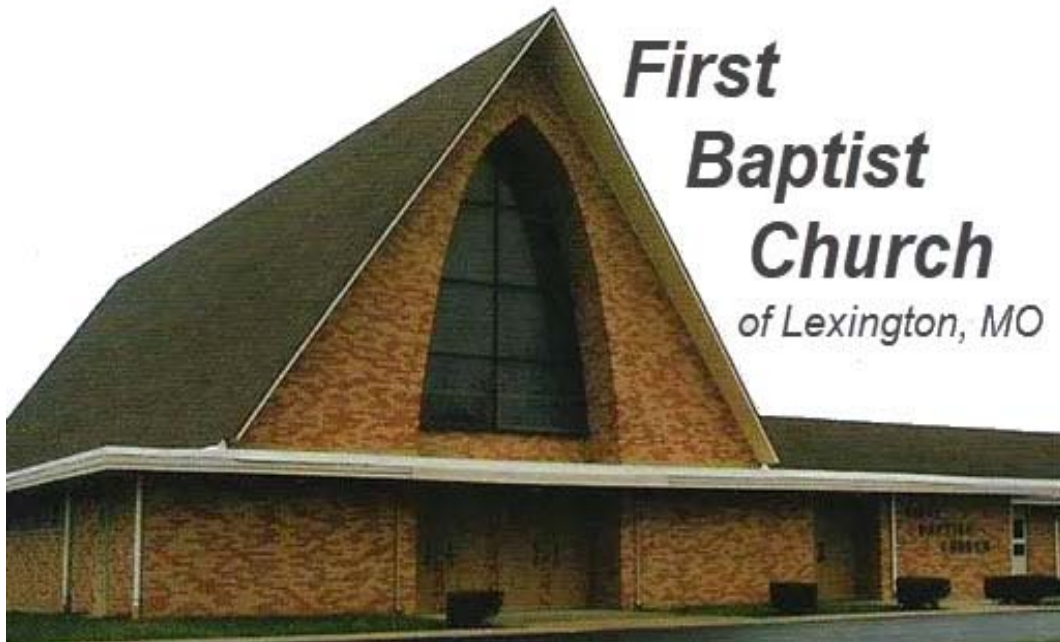


***THE CONSTITUTION
OF
FIRST BAPTIST CHURCH
LEXINGTON, MISSOURI***



Revised April 14, 2019

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***THE CONSTITUTION OF
THE FIRST BAPTIST CHURCH
LEXINGTON, MISSOURI***

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PREAMBLE

For the more certain preservation and security of principles of our faith and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of the Southern Baptist Denomination, and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this constitution.

Purpose Statement

The purpose of our church is to glorify God by producing and developing disciples, as prescribed in God's Word, through worship, teaching, fellowship, ministry, and evangelism. This body is formed for the purpose of maintaining a church, conducting religious services, Sunday School, and such other activities as: athletic, benevolent, and educational, as are customarily conducted by a religious organization.

ARTICLE I – Name and Location

This body shall be known as the First Baptist Church of Lexington, Missouri.

ARTICLE II – Duration

The duration of this body shall be perpetual.

ARTICLE III – Declaration of Faith

This body shall use as a guideline The Baptist Faith and Message, and as there after amended by the Southern Baptist Convention; and, hereafter

shall be called The Baptist Faith and Message for purposes of this document.

ARTICLE IV – Church Covenant

This body shall abide by the Church Covenant, Attachment #2, of the Church Constitution.

ARTICLE V – Character

Section 1. Polity Its government is vested in the body of believers who compose it. It 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 Southern Baptist churches.

Section 2. Doctrine It receives the Scripture as its authority of faith and practice. Its understanding of Christian truth as contained therein is in essential agreement and accord with the belief of Southern Baptist churches, as indicated in the Declaration of Faith in Article III herewith.

Section 3. Uses Denied This church body and/or facility shall not be used for business or for political purposes, nor shall it be used for the financial gain of profit of its members or any use of the facility. The Baptist Faith and Message, expresses our fundamental biblical conviction that Christian marriage is, by definition the spiritual and physical uniting of one man and one woman in an exclusive commitment for their joint lifetime. Christian marriage is God's unique gift to reveal the union between Christ and His Church. As such, this local church believes that wedding ceremonies on church properties are spiritual observances of worship of God who created this divine institution. As worship services, weddings on church property shall be officiated by one or more ordained ministers of the gospel. The church may decline to make its facilities or ministers available for any wedding if it is determined that one or both of the parties are not biblical and/or legally qualified to marry. Such determinations may be made by the Pastor, Church Council, the Wedding Committee, etc., subject to the direction of the church. Further no minister or employee of the church shall offi-

ciate at any marriage ceremony unless such marriage is consistent with Article V, Section 3.

