

BYLAWS OF THE FIRST BAPTIST CHURCH, FRANKFORT, KENTUCKY
PROPOSED - EFFECTIVE - July, 2017

I. CHURCH MEMBERSHIP

A. 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-governance 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.

We will be united in our mission and our shared commitments, recognizing God's gift of diversity among us, and we will be inclusive in spirit, language, and practice. We will organize, make decisions, and carry out our mission in ways that earn trust, and we will be thoroughly and clearly accountable for all we do in establishing trustworthiness as our reputation.

We will implement models of ministry that will utilize creative and visionary approaches for ministering to persons in the name of Jesus Christ. We will organize in ways that will encourage flexibility, responsiveness, and accountability.

We will be committed to Baptist principles of the priesthood of all believers, the centrality of Scripture, the autonomy of the local church, voluntary cooperation, and religious freedom. Not only will we embrace these principles, but we will also affirm our relationship in the larger body of Christendom by fostering an open spirit of cooperation with persons from other Christian traditions.

We will be engaged in church growth and lifelong learning processes that will highlight Christian spirituality, global missions, and community involvement.

We will worship together and serve our Lord through the church and community by practicing the Great Commission lifestyle through everyday relationships.

We will serve as a place for fellowship, friendship, and inspiration.

We will engage in strategic partnerships with other organizations and institutions that share our vision for modeling Christian ministry.

B. Candidacy

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

- 1) By profession of faith and for baptism according to the policies of this church;
- 2) By promise of a letter of recommendation from another Baptist church;
- 3) By acceptance of a statement of prior conversion experience and baptism, when no letter is obtainable.

C. Rights and Responsibilities of Members

- 1) New members are encouraged to participate in this church's new member orientation opportunities.
- 2) Every member of this church is entitled to vote at all elections and on all questions submitted to this church in conference, provided the member is present or provision has been made for absentee balloting. No proxy voting shall be permitted.
- 3) Every member of this church is eligible for consideration as candidates for elective offices in this church.
- 4) Every member of this church may participate in the ordinances administered by this church.
- 5) It is understood that membership in this church involves an obligation to support this church and its causes with regular, proportionate financial gifts.

D. Termination of Membership

Membership shall be terminated in the following ways:

- 1) Death of the member.
- 2) Dismissal to another church.
- 3) Exclusion by action of this church

II. CHURCH ORDINANCES

A. Baptism

This church shall 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) The pastor, or the pastor's designee, shall administer baptism.
- 3) Baptism shall be administered as an act of worship during any worship service of the church.

EXCEPTIONS: Case by case basis - By Pastor's prerogative.

B. The Lord's Supper

The church shall observe the Lord's Supper monthly, the first Sunday of the month, unless otherwise scheduled by the Deacons. The pastor, deacons, and others authorized by the Deacons, shall administer the Lord's Supper, the deacons being responsible for the physical preparations. All those who profess Jesus Christ as their Savior are welcome at His table.

III. CHURCH STAFF

In accordance with the "Personnel Guidelines of The First Baptist Church, Frankfort, Kentucky", which is hereby incorporated by reference, the church shall employ a pastor and other ordained and lay staff needed to carry out the ministries of the church.

A. MINISTERIAL AND ORDAINED STAFF

PASTOR

The pastor shall lead the congregation, the organizations and other church staff to perform their tasks as a New Testament church. Their responsibilities shall be to lead the church in the achievement of its mission, proclaim the gospel to believers and unbelievers, and care for the church's members and other persons in the community.

The pastor may resign the office as pastor by giving at least 30 calendar days' notice to the personnel ministry team.

When a vacancy occurs, a pastor search committee shall be appointed by the deacons and approved by the church to prayerfully identify and nominate a replacement. Upon the recommendation of the personnel ministry team, and with the approval of the church at a regular or special called business meeting, an interim pastor may be called to perform some or all of the duties of the pastor until a permanent replacement can be called.

The search committee shall meet at the call of its chair and shall be diligent, thorough and discrete in its search. The committee shall nominate only one candidate for the church's consideration.

The chairs of the personnel ministry team, the pastor search committee, and the finance ministry team shall meet with the nominee to discuss the requirements of the church and the proposed compensation. The church shall have an opportunity to meet the nominee, and hear them proclaim the gospel. After those meetings the church shall vote at a regular or special called business meeting whether to call the nominee to the pastorate. If the church fails to call, or if the nominee fails to answer the call, the search committee may nominate another candidate, or if a majority of the committee agree, may dissolve, and another committee shall be appointed by the deacons and the church.

