FIRST BAPTST CHURCH CONSTITUTION & BYLAWS PROPOSED REVISIONS AND UPDATES 2023

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BYLAWS OF FIRST BAPTIST CHURCH OF WAYCROSS, GEORGIA
Revised?

ARTICLE I

Statement of Purpose

Section 1. Name. The name of this Church organization is First Baptist Church of Waycross, Georgia. It is chartered as a non-profit, religious organization under the laws of the State of Georgia. Its charter is recorded in the Charter Record Book of the Records of the Clerk of the Superior Court of Ware County, Georgia.

Section 2. Purpose. This Church is organized to support and maintain the public worship of God, spread the Good News of Jesus Christ to our community and worldwide, provide ways and equip members for spiritual growth, prayer, support, and encourage one another. As to the doctrine of this Church, see Appendix 1 "What We Believe".

Section 3. Membership. The membership of the Church shall consist of all persons admitted to the membership through profession of faith, statement of faith, or by letter. Applicants for membership will be encouraged to complete a new member orientation. The person admitted to membership shall remain so until death, voluntary withdrawal from membership, notification of the member having joined another Church, or dismission from membership by the body of the Church hereinafter provided. Each new member of this Church shall be assigned a deacon who will present them with a copy of the current Bylaws of the Church, a list of the current Board of Deacons, a copy of the team structure, and a copy of the latest pictorial directory if available.

ARTICLE II

Meetings

Section 1. Public Worship. The regular meetings of the Church for public worship shall be on Sunday morning and evening, and a mid-week meeting.

Section 2. Church Conference #

A. The Church shall be given notice of the agenda for the quarterly Church Conference not less than ten (10) days in advance of the meeting.

B. The Church shall not consider any proposal to incur debt until the Church has been given notice not less than ten (10) days before the meeting at which the matter is to be presented.

C. The Church shall not consider any proposal to expend non-budgeted funds in excess of **$2,500** unless the Church has been given notice thereof not less than ten (10) days in advance of the meeting at which the matter is to be presented.

D. The finance committee can authorize any non-budgeted expense up to $2,500.00, but such expenses must be brought to the next Church Conference and shared with the financial report.

Section 3. Special Church Conference. A special Church Conference may be called at any time by the Pastor or at the insistence of five (5) Deacons or any twenty-five (25) Church members, provided the hour named is the time for regular service of the Church. Any action taken at such a meeting will be considered provisional until presented and ratified at the next regular Church Conference by a resolution to specifically approve the measure or by approval of the minutes of the special meeting.

Section 4. Moderator. The Church shall elect a moderator to preside at all Church Conferences and special Church Conferences of the Church. The Moderator shall be nominated by the nominating committee and voted upon by the Church membership and shall serve for the Church year or any remaining part thereof. The moderator shall not be a member of the Church staff or an employee of the Church. The Chairman of the Deacons shall serve as Vice Moderator. If Deacon Chairman is unavailable, the Vice Chairman of Deacons will serve as Vice Moderator.

ARTICLE III
Church Officers and Staff

Section 1. Personnel. The officers of the Church shall be a Pastor, Church Clerk, Associate Ministers, and a Board of Deacons, the chairperson of which shall be considered as the Corporation President. These officers of the Church shall be elected by the church in such a manner as the Church may designate. In addition to the above, such other persons may be employed by the Church as the Deacons in conjunction with the personnel and finance committees may deem proper.

Section 2. Pastor. The Church shall elect and call the pastor whenever a vacancy occurs. His election shall take place at a conference called for that purpose, of which meeting at least one week's public notice shall be given.

The Church shall elect a pastor search committee from the Church at large. The deacons will be in charge of the election procedure. This committee will be composed of **7** persons as follows: At a Sunday morning service of the Church, slips of paper will be passed to the entire congregation, and nominations of five persons will be written on such slips by each Church member voting.

The fifteen (15) members receiving the highest number of nominations and willing to serve will be selected. These names will be presented to the Church at a subsequent Sunday morning Church service, and from these nominations, the seven members receiving the most votes will become the pastor search committee. If any of the seven cannot fulfill their duties, the deacons shall refer to the list of 15 to maintain seven members. There shall be at least seven days between the action of the Church in voting on the fifteen nominees and the committee's final selection of seven, which will finally constitute the pastor search committee. Appropriate notice shall be given through the Church Messenger, including the names of the members nominated for the original committee of fifteen and the final committee of seven.

Such committee shall bring to the Church for consideration only one man at a time, and their recommendation shall constitute a nomination. Election shall be by private ballot or signs as the Church may desire, and an affirmative vote of three-fourths of those members present and voting is necessary to elect.

The Pastor, if he accepts the election and call, shall serve indefinitely at the will of the Church or until the relationship is terminated. The Pastor and the Church shall seek, at all times to follow the will of God and the leadership of the Holy Spirit in reference thereto.

The Pastor shall be in charge of the spiritual welfare and oversight of the Church, shall minister unto the Church at all regular and appointed times for Worship and service, and to individual members whenever possible. The pastor will be considered an ex-officio member of all committees of the Church.

Section 3. Church Clerk. The Clerk shall record accurate minutes of all proceedings related to the quarterly and called Church Conferences. The Church Clerk shall seek to ensure all records associated with the business of the Church are recorded and preserved while providing official minutes of said meetings and give legal notice of all meetings where such notification is necessary under these Bylaws. The Clerk shall be considered as and serve in the capacity of the Secretary of the Corporation. The Church Clerk shall keep the official seal, and notary of the church, along with the Church Secretary, and shall be authorized to perform such duties where documentation and notary services are required.

Section 4. Church Treasurer. The Church Treasurer shall (1) supervise and oversee the Church Accountant in the performance of his duties, (2) all checks and drafts of the Church shall bear the Treasurer's or Assistant Treasures' signatures, and (3) the Treasurer shall perform such other duties as the Finance Committee, with Church approval, shall direct. The Church may appoint one or more assistant Treasurers who shall carry on the functions of the Treasurer in the absence of, disability of, or request of the Treasurer.