Section 4. Marriage As worship services, weddings on church property shall be officiated by one or more ordained ministers of the gospel. The church may decline to make its facilities or ministers available for any wedding if it is determined that one or both of the parties are not biblical and/or legally qualified to marry. Such determinations may be made by the Pastor, Church Council, the Wedding Committee, etc., subject to the direction of the church. Further no minister or employee of the church shall officiate at any marriage ceremony unless such marriage is consistent with Article V, Section 3.

ARTICLE VI – Membership

Section 1. Qualifications The membership of this church shall consist of such persons requesting membership by:

- 1) **Profession of Faith:** If a person has committed their life to Jesus Christ, they may come; trust Him for their salvation and eternal life. Following this commitment, they will be counseled for baptism, and after baptism, the privileges of church membership will be theirs.
- 2) **Baptism:** If a person already is a Christian but has never been baptized by immersion since becoming a Christian, they may present themselves as a candidate for baptism. We recognize baptism by immersion as an act of obedience to Christ. After baptism, the privileges of church membership will be theirs.
- 3) **Transfer of letter:** If a person is a member of another Baptist church, they may simply request their membership be transferred from another Baptist church to this church. This procedure is handled by the Church Clerk, and the church where their current membership is.
- 4) **Statement of Faith:** If a person has trusted Jesus for his/her salvation, has previously been baptized by immersion, and communicates their desire to be a part of this congregation stating their pre-

vious faith commitment, the privileges of membership will be theirs.

Section 2. Duties Members are expected first of all, to be faithful in all the duties essential to the Christian life; and to attend regularly the services of this church, to give consistently for its support and its causes, and to share in its organized work.

Section 3. Rights All members may act and vote in the transactions of the church. A member shall not vote by proxy. He/she should be in attendance during the discussion of the proposition for which the member is casting his/her vote.

Section 4. Termination The continuance of membership shall be subject to the principles and usages of the Baptist Churches, and especially as follows:

- (1) Any member who desires a letter of dismissal and recommendation to any other Baptist Church is entitled to receive it upon his/her request. In case of removal to another community, the member should promptly make such request.
- (2) If a member requests to be released from his covenant obligations to this church for reasons which the church may deem satisfactory, such request may be granted and the membership terminated. Such request should be made in writing
- (3) Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of his/her covenant vows or by non-support of the church, The member should be referred to the Deacon body, who shall make ample effort to restore such one to the fellowship of the church before making recommendation for termination of their membership. If unable to accomplish this, then the Deacon body shall make recommendation to the church to terminate their membership. The action shall be tabled until the next business meeting.

Section 5. Restoration Any person whose membership has been terminated for any offense may be restored by a vote of the church, upon evidence of repentance and reformation.

ARTICLE VII – Control and Management

The control, direction and management of the financial affairs of the body shall be vested in the Church Membership.

ARTICLE VIII – By-Laws and Regulations

This corporation may make such By-Laws for its government and support and the management of its property, for the duties of its officers and their removal, for cause, and, in general, for all such causes and matters which may affect its well-being or that of its members. It shall have the right to alter and amend such By-Laws from time to time as it deems expedient, provided, however, that nothing in such By-Laws shall be inconsistent with the laws of this State, these Articles, of the Declaration of Faith, Covenants and Constitution of the First Baptist Church of Lexington, Missouri.

ARTICLE IX – Amendments

This constitution may be amended at any time by a two-thirds vote of the members present at a regular or called business meeting. A copy of the proposed amendment shall be made available to each member at least thirty (30) days prior to the meeting.

BY-LAWS OF FIRST BAPTIST CHURCH OF LEXINGTON, MISSOURI

ARTICLE I – Ordained and non-Ordained Ministerial Staff

Ordained and non-Ordained Ministerial staff selected by Search Committee:

Pastor

The pastor shall have charge of the welfare and oversight of the church. He is to be a teacher of the Word of God and to provide strategic leadership

and vision to the body. It is understood that the pastor is ex-officio head of all the organizations named, and his leadership is to be recognized in them all. He also may serve as an ex-officio member of all committees. The pastor shall adhere to the job description provided in the church's Personnel Policies and Procedures. He shall serve until the relationship is terminated by his request or at the church's request.

Pastor of Youth and Family Ministry

The Associate Pastor shall be a spiritual leader of the church and work directly with the youth and family ministry under the guidance and leadership of the pastor. The Pastor of Youth and Family Ministry shall adhere to the job description provided in the churches current Personnel Policies and Procedures guidelines. He shall serve until the relationship is terminated by his request or the church's request.

Minister of Music

The Minister of Music shall be a spiritual leader of the church and shall train and encourage music talents of the members. He/she shall be responsible for providing worshipful music, under the guidance and leadership of the pastor. The Minister of Music shall adhere to the job description provided in the churches current Personnel Policies and Procedures guidelines. He/she shall serve until the relationship is terminated by his/her request or the church's request.

