

**CONSTITUTION**  
**of FIRST BAPTIST CHURCH**  
**of THIBODAUX, LA**

**PREAMBLE**

This is an autonomous Baptist church under the Lordship of Jesus Christ that cooperates with the Southern Baptist Convention, Louisiana Baptist Convention, and the Bayou Baptist Association. The membership retains the exclusive right of congregational governance in all phases of spiritual and temporal life of this church.

Guided by Scripture and the Holy Spirit, the membership reserves final authority to interpret and apply these bylaws. Each prospective member must agree to submit to the teaching of Scripture as expressed in the New Hampshire Confession (1853) and must promise to keep the commitments expressed in the Church Covenant.

**MISSION STATEMENT**

We exist to submit to Christ's authority in all things, to worship God in spirit and truth, to share the gospel with the lost, and to make disciples among all peoples.

**ARTICLE I**  
**CHURCH MEMBERSHIP**

The membership reserves the right to determine the conditions of church membership.

**SECTION A. PROSPECTIVE MEMBERSHIP**

1. Any person may present themselves as a prospective member in this church.
2. Prospective members are required to participate in Foundations class and be recommended to the church after meeting with a teacher from the classes for a time of questions and answers.
3. Prospective members must demonstrate a credible profession of faith and be baptized by immersion.

**SECTION B. MEMBERSHIP**

Members must meet the following criteria:

1. A credible profession of faith, which includes all of the following:
  - a. Trusting in Christ alone for salvation by repenting (turning away) from sin and demonstrably pursuing a life of holiness,

- b. Baptism by immersion,
- c. Freely affirm the Church Covenant,
- d. Freely affirm the Statement of Faith, and
- e. Affirmed by active membership.

Affirmation of membership may be given during any regular Worship Service followed by an official vote at the next scheduled member meeting.

### **SECTION C. PRIVILEGES AND RESPONSIBILITIES OF MEMBERS**

1. It is the privilege and responsibility of each member to participate in and contribute to the ministry and life of the church, using the gifts, time, and material resources each has received from God for the mutual benefit of all the church body.
2. Members are eligible to hold elective office after having been a member in good standing for one year.
3. Members of the church may participate in all ordinances of the church.
4. It is both a privilege and responsibility of members to attend Members' Meetings and participate in decisions affecting the church body.
5. Members shall submit to the loving rule of the Elders.

### **SECTION D. DISCIPLINE**

1. Any member found to be involved in conduct that violates Scripture or that dishonors the name of the Lord Jesus Christ and His Church shall be subject to the discipline of the church. Church discipline shall be carried out in the spirit of love and restoration according to the instructions of Matthew 18:15-18 and all other pertinent Scriptures. Public church discipline will be administered only after private admonition has failed.
2. Scriptural foundations and procedural guidelines for discipline are found in [Appendix A](#).

### **SECTION E. DENIAL OF MEMBERSHIP**

Perspective members may be denied membership if he or she

1. does not attend the required Foundations class,
2. does not demonstrate a credible profession of faith,
3. is not baptized by immersion,

4. does not affirm the Church Covenant, or
5. is not recommended by the teachers of the Foundations class or the Elders.

## **SECTION F. TERMINATION OF MEMBERSHIP**

Membership may be terminated by one of the following actions:

1. Proof of membership in another church,
2. Death of the member,
3. A period of inactivity of six months or greater as detailed in [Appendix A, Paragraph 5](#), or
4. Refusal to repent of sin despite continual pleas throughout the process of church discipline as listed in [Appendix A](#).

## **ARTICLE II OFFICERS**

The Biblical offices in the church are elder and deacon/deaconess. Other recognized offices are clerk, treasurer, and trustee. All officers must be members in good standing.

### **SECTION A. ELDERS**

The Elders shall be men who satisfy the qualifications for the office of elder set forth in 1 Timothy 3:1–7 and Titus 1:6–9. These qualifications are that he:

