

## **BYLAWS**

### ***1. MEMBERSHIP***

#### Section 1. General

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. Christ alone is recognized as the spiritual head of this church. The membership retains unto itself the exclusive right of self-government in all phases of the church's temporal life, under Christ.

The voting membership reserves the exclusive right to determine who shall be members of this church.

#### Section 2. Admission of members

Any person may offer himself/herself as a candidate for membership in this church. All such candidates shall be presented to the church for membership in any of the following ways:

- By profession of faith in Jesus Christ as Savior and Lord, and baptism according to the practices of this church.
- By letter of recommendation from another Baptist church of like faith and practice.
- By a statement of prior conversion experience and baptism by immersion.

All candidates will be voted upon at a regular scheduled business meeting and need three-fourths of the voting members present to confirm membership.

#### Section 3. Termination of membership

Members shall be terminated as members in the following ways:

- Death of the member.
- Transfer of letter to another church of like faith and practice.
- Erasure upon written request directed to the church.
- Exclusion by action of the church. A member may be excluded as a member by a three-fourths vote of the voting members present provided the clerk has read the charges, and the documentation of the reconciliation effort. (See Section 5. Discipline)

#### Section 4. Rights

Every member, thirteen years of age and older, is entitled to vote at all elections and on all questions submitted to the church, provided the member is present.

#### 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 troubled member. The actions toward one another will be guided by a concern for redemption rather than punishment.

Should some condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and/or elders shall seek to resolve the issue with the individual. If the issue persists, the pastor and/or elders along with two other members of the church will take every reasonable measure to resolve the problem in accord with Matthew 18. Proposed action to exclude a member can be made at any regular business meeting of the church, provided it has been presented in writing at a previous business meeting and copies of the proposed action shall be made available to each member.

The church may restore to membership any person previously excluded, upon request of the excluded person, by three-fourths vote of the voting members present at a regular scheduled business meeting, provided evidence of the excluded person's repentance is demonstrated.

## **II. CHURCH OFFICERS AND COMMITTEES**

All who serve as officers of the church shall be members of the church. The officers of this church shall be the Pastor, Elders, Deacons, Clerk, Treasurer, Trustees, Moderator, and any other officer, as the church deems necessary.

### **Section 1. Pastor**

The pastor is responsible for leading the church to function as a New Testament church.

The pastor is the overseer of all ministries in the church and will serve as ex officio member of any and all committees of the church.

A pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a special meeting called for that purpose, of which at least two weeks notice has been posted.

A pastor selection committee (a minimum of 5 members) shall be elected by the voting members to seek out a suitable pastor in accordance with 1 Timothy 3:1-7 and its recommendations will constitute a nomination. Only one name at a time will be considered by the church. The election will be by written ballot, an affirmative vote of three-fourths of those voting members present being necessary. The pastor, thus elected, shall serve until termination, resignation or death.

The pastor may relinquish the office as pastor by giving at least 2 weeks notice to the church. If the church's relationship with the pastor is to be terminated, such action shall take place at a meeting called for that purpose, of which at least 2 weeks posted notice has been given. The meeting may be called upon the recommendation of the majority of the church officers or by written petition signed by not less than 25% of the church membership. The moderator for this meeting shall be designated by the members present by majority vote, and shall not be the pastor. The vote to declare the office vacant shall be by written ballot, an affirmative vote of three-fourths of the voting members present being necessary to declare the office vacant. The termination shall be immediate. The church will compensate the terminated pastor with one twelfth of his total annual compensation, paid within 10 days of the termination.

### **Section 1.1. Elders**

Elders shall be elected and ordained by the church when deemed necessary or advisable to assist the pastor in spiritual matters and ministries and oversight of the church.

### **Section 2. Deacons**

The deacons shall be elected by the church and ordained by the church, except when already ordained by a church of like faith and practice. The deacons will be responsible for ministering to the physical and spiritual needs of the congregation. Deacons will serve until replaced by vote of the church, resignation, or death.

### **Section 3. Clerk**

The church shall annually elect a clerk as its clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the church. The clerk shall be responsible for keeping a register of names of members, with date of admission, transfer out, death, erasure, or termination. Records of all baptisms will be kept. The clerk shall issue letters of transfer voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings indicated by the constitution or bylaws. The clerk shall be responsible for preparing the annual church profile and sending it to the association.

The church 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 will be treated as such.