ARTICLE II – Ordained and non-Ordained Ministerial Staff Selection Process

In the event of a vacancy in the ordained and non-ordained ministerial staff, the church will use the following guidelines:

1) Formation of a Search Committee

Ministerial Search Committee candidates shall be nominated by the Deacons and Church Council in a joint meeting and presented to the congregation during the called business meeting portion following Sunday Morning Worship. This does not preclude nominations from the floor. The selection of the 5 (five) search committee members and 2 (two) alternates shall be determined by secret ballot. Candidates

must show continuing spiritual growth, be faithful attendance and support of the church, and have a willingness to maintain confidentiality. Members of the Search Committee should represent the body of the church.

2) Committee Function

The Search Committee shall seek out a suitable ministerial candidate and their recommendations shall constitute a nomination. The committee shall bring to the consideration of the church only one person at a time.

3) Election Process

The election of the ministerial candidate shall take place at a meeting called for that purpose, of which at least one week's public notice shall be given after his appearance before the church. To call a ministerial candidate, the vote must be an affirmative vote of at least *eighty* (80%) percent of members present.

ARTICLE III – Staff Secured By Personnel Committee

1) Church Secretary

The church secretary shall be nominated by the pastor and the Personnel Committee and elected by the church. He/she shall serve as Assistant Church Clerk. The secretary shall handle the preparation of the pastoral correspondence, preparing the church bulletins and the church newsletter, as well as other matters of business of the church. The church secretary shall mail out notices of meetings and events as required by the church. He/she shall post and keep record of the financial contributions of the membership and issue annual contribution reports to the contributors. He/she shall serve as the receptionist for the church office and handle such clerical activities as directed by the pastor. He/she shall notify officers, members of committees, and delegates of their election or appointment. He/she shall perform all other duties as described in the church's current Personnel Policies and Procedures guidelines.

2) Custodian

The basic responsibility of the Church Custodian is to provide a clean church, and be effective with the use of time and supplies. He/she

shall perform all other duties as described in the churches current Personnel Policies and Procedures.

3) Other Staff and Employees

Other persons employed by the church shall be recommended to the church by the Personnel Committee and approved for employment by church action. Employees and staff members shall be under the general direction of the pastor and Personnel Committee.

ARTICLE IV - Other Church Officers

1) Moderator

The moderator shall be the pastor, unless the church shall agree to have a moderator elected by the church. In the absence of the moderator, the Pastor of Youth and Family Ministry shall serve, and in the absence of both, the Chairman of Deacons shall preside. In the absence of the Chairman of Deacons, the Vice-Chairman shall preside. In the absence of all of the above, the church clerk shall call the church to order and a moderator pro-tem shall be elected.

2) Clerk

The clerk shall keep in a suitable book, a record of all actions of the church, except as otherwise herein provided. He/she shall keep a record of the names of members, with dates of admission, dismissal or death, together with a record of baptisms. He/she shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports

3) Treasurer

The church shall annually elect a church treasurer. It shall be the duty of the treasurer to receive, preserve and pay out, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. Payment of bills for local work and expenses shall be made promptly upon proper verification that the work has been completed or the goods received. Any prepayment shall be done only through a signed contract specifying the work to be done and no more than one-half of such contracts are to be paid until the completion of the work or project, except where signed contracts oth-

erwise provide. Purchases and denominational expenditures are to be remitted at least monthly. It shall be the duty of the treasurer to render to the Finance Committee and the church a quarterly itemized report by categories of the receipts and disbursements of the previous quarter. This report is to be presented to the church at the regular business meeting. Within thirty days after each fiscal year the treasurer shall render to the Finance Committee and church an annual report showing the total amount of receipts and disbursements. Prior to the ~~rendition of this annual report, upon its completion by the treasurer,~~ the report shall be audited by an Audit Committee, elected or hired by the church, and their signatures placed at the end of the report before it shall be accepted by the church. All books, records and accounts kept by the treasurer shall be considered property of the church, and may be open for inspection at all times by members of the church. Upon rendering the annual account at the end of each fiscal year, and its approval by the church, the same shall be delivered by the treasurer to the church secretary, who shall keep it and preserve it as part of the permanent records of the church. The Treasurer shall serve on the Board of Directors as the Board's Treasurer in an Ex-Officio position. The treasurer shall upon the election of his/her successor, at the completion of the fiscal report, promptly deliver to the Active Chairman of the Finance Committee, all books, records and accounts in his/her hands pertaining to or relating in any manner to the duties of the office he/she is relinquishing. If an assistant treasurer has been elected by the church, he/she may take over until the church elects a new treasurer.

Deacons

Section 1. Number. Election, Terms of Service

- (1) The number of active deacons shall be fifteen (15), or any number deemed necessary to carry on the services of the church. The deacons called are to submit to ordination for lifetime service; however, it shall be pertinent for the church to promote to honorary life membership any deacon who by reason of age or infirmities shall after honorable service be no longer able to render active service.