Section 5. Church Finances. The responsibility for the proper handling of incoming funds and gifts to the church shall be the responsibility of the finance committee, which will keep the board of deacons advised at all times concerning the financial conditions of the Church and the detailed methods of receiving and disbursing of the Church funds. This committee shall be responsible for adopting policies and supervising the personnel to ensure the security of collecting, counting, and depositing the gifts to the Church. It shall be the duty of the finance committee to enlist the members of the Church as spiritual givers, and it shall be the duty of the finance committee to supervise the keeping of accurate records of all receipts and disbursements. The finance committee shall see that all bills due by the Church shall be paid promptly, including all disbursements for denominational purposes.

The finance committee will be authorized to direct the methods of receiving Church collections from the plates, Sunday School, and other contributions and gifts. The finance committee will be authorized to handle the details of this work through the Church Accountant under such instructions and rules as the finance committee may think proper and which will properly account for all Church receipts. However, the Church Accountant shall work under the supervision of the Church Treasurer.

No disbursements shall be made other than by the authority of the finance committee, other than disbursements ordered by the general Church membership or the board of deacons, of which the finance committee will have notice. The finance Committee shall approve all invoices to be paid, which shall then be reported to the Church at the first Church Conference thereafter. No unbudgeted expenditure above $2,500.00 shall be made without Church approval. All funds received by the Church shall be deposited into a bank in the name of the Church as soon as possible. The Church Accountant, the Church Treasurer, or any other person handling cash of the Church may be required to furnish a surety company bond for the faithful performance of their duty in such amounts as the board of deacons may direct, the premiums of such bond to be paid out of the general funds of the Church.

All disbursements by the Church shall be by check, which the Church Treasurer shall sign and one of the Assistant Treasurers or two Assistant Treasurers' signatures.

Special accounts may be maintained for various receipts and disbursements for the different causes sponsored by the Church.

Section 6. Trustees

Trustees of First Baptist Church Foundation shall comprise of nine trustees for these funds. They shall oversee investments, report quarterly to the church, and plan programs to inform and enlist members to participate. Trustees shall serve a three-year term with no requirement to rotate off for one year before serving another term.

Section 7. Associate Ministers.

Associate Ministerial Staff positions and accompanying job descriptions shall be determined and defined as needed by the Personnel Committee in concert with the congregation's needs, the direction of the Deacon body, and the leadership of the Senior Pastor. Understanding that ministry positions and job requirements can change over time, and as need presents, Associate Ministerial Staff job descriptions will be made clear to both the staff member and the congregation. An updated description will be kept on file as part of the Personnel Policy approved by the church and available for review upon request through the church office and personnel committee.

Section 8. Board of Deacons. The Board of Deacons shall be organized as a unit to consider all larger problems and general policies of the Church, being responsible to the Church at all times. There shall be an active Board of Deacons consisting of not less than twelve (12) nor more than twenty-five (25) as the Church may deem necessary to direct the affairs of the Church properly.

(a) The Deacons shall be active members of the Church and able to participate in the affairs of the Church. Their first responsibility and objective shall be to provide example and leadership to develop Christian spirituality and fellowship within the Church family and minister to the needs of the membership, and all other duties are secondary hereto. The standards outlined in I Timothy 3:8-13 shall govern their selection.

(b) The Chairman of the Board of Deacons shall be considered as and serve in the capacity of the President of the Corporation and perform such legal duties as are usually the responsibility of a Corporation President. The Deacons shall have such officers, including Chairman, Vice Chairman and Secretary, and such committees as they may deem best. They shall have authority to establish their own rules or Bylaws governing their own duties, provided they do not conflict with these Bylaws. The presence of a majority of the active Board serving at any time shall constitute a quorum for the transaction of business.

(c) The Board of Deacons shall make recommendations to the Church regarding Church letters or any other matter which the Board may consider in the interest of the Church, provided, however, that the Church in conference may grant letters of dismissal which may not have referred to the board, or may initiate any other action without reference to a recommendation from the Board.

(d) It shall be the privilege of the Board of Deacons to authorize the expenditure of the funds of the Church for all purposes not provided for in the budget, for the maintenance and upkeep of the property of the Church, and, in general, to look after the business affairs of the Church provided nothing herein shall be considered as invalidating such expenditures authorized by the Finance Committee, which must report them to the next regular meeting of the Board of Deacons. The Board of Deacons shall be considered as and perform the duties for the Corporation as is usually performed by a Corporation Board of Directors

(e) The Board of Deacons shall have the authority to borrow money in anticipation of collections and payments of pledges, provided, however, that such funds shall be used as authorized in the Budget or by the Church in a properly constituted Church Conference, unless approved by the Church, borrowing limits shall be those outlined in the Church Budget.

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.(f) The Church shall elect all Deacons for three (3) years, after which they shall be ineligible for election for one year. Vacancies shall be filled in the usual manner (Appendix 2) by the Nominating Committee, and such replacement shall be for the unexpired term involved. Any Deacon serving less than one year in such a replacement shall be eligible for election of the Board for a succeeding three (3) year term.

(g) Deacons shall meet no less often than quarterly and at such special times as the Chairman of the Board may call meetings to consider urgent matters. Any five (5) members of the Board of Deacons shall have the right to call a meeting of the Board.

(h) Deacons shall serve on a general pastor search committee, and in case of the absence or inability of the Pastor, subject to the advice and conference with the pastor, shall provide pulpit supplies. In any period when the Church is without a Pastor, unless the Church may otherwise provide one, the Deacons shall arrange for temporary ministry and take council with reference to securing an Interim Pastor. However, it is specially provided that selecting a Pastor shall rest with the Church and not with the Deacons.

(i) Deacons may suspend, with or without pay, any officer (except the Pastor) or any other employee of the Church upon an affirmative vote of a majority of the total active membership of the Board of Deacons at any validly constituted meeting.

(j) Deacons coming into the fellowship of this Church from time to time, having been previously ordained in other churches as Deacons, shall not be considered active Deacons but may be elected as active Deacons in due course as the Church chooses without further ordination by the body.

