

BY-LAWS OF THE FIRST BAPTIST CHURCH OF KINGSVILLE

APPROVED BY CONGREGATIONAL VOTE AT THE JULY 2002 BUSINESS MEETING

IMPLEMENTED JANUARY 1, 2003

Subsequent Revisions:

Date Approved	Where is the Revision Located
07-28-03	Article IV, Section 12, Paragraph B, Music and Worship Board
05-15-05	Article IV, Section 4, Paragraph G Revised, Church Treasurer
04-24-06	Article III, Section 4, Quorum; Article III, Section 5, Paragraphs A and B, Eligible Voters
02-18-07	Article IV, Section 4, Paragraph H added, Church Treasurer
04-28-08	Article IV, Section 8, Paragraph B Revised, Diaconate Board
04-23-12	Article IV, Section 9, Paragraph C Eliminated, Trustee Board
07-28-14	Article I, Section 4 New section to address marriage, Diaconate Board
01-25-16	Article V, Section 12, Paragraph B Revised, Music and Worship Board Members

BY-LAWS OF THE FIRST BAPTIST CHURCH OF KINGSVILLE

ARTICLE I – WORSHIP AND ORDINANCES

SECTION 1 - Worship Services

Public meetings for worship shall be held each Sunday. Other meetings shall be held at such location as will be determined by the Diaconate Board. No person or persons shall conduct any religious service in this Church without the consent of the Pastor, or in his absence, without the approval of the Diaconate Board.

SECTION 2 – Ordinances – Baptism

- A. The Ordinance of Baptism shall be observed as often as there are candidates for same.
- B. This Church recognizes baptism by immersion only, and shall receive into its membership only those so baptized. The baptism is to be held in a public forum.
- C. Should a permanent physical condition prohibit baptism by immersion, then acceptance into membership may be had by profession of faith upon approval of the Diaconate Board and by baptism of water to the extent compatible with the physical limitation.

SECTION 3 – Communion Service:

- A. This Church practices Open Communion.
- B. The Communion Services shall be observed once a month, or at such times as the Pastor or Diaconate Board may direct.
- C. On Communion Sunday, an offering will be received by the Diaconate Board for the purpose of assisting the poor and needy in our Church and community.

SECTION 4—Marriages:

- A. This Church, in accordance with our Constitution (Article V, Section 1 and 15), believes that weddings are a religious service intended to establish a Christian home.
- B. This Church, in accordance with Genesis 2:24 and Ephesians 5:31, believes that marriage is an ordinance of God; with the example of Jesus Christ (the bride groom) and His church (the bride) from Ephesians 5: 21-24, being the foundation of marriage.
- C. Only marriages between one man and one woman will be conducted anywhere on the property or by our Pastor.

ARTICLE II – MEMBERSHIP

SECTION 1 – Requirements for Membership

- A. By public profession of faith in Jesus Christ as their only Saviour and Lord
- B. By baptism by immersion

SECTION 2 – Membership Procedures

- A. Meet with the Pastor and one representative from Diaconate Board
- B. Attend membership classes.
- C. Present testimony of faith.
- D. 75% majority approval by Diaconate Board
- E. Baptism or transfer of membership from a Church of similar faith which practices baptism by immersion. If transfer of membership cannot be obtained due to extenuating circumstances, the candidate for membership can be accepted by a statement of baptism by immersion and of faith at a meeting with the Pastor and the Chairman and Vice-Chairman of the Diaconate Board.
- F. Presentation to congregation for Right Hand of Fellowship
- G. Membership is effective on the date the Right Hand of Fellowship is received.

SECTION 3 – Membership Responsibilities

Each person being received into membership of this Church is expected to honor the Articles of Faith and the Church Covenant and to abide by the Church Constitution and By-laws.

