

Administrative Structure and Organization of First Baptist Church Pensacola, Florida

Article I. Name and Principal Place of Business

The name of the Church shall be First Baptist Church of Pensacola, Florida (hereinafter “FBCP” or the Church). The principal place of business of the Church shall be at 500 N. Palafox Street, Pensacola, Florida 32501.

Article II. Purpose

First Baptist Church of Pensacola, Florida is an autonomous body of baptized believers in Jesus Christ as Lord and Savior. The Church recognizes the Holy Bible as the final authority on matters of belief. The body of believers, under the Lordship and direction of Jesus Christ, shall seek to disciple and minister to all people.

Article III. Goal and Vision

The goal of the Church is to glorify the Father by following the Holy Spirit in sharing the story of Jesus Christ. The vision is that all people may “Hear it, Live it and Share it.”

Article IV. Affiliations

The Church is, and shall be, an autonomous Baptist Church maintaining its right to govern its own affairs independent of any denominational control.

Article V. Membership

The membership of the Church shall consist of all those who are in fellowship with the body of believers constituting First Baptist Church of Pensacola, Florida.

A. Qualifications for Membership. Those desiring membership in the Church may be received in one of the following ways:

1. Confession of faith in Jesus Christ as Lord and Savior followed by believer’s baptism by immersion.
2. Transfer of membership from another Baptist Church.

3. By statement of faith and participation in believer's baptism in a church with a theology of salvation requiring a confession of faith in Jesus Christ as Lord and Savior.

B. Termination of Membership. Membership may be terminated in one of the following ways:

1. The death of a member;
2. The transfer of a member's membership to another church;
3. By personal request of the member; and
4. Reasonable evidence of a member's inactivity or absence indicating that the member no longer desires to be a member of the Church.

C. Authority of the Membership. A majority of the total members voting at a duly called and constituted congregational meeting at which a quorum is present shall be required for approval of all matters submitted for a vote of the members. Congregational meetings at which votes of the members are required shall be conducted in a way to promote an orderly participation by all members of the Church body. Alternative means of voting shall be allowed under extreme conditions as approved by the Leadership Team. The following matters shall require the approval of the members at a duly called congregational meeting at which a quorum of members is present:

1. The calling of a Pastor;
2. The adoption, amendment or revision of the annual Church budget;
3. Borrowing money or pledging of assets;
4. The adoption of, or amendment to, the Structure and Organization of the Church;
5. The approval of the Leadership Team and all Standing Committees of the Church, including any replacement of members as may be necessary;

6. The approval of new deacons for FBCP; and
7. The approval of expenditures of non-budgeted items of \$50,000 or more.

D. Congregational Meetings. Congregational Meetings shall be noticed and conducted as follows:

1. The Deacon Chair and Pastor shall set the agenda for all congregational meetings.
2. The annual congregational meeting shall be held in September of each year at a time and place to be announced in a notice to the membership of the Church at least three (3) weeks prior to such meeting. The purpose of the meeting shall be to consider and adopt the proposed Annual Budget and to conduct such other business as may require action by the members of the congregation.

With the notice of the meeting an agenda will be provided. The agenda shall list all topics to be considered, each topic to include a summary description.

At least one (1) budget workshop will be conducted prior to the congregational meeting on the annual budget. The Stewardship/Finance Committee will facilitate a meeting at which members may inquire and comment.

3. The Deacon Chair shall preside over any congregational meeting. In the absence of the Deacon Chair, the Chair-elect shall preside over the meeting. In the absence of the Deacon Chair and the Chair-elect, the immediate past Chair shall preside over any congregational meeting.
4. In addition to the annual meeting, quarterly congregational meetings shall be held with at least two (2) weeks' notice to the membership. Such meetings may be called by the Deacon Chair or at the request of the Leadership Team or the Senior Pastor with such request to be directed to the Deacon Chair.

