

CHURCH BYLAWS

PREAMBLE

For the purpose of preserving, practicing, and making known the principles of our faith, this body of believers may be governed by the accepted tenets of Baptist churches. We adopt these bylaws to preserve the freedoms of each church member and nurture the relationship of this church to other Christian churches.

ARTICLE I NAME

The name of this organization is First Baptist Church of Huntersville, North Carolina, Inc.

ARTICLE II PURPOSE

Section 1. Purpose

We exist to proclaim Christ, admonishing and teaching everyone with all wisdom, so that we may present everyone complete in Christ. To this end we labor, struggling with all the Lord's energy which so powerfully works in us (Colossians 1:28-29).

Section 2. Mission

Our mission is to go and make disciples of all people, to identify them as such by baptizing them in the name of the Father and of the Son, and of the Holy Spirit, and to teach them to obey everything that Christ has commanded us. (A restatement of Matthew 28:19-20).

Section 3. Vision

The following are the key vision statements for First Baptist Church:

- A. Authentic Worship**– Through our Christ-centered worship, we will experience spiritual transformation resulting in our willingness to respond in service and lifestyle modeled after Christ. We will worship in a progressive and creative manner to embrace the giftedness and diversity of our people and also honor the traditions of our past.
- B. Biblical Literacy and Spiritual Growth** – Through the use of spiritual disciplines and biblical studies, we will equip the people of God for every good work of ministry and discipleship by promoting deepening personal relationships with Jesus Christ.
- C. Caring Relationships** – Through the development and nurturing of caring relationships in both our church family and the community, we will follow Christ's example by living out his boundless love through our ministries and actions.
- D. Evangelism** –We are committed to sharing the gospel by equipping disciples to engage all people individually and with coordinated efforts as a church body. We build relationships with people where they are – on our campus, in our community and throughout the world with the intent to lead them to a loving relationship with Jesus Christ.
- E. Outward Service** - We believe God calls the church to be a constant reminder of what is good and true. Led by the Holy Spirit, we seek to respond to the needs God places before us locally and globally, using resources wisely with servants who are passionate, caring and equipped.

Section 4. Church Member Covenant

Members of First Baptist Church Huntersville will covenant to accept and embrace our purpose, mission and vision by serving faithfully using our spiritual gifts, loving each other and promoting church unity as Christ commands, supporting the church financially through tithing, by worshipping and attending together, sharing the gospel, and praying for one another.

ARTICLE III CHURCH LAY LEADERSHIP STRUCTURE

Section 1.

First Baptist Church of Huntersville encourages its members to serve God and His church through our various ministries using their spiritual gifts. Our lay leadership structure provides the opportunity for our members to engage one another and contribute their time and talent to help the church accomplish its purpose.

- A. Structure:** Our lay leadership structure is built around three leadership teams, three support teams, a nominating team, and various ministry teams that support our church vision's five focus areas: Authentic Worship, Biblical Literacy & Spiritual Growth, Caring Relationships, Evangelism and Outward Service.
- B. Leadership Teams:** The three leadership teams are the Trustees, the Deacons, and the Ministry Council. The activities of each team are coordinated through the Leadership Council, which is made up of the Senior Pastor, and the Chair and Chair Elect of the Trustees, Deacons and Ministry Council. The members of our Leadership Teams are elected by the church body. Candidates to be considered for these teams are chosen through a nomination process led by the Nominating Team and serve on a three-year rotation. The Trustees and Deacons self-select their Chairperson elect each calendar year. The Ministry Council Chair is the elected member serving in the third year of their term and the Chair-elect is the elected member serving in their second year.
- C. Support Teams:** The three support teams are Personnel, Stewardship and Facilities. The membership of these teams are chosen through a nomination process led by the Nominating Team and are affirmed by the church body. Each of these teams will have a minimum of six members and each team will self-select a Chairperson from its membership each calendar year.
- D. Nominating Team:** The Nominating Team solicits input from the church for potential lay leaders and also vets and sources candidates for Leadership Teams, and Support Teams.
- E. Ministry Teams:** Our various Ministry Teams support the overall vision of the church. Some of our Ministry Teams work year round while others are formed as needed on an Ad Hoc basis. Each of the Leadership Groups can form a team and select the team leader. The Team Leaders are responsible for soliciting and choosing members to serve on their respective Ministry Teams.
- F. Team Meetings:** Teams will meet as often as necessary to complete their work and assigned responsibilities. Minutes from all team meetings will be forwarded to their respective Leadership Team and the church office.
- G. Reports:** Leadership Teams, Support Teams, the Nominating Team, and Ministry Teams as requested will report their activities and updates to the church body through its regularly scheduled Family Forums.

