

**Constitution and By-Laws  
of  
First Baptist Church of Rosenberg, Texas**

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**CONSTITUTION  
PREAMBLE**

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

**ARTICLE I  
NAME**

This body shall be known as the First Baptist Church of Rosenberg, Texas, located at 1117 First Street, Rosenberg, Texas (hereinafter referred to as the "Church").

**ARTICLE II  
PURPOSE**

The purpose of this Church is to be a dynamic spiritual body of believers which is empowered by the Holy Spirit:

To help people know and do the will of God in their lives;

To provide opportunities for worship of God;

To equip and encourage people to win the lost to Christ in this community and throughout the world;

To enhance fellowship with God and other Christians;

To encourage spiritual growth and to provide opportunities for this through Bible study, worship, and ministry; and,

To encourage and to provide opportunities for members to minister to others in the name of Christ.

### **ARTICLE III STATEMENT OF FAITH**

This Church, believing in the Bible as the inspired word of God and as the authority for faith and practice, and acknowledging its commitment to all the teachings of Jesus Christ, affirms its common faith in adopting "The Baptist Faith and Message", a statement of Articles of Faith adopted by messengers to the Southern Baptist Convention, May 9, 1963.

### **ARTICLE IV POLITY AND RELATIONSHIPS**

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

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

This Church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical, this Church will cooperate with and support the San Felipe Baptist Association, the Baptist General Convention of Texas, and the Southern Baptist Convention.

### **ARTICLE V AMENDING THE CONSTITUTION**

Changes to this Constitution may be made only at a special church conference, to be convened following a Sunday morning worship service, provided that each proposed amendment shall have been first presented in writing by a resident member of the Church during a previous regular or special Church conference. No less than thirty (30) calendar days must elapse between the time a proposed amendment is first presented to the Church and the day on which the Church convenes the special Church conference for the purpose of considering the proposed amendment. Furthermore, no less than two (2) weeks prior to this special Church conference, notice of the proposed amendment(s) shall appear in the weekly Church newsletter sent to each family.

A proposed amendment shall be approved, and the Constitution thereafter amended, if an affirmative vote is received from three quarters (3/4) of the members present at the special Church conference, provided that a quorum is present that represents no less than fifteen percent (15%) of the resident membership of the Church.

# BYLAWS

## ARTICLE I CHURCH MEMBERSHIP

### Section 1. General

This is a sovereign and democratic Baptist Church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this Church.

The membership of this Church shall consist of persons who have made a public confession of their faith in Christ as Savior and Lord; who desire to be numbered among His disciples; and, who are in sympathy with and subscribe to the faith and practices of this Church.

The membership reserves the exclusive right to determine who shall be members of this Church and the conditions of such membership.

The resident membership of First Baptist Church Rosenberg shall be defined as those members for whom we have current membership records. The total membership will equal those resident members, stated above, plus any Non-resident or Inactive members for whom we have current records, as verified by written report. Our current membership records are maintained by our church's computer database.

### Section 2. Candidacy

Any person may offer himself or herself as a candidate for membership in this Church. All such candidates shall be recognized as candidates by the Church at any regularly scheduled Church service and voted on for membership during a regularly scheduled business meeting upon the recommendation of a deacon or ministerial staff member. All candidates for membership should agree to be in sympathy with and subscribe to the faith and practices of the church. Those who are recommended can be presented for membership in any of the following ways:

- (1) After profession of faith in Jesus Christ as Lord and Savior and baptism according to the policies of this Church.
- (2) By the transfer of membership by letter from another Baptist church of like faith and order having previously made a profession of faith in Jesus Christ as Lord and Savior and having been scripturally baptized.
- (3) By a statement of prior conversion experience and scriptural baptism in a Baptist church of like faith and order when no letter is obtainable.
- (4) By recommendation of the pastor and chairman of deacons after investigation determines that a person from a non-Baptist church has made a profession of faith in Jesus Christ as Savior and has had scriptural baptism (baptism by immersion, for believers, to symbolize their salvation experience which had taken place before baptism).
- (5) By proxy, when the persons desiring membership cannot, for valid reasons (such as being permanently disabled, serving in the armed services, etc.), present themselves for membership, they may be represented by a member of their family or by a close friend, provided they have accepted Christ as Lord and Savior and have been scripturally baptized.

- (6) By watch care, when an individual does not wish to become a member of this Church but

desires to be under the spiritual care and nurture of this body of believers. Such an individual may, after consultation with the pastor, present himself or herself to the Church requesting watch care. Those received by watch care have all the rights and privileges of members except they cannot vote on issues before the Church; neither may they hold office nor be elected to serve on committees of the Church. Watch care would apply to individuals in categories such as students, missionaries, or temporary residents.

