

03/20/14

08/22/12

10/18/06

3/1/2000

October 8, 1969

Revised 11/16/88

BY-LAWS

Of the

First Baptist Church of Fort Walton Beach, Florida, Inc.

Article I. Membership

Section 1. Any person professing faith in the Lord Jesus Christ as his Savior and declaring it as his purpose to follow Him as His disciple may, by a majority vote of the members present at any regular worship service of the Church, be received for baptism into full fellowship of the church.

Section 2. Members of other Baptist churches of like faith and order, upon presentation of themselves on promise of letter of transferal from other Baptist churches of like faith and order, may be received into full membership of the Church by majority vote of the members present at any regular worship service of the Church.

Section 3. Members by statement as herein after described, upon recommendation by the Pastor or a committee appointed for that purpose, may be received into full membership in the church by majority vote of the members present at any regular worship service of the church. The following shall be candidates for membership by statement.

- (a) Any person who has at sometime been a member of a Baptist church of like faith and order, but whose membership has lapsed or has been lost, and who shall make a statement of the facts and the vows of his faith and love to Christ.
- (b) Any person who has professed faith in Jesus Christ as his Savior and declared it as his purpose to follow Him as His disciple and who has received believer's baptism in a non-Baptist church. (Revised March 14, 1972)

Section 4.

- (a) Members may, at the request of another Baptist church of like faith and order, be transferred by letter to another Baptist church of like faith and order.
- (b) In case a member unites with a church other than a Baptist Church of like faith and order, he shall be removed from the membership roll of this church.
- (c) Upon receipt of a written request from the individual, his name may be removed from the Church roll.

Article II. Officers

Section I. Pastor

- a) As often as may be necessary, a Pulpit Supply Committee, to function during a period when the church is without a pastor, shall be nominated by the Deacons and elected by the church. This committee shall consist of three (3) members of the church and shall be responsible for filling the pulpit for all weekly worship services. It shall also be responsible to recommend to the church, as soon as possible, a minister of good report, who is not a candidate to fill the pulpit permanently, to serve as Interim Pastor.
- b) As soon as possible, when the pulpit is or is to be vacated, a Pastor Search Committee shall be nominated and elected by the church. This committee shall consist of nine (9) members of the church and shall be responsible to search for and recommend to the church the minister whom they feel God has prepared for this church. His election shall require the affirmative vote, by written ballot, of at least 80% of the resident church membership present and voting at any meeting of which "Due Notice" has been given. A quorum of 10% of the resident church membership is required at any business meeting at which a pastor is called.
- c) The Pastor shall be called to an unlimited term to serve as the spiritual leader of the church.
Revised 8/22/2012
- d) 1) The Pastor may terminate his service to the church at his own pleasure by giving a written Notice of the date of his termination to the President of the Board of Directors. Additionally, he may give a written or verbal notice to the Deacons and the church body.
2) The Pastor may be terminated immediately if he commits an immoral act, or an illegal act, or a dishonest act.

The specific act will be evaluated at a meeting of the Officers of the Board of Directors, the Officers of the Deacons, and the Chairman of the Personnel Committee. This evaluation meeting will be called and chaired by the President of the Board of Directors, or in his absence, the Chairman of the Deacons.

If the act is found to warrant termination action, a notice of termination will be delivered by the President of the Board of Directors, accompanied by the Chairman of the Deacons, or the Chairman of the Personnel Committee.

In the absence of the Chairman of the Deacons, the Vice Chairman will accompany the President of the Board of Directors.

In absence of the President of the Board of Directors, the Chairman of the Deacons will deliver the notice accompanied by the Vice Chairman of the Board of Directors.

Upon termination of the Pastor, the President of the Board of Directors and the most senior Minister shall jointly serve as interim church leaders.

- 3) The Pastor may be terminated at the will of the church. This shall only be accomplished at a "Due Notice" special meeting with a quorum of ten percent (10%) of the resident church membership and a majority vote of those church members present.

This meeting will consist only of members of the church and will be moderated by the President of the Board of Directors, or in his/her absence, Chairman of the Deacons.

Voting at this meeting shall be secret ballot.

