

Constitution And Bylaws



**First Baptist Church
12325 E Highway 86
Neosho, MO 64850**

Adopted 11/15/2017
Amended 11/20/2019

Table of Contents

<i>CONSTITUTION</i>	<u>3</u>
PREAMBLE	3
ARTICLE I - Name	3
ARTICLE II - Purpose	3
ARTICLE III - Statement of Faith	3
ARTICLE IV - Church Government and Affiliations	3
ARTICLE V - Adoption and Amendments	4
<i>BYLAWS</i>	<u>5</u>
SECTION I - Membership	5
SECTION II - Church Conferences	7
SECTION III - Church Officers and Staff	8
SECTION IV - Ministry Leadership Teams	12
SECTION V - Elections and Appointments	14
SECTION VI - Finance	15
SECTION VII - Records and Reports	16
SECTION VIII - Miscellaneous	16
SECTION IX - Adoption and Amendment of Bylaws	17

CONSTITUTION

PREAMBLE

We, the members of First Baptist Church, affirm as true and accurate statements of our doctrinal beliefs, the Church Membership Covenant, and *The Baptist Faith and Message* (2000 edition) as adopted by the Southern Baptist Convention. We do declare and establish this constitution for the purpose of preserving and making secure the principles of our faith and, to the end, that this body of believers may be governed in an orderly manner consistent with the teachings of Holy Scripture.

ARTICLE I - Name

The name of this organization shall be the First Baptist Church of Neosho, Missouri, the same being a corporation under the laws of the State of Missouri, (hereafter referred to as "Church").

ARTICLE II - Purpose

The purpose of this organization shall be to maintain and promote the principles and practices of our Lord Jesus Christ, who is the head of the Church, and to cooperate in the spreading of the Gospel and the kingdom throughout the world as He set forth in Matthew 28:18-20.

ARTICLE III - Statement of Faith

We believe that the sixty-six books of the Bible were written by men divinely inspired, are completely trustworthy, and are the basis for our beliefs. This Church accepts *The Baptist Faith and Message* (2000 edition), an affirmation of basic Christian beliefs, as a general statement of our faith. The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of First Baptist Church's faith, doctrine, practice, policy and discipline, our Lead Pastor, in consultation with the Board of Elders, is the Church's final interpretive authority on the Bible's meaning and application.

ARTICLE IV - Church Government and Affiliations

Under the Lordship of Jesus Christ, the membership retains unto itself the exclusive right of self-government of the Church. This body of believers is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist churches. While maintaining its autonomy, the Church will cooperate with and support the Shoal Creek Baptist Association, the Missouri Baptist State Convention, and the Southern Baptist Convention so long as these entities continue to adhere to *The Baptist Faith and Message* statement as revised in June 2000.

This Church shall be governed by and with the consent of its active members, each of whom shall have equal right to voice and vote. The legal title to the property of this Church shall be vested in the corporation, overseen by a Board of Elders to be elected as specified in Bylaws, Section V.

ARTICLE V - Adoption and Amendments

Section 1. This constitution shall be adopted by a two-thirds vote of the members present and voting at the Church Conference in which it is submitted for adoption.

Section 2. This constitution may be amended by a two-thirds vote of those members present and voting at any regular or called Church Conference, provided that detailed written notice of such amendment is given to the membership at least two consecutive Sundays in advance of the Church Conference in which the amendment is to be considered.

BYLAWS

SECTION I - Membership

A. General

The members of First Baptist Church shall consist of all persons who have met the requirements for membership and are listed on the active membership roll.

B. Requirements for Membership

Any person professing faith in the Lord Jesus Christ, giving evidence of having been born of the Spirit and holding the views of faith and practice held by this Church, may be received for membership. Membership in this Church shall consist of persons who have accepted Jesus Christ as Savior and Lord, and who have obeyed him in the scriptural ordinance of baptism.

Members may be received as follows, upon completion of new member orientation:

1. By public profession of faith in the Lord Jesus Christ and acknowledgment of His lordship in baptism
2. By letter of transfer from another Southern Baptist Church
3. On statement of their experience of salvation and their burial with Christ in baptism as a symbol of their salvation
4. By restoration (See Section I.F.)