ARTICLE IV MEMBERSHIP

Section 1. Receiving Membership

Any person presenting themselves for membership must profess faith in the Lord Jesus Christ. Our views of faith are reflected in the original 1963 Baptist Faith and Message. Our practices are reflected in these Church Bylaws and other documents of practices approved by the church. Any person considering membership will be invited and is strongly encouraged to attend the Welcome Class to learn more about First Baptist's purpose, mission and vision.

- A. New Believer:** Upon the recommendation of the senior pastor, deacons or designee, a new believer may be received by an affirmative vote of the majority of the church members present and voting. The New Believer will be received as a candidate for membership until he or she has been baptized by immersion (when physically possible), after which he or she will be received into the full membership of the church.
- B. Letter of Transfer:** A member of another Baptist church who has accepted Jesus Christ as their Lord and Savior, and has been baptized may be received by an affirmative vote of the majority of the church members present and voting as a candidate for membership, and upon the receipt of a letter of transfer, he/she will be received into the full membership of the church.
- C. Others:** Other persons may be received by an affirmative vote of the majority of the church members present and voting as a member of the church upon their statement of prior acceptance of Jesus Christ as their Lord and Savior and baptism.
- D.** Should any applicant for membership not receive an affirmative vote of the majority of the church members present and voting, the case shall be referred without debate to the senior pastor and Leadership Council for investigation. After investigation, the applicant may be presented again at a called church conference or Family Forum. The applicant may be received by an affirmative vote of those present and voting.

Section 1. Terminating Membership

- A.** A Letter of Transfer to unite with another Baptist church may be granted to a member of this church and shall be issued to the church designated by the member.
- B.** Whenever evidence is presented to the church that a member has joined another church or no longer desires to be affiliated with this church, his or her name shall be removed from the roll of members. A statement of Christian standing may be granted to the new church.

ARTICLE V

DUTIES OF THE SENIOR PASTOR, MINISTERIAL STAFF, LEADERSHIP TEAMS, TREASURER, NOMINATING TEAM, AND CHURCH RECORDER.

Section 1.

The church should have: a Senior Pastor, Ministerial Staff, Leadership Council, Trustees, Deacons, Ministry Council, Treasurer, Church Recorder and other staff and lay leaders as needed.

Section 2. Senior Pastor

The Senior Pastor is responsible for inspiring spiritual growth and unity of the body and is also responsible for the welfare and oversight of the church. The Senior Pastor is an ex officio member of all organizations and teams, and may call a special meeting of any leadership team, support team, ministry team or any other organization within the church. The Senior Pastor is responsible for overseeing and leading scheduled worship services, administering ordinances, and ministering to the spiritual needs of the members of the church and the community. The Senior Pastor or their designee from the Ministerial Staff is responsible for providing a worship leader or guest speaker when absent from any worship service.

Section 3. Ministerial Staff

The Ministerial Staff of the church report to the Senior Pastor and will lead and fulfill other ministries and duties as outlined in their job descriptions in the Personnel Policies and Procedures Manual and as assigned by the Senior Pastor.

Section 4. Leadership Council

- A. Responsibilities:** The Leadership Council keeps the church body focused on its vision and goals, and reviews all significant issues affecting the life of the church. The Leadership Council also ensures coordination between the leadership groups and selects the nominating team and determines the number of nominees for election to leadership roles.
- B. Membership:** Leadership Council membership includes the Senior Pastor, the Trustee Chair and Chair Elect, the Deacon Chair and Chair Elect and the Ministry Council Chair and Chair Elect.

Section 5. Trustees

- A. Responsibilities:** The Trustees serve as the FBCH Board of Directors and oversee the Facilities, Personnel and Stewardship teams. The Trustees are responsible for all contractual and legal obligations of the church, risk management, and oversee all FBCH business related activities. The Trustees insure support team compliance with their respective policies and procedures and are responsible for maintaining the Church Bylaws and presenting proposed Bylaw changes to the church body for approval. The Chairperson and Chairperson Elect of the Trustees are the President and Vice President (corporate officers) of FBCH Inc.
- B. Qualification and Selection:** Initial qualification for Nominees for Trustee will be based on 1 Timothy 3. Nominees should have the skills and experience necessary to oversee church financial, facility and personnel matters, and should be financially stable, well tenured and respected within the church, spiritually mature, tithers, and represent a broad cross section among the congregation. Nominees for Trustee cannot be FBCH staff

