

***Preamble***

We declare and establish this Constitution and Bylaws to preserve and secure the principles of our Christian faith, to govern this body in an orderly manner, and to preserve the liberties of each individual member of this church.

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**Constitution**

***Article I. Name and Location***

The official name of this body will be "First Missionary Baptist Church, of Washington, McClain County, Oklahoma" (as filed with the Office of the Secretary of State, State of Oklahoma, April 8, 1911). It is more commonly known as "First Baptist Church."

The address of the principle office of this church will be 100 South Main Street.

***Article II. Purpose and Mission***

The purpose of First Baptist Church, Washington, is to worship God as a fellowship of baptized believers, in the power of the Holy Spirit, under the lordship of Jesus Christ. The mission of the church is to proclaim Christ and to teach and practice Christianity as prophesied in the Old Testament and fulfilled in the New Testament. To accomplish this purpose and mission, the members agree to witness for Christ in word and deed, lead the lost to a saving knowledge of Jesus Christ, to nurture Christian growth through preaching, teaching, and fellowship, and to contribute cheerfully and regularly as God has blessed and prospered, supporting the church's expenses, providing relief to the poor, and financing the spread of the gospel throughout our community and the world.

***Article III. Statement of Faith and Doctrine***

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. In addition, this church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention.

***Article IV. Church Authority and Affiliation***

This church is autonomous and maintains the right to govern its own affairs, independent of any denominational control.

This church will promote and maintain the teachings and doctrines of the Southern Baptist denomination.

We will cooperate with and support the Southern Baptist Convention, the Baptist General Convention of Oklahoma, and the Union Baptist Association to sustain the obligations and gain the mutual counsel and benefits that are common among Baptist churches.

***Article V. Church Covenant***

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

We strive to work together in Christian love for the advancement of this church; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to support the ministry, expenses of the church, relief of the poor, and the spread of the gospel through all nations.

We encourage our members to maintain family and personal devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk cautiously in the world; to behave in the community in a moral and ethical manner. Above all, we will be zealous in our efforts to advance the Kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

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

#### ***Article VI. Non-Profit Status***

This church is not organized for profit. It will perform all business without purpose of gain for its members. Any profits or accumulations to the church will be used to promote its purpose and mission.

#### ***Article VII. Dissolution***

In the event of the liquidation/dissolution of the church, all of its remaining assets, after payment of liabilities, will be transferred to the Union Baptist Association.

Dissolution of the church can only be accomplished through an affirmative 75 percent vote of the eligible members present at the meeting. This meeting must have been published by all reasonable means to the membership at least six weeks in advance.

#### ***Article VIII. Adoption and Amendment***

The Constitution and Bylaws must be presented for consideration at a regular business meeting. (It may be presented across multiple meetings.) A copy for review will be provided to any member upon request. The Constitution and Bylaws will be offered for a vote at the next regular business meeting after its presentation. It will be considered adopted and in immediate effect upon an affirmative 75 percent vote of the eligible members present at the business meeting.

Proposed Amendments will be presented for consideration at a regular business meeting. Written notice of the amendment proposal must be mailed to active members before the business meeting. A copy for review will be provided to any member upon request. It will be offered for a vote at the next regular business meeting after its presentation. The Amendment will be considered adopted and in immediate effect upon an affirmative 75 percent vote of the eligible members present at the business meeting.

This document abolishes, supersedes, and takes the place of any Constitution/Bylaws/Amendments that preceded it.

A copy of this Constitution and Bylaws will be made available to any person upon request.

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## **Bylaws**

### ***Bylaw 1. Membership***

#### ***1.1. Qualification***

The membership of this church will be composed of persons who confess Jesus Christ to be Lord and Savior, who have been baptized by immersion, and who have subscribed to the church covenant, articles of faith, and constitution of this church, and who have been received into membership by an affirmative majority vote of the eligible members present.

#### ***1.2. Admission***

Any person who is qualified as stated in the previous section may request membership consideration. Each candidate will be presented to the church at any worship service for a vote of acceptance to join the church as defined in one of the following paragraphs.

Any dissent concerning the admission of a candidate to membership will be privately referred to the pastor and deacons for an investigation and subsequent recommendation to the church.

##### ***1.2.1. Baptism***

Upon profession of faith in Jesus Christ as Savior and Lord, a candidate may be baptized by immersion and accepted as a member.

##### ***1.2.2. Letter***

Upon receipt of a letter of certification from another Southern Baptist church of like faith and practice, a candidate may be accepted as a member.