C. Responsibilities of Membership

The responsibilities of membership are described in the Church Membership Covenant, "Life Together at FBC Neosho," below:

Life Together at FBC Neosho

We, the members of First Baptist Church, affirm that to be a member of the FBC Neosho family of faith is to be committed to developing a growing relationship with Christ and growing relationships with other members of the body. In the context of these relationships, we commit to God and to one another that we will earnestly endeavor to do the following under the leadership of the Holy Spirit:

1. We will prize and protect the unity of our Church family by:

- Acting in love toward other members
- Refusing to gossip and stir up dissension
- Honoring and following the leaders

Romans 14:19; Ephesians 4:2-3; 1 Peter 1:22; Ephesians 4:32; Ephesians 4:29;
Proverbs 6:16,19; 1 Timothy 5:17; Hebrews 13:17

2. We will participate in the ministry of our Church family by:

- Attending faithfully and giving regularly
- Discovering our gifts and talents
- Being equipped to serve
- Developing a servant's heart

Hebrews 10:25; 1 Corinthians 16:2; 1 Peter 4:10; Ephesians 4:11-12; Philippians 2:4-7

3. We will be a partner in the mission of our Church family by:

- Praying for its health and growth
- Inviting the unchurched to attend
- Warmly welcoming those who visit
- Sharing Christ as we have opportunity

Philippians 1:4-5; Colossians 1:9-10; Luke 14:23; Romans 15:7; 1 Peter 3:15

4. We will pursue personal growth and maturity by:

- Loving God, His Word and His People
- Studying His Word to understand His heart, ways and will
- Desiring to follow Him as a fully devoted follower and turning away from known sin that easily entangles one
- Leading others to do the above and mentoring newer believers to do the same

Matthew 22:37-39; Psalm 119:105; John 8:31-32; 1 John 2:3-5; Matthew 28:19-20;
2 Timothy 2:2

D. Voting Rights of Membership

Every *active* member of the Church shall have the right to vote on all matters presented to the Church for consideration in Church Conference. Each member is entitled to one vote and must be present. Voting by proxy is prohibited. An *active* member is considered to be one who manifests concern for his or her Church through *attendance, by contributions or other Church contact during the year.*

Any member who is *inactive* in relation to his or her Church obligations for a *period of two years or more, and/or whose whereabouts are unknown,* shall be removed from active status. Before dropping the names of such members from active status, their names shall be brought to the attention of the Church in the Annual Church Conference. A permanent record shall be maintained of all names removed from active status and moved to inactive status.

E. Suspension, Termination or Denial of Membership

If situations arise within the Church where active members are believed to have violated their Church membership obligations, or conducted themselves in a manner that brings reproach upon the Church, a subcommittee of the Board of Elders, and including the Lead Pastor, will seek an interview with the member in an effort to restore them to an appropriate spiritual path. If it is deemed appropriate, the Board of Elders may recommend to the Church a period of suspension of the individual's membership. Procedures for the suspension of an active member will follow the guidelines laid out in Matthew 18:15-17.

Members shall be removed from the Church membership roll for the following reasons:

1. Death
2. Transfer of membership to another church
3. Personal written request by the member
4. Inactivity as a member (see Section D above)

5. Exclusion by the action of the Church when the member's life and conduct are not consistent with the Scriptures in such a way that the member hinders the ministry influence of the Church. Procedures for dismissal of a member shall be according to Matthew 18:15-17. All matters of church discipline shall be guided by a concern for redemption, reformation, and reconciliation rather than punishment. All matters of church discipline shall be referred to the Board of Elders before presentation to the Church. If the Elders determine that disciplinary action is required, a motion to exclude may be presented by the Elders to the Church in Conference and shall require a two-thirds vote of the members present and voting for adoption.

Prospective Members may be denied membership if the individual's life and conduct are not consistent with the Scriptures in such a way that membership by the individual would hinder the ministry influence of the Church. Likewise, membership may be denied if, in the opinion of the Lead Pastor or his designees, it is apparent that the individual conducts his/her personal affairs in a way that is contrary to the teaching of Scripture or the statement of faith contained in *The Baptist Faith and Message* (See Article III of the Constitution).

F. Restoration of Membership

Upon evidence of the excluded person's repentance and reformation, members excluded by action of the Church shall be restored by action of the Church (a two-thirds vote of the members present and voting) upon the recommendation of the Board of Elders in the spirit of 2 Corinthians 2:5-11.

