**BYLAWS: LAMAR FIRST BAPTIST CHURCH**

SECTION 1

VOTING RIGHTS OF MEMBERS

All members shall have full voting rights on all motions, recommendations, resolutions or other matters that come before the church in regular or special business meeting except:

A. members placed on the non-resident or inactive list as provided in the bylaws.

B. members under the age of sixteen shall not be permitted to vote on the following matters:

 1. Dismissal of members for unchristian conduct

2. Calling or dismissing of the pastor or other church staff member

3. Buying, selling or mortgaging of church owned property.

SECTION 2

POSITIONS HELD BY MEMBERS

Only active members can hold office in the following positions; they shall agree to and abide by the Baptist Faith and Message

* Members nominated for positions B – F shall have faithfully attended services for at least one year.
1. Ministerial Staff
2. Deacon
3. Church Incorporate Officers
4. Following Committees
	* + 1. Trustee
			2. Finance
			3. Personnel
			4. Nominating
5. Organizational Directors (i.e. Sunday School, Men’s Ministry, Senior Adults, VBS, etc.)
6. Teachers/Bible Study Leaders

SECTION 3

TERMINATION OF MEMBERSHIP

Persons shall be removed as members of this church in the following cases:

A. Death

B. Granting of letter to another church

C. Upon written notification by another church or by the member, stating that the member has united with another church and no longer wishes tobe listed as a member of this church.

Persons may be removed as a member of this church by notice given at a regular business meeting and a two-thirds vote of those present and voting at the next regular business meeting in the following cases:

A. Member has moved from the general local area wherein the church ministers and has not attended regular worship, Bible study or other activities of the church or financially contributed to the support of the church for a period of one year.

B. Some serious condition exists which causes the member to be a liability to the general welfare of the church. Every reasonable measure will be taken by the pastor and by the deacons to resolve the problem. Any member whose membership has been terminated for any condition which has made it necessary for the church to exclude them may, upon request, be restored to the membership by a vote of the church upon evidence of repentance and reformation.

Person may be removed from the active membership and placed on the inactive list:

A. Member has moved and no address can be obtained for a period of one year; or

B. Member has not attended the regular worship, Bible study, or other activities of the church for one year and has not financially contributed to the support of the church for a period of one year. No resident member may be placed on the inactive list before visitation by a deacon and or pastor. Inactive members may be restored to active membership by becoming active in attendance and supportive of the church.

In any of the above cases, when membership is terminated a letter ofdismissal (Appendix W) shall be sent to the former member at the last known address, when available.

Persons may restore his/her active status by regular attendance and financial support for a period of at least three months. The procedure for placing or removing a person from the non-resident/inactive roll shall be as follows: the pastor, chairman of deacons, church clerk, financial secretary, Sunday School Director and chairman of the nominating committee shall serve as a committee to review the church roll, Sunday School records and contribution records relative to the status of members and make recommendation to the church for placing or removing a person from the non-resident/inactive ro11.

SECTION 4

DUTIES OF OFFICERS

The officers shall have such general duties for officers as contained in Robert’s Rules of Order except as otherwise enlarged, limited, modified or altered by these bylaws.

 A. Moderator. He shall preside overall church businessmeetings, except in suchcases when the matter before the church relates directly to the moderator.

 B Vice-Moderator. He shall preside at business meetings in the absence of the moderator or in those cases when the matter before the church relates directly to the moderator.

 C. Clerk. The clerk shall keep accurate minutes of the business meetings, keep other necessary records and conduct all necessary correspondence for the church in connection with this office. All books and records pertaining to this office shall be turned over immediately to the clerk’s successor.

 D. Financial secretary. The financial secretary shall be custodian of all funds contributed to the church and all its auxiliaries for general and special purposes. All receipts shall be promptly and regularly deposited in a bank account or accounts approved by the church and a11 disbursements shall be made by check. The financial secretary shall make monthly reports to the church of all receipts and disbursements and the exact balance on hand in the bank. The financial secretary’s books and records shall be presented for audit at the close of the financial year. All books and records pertaining to this office shall be turned over immediately to thefinancial secretary’s successor.

SECTION 5

STAFF

The staff shall be composed of those persons employed by the church. Job descriptions for each position setting forth responsibilities, benefits, terms and conditions of employment, manner of calling or hiring and termination shall be drafted by the Personnel Committee and approved by the church.

**MINIMUM REQUIREMENTS FOR ALL STAFF:**

As a representative of the Lamar First Baptist Church Family and often the first contact for visitors or new and prospective members, therefore it is vitally important that the Staff represent a true Christ like attitude and persona when at work.