##### ***1.2.3. Statement***

Upon a reaffirmation of faith and a statement of having been baptized in a Southern Baptist church of like faith and practice where a record of previous church membership is not available, a candidate may be accepted as a member.

A candidate would use this method in a case such as having been baptized at a church that burned down and was never rebuilt; therefore, there would be no possible way to find literal affirmation of the prior baptism and membership.

##### ***1.2.4. Relation***

If a candidate acknowledges being a born-again Christian, but belongs to another denomination and desires to unite with this assembly and embrace the faith and program we proclaim, then that candidate may be received by baptism.

#### ***1.3. Termination***

Membership in this church may be terminated as defined in one of the following paragraphs.

**1.3.1. Death****1.3.2. Transfer**

A letter of transfer may be issued for any member who wishes to unite with another Southern Baptist church of like faith and practice. Such request must be made in writing to the church clerk who will present the request for a vote at the next regular business meeting. Upon an affirmative majority vote of the eligible members present, the letter will be issued to the church that will be accepting the membership transfer letter.

**1.3.3. Request by Member**

A member may request to have his/her name removed from the membership rolls. Such request must be made in writing to the church clerk who will present the request for a vote at the next regular business meeting. Upon an affirmative majority vote of the eligible members present, the name will be removed.

After removal from the rolls, the individual may request to rejoin the membership. The request must be made in writing to the church clerk. If the individual has not joined another faith, the clerk will present the request at the next business meeting. Upon an affirmative majority vote of the eligible members present, the name will be reinstated. If the individual joined another faith, baptism will be required.

**1.3.4. Discipline Action**

It will be the basic purpose of the church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. Redemption rather than punishment should be the guideline which governs the attitude of one member toward another.

Dismissal by the congregation may occur if the member's life and conduct is not in accordance with the church's guidelines in such a way that the member hinders the ministry influence of the church in the community. Procedures for dismissal of a member will be in accordance with Matthew 18:15-17 or Titus 3:10-11. Dismissal will be affective upon an affirmative 75 percent vote of the eligible members present at a regular business meeting.

Repentant Members dismissed by the church will be restored by an affirmative majority vote of the eligible memers present at a regular business meeting, according to the spirit of 2 Corinthians 2:7-8.

**1.4. Membership Class**

Upon acceptance as a member, candidates must attend the church membership class to learn and understand their privileges and responsibilities to God and the church.

The membership class will consist of approximately six sessions and cover the principles of the Baptist Faith and Message and regulations of the church's constitution. The membership class will be organized to be age-appropriate.

The membership class will be taught by the pastor or a deacon.

With the help of the pastor, candidates may take up to 1 year to schedule a membership class. During that year, new members will be considered to be active members. If the class has not been completed within 1 year, the candidate will not vote until it is completed.

### **1.5. Membership Standing**

Members are considered "active" when:

- They have completed the church membership class or are in the process of completing the class within one year of joining the church.
- They have been in attendance at least six times during the year. (Members who are homebound due to illness or age are exempt from this requirement.) If any difference of opinion occurs as to whether a member has met the attendance requirement, the church will honor the member's integrity.

### **1.6. Membership Privileges**

#### **1.6.1. Observing Ordinances**

Members may participate in the ordinances of the church.

#### **1.6.2. Voting**

All active members, 7th grade and older, will be entitled to vote on all issues brought before the church. Members must be present to vote. No absentee ballots will be accepted.

#### **1.6.3. Serving**

Active members who have completed the membership class may be selected to serve in leadership positions.

#### **1.6.4. Family Ministry**

Active members who are aged 18 and older and no longer attending high school will be assigned a deacon to minister to their families' needs. Young adults who are a member of a family that is already assigned a deacon may be represented by the same deacon.

Active members who are aged 18 and younger, still attending high school, and not a member of a family that is already assigned a deacon, will be assigned to the youth minister and/or a deacon to minister to their needs.

### **Bylaw 2. Staff**

Church staff consists of positions that receive salary compensation. Staff must submit to a criminal background check and be covered by the church insurance bond.

#### **2.1. Pastor**

##### **2.1.1. Call**

When the pastor's position is vacant, the church will appoint a Search Committee. The Search Committee will prayerfully seek out a man, who meets the Biblical requirements stated in 1 Timothy 3. (This church interprets "a man of one wife" to mean no past divorces.)

A pastor will be called by an affirmative 75 percent vote of the eligible members present. Election will be by secret ballot. All constitutional regulations for holding church business apply.

**2.1.2. Term**

A pastor will serve until the relationship is dissolved at the request of the pastor or the church.