SECTION 4 – Types of Membership

- A. Active Member
An active member is a member who regularly attends services and serves and participates in the various ministries or functions of the local Church.
- B. Inactive Member
Any member of this Church, resident or non-resident, who could have and has not attended its services or contributed to the Church for one year, and who has been communicated with by the Diaconate Board by letter, without making any response, shall, without action of the Church, lapse from active membership, their name being placed on an unpublished list of inactive members. Such inactive members may be restored to full membership by action of the Diaconate Board.

SECTION 5 – Membership Rolls

- A. The Church membership roll is to be reviewed annually during the 4th quarter by the Diaconate Board.
- B. At the beginning of each new year, those members who have turned eighteen (18) years of age and are eligible to now vote, shall be given a copy of the Church Covenant, the Constitution and By-laws and made aware of the membership commitment to the Church.

SECTION 6 – Dismission

Dismission occurs due to any of the following:

- A. By death
- B. By letter at a new church's request

- C. By erasure for conduct unbecoming a Christian, such as opposition to the Church Covenant. Erasure shall occur upon a 75% majority vote of the Diaconate Board. This action is to be taken only after due effort has been made to restore such dismissed member, or secure his or her personal written application to be dropped from the roll.
- D. Dismissal of a member shall in every case be upon the recommendation of the Pastor or Diaconate Board in a meeting where such action is in order.
- E. All changes in membership are to be forwarded in writing to the Church Clerk immediately following the actions taken.
- F. By request of member

ARTICLE III – CHURCH BUSINESS MEETINGS

SECTION 1 – Regular Meetings

There will be a quarterly business meeting held in April, July, October and the Annual Meeting will be held in January. The October meeting will include the election of officers and the adoption of the budget for the coming fiscal year. A Church business meeting will be deemed a regular meeting of the membership, and any business may be transacted thereat, provided only that the transaction of such business is not in conflict with any provisions of the Constitution and these By-Laws.

SECTION 2 - Special Meetings

The Pastor, Moderator, Chairman of the Diaconate Board or Chairman of the Board of Trustees may call Special meetings of the membership. Notice of special meetings, unless otherwise required by law or by another provision of these By-Laws, or by the Constitution, may be given by public announcement from the pulpit at any regular worship service on the Sunday preceding such meeting or by any other reasonable means to notify the membership of the time, place and purpose of such meeting.

SECTION 3 - Rules of Order

Robert's Rules of Order is the authority for parliamentary rules of procedure for all business meetings of the Church, unless in conflict with the Church's Constitution and/or By-Laws.

SECTION 4 - Quorum

A quorum for the transaction of business at any regular or special business meeting of the Church will consist of 20% of the Church's active resident membership as reported at the previous quarterly business meeting. An active member is defined in Article II, Section 4, Paragraph A of the By-Laws.

SECTION 5 - Eligible Voters

- A. All members of the Church 18 years of age and older will be eligible

to vote on any question presented at a regular or special business meeting.

1. Proposed annual budget
2. Purchase, Sale or Mortgaging of Real Estate
3. The making of substantial improvements on any of the property of the Church
4. Matters pertaining to change in denominational relationship

Any proposal in these above-mentioned matters must receive a two-thirds majority vote of those present and voting in order to be approved. Such a meeting of the Church must be called in accordance with the provisions of the laws of the State of Ohio which governs the selling or encumbering of Church Property.

- B. At the beginning of each new year, those members who have turned 18 years of age and eligible to now vote, shall be given the Church Covenant and made aware of the membership commitment to the Church.

SECTION 6 - Voting

The affirmative vote of a majority of eligible voters casting votes at any stated meeting will be required to constitute the favorable action of the Church on any matter of business unless the Constitution or these By-laws requires otherwise. Voting by proxy will not be permitted.

ARTICLE IV – OFFICERS, BOARDS, COMMITTEES, ADMINISTRATIVE COUNCIL

All officers, board members and committee members are expected to attend all business meetings. All members are welcomed to attend any board or committee meeting; however, personnel or confidential matters will be addressed in executive sessions open to only the board or committee members. All boards and committees must have present a simple majority of the minimum number of members as required by these by-laws to constitute a quorum in order to transact business.