member spouses or members of their immediate families. There will be a minimum of six Trustees and they will serve on a three-year rotation on a calendar year schedule. The Trustees elect their Chairperson and Chairperson Elect and vote for a new Chairperson Elect every new calendar year. Any vacancy created by a resignation or otherwise will be filled by the nominee receiving the next highest vote total from the previous election or by a special election if necessary. The Nominating Team can re-nominate a Trustee to serve up to, but not exceeding two consecutive terms. Trustees cannot serve on another leadership team or as a member of a support team concurrently.

Section 6. Deacons

- A. Responsibilities:** The Deacons lead the church in caregiving by following and implementing our church vision and goals for Caring Relationships and oversee our teams that provide care to our church. The Deacons oversee/lead in-reach and out-reach activities that include connecting visitors to the church and encouraging the body to use their spiritual gifts. The Deacons continually evaluate the effectiveness of their teams and can determine whether teams should be discontinued, merged or formed depending on the needs of the church. The Deacons administer the Lord's Supper with the Senior Pastor.
- B. Qualification and Selection:** Initial qualification for nominees for Deacon will be based on 1 Timothy 3. Nominees should have a heart for caring ministry and should be well tenured and respected within the church, spiritually mature, tithers, and represent a broad cross section among the congregation. The number of Deacons needed each year will be determined by the Leadership Council and will be based on the needs of the church. Deacons will serve on a three-year rotation on a calendar year schedule. The Deacons elect their Chairperson and Chairperson Elect and vote for a new Chairperson Elect every new calendar year. Paid staff members and their spouses are not allowed to serve as Deacon Chairperson or Chairperson Elect. Any vacancy created by a resignation or otherwise will be filled by the nominee receiving the next highest vote total from the previous election or by a special election if necessary. The Nominating Team can re-nominate a Deacon to serve up to, but not exceeding two consecutive terms. Deacons cannot serve as a member of another leadership team concurrently.

Section 7. Ministry Council

- A. Responsibilities:** The Ministry Council leads the church in its vision and goals for Authentic Worship, Biblical Literacy and Spiritual Growth, Caring Relationships, Evangelism and Outward Service and all teams that support these areas of the church. Ministry Council members can select members for its various teams and can select their team leaders.
- B. Membership:** Ministry Council membership includes the Senior Pastor, Ministerial Staff, and three non-staff church members who are elected by the church through a nomination process. The three members elected serve as the Outward Service Chairperson, the Evangelism Chairperson and an at-large member. The Ministry Council Chair is the elected member serving in the third year of their term and the Chair-elect is the elected member serving in their second year. Ministry Council non-staff members should not be immediate family members of church staff. The non-staff members serve on a three-year rotation and cannot serve concurrently on another leadership team. The Nominating Team can re-nominate a non-staff Ministry Council member to serve up to, but not exceeding two consecutive terms.

Section 8: Treasurer

- A. Responsibilities:** The Chairperson of the Stewardship Team also serves as the church Treasurer and oversees the financial management of the church. The Treasurer ensures that church funds are dispersed by the Financial Manager in accordance with the church budget or as otherwise directed by the church. The Treasurer ensures checks are co-signed and that all financial records are accurately kept and maintained. The Treasurer assists the church Financial Manager with the Annual Audit. The Treasurer or their designee is the spokesperson for all church financial matters at Family Forums and calls and leads all Stewardship Team meetings.
- B. Qualification and Selection:** The Treasurer should have an accounting or finance background and should be well tenured and respected within the church, be spiritually mature, and be a tither. The Treasurer is selected annually by the Stewardship Team from their membership and is affirmed by the church. The Treasurer is the Secretary (corporate officer) of FBCH Inc. Spouses or immediate family members of paid church staff cannot serve as church Treasurer and the Treasurer cannot serve concurrently on another leadership team.

Section 9: Nominating Team

- A. Responsibilities:** The Nominating Team solicits input from the church for potential lay leaders and also vets and sources candidates for Leadership Teams, and Support Teams. When the Nominating Team presents candidates to the church for approval for Trustee, Deacon, and Ministry Council membership, they must present more candidates than needed to fill the open positions. The Nominating Team can source members for our various Ad Hoc teams as well as search teams as directed by the Leadership Council or Trustees.
- B. Membership:** Nominating Team members are selected by the Leadership Council and serve on a three-year rotation. The Nominating Team will have a minimum of six members and self-selects its Chairperson each calendar year.