In the event that the pastor wishes to tender his resignation, he will inform the deacons of his intentions in advance of notifying other members. The deacons will inform the church at a time deemed appropriate.

In the event that a member(s) has cause to seek dismissal of the pastor, they will present the reasons to the deacon body for investigation. If the prayerful investigation affirms the need for dismissal, the deacons will call a special business meeting for that purpose. Two week's notice must be given for the meeting. The vote will be by secret ballot. Dismissal requires an affirmative 75 percent vote of the eligible members present.

**2.1.3. Duties**

The pastor will be a duly ordained Baptist minister of the Gospel, in full fellowship with the Southern Baptist Convention.

The pastor will be the spiritual leader of the church. He will be the presiding officer of the church and give leadership and direction to all church programs. He will supervise other church staff members and seek assistance from the Personnel Committee as needed. He will be responsible to and directly accountable to the membership of the church.

General responsibilities include preaching, teaching, pastoral counseling, visiting the sick and homebound, administration, planning, and guiding the church to grow and fulfill its purposes.

He will serve as an ex-officio member of all church committees.

The job description that is determined by the Personnel Committee will provide additional specific details of the pastor's duties and benefits.

**2.2. Youth Minister****2.2.1. Call**

When the youth minister's position is vacant, the church will appoint a Search Committee. The Search Committee will prayerfully seek out a man, who meets the Biblical requirements stated in 1 Timothy 3. (This church interprets "a man of one wife" to mean no past divorces.)

A youth minister will be called by an affirmative 75 percent vote of the eligible members present. Election will be by secret ballot. All constitutional regulations for holding church business apply.

**2.2.2. Term**

A youth minister will serve until the relationship is dissolved at the request of the youth minister or the church.

In the event that the youth minister wishes to tender his resignation, he will inform the pastor of his intentions in advance of notifying other members. The pastor will inform the deacons as soon as possible and the church at a time deemed appropriate.

In the event that a member(s) has cause to seek dismissal of the youth minister, they will present the reasons to the pastor and the deacon body for investigation. If the prayerful investigation affirms the need for dismissal, the pastor and/or deacons will call a special business meeting for that purpose. Two week's notice must be given for the meeting. The vote will be by secret ballot. Dismissal requires an affirmative 75 percent vote of the eligible members present.

### ***2.2.3. Duties***

The youth minister will offer leadership to lead young people to a personal relationship with Jesus Christ, provide training for Christian service, and offer opportunities for fellowship in a Christian environment.

The youth minister will work under the direction of the pastor and in close cooperation with other staff members and the Youth Council.

The youth minister will coordinate all Falls Creek activities for both the children's and youth departments. This includes obtaining a cabin and planning/leading/participating in the discretionary activities. He will either attend Children's Falls Creek or appoint another active member to act as the lead. He will attend Youth Falls Creek or get permission from the pastor and deacon body to appoint another active member to act as the lead.

The youth minister will serve as a member of committees related to the Falls Creek Cabin.

The job description that is determined by the Personnel Committee will provide additional specific details of the youth minister's duties and benefits.

## ***2.3. Music Minister***

### ***2.3.1. Call***

When the music minister's position is vacant, the church will appoint a Search Committee. The Search Committee will prayerfully seek out a man, who meets the Biblical requirements stated in 1 Timothy 3. (This church interprets "a man of one wife" to mean no past divorces.)

A music minister will be called by an affirmative 75 percent vote of the eligible members present. Election will be by secret ballot. All constitutional regulations for holding church business apply.

### ***2.3.2. Term***

A music minister will serve until the relationship is dissolved at the request of the music minister or the church.

In the event that the music minister wishes to tender his resignation, he will inform the pastor of his intentions in advance of notifying other members. The pastor will inform the deacons as soon as possible and the church at a time deemed appropriate.

In the event that a member(s) has cause to seek dismissal of the music minister, they will present the reasons to the pastor and the deacon body for investigation. If the prayerful investigation affirms the need for dismissal, the pastor and/or deacons will call a special business meeting for that purpose. Two week's notice must be given for the meeting. The vote will be by secret ballot. Dismissal requires an affirmative 75 percent vote of the eligible members present.

**2.3.3. Duties**

The music minister will be responsible for providing worshipful music at all services and for the training and direction of the choirs. The music minister will select suitable music and prepare appropriate musical programs for special occasions.

The music minister will work under the direction of the pastor and in close cooperation with other staff members.

The job description that is determined by the Personnel Committee will provide additional specific details of the music minister's duties and benefits.