SECTION II - Church Conferences

A. Place

Church Conferences shall be held at 12325 E Highway 86, Neosho, Missouri, or such other place as may be designated by the Board of Elders.

B. Annual Church Conference

The regular Annual Church Conference shall be held on a Wednesday or Sunday night in November each year.

C. Called Church Conferences

The Lead Pastor or Board of Elders shall convene the Church in Conference for business whenever it is deemed expedient or when requested in writing by not less than fifty (50) members of the Church who are qualified to vote.

D. Notice Requirements

Notice of Church Conferences shall be provided to members not less than two (2) weeks prior to the Conference. Notice shall include a general description of any business to be transacted and may be given in any of the following manners:

1. Distribution of written material to the congregation in attendance at Sunday services
2. Verbal announcement to the congregation in attendance at Sunday services
3. Announcement in the Church newsletter or other regular publication

E. Procedures

1. In conducting all Conferences, the Church shall be guided by Roberts' Rules of Order, current edition, except in cases specifically provided for in this Constitution and Bylaws.
2. The Moderator of all Conferences shall be the Chairman of the Board of Elders. In the absence of the Chairman of the Board of Elders, the Vice Chairman of the Board of Elders shall serve as moderator. In the absence of both, the Lead Pastor shall serve as moderator. In the absence of the three, the Chairman of the Board of Elders shall designate the moderator.

F. Quorum

Thirty-five members present and voting at a Church Conference duly noticed and called shall constitute a quorum of the membership for the transaction of business.

SECTION III - Church Officers and Staff

A. General

The Board of Elders shall serve as the Board of Directors for the corporation. The Chairman of the Board of Elders shall be President of the corporation. The Vice Chairman of the Board of Elders shall be Vice President of the corporation. The Treasurer of the Board of Elders shall be Treasurer of the corporation. The Secretary of the Board of Elders shall be Secretary of the corporation, and shall be charged with the duties of recording the minutes of the Board and executing all legal documents on behalf of the Church.

B. Board of Elders

1. Qualifications

Elders shall be selected from the male members of First Baptist Church and shall meet the qualifications and high standards of the Word of God prescribed for their office. They shall endeavor by God's grace to live and serve in a manner consistent with the qualifications stated in 1 Timothy 3:1-7; Titus 1:3-9; and 1 Peter 5:1-4.

2. Number

The Board of Elders shall consist of six members, plus the Lead Pastor and ordained staff pastors (who will serve as non-voting, ex officio members). Immediate family members (spouse, parents, children) of paid staff shall not be selected as Elders. The Board shall elect its own officers from among these six members on an annual basis.

3. Term

Elders shall serve three-year terms, on a rotating basis, beginning January 1 of each year, are eligible for nomination for a second term, and then shall not succeed themselves in office for one year.

4. Selection

Elders shall be selected annually according to the nomination and election process specified in Section V.C.

5. Responsibilities

The principal responsibilities of the Board of Elders shall be to provide accountability for the Lead Pastor, to ensure the financial integrity of the Church, authorize policy on behalf of the Church, and provide spiritual oversight of the Church.

a. *Lead Pastor Accountability*

1. The Elders shall provide advice and counsel in the planning, budgeting, staffing, coordination, and implementation functions of the various ministries of the Church.
2. The Elders shall evaluate annually the overall performance of the Lead Pastor in the context of his job description.
3. In the event the Church is without a Lead Pastor, the Elders shall evaluate annually the members of the staff and exercise the Lead Pastor's responsibilities as outlined in the description found in Section III. C. 4.
4. The Elders shall recommend annual salary and benefits for the Church staff as a part of the annual budget.
5. The Elders shall make a recommendation to the Church, if necessary, regarding the dismissal of the Lead Pastor. The Church will not act on the tenure of the Lead Pastor without affording the Board of Elders thirty (30) days to study the matter and make a recommendation to the Church.

b. *Financial Integrity*

The Elders shall recommend the annual budget to the Church and are responsible for maintaining the integrity of all the financial activities of the Church. Specific financial duties of the Elders are specified in Section VI.

c. *Policy*

The Elders shall authorize such policies and procedures as are necessary for the effective and orderly functioning of the Church.

6. Meetings

The Board of Elders shall meet monthly or as necessary on such dates and at such times as determined by the Board.

