



Constitution
And
By-laws

Adopted January 28, 2009 Amended 2010– 2025

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CONSTITUTION

PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith, and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches and to the Southern Baptist Convention and its affiliates.

ARTICLE I

NAME

This body shall be known as the First Baptist Church of Runnelstown, Perry County, located at 9211 Highway 42, Petal, MS 39465. First Baptist Church of Runnelstown was established as a church on September 10, 1907 and incorporated on November 4, 1997.

ARTICLE II

MISSION STATEMENT

First Baptist Church of Runnelstown exists to bring people to a relationship with the Father through the Son, and to help them grow in their faith and love for the Father through study of His Word and fellowship with each other.

ARTICLE III

OBJECTIVES

- 1. To be a dynamic spiritual lighthouse empowered by the Holy Spirit to share Jesus Christ with people in the church, community, state, nation, and throughout the world.
- 2. To be a spiritual fellowship, meeting regularly for worship to experience an awareness of God, to recognize His holiness, and to respond obediently to His leadership.
- 3. To experience an increasingly meaningful fellowship with fellow Christians.
- 4. To help people experience a growing knowledge of God and His purpose for mankind.
- 5. To be a church that ministers unselfishly to persons in this community, state, nation, and the world in Jesus' name.
- 6. To be a church membership whose purpose is to be Christ-like in daily life by emphasizing total commitment of life, personality, and possessions to the lordship of Jesus Christ.

ARTICLE IV

STATEMENT OF FAITH

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention on June 14, 2000. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Believer's Baptism and the Lord's Supper.

ARTICLE V

GOVERNANCE, POLITY, AND RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership.

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical, this church will cooperate with the Perry County Baptist Association, the Mississippi Baptist Convention, the Southern Baptist Convention, and with other churches whose cause is to advance the Kingdom of God in Perry County and the world.

ARTICLE VI

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 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 do enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expense of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all

tattling, backbiting, and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage; to 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, we 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 VII

ADOPTION AND AMENDMENTS

This constitution shall be considered and adopted and shall take effect if and when two-thirds of the members present at the business meeting, at which the vote is taken, shall vote in favor of same. This vote shall be taken not less than thirty days after formal presentation of the Constitution to the church, and notice of such meeting in which the vote is taken shall be given at least one week in advance.

This constitution may be amended, altered, or replaced by a two-thirds vote of the members present at any regular business meeting of the church with at least thirty days notice prior to the time the vote is taken.

Adopted this 28th day of January, 2009

Glorea Hartfield

Keith Culpepper, Chairman

ATTEST:

BY-LAWS

ARTICLE I

CHURCH MEMBERSHIP

SECTION 1. GENERAL PROVISIONS

A. First Baptist Church of Runnelstown is a sovereign and democratic Southern Baptist Church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of the church.

B. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

SECTION 2. CANDIDACY FOR MEMBERSHIP

A. Any person may present themselves as a candidate for membership in this church at any regular worship service of the church. The members present will vote to accept the candidate. Candidates for membership will be presented in one of the following ways:

- 1. By profession of faith and for baptism according to the policies of this church.
- 2. By promise of a letter of recommendation from another Baptist Church of like faith and order.
- 3. By a statement of prior conversion experience and believer's baptism by immersion when no letter is obtainable. Counseling by ministerial staff will be undertaken to determine if the candidate needs re-baptism.
- 4. By reinstatement as is provided in Article I, Section 6.

SECTION 3. NEW MEMBER ORIENTATION

- A. New members are encouraged to participate in new member orientation classes taught by someone at the pastor's discretion at a time set aside at the pastor's discretion.
- B. These classes will be offered no less than twice a year.

SECTION 4. VOTING RIGHTS OF MEMBERS

A. Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.

B. Absentee balloting is permitted when voting on ministerial staff for those individuals who are unable to attend on voting day.

- 1. Those who are unable to attend must come by the secretary's office in person during regular office hours or contact their deacon to make arrangements for absentee voting.
- 2. The member will sign the absentee register and vote at that time placing votes in the designated area.
- 3. Voting must be done during the week prior to the church vote.

SECTION 5. TERMINATION OF MEMBERSHIP

A. Membership shall be terminated in the following ways:

- 1. Death.
- 2. Dismissing to another Baptist church.
- 3. Exclusion by action of this church.
- 4. Written request by member for their name to be removed from roll.
- 5. Erasure by joining another denomination.