 ***"There is only one chance to make a first impression"***

1. Must have an attitude of genuine caring for the congregation, staff and guests.
2. Exhibit a “whatever it takes” attitude.
3. Maintain a positive attitude at all times and poise under pressure.
4. Maintain a servant’s heart regarding the job description.
5. Maintain a cooperative team spirit with staff, volunteers and congregation.
6. Have pride in our building and grounds and functions.
7. Born-Again relationship with Jesus Christ.
8. Demonstrate a willingness to learn new tasks and functions.
9. Personal dress and appearance appropriate to the business and ministry of the Church
10. Regular church attendance is required, attendance at Lamar First Baptist is preferred
11. Commitment to personal loyalty to the Senior Pastor and each member of the Pastoral Staff.
12. Personal discretion concerning information of Church life and ministry shared in the normal flow of staff relations.
13. Personal integrity and self-motivation in the fulfillment of ministry.
14. No alcohol, tobacco, or illegal drug use anywhere on Church Property.

SECTION 6

PASTOR

The pastor shall be an ordained minister of the Southern Baptist denomination.

The pastor is charged with the welfare and oversight of the church, and shall be its true shepherd. He shall minister unto the church at all regular and appointed times of worship and service, shall administer the ordinances, and watch over his membership with diligence and love.

 Calling of Pastor

A. Whenever a vacancy shall occur in the position of pastor, a Pastor Search Committee shall be appointed as follows: The Nominating Committee shall nominate persons to serve on the Pastor Search Committee, which shall be elected by the church in regular or special called business meeting, other persons may be nominated from the floor. The Pastor Search Committee shall continue working with the new pastor for a minimum of one year after he has been called by vote of the church.

B. The committee may only bring one candidate at a time before the church for action.

C. A special business meeting shall be called when the committee has a candidate to recommend to the church. This business meeting may be held at the same time as a regular business meeting. Notice of the special business meeting shall be given as provided in the constitution. Election shall be by ballot. An affirmative vote of eighty(80%) percent of those present and voting shall be required to call a pastor.

Termination of Pastor

A. The pastor may terminate his position by submitting his resignation, orally or in writing, giving at least a two week notice before the resignation is to take effect.

B. The church may terminate the pastor by one ofthe following procedure**s**:

 1. A letter (Appendix V) requesting a special business meeting to take up the matter of termination of the pastor, signed by at least twenty (20%) percent of the resident church members, shall be given to the pastor, church clerk, chairman of deacons and vice-moderator.

 2. The personnel committee may recommend termination, after consultation with the deacons.

Business Meeting Order of Termination

”Shall (insert name) be terminated in his position as pastor of this church?” The question shall then be open for discussion. After discussion has ended or the previous question has been ordered, the vote shall be taken by ballot. A simple majority of those present and voting shall be required to terminate the pastor’s position. If the motion carries, additional action may be taken relative to when the termination shall become effective, payment of severance pay and other matters incident to termination.

**TITLE:**  Pastor

**HOURS:**  Salary

**REPORTS TO:** Personnel committee

**PRINCIPLE FUNCTION**

The pastor being called by God and the church is to preach the Gospel in accordance with the general principles of the Southern Baptist Convention, is to administer the ordinances of the church, and he is to provide spiritual leadership and awareness to its members.

**RESPONSIBILITIES/ACCOUNTABILITIES**

Preach the Gospel in accordance with the divine word of God, the church covenant and the principles of the Southern Baptist Convention.

Administer the observance of the church ordinances.

Provide spiritual and administrative leadership for the programs and activities of the church. Is an ex officio member of all committees.

Responsible for the welfare and growth of the church.

Develop and maintain both long and short-term church plans, providing progress reports monthly.

Provide training to staff, deacons and other church leaders to insure church programs are carried out by qualified personnel.

Develop and implement methods to deepen the love and fellowship of the church and its members.

Direct and participate in the outreach activities of the church, to include visiting the sick and bereaved, welcoming newcomers to the community, member visitation, and maintaining contact with shut-ins.

Responsible for planning and conducting congregational church services, to include Sunday services, Wednesday prayer meeting, and any special services the church may conduct.

Serve as a counselor, personally interviewing individuals with problems.

Direct a program *of* new member orientation.

Supervise Staff

In conjunction with the personnel committee, supervise the work and evaluate the performance *of* called church staff, to include secretary and custodian. Performance appraisals are to be completed by March. With appraisal interviews to be conducted jointly with the personnel committee.

Establish and maintain a meaningful relationship with religious and civic leaders in the community.

Serve as chairman of the Church Council and moderator *of* the church.

Conduct wedding ceremonies and funeral services.

SECTION 7

OTHER PROFESSIONAL CHURCH STAFF

The staff member shall be a Christian person of the Baptist faith. He/She shall be chosen and called by the church as needs arise for their services. His/her election shall take place at a meeting called for that purpose, of which at least one week’s public notice has been given. A staff member search committee shall be appointed as follows: The Nominating Committee shall nominate persons to serve on the Pastor Search Committee, which shall be elected by the church in regular or special called business meeting, other persons may be nominated from the floor. The search committee shall continue working with the new staff member for a minimum of one year after he has been called by vote of the church. The committee may only bring one candidate at a time before the church for action. Election shall be by ballot. An affirmative vote of eighty(80%) percent of those present and voting shall be required to extend a call.