OTHER ORDAINED AND MINISTERIAL STAFF

In accordance with the "Personnel Guidelines of The First Baptist Church, Frankfort, Kentucky" ministerial staff members shall be called and employed as the church determines the need for such offices.

Ministerial staff members may relinquish their offices by giving at least 30 calendar days' notice to the personnel ministry team.

When a vacancy occurs, a search committee shall be appointed by the deacons and approved by the church to prayerfully identify and nominate a replacement.

Upon the recommendation of the personnel ministry team, and with the approval of the church at a regular or special called business meeting, an interim minister may be called to perform some or all of the duties of the minister until a permanent replacement can be called.

The search committee shall meet at the call of its chair and shall be diligent, thorough and discrete in its search. The committee shall nominate only one candidate for the church's consideration.

The chairs of the personnel ministry team, search committee, and the chair of the finance ministry team shall meet with the nominee to discuss the requirements of the church and the proposed compensation. The church shall have an opportunity to meet the nominee.

After those meetings the church shall vote at a regular or special called business meeting whether to call the nominee to the ministry. If the church fails to call, or if the nominee fails to answer the call, the selection committee may nominate another candidate, or if a majority of the committee agree, may dissolve, and another committee shall be appointed by the deacons and the church.

TERMINATION OF MINISTERIAL AND ORDAINED STAFF

The church may terminate any ministerial or ordained staff with or without cause after a simple majority vote by the church at a properly called special business meeting.

B. PROFESSIONAL AND SUPPORT STAFF

In accordance with the "Personnel Guidelines of The First Baptist Church, Frankfort, Kentucky" professional and support staff members shall be employed as the church determines the need for such staff members. The personnel ministry team, working with the pastor, the appropriate minister or ministry team, shall develop a written job description and compensation package

TERMINATION OF PROFESSIONAL AND SUPPORT STAFF

The church may terminate any professional or support staff with or without cause in accordance with the "Personnel Guidelines of the First Baptist Church, Frankfort, Kentucky."

IV. DEACONS, CHURCH OFFICERS, CENTERS AND MINISTRY TEAMS

A. DEACONS

In accordance with the meaning of the word and practice of the New Testament, Deacons are to be servants of the church. The "Deacon Ministry Handbook of the First Baptist Church, Frankfort, Kentucky" is hereby incorporated by reference.

The Deacon Fellowship shall choose their chairperson, who shall call meetings and report the activities and recommendations to the church in business meetings.

The total number of deacons may range between a minimum of 18 and a maximum of 27. The deacons will determine how many vacancies shall be filled in a given year. Each deacon shall serve a three-year term. A deacon shall not be eligible to serve another term until a year after the end of his or her term expires.

A Deacon Nominating Committee comprised of members of the Deacon Fellowship shall be appointed annually by the Chair of the Deacons.

On or before September 30 each year, church members shall nominate candidates for the office of deacon. Nominees must be Christians, members of First Baptist Church, Frankfort, and at least eighteen (18) years of age. The gender of the nominee is not an issue.

The nominations will be given to the Deacon Nominating Committee, who will then contact each candidate, informing them of their role as a deacon and determining their willingness to serve and abide by the Deacon Covenant. Election ballots containing the listing of the nominees approved by the Deacon Nominating Committee will be presented to the church body during a Sunday morning worship service, on, or prior to, November 30th. A two-week notice of the election will be given to church members via pulpit announcement, as well as the church website and church bulletin.

The Deacon Chair shall appoint counters of the ballots and will announce the top candidates voted by the church body. All members of the church are eligible to vote in the deacon election.

The termination of a deacon's service shall be by personal resignation, transfer of membership from First Baptist Church, Frankfort, Kentucky, or removal for cause by action of the Deacon Fellowship.

B. OFFICERS

The officers of the church are the Moderator, Assistant Moderator, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, Parliamentarian, and Trustees.

The officers of the church shall be nominated annually by the Nominating Team and elected by the church for the upcoming calendar year at the regular fourth quarterly business meeting.

MODERATOR AND ASSISTANT MODERATOR

The Moderator and Assistant Moderator shall serve for one year and may succeed themselves. The Moderator shall preside at all church business meetings. If the Moderator is absent, the Assistant Moderator will preside. In the absence of both, the Chairperson of the Deacons will preside. The Moderator and Assistant Moderator shall be familiar with proper rules of parliamentary procedure and shall consult with the Parliamentarian if a question arises.

CLERK AND ASSISTANT CLERK

The Clerk and Assistant Clerk shall serve for one year and may succeed themselves.