ARTICLE IV. TEAMS

Church Organizations

Section 1 All organizations of the Church shall be under the control of the Church, and all officers thereof shall be elected by the Church from the membership and report regularly to the Church. The Pastor shall be considered the ex-officio head of all organizations named, and his leadership recognized in them all. No organization, organized class, or group of individuals under the protection of this Church shall institute or form any organization upon any plan or ideal contrary to these Bylaws or the approved denominational standards for like organizations unless expressly authorized to do so by a vote of the Church.

Teams will be established as deemed necessary by the Church to give leadership and direction in all areas of the Church's ministries and priorities. The ministries and priorities of the Church include but are not limited to reaching our neighbors for Christ, worship, spiritual growth, discipleship, missions, life-stage ministries, and needs-based ministries. The specific teams and the scope of their work shall be reviewed and established annually concurrent with the election of Team members by the Church.

General Provisions

A. Teams may be added, deleted, or reorganized as needed and determined by the Board of Deacons and the Church.

B. All team members shall be nominated by the Nominating Committee, presented to, and elected by the Church in conference. Team Leaders shall be designated by each respective Team and report to the Board of Deacons and the Church.

C. Teams shall give direction, guidance, and support to the work of the various ministries of the Church. Teams will work in partnership with Ministry Staff and support Committees associated with the purpose and purview of each Team as designated by the Church.

D. Initial Ministry Teams shall consist of, and not be limited to, the following areas of ministry responsibility.

a. Connect Team
b. Worship Team
c. Spiritual Growth Team
d. Ministry Team
e. Life-Stage Team
f. Administrative Team

NOTE: <u>For each Team's Purposes, Objectives, Responsibilities, and Duties, please see (Appendix 3)</u>

Configuration: Ministry Teams shall consist of a minimum of five (5) members enlisted by the Nominating Committee and approved by the Church in conference before the beginning of the church year. Team membership may be expanded as needed and deemed necessary by the Teams and Board of Deacons with approval by the Church. Ministry Team members shall serve three (3) consecutive years, at the end of which they may be allowed to return for a consecutive three (3) year term as determined by the current Team and Nominating Committee.

E. Each Team shall meet monthly throughout the Church year and at other times as necessary. Each Team meeting must be documented and supported by written agenda and recorded minutes. Team agendas and minutes shall be submitted to the Church office to be filed and maintained as a matter of record. Teams are to provide a report to the Board of Deacons at each regularly scheduled Deacon's Meeting. Additionally, Team Leaders are required to provide a quarterly report at each regularly scheduled Quarterly Church conference.

ARTICLE V

Committees

Section 1. The following committees shall be elected annually and serve as standing committees of the Church. Committees must be pursuant to the team's objectives and priorities. Committees may be added, subtracted, or combined as deemed necessary by the Nominating Committee. All committees, unless otherwise stated, shall be named annually by the nominating committee, subject to the approval of the Church. It will be the policy of the Church for some changes to be made in the personnel of such standing committees each year and that any member of the Finance, Property, and Personnel Committees be ineligible for a period of one year for service on such committee after three years of successive service on such committee.

Section 2. The standing committees of the Church shall be as follows:

(a) Finance Committee
(b) Property & Grounds Committee
(c) Personnel Committee
(d) Lord's Supper Committee
(e) Baptism Committee
(f) Usher Committee
(g) Nominating Committee
(h) Kitchen Committee
(i) Church Nursery Committee
(j) Youth Ministries Committee
(k) Collections Security Committee
(l) Family Enrichment Committee
(m) Constitution and Bylaws Committee
(n) Jolly Friends Committee
(o) Bereavement Committee
(p) Flower Committee
(q) History Committee
(r) Family Enrichment Committee
(s) Risk Management Committee
(t) Foundation Trustees
(u) Security Team Committee

Section 3. Committees may appoint such special and temporary committees as the work of the Church requires. Such other committees as may be necessary may be assigned by the Chairman of the Board of Deacons, subject to the approval of the Church as necessary.

Section 4. Finance Committee. The Finance Committee shall consist of seven (7) members that attend to the financial affairs of the Church, subject to the approval of the Board of Deacons and the Church. Such committee shall, in consultation with the Pastor, Board of Deacons, and responsible leaders of the Church organizations, prepare and submit to the Church for approval an

inclusive budget each year, indicating in detail the needs of the Church as well as denominational and other causes. The Committee shall make recommendations for such expenditures from time to time as may pertain to the fiscal management of the Church affairs. It shall have access to the financial records of the Church at all times and endeavor to administer the financial affairs of the Church in an economical and business-like manner.

Section 5. Property & Grounds Committee. This Committee shall be responsible at all times for the maintenance, upkeep, and repair of the property of the Church, including all machinery, equipment, and furnishings except the Church kitchen, which a special committee covers. It shall prepare and submit a plan for continuing maintenance to the Deacons, which it shall review each year. Work of an unusual nature concerning the Church properties and future land acquisition may be handled by special committees appointed by the Chairman of the Board of deacons or temporary additions to the property committee. Also, this committee shall provide for the beautification and upkeep of the grounds of the Church.

This Committee, through its Chairman, shall have the right to direct the activities of the Building Superintendent and his assistants, provided that nothing herein shall limit the Pastor, individually and through staff members, from directing their daily activities.

Section 6. Personnel Committee. This Committee shall consist of seven (7) Church members and one member from the Board of Deacons. The duties of this committee shall be interviewing new employees and setting up a record system for employees on appropriate cards in a confidential file in the Church offices. This committee shall also study and recommend creating new personnel positions, writing job descriptions, and handling personnel problems. This committee shall recommend salaries of the Church Staff and Church employees to the Finance Committee. This committee is to cooperate with the Pastor, Deacons, Church Staff, and the Property Committee to ensure that employees render efficient and loyal service and are given fair and impartial treatment at all times.

Section 7. Lord's Supper Committee. This Committee shall consist of as many members as may be deemed necessary, and have general charge of all matters concerning the ordinance of observance of the Lord's Supper and render such assistance to the Church and Pastor as may be necessary.

Section 8. Baptism Committee. This Committee shall consist of as many members as may be deemed necessary, and have charge of all matters in connection with the ordinance of baptism and render such assistance to the Pastor and Church as may be required.