**2.4. Secretary/Clerk****2.4.1. Selection**

The pastor and the Personnel Committee will recommend a candidate for the position of secretary/clerk at a regular business meeting.

A secretary/clerk will be called by an affirmative 75 percent vote of the eligible members present. Election will be by secret ballot.

**2.4.2. Term**

A secretary/clerk will serve until the relationship is dissolved at the request of the secretary/clerk or the church.

In the event that the secretary/clerk wishes to tender a resignation, he/she will inform the pastor. The pastor will inform the deacons as soon as possible and the church at a time deemed appropriate.

In the event that a member(s) has cause to seek dismissal of the secretary/clerk, they will present the reasons to the pastor and the deacon body for investigation. If the prayerful investigation affirms the need for dismissal, the pastor and/or deacons will call a special business meeting for that purpose. Two week's notice must be given for the meeting. The vote will be by secret ballot. Dismissal requires an affirmative 75 percent vote of the eligible members present.

**2.4.3. Duties**

The secretary/clerk will keep a fair record of all business proceedings including minutes from all business meetings, maintain the membership roll, release letters ordered by the church, member contribution records, and support other tasks as assigned by the pastor.

The secretary/clerk will work under the direction of the pastor and in close cooperation with other staff members.

The secretary/clerk will work with the treasurer to provide members with annual financial statements of their contributions.

The secretary/clerk will serve as trustee.

The job description that is determined by the Personnel Committee will provide additional specific details of the secretary/clerk's duties and benefits.

***Bylaw 3. Officers***

Church officers consist of voluntary leadership positions held by active members. Officers must be covered by the church insurance bond.

***3.1. Deacons******3.1.1. Call***

Any member may make recommendations to the deacon body to call new deacons to service. The deacon body will investigate the candidate. If the investigation proves positive, the deacon body will seek to interview the candidate in a regular deacons' meeting. If the candidate refuses the interview, no further action will be taken. If the candidate accepts the interview, the deacons will request answers to questions that should prove the candidate is qualified to serve as a deacon at this church.

***3.1.2. Transfer***

A member who joins the church by letter or statement may have been ordained as a deacon at the former church. If this member desires to become a deacon of our church, the deacon body will investigate the candidate. If the investigation proves positive, the deacon body will interview the candidate in a regular deacons' meeting. The deacons will request answers to questions that should prove the candidate is qualified to serve as a deacon at this church. No assumptions will be made about the candidates qualifications based on previous church ordinations.

***3.1.3. Qualifications***

A deacon must have been an active member of our church for a period of at least one year and be at least 21 years of age. A deacon will be a man who meets the Biblical requirements stated in 1 Timothy 3. (This church interprets "a man of one wife" to mean no past divorces.) He should be a man who support the principles of the church.

***3.1.4. Term***

A deacon will be called by an affirmative 75 percent vote of eligible members present at a regular business meeting to serve until the relationship is dissolved at the request of the deacon or the church.

***3.1.5. Duties***

Deacons will regard themselves as servants of the church. As the pastor and Holy Spirit direct, they are to consider and make recommendations to the church in matters pertaining to its work and progress. They will minister to the members by participating in the deacon family ministry. They will assist the pastor in the observance of the ordinances, or in other areas as directed by the pastor. In any period when the church is without a pastor, unless the church provides, the deacons will arrange the temporary ministry and take counsel with reference to securing an interim pastor.

***3.1.6. Chairman***

The deacon body will elect a chairman to serve for a period of one year. The deacon body will select a method of election that will ensure each deacon has equal opportunity to serve as chairman.

### **3.2. Trustees**

#### **3.2.1. Selection**

The Nominating Committee will recommend an active member to serve as a trustee in their annual nominations report for the church's approval.

#### **3.2.2. Term**

Trustee will serve in a group of five trustees. The secretary/clerk and the treasurer will serve as two of the five trustees. The other trustees will be elected on a rotating basis, with one trustee elected each year to serve a term of three years.

If a trustee is unable to complete the three-year term, the Nominating Committee will recommend a replacement for the church's approval. In this case, the new trustee will complete the former trustee's term.

#### **3.2.3. Duties**

The trustees will serve as official legal representatives of the church. Trustees hold title to all church property. This includes execution of contracts, deeds, mortgages or other legal documents as authorized by the church. Only a specific vote of the church can authorize the trustees to act. The trustees may be called upon to audit the treasurer's books.

### **3.3. Treasurer**

#### **3.3.1. Selection**

The Nominating Committee will recommend an active member to serve as the church treasurer in their annual nominations report for the church's approval. The treasurer, or any person performing treasuring duties, will not hold any other staff position while acting in this capacity.

