

# First Baptist Church – Bylaws

---

## **ARTICLE I. FBC MEMBERSHIP**

### **SECTION 1. GENERAL**

We, the members of First Baptist Church (FBC), a sovereign and democratic Southern Baptist organization located in Enid, Oklahoma, hereby declare and establish these Bylaws, to preserve and secure the principles of our faith and to govern this body of believers in an orderly manner. All activities of FBC are subject to and ultimately guided by our Lord Jesus Christ through the Holy Spirit as well as the Holy Bible and further guided by our Constitution, Bylaws, Policies and Procedures as the members of FBC shall establish.

The Members reserve the right, exclusive of any other authority, to determine who shall be Members of FBC and the conditions of such membership, subject to the process described in this Article.

### **SECTION 2. CANDIDACY**

1. Any person may offer himself or herself as a candidate for FBC membership at any regular FBC service by one (1) of the following ways:
  - A. By profession of faith in the Lord Jesus Christ as his/her personal Savior, accepting the promises and commands of the Holy Scripture, being baptized by immersion, and accepting the principles of faith and practices outlined in FBC's Constitution, Bylaws, Policies and Procedures.
  - B. By profession of faith in the Lord Jesus Christ as his/her personal Savior, and promise of a letter of recommendation from another church of like faith and order where the candidate holds a membership and accepting the principles of faith and practices outlined in FBC's Constitution, Bylaws, Policies and Procedures.
  - C. By profession of faith in the Lord Jesus Christ as his/her personal Savior, and a statement of the candidate that a letter of recommendation cannot be obtained from a prior church due to loss of records or similarly unavoidable circumstances and accepting the principles of faith and practices outlined in FBC's Constitution, Bylaws, Policies and Procedures.
  - D. By restoration after having been terminated from FBC or a church of like faith and order and accepting the principles of faith and practices outlined in FBC's Constitution, Bylaws, Policies and Procedures.
2. Each candidate shall be presented for membership to FBC at a business meeting after the Senior Pastor, or in his absence the Leadership Team, has approved such candidate for membership. A seventy-five (75) percent affirmative vote of FBC members present and voting shall be required to elect such candidate to membership.

### **SECTION 3. MEMBERSHIP RIGHTS**

1. Every member of FBC is entitled to vote at all elections and on all motions submitted to FBC at a business meeting. Proxy votes are not permitted. Absentee voting is allowed for motions designated by the moderator as "non-discussion" at the FBC office during regular weekday office hours for one week prior to the scheduled vote. Such "non-discussion" motions shall be available for review at the FBC office one week prior to the scheduled vote. A ballot will be used and kept secured as directed by the moderator to be included with the vote on the motion at a business meeting.
2. Every believer may participate in the ordinances of FBC.

### **SECTION 4. DUTIES OF MEMBERS**

1. New members are encouraged to participate in FBC's new member orientation.
2. Members of FBC are encouraged, through the love of Christ, to worship, (including attendance of FBC services), pray, praise God, and give financially to support the ministries of FBC.
3. Members are encouraged to use their spiritual gift or gifts by serving in FBC ministries. Members are also encouraged to study the Word of God, witness, invite and encourage friends, relatives, and neighbors to come to FBC for the purpose of introducing them to Christ.

# First Baptist Church – Bylaws

---

## **SECTION 5. STATEMENT ON MARRIAGE AND SEXUALITY**

1. FBC believes the term “marriage” has only one (1) meaning and that is marriage sanctioned by God which joins one (1) man and one (1) woman in a single, exclusive union, as delineated in Scripture. FBC believes that God intends sexual intimacy to only occur between a man and a woman who are married to each other. FBC believes that God has commanded that no intimate sexual activity should occur outside of a marriage.
2. FBC believes that any form of sexual immorality is sinful and offensive to God.
3. FBC believes that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by FBC in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.
4. Because FBC believes in the biblical teaching that marriage is between one man and one woman, marriages outside those parameters will not be performed by church ministers or on church property.
5. FBC believes that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
6. FBC believes that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the principles of faith and practices outlined in FBC’s Constitution, Bylaws, Policies and Procedures.