- be above reproach (1 Timothy 3:2, Titus 1:6-7),
- be the husband of one wife (1 Timothy 3:2, Titus 1:6),
- be upright (Titus 1:8),
- be holy (Titus 1:8),
- be disciplined (Titus 1:8),
- must hold firm to the Word of God (Titus 1:9),
- be sober-minded (1 Timothy 3:2),
- be self-controlled (1 Timothy 3:2, Titus 1:8),
- be respectable (1 Timothy 3:2),
- not be arrogant (Titus 1:7),
- be hospitable (1 Timothy 3:2, Titus 1:8),
- be a lover of good (titus 1:8),
- is able to teach (1 Timothy 3:2, Titus 1:9),
- is able to rebuke those who contradict sound doctrine (Titus 1:9),
- is not a drunkard (1 Timothy 3:3, Titus 1:7),
- is not violent but gentle (1 Timothy 3:3, Titus 1:7),
- is not quick-tempered (Titus 1:7),

- is not quarrelsome (1 Timothy 3:3),
- is not a lover of money (1 Timothy 3:3, Titus 1:7),
- is able to manage his own household well (1 Timothy 3:4, Titus 1:6),
- is not a recent convert (1 Timothy 3:6), and
- be well thought of by outsiders (1 Timothy 3:7).

A majority of the active Eldership shall be composed of church members not in the regular pay of the church, and no elder shall hold the office of deacon during his tenure. Subject to the will of the congregation, the Elders shall oversee the ministry and resources of the church. In keeping with the principles set forth in Acts 6:1–6 and 1 Peter 5:1–4, the Elders shall devote their time to prayer, teaching, encouraging sound doctrine, and shepherding God’s flock.

The Elders are responsible for leading the church to function as a New Testament church and to lead the congregation, the organizations, and the church staff to perform their tasks.

An elder will be the Senior Pastor, Associate Pastors, or Lay Pastors as described in these bylaws.

1. Senior Pastor - The Senior Pastor is a man chosen by the church membership to fulfill the role of elder. He will serve as a leader among the Elders and leader of the ministerial staff.
2. Associate Pastor - An associate pastor is a man chosen by the church membership to fulfill the role of elder, who is also a member of the ministerial staff.
3. Lay Pastor - A lay pastor is a man chosen by the church membership to fulfill the role of elder who is not on the ministerial staff.

The roles and responsibilities of elders are detailed in [Appendix B](#).

## **SECTION B. DEACONS AND DEACONESSES**

The office of deacon is described in 1 Timothy 3:8–13 and Acts 6:1–7. Likewise, deaconesses are described in 1 Timothy 3:11. The qualifications for a deacon and deaconess are that he or she:

- is full of the Spirit and wisdom (Acts 6:3),
- blameless (1 Timothy 3:10),
- must hold the mystery of faith with a clear conscience (1 Timothy 3:9),
- be dignified (1 Timothy 3:8, 11),
- is not a slanderer (1 Timothy 3:11),
- is not a drunkard (1 Timothy 3:8),
- not be double-tongued (1 Timothy 3:8),
- be sober-minded (1 Timothy 3:11),
- not greedy for dishonest gain (1 Timothy 3:8),
- be faithful to his/her spouse (1 Timothy 3:12),
- is able to manage his/her own household well (1 Timothy 3:12),
- must gain a good standing (1 Timothy 3:13),
- must be of good repute (Acts 6:3), and
- be faithful in all things (1 Timothy 3:11).

The church shall recognize, in accordance with [Article IV, Section E](#) on elections, men and women who are believers of spiritual maturity and wisdom, who demonstrate a servant spirit, who are giving of themselves in service to the church, and who possess particular gifts of service. These members will be received as gifts of Christ to His church and set apart as deacons and deaconesses.

Deacons and deaconesses shall:

- Care for the temporal needs of members,
- Attend to the accommodations for public worship, and
- Assist and lead in team ministries.

### **SECTION C. CLERK**

The clerk shall be responsible for keeping complete and accurate records of all official actions of the church. Records to be maintained include:

- Names of members, with dates of admission, dismissal, death, and records of baptism,
- Letters of dismissal as approved by church vote, and
- Files of all written communications, transcripts and official reports.

The clerk will give required notice of meetings as indicated in these bylaws. The clerk shall be responsible for preparing the annual letter of the church to the association.

The church may delegate some of the clerical responsibilities to the church secretary who will assist the clerk. All church records are church property and shall be kept in the church office when an office is maintained.

### **SECTION D. TREASURER**

The treasurer shall ensure that all funds and financial securities of the church are properly held in banks, financial institutions, or depositories as appropriate. The treasurer shall also be responsible for presenting regular reports of the account balances, revenues and expenses of the church at Members' Meetings. The treasurer shall also ensure that full and accurate accounts of receipts and disbursements are kept in books belonging to the church, and that adequate controls are implemented to guarantee that all funds belonging to the church are appropriately handled by any officer, employee, or agent of the church. The treasurer will serve as an ex-officio member of the Finance Team.