(See Article V, Section 5, entitled Business Meeting, for explanation of (“Due Notice”)

Revised August 22, 2012)

Section 2. Ministers, other than the Pastor, and Directors of Ministries (Revised 8/22/2012)

A. Qualifications

- a) Give evidence of God’s special call in the area of their ministry.
- b) Give evidence of specialized training and experience in the field of service.

B. Methods of Call

- a) The Pastor shall appoint representative leadership from the church to serve as a special committee.
- b) In cooperation with the Pastor, this committee will investigate qualifications and recommend to the Church the best qualified person available for the office.
- c) “Due Notice” shall be given to the church in preparation for the calling of this Minister or Director of Ministries.
- d) Ministers and Directors of Ministries of the church will serve at the pleasure of the Pastor.
(Revised 8/22/2012)

C. Termination of Other Ministers and Directors of Ministries

- a) A Minister or Director of Ministries can terminate at his own pleasure by giving a written notice of the date of his termination to the Pastor. She/he may provide verbal notice to the Deacons and the church congregation, should he/she choose to do so with the concurrence of the Pastor.
- b) A Minister or Director of Ministries can be terminated immediately by the Pastor in the event of an immoral, illegal or dishonest act has been committed by the Minister or Director.

In the vacancy or incapacitation_of the pastor, the President of the Board of Directors shall be responsible for carrying out the duties of the Pastor with regard to these circumstances.
(Revised 8/22/2012)

(i.) For other causes, such as insubordination, poor performance, acts unbecoming a Minister/Director, etc... The Pastor will discuss the situation with the President of the Board of Directors, the Chairman of the Deacons and the Chairman of the Personnel Committee. The final decision for any action is up to the Pastor, and that action may include suspension or termination of the Minister/Director.

(ii.) Regardless of the cause of termination (or suspension) the pastor will deliver the termination or (suspension) notice to the Minister or Director of Ministries in the

presence of the President of the Board and/or the Chairman of the Deacons.
In the absence of the Chairman of the Deacons, the Pastor shall be accompanied by the Vice Chairman of the Deacons. (Revised 8/22/2012)

(iii.) A Minister or Director of Ministries may be terminated at the will of the church. This shall only be accomplished at a "Due Notice" special meeting with a quorum of ten percent (10%) of the resident church membership and a majority vote of those church members present. This meeting will consist only of members of the church and will be moderated by the Pastor. Voting at this meeting shall be secret ballot.

(iv.) In the vacancy of the Pastor, the President of the Board of Directors may fulfill the role of the Pastor for these actions.

Section 3. Deacons

- a) Deacon Screening Committee will determine and recommend annually the number of deacons to be elected to maintain as closely as feasible up to one deacon for each 15 families. The term of active service will be staggered so that approximately one-third of the total number shall expire each year. The term of service shall be three years and deacons can succeed themselves if elected.
- b) A Deacon Screening Committee, consisting of seven people, shall be appointed each year by the Pastor, the Chairman and Vice-chairman of the Deacons. Four members of this committee shall be changed annually. Neither members of the screening committee nor husbands of committee members shall be eligible for election as deacons.
- c) The deacon screening processing packet, consisting of a cover letter and Forms I, II, and III will be used as a plan of criteria and procedures in nominating, screening and electing deacons and Forms IV and V will be used as suggested guidelines to assist the committee in reconciling any questions that may arise during the screening process.
- d) Each year, two months prior to election, the duties and qualifications for deacons will be published in THE BEACON along with a list of all ordained deacons within the church membership who are eligible for election. Nominations need not be limited to these men only. The church membership will then be given two weeks to submit their nominations to the Deacon Screening Committee. An election of or the office of deacon shall be held by the church at the Sunday morning worship service after "Due Notice" has been given. When vacancies occur during the ensuing year, the screening committee shall nominate to the church men to serve until the next annual election.
- e) Nominees for this office of deacon shall be screened carefully by the Deacon Screening Committee as set forth in the Deacon Screening Process Packet. The Deacon Screening Committee shall submit to the church for election those men who meet the criteria delineated on Form II of the aforementioned packet.
- f) An elected deacon shall be ordained as soon as possible after election unless He has been ordained.

Section 4. Moderator

The Pastor shall be the Moderator. In the absence of the Pastor, the Chairman of the Deacons shall preside. In the absence of both, the Clerk shall call the Church to order and a Moderator pro-tem shall be elected.

