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**CONSTITUTION AND BYLAWS OF FIRST SOUTHERN BAPTIST CHURCH  
OF COFFEYVILLE, KS**

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*Table of Contents*

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**Constitution** **pages 3-6**

**PREAMBLE**

**ARTICLE I. NAME**

**ARTICLE II. NON-PROFIT STATUS**

**ARTICLE III. PURPOSE**

**ARTICLE IV. STATEMENT OF FAITH**

**ARTICLE V. POLITY AND RELATIONSHIPS**

**ARTICLE VI. CHURCH COVENANT**

**By-Laws**

**ARTICLE I. MEMBERSHIP** **page 7**

**SECTION 1.1 GENERAL**

**SECTION 1.2 CANDIDACY**

**SECTION 1.3 RIGHTS OF MEMBERS**

**SECTION 1.4 TERMINATION OF MEMBERSHIP**

**SECTION 1.5 DUTIES OF MEMBERSHIP**

**SECTION 1.6 DISCIPLINE OF MEMBERSHIP**

**SECTION 1.7 WATCH CARE**

**ARTICLE II. CHURCH STAFF AND OFFICERS** **page 10**

**SECTION 2.1 GENERAL**

**SECTION 2.2 PASTOR**

**SECTION 2.3 CHURCH STAFF**

**SECTION 2.4 DIACONATE**

**SECTION 2.5 ELECTION OF COMMITTEE MEMBERS, OFFICERS, ETC.**

**SECTION 2.6 MODERATOR**

**SECTION 2.7 CHURCH CLERK**

**SECTION 2.8 CHURCH TREASURER**

**SECTION 2.9 TRUSTEES**

**SECTION 2.10 CHURCH COUNCIL**

**SECTION 2.11 LICENSING AND ORDAINING**

<b>ARTICLE III. COMMITTEES</b>	<b>page 18</b>
<b>SECTION 3.1 GENERAL</b>	
<b>SECTION 3.2 NAMED COMMITTEES</b>	
<b>ARTICLE IV. CHURCH MINISTRY ORGANIZATIONS</b>	<b>page 19</b>
<b>SECTION 4.1 GENERAL</b>	
<b>ARTICLE V. CHURCH ORDINANCES</b>	<b>page 20</b>
<b>SECTION 5.1 BAPTISM</b>	
<b>SECTION 5.2 THE LORD'S SUPPER</b>	
<b>ARTICLE VI. CHURCH MEETINGS</b>	<b>page 21</b>
<b>SECTION 6.1 WORSHIP SERVICES</b>	
<b>SECTION 6.2 SPECIAL SERVICES</b>	
<b>SECTION 6.3 REGULAR BUSINESS MEETINGS</b>	
<b>SECTION 6.4 SPECIAL BUSINESS MEETINGS</b>	
<b>SECTION 6.5 ANNUAL BUSINESS MEETING</b>	
<b>SECTION 6.6 QUORUM</b>	
<b>ARTICLE VII. CHURCH FINANCES</b>	<b>page 22</b>
<b>SECTION 7.1 BUDGET</b>	
<b>SECTION 7.2 HANDLING OF FUNDS</b>	
<b>SECTION 7.3 FISCAL YEAR</b>	
<b>SECTION 7.4 ACCOUNTING PROCEDURES</b>	
<b>SECTION 7.5 STEWARDSHIP AND MISSIONS</b>	
<b>SECTION 7.6 DIVISION AND DISPOSITION OF PROPERTY</b>	
<b>SECTION 7.7 LITERATURE</b>	
<b>ARTICLE VIII. DISSOLUTION</b>	<b>page 24</b>
<b>ARTICLE IX. AMENDMENTS</b>	<b>page 24</b>

## **FIRST SOUTHERN BAPTIST CHURCH, OF COFFEYVILLE, KS**

### **CONSTITUTION**

#### **PREAMBLE**

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the church body in an orderly manner. This constitution will preserve the liberties of each church member and the freedom of action of this body in relation to other churches. This document supersedes the prior document August 1995.

#### **ARTICLE I. NAME**

This body shall be known as the First Southern Baptist Church of Coffeyville, KS.

#### **ARTICLE II. NON-PROFIT STATUS**

The Church is organized and shall be operated exclusively for religious, charitable, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code as of December 2022 unless any law shall be repressive in scope and/or nature. In such a case, it is our duty to democratically oppose it based on the right to free exercise of religious beliefs and peaceable assembly. The Church is incorporated for any lawful purpose or purposes under the laws of the State of Kansas.

#### **ARTICLE III. PURPOSE**

The purpose of Christ's Church is to glorify God through the instructions of Jesus Christ which are found in the Great Commandment (Mark 12:30-31) and the Great Commission. (Matthew 28:19-20)

##### **Vision**

Follow Jesus and Make Disciples for a lifetime (Matthew 4:19)

##### **Mission**

**The Great Command Mark 12:30-31** "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. (**Worship**) The second is this: 'Love your neighbor as yourself.'" (**Service**)

**The Great Commission Matthew 28:19-20** "Therefore go and make disciples of all nations, (**Evangelism**) baptizing them in the name of the Father and of the Son and the Holy Spirit (**Fellowship**), and teaching them to obey everything I have commanded you." (**Discipleship**)

## **Values**

We value the five purposes of Christ's Church. "And on this rock, I will build my church, and the gates of Hades will not overcome it." Matthew 16:18b NIV

Christ-centered **Worship**  
Authentic **Fellowship**  
Life-on-Life **Discipleship**  
Sacrificial **Service**  
Loving **Evangelism**

## **Achievement of Purpose:**

Magnification- Celebrating God's presence in **Worship**.  
Membership- Incorporating God's family into our **Fellowship**.  
Maturity- Educating God's people through **Discipleship**.  
Ministry- Demonstrating God's love through **Service**.  
Mission- Communicating God's Word through **Evangelism**.

