

## **INTRODUCTION**

The Constitution and By-Laws of First Baptist Church, Quitman, Texas, were revised by the Policies and Procedures Team during 2009. The revised document is here. The revisions were made available to the Church on June 7, 2009. The church discussion was during the regular business meeting on June 21, 2009. The revision was voted on in church conference on July 12, 2009. The official copy will remain on file in the pastor's study.

The original Constitution and By-Laws are on file in the archives of the First Baptist Church Media Center.

# **CONSTITUTION AND BY-LAWS**

## **OF THE**

### **FIRST BAPTIST CHURCH**

#### **QUITMAN, TEXAS**

**THE CONSTITUTION AND BY – LAWS  
FIRST BAPTIST CHURCH QUITMAN, TEXAS**

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## **PREAMBLE**

We declare and establish this Constitution to preserve and secure the principles of our faith and to govern the Church in an orderly manner while pursuing its ministry. This constitution will guide this Church in conducting His ministry locally, nationally, or across all borders as He leads us.

## **I NAME**

This Church will be known as the First Baptist Church of Quitman, Texas.

## **II VISION**

The vision of First Baptist Church is to be a body of believers who are passionate for the presence of God, sold out to the Truth of God, and filled with the Spirit of God as we invest our lives in the ministry of the Gospel of Christ.

## **III MISSION**

Our mission at First Baptist Church is to reach the lost people of this world with the Gospel of Jesus Christ, to teach believers the whole counsel of God's Word, to train those believers to become leaders in Christian ministries, and to then send them out into places of service in the work of expanding God's Kingdom.

## **IV OBJECTIVE**

To be a dynamic spiritual body empowered by the Holy Spirit to teach, baptize and disciple as many people as possible (Matthew 28: 18-20).

To help members realize their spiritual gifts and encourage them to use these gifts in sharing Christ (1 Corinthians 12).

To be a Church whose purpose is to be Christlike in our daily living by emphasizing total commitment to the Lordship of Christ (1 Thessalonians 2:1-13).

To help members grow in the knowledge of God and man through church programs of Bible teaching, training, and education (Acts 2:42-47).

To encourage members to support the ministry of this Church, Harmony-Pittsburg Baptist Association, Southern Baptist of Texas Convention, and the Southern Baptist Convention through personal stewardship (Luke 6:38)

**V**  
**STATEMENT OF BASIC BELIEFS**

We affirm the Holy Bible as the inspired infallible word of God and the basis for our beliefs. This Church subscribes to the doctrinal statement of The Baptist Faith and Message

as adopted by the Southern Baptist Convention in 2000. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind and to minister to all. The ordinances of the Church are believer's Baptism and the Lord's Supper.

**VI**  
**CHURCH COVENANT**

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Lord and Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love, to strive for the advancement of this Church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, doctrines, and discipline; and to contribute cheerfully and regularly, as God has prospered us, toward its expenses, for the support of a faithful and evangelical ministry among us, the relief of the poor, and the spreading of the Gospel through the world. In case of a difference of opinion in the Church, we will strive to avoid a contentious spirit, and if we cannot unanimously agree, we will cheerfully recognize the right of the majority to govern.

We also engage to maintain family and personal devotions; to study diligently the Word of God; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; and to be just in our dealings, faithful in our engagements, and exemplary in our deportment, endeavoring in the purity of heart and good will towards all men to exemplify and commend our holy faith. We pledge as a Church and to each other to take a stand against deeds of the flesh and to live according to the fruits of the spirit according to Galatians 5:19-26.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to exhort and encourage each other unto every good word and work; to guard each other's reputation, not needlessly exposing the infirmities of others; to participate in each other's joys; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay; and to seek to live to the glory of God, who hath called us out of darkness into His marvelous light.

We moreover engage that when we remove from this place we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's word.

**VII  
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 II of the By-laws).

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

This Church is subject to the control of no other ecclesiastical body, but it enjoys mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical, this Church will, in a democratic sense, cooperate with and support the Harmony-Pittsburg Association, the Southern Baptist of Texas Convention and the Southern Baptist Convention.