A favorable three-fourths (3/4) vote of those members present and voting during a regular Church business meeting shall be required to elect such candidates to membership.

### **Section 3. Rights of Members**

- (1) Every member of the Church is entitled to vote at all elections and on all questions submitted to the Church in conference, provided the member is present. No provision will be made for absentee voting.
- (2) Every member of the Church is eligible for consideration by the membership as candidates for elective offices in the Church, with the exception of the office of deacon. (See Article II. Sections 1 - 2.)

### **Section 4. Termination of Membership**

Membership shall be terminated in the following ways: (1) death of the member; (2) dismission to another Baptist church upon the request of letter from that Baptist church; (3) erasure upon the request of the member; (4) proof of membership in another church or denomination; or (5) exclusion by action of this Church.

A church letter is an instrument used by Baptist churches to confirm membership. In no case will a letter of recommendation or dismission be issued to another denomination. It is also not the policy of this Church to grant letters in hand to individuals.

### **Section 5. Discipline**

It shall be the practice of this Church to emphasize to its members that every reasonable measure will be taken to assist any member who becomes an offense to the church and its good name by reason of immoral or unchristian conduct. The pastor, Church staff, and deacons are available for counsel and guidance and will take every reasonable measure to resolve the problem in accordance with Matthew 18:15-17 and Galatians 6:1-2. The attitude of members toward one another shall be guided by concern for reconciliation rather than punishment.

If reconciliation fails, then the pastor and deacons, after investigation and consultation, may bring a recommendation to the Church to consider exclusion of the member. Such Church action must be done in a special Church conference called for that purpose. The chairman of deacons will give the member written notice of why, when, and where consideration of the exclusion action will take place and the member's right to appear and be heard. This notice should be sent to the member to arrive at least fourteen (14) days prior to the consideration of such exclusion action by the Church.

In order for the Church to exclude a member, two thirds (2/3) of the members present and voting must vote in the affirmative for exclusion.

Should the Church vote to exclude a member, the Church clerk will, within five (5) days after action has been taken by the Church, furnish written notice to the excluded member which embodies

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the action taken by the Church and the cause for the action.

All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

## **Section 6. Restoration**

The Church may consider restoring to membership any person previously excluded. This must be requested in writing by the excluded person to the pastor. The pastor and deacons will satisfy themselves that the person has exhibited evidence of repentance and reaffirmed his/her faith in and commitment to Jesus Christ as Savior and Lord. Having done that, the pastor and deacons will recommend to the Church that the excluded person be restored to membership. This will be done at a special Church conference called for that purpose. An affirmative vote for restoration of two thirds (2/3) of the members present and voting will restore membership in this Church and the person will be notified in writing by the Church clerk of the action taken by the Church.

## **ARTICLE II CHURCH OFFICERS, CHURCH STAFF, GENERAL OFFICERS/WORKERS, AND COMMITTEES**

### **Section I. Church Officers**

The officers of this Church shall be the pastor, deacons, clerk, treasurer, and trustees.

#### **1. Pastor**

##### **a. Responsibilities:**

The pastor is responsible for leading the Church to function as a New Testament Church. The pastor shall lead the congregation, the program organization, and the Church staff in the performance of their tasks. The pastor shall be responsible for the supervision of the Church staff, however, he may delegate such responsibility as he may deem necessary and appropriate for effective organization and expedient operation.

The pastor will serve as presiding officer and moderator of the congregation during its business conferences unless he is absent or the business at hand pertains to the pastor.

In that case the chairman of deacons or another deacon officer in his absence will act as moderator.

The pastor is the leader of the pastoral ministries of the Church. As such, he works with the deacons and ministerial staff to lead the Church in performing the following tasks:

- (1) to engage in a fellowship of worship, witnessing, education, ministry, and proclamation;
- (2) to proclaim the gospel to believers and unbelievers;
- (3) to care for the Church's members and persons in the community.

##### **b. Search Committee:**

In the event the office of pastor in this Church becomes vacant, a Search Committee will be selected. That committee will consist of five (5) members in good standing. They will be elected by the Church to seek out under God's leadership a new pastor for the Church. The committee will be chosen by the Church as follows:

- (1) The chairman of deacons will call a special business conference or use a regular scheduled Sunday morning service for the purpose of selecting a Search Committee. The Church shall be given at least one (1) week's notice in the Church's weekly newsletter.