Termination shall be in same manner as pastor.

**TITLE:**  SENIOR ADULT MINISTER

**HOURS:**  Salary

**REPORTS TO:** Sr. Pastor and personnel committee

**JOB DUTIES and RESPONSIBILITIES:**

Regularly visit our senior adults, members as well as prospects

Assist the pastor and deacons in ministry to our shut-ins and nursing home residents

Oversee and coordinate a visitation program to our homebound.

Organize and establish a senior adult group in our church, which would meet monthly for

fellowship, food, recreation, and programming that is informative and inspirational for senior adults

Organize regular opportunities for travel outings for our senior adults including one-day field trips as well as major travel opportunities

Promote conferences and other special events of interest to senior adults including volunteer mission service

Represent senior adults on the Church Council

Work with the pastor in meeting ministry needs especially in emergency situations when the pastor is not available

**TITLE:**  MINISTER OF MUSIC

**HOURS:**  Salary

**REPORTS TO:** Sr. Pastor and personnel committee

**JOB DUTIES and RESPONSIBILITIES:**

Work with the pastor in planning, coordinating, and leading worship

Coordinate and give oversight to the entire music ministry of our church

Develop and expand our music program to encourage the full participation of all interested persons from preschool through senior adults

Assist in the equipping and training of our people to become better musicians and leaders

Select a variety of musical styles that are uplifting, doctrinally sound, instructive, evangelistic, and contemplative

Give oversight to all special events related to music such as concerts, revivals, etc.

Represent the music ministry of our church on the Church Council

**TITLE:** MINISTER OF YOUTH

**HOURS:**  Salary

**REPORTS TO:** Sr. Pastor and personnel committee

**JOB DUTIES and RESPONSIBILITIES:**

**FOUR BASIC ASPECTS OF YOUTH MINISTRY**

1. Lead youth to Christ

2. Disciple youth in Christ

3. Teach Evangelism

4. Teach youth to be accountable -to God, to family, and to the church.

**PRINCIPLE FUNCTION OF THE YOUTH MINISTER**

...to be responsible for leading the church in the development of a comprehensive youth ministry. This will be done in consultation with the pastor, other staff members, church program organizational leaders (church council), and youth department director and teachers.

**Responsibilities will be to…**

1. Participate in the total youth education effort within the following areas: Sunday school, discipleship training, mission education, worship service, encampments (children's and youth camps), and other ministry possibilities.

2. Work in selecting, enlisting, training, supervising, and counseling youth leaders.

3. Coordinate the planning of projects and special activities for youth.

4. Lead youth department in a systematic plan of:

1. Discipleship -growing a strong core group of youth to reach out to their peers
2. Evangelism -sharing your faith in Christ and leading youth to share their faith;
3. Outreach -plan, promote, and execute events to draw un-churched youth into the fellowship.

5. Plan and conduct activities that will strengthen youth and families of youth.

6. Assist in preparing budget requests for the youth ministry.

7. Stay informed of the latest youth work materials and methods.

8. Visit new members, prospective members and be involved in general church visitation.

9. Perform any other duties needed to further the ministry of the Youth as specified by the will of the church.

**TITLE:**  CHURCH SECRETARY

**HOURS:** Hourly paid position

 Office hours: Monday through Friday, 8:00 a.m. - 12:00 noon, 1:00 p.m. - 4:30 p.m.

**REPORTS TO:** Sr. Pastor and personnel committee

**JOB DUTIES:**

Since these are the hours, the office is expected to be open, No comp time hours should be considered, without the approval of the Sr. Pastor or Chairman of the Personnel committee.

* The secretary's first priority is to complete the work of the pastoral staff.
* As time permits, the secretary can assist with clerical work associated with church organizations and ministries.
* Maintain the official church calendar for the scheduling of events by the various church groups and organizations.
* Provide the church financial secretary with bank deposit slips noting the various receipts (birthday, building and
* Memorial funds, missions, etc.)
* Type (Letters, forms, reports, monthly and yearly reports, etc.)
* Reproduce financial secretary's report for monthly business meeting.
* Answer telephone.
* Prepare and mail the weekly newsletter.
* Prepare the Sunday worship guides.
* Order and maintain an inventory of office supplies.
* Other related duties as determined and communicated by the pastor.
* The secretary shall be bonded: the cost to be borne by the church.
* Learn and become proficient in computer operations that may be added to assist in church ministries.

**NOTE:** The above duties are not intended to be an all-inclusive list - other duties may be assigned from time to time.