Section 9. Usher Committee. This Committee shall consist of as many members as deemed necessary and provide ushers for every Church service requiring ushers.

Section 10. Nominating Committee. The incoming Nominating Committee consisting of five (5) members, shall be nominated by the existing Nominating Committee already serving for that particular year for election by the Church at its regular business meeting by the month of June., The duty of this committee shall be to bring to the Church nominations of all Deacons, all General Officers of the Church, Team Members, Sunday School Workers, and members of all standing committees as designated and approved by the Church.

The Nominating Committee shall not have the selection of Team Leaders or committee chairpersons as a part of its duties and obligations. Still, members of their teams and committees shall select such persons.

Section 11. Kitchen Committee. This Committee shall provide for the furnishing, upkeep, and efficient operation of the Church kitchen, social hall, and social hall equipment. They shall also be responsible for Church socials, receptions, and other activities related to the use of the kitchen as directed by the Church.

Section 12. Church Nursery Committee. This Committee shall make all necessary provisions for the Church Nursery's management, upkeep, and operation.

Section 13. Youth Ministries Committee. This committee shall be responsible for planning, coordinating, implementing, and evaluating the church youth ministries with the Minister to Families. These ministries include programs and activities appropriate for the spiritual growth of the youth of the Church. They may include but are not exclusive to Youth Week, drama, retreats, conference center meetings, camps, fellowships, banquets, and mission activities.

The Youth Ministries Committee will seek to coordinate with and be supportive of the Youth Sunday School department and the Youth Choir Ministry.

Section 14. Collections Security Committee. The Collections Security Committee shall consist of seven (7) members, six of whom shall be elected by the Church from its membership. The seventh shall be the Church Treasurer, an ex-officio member. Under the direction and supervision of the Finance Committee, it shall secure, count, record, and deposit the collections taken by the Church through Sunday School and general collections.

This committee shall operate with no less than two (2) members present and the Church Accountant except for placing the night depository bags in the bank, which shall be by the Finance Committee.

The Counting Security Committee shall be responsible for prompt and accurate recording, where possible, of each donor's name and the amount of all gifts that shall be promptly delivered to the Church Accountant.

Section 15. Family Enrichment Committee. The purpose of the Family Enrichment Committee shall be to assist other church programs in providing for the needs of families and to provide family enrichment programs for couples, parents, and other family members. The Committee shall be composed of no less than three (3) members.

Section 16. Constitution and Bylaws Revision Committee. The purpose of this Committee is to prepare and recommend to the church a proposed revision of the constitution and Bylaws as needed and update the constitution and bylaws as necessary. The Committee shall be composed of five (5) members.

Section 17. Jolly Friends Committee. The purpose of the Jolly Friends Committee is to plan programs for senior adults designed for fun, fellowship, and outreach. This Committee shall be composed of as many members as necessary.

Section 18. Bereavement Committee. This Committee shall be composed of as many members as necessary. Its purpose is to provide a meal for bereaved families of our membership who cannot be cared for by a Sunday School Class. The Committee shall call on any church member to help with this ministry.

Section 19. Flower Committee. This Committee shall be composed of as many members as necessary. Its purpose is to arrange sanctuary flowers each Sunday and for special occasions such as Revivals, Holy Week, etc. They are also in charge of trimming the sanctuary for the Christmas Season.

Section 20. History Committee. This Committee shall be composed of no less than (3) members. Its purpose is to see that all historical materials of the Church are cataloged and stored safely. The committee should also ensure that the church history is updated on special occasions and that the Church is reminded of special anniversaries.

Section 21. Family Enrichment Committee. The purpose of the Family Enrichment Committee shall be to assist other church programs in providing for the needs of families and to provide family enrichment programs for couples, parents, and other family members. The Committee shall be composed of three (3) members.

Section 22. Risk Management. The Risk Management Committee shall consist of at least three members nominated by the Church's Nominating Committee and approved by the Church Membership at a regular or called business meeting of the Church. Members of the Committee shall serve a term of three years after which they shall be ineligible to serve for one year. The initial Committee will consist of at least three members with one member serving a one-year term, one member serving a two-year term, and one member serving a full three-year term. Members filling the initial one-year and two-year terms can be reelected for a full three-year term after which each Member shall be ineligible to serve for one year. The purpose of the committee is to identify risks to the Church, including but not limited to those related to property, hazard, personal health, or other risk; and to develop and implement strategies and a program to mitigate, illuminate, or minimize such risk. Committee Members shall work with and coordinate with the Deacons, Finance Committee, Property Committee, Personnel Committee, or other Church organizations in identifying risks, developing plans, and funding such plans.

Section 23. Foundation Trustees. The First Baptist Church Foundation Trustees shall consist of nine members, at least one of whom is a deacon. With prior consultation between the Trustees and the Church Nominating Committee, members will be presented to the Church for consideration and election. Each Trustee shall serve a three-year term at the end of which the Trustee can be reelected to serve. The Trustees shall be responsible for leading the Church in building an endowment to support Church ministries in perpetuity; for investing and safe- keeping the endowment; for reviewing investment performance and for making adjustments in the investments as deemed appropriate; for developing and implementing a plan to use some or all of the earned interest and dividends from the endowment to support church ministries in keeping with the intent of the donors; and other intended responsibilities. The Foundation Trustees shall make a report to the Church at least annually.

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Section 24. Security Team Committee. This committee will be in charge of providing security during regular scheduled meetings and other such gatherings as needed. This committee will also be responsible for securing the Church building after meetings.

ARTICLE VI

Church Policy

Section 1. Ordinances. The ordinance commemorating the Lord's Supper shall be observed by the Church at least once each quarter, as herein stated. All members of the Church and guests who have professed Christ as Lord and Savior, considering themselves to be followers of Christ, may participate therein.

The ordinance of Baptism may be administered at any worship service for the benefit of all candidates who have united with the Church with a public profession of faith and acceptance of Jesus Christ as their Lord and Savior.