Section 5. Clerk

The Church shall elect a Clerk annually for the Church year. The Clerk's duties shall be to keep a correct record of all proceedings of the regular and special business meetings of the Church in suitable books provided for this purpose. The Clerk shall sign letters of dismissal voted by the Church and cooperate with the Church office in keeping a correct roll of the membership and in keeping the record and official papers belonging to the Church.

Section 6. Treasurer

The Treasurer of the Church shall be elected annually for the Church year. It shall be the responsibility of the Treasurer to manage a system to receive, preserve, and pay out upon approval of the Finance Committee all monies received through all channels, keeping at all times an itemized account of all receipts and disbursements. Payment of bills and expenses shall be paid by check drawn on a local bank or banks selected by the Finance Committee. Checks shall be signed by any two (2) of the following: The Treasurer, the Chairman of the Finance Committee, the Chairman of the Board of Directors and any other persons designated by the Finance Committee and authorized by the Church's corporate officers. All funds received for special offering shall be remitted in a timely manner by check. The Treasurer shall render to the Church in its regular business meeting an itemized report of receipts and disbursements for the preceding month.

Section 7. Bible Study Director

The Bible Study Director shall be elected for each Church year at the regular business meeting in January. The Bible Study Director shall have supervision of the Sunday school, its conduct and direction. The Bible Study Director shall make monthly reports to the Church in its regular business meeting.

Section 8. Director of the Discipleship Training

The Director of the Discipleship Training shall be elected for each Church year at the regular business meeting in January. The Director shall have the supervision and direction of the Discipleship Training and shall make monthly reports to the Church in its regular business meeting.

Section 9. Brotherhood Director

All officers of the Brotherhood will be nominated by the Brotherhood itself, and the names of these officers will be presented to the Church each year for election for the Church year.

Section 10. Woman's Missionary Union Director

All officers of the W.M.U. of the Church will be nominated by the W.M.U. itself, and the names of these officers will be presented to the Church each year for election for the Church year.

Section 11. Other officers shall be elected by the Church as the Church may from time to time deem necessary.

Article III. Corporate Body

Section 1. Officers and Board of Directors

The Officers of the "Corporate Body" shall consist of a President, Vice-President, a Secretary, an

Assistant Secretary, and a Treasurer.

- a) The Board of Directors shall consist of nine (9) members.
- b) Members of the Board of Directors shall be filled by election annually upon nomination by the Nominating Committee. Their terms of office will begin immediately after election. (Revised 11/12/97).
- c) Vacancies of the Board of Directors shall be filled by election by the Church upon nominating from the Nominating Committee.
- d) The Board of Directors shall elect from its own membership the President, Vice-President, Secretary and Assistant Secretary each year. The Church Treasurer is automatically the Treasurer of the Board of Directors. They shall meet as often as necessary to fully execute their duties. A quorum shall not be less than a majority.

Section 2. Duties

It shall be the duties of the Board of Directors to handle all legal matters of the Corporation such as contracts, deeds, mortgages and other legal instruments as shall be authorized by the Church to include negotiation, acquisition and sale of property.

Section 3. Seal

The Seal of this Corporation shall be kept by the Secretary of the Board of Directors in the safe at the church, which Seal shall be a disc in shape with the name "First Baptist Church of Fort Walton Beach, Inc." around the outer circle and with the words "Non Profit Corporation," "Corporate Seal," and "Florida" in the center.

Article IV. Committees

Section 1. General Committee Policies

- a) Members of all Church committees shall first be members in good standing of the Church.
- b) The terms of office of all Church committees shall begin on January 1st and terminate on December 31 with the exception of specially appointed committees.
- c) The term of officer of members of all standing committees of the Church shall be three (3) years or as specified differently in the by-laws.
- d) Chairman and members of the standing committees shall be nominated by the Nominating Committee and elected by the Church, except as specifically provided elsewhere.
- e) Nominating and Finance Committees shall elect their own Chairman.
- f) Committee members and chairmen may succeed themselves when nominated by the Nominating Committee or nominated by the Pastor and elected by the Church.
- g) Committee members may resign by giving written notice to the Chairman of their committee or to the chairman of the Nominating Committee.
- h) Committee meetings shall be held as often as necessary and written reports of committee

activity shall be provided to the church.