**TITLE:** CUSTODIAN

**HOURS:** This is a salaried, part-time position, and will require those hours necessary (estimated average 35 hours per week) to perform and complete duties as outlined below

**REPORTS TO:** Sr. Pastor and personnel committee

**RESPONSIBILITIES:**

1. Purchase all maintenance supplies, custodial supplies and kitchen paper goods.
2. All custodial needs based on facility use to include:
* Opening and closing responsibilities, including lights
* Clean & check pew pockets, straighten Hymnals before each service
* Empty and clean waste receptacles.
* Clean and disinfect restrooms.
1. Re-stock restroom paper products.
2. Vacuum carpeting.
3. Dust furniture.
4. Mop and dust floors.
5. Spot clean carpet.
6. Select proper chemicals and proper dilutions.
7. Clean and maintain air vents.
8. Wash walls where needed.
9. Wash glass entry doors.
10. Maintain security in building during and after cleaning.
11. Check and set all thermostat levels.
12. Keep custodial storage and work area clean at all times.
13. Clean and straighten all classrooms and fellowship hall.
14. Clean Sanctuary, hallways, stairs, classrooms, and offices.
15. Clean and fill baptistery when scheduled.
16. Set up, clean up for meetings, weddings, etc. as needed
17. Keep pop machine full and maintained
18. Help others when called upon.
19. Coordinate maintenance and custodial tasks with all ministries.
20. Schedule all preventative and repair maintenance needs up to $100.00, otherwise as directed by Trustees.
21. Perform general electrical maintenance, replace, repair, and install outlets, switches, lighting fixtures; to include changing bulbs, fluorescent ballasts, exit lamps, etc.
22. Perform basic plumbing maintenance on drinking fountains and bathroom fixtures.
23. Assemble/repair and maintain office and classroom furnishing including carts, tables, chalkboards, bulletin boards, etc.
24. Keep all general storage areas organized, clean, and solve all storage problems.
25. Schedule semi-annual and monthly maintenance on furnaces including changing/cleaning of filters, adjustment or replacement of blower belts, greasing of blower bearings.

10. General repair and maintenance of buildings to include:

1. Keep entryways clean and safe
2. Cleaning soiled carpet.
3. Repair and maintenance of door mechanisms, door closers, locks, etc.
4. Room set-ups/take-downs.
5. Drywall repair and painting.
6. Clean cold air return registers.
7. Periodic cleaning of all windows.

11. Secure facility after all major functions and each evening.

 **NOTE:** The above duties are not intended to be an all-inclusive list -other duties may be assigned from time to time.

**TITLE:** OUTREACH DIRECTOR

**HOURS:** Salary

**REPORTS TO:** Sr. Pastor and Personnel Committee

**PURPOSE:** To bring the focus of our church to the needs of people far from God, equipping them to share their

 faith naturally and relationally.

**RESPONSIBILITIES:**

1. Develop and execute a paradigm shift in the culture of our church where sharing our faith is natural,

intentional, and relational.

1. Recruit, train, and support the network of volunteers who lead various programs in leading their individual

 ministries to reach out into our community with the Gospel of Jesus Christ.

1. Develop and execute programs to reach people in need of God’s love in the areas surrounding our community.
2. Develop and maintain local and international mission programs
3. Planning and leading mission trips, including local day trips, as well as longer duration domestic and

 international trips.

1. Execute outreach activities within the community, including establishing a presence for our church at

 community events.

1. Network with various community groups and individuals to accomplish the outreach goals of the congregation.

**TITLE:**  (Treasurer / Financial Secretary)

**HOURS:** This is a salaried, part-time position, and will require those hours necessary to perform and complete the duties as outlined below.

**REPORTS TO**: Senior Pastor & Personnel Committee

**RESPONSIBILITIES:**

* + Issue all checks
		- 2 signature requirements for disbursements greater than $4,000. By requiring 2 signatures, the Church is verifying that both signatures agree that the payment is proper and reasonable.
			* This person shall be bonded
			* This person shall act in the absence of the treasurer.
			* This person shall be appointed by the Personnel Committee.
			* This person shall serve a term of three years.
		- Obtain proper receipt for purchases prior to disbursing reimbursements.
	+ Maintain all bank accounts
	+ Maintain all financial records and disbursements from the church financial office.
	+ Balance treasurer’s books every month end
	+ Prepare monthly financial reports for church secretary to type and reproduce for church business meetings
	+ Attend all finance committee meetings and act as ex-officio member
	+ Cooperate with and assist finance committee as needed in regards to annual audit
	+ Prepare the disbursements and cash receipts, journals, and payroll registers of individual earnings records
	+ Deposit payroll taxes.
	+ Prepare quarterly and annual payroll reports.
	+ Confirm with those relevant church employees their vacation and sick leave benefits, weekly or biweekly, so that proper credits and debits can be recorded.
	+ Record and make available individual contribution records for church members.
* **Bonding:** Position shall be bonded, at the Church’s cost.
* **Requirements**: As a representative of the Lamar First Baptist Church Family and often the first contact for visitors or new and prospective members, therefore it is vitally important that the Staff represent a true Christ like attitude and persona when at work.
	+ Must have an attitude of genuine caring for the congregation, staff and guests.
	+ Exhibit a “whatever it takes” attitude.
	+ Maintain a positive attitude at all times and poise under pressure.
	+ Maintain a servant’s heart regarding the job description.
	+ Maintain a cooperative team spirit with staff, volunteers and congregation.
	+ Have pride in our building, grounds, and functions.
	+ Born-again relationship with Jesus Christ.
	+ Demonstrate a willingness to learn new tasks and functions.
	+ Personal dress and appearance appropriate to the business and ministry of the Church.
	+ Regular church attendance is required, attendance at Lamar First Baptist is preferred.
	+ Commitment to personal loyalty to the Senior Pastor and each member of the Pastoral Staff.
	+ Personal discretion concerning information of Church life and ministry shared in the normal flow of staff relations.
	+ Personal integrity and self-motivation in the fulfillment of ministry.
	+ No alcohol, tobacco, or illegal drug use anywhere on Church Property.