Section 2. Authority. The government of this Church is vested solely in the body of believers who compose it, which shall be the ultimate authority on any question. It shall be subject to the control of no other body, political or ecclesiastical, but shall be patterned on the principles and standards of the New Testament Church. This Church will recognize and sustain obligations of mutual counsel and cooperation, common among Baptist Churches. So far as may be consistent with the principles and teachings of the Scriptures and the expressed will of this Church, this Church will cooperate with Baptist Denominational causes sponsored by the Southern Baptist Convention, Georgia Baptist Mission Board, Piedmont-Okefenokee Baptist Association, and the causes of other Baptist organizations.

Section 3. Evangelistic and other Special Meetings. It shall be the policy of this Church to conduct evangelistic meetings with the Pastor or a visiting minister working as the Church may direct, with the advice of the Pastor.

To perpetuate, advance, and further the religious training of its members and others, the Church may conduct such training programs, schools, workshops, and seminars as the Pastor, Associate Ministers, or Deacons may recommend and the Church approves.

Section 4. Quorum. The presence of thirty members of this Church shall constitute a quorum. Elections must be by ballot only when moved and voted by the Church. No person shall be elected to an office without receiving a majority of the votes. If more than two persons are nominated for one office, and no one receives a majority vote, all nominees' names but the two receiving the highest number of votes shall be removed from the ballot.

Section 5. Vacancies When an office in the Church is made vacant by resignation or death, the Board of Deacons shall be empowered to fill such office temporarily by selecting a qualified member of the Church. The vacancy for the unexpired term shall be filled at the Church's first business meeting after that.

Section 6. General Application. Whenever the masculine or feminine is referred to in these Bylaws concerning any person holding office, members of a committee, or otherwise, the term may be used interchangeably and shall cover both genders.

Section 7. Rulings. Unless covered by these Bylaws, all parliamentary questions shall be by Roberts Rules of Order, where applicable. Any article herein or Roberts Rules of Order may be temporarily suspended to meet an extreme emergency by unanimous vote of the meeting.

Section 8. Amendments. A three-fourths vote of the membership present may amend these Bylaws. The proposed amendment(s) being inserted in the bylaws must be presented in writing, placed before the regular or called Church Conference, and then presented again not less than one month before the next conference. Any discussion or changes shall be made during these two meetings, then presented and voted on, with no further discussion, from the pulpit on the Lord's Day next succeeding such proposal.

Section 9. Seal. The Church shall have an official seal, which will be affixed to all official documents of the Church and shall be kept by the Church Clerk in the business office of the Church.

Section 10. These Bylaws shall supersede all previous Bylaws of First Baptist Church of Waycross, Georgia. They shall become official when signed by the Chairman of the Board of Deacons and attested by the Church Clerk and the official seal attached after having been approved by the Deacons and voted by the Church.

Adoption Clause.

The above and foregoing Bylaws were revised and adopted by the membership of First Baptist Church, Waycross, Georgia, on the 5th day of September 2018.

Seal

_____

Chairman of Deacons
(Tommy Hatcher)

_____

Church Clerk
(Ellen Howard)

Bylaws Committee

Chairman Jay Howard
Bill Deason
Tommy Doss
Erin Jackson
Andrew Taylor

APPENDIX 1

We are a Baptist congregation faithfully serving the community of Waycross, GA, by seeking to live out the call of Jesus by seeking to be fully formed followers of Christ together as a
Family of Faith.
We are an imperfect people being perfected & transformed by God's perfect love & grace.
Come, join us on the journey

WHAT WE BELIEVE:

We Believe we are forgiven of past mistakes and failures and promised new life with God through the grace of Jesus Christ.

We Value the Bible as the foundation for everything we do.

We Affirm that every person has direct access to God through prayer and is called and gifted by God for ministry.

We Commit our lives to the authentic worship of God, the path of humble discipleship and the task of giving away the love of God to our world.

OUR BELIEFS…

THE SCRIPTURES

The Bible was written by men divinely inspired and is the record of Gods revelation of Himself to humanity; it is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth for its substance. It reveals the principles by which God desires us to live and defines both the ethic and point of view through which we view our world and conduct our lives both privately and publicly.

GOD

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. To God we owe the highest love, reverence, and obedience.

The eternal God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

God reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all loving, and all wise. God is revealed in truth to those who become children of God through faith in Jesus Christ.

JESUS

Jesus is the eternal Son of God. In His incarnation, Jesus was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself the demands and necessities of human nature and identifying Himself completely with His humanity and yet remained without sin. He honored the divine law by His personal obedience, and in His death on the cross He made provision for the redemption of all from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, partaking of the nature of God and of man, and in whose being is the way to/for reconciliation between God and man. He will return in power and glory to judge the world and to fulfill His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

THE HOLY SPIRIT

The Holy Spirit is the Spirit of God. Through illumination The Spirit enables humanity to understand truth. He exalts Christ. He convicts of sin and bears witness to the standard of righteousness and judgment. He calls all to the Savior and awakens the hearts of His children to salvation.

The Holy Spirit cultivates Christian character, comforts believers, and bestows the "spiritual gifts" by which those believers serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the assurance of God to bring the believer into the fullness of a relationship with Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

HUMANITY

We, humanity, were created by the special act of God in His own image, and we are the crowning work of His creation. Thus, God created man and woman in His own image. In the beginning we were innocent of sin and were endowed by the Creator with freedom of choice. By free choice we sinned against God and brought sin into humanity. Through the temptation of Satan, we transgressed the command of God and therefore have fallen from original innocence; inheriting a nature and an environment inclined toward sin. As soon as we are capable of moral action we become transgressors and are under condemnation. Only the grace of God can bring us into His holy fellowship and enable us to fulfill His creative purpose. The sacredness of human personality is evident in that God created us in His own image, and in that Christ died for us; therefore, we all possesses dignity and are worthy of respect and Christian love.

SALVATION

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

B. Justification is God's gracious and full acquittal, upon principles of His righteousness, of all sinners who repent and believe in Christ. Justification brings the believer into a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

-Adapted from 1925, 1962, & 2000 *Baptist Faith and Message*.