Installation of elected officers shall take place in December. Only members are eligible to hold office. Tenure of office shall be for one year, unless otherwise stated. No two (2) members of the same immediate family (husband/wife) shall serve on any one board or committee. The Pastor's Wife is exempt due to her husband being ex-officio (non-voting) member of all boards and committees.

All officers, members of boards and committees, whether elected or appointed, shall adhere to and fulfill their duties as outlined in the Job Description Manual.

All boards and committees may make procedures, policies and rules for the governing of themselves and to administer their areas of ministry.

SECTION 1 – Pastor

- A. The Pastor chosen or called by this Church shall be a man ordained of God and in full accord with the doctrines of the Bible as upheld by this Church. He shall be in agreement with our Statement of Faith and the Church Covenant. He shall live an exemplary life, and conduct the services of the Church and all other services as belong to his calling. He must become a member of this Church.
- B. The Pastor must remain impartial and objective in his ministry and will be ex-officio of all Boards, Committees and organizations within the Church. This does not preclude his right to vote issues at congregational business meetings.
- C. The term of office of any pastoral staff may be ended upon giving thirty (30) days written notice either on the part of the pastor or on the part of the Church, or such a time that is mutually agreed upon by both parties. Termination of a pastor's employment by the Church shall be voted on at a special meeting of the Church. Such action must be preceded by two weeks notice by mail to all active members of the Church. A quorum for this meeting shall consist of 70% of the active eligible voters as defined in Article 3 Section 5. To terminate a member of the pastoral staff will require simple majority of active eligible voters present.

SECTION 2 - Moderator

- A. Serves as the presiding officer of the Church
- B. Serves as the presiding officer of this Corporation
- C. Serves as the presiding officer of the Administrative Council
- D. The moderator shall be elected at the Third Quarterly Business Meeting for one year and may not serve more than 3 consecutive years without one year lapse.

SECTION 3 - Church Clerk

- A. Serves as clerk of the Corporation as per the laws of the State of Ohio
- B. Keeps an accurate record of the proceedings of all meetings of the membership and the Administrative Council
- C. Maintain accurate records of membership rolls, dedications and baptisms, and a complete listing of all Church letters of dismissal
- D. Perform such other duties as the Administrative Council may direct

- E. The Clerk shall be elected at the Third Quarterly Business Meeting for one year and is eligible for re-election

Article IV

SECTION 4 – **Church Treasurer**

- A. The Church Treasurer is an officer of the Church/Corporation as well as a part-time employee. The Church Treasurer shall be hired by the Administrative Council.
- B. The Church Treasurer shall disburse by check all expenses according to policy from the General, Building, Missions and any other funds so established as approved by the Congregation or under specific directives of the Administrative Council as in compliance to these by-laws. All other disbursements shall be by the order of the Administrative Council or as directed by the Church.
EXCEPTION: The emergency authority given the Board of Trustees.
- C. No person or persons shall designate missionary gifts through the Church other than those outlined in the Annual Budget without the approval of those present at a Church business meeting.
- D. No class or organization within the Church or Sunday School shall set up or support a missionary project other than those outlined in the Annual Budget without the approval of those present at a Church business meeting.
- E. The Church Treasurer is responsible for Accounts Payable only.
- F. Church Treasurer must be bondable for an amount to be determined by the Administrative Council.
- G. In the absence of the Church Treasurer, Administrative Council will appoint someone to fill this position as needed or until a new Church Treasurer is hired.
- H. In the absence of a qualified applicant for church treasurer, Administrative Council will hire an accountant from outside the church to perform the duties of treasurer. This person will not be required to keep hours at the church or attend meetings, but will be required to provide written documentation for meetings or as otherwise requested.