 Adopted at Special Business Meeting on 3/25/2018

**Non-Paid Leaders**

SECTION 8

DEACONS

Qualifications of Deacons

A. In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the pastor and staff in performing pastoral ministries. These include: proclaiming the gospel to believers and unbelievers; caring for church members and others in the community; leading the church to engage in a fellowship of worship, witness, education, ministry, and application. Deacons should meet the requirements set forth in the New Testament in Acts 6: 3 and I Timothy 3: 8-13.

Deacon Selection

1. Non-ordained Candidates

1.      As the need for new deacons arise, the deacon body shall consider who have demonstrated by their lives the characteristics of leadership explained in Acts 6:1-6 and 1 Timothy 3:8-13 and have been faithful in attendance to the ministries of First Baptist Church.

2.      The deacon officers shall elect three deacon representatives to contact the candidate(s) to verify their willingness to serve.

3.      The deacon body will recommend to the church the candidate(s) for ordination.

4.      After affirmative vote of the church, prior to ordination, the candidate(s) will have completed the study “Deacons: Partners in Ministry and Growth” by Jim Henry.

5.      Upon fulfilling the requirements, an ordination service will be scheduled in which the candidate(s) will give verbal testimony to salvation and doctrinal issues.

1. Ordained Candidates
	1. In-active Deacon, member of the church

 After becoming active in church attendance and ministry

The candidate(s) will complete the study “Deacons: Partners in Ministry and Growth” by Jim Henry.

 Upon recommendation of the deacon body and vote of the church may become an active deacon.

* 1. Coming from another SBC church

Candidate fulfills one year of faithful service and attendance in church ministry.

The candidate(s) will complete the study “Deacons: Partners in Ministry and Growth” by Jim Henry.

Upon recommendation of the deacon body and vote of the church may become an active deacon.

Other

1. The chairman of the deacons shall serve as church moderator in the absence of the pastor.

B. When there is cause to believe that a deacon no longer meets the requirements as stated in Acts 6 and I Timothy 3, he shall be counseled by the deacon chairman and pastor. If, in the opinion of the deacon chairman and the pastor, the deacon no longer should serve as a deacon, they shall suggest to the deacon body to recommend to the church that he be removed from the deacon body. This shall be done at a regular business meeting. A deacon may resign from the deacon body at his request without church approval.

SECTION 9

CHURCH COUNCIL

Membership

 The membership of the church council shall consist of the following: the pastor and all professional staff, chairman of deacons, all church directors and committee chairpersons. The pastor shall preside at all meetings of the council.

Function

 The council shall have the general responsibility to recommend to the church objectives and goals; to review and coordinate program plans recommended by the church officers, organizations and committees; to recommend to the church the use of leadership, calendaring of activities and events and other resources according to program priorities and to evaluate program achievements in terms of church goals and objectives.

Church Approval

 All matters agreed upon by the council calling for action not already provided for by action of the church shall be referred to the church for approval or disapproval.

SECTION 10

 CHURCH STANDING COMMITTEES

The church shall have the following standing committees with the responsibilities hereinafter set forth: (The pastor or his appointed staff shall be an ex-officio member of all committees.) Committee job descriptions are in the Appendix.

Audio/Visual Committee

Work in conjunction with the Minister of Music and the Music Council in providing audio/visual resources to the church.

Baptismal Committee

Ensure the provision of appropriate, well-maintained facilities, equipment, and materials necessary for baptism; to assist the candidates in preparing for their baptism; and to assist the pastor in administering the ordinance.

Finance Committee

Lead the church to accomplish its mission by developing in members an understanding of an commitment to biblical stewardship through a planned, year-round program. The committee will use all functions of the church to help members and the corporate church grow in stewardship and mission support.

Hospitality Committee

Provide hospitality services (meals) as needed.

Insurance Committee

Maintain proper insurance for facilities, vehicles, equipment, and personnel.

Landscaping Committee

Maintaining the church grounds with landscaping.

Nominating Committee

To lead in staffing all church-related positions filled by volunteers, including vacancies that occur during the year.

Personnel Committee

To assist the church in matters related to employed personnel administration.

Recreation Committee

Providing a Christ centered fellowship through recreation … softball, YMCA, bowling, etc … that will be an inward ministry to our church family as well as an outward ministry to the community.