The church may delegate some of the treasurer's responsibilities to the church secretary who will assist the treasurer.

### **SECTION E. TRUSTEES**

The Elders shall serve the church as Trustees. These Trustees are charged to hold the church property in trust. The membership may authorize the trustees to buy, sell, mortgage, lease, or transfer any church property by two-thirds majority at a Member's Meeting. When required, trustees shall sign legal documents involving the sale, mortgage, purchase, or rental of property. Trustees may also be required to sign legal documents related to other church approved matters. At least two signatures by the Trustees will be required for all signing of legal documents.

## **ARTICLE III OTHER CHURCH POSITIONS**

### **SECTION A. MINISTERIAL STAFF**

The membership may call additional ministerial staff to assist with pastoral ministry. A job description will be written by the Elders when the need for additional staff is determined. Ministerial staff shall be men who exemplify the qualifications for Elders set forth in 1 Timothy 3:1–7 and Titus 1:6–9, and may be ordained for gospel ministry. They may be recognized as Elders in accordance with [Article IV, Section A](#). The Senior Pastor shall have oversight of the ministerial staff.

### **SECTION B. ADMINISTRATIVE STAFF**

Administrative staff members shall be employed as the Elders determine the need for their services. The Elders shall have the authority to employ and to terminate services of administrative staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related ministry teams of the church. The Senior Pastor shall have oversight of the administrative staff. This responsibility may, on a case-by-case basis, be delegated to another ministerial staff member.

### **SECTION C. LEADERSHIP TEAMS**

The Elders will appoint leadership teams as needs arise. The following leadership teams are deemed regularly necessary and will have oversight by the Elders:

1. Finance Team
  - a. The Treasurer will be an ex-officio member of this Leadership Team, and will serve as liaison between the Elders and the team.
  - b. They will assist in preparing the annual church budget for submission to the church for approval during the month of November.
  - c. They will review the monthly financial statement.
  - d. They will give financial direction and will apprise the church on any financial undertakings.
  - e. They will give oversight to those appointed to be in charge of receipts and expenditures. They will keep itemized accounts of all receipts and disbursements.
  - f. Financial records will be kept in the church office.
  - g. The church fiscal year shall begin January 1 and end on December 31.

- h. All team members will be church members in good standing for at least one year.

#### Budget and Finance Service Teams:

- a. Counters Team

- i. A team shall be appointed by the Finance Team with approval from the Elders, to serve as counters.
- ii. Counters, along with the church secretary, will open offering envelopes and count monies given through church channels; make and keep records of amounts including deposit slips; arrange for timely deposits at the bank, and convey deposit slips to the church office. All counting and deposit preparations will take place under dual control with proper documentation filed in order to maintain accountability.
- iii. All team members will be church members in good standing for at least one year.

- b. Check Signers

- i. This team will be responsible to sign checks under the leadership of the Finance Team.
- ii. Each check shall have two signatures unless otherwise approved by the Finance Team in unforeseen circumstances.
- iii. All team members will be church members in good standing for at least one year.

## 2. Building and Grounds Team

- a. This team will consist of at least one active deacon/deaconess who shall serve as liaison between the team and Elders.
- b. To include (if possible) persons gifted in different areas of building maintenance.
- c. Duties of the team will include:
  - Regular inspection and maintenance of all church property;
  - Recommendations to the personnel team for employment, training, and supervision needs of maintenance personnel;
  - Development of recommended maintenance policies and procedures;
  - Preparation of budget recommendations for the Budget-Finance Team;
  - Administration of budget regarding maintenance of all property;
  - Selecting and maintaining furnishings for the church.

## 3. Church Council

In the event that there are less than three Elders, in order to maintain accountability, a Church Council will be established to assist the remaining Elders in making decisions. The Church Council will cease to exist upon the election of enough elders to satisfy the minimum requirement of three Elders. The Church Council shall consist of the following:

- Any existing Elders and
- Three Deacons and/or Deaconesses

The remaining Elders shall submit the names of these deacons and/or deaconesses to the church for an affirmative vote in either a Special Called Members' Meeting or a regularly scheduled Members' Meeting.