- i) The Pastor, Associate Pastor/Minster of Education and Minister of Music shall be ex-officio members of all committees with voting authority only in the case of tie vote; all actions shall be coordinated through the proper committee if possible.
- j) Listed Below are all of the committees of the church:

STANDING	SUPPORT COUNCIL	MINISTRY TEAMS	SPECIAL
Missions	Music	Church Ordinance	Minister/Director Search
Personnel	Publicity/External Comm	Evangelism & Outreach	By Laws
Finance	Youth	Flowers/Decorating	Counseling
Long Range Planning	Recreation/CLC	Library/Media	Insurance
C3T	Single Adults	Ushers	Deacon Screening
Building & Grounds	Senior Adults	Benevolence	
Bible Study Leadership	Preschool/Children	Hospitality	
Nominating		Kitchen	
Stewardship		Transportation	
		Sound & Lighting	
		Guest Greeters	
		Teller/Counting	
		Prayer	
		Wedding	
		Family Life	
		Monday Morning Ministry	
		Live Nativity	
		English Language School	
		Farm Day	

Section 2. Standing Committees

- 1.) Standing Committees are the principal committees of the church. All of the Standing Committees of the church are nominated by the Nominating Committee with the exception of the Nominating Committee and the Finance Committee which are nominated by the Pastor. Duties of the Standing Committees will be individually addressed.
- 2.) Standing committees of the Church shall normally consist of six (6) members; however committee membership may be increased as needed, not to exceed 10 members unless specifically authorized by the Church.
- 3.) Standing Committee members may serve two consecutive three year terms.

Sub Section 1. Nominating Committee

The Nominating Committee shall consist of six (6) members of the Church, two of whom shall be nominated each year by the Pastor. Upon election the Bible Study Director, Discipleship Training Director, the W.M.U. Director and the Brotherhood Director shall become ex-officio members of this committee. The duties of the Nominating Committee shall be:

- i. To bring to the Church nominations of all Church and departmental officers.
- ii. To bring to the Church nominations of Committee Chairman and members in cooperation with each committee chairman unless specified otherwise in these by laws.

Sub Section 2. Finance Committee

The Finance Committee shall consist of six (6) members of the Church, two (2) of whom shall be nominated by the Pastor at the regular business meeting in January. Vacancies that occur, other than in normal rotation, will be nominated by the Pastor and voted on at the next business meeting. The Church Treasurer shall be an ex-officio member of the committee.

The duties of the Finance Committee shall be:

- i. In cooperation with the heads of departments and other committees submit a proposed budget for the following fiscal year at the regular business meeting of the church no later than the December meeting. "Due Notice" shall be given.
- ii. Recommend and approve the receiving and disbursing of all funds.
- iii. Consider for approval all items not provided for in the approved budget. Items whose total value is in excess of \$1,000.00 must also receive Church approval.
- iv. General Committee Policies as stated in Section 1 of this Article shall apply to this committee.

Sub Section 3. Church Communication and Coordination Team (C3T)

The Church Communication and Coordination Team (C3T) exist to support the Pastoral Staff as they seek to carry out God's will for First Baptist Church, Fort Walton Beach. The C3T shall facilitate communication and coordination among the ministries of the church.

The C3T will meet at least quarterly or more frequently as needed and report to the church at the business meeting following their committee meeting.

Regular members of this body shall include the Pastoral Staff, the church treasurer, and a representative from the following organizations or ministries: Deacons, Bible Study, Missions, and Music. In addition, the Pastor shall appoint additional representatives to serve as needed.

Regular members, other than the Pastoral Staff and the treasurer, shall be selected to serve nonconsecutive, one-year terms by the leadership of their ministry or organization. The Senior Pastor or his designee shall be the team leader.

Sub Section 4. Building and Grounds Committee

- i. Work with the Church Administrator to ensure the Church's property is maintained through planning and budgeting for long term maintenance.
- ii. Assist the Church Administrator as requested in monitoring current maintenance, inspecting the facilities to include mechanical equipment and supervising major repairs.
- iii. Submitting request for urgent unbudgeted repairs or replacements to the Finance Committee.

Sub Section 5 Missions Committee

- i. Survey and seek out areas for mission opportunities.
- ii. Recommend and supervise any mission the Church may undertake.
- iii. Work in cooperation with the Associational Missions Committee.