- (2) The committee will consist of three (3) men and two (2) women.
- (3) Each Church member present will be allowed to nominate up to three (3) men and two (2) women who are Church members in good standing.
- (4) The deacon officers will tabulate the nominations and the three (3) men receiving the highest number of votes will be asked to serve, and the two (2) women receiving the highest number of votes will be asked to serve. Should one or more choose not to serve, then the deacon officers will continue to move down the list of nominees until three (3) men and two (2) women have agreed to serve. The names of those selected will be brought to the Church by the chairman of deacons. As soon as convenient, the Church will take action to elect them as the Pastor Search Committee.
- (5) The committee will be limited to one member from a family.

c. Call of the Pastor:

A recommendation by the Search Committee will constitute a nomination to consider a new pastor candidate.

The Search Committee shall only bring one (1) man at a time to the Church for consideration.

The consideration and election shall take place at a special called Church conference for that express purpose. Notice of least one (1) week shall be given of the meeting through public announcement at a regular scheduled Church service or business conference and through the Church newsletter. Election shall be by written secret ballot and shall be administered by the current deacon officers and the chairman of the Search Committee. A quorum shall consist of those Church members present. Absentee voting will not be permitted. An affirmative vote of 80% or more to call the recommended individual will be required in order to extend a call. The person thus elected shall serve until the relationship is terminated at his request or the Church's request.

d. Discontinuance of Service of the Pastor:

The pastor may relinquish the office of pastor or this Church by submitting in writing a letter of resignation. This should be submitted in a regular Church service or business conference and should provide for at least two (2) weeks' notice prior to his actually leaving.

The Church may discontinue the service of the pastor by declaring the office of pastor of this Church to be vacant.

Such action will be considered at a special conference called for that purpose by giving at least one (1) week written notice to the resident Church membership through the Church newsletter or other appropriate means. This meeting will only be called when:

- (1) a majority vote of the deacon body after having met with the pastor to try to resolve existing grievances against the pastor and this effort failed, or
- (2) a petition of Church members is presented to the deacons stating their grievances.

The petition must contain a minimum of one quarter (1/4) of the resident Church membership as certified by the Church clerk. The deacons will meet with the pastor to try to resolve any grievances, as evidenced by a majority of the deacons present and voting, would bring the matter to the Church for consideration. Christian love and patience should pervade these deliberations.

The chairman of deacons or another deacon officer, in the absence of the



chairman, shall act as moderator of this meeting. The pastor shall not serve as moderator for this meeting. The vote to declare the office of pastor vacant shall be by written ballot. An affirmative vote of two thirds (2/3) of the Church members present and voting shall be required to declare the office of pastor of this Church vacant.

The Church will compensate the pastor with not less than one sixth (1/6) of this total annual base salary compensation, except when he was an offense to the Church due to immoral conduct. Termination shall be immediate and any due compensation shall be paid in regular pay increments over the prescribed period. The deacons shall recommend the severance package to the Church for approval at the time action is taken.

The pastor and the Church, by mutual consent, may reduce or dispense with the requirements of notice of resignation or termination.

e. Interim Pastor:

The Outreach Ministry Team shall be charged with the responsibility to fill the vacated pulpit through either:

- (1) bringing a recommendation to the Church for approval that the Church use an interim pastor and recommend a person for that position with the terms and responsibilities of that interim service, or
- (2) bringing a recommendation to the Church for approval to fill the pulpit with guest preachers for all or part of the interim period.

## 2. Deacons

Deacons are to be men of God who will be servants of the Church in accordance with the New Testament meaning and work and assist the pastor and ministerial staff in performing the pastoral ministries of the Church, including:

- a. Leading the Church to achieve its mission.
- b. Proclaiming the gospel to believers and nonbelievers.
- c. Caring for Church members and other persons in the community.

A. Composition:

1. The active "in service deacon body" shall be composed of an adequate number of deacons as may be determined each year by the deacon officers and pastor after evaluating the church need for "Deacons in Service" for the next year. The pastor and called staff shall be ex-officio members of that body, but cannot be elected to serve as deacons.
2. A category of "Deacon Emeritus" will be available to those deacons beyond the age of 70 or to any who might not be able to serve in a full capacity. The decision to become a "Deacon Emeritus" will be at the deacon's discretion, subject to the approval of the deacon body and Church. A "Deacon Emeritus" will be encouraged to attend deacon meetings and other deacon activities and to share their wisdom and expertise, but will not have a vote on deacon business.

B. Qualifications:

- (1) Each deacon shall meet the moral and spiritual qualifications set forth in the Bible in Acts 6:3 and I Timothy 3:8-13.
- (2) Each deacon shall assume the responsibilities as stated in paragraph 2d after being elected by the Church.