SECTION 5 - Church Financial Secretary

- A. The Financial Secretary is an officer of the Church/Corporation, and shall be elected at the Third Quarterly Business Meeting for one year and is eligible for re-election.
- B. The Financial Secretary is responsible for Accounts Receivable and shall keep a record of all contributions to the Church, recording and reporting same.
- C. All moneys received shall be counted by any two of the following: Financial Secretary, the Ass't Financial Secretary and/or the Counters. These people shall each be bondable for an amount to be determined by the Administrative Council.
- D. The moneys shall be counted at a time and place that is convenient to those designated to count the moneys. The counting sheet will be signed by those who counted the money and the deposit receipt attached.
- E. The Financial Secretary or the Ass't Financial Secretary shall deposit the moneys within 5 business days.
- F. Has check signing authority.
- G. In the event of an absence of the Financial Secretary, the Ass't. Financial Secretary may fill this position until such time this position is filled.

SECTION 6 - Ass't Financial Secretary

- A. The Ass't Financial Secretary shall be elected at the Third Quarterly Business Meeting for one year to assist the Financial Secretary or Counter in counting and recording moneys received.
- B. Must be bondable for an amount to be determined by the Administrative Council.
- C. Has check signing authority.
- D. Will assist the Financial Secretary as needed or called upon.
- E. Is eligible for re-election.

SECTION 7 – Counters (2)

- A. Two Counters shall be elected for one year at the Third Quarterly Business Meeting to assist the Financial Secretary and/or Ass't Financial Secretary in the counting and recording of moneys received.
- B. Must be bondable for an amount to be determined by the Administrative Council.
- C. Is eligible for re-election.

SECTION 8 - Diaconate Board

- A. The Deacons & Deaconesses shall work with the Pastor in encouraging and sustaining the congregation by ministering to their spiritual, emotional and special physical needs and promoting the temporal and spiritual welfare of the Church. Their primary function is serving.

- B. The Diaconate Board shall consist of a minimum of five (5) Deacons and five (5) Deaconesses, who shall be elected at the Third Quarterly Business Meeting to serve in said office for a period of three (3) consecutive years. No Deacon or Deaconess shall be eligible for re-election or appointment until at least a period of one (1) year has lapsed. Two (2) men and two (2) women shall be elected annually for a period of three (3) years.
- C. A person may not serve on the Diaconate unless they have previously held another office in the Church or have been an active member a minimum of two (2) consecutive years.

SECTION 9 - Trustee Board

- A. The Trustees shall hold in trust all property belonging to the Church and shall take all necessary measures for its protection, management and upkeep. They shall not sell or encumber the real estate or other property of the Church unless authorized to do so by congregational vote in compliance with Article III Section 5.
- B. The Trustees shall consist of a minimum of six (6), who shall be elected at the Third Quarterly Business Meeting to serve three (3) consecutive years. No Trustee shall be eligible for re-election or appointment to the trustee board until at least one (1) year has lapsed. Two trustees shall be elected annually for a 3-year term.
- C. It shall be in the power of the Trustees to authorize emergency payments not exceeding \$1,000. Should an emergency exist costing over \$1,000, the Trustees shall call an emergency meeting of the Administration Council to present the situation for their approval.

SECTION 10 - Christian Education Board

- A. Those serving on the Christian Education Board shall be responsible to promote Christian spiritual growth and maturity through developing, administering, organizing and supervising the educational programs of the Church and Sunday School.
- B. The Christian Education Board shall consist of five (5) members who shall be elected at the Third Quarterly Business Meeting to serve 3 consecutive years. They shall not serve more than two 3-year terms without a lapse of one year.
- C. Also serving on the Christian Education Board is the Sunday School Superintendent and the Sunday School Secretary. These are ex-officio voting members.
- D. The Christian Education Board approves all materials taught in all church-sponsored groups including, but not limited to, the Sunday School, Children's Groups such as Jr. Church, BJ's, Bible Explorers, VBS, Youth Groups, Women's Groups, Men's Groups and material purchased for the Church Library.