5. Notice of all congregational meetings, with the exception of the annual meeting described above, shall be given at least two (2) weeks in advance of such meeting. The notice shall include an agenda of items to be considered at the meeting. Notice may be provided by any means customarily used by the Church to communicate with its members. All items presented to the congregation for approval shall be provided a time for members to inquire and comment.
6. All proposals for vote by the congregation at a duly called meetings that are identified in Article V-C (Authority of the Membership) shall require a quorum of at least 200 members present. Other routine Church business not listed in Article V-C, requires a quorum of at least 75 members.
7. Multiple Service Rule. When a weekly worship service is held at more than one time or location all services shall count as a single service, regardless of the time and location. For matters requiring a Church vote, the cumulative total of those present and voting shall determine the outcome. If a member is present at more than one service, their vote shall only count one time.

Article VI. Offices and Administrative Structure of the Church

The Church is a body of believers organized by the structure described in this document. The Pastor, Ministerial Staff, Deacon Chair, Body of Deacons, Leadership Team, Committees of the Church and the Ministry Team shall act collaboratively toward the goal and vision of the Church as described in Article III. The Pastor and the Chair of the Deacons shall work collaboratively to give leadership to the Church Body in accomplishing the goals and visions to which it is called.

Pastor

A. Qualifications.

The Pastor shall be a man who professes Jesus Christ as Savior, Lord and Master, having been called to the ministry of the gospel. He shall be an ordained minister with a least a Master's degree from an accredited seminary and, preferably, with a doctorate degree as well. He shall be one whose Christian character and qualifications are consistent with the doctrines of the Church and the criteria set forth in the Bible in 1 Timothy 3:1-7 and Titus 1:5-9.

B. Responsibilities.

The Pastor shall be responsible for preaching and teaching to equip the body of believers for the work of ministry to which the body is called. He shall be further responsible for leading and organizing the Church and staff, in collaboration with the Chair of the Deacons, as described herein. He shall be the Chief Administrator of the Ministerial Staff and the employees of the Church. Those administrative responsibilities may be delegated, as necessary, in consultation with the personnel committee, the Leadership Team or the Deacon Chair, as appropriate. The Pastor shall have the authority to terminate staff members in consultation with the Personnel Chair and Leadership Team.

C. Staff Members.

The Pastor shall recommend to the personnel committee and the Church such ministerial staff members as may be necessary and appropriate to accomplish the goal and visions of the Church. The hiring of any ministerial staff members shall be by the recommendation of the Pastor and the Personnel Committee, and by a vote of the members of the Church at a duly called and constituted meeting. In the calling of ministerial staff, the Deacon Chair, in consultation with the Pastor and the

Leadership Team, may appoint a committee to conduct a search for such ministerial staff. That committee shall make its recommendations to those charged with the calling of ministerial staff as described herein.

D. Membership

The Pastor shall be an ex-officio member of the Leadership Team, all Church Committees and all Ministry Teams. The Pastor shall have no voting privileges with respect to any of these ex-officio memberships, however.

E. The Pastor Search Committee.

In order to identify and recommend to the members of the Church appropriate pastoral candidates to serve as Pastor of the Church, a Pastor Search Committee shall be formed. That committee shall consist of seven (7) members. After soliciting recommendations for members of the committee from the members of the Church over a period of not less than four (4) weeks, the Pastor Search Committee shall be appointed by the Leadership Team.

After completing its work and prior to presenting its recommendation to the members of the Church, the Pastor Search Committee shall present its recommendation to the Personnel Committee and Leadership Team for its information only. The call of the Pastor shall require the affirmative vote of the members of the Church at a specially called congregational meeting at which a quorum is present.

F. Term of Service.

The Pastor shall serve at the will and pleasure of the Church.

Deacons

1. Qualifications:

- A. Must have been a member of FBCP at least two years and a minimum of 25 years of age.
- B. A deacon must live toward the standards set forth in 1 Timothy 3 and Acts 6.
- C. Spiritually mature individuals serving as lay leaders of the Church.