- (2) If after a year of residency in the church, the church so desires, it may call a deacon to serve who has been ordained in another church, but there is no obligation on the part of the church to do so.
- (3) It shall be the responsibility of the pastor and deacon chairman to initiate the election of deacons and in accordance to the following:

(a) In February the Deacon Chair committee (Current Chairman, Vice Chairman, and Ex-Chairman), will:

- (1) Contact the each of the reserve deacons and present them with the Ordained Deacon Package, consisting of:
 - 1 –Biblical Qualifications
 - 2 –Deacon Duties
 - 3 –Code of Conduct
 - 4 –Church Covenant
 - 5 –The Baptist Faith and Message
 - 6 –Deacon Acknowledgement form.

Upon reviewing the Ordained Deacon package, if they are willing and able to serve, and willing to sign the affirmation document, their name will be considered to fill one of the vacant slots.

(NOTE: A deacon may request to be removed from the current deacon election, because of their inability to fulfill the requirements of the office.)

- (4) After the Committee has contacted the reserve list of Deacons, and vacancies still exist, the Chair Committee, working with the Pastor, will assemble the Deacon Nomination Package and made available to each Church Member during the Month of April and May.
- (5) The deacon nomination package will consist of the following items:
 - (1) A copy of the Biblical Qualifications for a Deacon.
 - (2) The Duties and Responsibilities of a Deacon.
 - (3) The Code of Conduct for a Deacon
 - (4) Church Covenant
 - (5) A list of all eligible members who have attained the age of 21, been a member in good standing with the Church for 2 years as of Janu-

ary 1 of the current year, and are not currently serving as a Deacon of the First Baptist Church of Lexington Missouri.

(6) Deacon Nomination Form

(7) The first election will occur on the last Sunday in May; all ballots will be collected and tabulated by the Chair Committee. All ballots are considered to be confidential in nature.

(1) During the month of May, any church member who will not be in attendance during regular worship service on the last Sunday in May, may contact the Church Office and request an absentee nomination package.

(2) All absentee ballots are to be returned to the Church no later than the end of Worship Service on the last Sunday in May, and placed in the Ballot Box marked for the Deacon Chair Committee, who will collect and tabulate the votes.

(3) Chair committee will check the nominees for minimum qualification requirement, and present sufficient nominee names to the Deacon body, up to twice the number of vacancies, but following the natural break in votes.

(4) The active deacon body will evaluate each nominee named, to determine church involvement, spiritual maturity and lifestyle.

(5) Through a secret ballot the active deacons in attendance at the meeting will vote on the nominees to determine which nominees should be referred to the church members for an affirmation vote, Each non-ordained nominee that is referred to the church must receive of the deacon votes.

(6) The Chair Committee will contact the non-ordained nominated individuals, present them with the non-ordained deacon's package consisting of:

1) Biblical Qualifications

2) Deacon Duties

3) Code of Conduct

- 4) Church Covenant
- 5) The Baptist Faith and Message
- 6) Deacon Questionnaire
- 7) Deacon Acknowledgement Form

Offering them the opportunity to serve in a Deacon Mentoring program for the first year. Upon completion of the 1 year mentorship program, the Deacon Elect will be presented to the church for ordination, to be performed at a later date, at his convenience.

- (7) No later than the 2nd Sunday in July, the Chair Committee will provide to the Church Membership the Affirmation ballot. This ballot will contain the names of the Ordained Deacons who have indicated they are willing and able to serve as an active deacon, and those non-Ordained individuals willing to accept the calling and serve a one year mentorship training program prior to being ordained, beginning on September 1 of the current year.
- (8) Ballots are collected and tabulated by Chair Committee, and must receive 80% of the votes cast by the membership present.

Section 2. Mentorship Program

Each new deacon will serve a 1 year mentorship program under the guidance of two (2) Active Deacons. The overall mentorship program will be administered by the Deacon Body as a whole and will consist of Deacon led training, selected reading material, and quarterly evaluations by the Mentoring Deacons and the Deacon body as a whole.

During this mentorship program, the deacon may elect to be released from the mentorship program at any time upon mutual consent of the deacon elect and the active deacon body.

Section 3. Duties of the Deacon

The duties and responsibilities of a deacon are important and not left to just any member of the congregation. The function of a deacon is to serve the church body in its spiritual needs, and in this capacity the deacon shall be willing to carrying out the following duties:

- (1) He shall attend all regularly scheduled church services, functions and events as able to do in addition to the regularly scheduled monthly deacons meetings.
- (2) Assist in the worship service, prayer, responsive reading, ushering, singing, and other duties that help the leadership with the service as required.
- (3) A deacon should make a personal effort to personally know the children, teenagers, and adults related to church members, always looking for and being sensitive to appropriate opportunities to witness to non-Christians.
- (4) Deacons are expected to extend greetings to all who come to worship services, especially to those who are not members.
- (5) A deacon may be called upon to assist in the preparation of the ordinances, and should see that the communion is brought to the shut-in members.
- (6) The deacon has the responsibility of caring for church members and other persons in the community, and proclaiming the gospel to believers and unbelievers.
- (7) The deacon should make hospital, health care facilities, and home visits to the shut-in members, lead and direct church members in the ministry of care to the membership.
- (8) The expectation a church has on their pastor and his wife as a team should also be expected of the deacon and his wife.
- (9) As a deacon, you are an assistant to the pastor, with the responsibility of leading the church in the achievement of its mission, not manage or supervise, you are the eyes, ears, hands, arms, and the feet of the pastor, and assist when called upon.
- (10) Counsel with and assist the pastoral staff in matters relative to the spiritual needs of the church and community as required.
- (11) See to the needs of the pastor and his family.
- (12) The deacon is responsible to help maintain the unity in the church. A deacon should never lead in factions or squabbles, and never be