## **ARTICLE IV. STATEMENT OF FAITH**

First Southern Baptist Church Statements of Faith are based on the Southern Baptist "Baptist Faith and Message" as adopted by the Southern Baptist Convention in 2000.

1. We believe the Holy Bible is the inspired Word of God, without any error, the all-sufficient authority in matters of faith, doctrine, and Christian living.
2. We believe in one God, eternally existing in three Persons: The Father, the Son, and the Holy Spirit.
3. We believe in the Virgin Birth of Jesus Christ, and that He is the true God and man. He died on the cross for our sins. He rose bodily from the dead and ascended into heaven where He sits at the right hand of the Father and is now our High Priest and Advocate.
4. We believe that man was created in the image of God but chose to sin and therefore is lost. Only through regeneration by the work of the Holy Spirit can man's salvation and spiritual life be obtained.
5. We believe that eternal salvation is the free gift of God. This is entirely apart from man's works and is possessed by any who have faith in and receive Jesus Christ as their personal Lord and Savior.
6. We believe in a regenerated church membership: that is, persons old enough to understand their need for Jesus Christ and, of their own free will, accepted Him as their personal Lord and Savior.
7. We believe that baptism is by immersion and the Lord's Supper is a memorial to His suffering and death on the cross. These are ordinances to be observed by the church in its present age. They are, however, not to be regarded as means for man's salvation.
8. We believe in the personal, bodily, imminent, and glorious return of the Lord Jesus Christ and that His Second Coming inspires believers to dynamic and zealous life and service for Him while waiting for His return.

9. We believe in the bodily resurrection of the dead, the everlasting blessedness of the saved in heaven, and the everlasting punishment and separation from God of the unsaved in hell.
10. We believe in the autonomy of the local church. The church shall manage its affairs and shall not be subject to any other religious body or organization.
11. We believe marriage is a Biblical institution established by God as described in Scripture (Genesis 1 & 2). The Biblical model for marriage is the uniting of one identifying man (biological sex at birth) and one identifying woman (biological sex at birth) in covenant commitment. Accordingly, this church's pastors and staff cannot officiate any other union other than the Biblical union described above, nor can its property or resources be used for such purposes.

## **ARTICLE V. POLITY AND RELATIONSHIPS**

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute membership. All organizations created and empowered by the church shall report to and be accountable to the church. This church is not subject to the control of any other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist Churches. First Southern Baptist Church will voluntarily cooperate with and support the Southeast Kansas Baptist Association, Kansas-Nebraska Baptist Convention, and Southern Baptist Convention provided such cooperation does not conflict with the church's agreement with the Baptist Faith and Message revised June 14, 2000. ([www.sbc.net/bfm2000/](http://www.sbc.net/bfm2000/))

## **ARTICLE VI. CHURCH COVENANT**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith having been baptized in the name of the Father, and of the Son, and the Holy Spirit, we do now in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

### **For the Advancement of Jesus' Church**

We engage, therefore, by the empowerment of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines.

### **As Christian Stewards**

We agree to contribute cheerfully and regularly of our time, talent, and treasure, as God has prospered and gifted each person, to the support of the ministry, the expenses and needs of the church, the relief of the poor, and the spread of the gospel to our Jerusalem, Judea, Samaria, and the uttermost part of the earth. Acts 1:8

### **Personal and family discipleship**

We also engage to maintain family and personal devotion; to educate our children religiously; to seek the salvation of our kindred and acquaintances. We seek to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our behavior. Deut 6:6-8  
2 Tim 2:2; Col 1:28-29

### **As Witnesses in World**

We pledge to live a life growing in conformity to the standards of God's Word by abstaining from the deeds of the flesh and seeking growth in the fruit of the Spirit. Galatians 5:19-23

### **Toward One Another**

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian empathy and courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the example and commandments of our Savior; secure it without delay.

### **Abide and Support**

Therefore, we accept our responsibility to read and familiarize ourselves with this document; to support its tenants and provisions; and to abide by its policies and procedures as they apply to the membership of this church.

### **When We Move**

We pledge that when we move from this place, we will as soon as possible unite with another NT, Bible-believing church, where we can carry out the spirit of this covenant and the principles of God's Word.