Special Events Committee

To provide decorations for the church facility throughout the year.

Trustees Committee

Assists the church in all matters related to the administration of all church properties.

SECTION 11

CHURCH ORGANIZATIONS AND MINISTRIES

Children’s Ministry Council

Directing the church to become mission-minded.

Women’s Ministry Council

Minister to women through fellowship, Bible study, outreach, and spiritual growth.

Library Council

Make available books and resources to church members.

Men’s Ministry Council

Building relationships among men.

Reaching men in Lamar and Barton County for the Lord.

Serving the Body of Christ through ministry, evangelism, and fellowship.

Music Council

Support the Minister of Music and the music program.

Contact for congregation to voice opinions and wishes.

Help assist in special equipment purchases.

Assist as requested with music presentations.

Sounding board for the Minister of Music.

Kingdom Kids Council

To teach Biblical truths to even the youngest child and provide a safe and healthy environment for children aged from birth through 3 years.

Sunday School

Provide direction to the Sunday School Ministry of the church.

Youth Ministry Council

Assist and support the Student Minister in planning, promoting, and implementing activities and events for students in grades 7-12

Senior Adult Council

Planning Senior Adult programs and activities.

All organizations, councils and ministries of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. No organization, council or ministry shall maintain a separate bank account or keep funds for expenses of operation and ministry without approval by the church.

SECTION 12

 CHURCH FINANCES AND BUDGETING

It is the policy of this church that the work and ministry of the church is to be supported by the tithes and offerings of the membership or those persons who may not be members but which desire to contribute to the Lord’s work by contributions to this local church.Itis further the practice and policy of this church to financially support the cause and ministry, education, missions and evangelization by financially contributing to the Ozark Prairie Baptist Association and through the Cooperative Program of the Missouri and Southern Baptist Conventions. No special offering other than those sponsored by the Ozark Prairie Baptist Association, Missouri Baptist or Southern Baptist Conventions shall be promoted by the church unless approved by action of the church. The fiscal year of the church shall be from July 1 through June 30.

SECTION 13

MARRIAGE POLICY

This body of believers will be about knowing God, following Christ, and being filled and led by God’s Holy Spirit. We will be a people who build our lives and beliefs on the word of God and practice what God’s word says in our daily lives. When God’s word comes in conflict with our culture, we will be like Peter and John in Acts 4:19-20. We will do what God says, whether it concurs with our culture or not. We believe that the term “marriage” has only one meaning, and that is marriage sanctioned by God, which joins one man, and one woman in a single, exclusive union as delineated in the Holy Bible. Therefore, this body of believers will not solemnize, recognize, or support by rental or use of its facilities any union outside the Biblical definition of one man and one woman, as stated in our Baptist Faith and Message (2000), article 10.

SECTION 14

AMENDMENT TO BYLAWS

These bylaws may be amended by a majority vote of members present and voting, provided the proposed amendment has been moved and seconded at a prior business meeting. Appendices may be revised/changed by a simple majority vote of the church at any regular business meeting.

**APPENDICES**

APPENDIX A

Audio/Visual Committee

Purpose:

To work in conjunction with the Minister of Music and the Music Council in providing audio/visual resources to the church.

Job Description:

Upkeep and maintenance of audio/visual equipment.

Organization and inventory of audio/visual equipment.

Provide training opportunities for a/v technicians and potential technicians.

Staff the sound system for every service.

Schedule rotation of worship a/v technicians.

Recommend and purchase new equipment following approval.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX B

Baptismal Committee

Purpose:

To ensure the provision of appropriate, well-maintained facilities, equipment, and materials necessary for baptism; to assist the candidates in preparing for their baptism; and to assist the pastor in administering the ordinance.

Job Description:

See that all necessary baptismal equipment and facilities are available and in order prior to each baptismal service.

Meet with the pastor and candidate(s) for a time of instructions and prayer before the baptism.

Meet with the person(s) to be baptized at the appointed time, and show them to their dressing rooms. Answer questions that may arise and see that each candidate has a robe and towel.

Assist each person into and out of the pool and to the dressing room.

Appoint one member of the committee to assist the pastor before and after the baptismal service to assure a minimum of time for dressing.

Arrange for baptismal garments, towels, and other supplies to be prepared for the next service.

Cooperate with the pastor in evaluating the baptismal service, and suggest ways the service could be improved.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX C

Finance Committee

Purpose:

To lead the church to accomplish its mission by developing in members an understanding of an commitment to biblical stewardship through a planned, year-round program. The committee will use all functions of the church to help members and the corporate church grow in stewardship and mission support.

Job Description:

Prepare yearly budget for the church’s approval at the June business meeting.

Meet quarterly (minimum) to determine expenditures and income of budget.

Plan, promote, and implement a stewardship awareness event for the whole church in the Spring of each year.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX D

Hospitality Committee

Purpose:

To provide hospitality services (meals) as needed.

Job Description:

Assist with special events throughout the year.

Assist with all funeral dinners.