- (3) A deacon shall be 21 years of age or older as of the date he takes office.
- (4) Each deacon shall have been a member of this Church for at least one (1) year prior to taking office with these exceptions:
  - a. Men who join this Church on a profession of faith shall have been a member for at least two (2) consecutive years prior to taking office as a deacon.
  - b. The one (1) year Church membership requirement may be waived by vote of the deacon body for:
    - (1) Former Church members.
    - (2) Former deacons of the Church (reordination would not be necessary).
    - (3) A member who was ordained in another Baptist Church of like faith and order (reordination would not be necessary).
- (5) Each deacon shall be faithful in tithing.
- (6) Each deacon shall abstain from the sale or use of alcoholic beverages and harmful drugs.

C. Deacon Officers:

The officers of the active body of deacons shall consist of:

(1) Chairman:

Duties: Conduct meetings and lead the body of deacons as required; act as Church moderator in the absence of the pastor.

(2) Vice-Chairman:

Duties: Assist the chairman and carry out the tasks as assigned by the chairman including chairing the Deacon Screening and Election Committee.

(3) Secretary/Treasurer:

Duties: Keep minutes of the meeting; keep up with illnesses and deaths, etc. of deacons and their families; receive and disburse money for deacon activities and give a financial status report.

The chairman of deacons shall appoint a nominating committee each year to nominate new officers for the deacon body for the ensuing year. The deacons shall elect their own officers and submit the names to the Church for approval at the business conference. Deacon officers' term of service shall coincide with the designated church year.

The deacon officers shall serve one (1) year terms. No more than two (2) consecutive terms in the same office may be served by any deacon officer.

The chairman of deacons may appoint deacons to serve on other standing or ad hoc committees of the deacon body as required.

The deacon body may enter into special ministry programs as the need arises under the leadership of the deacon officers.

D. Responsibilities:

- (1) Provide spiritual leadership to the Church and pray for the Church and its mission and its needs.
- (2) Be committed to pray for and minister to the Church members as needed.
- (3) Cooperate with, counsel and assist the pastor as needed in all areas of Church and pastoral ministries.
- (4) Consult with the pastor and make joint recommendations to the Church with the pastor on items dealing with discipline of a Church member pursuant to the provisions of the Church Bylaws.
- (5) Consult with the pastor and make joint recommendations to the Church with the

pastor on requests for restoration of membership pursuant to the provisions of the Church Bylaws.

- (6) Consider and make recommendations or comments on items and issues submitted to the deacons for consideration where appropriate.
- (7) Keep informed on all facets of Church life and activities and support them with their presence or prayers.
- (8) Perform such other duties as the Church may designate.
- (9) Regular attendance at stated deacon meetings.
- (10) Maintain a good Christian witness in the Church and community.

#### E. Meetings:

The deacons shall establish a time to meet on a regular basis to prayerfully consider their work and business. They shall meet on at least a monthly basis when possible, or more often when required.

Special deacon meetings can be called by the deacon officers with at least two (2) days' notice in writing or by phone to the deacons in service.

A quorum shall consist of those members present provided it is a regular meeting or prior required notice has been given of a special called meeting.

#### F. Deacon Service, Nomination, Screening and Election:

##### 1. Deacon Term of Service

A Deacon who has been elected to and is serving as a Deacon at First Baptist Church, Rosenberg, shall continue in that office unless his service as Deacon shall cease, as set out in Section G, below.

##### 2. Nomination of Prospective Deacons

(a) Candidates for Deacons shall come from the following groups of men:

- (1) Ordained Deacons not currently serving, but who would serve if qualified and nominated and elected by the Church.
- (2) Men who have not been ordained as deacons but who, if selected and found qualified by the "Deacon Body" would be willing to be ordained and serve if elected by the Church.

(b) "Prospective Deacon" Search Procedure

(1) By January 15th of each calendar year, the Deacon officers and Pastor will determine the number of new Deacons (if any) required to be ordained or elected for that year.

(2) If it is determined that additional Deacons are required, a Five (5) member "Deacon Candidate Search Committee" shall be formed by February 1st and be composed as follows:

(a) Two (2) active church members who are not Deacons and who have been church members for at least one calendar year shall be selected by vote of the Pastor, the Chairman of the Council of Committees, and an active, current member of the Deacon Body selected by majority vote of the Deacon Body.

(b) Three (3) active and current Deacons shall be selected by majority vote of the Deacon Body.

(3) It is the responsibility of the Deacon Candidate Search Committee to publicize within the church its search for men who meet the qualification of Deacon (as set out elsewhere in these By-Laws), to actively solicit input of names from the Church family, and to forward all names it receives to the Deacon Body for screening, as set out elsewhere below.