Sub Section 6. Personnel Committee

- i. Study and maintain Job descriptions on and qualifications for all Church staff positions other than Ministers/Directors.
- ii. Monitor, employ, and terminate all employees of the Church (secretaries, maintenance and custodial workers, nursery workers, administrators, administrative assistants and any other personnel employed by the Church other than Ministers/Directors) with input from the applicable Supervisor.
- iii. Recommend and/or maintain the Church's policy concerning salary and fringe benefits for all employees.
- iv. See that all policies of the Church affecting its employees are followed.
- v. The Personal Committee shall insure an employee evaluation process is implemented for all employees.
- vi. Coordinate with the Pastor, each Minister/Director of Ministries and Church Administrator concerning the interpretation of Church policies and routine needs.

Sub Section 7. Long Range Planning

Study and propose to the church long range strategies and goals regarding church growth, physical plant, financial planning and projection, policy, staff needs and programs. This committee will be composed of a Chairman, 2 ad hoc members, Chairman/Representative of the Finance Committee, Missions Committee, Building and Grounds Committee and Deacons.

Sub Section 8. Bible Study Leadership

- i. This committee is composed of the Bible Study Director as Chairman, Out Reach Director, Division Directors, Minister/Director to Youth, Minister/Director to Senior Adults, Minister/Director to Children, Associate Pastor/Minister of Education and Pastor.
- ii. This committee is to coordinate all of the Sunday Morning Bible Study programs (and any other bible study programs the church might add) to enhance the comprehension and application of Gods' word.
- iii. Recruit all Bible Study Directors, Teachers and Out Reach Leaders then providing their names to the Nominating Committee for presentation to the church.

Sub Section 9. Stewardship Committee

- i. The Stewardship Committee shall consist of six members of the Church, two of which will be nominated each year by the Nominating Committee and elected by the church.
- ii. The Stewardship Committee's mission is to help all Church members to live generously and thankfully, to understand the transformative power of Christian giving, and to use their time, talents, treasures, and presence to serve the Lord through the Church. The Stewardship Committee will seek to develop distinctive Christian stewards throughout all areas of the Church's life and work to help accomplish the mission of the Church.
- iii. The Stewardship Committee shall implement strategies to develop a culture of generous stewardship of each member's time, talents, treasures, and presence to serve and build up the Church. These include, but are not limited to the following:
 - 1.) Plan tithing testimonies each year to encourage all church members and friends to give generously and systematically to support the annual church budget.
 - 2.) Encourage planned giving, in which individuals include the Church in their estate planning, e.g. wills and trusts.
 - 3.) Develop and implement a process for all Church members to discover their spiritual gifts, and to help them identify how these gifts can be utilized to serve and build up the Church. This should be a regular ongoing procedure in the church to insure that all members, and particularly new members, discover and utilize their gifts.
 - 4.) Promote, in cooperation with the Senior Pastor, Biblical stewardship throughout the year using a variety of events, programs, and testimonies in Bible study, worship services, seminars, and publications.

Section 3. Support Council

- a) The Minister/Director being supported will appoint a Chairman of each Support Council. The Chairman of each Support Council will select at least three (3) additional members with the advice of the Minister/Director the Support Council is supporting. The Support Council Chairman will then provide the names to the Nominating Committee for presentation to the Church in its next business meeting.
- b) Support Council is to meet at least once per quarter and to report to the church at the business meeting following their committee meeting.
- c) Listed below is a list of Support Council and Minister/Director they are supporting. If a Minister/Director position is vacant the Pastor will be the Minister they support unless designated otherwise by the Pastor.

1. Preschool/Children	Director/Minister to Children
2. Music	Minister of Music
3. Publicity/External Communications	Associate Pastor
4. Youth	Director/Minister to Youth

- | | |
|-------------------|-------------------------------------|
| 5. CLC/Recreation | Director/Minister of CLC/Recreation |
| 6. Single Adults | Director/Minister to Single Adults |
| 7. Senior Adults | Director/Minister to Senior Adults |
- d) The purpose of each Support Council is to assist the Minister/Director in carrying out their function in service to the LORD and this Church. Each Support Council should provide leadership in planning, preparation for and execution of each program with which they are involved.