The Clerk or Assistant Clerk shall record the minutes of all business meetings of the church and make them a part of the Church's permanent records.

The Clerk shall notify the Assistant Clerk in advance of absence from business meetings or Church worship services. If both are absent, the Clerk/Assistant Clerk shall recruit a volunteer to act as back-up clerk.

The Clerk and Assistant Clerk shall assist the pastor in securing necessary information from all persons making decisions in Church worship services, i.e. name - address - baptism - previous church - letter - statement - birth date - employment - etc. The Clerk shall see that proper materials are in place at the front of the Church for recording this information.

In coordination with and assistance from the professional and support staff of the church, the Clerk and Assistant Clerk are responsible to obtain letters from other churches and to issue letters to other churches when requested. All Church records maintained by the Clerk and Assistant Clerk shall remain the property of the church and shall be stored for safekeeping in the Church office.

TREASURER AND ASSISTANT TREASURER

The "Accounting and Finance Guidelines of the First Baptist Church, Frankfort, Kentucky" is hereby incorporated by reference.

The church's fiscal year shall run concurrently with the church year which begins on January 1 and ends on December 31.

All funds received for any and all purposes shall pass through the hands of the church treasurer, or church accountant, or other church designated individuals, and be properly recorded on the contribution records of the church. Those who have responsibilities that involve the actual handling of funds shall be bonded, with the church paying the bond.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Ministry Team.

The Treasurer and Assistant Treasurer shall serve for one year and may succeed themselves. The Treasurer and Assistant Treasurer shall be members of the Finance Ministry Team.

The Treasurer and Assistant Treasurer shall recommend to the nominating ministry team members of the church to serve as ushers and counters.

It shall be the duty of the Treasurer or Assistant Treasurer to oversee the establishment

and supervision of policy and procedure regarding the receipt, preservation, and recording of all monies, given to the Church, safeguarding the proper handling of all Church receipts. The Treasurer or Assistant Treasurer shall have access to an itemized account of all monies given to the Church.

It shall be the duty of the Treasurer or Assistant Treasurer to oversee the establishment and supervision of policy and procedure regarding the payment of Church expenses, insuring the proper handling of all Church disbursements. The Treasurer or Assistant Treasurer shall have access to an itemized account of all monies disbursed by the Church.

It shall be the duty of the Treasurer or Assistant Treasurer to ensure the Finance Ministry Team obtains a report of receipts and disbursements for the preceding quarter to be presented to the Church in its regular quarterly business meeting, including any holdings and indebtedness. A copy of each quarterly report shall be delivered to the Church Clerk for permanent filing.

All books, records, and accounts regarding Church monies shall be considered property of the Church.

The Treasurer or Assistant Treasurer may call upon the church accountant and other Church staff for any assistance required.

The Treasurer and Assistant Treasurer shall be bonded unless covered under the Church insurance.

All checks shall be signed by one or two (2) of the following:
Treasurer, Assistant Treasurer or another signatory approved and authorized by the church.

PARLIAMENTARIAN

The Parliamentarian shall serve for one year and may succeed themselves.

The Parliamentarian shall act as an advisor to the moderator or presiding officer at Church business meetings on matters of parliamentary procedure. The Parliamentarian shall serve as the Guardian of the Church Constitution and By-Laws, alerting the Church when its actions in business meetings affect either document.

TRUSTEES

Three (3) Trustees shall serve as agents of process for the Church. One (1) Trustee shall be nominated annually by the nominating ministry team and elected by the Church to serve for a term of three years.

The duties of the Trustees are to serve as agents of process for the Church Corporation, to hold in trust Church property, and, upon specific authorization of the church, to execute all documents necessary to buy, sell, mortgage, lease or transfer Church property.

C. MINISTRY CENTERS AND TEAMS

For the purpose of functionality, The First Baptist Church, Frankfort, Kentucky is organized by Ministry Centers. The Centers contain various ministry teams made up of members, friends, and associates of the church. Teams shall meet regularly to coordinate the needs of the church.

The creation, abolishment, responsibilities, and membership of all Centers and Ministry Teams shall be at the approval of the church at any regular or special called business meeting. Ad hoc teams may be created by the church as needed at any regular or called business meeting.

CENTER FOR CHRISTIAN MISSIONS

The Center for Christian Missions defines missions for the church family as its ministry teams form the core of the church's total mission efforts. The driving force of the missions ministry teams is to find needs and fill them. A goal of the center is to develop relationships with persons who do not know Christ, and share with them the story of Jesus.

The Cooperative Baptist Fellowship global mission efforts are encouraged and cooperative work is accomplished also with the Cooperative Baptist Fellowship of Kentucky.