In addition to these teams, there will be a variety of other teams that will regularly exist in the life of the church such as worship, media, fellowship, men's and women's discipleship, Sunday School, security, and others. These teams and any others that are established will serve for as long as is necessary and be under the leadership of the Elders and/or Deacons/Deaconesses.

#### **ARTICLE IV ELECTIONS AND DISMISSALS**

Election of these offices shall take place at any regular Sunday morning worship service, provided that at least fourteen days' prior public notice has been given to the church membership. Casting of votes shall be by secret ballot. An affirmative vote of at least three-fourths of members voting is necessary to constitute a call. The term of office will begin immediately following an affirmative vote.

Elders may nominate someone to be considered for the office of elder or deacon/deaconess at any time. The Elders should seek recommendations and involvement from the general membership in the nomination process.

#### **SECTION A. ELDERS**

Candidates will be presented to the church by the Elders at any regular Members' Meeting. Any member with reason to believe that a candidate is unqualified for the office of elder should express such concern to the Elders privately within 30 days. After the 30 day period, an election to affirm elder candidates may take place at any regular Sunday morning worship service, provided that at least fourteen days prior public notice has been given to the church membership. Casting of votes shall be by secret ballot. An affirmative vote of at least three-fourths of members voting is necessary to constitute a call. The term of office will begin immediately following an affirmative vote.

An elder's term of office may be terminated by resignation or by dismissal. An elder may be removed from office if he is found to be physically or mentally incapacitated or spiritually unqualified. Any two members with reason to believe that an elder should be dismissed should express such concern to the Elders and, if need be, to the congregation at a regular or duly called Members' Meeting. Any such action shall be done in accordance with the instructions of our Lord in Matthew 18:15-17 and 1 Timothy 5:17-21. Any elder may be dismissed by a simple



majority vote at Members' Meeting, provided that at least fourteen days prior public notice has been given to the church membership.

In the event that there are less than three Elders, the Elders will establish a Church Council using the guidelines mentioned in [Article III, Section C, Paragraph 3](#) to serve until the minimum required number of Elders exists again.

## **SECTION B. SENIOR PASTOR**

In the absence or incapacity of the Senior Pastor, the Elders will assume responsibility for or delegate his duties.

When a vacancy in the senior pastorate occurs, the Elders will present a proposed Pastor Search Team consisting of at least five, but not more than seven, members to the membership within ninety days.

The Pastor Search Team shall consist of:

- At least one Elder,
- At least one Deacon and one Deaconess, and
- A variety of active members consisting of both men and women so long as they are not husband and wife or parent and child.

The names will be presented to the membership and an affirmation will be given by a simple majority at any regular Sunday morning worship service, provided that at least fourteen days' prior public notice has been given to the church membership.

The Pastor Search Team will work with and provide updates regularly to the Elders and/or Church Council. When the Pastor Search Team has narrowed their search, the candidate will preach on a Sunday morning as well as have a time of questions and answers before the sermon either that morning or on a time established beforehand.

Election of a new Senior Pastor shall take place at any regular Sunday morning worship service, provided that at least fourteen days prior public notice has been given to the church membership. Casting of votes shall be by secret ballot. An affirmative vote of at least three-fourths of members voting is necessary to constitute a call. The Senior Pastor will serve until the relationship is terminated by his request or by the following action of the church. Both the church and the pastor should give a notice of at least 30 days when possible but may be shortened if both are in agreement.

Action of the church may take place at a Members' Meeting called for that purpose provided a fourteen-day notice has been given:

1. A Members' Meeting may be called by a majority of the Elders or by written petition signed by not less than one-fourth of the church members. After a valid recall petition has been received, the Elders will schedule a Members' Meeting to vote on the recall request within thirty days.
2. The moderator for this meeting shall be an elder other than the senior pastor.

3. The vote to declare the office vacant shall be by secret ballot, an affirmative vote of a simple majority of the members voting being necessary to declare the office vacant.
4. The pastor will be allowed to address the members on the following Sunday.

The pastor has the right to defend himself against any allegations made against him which will bring about the consideration of his termination.

Severance pay may be considered at the discretion of the Elders and affirmed by church membership at a special called Members' Meeting.

### **SECTION C. ASSOCIATE PASTOR**

A member of the ministerial staff may become an Associate Pastor by being affirmed as an elder as subject to [Article IV, Section A](#).