Section 10: Church Recorder

- A. Responsibilities:** The Church Recorder keeps the minutes from all Family Forums and other called church conferences and forwards an electronic copy of the minutes to the church office for filing.
- B. Qualification and Selection:** The Church Recorder should have good attention to detail and be well tenured in the church. The Church Recorder is selected by the Nominating team for a three-year rotation and is affirmed by the church.

**ARTICLE VI
SELECTION OF SENIOR PASTOR, MINISTRY STAFF AND SUPPORT STAFF**

Section 1. Definitions

- A. Pastor:** For purposes of this Article only, the term Pastor refers to the Senior Pastor.
- B. Ministry Staff:** Employees of the church other than the Senior Pastor with direct ministry responsibility. These employees may be full or part time and may or may not be ordained.
- C. Support Staff:** Employees of the church who function primarily in a support or administrative role. Examples include, but are not limited to: clerical, administration or musical accompanist personnel.
- D. Vacancy:** A vacancy is defined as a resignation, termination or newly established position.

Section 2. Selection of the Senior Pastor Search Team.

The Senior Pastor Search Team shall be selected as follows:

- A.** After soliciting the church body for nominations, the Nominating Team shall present a minimum of 10 nominees to the church body to serve on the Senior Pastor Search Team.
- B.** In a called church conference, the church will vote to elect a five person Senior Pastor Search Team from the list of nominees presented by the Nominating Team.
- C.** The two who receive the next largest number of votes will serve as alternates to the Pastor Search Team.

Section 3. Senior Pastor Presentation and Selection Process

- A.** The duty of the Pastor Search Team is to organize and to proceed quickly and efficiently. Through the Lord's leadership, they shall seek and nominate an individual who by training and commitment is qualified for the office of senior pastor.
- B.** The candidate shall receive the endorsement of the Trustees and Leadership Council prior to presentation to the church.
- C.** The call of the senior pastor will take place during the services especially set for that purpose with at least one week's written notice having been given to the membership. The Pastor Search Team will present only one name at a time for the consideration of the church
- D.** The candidate for Senior Pastor shall preach at all worship services on the day of the recommendation. The approval of two-thirds of the church members present and voting shall be required for the Pastor Search Team's nomination to pass. If the required two-thirds vote is not obtained, the Pastor Search Team shall continue their search for another candidate.

Section 4. Senior Pastor Resignation/Termination

- A. Resignation:** At least 2 (two) weeks written notice shall be given, unless otherwise mutually agreed upon between the Senior Pastor and the Trustees.
- B. Termination:** The Trustees may request the resignation of the Senior Pastor with a 75% majority vote of the combination of the Trustees and the Lay members of the Leadership Council for reasons of ineffective leadership, improper Christian conduct, or an inability to achieve mutually agreed upon goals established for the position as outlined in the Personnel Policies and Procedures Manual. The Trustees will call a special church

conference with a minimum two-week notice to outline their rationale for the requested resignation. The church body will vote to receive the resignation or affirm the resignation request by a majority vote during the called church conference. Once the church has voted to receive the resignation or affirm the resignation request, the Senior Pastor's employment with the church is terminated. Severance pay and benefits will be granted to the Senior Pastor in accordance with the Personnel Policies and Procedures Manual, and separate negotiation for additional severance pay or benefits will not be considered.

Section 5. Interim Pastor

When the church is without a Senior Pastor, the Trustees and Leadership Council shall provide a guest speaker or interim pastor. When the church loses an individual Ministerial Staff member, the Senior Pastor and the Leadership Council with input from the Personnel team will evaluate, determine and implement an appropriate interim or permanent staffing solution with Trustee approval.

Section 5a. Selection and Termination of Ministry Staff and Support Staff

- A.** The Senior Pastor and the Leadership Council with input from the Personnel Team and Trustee approval will request church body approval for any new Ministerial Staff or Support Staff positions either through the annual budget approval process or a called church conference.
- B.** The Senior Pastor and the Leadership Council with input from the Personnel Team are responsible for filling vacant Ministry Staff or Support Staff positions as needed with Trustee approval and will present their decisions to the church for affirmation.
- C.** The Senior Pastor and the Leadership Council with input from the Personnel Team and Trustee approval can terminate the employment of any Ministry Staff member or Support Staff member for reasons of ineffective teamwork and/or leadership, improper Christian conduct, or an inability to achieve mutually agreed upon goals for the position as outlined in the Personnel Policies and Procedures Manual.
- D.** Severance pay and benefits will be granted to the terminated Ministry Staff member or Support Staff member in accordance with the Personnel Policy and Procedures Manual and separate negotiation for additional pay and benefits will not be considered.