## **SECTION 6. DISCIPLINE AND RESTORATION**

1. It shall be the basic purpose of FBC to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Senior Pastor, Ministerial Staff, Leadership Team and Deacons are available for counsel and guidance. Redemption, rather than punishment, should govern the attitude of one member toward another.
2. Should some serious condition exist which would cause a member to become a liability to the general welfare of FBC, every reasonable measure will be taken by the Senior Pastor, Ministerial Staff, Leadership Team and Deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and love. Upon finding that the welfare of FBC will be best served by the termination of the member, FBC may take this action by a seventy-five (75) percent affirmative vote of the members present and voting at any business meeting.

## **SECTION 7. TERMINATION OF MEMBERS**

1. Membership shall be terminated in the following ways:
  - A. Death of a member
  - B. Transfer to another church
  - C. An individual’s written request to be removed from the roles
  - D. Action of FBC
2. Termination of an individual’s membership will result in a forfeiture of all offices, rights, and privileges.

## ***ARTICLE II. MINISTERIAL STAFF, SUPPORT PERSONNEL AND FBC OFFICERS***

### **SECTION 1. SENIOR PASTOR**

1. We affirm that Jesus Christ is the head of FBC. With the guidance of the Holy Spirit, FBC will call a gifted man to serve as Senior Pastor as provided for in this document.

# First Baptist Church – Bylaws

---

2. He shall be a duly ordained Southern Baptist minister who meets the scriptural qualifications found in the New Testament. He is responsible for leading FBC to function as a New Testament church. He will lead the congregation, ministerial staff and support personnel to perform the appropriate tasks of FBC.
3. He will be the overseer and leader of the ministries and programs of FBC and will supervise directly or by delegation all ministerial staff and support personnel. The Senior Pastor or his designee shall be an ex-officio voting member of all committees, ministry teams, and task forces.
4. As overseer and leader of pastoral ministries at FBC, he will work with the Ministerial Staff, Leadership Team and Deacons to lead FBC:
  - A. In the achievement of its mission and objectives.
  - B. In proclaiming the gospel to believers and unbelievers.
  - C. In caring for FBC's members and other persons in the community.

## **SECTION 2. INTERIM SENIOR PASTOR AND MINISTERIAL STAFF**

1. During a vacancy in the position of Senior Pastor, the Leadership Team shall see that the pulpit is supplied and subsequently make a recommendation to FBC for an Interim Pastor to serve during the vacancy.
2. During a vacancy of a Ministerial Staff position, the Leadership Team and Senior Pastor shall be responsible to make a recommendation to FBC for an interim Ministerial Staff member to serve during the vacancy.

## **SECTION 3. OTHER MINISTERIAL STAFF**

1. The Senior Pastor, Leadership Team and Personnel Committee shall recommend to FBC the need for all other Ministerial Staff positions. FBC will vote on the establishment of the recommended Ministerial Staff position at any business meeting provided seven (7) days' notice of the meeting and its purpose has been given to the FBC membership at a FBC Sunday worship service.

## **SECTION 4. CALLING OF SENIOR PASTOR AND MINISTERIAL STAFF**

1. The Search Team shall consist of seven (7) members of FBC of which both men and women are eligible.
2. The Leadership Team shall coordinate with each FBC Sunday School Department to receive up to two (2) names of FBC members that are members or associate members of such department to potentially serve on the Search Team. The Leadership Team shall select seven (7) members of FBC from the submitted names to form the proposed Search Team.
3. The Leadership Team shall present the proposed Search Team to the Deacon body for input as to the qualifications of the FBC members on the proposed Search Team. The Leadership Team will then visit with each member of the proposed Search Team to determine their availability and willingness to serve. After the proposed Search Team has been finalized by the Leadership Team, the Leadership Team will then present the proposed Search Team to FBC for approval. FBC shall vote on the proposed Search Team at the next regular or special called business meeting with notice of the vote provided to the FBC membership at a FBC worship service no less than one week prior to such vote. This vote shall be for or against the Search Team members as a whole, not with regards to individual members of the proposed Search Team.
4. If an elected Search Team member is unable to serve, the Leadership Team will use the names originally submitted to select a replacement member to the Search Team.
5. FBC's Senior Pastor will serve as a voting ex-officio member of all Search Teams.
6. The Search Team shall search for and unanimously recommend the employment of a candidate to FBC. Recommendation by the Search Team constitutes a nomination. Approval for employment requires seventy-five (75) percent affirmative vote at a regular or special called business meeting of FBC. The vote to call a Senior

# First Baptist Church – Bylaws

---

Pastor or Ministerial Staff member must be announced at a FBC Sunday worship service at least one (1) week in advance of the business meeting for such vote.