The associate pastor may relinquish the office. The church may vote by simple majority to vacate such positions upon recommendation of the Elders. The Senior Pastor may terminate employment of an associate pastor after consulting the Elders. Such termination will be immediate and the compensation conditions may be considered at the discretion of the membership. Disciplinary removal from either the role of elder or the role of ministerial staff will constitute removal from both positions.

### **SECTION D. MINISTERIAL STAFF**

The membership may call additional ministerial staff to assist with pastoral ministry. A job description will be written when the need for additional staff is determined. Election of new ministerial staff may take place at any regular Sunday morning worship service, provided that at least fourteen days prior public notice has been given to the church membership. Casting of votes shall be by secret ballot. An affirmative vote of at least three-fourths of members voting is necessary to constitute a call. The church may ordain a man called to a ministerial staff position who has not been previously ordained. A ministerial staff member may eventually be recognized as an elder in accordance with [Article IV, Section A](#). The Senior Pastor will oversee the responsibilities of ministerial staff.

The ministerial staff may relinquish the office. The church may vote by simple majority to vacate such positions upon recommendation of the Elders. The Senior Pastor may terminate employment of ministerial staff after consulting the Elders. Such termination will be immediate and the compensation conditions may be considered at the discretion of the membership.

### **SECTION E. DEACONS/DEACONESSES**

The Elders will present to the church during a morning worship service its recommendations of candidates to be elected to the office of deacons and deaconesses. Election of deacons and deaconesses may take place at any regular Sunday morning worship service, provided that at least fourteen days prior public notice has been given to the church membership. Casting of votes shall be by secret ballot. The votes will then be tabulated by the

Elders and all candidates receiving three-fourths of the affirmative vote will be elected to serve as a deacon and deaconess.

A deacon or deaconess may relinquish the office. The church may vote by simple majority to vacate such positions upon recommendation of the Elders.

#### **SECTION F. CLERK**

The Elders will nominate a candidate for the office of clerk. Election of a clerk may take place at any regular Members' Meeting. An affirmative vote of at least three-fourths of members voting is necessary to be elected. The clerk may be reaffirmed every three years.

The clerk may relinquish the office. The church may vote by simple majority to vacate such positions upon recommendation of the Elders.

#### **SECTION G. TREASURER**

The Elders will nominate a candidate for the office of treasurer. Election of a treasurer may take place at any regular Members' Meeting. An affirmative vote of at least three-fourths of members voting is necessary to be elected. The treasurer may be reaffirmed every three years.

The treasurer may relinquish the office. The church may vote by simple majority to vacate such positions upon recommendation of the Elders.

#### **SECTION H. TRUSTEES**

The Elders shall serve the church as Trustees. The Elders are charged with the responsibility of overseeing all church property and assets.

### **ARTICLE V CHURCH ORDINANCES**

#### **SECTION A. BAPTISM**

This church will baptize a person who has made a credible profession of faith in Jesus Christ as Savior and indicates a commitment to follow Christ as Lord.

1. Baptism shall be by immersion in water.
2. The Elders shall oversee the administration of baptism.
3. Baptism will be administered as an act of worship during any worship service of the church.

4. A person who professes Christ and is not baptized after a reasonable length of time will be counseled by the Senior Pastor, Elders, and/or staff.

## **SECTION B. THE LORD'S SUPPER**

The Church shall regularly observe the Lord's Supper. The Elders shall administer the Lord's Supper with the assistance of the deacons, deaconesses, and other members as needed.

## **ARTICLE VI CHURCH MEETINGS**

### **SECTION A. WORSHIP SERVICES**

The church shall meet regularly each Sunday for the corporate worship of Almighty God. Prayer, praise, preaching, instruction, reading of the Scriptures, and evangelism shall be among the elements of these services. The Elders shall direct the corporate worship services.

### **SECTION B. SPECIAL SERVICES**

Specially called corporate worship services will be placed on the church calendar.

### **SECTION C. MEMBERS' MEETING**

1. The Church's regular Members' Meeting will be held on a Wednesday evening quarterly. If a change in schedule is necessary, a notice must be given at least fourteen days before the new meeting date.
2. The Senior Pastor, when present, will normally serve as moderator of Members' Meetings except where a conflict of interest clearly exists (such as when discussing salary changes or in pastor recall proceedings.) In the absence of the Senior Pastor, the Elders shall select one of their own to serve as the moderator of the Members' Meeting.
3. There will be no meetings of any kind at the same time as the Members' Meeting, with the exception of special age groups.
4. Members eligible to vote in Members' Meeting are those who are in good standing with the church, are not under church discipline, and are at least sixteen years of age.