- D. Faithfully participate in worship and Bible Study.
- E. Be involved in mission and/or ministry.
- F. Demonstrate Biblical stewardship by practicing consistent, regular giving to the Church.
- G. Demonstrate a lifestyle of self-control.
- H. Promote goodwill and harmony.
- I. Regularly share faith in God.

2. Responsibilities:

- A. Serve as spiritual catalysts and lead others to participate in mission and ministry by example.
- B. Help the staff build consensus within the Church.
- C. Encourage, support and commit to practical ministries that allow our staff to focus on the priorities of equipping the saints for the work of ministry.
- D. Pray diligently for the spiritual, physical and emotional health of the Church.
- E. Assist the pastor and Leadership Team in communicating and promoting programs and visions to the congregation.
- F. As an example of servant leadership, a deacon is expected to be a member of at least one Ministry Team.

3. Deacon Selection: the selection of the body of deacons shall be as follows:

A. Number and Service:

- 1.) Once elected to serve as a deacon, the service is indefinite.
- 2.) Each deacon will sign and turn in an Annual Status Form to the Deacon Chair and Pastor for the next year, indicating a status of one of the following:
 - (a) I will faithfully fulfill Deacon service responsibilities this year.
 - (b) I need a break from regular Deacon service this year due to personal reasons.

B. Selection Process: the following shall be the process for the selection of deacons:

- 1.) The members of the Church shall annually nominate persons whom they feel demonstrate the qualities of deacons.
- 2.) The Current Deacon Chair, the Chair-elect and the past Chair shall begin a process of vetting the nominees consisting of the following steps:
 - (a) A general meeting with all nominees, The Deacon Chair, Deacon Chair-elect, past Chair and the Pastor.
 - (b) At the initial meeting, the Deacon ministry of FBCP, qualifications and responsibilities will be explained and an opportunity for questions.
 - (c) For those interested in continuing in the process, a questionnaire will be given for the nominee to fill out and return to the Pastor's office for review by the Deacon Chair, Chair-elect, the past Chair and the Pastor.
 - (d) The names will then be submitted to the Committee on Placement for review and presentation to the Church for election.
 - (e) The Deacon Chair, Chair-elect and the past Chair shall comprise a Confirmation Team to meet with each elected nominee to share words of encouragement and challenge.
- 3) All nominees elected to serve as Deacons will go through an orientation process. Deacon mentors will be assigned to each nominee and spouse to sit with them through the orientation and walk along beside them for one year.
- 4) Newly elected Deacons, who have not been ordained, will attend an ordination council session to prepare them for an ordination service.
- 5) Newly elected Deacons will begin service on January 1.

4. Deacon Officers

- A. The deacon officers shall consist of the Deacon Chair, Deacon Chair-elect and the Past Deacon Chair.
- B. The Deacon Chair serves as an Ex-officio non-voting member of all Committees. The chair may designate the Deacon Chair-elect to attend meetings in his absence or as needed.
- C. Terms of service: The officers will begin service on January first of each year.
 - 1. Deacon Chair – Shall serve one year.
 - 2. Deacon Chair-elect – Shall serve one year.
 - 3. Past Deacon Chair – Shall serve one year.
- D. Election of Deacon officers and responsibilities are outlined in the Deacon Handbook.

Church Clerk

The Clerk will be a deacon appointed annually by the Deacon Chair. Responsibilities of the Clerk include:

- A. Keep accurate minutes of all deacon and Leadership Team meetings and provide copies of the minutes to the Chair and Chair-elect in a timely manner.
- B. Keep the roll of deacons up to date and record attendance of deacons at meetings.
- C. Serve as the Clerk of the Church and keep accurate minutes of all Congregational meetings.

Leadership Team

- A. The Leadership Team shall be responsible for working with the Pastor and staff in guiding the administration of the Church.