(4) The Deacon Candidate Search Committee shall complete its task and report its findings to the Deacon Body no later than Thirty (30) days after it has been selected.

3. Deacon Candidate Screening

All names acquired by the Deacon Candidate Search Committee shall be promptly submitted to the Deacon Body which will interview and screen all prospective Deacon candidates. If there are more Deacon candidates than necessary to fill the number of New Deacon positions as previously determined by the Pastor and Deacon Officers, all candidates will still be screened. After all screening is completed by the Deacon Body, the Deacon Body will vote on each candidate by secret ballot. Each candidate which receives a majority vote becomes a qualified candidate and shall be recommended by the Deacon Body to the church for election as Deacon, unless there are more qualified and approved candidates than necessary to fill the required position(s). In that event, those qualified candidates receiving the most votes will be recommended to the church for election as Deacon. Those qualified candidates who are not chosen are eligible for reconsideration during the next Deacon selection period.

4. Election of New Deacons

Any necessary New Deacon Election shall occur on a Sunday morning at the conclusion of the worship service(s) and shall be by secret ballot. Only One (1) vote may be cast per Deacon Candidate, per church member.

- (a) The names of the men who are to be considered by the church as new Deacons shall be published in print and online at least Two (2) Sundays prior to the Sunday designated as Deacon Election Sunday.
- (b) Church members who will be absent on the designated election Sunday may vote by absentee ballot. They shall mark their ballot, place it in an envelope, seal it and sign their name on the outside. Absentee Ballots shall be turned in to the Church office. Absentee balloting for new Deacon election will cease at 5:00 pm Three (3) days prior to the designated election Sunday.
- (c) An affirmative vote of at least Sixty (60%) per cent of the total ballots cast constitutes election as Deacon.
- (d) In the event any of those chosen have not been previously ordained, arrangements will be made for a Deacon Ordination Service as soon thereafter as practical.
- (e) All ballots shall be counted by the Deacon Officers.

G. Cessation of Deacon Service

“Deacon in Service” status will terminate by:

- (1) Moving to another area or moving membership to another church.
- (2) At his own request to the Deacon body and with approval by the church.
- (3) Removal by an affirmative 3/4 vote of the deacons present at a regularly scheduled deacons meeting for failure to fulfill his responsibilities and duties as a deacon, provided a quorum of 51% of the “Deacon Body in Service” is present.
- (4) Upon death.

**3. Church Clerk:**

The Church clerk shall be nominated by the Nominating Committee each year and elected by the Church. Other nominations may come from the Church membership.

The Church clerk shall be responsible for keeping suitable records of all official actions of the Church, including the taking and preparing of minutes of all Church business conferences, regularly scheduled or called. All minutes will be submitted for approval at the next regular business conference. The Church clerk shall be responsible for keeping a register of names of members with dates of admission, death, or erasure, together with a record of baptisms. The clerk shall issue letters of transfer of membership voted by the Church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, except as otherwise provided in these Bylaws. The Church clerk shall be responsible for preparing the annual letter of the Church to the Association. The Church clerk will also be responsible for keeping a copy of the Articles of Incorporation, Constitution and Bylaws, and making sure all amendments to the same are properly incorporated and kept current.

The clerk may delegate some of the clerical responsibilities to a Church secretary who will assist the elected clerk. All permanent Church records are Church property and shall be kept in an appropriate place in the Church office.

#### **4. Church Treasurer:**

The Church treasurer shall be nominated by the Nominating Committee each year and elected by the Church. Other nominations may come from the Church membership. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized persons, all money or things of value paid 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 render to the Church at each regularly scheduled business conference a summary of the receipts and disbursements of the preceding month and have available a detailed report of the same for any Church member. Summary and detailed reports would also be available for any church members in the months the regularly scheduled business conference is not held.

The treasurer, by virtue of the office, is a standing member of the Stewardship Committee.

#### **5. Trustees:**

The Church shall have at least three (3) trustees with a maximum of six (6) as the need may arise.

Trustees shall be deacons in service, appointed by the chairman of deacons, approved by the deacon body, and submitted to the Church for election.

The trustees will serve three (3) years with one or more rotating off each year and an appropriate number of new trustees elected each year by the Church.

The trustees are the legal officers of the Church. They shall hold in trust the Church property. Upon a specific vote of the Church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any Church property. When signatures of trustees are required, at least three (3) trustees shall sign any document involving the sale, mortgage, purchase, or rental of property or other legal documents related to Church-approved matters.