7. Committees of the Board

The Board of Elders may establish subcommittees (including Personnel, Finance, and Policies, for example) within the Board. Subcommittee members and their chairmen shall be appointed jointly by the Chairman of the Board of Elders and the Lead Pastor. An ordained, staff pastor will serve on each subcommittee as a non-voting, ex officio member.

Personnel Subcommittee

It shall be the duty of this committee to recommend salary and/or other benefits for paid staff. This committee will provide oversight of the process of evaluating the Lead Pastor annually and will be a resource to the Lead Pastor in the evaluation of other staff as requested. This committee will oversee the personnel policy and procedures manual and propose changes for consideration by the Board of Elders if warranted.

Finance Subcommittee

This committee will, in cooperation with the Lead Pastor, recommend to the Board of Elders a budget for consideration at the Annual Church Conference in November. The committee will also select the bank in which funds of the Church shall be deposited, be responsible for the keeping of all accounts of the Church and setting up proper bookkeeping systems to account for all contributions and pledges. This committee shall also see that the accounts of the Church are properly audited by competent auditors as authorized by the Board. The bookkeeper and financial secretary shall be non-voting, ex officio members of the subcommittee.

1. *Treasurer* - The Church treasurer shall:

- a. See that all checks have two signatures as required by policy. The following positions shall be authorized to sign Church checks: Treasurer, Chairman of the Board of Elders, Ministries Assistant and Church Clerk
- b. Serve as the Treasurer of the Corporation
- c. Serve as the Chairman of the Finance Subcommittee

2. *Financial Secretary* - The financial secretary shall:

- a. Maintain a record of all designated gifts
- b. Receive all money contributed
- c. See that the Ministries Assistant receives the individual envelopes for proper recording
- d. Deposit all money to the proper accounts
- e. Be an ex officio member of the Finance Subcommittee

3. *Bookkeeper* - The bookkeeper shall:

- a. Pay by check all salaries, bills and other obligations relating to the work of the Church
- b. Complete monthly bank reconciliation for all accounts
- c. Provide monthly financial reports to the Board of Elders
- d. Provide quarterly financial reports to the Church
- e. Be an ex officio member of the Finance Subcommittee
- f. Format the annual Church budget for the Finance Subcommittee

Policies Subcommittee

This committee will, in cooperation with the Lead Pastor and other staff members, recommend to the Board of Elders policies necessary for the efficient and effective functioning of the Church. Whereas, the Finance and Personnel Subcommittees will create and monitor policies in their specific areas, the Policies Subcommittee will focus on operational policies, such as those governing building use, transportation, maintenance, scheduling, etc. They may also, in consultation with ministry staff, propose policies covering ministry operations, such as safety/security for preschool, children and students. This committee may also opt to work with the Finance and Personnel Subcommittees to research and recommend appropriate levels of liability coverage for the Church plant, equipment and staff.

When special task forces or *ad hoc* committees need to be formed from among the Church membership, the Board of Elders will initiate this recommendation to the Nominating Committee which, in turn, shall make the necessary appointments including that of chairman. Once appointed, these special task forces or *ad hoc* committees shall function under the direction of and in communication with the Board of Elders.

Furthermore, when the office of Lead Pastor is vacant, the Board of Elders, shall be responsible for coordinating pulpit supply speakers and/or recommending an interim pastor to the congregation

C. Lead Pastor

1. Qualifications

The Lead Pastor shall be a man called of God into the gospel ministry, evangelical in theology as defined by *The Baptist Faith and Message* (2000 edition), and committed to living and serving in a manner consistent with the standards set forth in Scripture for such leaders.

2. Selection

In the selection of the Lead Pastor, a committee of seven (plus two alternate members, one male and one female) to be known as the Pastor Search Committee shall be nominated by the Board of Elders and elected at the regular or called Church Conference. Members of the ministerial staff and their immediate family members (spouse, parents and children) shall not be eligible to serve on the Pastor Search Committee. Suggestions for members to serve shall be solicited from the Church. The Board of Elders shall choose the nominees from those suggested and others they may deem appropriate. The Board of Elders shall present a slate of nominees to the Church body of not less than 3 members of the Board of Elders, and not less than 3 men, and not less than 3 women. The three Elders and the two men and two women receiving the most votes from the Church election will be elected as the Pastor Search Committee. The committee shall serve until its task is completed. The man and the woman receiving the third highest number of votes will be elected as the alternates. Such committee shall proceed in the selection of a Lead Pastor whose gifts, character and calling fit him for the office to be filled. The Lead Pastor shall be presented to and elected by the Church according to the election process specified in Section V.A.2.