**VIII  
AMENDMENTS**

Changes in the Constitution 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 Constitution shall be adopted by receiving the affirmative vote of two-thirds (2/3) vote of the active Church members present at a business meeting.

A quorum will constitute fifty (50) members present.

The undersigned certifies that the foregoing Constitution of the Corporation was duly adopted by the Corporation on July 12, 2009.

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James Nickell, Pastor

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Keith Haisten, Chairman of Deacons

## **BY – LAWS**

### **FIRST BAPTIST CHURCH OF QUITMAN, TEXAS**

#### **PREAMBLE**

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

#### **ARTICLE I**

##### **NAME AND PURPOSE**

###### **SECTION 1. NAME:**

The name of the Church shall be First Baptist Church Quitman, Texas. The Church is the corporate successor of the unincorporated Church organized on November 16, 1850.

###### **SECTION 2. PURPOSE**

The Church is formed to support public worship of God and to proclaim the gospel of Jesus Christ through such ministries as may be determined by the Church.

#### **ARTICLE II**

##### **CHURCH GOVERNMENT AND MEMBERSHIP**

###### **SECTION 1. GOVERNMENT**

This Baptist Church is an autonomous Church under the Lordship of Jesus Christ. The membership reserves the exclusive right to determine who shall be members of this Church and the condition of such membership. This Church is a democracy, its authority vested in the members. Every active member has the right to a voice in the Church’s government, plans and discipline. The Church is subject to the control of no other ecclesiastical body, but enjoys mutual counsel and cooperation with other churches of like faith and order. However, insofar as practical, this Church shall cooperate with the Harmony-Pittsburg Baptist Association, the Southern Baptist of Texas Convention and the Southern Baptist Convention.

###### **SECTION 2. CANDIDACY**

Persons shall be received into membership by majority vote of the church members present. Candidates shall be presented to the Church at any regular church service for membership in any of the following ways.

- (1) By Faith and Baptism:** Upon a profession of faith, candidates for baptism are examined and can be approved at any regular service. It is expected that approved candidates will be baptized at the earliest time after their approval. They are not enrolled as members of the Church until after their baptism.

- (2) **By Letter:** Applicants for membership by letter are received, as a rule, upon promise of their letter from another Baptist church. It is expected that these applicants shall have been scripturally baptized after conversion, by immersion and in response to salvation rather than for salvation. In case this expectation has not been fulfilled, the pastor will be expected to make recommendations to the Church before the letter is ruled upon.
- (3) **By Statement:** When church letters cannot be obtained because of loss of records or similarly unavoidable circumstances, applicants are received upon their own statement, affirming that they have received Jesus as their Savior, that they have been scripturally baptized by immersion after their conversion. that their baptism was a testimony of their faith and not a part of their salvation, and that they were previously church members.

### **SECTION 3. RIGHTS OF MEMBERS**

- (1) Every member who is sixteen years or older and is on the active membership roll is entitled to one vote at all elections and on all questions submitted to the Church in conference, provided the
- (2) Member is present or by provisions made by the Church for absentee balloting.
- (3) Every member on the active membership roll is eligible for consideration by the membership as a candidate for elective offices in the Church.
- (4) Every member of the Church may participate in the ordinances of the Church as administered by the Church.

### **SECTION 4. WATCH CARE MEMBERS**

Any person who wishes to join the fellowship of the Church, but does not wish to be placed on the membership rolls, can become a watch care member. Such membership is usually of short term duration and is for fellowship and guidance only. A watch care member may not vote or hold an office in the church.

### **SECTION 5. TERMINATION OF MEMBERSHIP**

Membership shall be terminated in the following ways:

- (1) Death of the member
- (2) Dismissal to another Baptist church
- (3) Exclusion by action of this Church
- (4) Removal by request
- (5) Proof of membership in a church of another denomination

## **ARTICLE III**

### **CHURCH OFFICERS, STAFF AND COMMITTEES**

All who serve as officers and staff of the Church and those who serve on Church Committees shall be members of this Church.