The trustees shall have the sole responsibility to schedule and to rent or approve the use of Church facilities to persons requesting the same as provided under the Church-approved guidelines and policies covering this issue.

The trustees will report to the Church as necessary any actions taken. It may be appropriate from time to time for the trustees to inventory the Church property and correct Church inventory records and maintain the same.

## **Section 2. Ministerial Staff**

The ministerial staff shall be those persons who are called and employed by the Church as the Church determines the need for such staff. A job description shall be written for each ministerial staff person by the Pastor and Personnel Committee and approved by the Church as the need arises. Evidence of a personal call of God to minister shall be manifested in those considered to be called by the Church. Seminary/advanced training is encouraged for ministerial staff.

The call or discontinuance of service of a ministerial staff person will be by the same procedure as for the pastor as spelled out in Section 1 (b), (c), and (d), except it will apply to the staff function under consideration in all aspects. The pastor and chairman of deacons will call a special business conference or use a regularly scheduled Church service to select a Search Committee. The Church will be given one (1) weeks' notice in the Church weekly newsletter, or by any other appropriate means.

## **Section 3. Non-Ministerial Staff**

The Church may as required employ paid non-ministerial staff including, but not limited to, secretaries, administrators, janitorial help, etc. The employment of such personnel is upon the recommendation of the pastor and Personnel Committee and approved by the Church. Job descriptions must be written by the Personnel committee and approved by the Church for each non-ministerial position and a recommendation of salary and benefits must also be approved by the Church. Discontinuance of these jobs and/or the service of the personnel will be left to the discretion of the pastor, appropriate supervisor, and the Personnel Committee.

## **Section 4. General Officers and Elected Workers**

The Church may, as required, elect non-paid general officers and workers of the Church as the need arises, such as directors of organizations, teachers, etc. These will be recommended by the Nominating Committee and elected by the Church. The term of office will be one (1) year. Church members may make other nominations for consideration.

## **Section 5. Committees and Councils**

### **1. Standing Committees and Councils:**

A. The standing committees and councils of the Church shall be those listed in the "Church Policy Manual."

Standing committees and councils may be added by action of the Church at a regular business conference upon the recommendation of the Council of Committees.

Standing committees and councils may also be deleted by action of the Church at a regular business conference upon the recommendation of the Council of Committees.

- B. A Church-approved job description for each of these committees and councils along with the term of service for each of its members will be included in the "Church Policy Manual." The Council of Committees is responsible for the writing and revision of all Committee and council job descriptions, except when otherwise required by these Bylaws. All job descriptions are subject to Church approval at a regular business conference.
- C. The Council of Committees is responsible for nominating church members to serve on all committees, except as otherwise required by these Bylaws. Church members may also make nominations if they so desire. All nominations are subject to Church approval at a regular business conference.

## **2. Non-standing (Ad Hoc) Committees:**

- A. Non-standing committees may be established as needed, except as otherwise required in these Bylaws, on the recommendation of the Council of Committees and approval of the Church at a regular business conference.  
A non-standing committee is one elected to serve for a specific purpose and a defined period of time or until the task is completed.
- B. A job description for a non-standing committee shall be written by the Council of Committees and approved by the Church at a regular business conference except as otherwise required in these Bylaws.
- C. The Council of Committees is responsible for nominating members to serve on non-standing committees, except as otherwise required in these Bylaws. Members may also make nominations. All nominations are subject to Church approval at a regular business conference.
- D. In the event of an emergency situation the pastor/moderator may, upon the approval of the Church, appoint a non-standing committee to investigate and deal with the emergency situation. (Revised October 19, 1997)

## **ARTICLE III. CHURCH PROGRAM ORGANIZATION**

The Church shall encourage programs consistent with its purpose. All organizations related to the Church programs shall be under Church control with all officers being elected by the Church and reporting to the Church, and all program activities subject to Church coordination and approval. The Church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

It is understood that the pastor is an ex-officio member of all organizations under Church control.

All new programs or organizations shall be brought to the Church for approval. A description of the nature and purpose of the program or organization must be furnished.

The educational, music, and youth programs shall be directed by the appropriate ministerial staff and shall have officers and organizations as the programs require.

## **ARTICLE IV.**

## **CHURCH ORDINANCES**

### **Section 1. Baptism**

This Church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith and who has professed Him publicly at any of our worship services, and who has indicated a commitment to follow Christ as Lord.

Baptism shall be by immersion in water and shall be administered as an act of worship during any worship service of the Church.

The pastor, or whomever the Church shall authorize, shall administer baptism.