AS BAPTISTS…

We believe in and encourage:

Bible Freedom: We believe and encourage Bible Freedom as the historic Baptist affirmation that the Bible, under the Lordship of Christ, must be central in the life of the individual and church and that Christians, in response to the work of the Holy Spirit and with the best and most scholarly tools of inquiry, are both free and obligated to study, discern, and obey the Scripture both as individual followers of Christ and as a Family of Faith.

Soul Freedom: We believe Soul Freedom is the historic Baptist affirmation of the inalienable right and responsibility of every person to relate with and to God without the imposition of creed, the imposition of clergy as sole interpreters, or the intervention of civil government. We hold the scriptures as our final authority and instructor of our souls when discerned and interpreted within the context of a relationship with Christ and revealed by the Holy Spirit at work within us.

Church Freedom: We believe Church Freedom is the historic Baptist affirmation that local churches are free, under the Lordship of Christ, to determine their membership and leadership, to order their worship and work, to ordain whom they perceive as gifted for ministry, and to participate in the larger Body of Christ, of whose unity and mission Baptists are proudly a part.

Religious Freedom: We believe Religious Freedom is the historic Baptist affirmation of freedom OF religion, freedom FOR religion, and freedom FROM religion, insisting that Caesar is not Christ and Christ is not Caesar.

-Adapted from Walter B. Shurden's *The Baptist Identity: Four Fragile Freedoms*.

HISTORICALLY BAPTIST ARE:

· Members of the whole Christian family who stress the experience of personal salvation through faith in Jesus, symbolized both in believer's baptism by immersion and the Lord's supper as outward acts of worship reflecting inward commitments to the Lordship of Christ;

· Those who under the Lordship of Jesus Christ have bonded together in free local congregations, together seeking to obey Christ in faith and in life;

Those who follow the authority of Scriptures in all matters of faith and practice; Those who have claimed religious liberty for themselves and all people Those who believe that the Great Commission to take the Gospel to the whole world is the responsibility of the whole membership.

-Taken from William H. Brackney, ed. *Faith, Life, and Witness: The Papers of the Study Research Division of the Baptist World Alliance, 1986-1990*

(Appendix 2)

Nomination Committee Guidelines for Electing Deacons

The election of deacons shall be a two-step system,

Step One: The nominating committee will provide a list of non-eligible nominees, which include active deacons and deacons who are rotating off. Also, a list of inactive deacons that are eligible will be provided. These lists shall be inserted in the bulletin at a Sunday morning service. The members will be asked to choose five (5) names from the eligible list or write in another member's name. Write-in nominations must conform to the requirements as follow. Nominees must be twenty-one (21) years of age or older and have been a member in good standing for at least a year. The nominating committee also asks that it be stated that any names listed on the eligible list that does not wish to be considered contact the nominating committee to have their name removed.

Step Two: The nominating committee will tally all votes. This list will be inserted in the bulletin at a Sunday morning service. The list will include the nominees with the most votes who are willing to serve. The list will not include more than twice the number needed to fill vacated spots. Nominees with the most votes from the final list will fill these vacated spots.

APPENDIX 3

Connect Team

Team Title: Connect Team

Purpose: The Connect Team will lead us to build intentional and purposeful relationships with our neighbors around us, specifically in our immediate community.

Objective: To connect our neighbor to our Church and to connect our Church to our community.

Team Responsibilities and Duties:

Primary responsibilities include:

- Give direction to the efforts of the Church to connect with our neighbors.
- Create strategies to reach individuals throughout the community. These individuals include non-Christians, Christians without a current Church home, Christians looking for a new Church home, etc.
- Develop and maintain a public presence for the Church in our community through publicity, advertising, and other means. The goal is to let others know what is happening at First Baptist and how they can be included.
- Determine ways to connect individuals visiting the Church with the life of the Church. These strategies will encourage visitors to continue attending church while helping such individuals observe and feel the genuine sincerity of the Church's members.
- Create strategies for intentional follow-up with visitors to all events and assist in joining our Church and becoming assimilated and engaged.
- Oversee all efforts to welcome and assist visitors to our Church for all events to enhance their experience.
- Provide training opportunities for Church members in building relationships and sharing faith.
- Pray for patience, creativity, and the endurance to connect with our neighbors and build stronger, more meaningful, and directly connected relationships with others.
- Model and encourage sharing our faith and building meaningful relationships.
- Work with other teams (I.E., Ministry or Spiritual Growth Teams) to create entry points into the Church through special interest classes or needs-based ministries.

General responsibilities include:

- Coordinate/cooperate with the work of other teams.
- Team Leader or designate reports to monthly Deacon meetings and Quarterly Church Conferences. Once approved, maintain minutes of all meetings and submit them to the Church office.
- Facilitate the organization of ministries to engage members in fulfilling the above responsibilities.
- Operate consistently with the Church Constitution and By-Laws in all areas.

Team Member Gifts, Passions, and Abilities:

- Must be a committed Christian member and a regular participant in the life of First Baptist Church.
- Discerned and demonstrated gifts of apostleship, creative communication, evangelism, encouragement, hospitality, and shepherding are preferred.
- Experience or background in publicity, advertising, promotion, and other people-oriented endeavors is helpful.
- Capable of fostering effective communication in the Church organization.
- Able to participate in a consensus decision-making process.
- Exhibit timely and consistent attendance and availability for Team Meetings.

Worship Team

Team Title: Worship Team

Purpose: The Worship Team will work to engage all in worship by guiding the Church to be intentional about how we worship, considering the divergent needs of multiple generations and cultures both in and outside the Church.

Objective: To plan and implement vibrant, dynamic, authentic worship experiences and coordinate the ministries necessary to support them.