SECTION 6. DISCIPLINE

A. It shall be the basic purpose of the First Baptist Church of Runnelstown to emphasize to its members that every reasonable measure will be taken to assist any troubled member.

- 1. The pastor, deacons, and other members of the church staff are available for counsel and guidance.
- 2. Redemption rather than punishment should be the guideline which governs the attitude of one member toward another.

B. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and deacons to resolve the problem following the guidelines established by our Savior in Matthew 18:15-17.

- 1. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.
- 2. But finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a two-thirds vote of the members present at a meeting called for this purpose, and the church may proceed to declare the offender to be no longer in the membership of the church.

C. Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him/her may upon his/her request be restored to membership by a two-thirds vote of the church upon evidence of his/her repentance and reformation.

D. Abuse Prevention and Response Guide

Sexual abuse is widespread and permeates every aspect of our society. Churches are not immune. The Mississippi Baptist Convention Board has a booklet outlining training, screening, protecting, reporting, and caring for abuse situations. This booklet is entitled Sexual Abuse Prevention and Response Guide and is on file in the church office for reference.

- 1. A Lifeway training program, Ministry Grid: Child Protection Training will be required of all volunteers and leaders, with documentation of completion in the church office.
- 2. All church employees and volunteers who work with children will be required to attend periodic training on how to prevent and how to identify grooming behavior and sexual abuse. In addition to the above mentioned two references, other online training resources are available. (Amended August 14, 2024)

ARTICLE II

CHURCH OFFICERS

All church officers and ministerial staff must be members of the church. (Amended August 14, 2024)

SECTION 1. PASTOR

A. The pastor is responsible for leading the church to function as a New Testament Church. The pastor will lead the congregation, the organization, and the church staff in performing their duties.

- B. The pastor is the leader of pastoral duties in the church. As such, he works with the deacons and the church staff.
 - 1. The pastor shall be an ex-officio member of all ministry teams in the church and shall attend team meetings as best meets the church's needs.
 - 2. The pastor shall conduct the worship services of the church or make provisions for them in his absence, shall administer the ordinances of the church and shall recommend to the church other activities to enhance the spiritual welfare of the church.
 - 3. The pastor shall lead the church in performing ministries.
 - 4. The pastor shall lead the church to engage in a fellowship of worship, witness, education, ministry, and application.
 - 5. The pastor shall proclaim the gospel to believers and unbelievers.
 - The pastor shall care for the church's members and other persons in the community.

- 7. A full job description for the pastor will be kept by the Management Team and is subject to change as negotiated by the Pastor Search Committee with a new pastor.
- C. The pastor shall be chosen and called by the church. Whenever a vacancy occurs, a Pastor Search Committee shall be selected as follows:
 - 1. The Pastor Search Committee shall be composed of 3 men and 2 women.
- a) Members of the same immediate family (parent-child, siblings, spouses) may not serve on this committee.
 - 2. A Pastor Search Committee shall be elected by the church as follows:
- a) At a church business meeting (which has been announced at least one week in advance), each member shall be allowed to nominate up to 5 members by ballot, consisting of 3 men and 2 women.
- b) The top 3 men and 2 women receiving a majority of the votes and are willing to serve shall be declared the Pastor Search Committee, with the next man and woman to serve as alternates.
 - 3. The Pastor Search Committee shall organize itself by election of a chairman, vice chairman, and secretary.
 - 4. In the vacancy of a pastor, the Deacon Council shall be responsible for filling the pulpit until the church calls a pastor.
- D. Any church member may suggest prospects to the Pastor Search Committee. The Pastor Search Committee shall bring to the consideration of the church only one name at a time. The election shall take place at a meeting called for that purpose. At least one week's public notice must be given. The nominee must receive an affirmative vote of three-fourths of those present.
- E. The pastor shall serve until the relationship is terminated either by his request or the request of the church.