## **SECTION 1.**

## **CHURCH OFFICERS**

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

### **1. PASTOR**

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

The pastor is leader of pastoral ministries in the Church. As such he works with the deacons and church staff to: (1) lead the Church in the achievement of its mission, (2) proclaim the Gospel to believers and unbelievers, and (3) care for the Church's members and other persons in the community.

A Pastor Selection Committee shall seek out a suitable pastor, and its recommendation will constitute a nomination. The committee shall bring for consideration of the Church only one name at a time. Election shall be by secret ballot, an affirmative vote of three-fourths of those present being necessary for approval. The pastor, thus elected, shall serve until the relationship is terminated by his request or the Church's request as herein provided. (See Personnel Policies and Procedures Manual, Section IV, C, Resignation, Discipline and Dismissal.)

The pastor may relinquish the office of pastor by giving four weeks' notice or less if the Personnel Committee agrees. The Church may declare the office of pastor to be vacant and the pastor's employment terminated.

### **2. MINISTERIAL STAFF**

The ministerial staff shall be called and employed as the Church determines the need for such offices. A job description shall be written when the need for a staff member is determined.

A Staff Selection Committee shall seek out a suitable candidate, and its recommendation will constitute a nomination. The committee shall bring for consideration of the Church only one name at a time. Election shall be by secret ballot. An affirmative vote of three-fourths of those present shall be necessary for approval. The staff member, thus elected, shall serve until the relationship is terminated by his request or the Church's request as herein below provided. (See Personnel Policies and Procedures Manual Section IV, C, Resignation, Discipline and Dismissal.)

A staff member may relinquish his office by providing his/her supervisor and the chairperson of the Personnel Committee with a four week written notice or a shorter notice period approved by the Personnel Committee.

### **3. DEACONS**

The deacons of the Church shall be ordained to provide spiritual leadership for, and service to, the fellowship of the Church. The deacons are to be servants of the

Church and shall render full assistance to the pastor and staff in ministering to the moral and spiritual needs of the church and community. They shall assist in the preparation for and the observance of the ordinances of Baptism and the Lord's Supper. The deacons shall guard the unity of spirit within the membership. In order to do this properly, they shall set an example for the Church by their regular attendance of its services and organizations, and financial support of the Church and its programs.

As needed, the deacons will recommend to the Church that new deacon candidates be set aside by the Church. The Church shall nominate candidates from a list of eligible candidates that meet the scriptural requirements of Acts 6:1-7 and I Timothy 3:8-13; be a member of the Church for at least two (2) years at the time of nomination; and be at least 25 years of age. Nominees and their families shall be interviewed by a Deacon Screening Committee. A list of men who have been interviewed, that meet scriptural and church qualifications and have agreed to serve will be presented to the Church by the deacons. From the candidates presented, the Church will vote by secret ballot and those candidates receiving an affirmative vote of two-thirds of the members present shall be elected. An ordination service will be planned for the newly elected deacons.

The Church is under no obligation to accept deacons from another church. However, upon examination by the deacons, previously ordained deacons from another church of like faith and order, who have completed at least a six-month resident membership and who have agreed to serve may be presented to the Church for majority approval at a regularly scheduled business meeting.

Deacons shall arrange for regular meetings and elect annually a chairman, vice chairman, and a secretary and committees as are necessary for the discharge of their duties. The pastor or deacon chairman may call the deacons into special session whenever the need arises.

Deacons may be placed on inactive status by submitting a written request to the deacon chairman. The request will be read and considered at the next regularly scheduled Deacon's meeting. A deacon on inactive status must make a written request to the deacon membership expressing the desire to regain active status. After review by the deacon members, a recommendation may be presented to the Church for majority approval at a regular scheduled business meeting.

#### **4. MODERATOR**

The pastor shall serve as moderator, presiding over church business meetings, or upon the pastor's request, the Church shall elect annually a moderator from the membership as its presiding officer. Should a motion involve or relate to the moderator, he/she shall remove himself/herself and a temporary moderator be appointed. If the moderator has knowledge in advance that he will be absent, he will appoint a temporary moderator. In the absence of both, the clerk shall call the Church to order and preside for the election of an acting moderator.