found sowing discord. The deacon may not always agree, but differences are dealt with in deacon's meetings and not in front of the church. When public speaking, his message is to the harmony of the church.

(13) The deacon should be spirit filled and able to lead by example. He should therefore be involved in the spiritual exercises of reading and studying the Word of God on a daily basis.

(14) He should pray, tithe, and be a witness, and be a model for others to follow.

(15) A deacon should be continually reading and studying materials that will make him more effective as a deacon. He should know and understand the biblical foundations of The Baptist Faith and Message.

(16) Ordained deacons are to participate or lead the deacon mentoring program, provide leadership, guidance, and counseling to each of the deacons-in-training.

Section 4 – Code of Conduct

(1) Support all church ministries and tithe.

(2) Participate in a Christian growth study.

(3) Strive to lead a Spirit-filled life.

(4) Strive to be an informed member of the Church (know what's going on).

(5) During all services, deacons should sit among the congregation, if possible.

(6) Must uphold and follow the Church Covenant.

(7) Be a faithful example to others with attendance and visibility in the worship service.

(8) Lead by example.

- (9) Inform the chairman if you are unable to attend required functions.

Section 5. Methods of Procedure

- (1) The whole body of active Deacons shall be organized as a unit for the consideration of all the larger problems and general policies to recommend to the church,
- (2) They shall meet regularly on the first Sunday of each month, or at such times that the Chairman may designate.
- (3) Special meetings may be called as needed by the chairman or at written request of three (3) or more active deacons.
- (4) The deacon body may organize itself into groups of committees as the wisdom may direct for the efficiency of serving the congregation.
- (5) Each deacon shall freely confer with the Pastor/Associate Pastor about all matters and cases of discipline, which in his judgment would be most wisely and spiritually handled in private.

ARTICLE V- Church Organizations Officers

All organizations of the church shall be under church control. All officers are nominated by the Nominating Committee and elected by the church, and officers shall report regularly to the church. All employees and workers are subject to background screening.

- 1) **Sunday School Director** –The Sunday School Director shall be responsible for the organization and general direction of the Sunday School. He/she will be subject to the will of the church and general advice of the teachers and officers. He/she will make a quarterly departmental report for the regular business meeting.. They shall be a member of good standing of First Baptist Church and attend faithfully all services when possible.
- 2) **Assistant Sunday School Director** –The Assistant Sunday School Director shall be responsible for assisting the Sunday School Director in his/her duties as described in the Sunday School Director's section, and is to assume the same duties during the Sunday School Director's absence. They shall be a mem-

ber of good standing of First Baptist Church and attend faithfully all services when possible.

- 3) **Sunday School Secretary** –The Sunday School Secretary shall be responsible for keeping the Sunday School membership and attendance record. They shall be a member of good standing of First Baptist Church and attend faithfully all services when possible.
- 4) **Teachers and Workers** – The teachers and workers are important factors in the success, growth, and development of the Sunday School Classes. The teacher shall be a Christian, and one who feels the call of God to teach. They shall be a member of good standing of First Baptist Church and attend faithfully all services when possible.
- 5) **Vacation Bible School Director** –The Vacation Bible School Director shall be responsible for setting the date and times for the Annual Vacation Bible School with church approval. The Vacation Bible School Director shall enlist workers as needed, oversee the record keeping, and make annual report to the church. They shall be a member of good standing of First Baptist Church and attend faithfully all services when possible.
- 6) **Men’s Ministry Director** –Men’s Ministry Director shall be responsible to the church for the organization and general direction of the men’s ministry; subject to the will of the church. He shall seek to interest all men of the church in the work of the Men’s Ministry and make quarterly report and annual report to the church.
- 7) **Women’s Missionary Union (WMU)** –The WMU Director shall be responsible to the church for the organization and general direction of the WMU and is subject to the church. She shall seek to interest all women of the church in missionary education, special missions offering, benevolent and social services of the WMU. She shall make quarterly and annual reports to the church.
- 8) **Others** Other necessary officers may be elected as needed by the church, nominated as indicated above.

ARTICLE VI – Church Council

The Church Council shall be responsible for reviewing and coordinating program plans recommended by church officers, planning an annual calendar, and long range planning. The Church Council shall meet quarterly (or as otherwise needed). The Church Council shall nominate new members for Committee on Committees.