## **FIRST SOUTHERN BAPTIST CHURCH**

### **BY-LAWS**

#### **ARTICLE I. MEMBERSHIP**

##### **SECTION 1.1**

###### **GENERAL**

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

##### **SECTION 1.2**

###### **CANDIDACY**

Any person may offer themselves as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

- A. By profession of faith and for baptism by immersion.
- B. By the promise of a letter of recommendation from another Baptist church. Those coming from other Baptist churches of the like faith and order (provided baptism has been by immersion) upon a profession of faith in Christ as Savior and Lord may be accepted upon the letter of transfer, satisfactory substitute thereof, such as a statement of facts as to their conversion experience and previous immersion.
- C. By personal statement, satisfactory to the church, that the person comes from another Christian church and was baptized by immersion as a believer, trusting in the grace of God alone for salvation. Acceptance of a candidate for membership would be contingent upon recommendation by the pastor or by another group as designated by the church.
- D. By restoration upon a statement of prior conversion experience and baptism by immersion when membership has lapsed, terminated, been lost, or when no letter is otherwise obtainable.
- E. Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and/or deacons for collaboration on how to investigate and make a recommendation to the church within thirty (30) days of the original statement of dissent.

All candidates will be brought to the floor for action by the body in a regularly called business meeting. A three-fourths (3/4) vote of those church members present and voting shall be required to elect such candidates to membership.

New members of this church are expected to participate in the church's new member orientation.

## **SECTION 1.3**

### **RIGHTS OF MEMBERS**

Every active member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present. Special consideration can be given to those who cannot be part of the regular service when voting takes place and will be determined by the deacons and the pastor.

Every active member of the church is eligible for consideration by the membership as a candidate for elected offices in the church.

Every member of the church may participate in the ordinances of the church as administered by the church.

(\*In reference to voting, “active” means regular weekly attendance during the recent quarter, unless providentially hindered.)

## **SECTION 1.4**

### **TERMINATION OF MEMBERSHIP**

Membership shall be terminated in the following ways:

- A. Death of the member.
- B. Transfer to another Baptist or “of like faith” church. Any member in good and regular standing who desires a letter of transfer and recommendation to any Baptist church or of like faith and order is entitled to receive it upon their request, the such request being made through the church clerk.
- C. Erasure upon member’s request for any reason or proof of membership in a church of another denomination. Any person requesting their name to be removed from the membership roll shall have their request granted by a majority vote of those members present at any regularly called business meeting.
- D. Administrative reassignment to church watch care (section 1.7). Any member failing to substantially fulfill their duties of membership will be the subject of an administrative reassignment vote during the August Annual Meeting. Administrative reassignment shall not be used as a means of removal from the membership roll, for members who otherwise intend to remain in the fellowship of the church through the fulfillment of regular and consistent participation in the duties of church members as noted in Section 1.5.
- E. Exclusion by disciplinary action of this church. Exclusion by disciplinary action is administered as noted in Section 1.6.



## **SECTION 1.5**

### **DUTIES OF MEMBERSHIP**

Members are expected to be faithful in all duties essential to the Christian life, to attend the services of this church, to give regularly for its support and causes, and to share in its organized work. A further explanation of responsibilities is found in the church covenant. (Article IV, Constitution)

## **SECTION 1.6**

### **DISCIPLINE OF MEMBERSHIP**

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for restoration rather than punishment.

Should a member become an offense to the church and his/her good name because of immoral or unchristian conduct or by persistent breach of his/her covenant vows; which would cause a member to become a liability to the general welfare of the church, every reasonable measure should be taken by the pastor and the deacons to resolve the problem in accordance with Matthew 18:15-17. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. Should it be determined that the welfare of the church will be best served by the exclusion of a member, the church may exclude such member by a three-fourths (3/4) vote of the voting members present at a properly called special business meeting called for this purpose.

Any person whose membership has been terminated for any reason, which has made it necessary for the church to exclude that person, may upon that person's request be restored to membership by a vote of the church upon evidence of that person's repentance and reformation.

## **SECTION 1.7**

### **WATCHCARE**

Those Christians who wish to enter into the love and fellowship of the church and will support the objectives of the church but cannot qualify, or choose not to qualify, for membership will be designated as coming under the "watch-care" of the church. These Christians are to be encompassed in all the life and love of the church, except for voting and for holding offices or positions of doctrinal and/or policy-making responsibilities. Leviticus 19:33-34; John 13:34; 1 Peter 4:8

## ARTICLE II. CHURCH STAFF AND OFFICERS

### SECTION 2.1

#### GENERAL

All church officers, committees, and elected positions must be members in good standing of the church. The officers of this church shall be the pastor, staff, deacons, moderator, clerk, treasurer, and trustees. The duties of these officers shall be those common to the office and the instruction of the Scriptures. All officers and committees shall be elected by the church. The staff of this church shall be those persons employed by this church including ministerial and non-ministerial positions. All members serving in elected positions at the time these Constitution and Bylaws are adopted shall be considered as elected by the church pursuant to the appropriate provisions of these by-laws.

### SECTION 2.2

#### PASTOR

##### A. Role of the Senior Pastor

The head and authority of First Southern Baptist Church is Jesus Christ. The senior pastor is a male (biologically at birth) and identifies as a male. The pastor will seek to reflect Christ's priorities in all he does and how he leads the church to accomplish Christ's priorities. Decisions will be bathed in prayer, collaborated with church leadership, and always seek to ensure the decision supports and is guided by Christ's teaching. In addition, through the guidance of the indwelling Holy Spirit, the pastor will seek to discern God's will for us as a church while also seeking how the Holy Spirit is speaking through the leadership and members. Whenever the pastor leads the church to implement a plan, the church monitors our effectiveness while prayerfully exploring the next step God is showing us.