SECTION 2. DEACON COUNCIL

A. Deacons of First Baptist Church of Runnelstown, nominated and elected to terms of active service, pursuant to the provisions of this section, shall constitute the Deacon Council. The qualifications, duties, nomination process, election, and ordination of the membership of the Deacon Council shall be determined and effected in the manner, form, and by the process established in Article 1-7, inclusive, which follows:

- 1. Duty of a Deacon
- a) The deacon, as a servant of the Lord and the church, is to serve with the pastor and church staff in performing pastoral ministries, i.e., to proclaim the gospel to believers and unbelievers; care for church members and other persons in the community; and lead the church to engage in a fellowship of worship, witness, education, ministry, and application.

- b) The Deacon Council will handle all benevolence activity for the church.
 - 2. Status of a Deacon
- a) Active deacons are those who are elected by the church and are presently serving.
- b) Inactive deacons are those who have been ordained but are not currently serving.
- c) Deacon Emeriti are those deacons who have served First Baptist Church of Runnelstown and the church wishes to honor that service.
 - 3. Qualifications of a Deacon
- a) The scriptural guidelines for selecting qualified persons to serve as deacons are found in Acts 6:1-7 and 1 Timothy 3:8-13.
- b) Deacons shall be strong supporters of the church in areas of attendance, leadership and tithing.
- c) A prospective deacon shall be a member of this church for one year and shall be a minimum of twenty-one years of age at the time active service begins.

4. Deacon Election Process

The Deacon Council will screen candidates who are willing and eligible to serve. The deacon nominees will be presented to the church members one month prior to the election, with voting by secret ballot at a Sunday morning service. (Amended August 13, 2014)

Deacon Ordination and Training

- a) Nominees elected to active service on the Deacon Council who have never been ordained will meet with an Ordination Council, composed of all ordained men of the church, for a period of examination, fellowship, and information.
- b) Upon the recommendation of this Ordination Council, at an appropriate service, all such newly elected deacons shall be ordained.
- c) All newly ordained men must go through a period of discipleship and learning set out by the deacon officers and pastor before the new church year begins.

6. Deacon Emeritus

a) The church will recognize Deacon Emeriti in honor of their service to First Baptist Church of Runnelstown.

- b) A candidate must have served at least ten years of active service in First Baptist Church of Runnelstown, be unable to actively serve due to age or illness, and be commended by a majority of the active Deacon Council and approved by the church.
- c) The Deacon Emeriti will be called on for prayer, wisdom, encouragement, etc. regularly and will be notified of and welcomed to attend any and all Deacon Council meetings but will not be called on to vote on issues.
- d) This is a non-rotating position.

SECTION 3. TRUSTEES

A. The trustees shall consist of at least three members to be elected by the church. The trustees will have the legal responsibility to hold in trust the property of the church. A vacancy among the trustees shall be filled by recommendation from the Administration Team and elected by the church.

1. Duty of a Trustee

- a) It shall be the function of the trustee to affix their signature to legal documents involving the sale, mortgage, or purchase of all church property, and all other legal documents where the signature of the trustees are required.
- b) The trustees are to act only as directed by a majority of the church in either a regular or called business meeting. The trustees shall not buy, sell, lease, mortgage, or transfer any property without specific vote of the church.

SECTION 4. MINISTERIAL STAFF

A. Anyone considered for these positions must be consecrated servants of God with a sense of divine calling to the particular work. They will be sought out and recommended by a special search committee for this purpose and, thus elected, shall serve until the relationship is terminated by their request or the church's request. They shall work in close cooperation with the pastor.

1. Music Minister

- a) The Minister of Music shall be chosen and called by the church and shall be selected as follows:
- (1) The Administration Team shall recommend 5 members to serve on a search committee.
- i. The committee members should be taken from those who participate in the music programs of the church and be approved by the church.
- (2) The candidate will be presented to the church for church approval. Thus selected they shall serve until the relationship is terminated by their request or at the church's request.