### **SECTION D. SPECIAL MEMBERS' MEETING**

1. Special Members' Meetings may be called by a majority of the Elders. A special Members' Meeting may be called provided that at least fourteen days prior public notice has been given to the church membership.
2. All prepared motions brought before the church will be presented in writing and read back by the church clerk or moderator before vote is taken. Any verbal motion must be written down by the clerk and read back before a vote is taken.

## **SECTION E. QUORUM**

The quorum consists of those members who attend the Members' Meeting, provided it is a regularly scheduled Members' Meeting or a Special Members' Meeting that has been properly called.

## **SECTION F. PARLIAMENTARY RULES**

Robert's Rules of Order, Revised, may be used as a guide for parliamentary rules of procedure for all Members' Meetings.

## **SECTION G. SPECIAL INSTRUCTION IN LIEU OF MEETINGS**

If, due to circumstances beyond the control of church leadership, a duly called Members' Meeting cannot be held, the Elders are authorized to carry out actions in the best interest of the Church. When a Members' Meeting may again be duly called, the Elders are required to present an account of all actions taken on behalf of the church during the period in which meetings were not held. The church may then affirm or disapprove the actions taken, if so desired.

## **ARTICLE VII STATEMENT ON GENDER AND MARRIAGE**

We at First Baptist Church of Thibodaux believe that God created mankind in two specific genders: male and female (Genesis 1:27-28). We also believe that God has ordained marriage and defined it as the covenant relationship between one biological man and one biological woman. Therefore, First Baptist Church of Thibodaux will only recognize marriages between one biological man and one biological woman (Genesis 1:26-28; Genesis 2:24; Matthew 19:4-6; Ephesians 5:29-31). These statements on marriage and sexuality specifically confirm that First Baptist Church of Thibodaux has the right and authority to restrict the use of church facilities and property for uses consistent with the Bible, the Baptist Faith & Message (2000), The Wedding Policy, and Facility Use Policy, as solely determined by the Elders of First Baptist Church of Thibodaux. These statements also confirm that the senior pastor, an elder, or any other leader will not officiate any wedding held off premises that contradicts these above mentioned sources.

## **ARTICLE VII AMENDMENTS**

Changes in the bylaws may be made at any regular Members' Meeting or special called Members' Meeting. Proposed bylaw changes are to be presented in writing at least fourteen days prior with copies available for the church body.

Amendment to the by-laws shall be affirmed by a simple majority of the members voting.

The bylaws should be reviewed by the Elders every three years and reaffirmed by the church members.

## APPENDIX A CHURCH DISCIPLINE

1. The fivefold purpose of church discipline, as seen from Scripture, is:
  - a. To maintain purity in the local church (1 Corinthians 5:6-7; 2 Corinthians 13:10; Ephesians 5:27; 2 John 10; Jude 24; Revelation 21:2);
  - b. To edify believers by deterring sin (Proverbs 13:20; Romans 15:14; 1 Corinthians 5:11; 15:33; Colossians 3:16; 1 Thessalonians 5:14 [note this is written to the whole church, not just to leaders]; 1 Timothy 5:20; Titus 1:11; Hebrews 10:24-25);
  - c. To promote the spiritual welfare of the offending believer by calling him or her to return to a biblical standard of doctrine and conduct for the purpose of repentance, restoration, and spiritual growth. (Proverbs 15:5; 29:15; 1 Corinthians 4:14; Ephesians 6:4; 1 Timothy 3:4-5; Hebrews 12:1-11; Psalm 119:115; 141:5; Proverbs 17:10; 25:12; 27:5; Ecclesiastes 7:5; Matthew 7:26-27; 18:15-17; Luke 17:3; Acts 2:40; 1 Corinthians 5:5; Galatians 6:1-5; 2 Thessalonians 3:6, 14-15; 1 Timothy 1:20; Titus 1:13-14; James 1:22);
  - d. For the good of our corporate witness to non-Christians (Proverbs 28:7; Matthew 5:13-16; John 13:35; Acts 5:1-14; Ephesians 5:11; 1 Timothy 3:7; 2 Peter 2:2; 1 John 3:10); and
  - e. To glorify God by reflecting His holy character (Deuteronomy 5:11; 1 Kings 11:2; 2 Chronicles 19:2; Ezra 6:21; Nehemiah 9:2; Isaiah 52:11; Ezekiel 36:20; Matthew 5:16; John 15:8; Romans 2:24; 15:5-6; 2 Corinthians 6:14-7:1; Ephesians 1:4; 5:27; 1 Peter 2:12).
2. Members of this church who continue to engage in conduct that violates Scripture, shall be subject to church discipline, including dismissal according to Matthew 18:15-18:
  - a. It is the duty of any member of this church who has knowledge of an individual's sin to privately give gentle warning and correction. The intent is for restoration and repentance. If the individual repents, then the matter should be considered resolved and remain private.
  - b. If the individual does not heed this warning, the warning member shall again go to the individual to encourage repentance. The warning member shall be accompanied by one or two individuals who will confirm that the sin has occurred or is continuing. The warning members will assure that the erring individual has been lovingly confronted and has still refused to repent. The first and second warnings may occur without specified time intervals. If the individual repents, then the matter should be considered resolved and remain private.
  - c. If the individual still refuses to heed this warning, the matter shall be brought to the attention of the Elders. Should the Elders determine that the individual has sinned or is continuing to sin and that he or she has been appropriately confronted individually; then the individual will be called to repentance by the Elders. If the individual repents, then the matter should be considered resolved and remain private.
  - d. If the person has refused to repent, the Elders shall inform the church at a regular or duly called Members' Meeting in order that the church may call the individual to repentance. If the individual