The Moderator must maintain a neutral position while presiding. If he wishes to debate a question under consideration, he should ask an assistant to preside.

## **5. CHURCH CLERK**

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 therein 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 church secretary shall be responsible for keeping a register of names of members with dates of admission, dismissal, death, or removal, 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 the By-laws. The clerk shall also work with the moderator in preparation of an agenda for Church business meetings. All church records are church property and shall be kept in the church office.

## **6. CHURCH TREASURER**

The Church shall annually elect 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, account for, 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..

The treasurer shall serve on the Budget & Finance Committee to develop and recommend to the Church adequate policies and procedures related to receiving, accounting, disbursing, and reporting church monies. The financial secretary will maintain members' records of contributions and provide annual reports of the same.

The treasurer shall not be elected to any of the Budget and Finance Committee elected positions.

## **7. TRUSTEES**

The Church shall elect three or more trustees to act for the Church in legal matters who shall serve until successors are elected. They shall hold the Church property in the corporate name of the Church. Upon specific vote of the Church authorizing each action, they shall be authorized to execute all legal papers and transactions of the church, but not otherwise. When the signatures of Trustees are required, any two or more shall act as legal representatives in any legal action involving the sale, mortgage, purchase, or rental of property, or other legal documents related to Church approved matters. They are to protect church property in any way necessary.

## **SECTION 2. NON-MINISTERIAL STAFF**

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

Upon instruction from the Church, 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 consideration of related committees of the Church.

## **SECTION 3. CHURCH COMMITTEES**

Church committees are a valuable resource in carrying out God's work. Committees must pray for the Holy Spirit's guidance. Committees which function properly save time for the congregation, utilize each member's spiritual gifts, develop members as Christians, broaden participation to involve as many people as possible, and improve communication in our Church. These committees are responsible for carrying out the policies established by the Church. Because of a committee's knowledge of certain needs, the committee may recommend that the church adopt certain policies.

Committee members should accept the responsibility of serving, realizing that the strength and effectiveness of their committee is diminished if they are not in attendance.

Committee members may resign or be replaced if they are unable to faithfully complete their commitment. This may be done by communication with the committee chairperson, chairperson of the Committee on Committees or with the staff liaison for that committee.

1. The power of the committee is advisory and suggestive only. The Church will take final action on every committee recommendation.
2. All committees should meet regularly as deemed necessary. Either the chairperson or ministerial staff may call the committee meeting. The chairperson assumes the responsibility of notifying members of the committee meeting.
3. The chairperson is responsible for reporting the work and the recommendations of their particular committee.
  - a. A committee may sometimes report its findings and recommendations to the deacon body before they are presented to the church.
  - b. The chairpersons of the various committees should report from time to time to the church on the progress of their work.
  - c. Every member of a committee shall be an active member of First Baptist Church.
4. All committees shall vote, to approve or disapprove, every issue that is sent to the committee. A statement of disposition shall be sent to the originator.
5. The ministerial staff shall serve as ex-officio members of every committee, with one staff member assigned to each committee in the capacity of an advisor. They shall have every right that a committee member has except voting.

6. The first meeting of each committee shall take place within one month after election of the committee.
7. Each committee shall maintain minutes of meetings, and a copy shall be filed in the church office.
8. The Committee on Committees shall recommend members to fill vacancies that occur during the year. The chairperson of the Committee on Committees shall be notified at once when a vacancy occurs.

The Church has the following committees:

1. Budget and Finance
2. Committee on Committees
3. Insurance
4. Personnel

The Church shall appoint temporary committees as needed for special purposes not covered by standing committees. It shall be the duty of the Committee on Committees to review the responsibilities of committees and to suggest such changes as they deem necessary. Such changes shall be recommended to the Church for approval. The Committee on Committees shall also have the responsibility of communicating the duties of each committee to that elected committee.