Team Responsibilities and Duties:

Primary responsibilities include:

- Give direction to the overall worship ministry of the Church.
- Work together in concert with the staff to program, plan and coordinate the worship activities of the Church.
- Promote the engagement of all members across generations in God's corporate and personal worship and explore a wide range of avenues to facilitate this worship. These avenues could include, but not be limited to, song, prayer, art, literature, liturgy, readings, poetry, drama, media, puppetry, and other appropriate forms of personal creative expression of love for God.
- Plan and coordinate all technical elements of worship events (sound, light, color, and floral needs).
- Organize and populate ministries in graded choirs, ensembles (vocal and instrumental), drama, puppets, and others deemed necessary.
- Work with staff to perform Baptism and The Lord's Supper ordinances.
- Evaluate the level of engagement of the congregation in all forms of worship.
- Study the worship methods of others (both locally and globally) to glean ideas that may enhance the worship of God within our family of faith.
- Recruit fellow worshipers to give of their time and use their Spiritual Gifts to create a reverent, harmonious, Spirit-filled atmosphere that involves all of us in worship.

General responsibilities include:

- Coordinate/cooperate with the work of other teams.
- Team Leader or designate reports to monthly Deacon meetings.
- Report to the congregation during scheduled Church Conferences.
- Once approved, maintain minutes of all meetings and submit them to the Church office.
- Facilitate the organization of ministries to engage members in fulfilling the above responsibilities.
- Operate consistently with the Church Constitution and By-Laws in all areas.

Team Member Gifts, Passions, and Abilities:

- Must be a committed Christian member and a regular participant in the life of First Baptist Church.
- Discerned and demonstrated gifts of leadership, wisdom, shepherding, prophecy,

administration, creative communication, and hospitality are preferred.

- Background or experience in music, audio-visual, event planning, and a heart for worship is helpful.
- Capable of fostering effective communication in the Church organization.
- Able to participate in a consensus decision-making process.
- Exhibit timely and consistent attendance and availability for Team Meetings.

Spiritual Growth Team

Team Title: Spiritual Growth Team

Purpose: The Spiritual Growth Team will lead the Church through all areas of spiritual growth, corporate and individual.

Objective: To form ourselves and our neighbor in the image of Christ.

Team Responsibilities and Duties:

Primary responsibilities include:

- Give direction to the overall Spiritual Growth ministry of the Church.
- Direct and facilitate Sunday School in concert with the Pastor, including supporting all teachers, leaders, and workers and overseeing study materials. Work with the Nominating Committee to present leadership to the church in conferences before the beginning of each church year.
- Develop other Bible study opportunities as needed, including teacher recruitment and providing study materials.
- Periodically evaluate the Spiritual Growth process to improve instruction and depth of spiritual growth in participants' lives and ensure that the process leads to increased engagement in continuing Spiritual Growth and the ministry of the Church.
- Work with the Pastor and other Worship leaders to coordinate Bible study with worship themes, especially during the seasons of Advent and Lent.
- Plan and execute classes for new member orientation and leadership training, including opportunities to discerning one's call through gifts, passions, and abilities.
- Plan retreats and other times of emphasis.
- Provide instruction in and support of the practice of Christian disciplines by individual members.
- Develop new teachers through an intentional effort to identify, train and mentor them.
- Create structures that build and nurture a community of faith permeated by a sense of accountability, care, and support.

General responsibilities include:

- Coordinate/cooperate with the work of other teams.
- Team Leader or designate reports to monthly Deacon meetings.
- Report to the congregation during scheduled Church Conferences.
- Maintain minutes of all meetings and submit them to the Church office once approved.
- Facilitate the organization of ministries to engage members in fulfilling the above responsibilities.

Operate consistently with the Church Constitution and By-Laws in all areas

- **. Team Member Gifts, Passions, and Abilities:**

- Must be a committed Christian member and a regular participant in the life of First Baptist Church.
- Discerned and demonstrated gifts of leadership, shepherding, teaching, wisdom, knowledge, hospitality, and intercession are helpful.
- Experience, background, or training in education or the sustained practice of Christian discipleship is helpful.
- Capable of fostering effective communication in the Church organization.
- Able to participate in a consensus decision-making process.
- Exhibit timely and consistent attendance and availability for Team Meetings.

Ministry Team

Team Title: Ministry Team

Purpose: The Ministry Team will investigate, plan, implement, and evaluate ministry opportunities locally, nationally, and internationally. Involvement will be based on the needs of our congregation, our ministry partners, or those identified in our community; the resources of our Church-including financial resources and especially the giftedness of our members; and the mission of our Church.

Objective: To engage every member in meaningful ministry.

Team Responsibilities and Duties:

Primary responsibilities include:

- Give direction to the overall ministry efforts of the Church.
- Plan and execute mission activities, including but not limited to mission trips, local mission activities, mission offerings, etc.
- Develop and maintain relationships with local community ministry partners, including financial support, hands-on ministry, and involvement. Examples of partners include ministries to people experiencing homelessness, food pantries, shelters, family services, and housing.
- Facilitate and coordinate life-stage ministries that offer opportunities to meet the needs of all ages and life stages within our Church in a complimentary and intergenerational manner. These include our ministries to families, men, women, children, youth, students, and senior adults.
- Facilitate and oversee needs-based ministries such as benevolence, bereavement, and other helping ministries.
- Explore, design, and implement new ministries for our neighbors and members.
- Promote opportunities for ministry within the congregation.

General responsibilities include:

- Coordinate/cooperate with the work of other teams.
- Team Leader or designate reports to monthly Deacon meetings.
- Report to the congregation during scheduled Church Conferences.
- Maintain minutes of all meetings and submit them to the Church office once approved.
- Facilitate the organization of ministries to engage members in fulfilling the above responsibilities.
- Operate consistently with the Church Constitution and By-Laws in all areas.

Team Member Gifts, Passions, and Abilities:

- Must be a committed Christian member and a regular participant in the life of First Baptist Church.
- Demonstrate gifts of discernment, leadership, administration, hospitality, help, mercy, intercessions, craftsmanship, apostleship, evangelism, faith, and giving.
- Capable of fostering effective communication in the Church organization.
- Able to participate in a consensus decision-making process.
- Exhibit timely and consistent attendance and availability for Team Meetings.

Life-Stage Team

Team Title: Life-Stage Team

Purpose: The Life-Stage Team will investigate, plan, implement, and evaluate ministry opportunities and spiritual growth practices across the broad spectrum of life stages at First Baptist Church. Life stages include senior adult, adult, college/professional, youth, and children's ministries. The Life-Stage Team will seek to promote, develop, and support age-appropriate and intergenerational ministries to serve the needs of the congregation, members, families, and prospective members at First Baptist Church.