Assist with Fellowship Suppers.

Assist with 5th Sunday Fellowships.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX E

Insurance Committee

Purpose:

Maintain proper insurance for facilities, vehicles, equipment, and personnel.

Job Description:

Evaluate insurance needs and cost at annual renewal.

Communicate with the church annual renewal costs, changes, and recommendations.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX F

Landscaping Committee

Purpose:

Maintain church grounds, provide shrubs, other needs for landscaping.

Job Description:

Take care of landscaping, shrubs, etc. Replant when needed. Reseed grass areas, take care of dirt work.

APPENDIX G

Nominating Committee

Purpose:

To lead in staffing all church-related positions filled by volunteers, including vacancies that occur during the year.

Job Description:

Select, interview, and enlist church program leaders and general church officers.

Approve volunteer workers before they are invited to serve in church-elected leadership positions.

Assign leaders to positions of service according to church needs.

Assist church leaders to discover and enlist qualified persons to fill church-related positions of leadership in their respective organizations.

Present volunteer workers to the church for election by the August business meeting.

Nominate special committees as assigned by the church.

Present church directors and organization leaders to the church for election by July.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX H

Personnel Committee

Purpose:

To assist the church in matters related to employed personnel administration.

Job Description:

Survey the needs for additional church staff positions.

Prepare and update as necessary position descriptions for all employed personnel.

Prepare and maintain an organization manual relating to the church’s employed personnel.

Recruit, interview, and recommend prospective employees to the church. Clerical and maintenance personnel are recruited, interviewed, and recommended to the personnel committee for employment by the appropriate supervisor.

Develop and recommend salaries and benefits for employed personnel.

Develop and recommend to the church policies and procedures for employed personnel administration.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX I

Recreation Committee

Purpose:

Providing a Christ centered fellowship through recreation … softball, YMCA, bowling, etc … that will be an inward ministry to our church family as well as an outward ministry to the community.

Job Description:

To be available to any committee or ministry that may need assistance with recreation ideas, activities, or leadership

To plane, promote, and implement a minimum of one family night (i.e. Family Night at the YMCA).

To periodically survey the recreation needs of First Baptist Church members.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX J

Special Events Committee

Purpose:

To provide decorations for the church facility throughout the year.

Job Description:

Decorate the church facility for special events and activities.

To provide flower arrangements for the worship center.

Assist in the decorating for the Senior Adult Banquet, Hanging of the Green, Fall Round-Up, etc.

To arrange for a special gift for the ministerial staff on birthdays and church anniversaries.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX K

Trustees Committee

Purpose:

Assists the church in all matters related to the administration of all church properties.

The Trustees shall elect a chairman, vice chairman, and secretary who will serve as the corporation officers and therefore, the legal custodians of all church buildings.

Any action of the Trustees to be taken in conjunction with the appropriate church officers or committees are subject to final approval by the church at large.

They will hold in trust the property of the church, but shall have no power to buy, sell, mortgage, lease or transfer any property without specific authorization of the church.

Signatures of three trustees: chairman, vice-chairman, and secretary shall be necessary to validate any formal legal transaction.

Job Description:

Inspect and inventory all church properties periodically.

Consult with program leaders concerning space allocation. Recommend changes in the use of space.

Make suggestions concerning employment, training and supervision of maintenance personnel.

Develop and recommend policies and procedures related to church property and space.

Consider the arrangement, equipping, and supervision of parking space.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX L

Children’s Ministry Council

Purpose:

Directing the church to become mission-minded.

Job Description:

Plan and implement a minimum of three children’s outreach activities, such as:

Children’s Camp

Intro to Camping

Fall Festival/Halloween Alternative

Hayride

Assist the VBS Director when possible and as needed.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX M

Women’s Ministry Council

Purpose:

To minister to women through fellowship, Bible study, outreach, and spiritual growth.

Job Description:

Support and enhance existing ministries of the church.

Work with the Missions Committee to coordinate missions offerings.

Provide quarterly meetings.

Plan, promote and implement two annual Bible studies.

Plan, promote, and implement one annual retreat.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX N

Library Council

Purpose:

To make available books and resources to church members.

Job Description:

Maintain, upkeep, and catalog library resources.

Evaluate and update ministry organizational resources.

Promote opportunities for spiritual enrichment through Christian books and resources.

Coordinate the Summer Reading Club for children.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX O

Men’s Ministry Council

Purpose:

Building relationships among men.

Reaching men in Lamar and Barton County for the Lord.

Serving the Body of Christ through ministry, evangelism, and fellowship.

Job Description:

Provide Bible study opportunities throughout the year.

Offer fellowship opportunities (i.e. Promise Keepers, Retreats, Fish Fry, etc.)

Organize and plan breakfast and worship service for Baptist Men’s Day, in coordination with the ministerial staff.

Organize and plan quarterly men’s breakfast.

Research local mission opportunities for the men of the church. After consultation with appropriate staff, organize mission experiences when possible.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX P

Music Ministry Council

Purpose:

Support the Minister of Music and the music program.