### **Section 4. Treasurer**

The church shall annually elect a church treasurer as its financial officer. It shall be the duty of the treasurer to serve as a member of the finance committee. The treasurer will pay all official bills of the church, will account for all money deposited in the church's bank account, as well as all security

instruments of value given to the church. The treasurer will keep an itemized account of receipts and disbursements. The treasurer shall be bonded, the church paying for the bonding.

Upon rendering the annual accounting at the end of the fiscal year and its acceptance and approval by the church, the records shall be delivered to the church clerk, who shall keep and preserve the accounting as part of the permanent records of the church. All church financial records are church property and should be treated as such.

#### Section 5. Trustees

The church shall elect a minimum of five trustees, on a rotating basis, to serve as legal officers for the church. They shall hold in trust all church real property. Upon specific vote of the church they shall sign any legal documents involving the church.

#### Section 6. Moderator

A moderator will be elected each year by the church and will preside at each business meeting. In the absence of the moderator a temporary moderator will be elected for that meeting only.

### *III. COMMITTEES*

Committees shall be

**Church Leadership Team**, made up of the directors of each ministry, the chairperson of each committee, the moderator and the pastor.

**Finance**, made up of the Treasurer and Trustees.

**And other** committees as determined by the Leadership Team and voted by the church.

The Leadership Team should prepare an outline of the duties of each committee, giving general guidelines.

Each elected committee will give a report at each regular church business meeting.

### *IV. MINISTRIES*

The church shall develop ministries such as Bible teaching and other such ministries as shall be deemed necessary or useful in fulfilling the mission of the church. The directors, teachers, and other responsible persons shall be elected and governed by the church. The directors will report to the church in each regular church business meeting.

### *V. ORDINANCES*

#### Section 1. Baptism

The church shall perform the ordinance of baptism of any person who has received Jesus Christ as Savior and Lord by personal faith, professes Christ publicly and who indicates a commitment to follow Christ as Lord. Baptism shall be by immersion in water, and performed by the pastor. If the pastor is not available, an elder or a deacon will perform the baptism.

#### Section 2. Lord's Supper

The ordinance of the Lord's Supper shall be observed with such frequency, as the church shall determine. The Lord's Supper is an act of love and obedience whereby the congregation, through the partaking of the bread and the fruit of the vine, is reminded of the atonement of Christ, the fellowship of Christ's body, a call for the believer to examine his/her own walk with Christ, a feast of thanksgiving for salvation, a witness to Christ's death and resurrection, a feast of hope and anticipation of His second coming. The pastor shall preside at the table. In the pastor's absence, the elders and or deacons shall preside.

## **VI. MEETINGS**

### Section 1. Worship Services

The church shall meet regularly each Sunday and at other times as agreed upon by the church for worship, for prayer, study of the scriptures, fellowship, and evangelism. The pastor shall oversee all such services of the church.

### Section 2. Business Meetings

The church shall hold regular business meetings at a time and day set by the church. The moderator will preside at these meetings. 'Robert's Rules of Order, Revised' is the authority for parliamentary rules and procedure at all business meetings of the church. A written proposed agenda of all known items of business will be posted by the moderator at least a week prior to any regular business meeting.

## **VII. FINANCES**

### Section 1. Budget

The finance committee shall prepare and submit to the church for approval an inclusive budget, indicating by item the amount needed and sought for all known expenses.

Members of this church have a financial obligation to support the church and its ministries with their tithes and offerings.

### Section 2. Accounting Procedures

All funds received by the church shall pass through the hands of two people, one being a trustee, and be properly recorded on the books of the church. Bank deposits will be made by the trustees or church secretary. Those having responsibility for handling of funds shall be bonded, the church paying for the bond.

A system of accounting that will adequately provide for the handling of funds shall be the responsibility of the finance committee.

### Section 3. Fiscal Year

The fiscal year shall start on January 1 and end on December 31 each year.

## **VIII. QUORUM**

A quorum shall consist of those voting members present at a business meeting. No church business will be conducted at any regular business meeting, or called business meeting, without a quorum.

End

### ***Historical notes;***

***These bylaws were voted and accepted by the members of the Farmington Baptist Church on July 7, 1992 to be effective on July 4, 1992.***

***With amendments on May 1, 1994***

***With amendments on January 12 and 19, 1997 (one meeting over two different days)***

***With amendment of September 23, 1997***

***With amendments on October 12, 1999***

***With amendments on December 9, 2007***