#### **3.3.2. Term**

The treasurer serves a term of one year. The same member may be elected to serve multiple consecutive terms.

#### **3.3.3. Duties**

The treasurer will receive all church funds and pay them out as directed by the church. The treasurer will deal with all banking functions for general funds and work closely with other positions that require financial duties. The treasurer will record all receipts and expenses.

The treasurer will make a report to the church at each regular business meeting and provide the members with monthly statements of financial transactions.

The treasurer will work with the secretary/clerk to ensure members' contribution records are complete.

The treasurer will serve on the Budget Committee and lead in the creation of the annual budget.

The treasurer will serve as trustee and must be ready to submit to an audit of the books by the remaining trustees at any time.

***Bylaw 4. Committees***

Committee members must have been active church members for at least one year.

Members of the same immediate family may not serve on any committee, unless specifically allowed by the committee description. When committee members complete their term, they must not be re-elected to the same committee for one year to ensure representation and participation of as many members as possible.

Every committee will elect a chairperson as a leader. The chairperson will make a report of progress at every regular business meeting.

The chairperson will contact any committee member who is not present at a committee meeting. If a member does not attend multiple meetings, the chairperson will contact the member to find out if they want to continue to serve. If necessary, a vacancy will be declared.

Committee members must be covered by the church insurance bond.

***4.1. Standing Committees******4.1.1. Selection/Term***

The Nominating Committee will recommend active members to serve on standing committees in their annual nominations report for the church's approval. Standing committees consist of five members.

Standing committees must meet during the first month of the Sunday School year to elect a chairperson and organize its plan for the year's work.

If a committee member is unable to complete the five-year term, the Nominating Committee will recommend a replacement for the church's approval. In this case, the new member will complete the former committee member's term.

***4.1.2. Budget***

The Budget Committee reviews recommendations from individuals and committees concerning financial matters to propose an annual budget for church approval. Once approved, the committee is responsible for making sure the budget is adhered to.

The treasurer serves as one of the five members. The remaining four members will be elected on a rotating basis, each serving four years. No individual related to a member of the staff will serve on the Budget Committee. No individual nor members of the same immediate family may serve on both the Budget and Personnel Committees.

***4.1.3. Personnel***

The Personnel Committee assists the church in matters related to staff, including policy, job descriptions, and discipline recommendations for church approval. This committee works closely with the Budget Committee to recommend salaries, benefits, and other compensation for church approval.

The committee would recommend new staff positions to the church for approval. A complete job description and wording for the constitution would be required when presented to the church.

The members will be elected on a rotating basis, each serving five years. No individual related to a member of the staff will serve on the Personnel Committee. No individual nor members of the same immediate family may serve on both the Personnel and Budget Committees.

#### ***4.1.4. Properties***

The Properties Committee assists the church in matters related to properties administration. Its work includes such areas as inspecting and supervising all church properties, overseeing all needed repairs, estimating maintenance costs for existing properties to the Budget Committee for inclusion in the annual budget, and recommending maintenance costs to the church for items that were not budgeted.

The church vehicle director serves as one of the five members. The remaining four members will be elected on a rotating basis, each serving four years.

#### ***4.1.5. Nominating***

The Nominating Committee coordinates the staffing of all church leadership positions filled by volunteer workers, except deacons, search committee members, and ad hoc committee members. All individuals who are recommended by the Nominating Committee will have been active members for at least one year.

The committee will present an annual report of recommendations for the upcoming year for the church's approval. The report must be presented at a regular business meeting at least one month prior to the beginning of the Sunday School year. Approval will be by secret ballot.

The committee will recommend replacements for any position that is vacated before the year ends.

The committee will select the positions for Sunday School director and Discipleship Training director first, as they will serve as two of the five members. The Sunday School director and Discipleship Training director from the previous year will serve until their replacements are selected. The remaining three members will be elected on a rotating basis, each serving three years.

#### ***4.1.6. Fellowship***

The Fellowship Committee will oversee the operation of kitchen activities. They will plan and secure help in meal preparation for revivals, funerals, and other church functions.

The members will be elected on a rotating basis, each serving five years. Spouses may serve together on this committee.

#### ***4.1.7. Benevolence***

The Benevolence Committee will oversee the distribution of resources to assist individuals with legitimate need. The committee may approve payment within their budget and report their actions to the church at the next regular business meeting.

The Benevolence director will serve as one of the five members and act as the chairperson for the committee. The remaining four members will be elected on a rotating basis, each serving four years.