The Church Council shall have as regular members: Pastor, Pastor of Youth and Family Ministry, Sunday School Director, Assistant Sunday School Director, WMU Director, Men’s Ministry Director, Chairman of Deacons, Music Director, Church Clerk, Church Secretary, and others as deemed necessary.

ARTICLE VII - Committees

The Church shall appoint such committees as needed to carry on the business and activities of the Church. Members of all committees are nominated to the church by Committee on Committees. The following shall constitute standing committees and members shall be elected on a rotating basis, and serving a three year term. All standing committees shall meet annually and/or as needed.

- 1) Adult Ministry Committee** –Organize and implement activities for Senior Adult members of the congregation.
- 2) Audit Committee** - *Shall see that the treasurer’s books are audited annually within 30 days of the end of the fiscal year.*
- 3) Baptism Committee** –Shall assist baptismal candidates for the ordinance of baptism.
- 4) Building Committee** - Shall oversee the care of the buildings and shall recommend repairs and improvements to the church facility.
- 5) Cadet Committee** –Work with and plan activities and ministry for Wentworth Military Cadets to integrate them into the church family.
- 6) Children’s Ministry Committee** –Work with, plan activities, and ministry for children.

- 7) **Church Constitution Committee** - Shall periodically review the Constitution and By-Laws and shall suggest recommendations for changes in the Constitution, as needed, to keep the document current. The chairman or his/her designate shall serve as parliamentarian at the church business sessions, unless a person has been elected for that position by church
- 8) **Committee on Committees** - Members shall be nominated by Church Council. The Committee on Committees shall nominate members to serve on other church committees for consideration and affirmation by the church. Care should be given to avoid conflict of interest.
- 9) **Counting Committee** - On the first day the bank is open after each Sunday, report to the bank of deposit, there open the envelopes in a private place, making careful determination that each envelope contains the amount recorded on it, and if need be, write the amount or the correct amount on the envelope. The amount is recorded and presented to the Church Secretary. At least two members of the committee must be present before the night deposit bag is opened.
- 10) **Finance Committee** - This committee shall oversee the financial operation of the church and coordinate with the Board of Directors budget increases or financial proposals and then present them to the church during a regular or called business meeting.
 - A) **Members**
 - 1) The finance committee shall consist of nine members, six are selected at large and three are ex-officio.
 - 2) Two members are to be selected annually by the Church for a three-year term.
 - 3) The Chairman of the Deacons, the President of the Corporation, and the Church Treasurer shall be the ex-officio members.
 - 4) The finance committee shall elect its own chairman from the six at-large members.

B. Responsibilities

- 1) Shall present to the Church on or before a December business meeting a financial budget of the anticipated receipts and expenditures for all known purposes for the succeeding fiscal year.
- 2) The Finance Committee shall meet quarterly and review all financial reports of the Treasurer. The meeting date is to be determined by the finance committee, but it shall be prior to the Church's regularly scheduled business meeting.
- 3) Shall examine and analyze expenditures in order to insure the disbursement of Church funds are only for those purposes set forth in the budget or as otherwise expressly authorized.
- 4) Shall keep the Board of Directors informed as to the status of the budget and report problems of finance to the Board of Directors and the Church.
- 5) Shall adjust the budget from time to time as needed or requested by the Church. Budgetary increases need to be coordinated with the Board of Directors to ensure appropriate financing is made available.
- 6) Shall cause proper bookkeeping records to be kept for all monies received and disbursed by the Church.
- 7) Shall cause all the financial records and accounts of the Church to be audited annually by an auditing committee or public accountant. Any time a new treasurer is elected or appointed, an audit will be conducted.

C. Financial Alterations

Any change to the church budget or proposals which involve church finances are to be presented to the finance committee, who will evaluate the request, and coordinate with the Board of Directors to ensure appropriate financing can be provided within the church's means, and then present the proposed changes or financial proposal to the church for its consideration and approval during a regular or called business meeting.

- 11) **Flower Committee** - Shall provide the floral decorations for regular church worship services and other services, when needed
- 12) **Grounds Committee** - Shall oversee the care of the grounds, including parking lots and recreational areas, and recommend repairs and improvements to the church.
- 13) **History Committee** - Shall keep a continuous history of the First Baptist Church to be recorded and kept for the benefit of the church
- 14) **Kitchen/Hostess/Homes of Sorrow Committee** – *shall oversee the care of the kitchen and keep watch on equipment and supplies. Shall select hostesses for the special meals as requested by the church and shall provide meals or other assistance as needed at times of sorrow and may call for assistance from church membership as needed.*
- 15) **Library/Media Committee** - Shall assist with the planning and care of the library facility and equipment.
- 16) **Memorial Committee** - Shall recommend suitable memorials for purchase from the funds given in memory of members or others.
- 17) **Music/Technology/Worship** – *Shall work with the music director in planning music events and recommending appropriate music for the church. The accompanists in accord with the Personnel Committee shall be nominated by the Music Committee. The music director is an ex-officio member of this committee. Shall oversee and make recommendations to the church concerning the needed equipment and systems and other technology related issues. Shall assist the ministerial staff in planning and improving the worship experiences of the church worship service and special events.*
- 18) **Nominating Committee** - Shall nominate to the Church the general officers and various leaders of the Church that may be