- (3) They shall work in close cooperation with the pastor.
- (4) A more specific list of duties shall be included on a separate job description and shall be on file with the Management Team.
 - 2. Youth Minister
- a) The Youth Minister shall be chosen and called by the church and shall be selected as follows:
- (1) The Administration Team shall recommend 5 members to serve on a search committee.
- i. These members should be taken from those who work closely with the youth of the church.
- ii. The committee shall have the authority to request a member of the youth be involved as a non-voting advisor.
- (2) The candidate will be presented to the church for approval. Thus selected they shall serve until the relationship is terminated by their request or at the church's request.
- (3) They shall work in close cooperation with the pastor.
- (4) A more specific list of duties shall be included on a separate job description and shall be on file with the Management Team.
 - 3. Young Adults Minister (Amended Aug. 11, 2021)
- a) The Young Adults Minister shall be chosen and called by the church and shall be selected as follows:
- (1) The Administration Team shall recommend 5 members to serve on a search committee.
- (2) The candidate will be presented to the church for approval. Thus selected they shall serve until the relationship is terminated by their request or at the church's request.
- (3) They shall work in close cooperation with the pastor.
- (4) A more specific list of duties shall be included on a separate job description and shall be on file with the Management Team.
 - 4. Children's Minister (Amended August 14, 2024)
- a) The Children's Minister shall be chosen and called by the church and shall be selected as follows:
- (1) The Administration Team shall recommend 5 members to serve on a search committee.
- (2) The candidate will be presented to the church for approval. Thus selected they shall serve until the relationship is terminated by their request or at the church's request.

- (3) They shall work in close cooperation with the pastor.
- (4) A more specific list of duties shall be included on a separate job description and shall be on file with the Management Team. (Amended August 14, 2024)

SECTION 5. NON-MINISTERIAL STAFF

A. Individuals offering for employment or being considered for employment shall be interviewed and evaluated by the Management Team which shall submit recommendations for employment by the church. Formal employment shall be by majority vote of members present at any regular business meeting. Any church member can apply for any of these positions. Non-members may apply for non-ministerial positions. (Amended August 14, 2024)

- 1. Ministry Assistant (Secretary)
- a) The Ministry Assistant will perform general office work to relieve the ministerial staff of certain clerical duties.
- b) They shall serve as personal secretary to the pastor as well as other ministerial staff and perform general duties related to this office.
- c) They will also be responsible for greeting and providing information to all people entering the church office and directing them to their proper destination.
- d) This is a paid position as a non-ministerial staff member.
- e) A more specific list of duties shall be included on a separate job description and shall be on file with the Management Team.
 - 2. Financial Secretary
- a) The Financial Secretary will have the responsibility to receive and preserve money, or things of value given to the church, keeping at all times an itemized account of all receipts.
- b) The Financial Secretary shall also disburse church funds consistent with the church budget, and other authorized expenditures, and shall keep an itemized account of all such disbursements.
- c) The Financial Secretary shall also prepare a year-end report of receipts and disbursements, and provide such reports as are requested by the Management Team.
- d) A more specific list of duties shall be included on a separate job description and shall be on file with the Management Team.
 - Treasurer
- a) The church shall elect a treasurer by nomination from the Administration Team.

- b) This position can be filled by the Financial Secretary at the church's discretion.
- c) The treasurer shall assist in the disbursement of funds in a manner consistent with the church budget.

4. Church Clerk

- a) The Ministry Assistant shall be the Church Clerk.
- b) The clerk shall keep, in a suitable file, records of all the actions of the church, and be responsible for keeping a register of the names of members, with dates of admission, dismissal or death, together with a record of baptisms.
- c) The clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in these by-laws.
- d) All church records are church property and should be filed in the church office.
- e) At any business meeting, in the absence of the clerk, it shall be the responsibility of the moderator to appoint an alternate who will record the minutes thereof.

5. Custodian

- a) The custodian shall be responsible for keeping the church buildings and property in a clean, neat, orderly and operational condition at all times.
- b) A more specific list of duties will be included on a separate job description which shall be kept on file with the Management Team.
- c) This is a paid position as a non-ministerial staff member.

ARTICLE III

TEAMS, BOARDS, COMMITTEES (Amended May 11, 2011)

SECTION 1. CHURCH TEAMS

A. The church shall have the following teams (committees):

1. Administration

a) The Administration Team shall replace the existing nominating committee and shall also oversee all educational functions.