#### ***4.1.8. Facilities***

The Facilities Committee coordinates and monitors the use of the church facilities for secular activities as described in Bylaw 10, including determining facilities guidelines for church approval.

They will monitor the inventory of kitchen and service supplies. The committee will work in close coordination with the Fellowship Committee.

The committee will consist of five members. The chairperson of the Fellowship Committee and the wedding director will serve as two of the five members. The remaining three members will be elected on a rotating basis, each serving four years. Members may serve on both the Facilities and Fellowship Committees.

#### ***4.2. Special Committees***

##### ***4.2.1. Selection/Term***

The Nominating Committee will recommend active members to serve on special committees in their annual nominations report for the church's approval. Special committees will always have an odd number of members.

If a committee member is unable to complete his/her term, the Nominating Committee will recommend a replacement for the church's approval. In this case, the new member will complete the former committee member's term.

##### ***4.2.2. Church Council***

The Church Council leads in planning and coordinating the ministries and programs of the church. This includes coordinating resources and the church calendar. The Church Council would recommend the addition or removal of committees. A complete description and wording for the constitution would be required when presented to the church.

The Church Council is composed of the church's leadership positions: pastor, secretary/clerk, youth minister, music minister, treasurer, chairman of the deacons, Sunday School director, Discipleship Training director, and other director-level positions.

##### ***4.2.3. Youth Council***

The Youth Council leads in planning and coordinating the ministries and programs of the youth department, both inside and outside the church. This includes coordinating resources and the church calendar.

The Youth Council is composed of three current members of the youth department (must be of mixed gender and be recommended by the youth minister), one father of a current member of the youth department, one mother of a current member of the youth department, one deacon, and one church member who is not the parent of any current members of the youth department. The youth members, the father and the mother will serve one-year terms. The deacon and church member will be elected on a rotating basis, each serving two years.

##### ***4.2.4. Falls Creek Cabin Maintenance***

The Falls Creek Cabin Maintenance Committee coordinates all matters related to the operation of the Falls Creek cabin, including rental, operation, and physical maintenance.

The Falls Creek Cabin Maintenance Committee will consist of seven members. The Falls Creek director will serve as one of the seven members and act as the chairperson for the committee. The youth minister will serve as one of the seven members. The remaining five members will be elected on a rotating basis, each serving five years.

#### ***4.3. Search Committees***

Whenever a staff vacancy occurs, the church will appoint a Search Committee. A special business meeting will be called to nominate the members. At least one week's notice must be given for the meeting. Each eligible voting member will receive a ballot and nominate five people. All votes will be counted to elect the members with the most votes.

The Search Committee will consist of five members and two alternates. At least one woman will be elected to serve as one of the five members.

If the Search Committee is for youth minister, two representatives (one male and one female) will also be elected from the youth department, in addition to the five members.

Recommendations of candidates will be made by the committee only. Only one candidate will be recommended at a time. After a time to interview the candidate and hear him preach/speak, the church will vote by secret ballot. No absentee ballots will be accepted. The election will take place at a meeting called for that purpose. At least one week's notice will be given for the interview, sermon/speech, and vote.

#### ***4.4. Ad Hoc Committees***

Ad hoc committee members are nominated and elected at a regular business meeting to serve a specific purpose. Members serve until the specific purpose has been accomplished.

Ad hoc committees will always have an odd number of members. Committees will have at least three members and will not exceed seven members.

### ***Bylaw 5. Meetings***

#### ***5.1. Worship Services***

The church will keep a regular schedule of worship services for Sunday mornings, Sunday evenings, and Wednesday evenings. Regular services will include prayer, praise, preaching, instruction, and evangelism as appropriate.

Special services such as revival services may be recommended to the church at a regular business meeting. These meetings will be added to the calendar upon an affirmative majority vote of the eligible members present.

#### ***5.2. Deacon Body Meetings***

The deacon body will hold monthly deacons' meetings. The monthly deacons' meeting must be held prior to the monthly business meeting.

The pastor or chairman of the deacons may call additional deacons' meetings whenever a need arises.

#### ***5.3. Regular Business Meetings***

This church will hold monthly business meetings for the disposition of all business matters not otherwise provided for, to hear reports from committees, and to consider other matters essential to the spiritual welfare and prosperity of the congregation.

**5.3.1. Moderator**

The moderator will be the pastor or someone designated by the pastor. If the pastor is absent and has not designated another moderator, the chairman of the deacons will preside.

**5.3.2. Parliamentary Rules**

The moderator will use *Robert's Rules of Order* as a guide for procedure in conducting the business meetings of this church.