3. Term

The Lead Pastor will serve at the pleasure of the Church and under continuing call until the Church or the Lead Pastor request otherwise. Resignation or termination of the Lead Pastor will require 30 days written notice. Termination of the Lead Pastor will require a two-thirds vote of those members present and voting when the action to dismiss is considered by the Church.

4. Responsibilities

The Lead Pastor is called by the Church to lead the Church to understand, embrace, and accomplish its mission as defined by the primary biblical purposes of worship, evangelism/missions, fellowship, discipleship, and ministry. The Lead Pastor leads the Church through his primary biblical roles of elder/overseer, evangelist, shepherd, preacher/teacher, and equipper.

The specific responsibilities of the Lead Pastor may be outlined in terms of his primary biblical roles as follows:

- Elder/Overseer. As elder/overseer (Acts 20:28; Phil. 1:1; 1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-4), the Lead Pastor is the principal leader and vision-caster of the Church.
- Evangelist. As evangelist (2 Timothy 4:5), the Lead Pastor models the practice of personal evangelism incumbent on every believer and ensures that the Church is challenged and equipped to be obedient to the command of the Lord Jesus Christ to “make disciples” locally and globally (Matthew 28:19).
- Shepherd. As shepherd (Acts 20:28; 1 Peter 5:1-4), the Lead Pastor models the heart of the Chief Shepherd and ensures that the Church is well led, cared for, fed, and protected.
- Preacher/Teacher. As preacher/teacher (Acts 6:4; Ephesians 4:11; 2 Timothy 4:1-4; Titus 1:9), the Lead Pastor is a principal communicator of God’s Word in public worship and ensures that the Church is growing to maturity in Christ through the Spirit-anointed teaching of sound doctrine.
- Equipper. As equipper (Ephesians 4:12; 2 Tim. 2:2), the Lead Pastor partners with other leaders to empower and equip maturing members for significant service and ministry by discovering, developing, and deploying their spiritual gifts.

D. Other Church Staff

All new, unbudgeted, Church Staff positions shall be approved by the Church. All members of the Support Staff shall be selected by, are accountable to, and serve at the discretion of the Lead Pastor. Pastoral Staff shall be recommended to the Church by the Lead Pastor and Board of Elders and shall require an 85% affirmative vote of the members present and voting for election. Temporary positions, as needed, are subject to approval by the Board of Elders. Each member of the Church Staff shall be employed subject to the terms and conditions set forth in the Personnel Policy Manual. Dismissal of Church Staff will be at the discretion of the Lead Pastor with Board of Elders approval.

SECTION IV - Ministry Leadership Teams

A. Ministry Recruitment Team

The Ministry Recruitment Team (six to nine members; male and female), in conjunction with the appropriate ministerial staff sponsor, shall develop Ministry Teams to mobilize members for ministry. This entity will have primary responsibility for identifying, recruiting, equipping, deploying, and leading all members to be in ministry (Eph. 4:11-13). Additionally, the Team will support and enhance the work of Church leadership in encouraging attenders to become members, and encouraging members to develop in maturity, ministry and missional activities. Members of the Ministry Recruitment Team shall serve three-year terms, on a rotating basis, beginning January 1 of each year, and shall not succeed themselves in that office for one year.

B. Deacon Ministry Team

The Deacon Ministry Team shall be composed of men who are exemplary in their conduct, discreet in judgment, of honest report, full of faith, and conscious that they shall set worthy examples of cooperation, love, and loyalty for all members of the Church, abiding by the principles set forth in

Acts 6 and 1 Timothy 3. They shall promote peace, harmony, and a spirit of unity and cooperation among the membership. They shall serve three-year terms, on a rotating basis, beginning January 1 of each year. They are eligible to succeed themselves.

When a person who is an ordained deacon joins the membership of the Church, consideration will be given to nominate him to the Church as a deacon. This new member may be requested to participate for a period of time in the yokefellow program. The current members of the Deacon Ministry Team shall determine the number of men necessary to function effectively in their various ministries. If a vacancy occurs, the deacons may nominate a replacement for the remainder of the term or wait until the next election.