- b) They shall have charge over the nominating process for filling all church positions, such as Sunday School teachers, as well as all ministry teams, both standing and ad hoc (special committees).
- c) They shall have charge over the direction of the Sunday School Department, Discipleship Training Department, Vacation Bible School and all other educational activities of our church.
- d) The pastor and other vocational ministers shall serve as advisors and as a resource for this team.
- e) All ministerial staff members, along with the Sunday School Director, the Discipleship Training Director and the Vacation Bible School Director shall be ex-officio members of this team. (Amended August 16, 2023)

2. Management

- a) The Management Team shall replace the existing Budget and Finance, Personnel, and Count Committees.
- b) They shall prepare the budget for submission to the congregation.
- (1) Once approved, they shall also have oversight of the management of the budget and be in charge of counting all monies that come into the church through tithes and offerings.
- c) The Management Team shall have charge over all the personnel management functions of the church, including hiring, managing and, if necessary, dismissing all non-ministerial staff.
- d) They will also count all ballots during any church election.
- e) The Management Team shall meet and cooperate with the pastor as necessary to seek advice.
- f) The Church Treasurer and Deacon Chairman shall be ex-officio members of this team.
 - 3. Outreach (Amended September 14, 2016)
- a) The Outreach Team shall replace the existing Mission, Outreach, and Welcoming Committees.
- b) They shall assist the Children's, Youth, and Senior Adult Ministries and shall also oversee the Baptist Men and WMU functions of the church.
- c) They shall also make recommendations to the church on future mission projects and outreach at home, throughout the state, and around the world.
- d) They shall also be in charge of a welcome ministry here on site before all functions of the church.

- e) All vocational staff shall work and cooperate with this ministry team.
- f) The Youth and/or Children Minister, Senior Adult Leader, the Baptist Men's Director, the Women on Missions Director, and the Fellowship Team Chairman (Amended September 14, 2016) shall be ex-officio members of this team.

4. Worship

- a) The Worship Team shall replace the existing Lord's Supper and Baptism (Amended August 13, 2014) Committees.
- b) They shall have charge over the ordinances and assist the pastor and music minister on the type, dates, time, and order of worship. The Church Council shall coordinate with the Worship Team on any modifications to church services. (Amended August 13, 2025)
- c) The Music Minister shall be an ex-officio member of this team.
 - 5. Service—Buildings and Grounds (Amended August 14, 2019)
- a) The Service Team shall replace the existing Property and Building, Upkeep, Recreation and Grounds.
- b) They shall have charge over the property and physical plant of the church.
- c) The transportation part of the Service Team has been transferred from a team to a standing committee. (See Section 6, Committees) (Amended August 14, 2019)
- d) This team shall consult with the pastor in establishing and constantly updating a short and long term plan for the facility, property, and equipment.
- e) The church custodian shall serve as an ex-officio member.
 - 6. Fellowship
- a) The Fellowship Team shall replace the existing Hostess Committee.
- b) They shall have charge over all matters of church social activities and meals.
 - 7. Association
- a) The Association Team is made up of the pastor and one church member chosen at large.
- b) They will represent the church at all Executive Committee meetings of the Perry County Baptist Association.
- c) In the absence of a pastor, the Chairman of the Deacons will take his place.
- B. Deleted paragraph concerning nominating committee. (Amended August 14, 2024)

SECTION 2. TEAM STRUCTURE

A. Church teams are vital for any active church. Teams allow more members to serve with their distinct spiritual gifts, thereby forming a true body of Christ. In addition, the team concept prevents members from being overburdened so as not to do the best job possible. A team shall consist of at least five members, except for the Association Team, not including the ex-officio members. (Amended March 14, 2012) Due to their experience, the chairman of each team shall remain as one of the five team members for a one-year term as past chairman, if they are willing to serve. (Amended August 13, 2014)

- 1. Members of all teams shall serve for two consecutive years. (Amended February 14, 2010)
- 2. The Administration Team will select a Vice Chairman each year from incoming team members and he or she will serve as Chairman the following year.
- 3. After serving on one team for three consecutive years a one-year lapse of service on that team does not prohibit a member from being appointed to serve on another team. Note: Three years accommodates Vice Chair, Chair, and Past Chair, if applicable. (Amended August 14, 2024)
- B. A member may only serve on one team at a time with the exception of the Association Team and the Cemetery Board. (Amended March 14, 2012)
- C. Article III, Section 1, Item A.1.b outlines the Administration Team's responsibilities to "have charge over the nominating process for filling all church positions, such as Sunday School teachers, as well as all ministry teams, both standing and ad hoc (special committees)." Any member who desires to continue on their existing team should communicate that desire to the Administration Team at least two months prior to the end of their two-year term. Any and all extensions are for a length of one year at a time. The Administration Team may also ask existing members of a team to serve beyond their two-year term as well, in the event enough new team members cannot fill the vacant spots. However, the Administration Team has full authority and responsibility to fill all teams with members who meet or exceed the requirements as outlined within each team's required duties and has the final approval before presenting the teams to the church members for an approval vote. Any member who continues to serve beyond their two-year term will have the full support of the Administration Team and will be confirmed by a church vote within the Administration Team's overall slate of teams, boards and committees. (Amended March 14, 2012)
- D. Team members should also be appointed for staggered terms to provide continuity.
- E. The pastor shall serve on all teams as an ex-officio member and advisor. The Assistant Treasurer will be a permanent member of the Management Team, as one of the five voting members, not as an ex-officio member. This also will provide continuity. (Amended August 12, 2020)