The ideal pastor is humble and servant-like in spirit. Leaders at all levels do not see their role as "being in authority" over those in their charge and the pastor will model servant leadership. As a result, he will strive to serve Christ and His church with his gifts, talents, and experiences to build a functioning Christian community. Whether as a leader or a follower, everyone in the church is submitted to Jesus Christ, and we each strive to consider others as more important than ourselves. *Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves (Phil. 2:3).*

The qualifications for a pastor shall be consistent with those listed in the Scripture. His training, skills, and experiences are needed in this area of leadership.

- 1 Timothy 3:1-7 Reflects the qualifications of church overseer
- 1 Timothy 5:17-22 The church's role in honoring church leaders
- Titus 1:5-9 Instructions on appointing qualified elders.
- Ephesians 4:11-13 The goal of church leadership...equipping the church.
- 1 Peter 5:1-4 The heart of the under-shepherd...be shepherds of God's flock...
- Jeremiah 3:15 "a shepherd after God's own heart"

The responsibilities of the pastor will generally fall into the following areas: Preaching, teaching, pastoral counseling, administration, planning, and guiding the church to grow and fulfill its purposes. In addition, he shall lead the church, the organizations, and all leaders of the church in performing their tasks in worship, fellowship, discipleship, service, and evangelism. The pastor shall be an ex officio member of all church standing committees, except the Pastor's Search Committee. He shall assist the deacons in securing the pulpit supply for times in his absence.

The pastor is responsible for leading the church to function as a New Testament Church fulfilling the Great Commandment and the Great Commission. The pastor will lead the church, the church officers, the staff, and MAT/MAST organizations to accomplish the five purposes of the church. (Constitution - Article III: Purpose)

- Magnify Christ through **WORSHIP** targeting the Crowd
- Encourage the Membership through **FELLOWSHIP (101)** targeting the Congregation
- Seek Maturity through **DISCIPLESHIP (201)** targeting the Committed
- Equip Ministers to **SERVE (301)** in and out of the church targeting the Core
- Be on Mission for Christ through **EVANGELISM (401)** targeting the Community

A pastor shall be chosen and called by the church whenever a vacancy occurs.

#### B. Pastor Search Committee

Upon the office of the pastor becoming vacant, the chairmen of the deacons will moderate a special called business meeting. At this meeting, all members present will be allowed to nominate 5 individuals on the written ballot to serve on the search committee. The top five nominees, upon acceptance, will serve as the search committee with the next two additional top nominees to serve as the alternates.

The Pastor Search Committee shall seek out a suitable candidate for pastor. Any church member may make recommendations to the Pastor Search Committee. The Pastor Search Committee's recommendation will constitute a nomination. The committee shall bring to the consideration of the church only one candidate at a time. The election shall take place at a church meeting called for that purpose, of which at least one week's notice to the church has been given. The election shall be by secret ballot and an affirmative vote of at least 90% of those voting members present shall be necessary to extend a call to a candidate for pastor. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request.

#### C. Recall of the Pastor

The pastor may be recalled by the church at a church meeting on Sunday called for that purpose, of which at least two weeks' notice to the church has been given. The recall vote shall be by secret ballot and an affirmative vote of three-fourths (3/4) of the voting members present shall be necessary to recall the pastor at which time the office of the pastor shall be declared vacant.

A recall meeting may be called by a written petition signed by not less than one-fourth (1/4) of the active members. (Section 1.3) The moderator for this recall meeting shall be the Diaconate chairman. In the event the pastor is recalled, the termination will be immediate, and the trustees will determine the severance package for the pastor.

**D. Pastor Resignation**

If the pastor wishes to resign from his position at First Southern Baptist Church, it is requested he gives at least two weeks' notice.

**E. Supply and Selection of Interim Pastor**

During such time as the church is without an elected pastor, the following procedure shall be followed:

- The Deacons shall be responsible for obtaining a person to fulfill the weekly preaching ministry of the church.
- The Deacons may offer a nomination to the church a person to be named to the position of "interim pastor."

## **SECTION 2.3**

### **CHURCH STAFF**

This church shall call or employ only such staff members as the church shall need. When the need for staff members is determined, the personnel committee (section 2.9) shall prepare a job description for each staff position. Upon recommendations by the personnel committee, such staff positions will be created after being approved by the church at a regularly scheduled business meeting. The staff shall operate under the supervision of the pastor. During any such time as the church is without a pastor, the personnel committee shall designate a staff member to assume the personnel responsibilities ordinarily assumed by the pastor.

**A. Ministerial Staff Positions**

Ministerial staff members shall be employed by majority vote at church meetings called for that purpose, upon recommendation of the personnel committee and pastor.

**B. Non-Ministerial Staff Positions**

Non-Ministerial staff members shall be employed by a consensus of the personnel committee and pastor. These positions will be reported to the church at a regular business meeting. When this person resigns, it is requested there be a 2-week notice. Termination of these positions will also be by consensus of the personnel committee and pastor.

**C. Church Staff Termination**

Ministerial staff members may be terminated in the same manner as the pastor. (Section C, 2.2)

#### D. Ministerial Staff Resignation

If a ministerial staff wishes to resign from their position at First Southern Baptist Church, it is requested they give at least two weeks' notice.