The Deacon Ministry Team shall serve the body in the following areas:

1. Pastoral support (i.e. evangelism, new member follow-up, hospital, nursing home, homebound, bereavement, etc.)
2. Church ordinance administration (baptism and Lord's Supper)
3. Benevolence ministry administration

C. Nominating Committee

A Nominating Committee shall be formed to select nominees for the Board of Elders, the Ministry Recruitment Team, the Deacon Ministry Team, other Program Directors, Church Clerk and Financial Secretary. At the request of the Board of Elders, the Nominating Committee shall also appoint special task forces or *ad hoc* committees as necessary. The Nominating Committee shall be composed of the Lead Pastor, the Chairman of the Board of Elders, and five (5) members of the Church at-large nominated jointly by the Pastor and the Chairman of the Board of Elders.

Every effort shall be made to ensure that these nominations represent a broad cross-section of the Church. At least two weeks before the Annual Church Conference in November, information shall be submitted to the congregation about each Elder and Deacon nominee. All other names of nominees will be submitted at the same time. The number of nominees presented shall be the exact number of persons needed for service. The Chairman of the Board of Elders shall appoint the Chairman of the Nominating Committee. Members of the Nominating Committee shall serve three-year terms, on a rotating basis, beginning January 1 of each year, and shall not succeed themselves in office for one year.

D. Other Ministry Teams

Other Ministry Teams, as established by the Board of Elders, may be formed from time to time as needed. Ministry Teams may be formed which do not require a rotation of members. These Ministry Teams will function in consultation with the Lead Pastor and be answerable to the Board of Elders.

E. Term

Ministry Team Leaders shall customarily be recruited to serve beginning Jan.1, but are not required to rotate.

F. Qualifications

Each Ministry Team Leader shall give testimony of God's calling and giftedness for the ministry that he/she leads.

SECTION V - Elections and Appointments

A. Lead Pastor

1. Selection

The Pastor Search Committee shall make a recommendation to the Church to fill a vacancy in the office of Lead Pastor according to Section III. C. The committee's recommendation and all pertinent information shall be provided to the Church according to the notice requirements for all other Church Conferences.

2. Election

The election of the Lead Pastor shall occur at a Church Conference called specifically for that purpose. No name shall be considered or nominated except that recommended by the Pastor Search Committee. The vote shall be by secret ballot and shall require an 85% affirmative vote of the members present and voting for election. If the recommendation does not receive 85% of the votes, the Pastor Search Committee shall present another recommendation to the Church.

B. Nominating Committee

1. Selection

The Nominating Committee shall be composed of the Lead Pastor, the Chairman of the Board of Elders, and five (5) members of the Church at-large nominated jointly by the Pastor and the Chairman of the Board of Elders.

2. Election

The election shall be held during the Annual Church Conference in November. The vote shall be by secret ballot, with a "yes" and "no" by each nominee's name, and shall require a three-fourths affirmative vote of the members present and voting for election. If a nominee is not elected, another nominee shall be submitted to the Church as soon as feasible.

If and when vacancies on the Nominating Committee occur between annual elections, the committee may decide to function with fewer members or fill the vacancy with a substitute of its own choosing. Such substitute shall serve only until the next election.

C. Board of Elders, Ministry Recruitment Team, and Deacon Ministry Team

1. Selection

The Nominating Committee shall request recommendations from the congregation. Members of the Nominating Committee may also submit recommendations. Once the committee has identified the names of potential nominees, the following procedures will be observed:

- a. The names of the potential nominees who agree to serve if elected shall be submitted to the Ministries Assistant to ensure that each nominee is a consistent financial contributor.
- b. Members of the Nominating Committee will contact potential nominees to determine if they are willing to serve if elected. Potential nominees must indicate they believe that they meet the qualifications for service and are willing to serve.

- c. An individual may not be nominated to serve on more than one of these three entities.

2. Election

The election shall be held during the Annual Church Conference in November. The vote shall be by secret ballot, with a “yes” and “no” by each nominee’s name, and shall require a three-fourths affirmative vote of the members present and voting for election. If a nominee is not elected, the Nominating Committee will submit another nominee to the Church as soon as feasible.

If and when vacancies on the Board of Elders, Ministry Recruitment Team, and Deacon Ministry Team occur between annual elections, each entity may decide to function with fewer members or fill the vacancy with a substitute of its own choosing. Such substitute shall serve only until the next election.