- B. The Leadership Team must consider for approval the following:
1. All non-budgeted expenditures above \$25,000.
 2. All new staff positions requested by the Pastor, and ministerial staff.
 3. All Ad Hoc committees as recommended by committee chairs.
- C. The members of the Leadership Team shall consist of Church staff in an advisory capacity, deacon representatives, certain persons by committee position and representatives from the Ministry Teams and Discipleship Ministries appointed by the Committee on Placement.
1. Church Staff: Serving in an advisory role without voting privileges.
 - (a) The Pastor
 - (b) Two ministers chosen by the Pastor
 - (c) The Church Business Manager
 2. Committees: The following persons will serve on the Leadership Team based on position as Chair of a Committee with voting privileges:
 - (a) Missions Committee
 - (b) Stewardship/Finance Committee
 - (c) Building and Grounds Committee
 - (d) Personnel Committee
 3. Appointees by the Committee on Placement to serve for a three (3) year term:
 - (a.) Four representatives from Church ministry teams
 - (b) One representative each from students, young adults, median adults and senior adult Bible study ministries.
 4. Deacon Representatives: The following persons serving in Deacon leadership shall serve on the Leadership Team:

- (a.) Deacon Chair, who will chair the Leadership Team
- (b) Past Deacon-chair
- (c) Deacon-chair elect, representing the Committee on Placement
- (d) Deacon Emeritus appointment by the Deacon Chair

Standing Committees

A. The Church shall have the following standing committees and such other committees as recommended by the Leadership Team and approved by the members in a duly called Congregational meeting:

1. Committee on Placement
2. Stewardship/Finance Committee
3. Building and Grounds Committee
4. Personnel Committee
5. Missions Committee

B. The Committee on Placement will recommend persons to serve on the Standing Committees and shall solicit recommendations from the members of the Church for membership on those Committees. It shall further recommend new deacons for approval by the members in the annual congregational meeting. The Committee will also annually report to the Church the names of the leaders of the Ministry Teams.

C. The Committee on Placement will also appoint the Chair of all committees and will affirm the leaders of all Ministry Teams.

D. The Chair of the Committee on Placement shall be the Deacon Chair-elect.

E. Each committee will consist of a minimum of seven (7) and a maximum of nine (9) members to be determined in the discretion of the Committee on Placement.

F. Terms of service: Each member shall serve a three-year term. A person shall have a committee break of at least one year between terms. If necessary, a member could be recommended for additional service from one to three years.

G. The responsibilities of each Committee are outlined in the Church Committee Handbook.

H. If a vacancy on a committee occurs during the term of a member's service, the Committee on Placement shall appoint a replacement for the remainder of that member's term. The replacement member shall be affirmed by a vote of the Church at the next congregational meeting.

Ministry Teams

A. The Church shall have such Ministry Teams as are recommended by the Deacon Body and approved by the Church in a duly called congregational meeting.

B. Believing that persons serving on ministry teams should be driven by spiritual giftedness and interest, there is no mandatory rotation. People may come on to a Ministry Team at any time.

C. Each Ministry Team's responsibilities are outlined in the Ministry Team Committee Handbook.

D. Each Ministry Team shall select its own leader and report that information to the Committee on Placement Chair.

E. The Committee on Placement shall report the names of the Ministry Team leaders at the Annual Congregational meeting.

Article VII. Church Facilities Use

A. The Church staff and the Leadership Team shall implement and oversee an Asset & Facilities Use policy to be made a part of the Building and Grounds Handbook.

B. The Church Asset & Facilities Use policy will ensure that the facilities of the Church are used in a manner that is consistent with this Structure and Organization document of the Church.

C. The policy ensures that any use of all or part of the Church grounds or facilities (whether by members or outside interests or entities) will be done in a manner that is consistent with our beliefs as a Church.

D. Any and all use of Church property shall be sufficiently documented and memorialized so as to protect the Church from unnecessary exposure to liability.