### **SECTION 2.4**

#### **DIACONATE**

##### A. Purpose

The purpose of the Diaconate shall be to discharge faithfully the duties of deacons in the New Testament Church as outlined in Acts 6:1-7 and I Timothy 3:8-13. Deacons will be male (biologically at birth) and identify as male. In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministry tasks of leading the church:

1. In the achievement of its vision and mission (Article III)
2. Proclaiming the gospel to believers and non-believers
3. Caring for the church's members and other persons in the community
4. Serving alongside and supporting the specific ministries of the church as needed

In council with the Pastor and by such methods as the Holy Spirit may direct, they are to share the responsibility of the discipline of the church. They are to be guided always by the principles outlined in Matthew 18:15-17, 1 Corinthians 5:9-13, and 1 Thessalonians 5:12-14.

##### B. Diaconate Body

There will be a minimum of three deacons for the first 100 resident church members. Thereafter, a minimum of one deacon shall be added for each additional fifty (50) resident member. The Pastor and Deacons may add additional Deacons as ministry needs require.

##### C. Nomination, Election, and Termination of Deacons

###### 1. Deacon Election Committee

- a. When the Pastor and Deacon body determines there is a need for additional Deacons, a Deacon Selection Committee will be formed. This committee will consist of three members of the Deacon body as well as three active church members. The active church members will be selected through a written nomination form provided by the deacons and submitted to the deacons for review. The deacons will select three of the submitted nominations and present them to the church for a vote. The Deacon Selection Committee will also include the ministerial staff and the additional Deacon body as nonvoting, ex officio members who will serve by providing advice and consultation to the voting members.

- b. The Deacon Election Committee will recommend to the Church that a Deacon Election be held pursuant to the appropriate provisions of the By-laws Article 6.4.

2. Once the Church approves a deacon election, the following steps shall be taken:

- a. The Deacon Election Committee will select, interview, and receive permission from the candidate(s) to be placed in nomination the number of qualified nominees needed equal to the number established in 1. b. The Deacon Election Committee shall determine if each individual meets the following qualifications in accordance with 1 Timothy 3:8-13:
  - i. That the candidate meets the Scriptural qualifications of a deacon.
  - ii. That the candidate is sufficiently grounded in the doctrines of the Bible as accepted by this Church (Baptist Faith and Message 2000).
  - iii. That the candidate has been a member of this Church for at least twelve (12) months of consecutive, active membership.
  - iv. That the candidate agrees to fulfill the responsibilities of the deacon as outlined in these Bylaws.
  - v. There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church.
- b. The Deacon Election Committee shall then prepare in ballot form the list of nominees selected in an above-described manner. The Deacon Election Committee shall then give the Church at least two (2) weeks' notice that a deacon election will be held at a special business meeting called for an upcoming Sunday.
- c. Voting members that are present at this special business meeting will be given a ballot and an opportunity to vote for one nominee for each new Diaconate Member needed.
- d. The Deacon election shall be by secret ballot and an affirmative vote of at least ninety (90%) of those active voting members present shall be necessary to be elected to the Diaconate.

D. Ordination of Deacons

All those elected to the Diaconate who have not been previously ordained shall be ordained by the church. The Diaconate and pastor shall plan and conduct the ordination service.

F. Diaconate Officers

The Diaconate shall elect annually to one (1) year terms a minimum of the following officers: Chairman, Vice Chairman, and Secretary. The Diaconate may elect other officers as they deem necessary.

G. Termination

1. Death
2. Is no longer a member of First Southern Baptist Church
3. Resignation

**SECTION 2.5**

**ELECTION OF COMMITTEE MEMBERS, OFFICERS, ETC.**

Unless otherwise specified by these bylaws, all church officers, church committee members, trustees, officers of various places of leadership, etc., shall be elected by a majority vote of the voting members present at the Annual Church Business Meeting held on the 2<sup>nd</sup> Sunday in August. Church positions voted on at the annual meeting will run from the 1<sup>st</sup> Sunday of September to the 31<sup>st</sup> of August the following year. If a vacancy occurs throughout this term, the church may fill the vacant position at any regular business meeting.

**SECTION 2.6**

**MODERATOR**

The moderator shall be the pastor except when otherwise specified in these bylaws. In the absence of the Pastor, the Deacon Chairman shall serve as the Moderator. In the absence of both, the church clerk shall call the church to order and preside over the election of an acting moderator.

**SECTION 2.7**

**CHURCH CLERK**

The church shall elect annually a clerk as its clerical officer. The clerk shall be elected for a period of one (1) year and shall serve consecutive years as the church decides. The clerk shall keep an accurate record of the proceedings of each business meeting of the church; shall give required notice of all meetings where notice is necessary as prescribed in these By-laws; shall prepare the annual church letter to the association; shall keep a register of the names of members with dates of admission, baptism, dismissal, and death; shall issue letters of dismissal voted by the church; shall preserve on file all official written communications and reports; shall perform any other duties assigned by the church. All records of the church are considered church property and shall be filed in the church office. The pastor, upon recommendation by the church clerk, may assign certain clerical duties of the church clerk to a non-ministerial staff member.

**SECTION 2.8**

**CHURCH TREASURER**

The church shall elect annually a Church Treasurer as its Financial Officer. The Treasurer shall be elected for a period of one (1) year and shall serve consecutive years as the church decides. The Treasurer shall be bonded, the church paying for a bond, a copy of which shall be filed with the church.