demonstrates repentance, then notice to that effect may be given at a regular or duly called Members' Meeting.

- e. If the individual does not repent in response to the church in its collective call to repentance, then he or she shall be publicly dismissed from the membership of the church at a regular or duly called Members' Meeting with a vote of two-thirds of the members present. If after such dismissal, the individual heeds the warning, demonstrates repentance, and requests reinstatement before the Elders, then he or she will be publicly restored to all the rights, duties, privileges, and responsibilities of membership upon a simple majority vote at a regular or duly called Members' Meeting.
- f. At the Elders' discretion, church discipline may proceed directly to section 2d. or section 2e. If the individual does not repent in response to the church in its collective call to repentance, then one or both of the following have occurred:
  - i. The transgression and the refusal to repent have been public, i.e. openly and to the offense of the whole Church (1 Corinthians 5:1-5); or
  - ii. The disciplined party has been twice warned to cease from factious and divisive conduct and has chosen to disregard that warning (Titus 3:10-11).

3. Members who are under discipline by the church, as defined in the previous paragraphs, forfeit and waive the right to resign from this church. Resignations from membership are possible only by church members who are in good standing and who are not under any disciplinary action.

4. Members also agree that there shall be no appeal to any court because of being placed under church discipline using the guidelines mentioned previously.

5. The names of members who have not attended a worship service or Bible study at First Baptist Church for a period of six months or longer may be removed from the membership rolls. The member in question will be contacted of the impending action that will be taken at the next regular or duly called Members' Meeting. The member may then be removed by a simple majority vote of the church. Consideration will be given to members who are hindered from attending corporate worship and Bible study because of mitigating circumstances, such as military service, education, and personal health.



## **APPENDIX B ELDER RESPONSIBILITIES**

The Elders shall also carry out the following responsibilities:

- oversee the examination and instruction of prospective members,
- examine and recommend all prospective candidates for offices and positions,
- oversee the work of the deacons and deaconesses, church officers, and leadership teams,
- conduct worship services, administer the ordinances of baptism and the Lord's Supper,
- equip the membership for the work of the ministry,
- admonish and correct error,
- oversee the process of church discipline,
- coordinate and promote the ministries of the church,
- mobilize the church for the fulfillment of the Great Commission,
- ensure that all who preach and teach, including guest speakers, do so according to the church's statement of faith, and
- the development of recommended policies regarding the use of space, properties, and equipment

The church shall recognize men gifted and willing to serve in this calling in accordance with the bylaw provisions on elections. Elders will be received as gifts of Christ to His church and set apart for service.

Elders may establish ministry positions or leadership teams to assist them in fulfilling their responsibilities. Elders may also propose funding for new paid staff positions. The scope and approval of job descriptions for any staff position shall reside in the hands of those with hiring authority for that position. The Elders will have final oversight for the employment, supervision, and evaluation of staff members. This responsibility may, on a case-by-case basis, be delegated to another staff member.