CENTER FOR CHURCH MINISTRY ADMINISTRATION

The Center for Church Ministry Administration functions as the core initiative of church administration.

Ministry Teams within the Center for Church Ministry Administration:

Facilities Management Ministry Team:

- 1) In cooperation with church staff, oversees maintenance, and servicing of all church buildings, furniture, and proposed capital improvements;
- 2) Prepares and submits necessary spending plans, secures contractors and/or vendors for necessary services;
- 3) Establishes, maintains, and coordinates a system for the inventory and use of the church and church property.

Personnel Ministry Team:

Administers the "Personnel Guidelines of the First Baptist Church, Frankfort, Kentucky", which is hereby incorporated by reference.

There shall be nine (9) persons on the Personnel Ministry Team; three (3) recommended each year by the Nominating Ministry Team and elected by the Church to serve a three-year term, working on a rotation system.

Finance Ministry Team:

Administers the “Accounting and Finance Guidelines of the First Baptist Church, Frankfort, Kentucky”, which is hereby incorporated by reference.

- 1) Reviews church contributions and church expenditures on a regular basis as projected through the church’s annual ministry plan;
- 2) Oversees and publishes printed financial reports to the Church in regular business meetings, or as requested by the Church;
- 3) Makes arrangements for church financial records to be audited or reviewed regularly, or as requested by the Church.
- 4) Reports and/or considers special financial requests or needs to the Church.
- 5) Promotes the Biblical standards of Christian stewardship to the church and its members.
- 6) Prepares and submits to the church for its consideration at the regular fourth quarterly business meeting an inclusive ministry operating budget plan, indicating by items the amount needed for local and other expenses.

There shall be nine (9) members of the Finance Ministry Team, consisting of the Church Treasurer, Assistant Treasurer, and a Trustee; plus six (6) at large members, two (2) recommended each year by the Nominating Ministry Team and elected by the Church to serve a three (3) year term, working on a rotation system.

Nominating Ministry Team:

- 1) Serves as the centralized location where every member may discover the various roads of ministry for Christian service;
- 2) Gathers information through regular interest surveys and or interviews, phone calls, etc. from the members and friends of First Baptist Church who desire a place to serve the Lord through the ministry teams of the church;
- 3) Assists staff and ministry team leaders in securing names of individuals who may be interested in Christian service through a particular ministry team;
- 4) Presents to the church for action at the regular fourth quarterly business meeting, a comprehensive nominating report/recommendation for the upcoming calendar year.

Safety and Emergency Management Ministry Team:

- 1) Administers the “Emergency Operating Guidelines of the First Baptist Church of Frankfort, Kentucky”, which is hereby incorporated by reference.
- 2) Updates and implements plans for the safety of all persons in our buildings.
- 3) Informs the church of what actions to take in case of emergency.

CENTER FOR SPIRITUAL FORMATION

The Center for Spiritual Formation creates, develops and coordinates spiritual growth opportunities for individuals, small groups, and larger groups.

Spiritual formation is being conformed to the image of Christ for the sake of others. The ministries developed facilitate loving God with our heart, soul, mind and strength.

These include opportunities to nurture relationships, grow in knowledge of our faith, learn spiritual disciplines, and practice good stewardship of our bodies, talents and possessions. Such ministries include but are not limited to such things as Bible studies, Sunday School, children's missions and ministries, retreats, small groups built around a shared interest, seminars, seasonal devotional materials, and special emphases throughout the church year.

V. SERVICES, MEETINGS, AND AMENDMENTS

Worship Services

The Church shall meet regularly each Sunday morning and Wednesday evening, or at other designated times, for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor shall direct the services for all the church members and for all others who may choose to attend.

Regular Business Meetings

The church shall hold regular business meetings quarterly on a designated Sunday or Wednesday night.

Special Business Meetings

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for the specially called business meetings unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, the time and place; and it must be given in such a manner that members have the opportunity to know of the meeting.

Quorum

The quorum consists of those members who attend the business meeting, provided it is one that has been properly called.

Parliamentary Rules

The most recent edition of Robert's Rules of Order is the authority for parliamentary rules of procedure for all business meetings of the church.

AMENDMENTS TO THE BY-LAWS

Amendments to these By-laws may be proposed by any member, standing ministry team, or special task group as new business at any regular business meeting. Printed copies of the proposed amendment must be available to all those present. The proposed amendment may be discussed, but no vote shall be taken at the meeting at which the amendment is first proposed. Approval shall require a simple majority vote of those members present at the next regular business meeting.

Revised September 2004 TBA, 2017