**5.3.3. Quorum**

A quorum will consist of church members numbering not less than 20 percent of the average Sunday School attendance for the previous church year. No official action will be taken without a quorum.

**5.3.4. Minutes**

The church clerk will keep minutes of each business meeting. The minutes will record the number of members present and what actions were taken by the church. A copy of any reports presented at the meeting must be maintained with the minutes.

The minutes and related documentation will be kept in a safe location and be available for review upon request by any active member.

**5.4. Special Business Meetings**

Additional special business meetings may be called by the pastor and/or deacon body for specific business needs. These business meetings will address only the matter(s) for which they have been called. One week's notice must be given for the meeting.

The guidelines for regular business meetings, other than schedule, must be observed.

**Bylaw 6. Program Organization**

The church will maintain programs to promote education related to Biblical principles. All organizations associated to these programs will be under church control and subject to church coordination and approval.

Volunteers who serve as leaders and workers must be covered by the church insurance bond.

**6.1. Sunday School**

Sunday School will be the most basic organization for the Bible teaching program. It will be conducted on Sunday mornings, according to the methods devised by the Sunday School Board of the Southern Baptist Convention. It will be organized by departments and/or classes, as appropriate for all ages, and will be conducted under the direction of the Sunday School director.

The Sunday School director will have general oversight of the entire organization. Assistants may be elected to support the director. The director should counsel regularly with the assistant directors and the teachers individually and in meetings.

Southern Baptist Convention literature will be used, unless other literature is approved by the pastor.

The Sunday School year will coincide with the Southern Baptist Convention literature.

### ***6.2. Discipleship Training***

Discipleship Training will provide a time for specific training and church work. It will be conducted on Sunday evenings, according to the methods devised by the Sunday School Board of the Southern Baptist Convention for Discipleship Training. It will be organized by departments and/or classes, as appropriate for all ages, and will be conducted under the direction of the Discipleship Training director.

The Discipleship Training director will have general oversight of the entire organization. The director should counsel regularly with the teachers individually and in meetings.

Southern Baptist Convention literature will be used, unless other literature is approved by the pastor.

### ***6.3. Women's Missionary Union***

The Women's Missionary Union will be the mission education, mission action, and mission support organization of the church for women, girls (GAs), and preschool children (Mission Friends). It is tasked with teaching missions, engaging in mission actions, and support of world missions through prayer and giving.

### ***6.4. Brotherhood***

The Brotherhood will be the mission education, mission action, and mission support organization of the church for men and boys (RAs). It is tasked with teaching missions, engaging in mission actions, and support of world missions through prayer and giving.

### ***6.5. Vacation Bible School***

Vacation Bible School will be held each year. The purpose is to provide Biblical training to as many children between the ages of 3 years and 6th grade as possible. This ministry reaches out to the children both within the church and in the community.

The Vacation Bible School director will have general oversight of the entire program.

### ***6.6. Missions Contributions***

This church will contribute a percentage of all undesignated donations to enable Southern Baptists to work together to support missions efforts locally and world-wide.

The Cooperative Program will receive at least 15%.

The Union Baptist Association will receive at least 5%.

The Oklahoma Baptist Homes for Children will receive at least 1%.

## ***Bylaw 7. Ordinances***

### ***7.1. Baptism***

Baptism will be by immersion. In the New Testament, the candidate was taken to the water; the water was not brought to the candidate. Baptism symbolizes the heart of the gospel message: death, burial, and resurrection.

The pastor, or whomever the church will authorize, will administer baptism.

Baptism will be administered as an act of worship during any worship service of the church.

## ***7.2. Lord's Supper***

Only baptized believers should take the Lord's Supper. New Testament Christians were baptized before taking the Lord's Supper. If any difference of opinion occurs as to whether an individual is qualified, the church will honor the individual's integrity.

The church will observe the Lord's Supper at least quarterly.

The pastor and the deacons will administer the Lord's Supper. The chairman of the deacons is responsible for organizing the service.

## ***Bylaw 8. Licensing and Ordaining***

### ***8.1. Licensing***

Licensing is the church's tentative approval for a man to serve until he has proved himself qualified for ordination.

Any active member of the church who meets the Biblical requirements stated in 1 Timothy 3 (This church interprets "a man of one wife" to mean no past divorces.) and feels the call to the gospel ministry may seek to be licensed. That person must make a public statement at a church meeting to express his feeling that God is specifically calling him to ministry.

A member will be licensed by an affirmative 75 percent vote of the eligible members present. Election will be by secret ballot at a regular business meeting.

The performance of civil duties will be governed by state law.