#### **SECTION 4. CHURCH TEAMS**

Church teams differ from committees in two important ways. (1) Teams are composed of volunteers who have a passion for what the team is doing and a sense of call to serve the Lord according to their spiritual gifts. (2) Committees are generally decision making bodies that discuss and make recommendations; teams are ministering bodies doing a particular ministry. Teams meet needs.

Team members should accept the responsibility of serving, realizing that the strength and effectiveness of their team is diminished if they are not in attendance. Team members may resign if they find themselves unable to faithfully complete their commitment.

Church teams are a valuable resource in carrying out God's work. Teams must pray for the Holy Spirit's guidance. Teams which function properly save time for the congregation, utilize each member's spiritual gifts, develop members as Christians, broaden participation to involve as many people as possible and improve communication in our church.

1. Each team shall faithfully follow the mission statement of the Church.
2. Every member of a team shall be an ACTIVE member of First Baptist Church.
3. Ministerial staff shall be ex-officio members of every team.
4. Each team shall meet in January and plan the work for that year.
5. Each team shall maintain minutes of meetings and file them in the church office.
6. The Committee on Committees shall enlist a coordinator and an assistant coordinator for each team. These will be voted on by the Church each year in December.
7. An individual may be coordinator of only one team at a time.
8. The members of each team may be enlisted by the coordinator of a team, or a church member may volunteer to serve on the team of his/her choice.

9. A team member may serve on as many teams as he/she feels called by God to serve on.
10. A coordinator, an assistant coordinator, or a team member may serve on a team as long as he/she feels led.
11. New teams may be started at any time the need arises.
12. When a coordinator or an assistant coordinator resigns during the year, the chairperson of the Committee on Committees shall be notified at once. The Committee on Committees shall recommend a replacement to the church body for approval as soon as possible.
13. A team may be dropped when the need for it no longer exists.

**The Church has the following teams:**

1. Building and Grounds
2. Caring Hands/Bereavement
3. Church History
4. Counting
5. Greeters
6. Hospitality
7. Library/Media Center
8. Men's Ministry
9. Missions
10. Nominating
11. Nursery/Preschool
12. Policies and Procedures
13. Prayer
14. Recreation
15. Seasonal Decorating
16. Shaw-Phillips Scholarship
17. Technology
18. Transportation
19. Ushers
20. Women's Ministry

## **ARTICLE IV**

### **CHURCH PROGRAM ORGANIZATIONS**

The Church shall maintain programs of Bible teaching, church member training, church leader training, new member orientation, mission education, action and support, and music education, training and performance and such other as the Church may deem wise to sponsor. All organizations related to the church program shall be under church control. All officers being elected by the Church and reporting regularly to the Church and all program activities shall be 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.

#### **1. SUNDAY SCHOOL**

The basic responsibility of the Sunday School is Bible teaching and biblical revelation in a way that would reach people for Christ and 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 on 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.

## **2. DISCIPLESHIP TRAINING**

Discipleship Training shall serve as the training unit of the Church. Its tasks shall be to train church members to perform the functions of the Church, train church leaders, orient new church members, teach Christian theology, Christian ethics,

Christian history, and church polity and organization, and provide and interpret information regarding the work of the Church and denomination.

## **3. WOMEN'S MINISTRY**

The purpose of the Women's Ministry is to provide opportunity for spiritual growth for the women of the Church. They are to work with the education pastor in planning and scheduling Bible studies and in planning and coordinating any women's social events and activities that reflect the mission statement of the Church.

The team will consist of a coordinator and assistant coordinator and the people she enlists to help. Any woman who is a member of the Church may volunteer to serve on the team.

## **4. MEN'S MINISTRY**

The purpose of the Men's Ministry is planning and coordinating opportunities for spiritual growth for the men of the Church. They are to work with the education pastor in planning and scheduling Bible studies and in planning and coordinating any men's events and activities that reflect the mission statement of the church.

## **5. MUSIC ORGANIZATION**

The church music organization, under the direction of the church elected worship pastor, shall be the music education, training, and performance organization of the church. Its tasks shall be to teach music, train persons to lead, sing, and play music and provide music in the Church and community. The church music program shall have such officers and organization as the program requires.