- needed from time to time. The Sunday School Director will be elected or re-elected as needed by May 1 and at that time they become a member of the Nominating Committee.
- 19) **Nursery Committee** - Shall look after the needs of the nursery; provide help as needed for all church related events.
 - 20) **Outdoor Bulletin Board Committee** - Shall supervise the care of the board and change the messages as needed
 - 21) **Personnel Committee** - Shall recommend applicants to the church for all non-ministerial staff paid positions (such as, but not limited to, custodians and nursery workers). They shall search and interview for church secretary/secretaries, but candidates must have the approval of the pastor before being submitted to the church. It shall be the duty of the Personnel Committee to prepare the personnel policies and procedures manual and present it to the church for approval.
 - 22) **Scheduling Committee** - Shall have charge of scheduling the church facilities to community groups, weddings, etc., within the guidelines of church policies.
 - 23) **Special Events Committee** - Shall have the duty to plan and prepare for the celebration of special events and happenings in the church fellowship. They may call upon other church members or committees to assist whenever the need arises.
 - 24) **Van Committee** - Shall oversee the care of the church van and recommend policy for church and out-of-church use. The Committee will also identify regular van drivers for the regular meeting times (Sunday, Wednesday, and other regular worship activities).
 - 25) **Weekday Children's Ministry (Kids Korner)** - Shall be the duty to oversee the operation and direction of the Kids Korner ministry, and be responsible for the filling and evaluation of the Kids Korner Director position if there is sufficient interest to utilize the ministry.
 - 26) **West Central Association Board** - Shall represent the interests of the First Baptist Church in the work of the Association.

- 27) **Youth Committee** - Shall assist the Associate Pastor in recommending programs and experiences for the youth of the church. The Associate Pastor is an ex-officio member of this committee.

ARTICLE VIII – Church Finance

Section 1 - The Finance Committee, in consultation with the pastor, Board of Directors, and responsible leaders of various organizations, shall prepare and submit to the church for approval at its annual meeting (or at such times as may be deemed best by the church) an inclusive budget, indicating by items the amount needed and sought for all local expenses and in like manner for all denominational or other approved causes.

Section 2 –Expenditures of \$1,000 or more shall be routed through the Finance Committee and the Board of Deacons, and at least seven (7) days notice shall have been given, before being voted on by the church.

Section 3 - All funds for any purpose shall pass through the hands of the treasurer and be properly recorded on the books of the church. The expenses of all organizations, as approved by the church, shall be paid from the local expense fund as heretofore provided.

Section 4 - Special offerings may be sought by the church or by any of its organizations only upon approval by the church after recommendation of the Finance Committee. This does not preclude individuals making special offerings at any time as the Spirit of God may move them; however, special funds must be established by the church and kept in a special account to be used exclusively for the designated purpose.

Section 6 - It is understood that membership in this Church involves financial obligation to support the church and its causes with regular, proportionate gifts.

ARTICLE IX– Meetings

Section 1. Worship

- 1) Public services shall be held regularly on each Lord's Day and on some evening of each week.

- 2) The Lord's Supper shall be celebrated on the second Sunday of each quarter or at such time or times as the church may determine, and all Christians present are invited to participate.
- 3) Additional religious meetings may be scheduled by the pastor at his discretion, or by vote of the church.

Section 2. Business

- 1) At any of the regular meetings for worship, the church may, without special notice, act upon the reception of members or upon the dismissal of members to other churches, and upon the appointment of delegates to councils, but not upon other business, except when proper notices have been made
- 2) Regular business meetings of the church shall be held on the second Sunday of the month following the end of each quarter (January, April, July, and October). Quarterly reports shall be presented as well as any transactions of business that needs to come before the church.
- 3) The pastor may, and shall, when requested by the deacons, directors or a standing committee, call from the pulpit, a special business meeting, the particular object of the meeting being clearly stated in the notice. Special meetings of the church may also be called by the clerk upon the written application of any five or more adult members, specifying the object thereof, which notice shall be read at a Sunday morning service seven days preceding the day fixed for such meeting.
- 4) Any interim staff position may be called as needed by the Church. At six month intervals, each interim shall be evaluated by the Personnel Committee and other organizations, if requested. The Committee will bring a report or recommendation to the Church.
- 5) Any staff member and family are requested to leave a meeting during the discussion of wages, benefits, or work conduct pertaining to that individual. This does not preclude an individual the right to defend himself/herself before any church action is taken.
- 6) A quorum for any business transaction shall consist of members present. A simple majority vote is necessary for passage except where otherwise stated.

ARTICLE X– Amendments

These By-Laws may be amended at any time by a two-thirds majority vote by members present at a regular or called business meeting. Copies shall be made available of the proposed amendment to each member at least thirty (30) days prior to the meeting.