### **Section 2. Lord's Supper**

The Church shall observe the Lord's Supper as directed by the pastor and ministerial staff, but should be done at least quarterly.

The pastor and deacons shall administer the Lord's Supper with the deacons being responsible for the physical preparation of the elements.

All church members and other believers are invited to participate in the ordinance of the Lord's Supper.

## **ARTICLE V. CHURCH MEETINGS**

### **Section 1. Worship Service**

The Church shall meet Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God through prayer, praise, preaching, instruction, teaching, and evangelism. The pastor will direct the services or cause it to be done. Cancellation of any of these worship services requires prior Church approval except in an emergency situation. Weddings, Revivals, and Funerals are considered Worship Services by First Baptist Church Rosenberg.

### **Section 2. Special Services**

Revival services and any other Church-wide service consistent with the advancement of the Church's objectives and purpose may be held with prior approval of the Church.

### **Section 3. Regular Church Business Conferences**

The Church shall hold a regular church business conference after the evening worship service on the third Sunday of each month unless there is a need to change to another time during the month to avoid a conflict with special activities. The staff will make the decision if a change needs to be made and will give the church at least two-weeks notice. (Revised June 21, 1998)

### **Section 4. Special Church Business Conferences**

The Church may call special business conferences to consider items of special nature and significance. A one (1) week notice must be given for the specially called business conference.

The pastor and chairman of deacons will be responsible for determining the need to call a special



business conference and then calling same. The notice shall be announced from the pulpit and put in the Church newsletter if time permits, or may be given in such a manner that members have an opportunity to know of the meeting. The notice will contain as a minimum the subject to be considered, the date, time and place. Only the item(s) announced from the pulpit and published in the newsletter as noted above will be considered in a special Church business conference.

When emergencies arise requiring immediate attention, the Church may at the next worship service declare itself in conference by unanimous consent. All motions passed by four-fifths (4/5) vote will be valid.

Letters of recommendation for members who join other Baptist churches may be granted and messengers to conventions may be elected at any regularly scheduled service of the church.

## **Section 5. Quorum**

The quorum consists of those Church members who attend the business conference, unless otherwise specified in the Bylaws, and provided it is a stated meeting or one that has been properly called. A simple majority of 50% plus one passes an issue unless otherwise specified in the Bylaws.

## **Section 6. Parliamentary Rules**

The rules contained in the current edition of "Roberts Rules of Order Revised," shall govern all Church business conferences in all cases to which they are applicable and which they are consistent with these Bylaws and any special rules of order the Church may adopt.

# **ARTICLE VI. CHURCH FINANCES**

The Church recognizes God's plan as outlined in the scriptures to be the basic method for financing the program of the Church; that is, that our tithes rightfully belong to God and that we should pay our tithes and offerings into God's storehouse. The means used to bring the truth of the biblical teaching on stewardship to the membership will be the responsibility of the pastor and the Stewardship Committee in order that adequate financing for our Church and its ministries and programs will be accomplished.

The Church shall as a minimum establish an annual budget and proper accounting procedures.

## **Section 1. Budget**

The Stewardship Committee in consultation with the various organizations, committees, and program leaders shall prepare an annual budget for Church approval. The budget will be inclusive and indicate by category and item the amount needed and sought for all local and other expenses including budgeted mission endeavors.

## **Section 2. Accounting Procedures**

A system will be established to ensure that all funds received by the Church shall pass through the hands of the Church Treasurer or Financial Secretary and be properly recorded in the financial records of the Church. A system shall also be established to ensure that all funds disbursed by the Church shall be properly reviewed, approved and recorded. It shall be the

responsibility of the Stewardship Committee to create and maintain those accounting procedures and systems to ensure the proper handling of all Church funds. The Church may choose to bond any and all persons handling Church funds.

### **Section 3. Receipt of Regular Tithes and Undesignated Offerings.**

The Church will receive all regular tithes and undesignated offerings from members and nonmembers given during a regular Church service. Tithes and undesignated offerings may also be received by mail.

### **Section 3A. Receipt of Stocks, Bonds, or other Securities.**

The church will also receive any tithes, offerings, or gifts in the form of stocks, bonds, or other securities when given to the church. A brokerage account will be established by the treasurer so that any securities given to the church can be received, transferred, and sold on behalf of the church by the treasurer. Revenues from the sale will be put into the General Fund of the church if not designated.

Should stocks, bonds, or other securities be given where the proceeds of the sale are designated, then Section 4 of Article VI will apply.

(Section 3A added 10/19/97)

### **Section 4. Receipt of Designated Gifts and Tangible Property**

No designated gift or tangible property will be received by the Church without proper Church approval or the establishing of a Church approved designated fund to receive same.