Church financial records shall generally be maintained to the maximum extent practical in accordance with Generally Accepted Accounting Principles (GAAP). Segregation of financial duties to the maximum extent practical to ensure good internal control over church finances is an integral part of the accounting system.

The Treasurer and Pastor jointly may assign clerical duties of the Treasurer to non-ministerial staff (or church member volunteers) to help ensure maximum safeguards of the church finances. The Finance Committee should review the procedures on an ongoing basis to ensure such procedures are at all times adequate for the church's size and growth.

The following finance functions are the overall responsibility of the Treasurer (or his/her delegates):

1. Deposit of all church receipts.
2. Payment of all authorized church expenses.
3. Maintenance of accounting records to support all receipts and disbursements.
4. Preparation of all financial reports.
5. Presentation of financial reports at regular business meetings for church approval.
6. Preservation of all financial reports and records as a part of the permanent church records.
7. Making all records available annually for audit (either by the Audit Committee and/or outside independent auditors).

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as a part of the permanent records of the church.

## **SECTION 2.9**

### **TRUSTEES**

#### **A. Purpose**

There shall be a minimum of three (3) Trustees and additional Trustees as the needs of the church dictate with a maximum of nine (9). The Trustees will serve as legal officers of the church and provide financial oversight. They shall hold in trust the church property and its maintenance. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents on behalf of First Southern Baptist Church involving the purchase, sale, mortgage, rental, or transfer of property, or to other legal documents where the signatures of trustees are required.

#### **B. Membership**

The nominating committee shall provide the names of nominated trustees for election at the annual business meeting. Trustees are elected to serve 3-year terms with the opportunity to serve two (2) consecutive terms with at least one year off after serving six (6) years consecutively. When rotating, one-third (1/3) of the trustees will be elected each year.

#### **C. Trustee Officers**



The Trustees shall elect annually to one (1) year terms the following officers: Chairman, Vice Chairman, finance chairman, and Secretary.

## **SECTION 2.10**

### **CHURCH LEADERSHIP TEAM**

#### **A. Duties**

The Church Leadership Team shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations. The primary functions of the Church Leadership Team shall be to:

1. Help the church focus on its mission and priorities.
2. Coordinate studies of church and community needs.
3. Recommend to the church coordinated plans for ministry.
4. Coordinate the church's schedule of activities.
5. Evaluate progress in terms of church objectives and goals.

#### **B. Authority**

Any decision, recommendation, or policy adopted by the Church Leadership Team is subject to review by the members of the church and may be overruled by a simple majority vote of church members present at a regular business meeting.

#### **C. Members**

The Church Leadership Team shall be composed of the pastor, staff, deacons, trustees, MAT/MAST Leaders, and any other member who would like to participate.

#### **D. Meeting**

The Church Leadership Team will seek to have a weekly meeting (currently Monday at 1200) but can flex as necessary. In addition, the Church Leadership Team will seek to have an annual retreat to focus on training, and the needs of the church, reflect on the prior year, and forecast the coming year. This retreat will be planned to take place at a time before the Annual Meeting.

## **SECTION 2.11**

### **LICENSING AND ORDAINING**

#### **A. Licensing**

Any member of the church who has shown by his life and has felt the call to the gospel ministry may by a vote of the membership at a regular meeting be licensed by the church to the Christian ministry.

B. Ordination:

Any member of the church who has shown by his life and has felt the call to the gospel ministry may by a vote of the membership at a regular meeting be ordained by the church to the Christian ministry. This ordination may include serving as a pastor, a para-church organization, chaplaincy, or another position that requires ordination.

The pastor or chairman of the deacons shall assemble an ordaining council for the ordination of qualified and recommended candidates.

## **ARTICLE III. COMMITTEES**

### **SECTION 3.1**

#### **GENERAL**

The committees of this church will consist of standing and non-standing committees. Standing committees shall be created to serve specific ongoing needs of the church. A standing committee may be dissolved by a majority vote of church members at a properly called business meeting when the church decides that its services are no longer warranted. A non-standing committee may be created by the church to serve a specific temporary need of the church. A non-standing committee shall be dissolved when the committee comes to a consensus the original purpose has been accomplished. A list of all standing and non-standing committees shall be maintained by the church clerk.

Members of all church committees will be chosen from the membership of the church. No committee, standing or non-standing, shall consist of less than three (3) active members.

### **SECTION 3.2**

#### **NAMED COMMITTEES**

The committees of this church shall be a Nominating Committee and a Personnel Committee, and such other regular and special committees as the church shall authorize. Additional regular committees may be added by the amendment procedure prescribed within these bylaws. All church committee members shall be recommended by the church Nominating Committee and elected by the church unless otherwise specified within these bylaws. Committee members are elected to serve 3-year terms with the opportunity to serve two (2) consecutive terms with at least one year off after serving six (6) years consecutively. When rotating, one-third (1/3) of the committee will be elected each year.