7. A new or revised job description shall be prepared jointly by the Search Team, Personnel Committee and Leadership Team and approved by FBC. Such job description shall be presented to and approved by the prospective Senior Pastor or Ministerial Staff member prior to formal employment.
8. The financial package for the Senior Pastor or Ministerial Staff member, including salary and benefits, shall be approved by the Search Team, Leadership Team, Personnel Committee and Finance Committee prior to presentation to the prospective Senior Pastor or Ministerial Staff member.
9. Prior to the vote, the prospective Senior Pastor or Ministerial Staff member will meet with the Leadership Team, Deacon body and any other appropriate groups of the membership as determined by the Search Team for a question and answer time. The prospective Senior Pastor shall preach at a Sunday Morning worship service prior to a vote being taken to call such individual.
10. After the call is extended and accepted, the Search Team shall assist the new Senior Pastor or Ministerial Staff member in making the transition to FBC. At that time, the Search Team's duties and function shall cease.

## **SECTION 5. TERMS OF SERVICE FOR SENIOR PASTOR AND MINISTERIAL STAFF**

1. The Senior Pastor and Ministerial Staff shall hold their office for an indefinite period of time with the understanding that they may offer their resignation at any meeting or service if they feel led by the Holy Spirit to do so.
2. Upon resignation, at least two (2) weeks' notice shall be given before responsibilities are terminated.

## **SECTION 6. REMOVAL OF SENIOR PASTOR OR FBC MINISTERIAL STAFF**

1. Should some serious condition exist which would cause the Senior Pastor or Ministerial Staff member to become a liability to the general welfare of FBC through improper work, personal ethics, or other cause every reasonable measure will be taken by the Senior Pastor, Personnel Committee and Leadership Team to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance in seeking resolution to the condition or resignation of the Ministerial Staff member.
2. Upon finding that the welfare of FBC will best be served by the removal of the Senior Pastor or Ministerial Staff member and the measures mentioned in Section 6.1 have not resolved the issue, then employment may be terminated by a seventy-five (75) percent affirmative vote of the members present and voting at any business meeting provided seven (7) days' notice of the meeting and its purpose has been given to the FBC membership, at a FBC Sunday worship service. Such a meeting may be called by the majority affirmative vote, with a quorum being present, of the Personnel Committee, Leadership Team and active Deacon body.

## **SECTION 7. SUPPORT PERSONNEL**

1. Support Personnel shall be employed as needed and as funds are available. Supervision, employment and termination of services shall be conducted under the policies and procedures of the Personnel Committee.

## **SECTION 8. MODERATOR**

1. The Leadership Team shall select the Moderator from the Leadership Team.
2. The Moderator will ensure FBC business is conducted in a fair, orderly and Christian manner, and will clarify all motions before a vote.
3. The Moderator is to be well acquainted with Robert's Rules of Order, FBC's Constitution and Bylaws.

# First Baptist Church – Bylaws

---

## **SECTION 9. CLERK**

1. The Clerk of FBC is elected annually and shall serve in this capacity until his/her successor is elected by a simple majority of votes cast by FBC members present and voting at any business meeting.
2. The Clerk shall be responsible for maintaining a record of all actions of FBC membership at regular and special called business meetings. The Clerk shall also be responsible for all corporate records of FBC. The Clerk is responsible for keeping a register of the names of members. This register shall contain dates of admissions, transfers, drops, deaths, as well as a record of baptisms.
3. The Clerk shall issue letters of transfer voted by FBC, preserve on file all communications and written official reports, and cause notice to be given of all meetings where such notice is necessary, as indicated by this document.
4. The Clerk may delegate administration of his/her duties. All FBC records are FBC property and are to be filed in the FBC office in a secure area.

## **SECTION 10. TREASURER**

1. The Treasurer of FBC is elected annually and shall serve in this capacity until his/her successor is elected by a simple majority of votes cast by FBC members present and voting at any business meeting.
2. The Treasurer shall oversee the financial administration of FBC, review procedures and financial reporting, and advise FBC on financial strategy.
3. The Treasurer shall serve as an ex-officio member of the Finance Committee with voting rights.