The Stewardship Committee will be responsible for overseeing the receipt of any designated gifts and the Trustees will be responsible for overseeing the receipt of tangible property. Designated gifts or tangible property of questionable nature, when offered to the Church, will be properly channeled by the Church Treasurer or financial secretary to either the Stewardship Committee or trustees as appropriate for review. The reviewing body will determine whether or not to accept the gift.

(Section 4 revised 10/19/97)

### **Section 5. Special Funds**

Any member or Church group desiring to establish or create a designated or special fund should contact the pastor to request consideration of such a fund. The requesting member should provide information relating to the specific purpose of the proposed fund and anticipated length of time the fund will be needed.

The pastor shall then submit the request and information to the Stewardship Committee for review. After consideration and investigation by the Stewardship Committee, a recommendation will be made to the Church for final action. An annual review of the designated fund will be made by the Stewardship Committee for determination of status and percent completion of the project for which the fund was established.

Upon completion of the goal or purpose of a designated fund, the Stewardship Committee shall review and make a recommendation to the Church for the final disposition of any fund balance.

Designated funds are intended to be used. If there has been no activity in the fund after twelve (12) months, the Stewardship Committee may bring a recommendation to the Church that the fund be discontinued and the funds be used for some other specified purpose. This can be

done only after a two (2) week notice has been given to the Church by the Stewardship Committee in the Church newsletter or by other appropriate means. The Church must then approve with a four-fifths (4/5) majority vote at a regular business conference.

## **Section 6. Review of Church Financial Records and Procedures**

Each year the Stewardship Committee will have the financial records, procedures, and controls of the church reviewed by a church approved “Financial Review Committee” or by a “Certified Public Accountant” retained by the church for that purpose. A written report of all results, findings, or observations of the “Financial Review Committee” or “Certified Public Accountant” shall be made to the Stewardship Committee by May 30 of each year. That written report along with any proposed corrective action that the Stewardship Committee Considers appropriate will be submitted to the church for review at the earliest possible church business conference after May 30.

Upon review by the church of the annual “Financial Records and Procedures Report”, such report will be delivered to the church clerk who will keep and preserve the same as part of the permanent church records of the church.

(Section 6 revised 10/19/97)

## **Section 7. Fiscal Year**

The church fiscal year shall begin on January 1 and end on December 31 of each year.

## **ARTICLE VII.**

### **CHURCH POLICY MANUAL**

It will be the responsibility of the Church secretarial personnel as designated by the pastor to develop, review and maintain a Church policy manual that contains a copy of the current Church Constitution and bylaws and those items referenced in the Bylaws but not an integral part of same, along with other items that are considered to be Church policy by action of the Church.

The Church policy manual shall be kept in the Church office and available for Church members to review.

The manual shall contain the following items but not be solely limited to them:

- Job descriptions and names of current Church employees.
- Job descriptions and current membership of standing and special committees.
- Job descriptions and names of current elected Church leaders.
- Personnel policies for Church employees including salary and benefits.
- Financial policies.
- Office procedures.
- Building use policies
- Organizational Policies (Sunday School, WMU, Brotherhood, etc.).
- Inventory of Church property.

On an annual basis, the designated Church secretary shall send out the sections of the Church policy manual to the appropriate group who administers that section of the policy manual for review and to recommend changes, if appropriate, for Church approval.

Any Church member may recommend changes or additions to the Church policy manual provided that they are presented in writing to the Church along with the reason for the change, and provided the appropriate Church office, staff member or organization has had an opportunity to review the recommendation prior to presentation to the Church for consideration and approval.

**ARTICLE VIII.  
AMENDMENTS TO THE BYLAWS**

The Bylaws of this Church may be amended in the following way.

1. Must be done in a regular business conference.
2. A first notice to amend must have been given at the previous regular business conference. A written copy of the proposed amendment along with an explanation for the proposed change must be provided to the Church at that time.
3. A second notice must be given at least two (2) weeks prior to the regular business conference where action will take place. The second notice must also be in written form and include the proposed amendment and in explanation for the change. This notice can be done in the Church newsletter or other appropriate means.
4. Approval of the amendment must be by a two-thirds (2/3) majority of those Church members present and voting.
5. Notice of any approved change will be recorded by the Church clerk and included in the minutes and attached to the Constitution and bylaws. A notice of such action will be put in the Church newsletter within one (1) week after the action has been taken by the Church.

**ARTICLE IX.  
PRECEDENCE**

Should a conflict arise between a Church policy and these Bylaws as approved by the Church, then the Bylaws will take precedence and govern.