Objective: To encourage ministry, growth, and discipleship across all stages of life and spiritual maturity within our congregation.

Team Responsibilities and Duties:

Primary responsibilities include:

- Give direction to the overall Life-stage ministry efforts of the Church.
- Work alongside Ministry Staff, other Teams, Committees, and the congregation to oversee a comprehensive ministry to our members across the various stages of life and development. Additionally, to plan and execute ministry activities including but not limited to weekly program ministries, Sunday School departments/classes, fellowships, discipleship ministries, support ministries, mission trips, local mission activities, etc.
- Facilitate and coordinate life-stage ministries that offer opportunities to meet the needs of all ages and life stages within our Church in a complimentary and intergenerational manner. These include our ministries to families, men, women, children, youth, students, and senior adults.
- Explore, design, and implement new ministries for our neighbors and members.
- Promote opportunities for ministry within the congregation.

General responsibilities include:

- Coordinate/cooperate with the work of other teams.
- Team Leader or designate reports to monthly Deacon meetings.
- Report to the congregation during scheduled Church Conferences.
- Once approved, maintain minutes of all meetings, and submit them to the Church office.
- Facilitate the organization of ministries to engage members in fulfilling the above responsibilities.
- Operate consistently with the Church Constitution and By-Laws in all areas.
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Team Member Gifts, Passions, and Abilities:

- Must be a committed Christian and a regular participant in the life of First Baptist Church.
- Demonstrate gifts of discernment, leadership, administration, hospitality, help, mercy, intercessions, apostleship, evangelism, faith, and giving.
- Capable of fostering effective communication in the Church organization.
- Able to participate in a consensus decision-making process.
- Exhibit timely and consistent attendance and availability for team and Deacon meetings and Church conferences.

Administrative Team

Team Title: Administrative Team

Purpose: The Administrative Team is responsible for managing the business affairs of the Church and working with Church members and staff to achieve the Church's mission objectives.

Objective: To undergird the work of all teams and ministries by facilitating the resources needed; and to extend the ministry of First Baptist Church to our employees, our members, and the surrounding community.

Team Responsibilities and Duties:

Primary responsibilities include:

- Give direction to the overall administration of the Church.

Financial Stewardship:

- Develop and administer the financial policies and procedures of the Church consistent with the Church Constitution and By-Laws.
- Support the work of the Church Accountant in the receipt, deposit, and disbursement of all Church funds.
- With the Church Accountant, establish a financial record system for the Church and direct its operations.
- Oversee the purchasing process and maintain vendor relationships.
- Support the Church Accountant in preparing monthly financial reports to other teams and Church members and reports to the Church in Conferences.
- Maintain proper cash flow control to meet obligations.
- Work with the Church Teams, the Pastor, and the Finance Committee to prepare an annual budget for approval by the congregation and implement it upon congregation approval.
- Work with the appropriate Teams in planning and promoting Church stewardship campaigns and capital fund drives.
- Work with the Deacons and the Church to obtain or restructure long or short-term debt financing.
- Oversee the administering of the payroll for Church employees.
- Verify that all tax reports (941, W–2) are promptly paid and filed.
- Work with the Church Accountant and Treasurer to oversee the work of the Counting Committee.

Personnel Oversight:

- Develop and administer the personnel policies and procedures of the Church consistent with the Church Constitution and By-Laws.
- Work alongside the Pastor and Deacons to maintain personnel records.
- In conjunction with the Pastor and Deacons, administer the performance evaluation system for Church staff.
- Hire and terminate support staff in consultation with the Pastor and Deacons.
- Periodically review wage and salary structures, personnel practices, and benefits and make recommendations to the congregation.
- Work with assisting newly called ministers with relocation and determining the proper relocation benefits.
- Monitor the Church's compliance with federal and state labor laws.
- Act as liaison between the staff and congregation.
- Support and encourage the Pastor, Ministry Staff, and professional staff in their ministry and service areas. Assist in promoting continued professional and personal development toward spiritual and professional growth.

Properties Management:

- Develop and administer the property management policies and procedures of the Church consistent with the Church Constitution and By-Laws.
- Function as the holding entity of all real property of the Church.
- Maintain all titles and records of Church property.
- Direct the Church's maintenance program by supervising the Church custodian(s) and outside contractors.
- Assist with architects, contractors, and others in evaluation, planning, building, remodeling, equipping, and maintaining Church properties.
- Work with staff and other Teams in coordinating the assignment of classrooms and Church facilities for meetings and activities.
- Evaluate the insurance needs of the Church periodically.
- Oversee energy management.
- Recommend and review systems and procedures to maintain the security of the Church.
- Recommend and review the repair, purchase, or replacement of furniture, equipment, or materials.
- Maintain an inventory of Church property and equipment.
- Approve any donation or removal of any furnishings or equipment of the church.
- Work with office staff to ensure maintenance of all office equipment and computer systems, including the routine maintenance of proper back-ups.
- Facilitate training on Church equipment as necessary.

General responsibilities include:

- Coordinate/cooperate with the work of other teams.
- Maintain minutes of all meetings and submit them to the Church office once approved.
- Team Leader or designate reports to monthly Deacon meetings.
- Report to the congregation during scheduled Church Conferences.
- Facilitate the organization of ministries to engage members in fulfilling the above responsibilities.

- Operate consistently with the Church Constitution and By-Laws in all areas.

Team Member Gifts, Passions, and Abilities:

- Must be a committed Christian member and a regular participant in the life of First Baptist Church.
- Experience in business or related fields preferred.
- Discerned and demonstrated gifts of leadership, administration, discernment, wisdom, craftsmanship, shepherding, faith, and giving are preferred.
- Conceptualize administration as a ministry.
- Capable of fostering effective communication in the Church organization.
- Able to participate in a consensus decision-making process.
- Knowledge of computer systems, including word processing, electronic communication, membership, and financial reporting and accounting software, is helpful.
- Exhibit timely and consistent attendance and availability for Team Meetings.