### ***8.2. Ordaining***

Ordination shows that a person has been declared by the church to be accredited and worthy to serve in a pastoral position (pastor, chaplain, missionary) or deacon.

#### ***8.2.1. Pastoral***

Pastoral ordination must be preceded by licensing. The pastoral candidate must have either a completed theological degree or a call to serve at a designated position.

The ordination candidate must meet the Biblical requirements stated in 1 Timothy 3. (This church interprets "a man of one wife" to mean no past divorces.) The candidate must make a public statement at a church meeting to express his feeling that God is specifically calling him to ministry.

The pastor and/or chairman of the deacons must request that the church form an ordination examination council. This request must receive an affirmative 75 percent vote of the eligible members present. Election will be by secret ballot at a regular business meeting.

If the request is approved, an ordination examination council will be formed. It will be composed of ordained men. The pastor, a minister, director of missions, or chairman of the deacons will preside over the council. The council will request answers to questions that should prove the candidate is qualified.

The council will present a recommendation to the church. If the council recommends that the church proceed with the ordination, an affirmative 75 percent vote of the eligible members present is required. Election will be by secret ballot at a regular business meeting.

If the request is approved by the church, an ordination service must be set to charge the candidate, pray an ordination prayer, and present a certificate of ordination.

The performance of civil duties will be governed by state law.

### **8.2.2. Deacon**

Deacon ordination must be preceded by a call to service from this church. Details are provided in Bylaw 3.1.

## **Bylaw 9. Church Finances**

### **9.1. Fiscal Year**

The church fiscal year will run concurrently with the standard calendar, which begins on January 1 and ends December 31.

### **9.2. Budget**

An annual church-wide budget will be approved by the church prior to the date that it takes affect.

### **9.3. Contributions**

Membership in this church involves faithful obligation to support the church and its ministries with regular tithing. This obligation is not regulated by the church, but is between the member and God.

### **9.4. Financial Reports**

Any individual who is in possession of church funds must make full accounting for those funds to the church each month. No funds may be carried for over 30 days, without specific church approval.

If the individual has no specific bank account, the cash and receipts must be given to the treasurer to be included in the monthly statement of financial transactions.

If an individual has been designated to control a specific bank account, a monthly financial report must be turned in to the treasurer prior to the regular business meeting, so that it may be included in the monthly statement of financial transactions. If the monthly report is late more than two times per year, the pastor, treasurer, and chairman of the deacons must investigate the problem and decide if the account should remain open. If the account is affected by insufficient funds, the pastor, treasurer, and chairman of the deacons must investigate the problem and decide if the account should remain open.

## **Bylaw 10. Church Property Use**

All church property use must be for the purpose of glorifying God. Alcoholic beverages, smoking, and inappropriate language will not be allowed.

All regulations imposed by the church insurance coverage will be followed.

### **10.1. Church Building and Grounds**

#### **10.1.1. Access**

The Facilities Committee and the pastor will assign authority for individuals to hold a key to the church. Only active members with specific needs for access can be assigned keys.

Guidelines that are determined by the Facilities Committee will provide additional specific details about the requirements for holding a key.

### ***10.1.2. Weddings and Showers***

Specific areas of the church building and grounds may be used for weddings and showers. Members and non-members who meet all church requirements are eligible.

Guidelines that are determined by the Facilities Committee will provide additional specific details about the use of the church property for weddings and showers.

### ***10.1.3. Secular Activities***

Active members may request access to specific areas of the church building and grounds for secular activities. Requests will be directed to the Facilities Committee and must be made by the active member who will be leading the activity. Requests must include a justification of how the activity will bring glory to God, locations of the building to be used, a housekeeping plan, and a security plan for opening and closing.

The Facilities Committee will evaluate the request. If approved by the committee, they will make a recommendation to the church at the next regular business meeting for approval. The request will be granted by an affirmative 75 percent vote of the eligible members present.

The Facilities Committee will monitor the activity to ensure that the church's use meets all requirements and any damages are reported to the pastor and the Properties Committee.

Guidelines that are determined by the Facilities Committee provide additional specific details about the use of the church for secular activities.

## ***10.2. Falls Creek Property***

The Falls Creek property, cabin and grounds, will be used for meetings with a spiritual purpose. It may be used by our own or other churches.

Guidelines that are determined by the Falls Creek Cabin Maintenance Committee provide additional specific details about the use of the Falls Creek property.

## ***10.3. Vehicles***

Church vehicles will only be used for church-sponsored activities. All vehicle use, including driver requirements, must comply with any regulations imposed by the church insurance coverage.