All decisions made by the Elders will be done after prayerful consideration by unanimous vote in the spirit of humility, with each Elder regarding one another before himself.

Each year the Elders shall present to the church an itemized budget. This budget will be presented for discussion in the fourth quarter Members' Meeting, followed by a special called Members' meeting at least 14 days later on a Sunday morning without discussion for approval.

Elders will select a chairman to preside over regularly scheduled elder meetings.

### 1. The Senior Pastor

The Senior Pastor shall be an elder. He shall perform the duties of an elder described in [Article II, Section A](#) and above, and shall be recognized by the church as particularly gifted and called to the full-time ministry of preaching and teaching. His call shall be defined as per [Article IV, Section B](#).

He will preach on the Lord's Day, administer the ordinances of baptism and communion, and perform such other duties as usually pertain to that office, or as set forth in the Bylaws. In the absence or incapacity of the Senior Pastor the Elders shall assume responsibility for or delegate his duties.

## 2. Associate Pastors

The church may call associate pastors from the ministerial staff whose relationship to the Senior Pastor is that of associate. Associate pastors will assist the Senior Pastor in the performance of his regular duties. They will perform other duties that usually pertain to the office of pastor, or as set forth in the Bylaws, or which may be specifically assigned to them by the membership. The Senior Pastor will give oversight to the duties of the associate pastor.

An associate pastor must meet the qualifications of an elder. They shall be recognized by the church as particularly gifted and called to ministry. The associate pastor shall perform the duties described in [Article II, Section A](#) and above in addition to the assigned ministerial duties.

## 3. Lay Pastors

The lay pastors will be men who satisfy the qualifications for the office of elder set forth in 1 Timothy 3:1–7 and Titus 1:6–9. He shall perform the duties of an elder described in [Article II, Section A](#) and above. They shall be church members in good standing who do not serve in the regular pay of the church. They shall be elected as set forth in [Article IV, Section A](#).

**APPENDIX C**  
**WORSHIP & ARTS MINISTER JOB DESCRIPTION**

A faithful musical worship leader magnifies the greatness of God in Jesus Christ through the power of the Holy Spirit by skillfully combining God's Word with music, thereby motivating the gathered church to proclaim the gospel, cherish God's presence, and live for God's glory. He is to be in submission to the Elders and the Senior Pastor will have oversight over his responsibilities.

The Worship and Arts Minister shall carry out the following responsibilities:

- be a godly example to all those he leads and directs and by being above reproach in his walk with Christ. While not having the role of an elder, he should strive to be one and seek to be exceptional in the likeness of one (1 Timothy 3:1-7, 1 Peter 5:1-4),
- prepare weekly worship service(s) in the order and selection of songs and ordinances,
- pick and lead songs that are biblical and edifying for the local body,
- provide a monthly addition of songs and teach them to the church,
- lead the band and choir in weekly practices, helping them skillfully play and sing while allowing them to sharpen their craft in excellence for the Lord,
- oversee all media, art, production, and visuals for the stage and projection, keeping everything in order, neat, and working properly every week,
- oversee media team (Sound and ProPresenter) and assist in preparing ProPresenter slides and videos for weekly services and by training and equipping others to operate the equipment and software,
- train at least one other member to help aid in leading services and overseeing their leadership and guiding them to lead with integrity and humility,
- supervise Student Musical Worship Leader and tasks, and
- run maintenance on our church website.

## **APPENDIX D YOUTH MINISTER JOB DESCRIPTION**

The primary function of the Youth Minister is to be the spiritual shepherd of the youth. He is responsible to the Lord and the church to primarily proclaim the gospel and teach the Bible. He is to engage in pastoral care, be in submission to the Elders, and the Senior Pastor will have oversight over his responsibilities.

The Youth Minister shall carry out the following responsibilities:

- set the example of godly behavior in front of the students and parents,
- provide pastoral ministry with the youth ministry family (youth, parents, and youth leaders) and coordinate the training of others to do likewise,
- coordinate the weekly youth gatherings,
- meet with the staff for staff meetings,
- have time in the office,
- be prepared to preach and teach,
- work with other leaders in the youth ministry to help delegate other responsibilities,
- train other leaders from within to serve in the youth ministry, and
- be in cooperation with the local association and the community.