SECTION 11 – Missions Board

- A. The Missions Board shall encourage interest and participation of the Church in its world mission endeavors and shall exercise supervision over its annual missions conference, special missions projects, special missions offerings, and community outreach. In addition, it shall:
 - 1. Develop a Church Missions Policy (approved by the Church)
 - 2. Develop an annual missions budget
 - 3. Review all missions candidates for approval
 - 4. Provide a program of missions education in the Church
 - 5. Care for our Church missionaries' needs
- B. The Missions Board shall consist of six (6) at-large members elected for 2-year terms, 3 elected at each Third Quarterly Business Meeting serving for a maximum of 2 consecutive terms. No member shall be eligible for re-election or appointment until at least a period of one (1) year has lapsed after their second term. They shall elect their own chairperson.

SECTION 12 – Music and Worship Board

- A. The Music and Worship Board, along with the Pastor shall have the general oversight of worship services of the Church. The Music and Worship Board shall be intentional in helping the Church family to understand and believe that our supreme function as believers is, first, to worship God, and secondly, to serve God. It shall achieve these ends by:
 - 1. Coordinating all vocal and instrumental programs and special music, including guest artists
 - 2. Secure qualified and trained people to serve in all areas of music and worship
 - 3. Develop annual budget
- B. The music and worship board shall consist of two at-large member in addition to those serving in the following positions, if and when they exist: Senior Pastor, Associate Pastors, Choir Director, Pianist, Organist, Praise Team Coordinator, Sound System Coordinator, and Media System Coordinator. The following will be accountable to the Music and Worship Ministries but are not required to attend monthly meetings: Head Usher, Flower Coordinator and Drama Coordinator. They shall elect their own chairperson.

SECTION 13 - Trustees of the Ashtabula American Baptist Association

The Trustees to the Ashtabula American Baptist Association are duly elected to represent the Church with regards to the business of the Ashtabula American Baptist Association. There are three (3) trustees elected for a 3-year term, one of which is elected at each Third Quarterly Business Meeting held in October. The Pastor is automatically on this board.

SECTION 14 – Hospitality Committee

The Hospitality Committee shall work with other Boards and Committees to encourage fellowship amongst the congregation by preparing meals, refreshments, funeral dinners and assisting sponsoring boards or committees for other occasions as requested.

- A. This Committee shall consist of six (6) people to be elected at the Third Quarterly Business Meeting to serve for a period of three (3) years. Two people are to be elected annually.
- B. They will select their own chairman. This committee is encouraged to recruit additional help as needed.
- C. Members may be re-elected.

SECTION 15 - Nominating Committee

The Nominating Committee shall work together to propose a slate of officers to be presented two weeks prior to the Third Quarterly Business Meeting. Every endeavor shall be taken to try to get gifted and qualified people to serve in the ministries of our church. This committee will also fill any position that becomes vacant.

- A. This Committee will consist of one representative from the Diaconate Board, one representative from the Board of Trustees, one representative from the Board of Christian Education, one representative from the Music and Worship Board, one representative from the Mission Board, the Church Clerk and one at-large members to be elected at the Third Quarterly Business Meeting. They will elect their own chairman, who will report to the Church Moderator, after each meeting. Term will be one year.

SECTION 16 – Memorial Committee

The Memorial Committee shall meet as necessary for the purpose of over-seeing Memorial Fund moneys are expended for said purpose.

- A. The Memorial Committee will be composed of three (3) members serving three-year terms, one to be elected annually at the Third Quarterly Business Meeting. A representative from the Board of Trustees shall also serve on this Committee.
- B. They shall appoint their own Chairman and Secretary.
- C. Members are eligible for re-election.

SECTION 17 – Professional Staff Search Committee

The purpose of this committee shall be to recommend to the congregation the call of a member of the Professional Staff.

- A. This committee shall consist of the Moderator, who shall serve as Chairman, the Church Clerk, one representative from the Diaconate Board, one representative from the Trustee Board, one representative from the Board of Christian Education. Their respective boards will choose these representatives. Also on this

- Board will be three (3) at large members to be voted on by the Congregation. The Senior Pastor shall be a member of the committee for any other pastoral staff position except his own.
- B. The committee shall investigate the background and qualifications of potential candidates under consideration to determine their fitness for the position in regard to the following issues:
 - 1) personal character
 - 2) education
 - 3) ministerial record
 - 4) experience and ability
 - 5) spiritual giftedness
 - C. It shall present one candidate at a time to the congregation.