SECTION VI - Finance

A. Church Responsibility

1. The Church shall approve the annual budget during the regular Annual Church Conference in November.
2. The Church shall receive written quarterly financial reports.
3. The Church shall approve any acquisition of land, construction of new buildings, borrowing of funds, and the sale of any real property.
4. The Church shall receive an annual financial review of the financial condition of the Church by a qualified representative at least every five years.

B. Board of Elders Responsibility

The Board of Elders is accountable to the Church for maintaining the financial integrity of all the financial activities of the Church. The Board shall establish operating and reserve funds that are adequate to operate the Church efficiently. The Board shall report the prior year’s results and the disposition of any budget surplus annually to the Church. If anticipated receipts are less than the annual budget, then the Board of Elders will make the necessary changes in the budget to operate within the anticipated receipts.

The Board shall approve written financial policies and procedures for the Church. These policies and procedures shall include all financial activities of the Church and any related activities. The Board shall receive and approve detailed monthly financial statements on all Church financial activities.

SECTION VII - Records and Reports

A. Church Records

The Church shall maintain, at least, the following records and reports:

1. A system of financial records which will supply accurate and detailed information on receipts, disbursements, balances, and the financial condition of the Church
2. Written minutes of all Church Conferences and meetings of the Board of Elders
3. A listing of fixed assets shall be maintained in sufficient detail to account for items of significance
4. A record of the active members of the Church setting forth the names and addresses of all members
5. Contribution statements and contributors
6. Records of periodic audits of the Church's financial records
7. All records shall be kept at the Church's principal office

B. Church Clerk

The Church Clerk shall:

1. Keep a record of all Church proceedings
2. Have general supervision of the Church roll and shall keep or cause to be kept a correct list of names and addresses of active Church membership
3. In cooperation with the Ministries Assistant and Lead Pastor prepare, or cause to be prepared, the annual Church letter
4. Assure that all minutes and records shall be kept at the Church and available for reading by the membership. Permission to remove any minutes from the Church shall be granted by the Church in any regular Church Conference
5. Sign Church checks when needed

SECTION VIII - Miscellaneous

A. Policies and Procedures Manual

The Board of Elders or its subcommittees shall be responsible for compiling and maintaining a Policies and Procedures Manual for the day-to-day administrative functions of the Church not covered in the Constitution and Bylaws. Subjects covered shall include but not be limited to the following:

1. Personnel policies and procedures not covered in the Bylaws
2. Financial policies and procedures not covered in the Bylaws
3. Church property policies and procedures
4. Other policies and procedures as needed
5. All uses of Church property will be in accordance to our Statement of Faith. We believe Scripture teaches that marriage is to be exclusively between one man and one woman (as determined by birth sex). Marriages performed by our pastors and other leaders, weddings held at our facilities or on our grounds, or those attending events or classes designed for married couples, must conform to that Scriptural standard.

Any suggested changes shall be recommended to and decided by the Board of Elders.

B. Procedures for Distribution of Assets upon Dissolution

In the event of dissolution of First Baptist Church, Neosho, MO, due to any cause, the assets will be distributed as follows:

1. All debts will be paid in full.
2. Real and personal property owned by the Church will become the properties of the Shoal Creek Baptist Association.
3. If sufficient funds remain, a severance package for Church employees will be considered, as recommended by the Board of Elders and approved by the Church.
4. Remaining funds will be distributed upon the recommendation of the Board of Elders and approval by the Church to one or more organizations which qualify as an exempt organization as described in Sections 501 C (3) and 170 C (2) of the Internal Revenue Code of 1954, or the corresponding provision of any prior or future law.

SECTION IX - Adoption and Amendment of Bylaws

A. Adoption

These Bylaws shall be adopted if two-thirds (2/3) of the members present vote to adopt them at the Church Conference at which they are submitted for adoption.

B. Amendment

These Bylaws may be amended by two-thirds (2/3) vote of the members present and voting at any properly called Church Conference. Any proposal to change these Bylaws should be referred to the Board of Elders for approval prior to its presentation to the Church

C. Records

A copy of these Bylaws, as revised, shall always be kept with the records of the Church and all amendments to or alterations to thereof shall, after passage, be prepared in a type-written form and attached to the copy of the Bylaws so kept.