F. Any Team Leader/Chairman may seek volunteers to more fully support their respective teams. However, volunteers will not be considered a voting team member. (Amended March 14, 2012)

SECTION 3. TEAM PLANNING

A. Each team leader will meet with the Ministerial Staff, Deacon Chairman, and Church Secretary once a quarter for planning purposes at a date that will be set by the pastor.

SECTION 4. TEAM BUDGET AUTHORITY AND LIMITATIONS

A. No team or any person or persons of a team shall have authority to expend church funds in an amount in excess of their stated authority level without prior approval of the church.

- 1. The church shall set all spending authority levels by approval of the budget each year.
- B. On all building additions or repairs to church property, the team handling the proposed project shall, before making such expenditures, solicit bids or document team approval if it is not expedient or practical to solicit bids. (Amended August 15, 2018)
 - 1. In event no bid is received, or only one bid is received, the team handling the proposed project shall have authority to negotiate with the bidder, a contractor, or other second party to do the work in question in a good and workmanlike manner which is most economical to the church.

SECTION 5. BOARDS (Amended May 11, 2011)

A. Cemetery

- 1. A cemetery board to consist of the pastor, as an ex-officio member, and active church members who will work together to approve or disapprove burial in the Runnelstown First Baptist Cemetery. (Amended May 11, 2011)
- 2. The board will bring before the church any issues or policy changes for approval. (Amended May 11, 2011)
- 3. The board will be responsible for their own budget and finances. (Amended May 11, 2011)
- 4. In the event of a vacancy, the existing members will present to the church its recommendation to fill the vacancy. (Amended May 11, 2011)
- 5. The board will present a financial update to the church at the January business meeting each year. (Amended May 11, 2011)

SECTION 6. COMMITTEES

A. Service Committee—Transportation

1. The Service Committee—Transportation is a non-rotating, standing committee, consisting of a chairman and the Wednesday night van drivers. They shall oversee the

transportation vehicles and ministries. This committee shall consult with the pastor in establishing and constantly updating a short and long term plan for vehicles. (Amended August 14, 2019)

B. A member may only serve on one search committee at a time. (Added August 16, 2023)

ARTICLE IV

CHURCH MEETINGS

SECTION 1. WORSHIP SERVICE

A. The church shall meet regularly for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church, and for all people, and shall be conducted under the direction of the pastor.

SECTION 2. SPECIAL SERVICES

A. Revival services and any other worship service (excluding Sundays and Wednesday nights) which are deemed beneficial for the edification of the body of Christ and His glory, shall be placed on the calendar by the Worship Team.

B. A Homecoming Committee, consisting of up to five members, nominated by the Administration Team and voted on by the church, will be in charge of homecoming activities. (Amended August 13, 2014)

SECTION 3. REGULAR BUSINESS MEETINGS

- A. Regular business meetings shall be held monthly at a designated time.
- B. An agenda will be followed at each regular business meeting. (Amended February 14, 2010)
- B-1. Any item to be addressed at a regular business meeting must be placed on the agenda two weeks prior to the regular monthly business meeting. (Amended February 14, 2010)
- B-2. A copy of the agenda will be available one week prior to the business meeting in the church office. (Amended February 14, 2010)
- B-3. Emergency items brought by a team, with a unanimous vote of said team, may be presented without being placed on the agenda. (Amended February 14, 2010)

SECTION 4. SPECIAL BUSINESS MEETINGS

A. A specially called business meeting may be held to consider special matters of significant nature. A one-week notice of the subject, date, time, and location must be given for the specially called business meeting unless extreme urgency renders such notice impracticable.