- A. **The Nominating Committee** coordinates the staffing of all church committees as well as MAT/MASTs filled by volunteer workers unless otherwise specified herein. Each committee and MAT shall consist of three (3) members. Individuals considered for any such positions shall first be approved by the Nominating Committee before they are approached for recruitment. The Nominating Committee shall present to the church for election all who accept the invitation to serve. These include:
1. Church Clerk, Church Treasurer, Church Trustee, Church Tellers
  2. Nominating Committee, Personnel Committee, Finance Committee

3. Worship MAT/MAST, Fellowship MAT/MAST, Discipleship MAT/MAST, Service MAT/MAST, Evangelism MAT/MAST
- B. **The Personnel Committee** assists the church in matters related to employed personnel administration, including those called by church action. Their work includes such areas as determining staff needs, employment, salaries and compensation, benefits, policies, job descriptions, and personnel services. This committee is made up of the Trustees.
  - C. **The Finance Committee** develops and recommends an overall stewardship development plan and a unified church budget. It advises and recommends the administration of the gifts of church members and others, using sound principles of financial management. It works with the treasurer in the preparation and presentation to the church of required reports regarding the financial affairs of the church. This committee is made up of the Trustees.

## ARTICLE IV. CHURCH MINISTRY ORGANIZATIONS

### SECTION 4.1

#### GENERAL

The church shall maintain ministries focused on the five purposes of the church. These will include MAT/MASTs focused on worship, fellowship, discipleship, service, and evangelism. All ministry teams shall be under church supervision, all officers being elected by the church and reporting regularly to the church, and all program activities subject to church coordination and approval. The church shall provide the human resources, physical resources, and financial resources for the appropriate advancement of these programs. The following teams will be comprised of at least three members. Each team will determine a chairperson for their team who may also serve on the Church Leadership Team. The following lists are a guideline for the anticipated ministry each team will conduct. It is anticipated that each MAT/MAST will evaluate, increase or decrease the ministries listed as the team becomes aware of church needs. (Constitution Article III Purpose: Achievement of Purpose, page 4)

- A. **Worship Ministry Action Team (MAT)** FSBC Worship - A place where people can celebrate the ongoing work of Jesus. Worship Ministry Action Specific Teams (MASTs) under the umbrella of the Worship MAT. The Worship MASTs will be overseen by the Worship MAT, Leadership Team, and Pastor.
- B. **Fellowship Ministry Action Team (MAT)** FSBC Fellowship - A place where people can connect relationally because of Jesus. Fellowship Ministry Action Specific Teams (MASTs) under the umbrella of the Fellowship. The Fellowship MASTs will be overseen by the Fellowship MAT, Leadership Team, and Pastor.
- C. **Discipleship Ministry Action Team (MAT)** FSBC Discipleship - A place where people can grow spiritually following Jesus. A disciple is one who has encountered Jesus + been changed by Jesus + following Jesus with others = Disciple. Discipleship Ministry Action Specific Teams (MASTs) under the umbrella of the Discipleship MAT. The Discipleship MASTs will be overseen by the Discipleship MAT, Leadership Team, and Pastor.

- D. **Service Ministry Action Team (MAT)** FSBC Service - A place where people can help others for Jesus in and out of the church. Service Ministry Action Specific Teams (MASTs) under the umbrella of the Service MAT. The Service MASTs will be overseen by the Service MAT, Leadership Team, and Pastor.
- E. **Evangelism Ministry Action Team (MAT)** FSBC Evangelism - A place where people are introduced to new life in Jesus. Evangelism Ministry Action Specific Teams (MASTs) under the umbrella of the Evangelism MAT. The Evangelism MASTs will be overseen by the Evangelism MAT, Leadership Team, and Pastor.

## **ARTICLE V. CHURCH ORDINANCES**

### **SECTION 5.1**

#### **ORDINANCE OF BAPTISM**

This church will receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

1. Baptism shall be by immersion in water.
2. Baptism shall be administered as an act of worship during any worship service
3. Baptism shall be administered by the pastor or whomever the pastor shall authorize.
4. A person who professes Christ shall be baptized as soon as possible.
5. For persons with special needs, the Pastor and church leadership will work out the details in order to express the purpose of baptism in special circumstances.

### **SECTION 5.2**

#### **THE ORDINANCE OF THE LORD'S SUPPER**

The Lord's Supper is a symbolic act of obedience whereby members of the church and other Christians, through partaking of unleavened bread and grape juice, commemorate the death of Jesus Christ who died for our sins.

- A. The church shall observe the ordinance of the Lord's Supper on the first Sunday of the month unless otherwise scheduled by the church.
- B. The pastor and deacons shall be responsible for the administration of the Lord's Supper.

## **ARTICLE VI. CHURCH MEETINGS**

### **SECTION 6.1**

#### **WORSHIP SERVICES**

The church shall conduct a minimum of one regular worship service on every Lord's Day and shall conduct prayer meetings on each Wednesday evening, or any other weekday the church may specify for the worship of Almighty God. Additional services may be added as the church seeks to maximize facility space. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor or designated ministerial staff shall direct the services for all the church members and for all others who may choose to attend.

### **SECTION 6.2**

#### **SPECIAL SERVICES**

Revival services and any other meetings which will be essential in the promotion of the vision, mission, and values of the church shall be placed on the church calendar as determined by the leadership team. (Section A, 2.10)

### **SECTION 6.3**

#### **REGULAR BUSINESS MEETINGS**

Regular Business Meetings - The Church shall conduct quarterly business meetings (February, May, August, and November), on the second Sunday evening of the month, or at such other time as it should designate. All business matters shall be attended to at this meeting. Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

**RIGHTS:** Only such active members as are in full and regular standing and do not hold letters of dismissal may act and vote in the transactions of the church.

**QUORUM:** Ten percent of the active resident membership shall constitute a quorum being necessary for the transaction of general church business, special church business, and for the election of officers. For the calling of a Pastor, discipline of a member, purchase of property, approving the budget, or for amendments and additions to the constitution, a quorum of twenty-five percent of the active resident membership is necessary.

### **SECTION 6.4**

#### **SPECIAL BUSINESS MEETINGS**

Special Business Meetings - The church may conduct called business meetings to consider matters of special nature and significance. Special called sessions must be announced publicly at the services of the church twice prior to the called meeting, or by written notice sent to the resident members of the church. The first notice shall occur not less than one week in advance of the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include

the subject, the date, and time and place; and it must be given in such a manner that all resident members have an opportunity to know of the meeting. No matters may be attended to at the called meetings except those for which the meeting was called and previously announced.

## **SECTION 6.5**

### **ANNUAL BUSINESS MEETING**

An annual church business meeting will be conducted on the First Sunday of August to conduct normal business as well as install committees and MAT/MAST's positions. The budget request forms will be given to each MAT/MAST and will be due back to the Finance Committee by the end of September. The annual budget will be voted on at the November Business Meeting.

## **ARTICLE VII. CHURCH FINANCES**

### **SECTION 7.1**

#### **BUDGET**

The Finance Committee, in consultation with the Pastor and Deacons, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses.

It is understood that membership in the church involves a financial obligation to support the church and its causes with regular proportionate gifts. Annually, each member shall be allowed at the November business meeting to indicate their support for the church's unified budget.

### **SECTION 7.2**

#### **HANDLING OF FUNDS**

The Treasurer shall account for all church receipts as outlined in Article II, Section 2.8.

Deposits of funds shall be made by the treasurer or appointed trustees of the church. Individuals selected for this duty by the Treasurer and Pastor jointly would normally be selected from the Tellers or Finance Committee, provided they otherwise have no other access to church financial records, such as check signing, record keeping, etc.

All funds thus received will be subject to audit as outlined in Article II, Section 2.8.

### **SECTION 7.3**

#### **FISCAL YEAR**

The church fiscal year shall begin on January 1 and end on December 31 of each year.

## **SECTION 7.4**

### **ACCOUNTING PROCEDURES**

All funds received for all purposes shall pass through the hands of the church treasurer, or financial secretary, and be properly recorded on the books of the church. Those who have the responsibility that involves the actual handling of funds shall be bonded, the church paying the bond. (See Article II, Section 2.8 regarding the church treasurer.) A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Treasurer.

## **SECTION 7.5**

### **STEWARDSHIP AND MISSIONS**

The church shall finance its program by the Scriptural method of tithes and offerings. Furthermore, it shall practice and support missions from its local community to the ends of the earth. (Acts 1:8) Evangelism shall be considered the primary work of the church.

The First Southern Baptist Church shall make an annual budget that will include all the local objects and support of missions and benevolences as sponsored by the church, the Southeast Kansas Baptist Association, the Kansas-Nebraska Baptist Convention, and the Southern Baptist Convention. The church shall endeavor to enlist the membership in meeting the annual budget.

## **SECTION 7.6**

### **DIVISION AND DISPOSITION OF PROPERTY**

1. Should a division of membership occur because of doctrinal differences
2. The title to and possession of all property and assets owned by this congregation shall remain with the group holding the doctrinal position common to churches of the Southern Baptist Convention (BF&M 2000).
3. An advisory council shall be made up of representatives from sister Southern Baptist Churches as proposed by the Southeast Kansas Baptist Association in cooperation with the Kansas-Nebraska Baptist Convention.
4. Parties of the outgoing group in the custody of physical properties shall immediately relinquish the same to proper church officers.
5. All officers and positions held by the outgoing group shall automatically be declared vacated at the time of division.

## **SECTION 7.7**

### **LITERATURE**

The church shall use only literature for its respective organizations that are generally accepted and recommended and consistent with Southern Baptist doctrine as reflected in the BF&M 2000.

### **ARTICLE VIII. DISSOLUTION**

Upon discontinuance of this Church by dissolution or otherwise, any assets lawfully available for distribution are to be transferred to one or more organizations qualifying as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, as amended, by a majority of members attending at a duly called business meeting.

### **ARTICLE IX. AMENDMENTS**

The Constitution and these Bylaws may be amended, modified, or repealed only by two-thirds (2/3) vote of the voting active members present at any duly convened business meeting of the church, provided the proposed amendment shall have been presented to the church in writing at any regular or duly called business meeting of the church at least thirty (30) days before the date established for voting on the said amendment. The proposed amendment shall be printed and posted in the church office at least fifteen (15) days before the proposed amendment is to be acted upon. When an amendment is proposed and has been rejected by the church, that amendment, or any amendment embodying the substance thereof, shall not be proposed again for at least six months from the date of the rejection of the such amendment.

Any amendments to the Constitution or Bylaws shall immediately go into full force and effect from and after their adoption.

Changes in the constitution and bylaws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing at a previous regular business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting.

Amendments to the constitution shall be by a three-fourths vote of church members present. Amendments to the bylaws shall have a concurrence of a majority of the members present and voting.

Adopted by the church in its business meeting of \_\_\_\_\_