**ARTICLE V**  
**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 Deacon 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.

**SECTION 2. LORD'S SUPPER**

The Church shall observe the Lord's Supper on each fifth Sunday unless otherwise scheduled by the church. The deacons shall prepare and shall assist the pastor in administering the Lord's Supper. All born again, baptized believers are eligible to participate in this church ordinance.

**ARTICLE VI**  
**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 the church's objectives 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 every three months with respect to which notice of such rescheduled meeting shall be announced at two 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 include the subject, the date, the time, and the place of the meeting; it must be given by announcement in each Sunday morning and Sunday evening worship service and the Wednesday evening service of the Church for one week 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 pastor, chairman of the deacons, or as otherwise provided specifically by a written petition signed by not less than one-fourth of the church members on the active membership roll, or as otherwise provided specifically in these By-laws.

#### **SECTION 5. EMERGENCY BUSINESS MEETINGS**

In case of an absolute emergency where time is a factor, a business meeting can be called at any Sunday evening or Wednesday evening service. Such a meeting should not be to decide major issues or to decide a problem that could wait until prior notice could be given to the congregation. When the vote is taken to go into a business meeting without prior notice, seventy-five percent (75%) of the votes cast must be in the affirmative. If twenty-six percent (26%) or more of the votes cast are against going into a business meeting without prior notice, then no business is to be transacted. If there is a question on the vote, a second vote may be taken.

#### **SECTION 6. QUORUM**

The quorum consists of fifty (50) members on the active membership roll who attend any regular or special business meeting. No business shall be conducted without a quorum present.

#### **SECTION 7. PROCEDURE AT MEETINGS**

The 9<sup>th</sup> Edition of Robert's Rules of Order is the authority for parliamentary rules of procedure for all business meetings of the Church unless otherwise provided in this document.

### **ARTICLE VII**

#### **CHURCH FINANCES**

##### **SECTION 1. BUDGET**

The Budget and Finance Committee, the staff, and each of the committees and teams shall submit an estimated amount for their line items. The Budget and Finance Committee will 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 cause with regular, proportionate gifts. Annually there shall be opportunity provided to secure commitments of financial support from the church members.

It shall be the duty of the Budget and Finance Committee to render to the Church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month. The Budget and Finance Committee reports and records may be audited annually by an auditing committee or public accountant.

## **SECTION 2. ACCOUNTING PROCEDURES**

All funds received for any and all purposes shall pass through the hands of the church treasurer, or his/her designee, 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 Budget and Finance Committee.

The trustees 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 Budget and 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 someone authorized by the Church.

## **SECTION 3. FISCAL YEAR**

The Church fiscal year shall begin on January 1 and end on December 31.

## **SECTION 4. INDEBTEDNESS**

Any action, other than routine church operations, that places the Church in financial debt \$30,000.00 or less will require a simple majority, and a two-thirds (2/3) majority vote required for a debt over \$30,000.00 of active members present at a regular or special meeting.

## **ARTICLE VIII**

### **AMENDMENTS TO BY-LAWS**

These By-laws may be amended at any business meeting of the Church provided each amendment has been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at an earlier meeting or upon request. Amendments to the By-laws shall be adopted by receiving the affirmative vote of two-thirds of the active church members present at a business meeting.

## **ARTICLE IX**

### **OPERATION AND DISSOLUTION**

This Church is organized and operated primarily for the purpose of engaging in 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 another church of like faith and order or religious organization, educational organization, other charitable or other similar organization qualified under Section 501 (c) (3), Internal Revenue code of 1986, as amended.

The Constitution and By-laws adopted July 12, 2009 supersedes all previously adopted Constitution and By-laws by the First Baptist Church, Quitman, Texas. In cases where existing policies or procedures conflict with the Constitution and By-laws adopted July 12, 2009, the Constitution and By-laws adopted July 12, 2009 will govern.

The undersigned certifies that the foregoing by-laws of the Corporation were duly adopted by the Corporation on July 12, 2009.

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James Nickell, Pastor

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Keith Haisten, Chairman of Deacons