## **SECTION 11. CORPORATE OFFICERS**

1. The officers of FBC shall be:

Leadership Team Chairman	President
Deacon Chairman and/or Vice-Chairman	Vice-President(s)
FBC Clerk	Secretary
FBC Treasurer	Treasurer
2. All of the above-mentioned offices must be filled by members of FBC. They shall have no power to buy, sell, mortgage, lease, or transfer any real property without a specific vote of FBC authorizing each action. It shall be the function of these corporate officers to offer their signatures to legal documents, as authorized officers, where such signatures are required by law and where prior approval has been given by a vote of the membership.
3. The corporate officers shall serve in their respective capacities until their successors have been duly elected and installed in their respective FBC offices.

## **SECTION 12. INDEMNIFICATION OF OFFICERS, EMPLOYEES, AND AGENTS**

1. Action Other Than in the Right of FBC – FBC shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding whether civil, criminal, administrative or investigative (other than an action by or in the right of FBC) by reason of the fact that he or she is or was an officer, employee or agent of FBC against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred in connection with such action, suit or proceeding if such person acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interest of FBC and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, or conviction or upon a plea of nolo contendere or its equivalent shall not of itself create a presumption that the person did not act in good faith and in a manner that such person reasonably believed to be in good faith and in a manner that he or she reasonably believed to be in or not opposed to the best

# First Baptist Church – Bylaws

---

interest of FBC and with respect to any criminal action or proceeding had reasonable cause to believe that his or her conduct was unlawful.

2. **Actions by or in the Right of FBC** – FBC shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action or suit by or in the right of FBC to procure a judgment in its favor by reason of the fact that such person is or was an officer, employee, or agent of FBC against expenses (including attorney’s fees) actually and reasonably incurred in connection with the defense or settlement of such action or suit if such person acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interest of FBC; except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to FBC unless and only to the extent that the court in which such action or suit was brought determines, upon application, that despite the adjudication of liability, but in the view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.
3. **Advancement of Expenses** – FBC may advance expenses incurred in defending a civil or criminal action, suit, or proceeding, in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of the officer, employee, or agent to repay such amount if it is ultimately determined that he or she is not entitled to be indemnified by FBC.
4. **Insurance** – FBC may purchase and maintain insurance on behalf of any person who is or was an officer, employee, or agent of FBC against any liability asserted against such person and incurred in any such capacity, or arising out of his or her status as such, whether or not FBC would have the power to indemnify such person against such liability.
5. **Indemnification Required** – To the extent that an officer, employee, or agent of FBC has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in this Section or in defense of any claim, issue, or other matter, such person shall be indemnified against expenses (including attorney’s fees) actually and reasonable incurred in connection with the matter.
6. **Entitlement** – Every such person shall be entitled, without demand upon FBC or any action by FBC, to enforce his or her right to such indemnity in an action at law against FBC. The right of indemnification and advancement of expenses provided in this Section shall not be deemed exclusive of any rights to which any such person may now or later be otherwise entitled. Without limiting the generality of the foregoing, the right to indemnity shall not be deemed exclusive of any rights pursuant to statute or otherwise, of any such person in any action, suit or proceeding to have assessed or allowed in his or her favor against FBC or otherwise, costs and expenses incurred in connection with the matter.

## ***ARTICLE 3. COORDINATING GROUPS***

### **SECTION 1. LEADERSHIP TEAM**

1. Leadership Team members are servants of the church and of the Lord Jesus Christ. The Leadership Team shall consist of six (6) FBC members. The Deacon body and Leadership Team shall consult with the Senior Pastor to recommend to FBC a man who meets the New Testament scriptural qualifications of leadership to serve on the Leadership Team.
2. Leadership Team members shall serve on a six (6) year rotation basis concurrent with the FBC’s calendar year. Each year, the term of office of one (1) of the Leadership Team members shall expire. In case of death, removal or incapacity to serve, an unexpired term will be filled by the Deacon body and Leadership Team and approved by FBC during a business meeting. A Leadership Team member shall be eligible for re-election only after the lapse of one (1) year. A Leadership Team member filling an unexpired term of less than two (2) years is eligible for re-election immediately after the completion of the unexpired term he/she is filling.

# First Baptist Church – Bylaws

---

3. The Leadership Team assists the Senior Pastor and Ministerial Staff in the leadership, strategic planning and administration of FBC. Such duties shall include but are not limited to the following:
  - A. Identify, define and support the vision of FBC.
  - B. Recommend ministry and structural changes as necessary to align with the intended vision of the church.
  - C. Coordinate the efforts of committees and ministry teams to accomplish the ministry of FBC.
4. The Leadership Team shall elect their officers and set the schedule, time and place of their meetings.
5. The officers of the Leadership Team shall be announced at the first FBC business meeting following their election.
6. The Leadership Team shall nominate candidates for vacancies on the Committee on Committees. Candidates shall be approved by a majority of votes cast by FBC members present and voting at any business meeting.
7. The Leadership Team will work with the Finance Committee in preparing a budget for the upcoming calendar year.
8. Minutes will be kept of meetings.

## **SECTION 2. DEACONS**

1. Deacons are servants of the church and are responsible for serving with the Senior Pastor and Ministerial staff. Their duties include the following:
  - A. Pastoral ministry duties
  - B. Resolve ministerial issues as requested by the pastor or Leadership Team.
  - C. Proclaim the gospel to believers and unbelievers
  - D. Care for FBC members and other persons in the community
  - E. Lead FBC members to engage in a fellowship of worship, witness, education, ministry, and Biblical application
  - F. Lead FBC in the performance of its tasks
2. The deacon council is comprised of duly elected and ordained deacons in such numbers as determined by the deacon council.
3. The church membership shall approve all deacons for service annually.

## **SECTION 3. COMMITTEES**

1. A group of people elected to perform a specific function on behalf of FBC.
2. All Committee members shall be members of FBC.
3. All Committee vacancies, except for Committee on Committees, shall be filled by nominations by the Committee on Committees and approved by a majority vote of FBC members present and voting at any business meeting.
4. Unless otherwise specified, Committee members shall serve a three (3) year term on a rotation basis concurrent with the FBC calendar year. Members shall be eligible for re-election only after the lapse of one (1) year after rotating off the committee. Any FBC member completing the unexpired term of a prior FBC member is eligible to serve a full term on such committee immediately after the completion of such unexpired term.
5. Individual committee members may be removed before completion of their term of office by a majority vote of FBC members present and voting at any business meeting. Committee members may resign by notifying the Committee on Committees Chairman.

# First Baptist Church – Bylaws

---

6. The standing elected Committees of FBC include but are not limited to the following:

- Operations
- Finance
- Personnel
- Falls Creek
- Missions
- Kinder Konnection
- Committee on Committees

## **SECTION 4. MINISTRY TEAMS**

1. A Ministry Team is a group of people linked together for a common cause or purpose, typically a specific service or ministry approved by FBC.
2. All Ministry Team chairmen shall be members of FBC.
3. All Ministry Team chairmen vacancies shall be filled by nominations by the Committee on Committees and approved by a majority vote of FBC members present and voting during a business meeting.
4. Ministry Team chairmen are elected annually and may serve indefinite terms.
5. Members of ministry teams may serve on multiple teams.
6. Ministry Team Chairmen may be removed before completion of their term of office by majority vote of FBC members present and voting during a business meeting. Ministry Team Chairmen may resign by notifying the Committee on Committee Chairman.
7. Teams in this section do not include the Leadership Team which is defined in this Article, Section 1.
8. The Leadership Team shall recommend to FBC the formation or dissolution of all Ministry teams.

## **SECTION 5. TASK FORCES**

1. A Task Force is a temporary group convened to accomplish a specific objective or project approved by FBC.
2. All Task Force members shall be members of FBC.
3. The Leadership Team shall define the purpose of the Task Force and appoint all Task Force members. The Leadership Team shall inform FBC at the next business meeting of the Task Force, its members and objective.
4. The Leadership Team may remove members of a Task Force and Task Force members may resign by notifying the Leadership Team.

## **ARTICLE 4. FBC ORDINANCES**

### **SECTION 1. BAPTISM**

1. A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to following Christ as Lord, shall be received for baptism.
2. Baptism shall be by immersion in water.
3. Baptism shall be administered by the Senior Pastor or his designee. In absence of the Senior Pastor, the Deacons body shall designate a person.



# First Baptist Church – Bylaws

---

4. Baptism shall be administered as an act of worship during any FBC service.

## **SECTION 2. THE LORD'S SUPPER**

1. The Lord's Supper is a symbolic act of obedience whereby Christian believers, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ as an act of God's grace and anticipate His second coming.
2. The Lord's Supper shall be observed at the discretion of the Senior Pastor and no less than quarterly.
3. The Senior Pastor, or his designee, shall administer the supper and the Deacons shall serve the congregation.

## **ARTICLE 5. FBC MEETINGS**

### **SECTION 1. WORSHIP SERVICES**

1. FBC shall meet regularly each week to affirm its faith in Almighty God, and to worship Him in fellowship with all FBC members and all others who choose to attend. These services, which include prayer, praise, preaching, instruction, and evangelism, shall be directed by the Senior Pastor or whomever he has delegated to assume the leadership for a specific meeting.
2. Special events or circumstances may cause regular services to be altered or canceled when agreed upon by the Senior Pastor and/or the Leadership Team.

### **SECTION 2. SPECIAL SERVICES**

1. Revival services and special evangelistic services, as well as other FBC meetings, which are organized to enhance the spiritual growth and objectives of FBC, may be placed on the FBC calendar by the Senior Pastor and/or the Leadership Team.

### **SECTION 3. BUSINESS MEETINGS**

1. Regular business meetings shall be held as determined by the Leadership Team, but no less than quarterly. Regular business meetings shall include but not be limited to: Financial summaries, attendance, and other reports concerning the general welfare of FBC.
2. An Annual Meeting shall be held in November each year. The membership shall vote on the Leadership Team, Deacons, Committee members, Ministry Team Chairmen and Budget for the upcoming calendar year.
3. A Special Called Business Meeting may be held after seven (7) days' notice of the meeting and its purpose has been given to the FBC membership at a worship service, special service, or regular business meeting. In addition, every effort shall be made to notify the FBC membership in the FBC bulletin and/or any electronic FBC communication, giving the subject, date, time, and place of the Special Called Business Meeting. The Senior Pastor, his designee, or the Leadership Team may determine the need for a Special Called Business Meeting.

### **SECTION 4. QUORUM**

1. The quorum consists of those who attend the business meeting, provided it is a regular meeting or one (1) that has been properly called.

# First Baptist Church – Bylaws

---

## **SECTION 5. PARLIAMENTARY RULES**

1. Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of FBC except for specific procedures stated in this document.

## ***ARTICLE 6. POLICIES, PROCEDURES AND PERSONNEL MANUALS***

### **SECTION 1. GUIDELINES FOR POLICIES, PROCEDURES AND PERSONNEL MANUALS**

1. FBC Policies, Procedures and Personnel Manuals shall be consistent with these Bylaws.
2. The Senior Pastor and Leadership Team, in conjunction with the appropriate elected Committees and Ministry Teams, shall develop and modify a Policies and Procedures Manual for areas of responsibility. The Ministerial Staff shall be given opportunity for input before final adoption, revision, or deletion.
3. The Senior Pastor and Leadership Team, in conjunction with the Personnel Committee, shall develop and modify a Personnel Manual. The Ministerial Staff shall be given opportunity for input before final adoption, revision, or deletion.
4. A copy of the Policies, Procedures and Personnel Manual shall be retained in the FBC office and available to any FBC member upon request.

## ***ARTICLE 7. BYLAWS***

### **SECTION 1. RATIFICATION OF AND AMENDMENTS TO THE BYLAWS**

1. The Leadership Team will appoint a Constitution/Bylaws Task Force when deemed necessary. The Constitution/Bylaws Task Force shall bring any proposed changes to the members of FBC. Copies of the proposed changes shall be made available to members of FBC for not less than two (2) Sundays.
2. The Moderator shall provide adequate opportunity for discussion by FBC members prior to the date of the scheduled vote to ratify or amend the Bylaws. A vote to ratify or amend the Bylaws shall be scheduled and conducted by the Moderator at the end of a Sunday morning worship service without discussion. The date for voting shall be announced two (2) weeks in advance of the actual voting and the vote shall be taken by written ballot.
3. Seventy-five percent (75%) majority of the votes cast shall constitute acceptance.