Section 4. Ministry Teams

- a) Ministry Teams by definition are committees. Their function is to carry out the ministries of the church. A Ministry Team leader will be appointed by the Nominating Committee. The Team Leader will recruit the appropriate number of church members for his/her team. There is no limit to the number of personnel that may serve on a team. However, each team should be composed of no less than five (5) members including the Team Leader. Once the Team Leader has formed his/her team the Team Leader will then provide the names to the Nominating Committee for presentation to the Church in its next business meeting.
- b) Members of each Ministry Team may serve unlimited terms.
- c) All members of the church are encouraged to be a member of one or more Ministry Teams.
- d) Ministry Team Leaders are encouraged to promote the ministry they are involved in so that more members of the church will willingly serve with them.

Below is a list of Ministry Teams:

1. Church Ordinance
2. Evangelism & Outreach
3. Flowers and Decorating
4. Library/Media
5. Ushers
6. Benevolence
7. Hospitality
8. Kitchen
9. Transportation
10. Sound and Lighting
11. Guest Greeters
12. Teller/Counting (Nominated by Treasurer)

13. Prayer
14. Wedding
15. Family Life
16. Monday Morning Ministry
17. Live Nativity
18. English Language School
19. Farm Day

Section 5. Special Committee

Special Committees are committees that are not needed on a 12 month basis. They will be filled as the need arises by the Nominating Committee as requested by the Pastor or as further specified in the bylaws. When they are formed they will be given specific responsibilities.

Existing Special Committees are as follows:

1. Minister/Director Search
2. Bylaws
3. Counseling
4. Insurance
5. Deacon Screening

Article V. – Meetings

Section 1. Church and Business Years

The church year shall run from October 1 through the succeeding September 30. The business year shall be the same as the calendar year. (Revised 8/12/87)

Section 2. Place of Meetings

Unless otherwise provided in notices, all meetings shall be held in the Church home located in Fort Walton Beach, County of Okaloosa, and State of Florida.

Section 3. Due Notices

“Due Notice” shall be given in the following way: by announcement from the pulpit at any worship service and by mail (either by letter or in the Church paper) to each family having one or more Church members. The Notice shall specify the date, time, place and purpose of the meeting and shall be given not less than ten (10) days nor more than thirty (30) days (beginning with the first such notice, whether from the pulpit or by mail) prior to the meeting. (Reference is made to the following provisions of these By-Laws requiring “Due Notice”: Article II, Section 1 (c) Article II, Section 3 (a) and (g);

Article IV, Section 4 (a); Section 5; and Article VI).

Section 4. Worship Meetings

- a) The Worship Meetings of this church shall normally be held on Sunday Morning, Sunday Evening, and Wednesday Evening of each week, the hours of each being set by the Church.
- b) The Lord's Supper shall be observed not less often than once each calendar quarter, at a Worship Service, as selected by the Pastor or the congregation.
- c) Baptism shall be observed as often as there are candidates, at Worship services, as selected by the Pastor.

Section 5. Business Meeting

Regular business meetings shall be held on the Wednesday after the second Sunday of each month. The regular meeting coming in the month of October shall be considered the annual business meeting, during which the annual Church letter to the Association shall be considered. The regular business meeting may be postponed until another day by announcement of the Pastor or by the Chairman of the Deacons. Upon the request of the Deacons, the Church Council, any standing committee or any twenty-five (25) or more members of the Church, the Pastor, or the Deacons shall call a Special Meeting giving "Due Notice."

Section 6. Quorum

The quorum shall consist of those who attend the business meetings, provided it is a regular meeting or a properly called meeting, unless otherwise specified in these By-Laws. In all meetings of committees and the Board of Directors a quorum shall consist of not less than a majority of the membership elected and the majority of those present and voting shall be effective to bind the committee or board. (Revised 1/20/80).

Section 7. Qualified Voters

All members of the Church are equally entitled to vote.

Section 8. Rules of Order

Rules of Order, except as may be otherwise provided herein, shall be Robert's Rules of Order.

Article VI. Amendments

The Charter of the Corporation the Rules of Decorum (By-Laws) of this Church may be altered, amended, or rescinded by the Church at any regular or special business meeting called for that purpose, provided that "Due Notice" shall have been given and the substance of the proposed amendment or amendments shall have been stated in the "Due Notice," provided that there is a quorum present and provided further that such amendment or amendments receive the affirmative vote of a majority of the members present and voting.