BY-LAWS OF FIRST BAPTIST CHURCH OF LEXINGTON, MISSOURI A CORPORATION

ARTICLE I - PURPOSES

Section 1. This corporation is formed for religious purposes, including the purposes of maintaining a church, conducting religious services, maintaining a Sunday School, and conducting such other activities as athletic, benevolent and educational, as are customarily conducted by religious organizations, its object being the worship of God and the spreading of the Gospel of Christ. The corporation shall also have authority to own, buy, manage and hold real and personal property necessary and proper for a place of worship as may be permitted under the laws of the State of Missouri.

ARTICLE II - MEMBERS' MEETINGS

Section 1. The members shall meet annually on the second Sunday in January, following the business meeting each year, in Lexington, Missouri, and at the time and place to be designated by the Board of Directors in their official notice of the meeting.

Section 2. Special meetings of the members may be held at any time upon call of the president or a majority of the Board of Directors, and it shall be the duty of the president to call a special meeting of the members when requested to do so by five percent (5%) of the members of the corporation. Special meetings shall be held in Lexington, Missouri, at the time and place designated in the notice.

Section 3. Notice of members' meetings shall be given at least five (5) days prior to the date of said meeting by mailing a written or printed notice, stating the time and place thereof and the purpose or purposes for which the meeting is called, to each member at his address as it ap-

pears upon the records of the corporation, except that meetings called for the purpose of amending the By-Laws, thirty (30) days' notice in writing shall be given the members.

Section 4. At any meetings of the members a quorum consists of members present.

Section 5. Each member shall be entitled to one vote on each matter submitted to a vote of the members and shall not be entitled to a vote by proxy.

Section 6. Minutes of the proceedings of all members shall be kept by the secretary in a book as a permanent record of the corporation.

ARTICLE III - BOARD OF DIRECTORS

Section 1. The management of the corporation shall be in the hands of a Board of Directors of six (6) members. The members of the Board of Directors shall serve for a term of three (3) years or until their successors are elected.

Section 2. **The Board of Directors are nominated by the Nominating Committee and voted on by the membership of the church at a business meeting.**

Section 3. The Board of Directors shall meet annually following the second Sunday of January of each year, immediately following the business meeting of the members at said place, unless otherwise designated, and shall meet at such other times as shall be designated by the president or a majority of the Board of Directors upon notice, unless all directors sign a waiver thereof.

Section 4. Each director shall be entitled to one vote and shall not be entitled to a vote by proxy.

Section 5. Meetings of the Board of Directors shall be held at the time and place to be fixed by the Board and such time and place shall not be changed without forty-eight (48) hours actual notice to each director, unless all directors have waive such notice.

Section 6. With Church approval, the Board of Directors shall have power to contract, to make investments, purchases, and sales of property, both real and personal, and to employ persons as may be deemed

reasonably necessary to erect, remodel, repair and maintain any buildings and property belonging to such corporation, and shall have power to delegate such details of business as it deems advisable to committees of Board of Directors or to other officers and to borrow money and pledge the assets of the corporation as security thereof.

Section 7. Any of the directors of the corporation shall have the right to request an audit of the books of the corporation at any time.

Section 8. The president, and in his absence, the vice-president, shall preside at all meetings of the Board of Directors.

ARTICLE IV – OFFICERS

Section 1. The officers of the corporation shall consist of a president, vice-president, secretary and treasurer, and shall serve for a term of one (1) year or until their successors are elected and qualified. The president and vice-president shall be elected from the Board of Directors, but the secretary and treasurer may be elected from the members of the corporation.

Section 2. The president shall preside at all meetings, execute all papers, contracts and instruments, in the name of the corporation, and generally perform such duties as are delegated to him by the By-Laws or the Board of Directors.

Section 3. The vice-president shall perform the duties of the president when the president is absent or otherwise incapacitated.

Section 4. The secretary shall be the custodian of the books, records and papers of the corporation, and he or she shall keep a record of all the business of the corporation as well as a record of the proceedings of all meetings of the members and of the Board of Directors of the corporation. He or she shall also keep an accurate record of the members of the corporation, and shall also perform such other duties as may be imposed upon him or her by the By-Laws or the Board of Directors.

Section 5. The treasurer shall be the custodian of all the funds of the corporation and shall make deposits of all funds and shall place them in such depository as the Board of Directors may authorize, and shall also keep an accurate record of all funds received by said corporation as well as of all funds disbursed or expended by the corporation.

ARTICLE V - AMENDMENT OF BY-LAWS

Section 1. The By-Laws of the corporation may be amended at any time by the members at a regular annual meeting or at a special meeting called for that purpose, and a written notice of the meeting, together with a written copy of the proposed amendment shall be made available to each member at least thirty (30) days prior to the meeting at which such amendment shall be presented, and such amendment shall require the affirmative vote of two-thirds (2/3rds) of the members present.