Contact for congregation to voice opinions and wishes.

Help assist in special equipment purchases.

Assist as requested with music presentations.

Sounding board for the Minister of Music.

Job Description:

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX Q

Sunday School Director

Purpose:

Provide direction to the Sunday School Ministry of the church.

Job Description:

Enlist Sunday School teachers with the aid of the Assistant Sunday School Director and Ministerial Staff.

Responsible for contacting absentee teachers.

Provide training opportunities for current and prospective teachers. (i.e. Local, Associational, State)

Inform and educate Sunday School leaders of material options.

Order Sunday School materials quarterly.

Lead in promoting Sunday School involvement throughout whole church. (i.e. High Attendance Day, Bring a Friend Day, Pack a Pew Day, etc.)

Maintain regular communication with the appropriate staff.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX R

Youth Ministry Council

Purpose:

To assist and support the Student Minister in planning, promoting, and implementing activities and events for students in grades 7-12.

Job Description:

Participate and assist in leadership training.

Help plan and coordinate the Student Ministry calendar.

Help secure sponsors for student activities.

Facilitate programs in the absence of the Student minister.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX S

Senior Adult Council

Purpose:

Planning Senior Adult programs and activities.

Job Description:

Plan, promote, and implement annual Senior Adult Banquet.

Plan, promote, and implement annual Fair Ministry.

Plan, promote, and implement New Life Ministry.

Plan, promote, and implement annual Prayer Warrior Ministry.

Plan, promote, and implement monthly YAH programs.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Finance Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.).

APPENDIX T

**Purpose of the Worship Leadership Team**

* To serve the church through presentation of the gospel through music and song.
* To lead us into the presence of the Living God.
	+ There is no place for performances or showmanship.
	+ Our desire is to honor, glorify and exalt God through worship.
* God deserves our best. We will strive to maintain a music ministry of excellence.

**Testimony**

Luke 3:8, II Corinthians 7:9-10, I Timothy 4:12-16, Revelation 12:11

* All Worship Leadership Team members should realize the importance of their testimony, both spoken and inferred.
* Scripture calls us to be an example in every aspect of our lives.
* An attitude of repentance is a needed quality in a Worship Leader.

**Talent and Gifts**

I Chronicles 15:22, II Chronicles 34:12, Psalm 33:3, I Corinthians 12, I Timothy 4:14, II Timothy 1:5-8, 2:24

Scripture encourages us to use our gifts and talents for the edification of the church and to be skillful in applying those gifts and talents. This infers a measure of professionalism in all that is done in leading worship.

* Worship team members should desire to express/use their gifts/talents in service through the church by serving with the Worship Leadership Team.
* Worship team members are expected to attend all rehearsals.
* Worship team members should be on time and prepared for rehearsals and for worship services.
* Worship team members are part of a team and should realize the importance and responsibility of their position on that team, and should strive to work together as a unit.

**Leadership**

I Chronicles 15:22, II Chronicles 34:12-13, Hebrews 13:7-9, 15-17, II Timothy 2:24

Scripture tells us to pray for and follow our leaders. As a member of the Worship Leadership Team, we will pray for and follow the direction of those who have oversight over us. We are to function as a team, each one with an important part to play: for the unity of the Team and for the building up of the church.

**Age Considerations**

Positions of service on the Worship Leadership Team are open to people age 16 and above who are willing to adhere to the other qualifications outlined in these guidelines.

Adopted at Business Mtg. 09/05/2012

APPENDIX U

FORM REQUESTING SPECIAL BUSINESS MEETING

FOR TERMINATION OF PASTOR

We, the undersigned, in accordance with the provisions of the church bylaws, do hereby request a special business meeting to be called to take up the matter of the termination of the pastor. Pursuant to the bylaws provisions, the undersigned do represent at least twenty (20%) percent of the resident church members. The church clerk is hereby directed to give notice of the special called business meeting as provided for in the constitution.

APPENDIX V

FORM FOR LETTER OF DISMISSAL OF MEMBERS

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Pursuant to church bylaws provisions, this letter is being provided to you as a letter of dismissal from the Lamar First Baptist Church. This dismissal is provided for members who are no longer resident members or who have become inactive. Should you desire to become once again a member of this or another congregation, you should present this letter as evidence of your prior membership in this congregation.

To Whom It May Concern:

 Please be advise that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was dismissed as a member of the Lamar First Baptist Church and granted this letter on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This letter is provided to this former member so that if he/she desires to unite with another church that he/she will have this letter as evidence and statement of former church membership. The basis for dismissal was due to the member having become non-resident/inactive.

Revised for Business Meeting, September, 2007

Approved at Business Meeting, September, 2007

Updated at Business Meeting, August, 2010

Updated at Business Meeting, January, 2015

Updated at Business Meeting, June, 2015

(Outreach)Updated at Special Business Meeting, February 2018

(Treasurer/Financial Secretary)Updated at Special Business Meeting, March 2018