SECTION 18 – Ushers

The Ushers will make welcome and oversee the seating and comfort of the congregation. They shall receive the offering and assist in worship as needed.

- A. A minimum of 8 ushers will be elected at the Third Quarterly Business meeting for a one-year term. They are eligible for re-election
- B. They shall appoint their own Head Usher.

SECTION 19 – Church Historian

The Church Historian shall record all of the current events in the life of the church, which are likely to be of historical value. He/She shall submit an annual report to the church. The historian shall be elected at the Third Quarterly Business Meeting for a period of one (1) year and is eligible for re-election.

SECTION 20 – Administrative Council

The Administrative Council shall work together with the Pastor to ensure accurate and complete communication amongst all Boards, Committees and Officers.

- A. The Administrative Council will be composed of the Pastor, Moderator, Church Clerk, Church Treasurer, Church Financial Secretary and the Chairman or Designee of the following Boards and Committees:
 - 1) Diaconate
 - 2) Trustees
 - 3) Christian Education
 - 4) Missions
 - 5) Worship and Music
 - 6) Hospitality
- B. The Administrative Council shall meet monthly.
- C. The Administrative Council shall meet before each quarterly and annual business meeting to plan an agenda for each business meeting.

- D. They also will oversee all financial activity on a monthly basis. They shall prepare an annual budget to present to the congregation two weeks prior to the Third Quarterly Business Meeting, promote stewardship and tithing, make decisions for short term insured investments, and audit all books annually with the exception of the Diaconate Fund.
- E. The Administrative Council shall be the official body to oversee community relations and endeavors.
- F. The Administrative Council shall have the authority to handle emergency situations as determined by the majority of the following:
 - 1) Pastor
 - 2) Moderator
 - 3) Diaconate Chairman
 - 4) Trustee Chairman

SECTION 21 – Ad Hoc Committees

The Pastor, Moderator, or Chairman of the Trustees may appoint other committees for special purposes.

SECTION 22 – Other Fellowship Organizations

There are other fellowships within the church which presently include Men's Prayer Breakfast, Women's Missionary Society, which is composed of Chairpersons or representatives from the various Mission Circles, and also American Baptist Youth Fellowship. These fellowships elect their own officers.

SECTION 23 – Vanderburg Trust Board

The Vanderburg Trust Board (VTB) was organized in 1985 for the purpose of representing the Church's interest in the Vanderburg Trust. Miss Jacqueline Vanderburg bequeathed nearly her entire estate to the Farmers National Bank & Trust Company, now known as Keybank Corporation, for the benefit and use of First Baptist Church of Kingsville.

This trust was set up under very specific terms of her will. The VTB is composed of five (5) members who serve lifetime terms. When a vacancy occurs, the remaining board members select the replacement. The VTB operates under their own policies and procedures in compliance with the strict terms of Miss Vanderburg's will and the policies of the Trust Department of Keybank.

Basic terms are:

- 1) The moneys in the trust are not to be used for the personal gain of individuals.
- 2) The moneys are to be used for religious, educational or charitable purposes.
- 3) Requests for funding of projects must come from a committee or a board, with majority approval at a congregational meeting.
- 4) The VTB will evaluate each request for compliance to the terms of the will.
- 5) Each request requires unanimous approval by the VTB prior to being forwarded to Keybank Corp Trust Department for their approval and disbursement.

ARTICLE V – POWER OF BY-LAWS

These By-Laws shall supersede all others. These By-Laws may be amended at any Annual or Quarterly Business Meeting by a two-thirds majority vote, provided the amendment(s) have been brought before the Church in writing at a Quarterly Business Meeting prior to the one in which the proposed change is to be voted on **or** call a special meeting minimum of 30 days prior to the regular business meeting that the amendment (s) would be voted on. The amendment(s) shall be put in the Church newsletter or bulletin at least three times during this period.