SECTION 5. QUORUM

A. The quorum of a church business meeting will consist of those members who are present at the scheduled or specially called business meetings.

SECTION 6. PARLIAMENTARY RULES

A. The Holy Spirit will serve as the guide for parliamentary procedure for all business meetings of the church, with Robert's Rule of Order, Revised, secondary.

ARTICLE V

CHURCH FINANCES

SECTION 1. BUDGET

A. The Management Team will be responsible for the budget as stated in Article III, Section 1-A-2-b.

B. It is understood that the church membership assumes financial obligation to support the church's ministry and work with regular and proportionate tithes and offerings.

SECTION 2. FISCAL YEAR

A. The church year for the election of officers shall be from September 1 to August 31 of the following year. (Amended August 13, 2014)

B. The church fiscal year shall run concurrently with the calendar year January 1 through December 31.

ARTICLE VI

FAMILY, MARRIAGE AND CHILDREN

SECTION 1. THE FAMILY

A. The Lord God is the Divine Creator of the family. The family is the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. For the family and marriage God has established in specific order and framework with definite directives in which they will properly function. The family does not exist primarily for itself alone but exists to glorify God. Secondary purposes are for human procreation and intimate companionship, existing only if these guidelines for the biblical family and marriage are followed. (Amended August 14, 2013)

SECTION 2. MARRIAGE

A. The relationship of marriage is a beautiful picture of Christ loving and sacrificing Himself for His bride, the church. The "two becoming one flesh" in a relationship can only be between one man and one woman united legally and spiritually together in the covenant of marriage.

Relationships and conduct that might exist outside of this God ordained biblical model of the family and marriage are not honoring to God; but are offensive to Him and sinful. Hence, this Church opposes all forms of sexual immorality, including adultery, homosexuality, and pornography. God does offer mercy, redemption and restoration, to any and all who will confess and repent of their sins. For more please see the wedding policy of our church. You may obtain a copy in the church office. (Amended August 14, 2013)

SECTION 3. CHILDREN

A. Children are a gift and blessing from the Lord. Parents must be diligent in all areas of life to teach and train their children in the ways and service of the Lord. Children must honor and obey their parents. The primary responsibility of this education and training is at home from parents with the local church strongly complimenting the efforts of the parents in their education and training of their children. (Amended August 14, 2013)

ARTICLE VII

POLICY MANUAL

Policies and guidelines in the Policy Manual are a part of the Constitution and By-laws of FBC Runnelstown. These policies include: Cemetery Guidelines, Children and Youth Ministry Guidelines, Financial Policy, Nursery Policy, Personnel Policy, Security Policy, Transportation Policy, Use of Facilities Guidelines, and Wedding Guidelines. (Amended September 14, 2016)

ARTICLE VIII

AMENDMENTS

Suggested changes in the constitution and by-laws will be considered once each church year by presenting a suggested change to the Management Team in writing during the month of April (Amended August 13, 2014). This will allow time for review and consideration by the Management Team. After the suggested change is reviewed by the Management Team, the Management Team will write the appropriate language for the change and present copies to the church at the July regularly scheduled business meeting. After a one-month review by the church, a vote on the recommendation will be taken at the August regularly scheduled business meeting. The goal of the Management Team will be to receive suggestions during the month of April (Amended August 13, 2014); present the constitution and by-law changes at the regularly scheduled church business meeting in July; and conduct a vote on the changes at the regularly scheduled church business meeting in August for full implementation of the changes at the new

church year starting in September. (Amended March 14, 2012) Amendments to the constitution and by-laws shall be made by two-thirds vote of the church membership voting. (Amended February 14, 2010)

Adopted the 28th day of January, 2009

Amended the 14th day of February, 2010

Amended the 11th day of May, 2011

Amended the 14th day of March, 2012

Amended the 14th day of August, 2013

Amended the 13th day of August, 2014

Amended the 14th day of September, 2016

Amended the 15th day of August, 2018

Amended the 14th day of August, 2019

Amended the 12th day of August, 2020

Amended the 11th day of August, 2021

Amended the 14th day of August, 2024

Ricky Adams, Management Team Chairman

lorea Hartfield

ATTEST: