education or his or her designee. The Church Media Director and Church Librarian will be *ex officio* members. Its duties shall include:

1. Supervise and cooperate in the collection and maintenance of Church records and history through whatever audio-visual media are feasible.
2. Insure the safekeeping of dated Church documents and records against fire, theft, or loss. For those documents to which the Church congregation should have easy access, provide library storage and display space.
3. Maintain a concise, up-to-date, written Church history from the organization of the Church until the present in appropriate safekeeping.
4. Encourage regular exposure to the membership to our Baptist heritage through the observance of Baptist Heritage Month

(usually June) and through presentations concerning the history of local Baptist and First Baptist Church.

5. Plan ahead for special historical occasions such as homecoming or Church anniversaries.

Section 15: Hospitality Committee

This committee shall be assigned to the Pastor or his Ministerial designee. The Food Services Director shall be an ex officio member. Its duties shall include:

1. Cooperate with other related groups in planning special events (e.g., the Historical Committee on Church anniversaries and commemoration).
2. Consult with the Food Services Director in implementing plans for receptions and socials on special Church-wide occasions such as staff anniversaries or social hours honoring guest program personnel.
3. Advise the Assistant Pastor-Administrator regarding budget proposals.

Section 16: Insurance Committee

This committee shall consist of three (3) members and shall be assigned to the Pastor or his ministerial designee. Its duties shall include:

1. Maintain a program of insurance on all Church facilities that will be adequate and see that such a program is properly budgeted to prevent undue strain on the Church budget in any given year.
2. Assure that the Church is properly protected through means of insurance in matters of liability.
3. Maintain insurance to protect against financial loss in the handling of Church funds.
4. Select the carriers for all insurance coverage, following a complete study of similar plans for each type of coverage.
5. Advise the Pastor, Deacons and Finance Committee regarding budget proposals.

Section 17: Life Enrichment Center Committee

This committee shall consist of seven (7) members and shall be assigned to the Pastor or his ministerial designee. Its duties shall include:

1. Define and update the mission of the Life Enrichment Center (“LEC”).
2. Develop and coordinate programs and activities to be held in the LEC.
3. Coordinate the scheduling of programs and activities to be held in the LEC. Further, this committee shall have the sole responsibility for scheduling at the LEC.
4. Work in conjunction with the Pastor in evaluating programs and activities held in the LEC.
5. Coordinate overall maintenance and general upkeep of the LEC.
6. Develop budgets for all such programs and activities.
7. Follow the approved Church policies in requesting and obtaining financial and other resources to be used in specific programs and activities.

Section 18: Lord’s Supper Committee

This committee shall consist of three (3) men and three (3) women and shall be assigned to the Pastor or his designee. Its duties shall include:

1. Prepare the Lord’s Supper and the memorial table.
2. Recommend the purchase of supplies and service utensils as needed.
3. Arrange to have materials properly stored and cleaned after each observance of the Lord’s Supper.
4. Advise the Pastor at budget planning time regarding budget needs.

Section 19: Main Street Mission Committee

This committee shall be assigned to the Pastor or his Ministerial designee. The Pastor of the Main Street Mission (“MSM”) shall serve as an *ex officio* member of this committee. Its duties shall include:

1. Define and periodically update the mission of the MSM.
2. Develop and coordinate programs and activities to be held at the MSM in conjunction with the MSM Pastor.
3. Work with the MSM Pastor to coordinate scheduling of programs and activities to be held at the MSM, to include all Sunday worship services and Wednesday night services and activities.
4. Work in conjunction with the MSM Pastor in evaluating programs and activities at the MSM.
5. Coordinate overall repairs, maintenance and general upkeep of the MSM and make recommendations to the Deacons and the Finance Committee on funding and budgetary needs.
6. Work with the MSM Pastor to develop an annual budget for all programs, activities and necessary expenses to be presented to and approved by the Deacons and the Church.
7. Conduct a search for a new MSM Pastor in event of a vacancy in such position and present such report to the Deacons and Church members.
8. Receive periodic reports from the liason member of this committee serving on the Missions Committee as per Section 24 below.
9. Assist the MSM Pastor in the preparation and presentation of periodic reports to the Deacons and Church membership regarding the MSM’s ministries, programs, activities and financial condition and budgetary needs.

Section 20: Media Ministry Committee

This committee shall have three (3) members, one of whom shall be the Media Director, who shall have full voting rights. This committee shall be assigned to the Pastor or his Ministerial designee. Its duties shall include:

1. Promote the use of media ministry through informing Church members of those media services available.

2. Coordinate the recording of Church services, special services, advertising, programming or any other events as authorized by the Pastor or Ministerial Staff, and maintaining easily reviewable files.
3. Promote the use of media in ministry outreach.
4. Assist in the enlistment of additional volunteers to operate and maintain media equipment.
5. Keep records of all expenses and the use of equipment and recordings in any medium.
6. Serve in an advisory capacity to the Finance Committee in submitting budget proposals.
7. Review and update policies and procedures related to the upkeep and use of equipment.

Section 21: Missionary Residence Committee

This committee shall have three (3) members and shall be assigned to the Pastor or his Ministerial designee. Its duties shall include:

1. Serve as a selection committee for missionary families who will occupy the home. When possible, reservations should be made three years in advance.
2. Be responsible for the regular review and revision of "Guidelines for use of the Missionary Home."
3. Provide statements of policies and guidelines for prospective missionary residents and discuss the policies and guidelines with the selected family.
4. Act as liaison between the Church and the missionary family to discuss any issue that may not be included in the policies and guidelines.
5. Inspect the home before and after its occupancy.
6. Assess needs for the upkeep or improvement of the home and request necessary improvement of the home.

7. Request and advise staff of the necessary budgetary funds required for maintenance and replacement items.

Section 22: Missions Committee

This committee shall be assigned to the Pastor or his Ministerial designee. One of the members shall be a volunteer from the Main Street Mission and one other member shall be a volunteer working with International Ministries. The Directors of Men and Boys Ministry and Women's Missionary Union shall be ex officio members. Its duties shall include:

1. Coordinate the local mission programs in conjunction with the mission organization and appropriate committees.
2. Work in conjunction with the Pastor in planning, carrying out and evaluating direct mission projects, home and foreign.
3. Establish and maintain the necessary communications with the Associational Mission Committee in order to cooperate on community-wide efforts.
4. Advise the Pastor regarding the Church's financial participation in missions through the budget.
5. Follow the approved Church policy in requesting and obtaining financial and other resources to be used in specific mission projects.

Section 23: Money Counting Committee

This committee shall be comprised of four (4) teams of four (4) members each. Neither a Church staff member (whether professional or non-professional) nor the Church Treasurer shall serve on this committee. All members of this committee shall be Church members. Each team is to serve two (2) one (1) month terms as money counters each year.

This committee shall follow all written policies and procedures previously or subsequently enacted with regard to the handling of Church receipts after worship services. Any proposed changes or amendments to such policies and procedures shall be approved by the Church following presentation of the proposed changes to the Deacons for consideration and discussion.

Section 24: Nominating Committee

This committee of six (6) members shall be nominated by the Committee on Committees and elected by the Church membership during the month of June, with the terms of its membership beginning on July 1st. This committee shall periodically bring to the Church nominations for the following offices or positions as the below stated times:

<u>Month</u>	<u>Position or Office</u>
July	<ul style="list-style-type: none"> (1) Men and Boys Ministry Director (2) W.M.U. Director
August	<ul style="list-style-type: none"> (1) Sunday School and Christian Training general officers (2) Sunday School and Christian Training teachers (3) Mission organization workers
September	<ul style="list-style-type: none"> (1) Church Treasurer (2) Men and Boys Ministry officers (nominated by their nominating committee) (3) W.M.U. officers (nominated by their nominating committee) (4) Graded choirs leadership (nominated by the Minister of Music)

This committee shall also bring additional recommendations for the above listed officers, teachers, and Church workers during the year as vacancies occur, or for other positions as requested by the Pastor or the Church.

The terms of the membership of this committee shall be staggered, with one-third (1/3) of the committee replaced each year. In order to determine the length of such staggered terms to be initially applied to the terms of those existing committee members serving at the time of adoption of these first amended and restated bylaws, the current membership shall seek through prayerful cooperation to determine among themselves the term of each member, whether one, two or three years. If the committee members cannot agree on such membership terms, they shall determine their staggered terms through a random drawing process.

Section 25: Personnel Committee

This Committee shall be nominated by the Committee on Committees and elected by the Church membership during the month of July, with their terms beginning on

September 1st. This committee shall be assigned to the Pastor or his Ministerial designee. Its duties shall include:

As to Non-Ministerial Staff:

1. Receive from the Pastor or assigned supervising Minister, the recommended job description and supporting information regarding the position, including salary and benefits.
2. Approve the job description and salary and benefits (with supporting data) or suggestions as to modifications. Financial matters will be decided in cooperation with the Finance Committee.
3. Advertise for qualified and competent candidates (if the committee feels it is prudent to do so).
4. Screen and rank the submitted resumes of applicants or candidates as viable candidates submitted by the Pastor, assigned supervising Minister or Church member.
5. Interview the best applicant(s) or candidate(s) along with the Pastor, or assigned supervising Minister.
6. Following the interview of the applicant(s) or candidate(s) and after evaluating their responses, the Pastor, or assigned supervising Minister, will consult with the Personnel Committee prior to extending the candidate a formal invitation to join the Church non-ministerial staff. Final financial arrangements will be approved by the Personnel Committee in consultation with the Finance Committee. In all instances, the committee shall report any and all action to the Deacons at their next scheduled meeting.

The respective terms of the membership of this committee shall be staggered, with one-third (1/3) of the committee replaced each year. In order to determine the length of such staggered terms to be initially applied to the terms of those existing committee members serving at the time of adoption of these first amended and restated bylaws, the current membership shall seek through prayerful cooperation to determine among themselves the term of each member, whether one, two or three years. If the committee members cannot agree on such membership terms, they shall determine their staggered terms through a random drawing process.

As to Ministerial Staff

1. Work in conjunction with the applicable search committee regarding the job description and supporting information regarding the position, including salary and benefits for such minister.
2. Work in conjunction with the Finance Committee regarding salary and benefit packages for the minister.
3. As with the non-ministerial staff, the committee shall report any and all action to the Deacons at their next scheduled meeting.

The committee shall also have the responsibility for the adoption and approval of appropriate and prudent policies and procedures affecting the Church staff.

Section 26: Prayer Ministry Committee

This committee shall be assigned to the Pastor or his Ministerial designee. It shall meet monthly for prayer and intercession for the Church leadership and family. Recognizing that Prayer is the foundation for a healthy and vital church, this committee will emphasize prayer and promote corporate prayer opportunities within the Church and in conjunction with other scheduled or special activities . Its duties shall include:

1. Oversight and promotion of the Prayer Room Ministry;
2. Enlistment of a Prayer Room Coordinator, who shall serve on this committee;
3. Planning of special events and emphases, such as a special day of prayer, all night prayer, home prayer meetings and prayer walks.
4. Development of an emergency prayer chain.
5. Such other duties as may be reasonably requested by the Ministerial Staff.

Section 27: Property Acquisition Committee

The Property Acquisition Committee is created with the mission of guiding the long term property needs of First Baptist Church. In doing so, this committee will seek to remain abreast of opportunities to purchase properties that are contiguous or in close proximity to the current campus that might benefit the church in expanding its holdings for future ministry needs. In addition, the group will work with the staff and other committees in the church to determine if the ministry outreach of the church may require

investments in other property apart from the main campus. This committee will also make recommendations on the disposition or use of any property donated to the church.

The Property Acquisition Committee shall be composed of the following members: one member from the current deacon body, one member from the current finance committee, a church member at large with a real estate background, and one staff member as appointed by the pastor. Any prospective acquisitions shall be reviewed and researched by church legal counsel.

The Property Acquisition Committee will meet on an as needed basis, but at least on a semi-annual basis and report to the church on any purchase recommendations as they arise.

Section 28: Safety and Security Committee

This committee shall be responsible for implementation and oversight of safety and security procedures for people, buildings and equipment for all programs (educational and worship services, Day School, and other activities) held in or on the grounds of the Church. The committee should work in conjunction with the Building & Grounds and Day School and Pre-School Committees as deemed appropriate in assessing needs and risks and in making and implementing recommendations to address areas of concern. The committee is responsible for staffing and scheduling security personnel for ongoing Sunday and Wednesday activities as well as for special events. The committee may enlist such other volunteers as deemed necessary to ensure safety and security on the Church campus.

Section 29: Scholarship Committee

This committee shall have three (3) members and shall be assigned to the Pastor, or his Ministerial designee. Its duties shall include:

1. Formulate and establish guidelines and criteria for the award of all scholarships as to number, amount and qualifications of recipients.
2. Consider all applicants from the Church membership and award scholarships to Louisiana College according to the committee guidelines.
3. Recommend to the Pastor or the Ministerial designee budgetary allotments for the Louisiana College Scholarship Fund.
4. Publicize the scholarship program so that all eligible Church members may know about scholarships available.

5. Keep the Church membership informed of memorial opportunities in the scholarship fund and the amounts that are donated to the fund during the year.
6. Notify the recipients, the College receiving funds and the Church membership of the scholarship awards.

Section 30: Search Committee(s)

In the event of a vacancy in the office of Pastor (“whether Interim or Permanent”) or other Ministerial Staff members (Interim or Permanent) and the Church desires to fill such position, a search committee shall be nominated by the Committee on Committees consisting of seven (7) active members. The Pastor Search Committee shall be both nominated and elected by the Church Membership. Search Committees for other Ministerial Staff shall be nominated by the Committee on Committees and elected by the Church Membership. The composition of such *ad hoc* committee shall be as follows:

1. One (1) male member under forty-five (45) years of age;
2. One (1) female member under forty-five (45) years of age;
3. The person between the ages of forty-five (45) years and sixty-five (65) years of age receiving the highest votes;
4. One (1) additional male member between the ages of forty-five (45) and sixty-five (65);
5. One (1) additional female member between the ages of forty-five (45) and sixty-five (65);
6. One (1) male member over the age of sixty-five (65); and
7. One (1) female member over the age of sixty-five (65).

Such *ad hoc* search committees shall work in conjunction with the Pastor, Ministerial Staff, Finance Committee and Personnel Committee and Deacons in the interview stages prior to making any recommendations to the Church.

Section 31: Vehicle Committee

This committee shall be assigned to the Minister of Youth and Activities. Its duties shall include:

1. Assist in the care and upkeep of the Church vehicles.

2. Plan and coordinate the use of Church vehicles.
3. Review periodically the guidelines for the use of the vehicles and assist in the enforcement of these policies.
4. Work with the Minister of Youth and Activities in budget proposals.

Section 32: Wedding Committee

This committee shall be assigned to the Pastor or his ministerial designee. Its duties shall include:

1. Formulation and periodic review of the Wedding Manual and evaluate for any necessary changes, adjustments or updates. No policy change shall be made without the agreement of the designee and Deacons.
2. Be advised by the Church staff of any scheduled wedding and be available to meet with the wedding party at an early date.
3. Prepare a brochure or information sheet to give to the wedding party that will be instructive as to all rules and regulations.
4. Meet with the wedding director at the appropriate time.
5. A member of the committee shall be present at the rehearsal and wedding to handle questions as they relate to use of Church property and compliance with Church policy.

Section 33: Youth Committee

This committee shall be assigned to the Minister of Youth and Activities or such other similar title. In the event that there is a vacancy in the office of Minister of Youth and Activities, this committee shall be assigned to the Pastor or his Ministerial designee. Its duties shall include:

1. Formulate and periodically review policies concerning the youth program of the Church.

2. Serve as an advisory committee to the Minister of Youth and Activities in budget proposals.
3. Work in conjunction with the Youth Council and Minister of Youth and Activities in planning, evaluating, and carrying out activities planned for youth.
4. Meet separately with the Youth Council as specific needs demand.

Section 34: Other *Ad Hoc* Committees

Other *ad hoc* committees may be formed from time to time to address particular issues or concerns relating to church governance and operation. Such other *ad hoc* committees shall report directly to the body or committee that requested the formation of such ad hoc committee.

ARTICLE V

CHURCH PROGRAM ORGANIZATIONS

Section 1: General Overview

The Church shall maintain programs of Bible teaching (Sunday School), Discipleship Development and Training, Church leader training, new member orientation; mission education, action and support; and Church music education, training and performance. All organizations related to the Church programs shall be under Church control, all officers being selected by the Church and report regularly to the Church, and all program activities subject to Church coordination and approval. The Church shall provide the human, physical and financial resources for the appropriate advancement of these programs, to-wit:

Section 2: Sunday School

The basic responsibility of Sunday School is Bible teaching and biblical revelation in a way that would reach people for Christ, increase Church membership, and aid in the interpretation of information pertaining to the Church and denomination.

The Sunday School shall be divided into departments and/or classes depending upon its size to meet the needs of all ages, and shall be under the direction of a Sunday School Director nominated by the Nominating Committee and elected annually by the Church, to serve until a successor is elected.

Section 3: Discipleship Development and Training

The Church shall maintain programs of Discipleship Development and Training in order to train Church members to perform the functions of the Church; train Church leaders; orient new Church members; teach Christian theology, ethics, history, and Church polity and organization; and provide and interpret information regarding the work of the Church and denomination.

Discipleship Development and Training seminars and classes shall be organized for all ages and conducted under the direction of a general director nominated by the Nominating Committee and elected by the Church, to serve until a successor is elected.

Section 4: Women’s Missionary Union

The Women’s Missionary Union (“WMU”) shall be the mission education, mission action, and mission support organization of the Church for women, young girls, and preschool children. Its tasks shall be to teach missions; engage in mission action; support world missions through prayer and stewardship; and provide and interpret information regarding the work of the Church and denomination. The WMU shall have such other officers and organizations as the program requires.

Section 5: Men and Boys Ministry

The Men and Boys Ministry shall be the mission education, mission action, and mission support organization of the Church for men, young men, and boys. Its tasks shall be to teach missions; engage in mission action; support world missions through prayer and stewardship; and provide and interpret information regarding the work of the Church and denomination. The Men and Boys Ministry shall have such other officers and organizations as the program requires.

Section 6: Church Music Ministry

Church music, under the direction of the Church-elected Minister of Music, shall be the music education, training, and music in worship organization of the Church. Its tasks shall be to teach music, train persons to lead, sing, and play music; provide music in worship in the Church and community; and provide and interpret information regarding the work of the Church and denomination. The Church Music Ministry shall have such officers and organization as the program requires.

ARTICLE VI

CHURCH ORDINANCES

Section 1: Baptism

This Church may receive for baptism all persons who have received Jesus Christ as their Savior by personal faith, who profess Him publicly at any worship service, and who indicate a commitment to follow Christ as Lord. Baptism shall be by immersion in water. The Pastor, or whomever the Church shall authorize, shall administer baptism. The Baptism Committee shall assist in the preparation for and the observance of baptism. Baptism shall be administered as an act of worship during any worship service of the Church. Persons approved by the Church for baptism are not added to the Church membership until baptized.

Section 2. Lord's Supper

This Church shall observe the Lord's Supper at least once each quarter. The Pastor and Deacons shall administer the Lord's Supper. The Lord's Supper Committee is responsible for the preparations. The Lord's Supper, like baptism, is an ordinance for the assembled congregation, and should not otherwise be observed.

ARTICLE VII

CHURCH MEETINGS

Section 1: Worship Services

The Church shall meet regularly each Sunday morning, Sunday evening and Wednesday evening for the Worship of Almighty God. Prayer, praise, preaching, instruction and evangelism shall be among the ingredients of these services. The Pastor shall direct the services for all Church members and for all others who may choose to attend.

Section 2: Special Services

Revival services and any other Church meetings for the advancement of Church's mission shall be held as recommended by the Pastor and approved by the Church.

Section 3: Regular Business Meetings

The Church shall hold regular business meetings monthly on the last Sunday evening of each month following the Sunday night worship service, unless otherwise scheduled by the Church Council, with respect to which notice of such rescheduled meeting shall be announced at two (2) advance worship services.

Section 4: Special Business Meetings

The Church may conduct called business meetings to consider matters of special nature and significance. The notice of a special business meeting shall be made by the Deacons and shall give notice of the subject, the date, the time, and the place of the meeting; and it must be given by announcement in the Sunday worship service and the Wednesday evening service of the Church immediately prior to the meeting. No business except that for which the meeting was called may be transacted.

A special business meeting may be called by the Deacons or by a written petition signed by not less than one-fourth of the Church members on active membership roll, or as otherwise provided specifically in these Bylaws.