ARTICLE VII CHURCH YEAR

Section 1.

The church fiscal and leadership team election year is January 1 through December 31

ARTICLE VIII CHURCH MEETINGS

Section 1.

The church will conduct regularly scheduled worship services.

Section 2.

The church observes the ordinance of the Lord's Supper at least once each quarter.

Section 3.

Regular Family Forums (conferences) of the church are typically held quarterly. Members and attenders are encouraged to attend, and members present are entitled to vote on all motions. In addition to regularly scheduled Family Forums, a church conference may be called at any time by the Senior Pastor, Trustees or Leadership Council. Special called conferences will be announced at least one week in advance at regularly scheduled worship services.

ARTICLE IX CONTRIBUTIONS AND FINANCIAL OBLIGATIONS

Section 1.

Prior to the beginning of each fiscal year, a budget for that year will be prepared by the Stewardship Team and must be approved by an affirmative vote of the majority of the church members present and voting. No person shall be permitted to take up additional special offerings in the church without the consent of the Stewardship Team and the approval of the Trustees. Designated gifts will only be accepted if recommended by the Stewardship team and approved by the Trustees.

Section 2.

Fundraisers or individuals are prohibited from soliciting or selling to the public in the name of the church or any of its organizations without the expressed consent of the Stewardship Team. Approved fundraising activities must follow the guidelines set forth in the Stewardship Policy and Procedures Manual.

Section 3.

The church shall not be responsible for any indebtedness except that incurred by the constituted authorities as herein provided.

Section 4.

The Stewardship Team, with the approval of the Trustees, has the authority to reallocate up to 5 percent of the annual operating budget (excluding the missions budget) without church approval provided the reallocation does not increase total personnel cost as a percentage of the overall annual budget. Proposed budget increases requiring a budget amendment during the fiscal year must be approved by the church body before taking effect.

ARTICLE X GOVERNANCE POLICY

Section 1.

The governance of the church is the responsibility of its members. Every member of the church has a right to express an opinion as long as it demonstrates Christian decorum. Each member is expected to respect the opinion of the majority.

Section 2.

The membership of the church has the ultimate responsibility over the acquisition and disposition of the property of the Church. At least four weeks written notice must be given to the church to dispose of real church property. The motion must pass by a two-thirds majority of the church members present and voting.

Section 3.

This church is a free, autonomous, independent body and congregational in nature with authority to make determinations for itself according to its bylaws.

ARTICLE XI AMENDMENTS

Section 1.

These bylaws may be amended by a two-thirds vote of members present and voting at any regular or called Family Forum or church conference. At least four week notice must be given to the church membership in writing, designating the articles and section affected thereby and stating the proposed change. In order to amend the bylaws, the Trustees must appoint a Bylaw Team who will review and draft possible changes, and then, the Bylaw Team will present their recommendations to the church for a vote.

ARTICLE XII RULES OF ORDER

Section 1.

A currently serving Trustee shall act as Moderator in all meetings for the transaction of business.

Section 2.

All matters of parliamentary law and practice not provided for shall be decided in accordance with Roberts' Rules of Order (latest edition).

ARTICLE XIII CONFLICTS OF INTEREST

Section 1.

Members of the same immediate family are not permitted to serve on any individual Leadership Team, Support Team, Nominating team, or the Leadership Council at the same time.

Section 2.

All products and services whose cost exceeds 1% of the annual expense budget (excluding Personnel and Missions) solicited by the church for its needs must go through a competitive bid process, including those provided by members of the church, before a decision is made to purchase or contract for services rendered.

Section 3.

The Senior Pastor, Trustees, Personnel Team members, or any other church member in a leadership or hiring capacity must recuse themselves from any discussion or decision making concerning the church hiring or the retaining of an immediate family member, their related business entities, or other close relative.

ARTICLE XIV MISCELLANEOUS

Section 1.

The adoption by the church of these bylaws shall repeal and replace all previously adopted versions of the bylaws.

Section 2.

The Trustees and the church office will maintain a copy of the current bylaws and a copy will be made available to any church member by request.