The following Church actions require a specially called business meeting:

1. Purchase or sale of Church owned immovable property;
2. Authorization for architectural or other professional designs, plans and specifications involving the renovation or construction of Church buildings.
3. Erection or construction of Church buildings;
4. Borrowing money where Church real estate or other asset(s) is/are encumbered or secured by a mortgage or other security interest;
5. Amendment of the Church Articles of Incorporation or Bylaws;
6. Calling, hiring and employing a Pastor or any member of the Ministerial Staff;
7. Discharging or terminating of a Pastor or any member of the Ministerial Staff;
8. Increasing the number of members of the Board of Deacons or prescribing their qualifications; or
9. Withdrawal, expulsion or dismissal of a Church member.

Any action contemplated in paragraphs (1) through (9) above must be considered only at a regular Sunday service, or a regular Wednesday evening service of the Church following (1) an announcement from the pulpit of the Church at a regular Church service on Sunday or Wednesday within ten (10) days prior to the meeting at which such action shall be considered and authorized; and (2) notice of the time, place and purpose of the

meeting having been published either twice in the weekly worship guide or once in the bi-weekly church newsletter (Postscripts). Additional notification shall be made by electronic notification.

Any other business of the Church may be conducted by the membership at any regular or special meeting of the membership without prior notice or announcement.

Section 5: Quorum

The quorum consists of those members who attend any regular or special business meeting.

Section 6: Parliamentary Procedure

The most recently revised version of *Robert's Rules of Order* is the authority for parliamentary rules of procedure for all business meetings of the Church.

ARTICLE VIII

CHURCH FINANCES

Section 1: Budget

The Finance Committee, in consultation with the Deacons, shall prepare and submit to the Church for approval an inclusive budget, indicating by items the amount needed and sought for all expenses. Offering envelopes will be provided for members' use.

It is understood that membership in this Church involves financial obligation to support the Church and its mission with regular, proportionate gifts. Consistent with the Finance Committee's obligations pursuant to Article IV, Section 12, such committee shall provide, promote and emphasize financial support through tithes and offerings from the Church members.

Section 2: Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the Church Treasurer, or financial secretary, and be properly recorded on the books of the Church.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Committee.

The Deacons shall be authorized to select and designate such depository or depositories for the funds and securities of the Church as they shall deem proper, upon recommendation of the Finance Committee. All checks, notes, and contracts of the Church, and all orders for deposit or withdrawal of securities from the designated depository or depositories shall be signed by the Church Treasurer or such other persons as are authorized by the Church.

Section 3: Fiscal Year

The Church fiscal year shall be on a calendar year basis (January 1st - December 31st).

ARTICLE IX

AMENDMENTS

Changes in the Bylaws may be made at any business meeting of the Church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting or upon request. Amendments to the Bylaws shall be adopted by two-thirds (2/3) vote of Church members present.

ARTICLE X

OPERATION AND DISSOLUTION

This Church is organized and operated primarily for the purpose of engaging the religious worship or promoting the spiritual development or well-being of individuals. It is to be operated in a way that does not result in accrual of distributable profits, realization of private gain resulting from payment of compensation in excess of a reasonable allowance for salary or other compensation for services rendered, or realization of any other form of private gain.

The Church pledges its assets for use in performing the organization's religious functions. It directs that on discontinuance of the Church by dissolution or otherwise the assets are to be transferred to a charitable, educational, religious, or other similar

organization that is qualified as a charitable organization under Section 501(c)(3), Internal Revenue Code of 1986, as amended.

ARTICLE XI

MISCELLANEOUS

Section 1 - Governing Law. These Bylaws shall be governed by and construed in accordance with the laws of the United States of America and the State of Louisiana, in general, and the Louisiana Non Profit Corporations Act in specific.

Section 2 - Table of Contents and Headings; Exhibits and Schedules. The table of contents and section headings of these Bylaws are for reference purposes only and are to be given no effect in the construction or interpretation of these Bylaws.

Section 3: Severability. If any part or provision of these Bylaws shall be declared invalid or unenforceable under the applicable law by a court of competent jurisdiction, said provision or part shall be ineffective to the extent of such invalidity or unenforceability only, without in any way affecting the remaining parts or provisions of these Bylaws.

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Approved and Adopted: _____, 2012.

Secretary, Board of Deacons

Attest:

Chair, Board of Deacons