

BY-LAWS OF FIRST BAPTIST CHURCH OF MARLOW

Article I: Membership

Section 1: General FBC Marlow (henceforth known as FBCM) is an autonomous and democratic Southern Baptist Church, under the Lordship of Jesus Christ. The membership retains the exclusive right of self-government in all phases of the spiritual and temporal life of FBCM. The membership retains the right to determine who shall be members of FBCM and the conditions for such membership.

Section 2: Candidacy

A. Requirements: Membership in FBCM shall be open to any person who professes faith in the Lord Jesus Christ and is in harmony with its doctrines and practices, namely: 1) The person was a believer prior to baptism. 2) The baptism by immersion was carried out by the authority of a church of like-minded theology.

B. Method: Membership may be obtained by an individual in public at an FBCM meeting or in consultation with a member of the Ministerial Staff. A person may obtain membership in the following manner:

1) *Membership by Baptism*

If the person has not been baptized according to the methods required by FBCM, he or she will be presented as a candidate for membership through baptism. FBCM will administer baptism, upon which the person will be considered a member of the church.

2) *Membership by Letter*

If the person is coming from a Southern Baptist Church, FBCM will request a letter of recommendation of transfer of membership from that church on behalf of the person.

3) *Membership by Statement*

If the person meets the qualifications of salvation and baptism by immersion but does not come from a Southern Baptist Church, he or she will be accepted upon statement of like-minded faith. This statement includes salvation is obtained by faith alone, with baptism by immersion being a symbolic act of obedience, in accordance with Scripture.

Section 3: Rights

A. General: Every member of FBCM is entitled to vote at all elections and on all questions brought before FBCM, provided the member is physically present at the meeting.

B. Termination: Membership shall be terminated by any of the following events:

- 1) Death
- 2) Transfer of membership to another Baptist Church
- 3) Voluntary withdrawal
- 4) Removal by action of the Ministerial Staff and Leadership Council

C. Discipline: It is the intent of FBCM to emphasize that every reasonable measure will be taken to assist a troubled member. The Lead Pastor, other members of the church staff and the Leadership Council are available for counsel and guidance. Redemption and change in behavior, rather than judgment, should be the goals for one member when seeking to help another. (Matthew 18:15-17; 1 Cor. 5; Galatians 6:1) The purpose of church discipline is to glorify God by:

- 1) Maintaining purity in the church.
- 2) Protecting believers by deterring sin.
- 3) Promoting the spiritual welfare of the offending believer by calling him or her to return to biblical standards of doctrine and conduct.

D. Removal: Should some serious condition exist, which would cause a member to become a serious liability to the witness of FBCM; every reasonable measure will be taken by the Lead Pastor, Ministerial Staff, and Leadership Council to resolve the problem. All measures shall be pervaded by a spirit of Christian love and patience. But, if it is found that the witness of FBCM would be best served by the exclusion of the member, FBCM may take this action by at least a majority vote of the members present at a special called business meeting expressly for this purpose. In such an event, FBCM may proceed to declare the person is no longer in the membership of FBCM.

E. Restoration: The desire of FBCM is always restoration of a believer into a proper relationship with Christ. Any person whose membership has been terminated may, upon request, be restored to membership by a majority vote of the FBCM members present and voting upon evidence of the person's repentance and reformation.

Article II: Leadership

Section 1: General As a body of believers, FBCM understands the Biblical model of church leadership found in the New Testament to be centered around a designated group of men. These men meet certain Biblical characteristics and are led by God into such a position of leadership. It is the combination of this leadership group along with the congregational voice of the membership which directs the ministries of the church.

Section 1: Lead Pastor

A. Role: The Lead Pastor is responsible for leading FBCM to function as a healthy New Testament Church under the leadership of the Holy Spirit. The Lead Pastor will lead the congregation, the church organizations, and the FBCM staff to achieve the Church's mission to proclaim the gospel to believers and unbelievers and to care for the congregation and persons in the community.

B. Election: A Lead Pastor will be chosen and called by the membership of FBCM whenever a vacancy occurs. A pastor search team will be recommended and approved by the church membership for the purpose of seeking God's leadership toward a candidate. FBCM staff members nor their spouses shall not be eligible to serve on this Lead Pastor search team. The Lead Pastor search team will bring a suitable candidate for consideration to the church only one name at a time. The election shall take place at a meeting called specifically for that purpose. Election shall be by secret ballot, requiring at least 75% affirmative as necessary for a call to ministry. The Lead Pastor shall serve until the relationship is terminated by his resignation, his death, or removal by the membership.

C. Resignation: The Lead Pastor may resign upon giving reasonable notice to the membership of FBCM.

D. Removal: If the Leadership Council (excluding the Lead Pastor) is in unanimous agreement with the decision to remove the Lead Pastor, they have the authority to dismiss the Lead Pastor through the affirmation of a 75% majority vote of FBCM in a Special Called Business meeting. Severance compensation shall be determined by the Leadership Council, with such compensation rendered in no more than 30 days.

Section 2: Leadership Council

A. General: FBCM seeks to be a New Testament church committed to the teachings of the Bible. No other authority or tradition is to guide the means, faith, or structure of the church. The administrative and pastoral structure for a New Testament church is found in a plurality of leadership. FBCM will strive to follow this scriptural example. To align with this New Testament model, FBCM requires qualified men to serve as a Leadership Council. These men are servant leaders of the church. As such, they must be Biblically qualified to serve in this capacity, as found in 1 Timothy 3:1-7 and Titus 1:6-9. They must feel God's calling to serve in such a capacity and be publicly acknowledged as servant leaders. To effectively serve in this leadership role, the Leadership Council needs the prayers, support and confirmation of the members of FBCM. FBCM is called upon to honor this Leadership Council and to protect them against false accusations.

B. Responsibilities: The members of the Leadership Council shall:

1) *Feed the Church* (1 Timothy 3:2, 5:17; 1 Thessalonians 5:12; Titus 1:9)

Following the principles found in Acts 6:1-6 and 1 Peter 5:1-4, the Leadership Council members shall devote their time to prayer, the ministry of the Word by teaching and encouraging sound doctrine.

2) *Lead the Church* (Acts 20:28; 1 Thessalonians 5:12; Hebrews 13:17)

In practical manners (Acts 6:1-6), in matters of doctrine (Acts 15, 16:4), and in matters of spiritual discipline and character (Hebrews 13:17), the Leadership Council shall provide guidance for the membership of FBCM.

3) *Care for the Church* (James 5:14-15; Acts 20:35; Hebrews 13:17)

The Leadership Council shall faithfully administer kindness, compassion, and care for the membership of FBCM.

4) *Protect the Church* (1 Peter 5:2-3; Acts 20:28)

The Leadership Council shall guard the church, keeping her as a pure, spotless bride of Christ through prayer, wise counsel, and accountability.

5) *Hear the Church* (Acts 6:1)

The Leadership Council shall fulfill the purposes of FBCM through prayer, fellowship, discussion, and decisions made by the local body of Christ.

C. Qualifications: Each member of the Leadership Council must have a “calling” from God for this office. The qualifications for this office are described in 1 Timothy 3:1-7 and Titus 1:6-9. He must be:

- 1) Blameless as a steward of God; above reproach (1 Timothy 3:2; Titus 1:6)
- 2) The husband of one wife (1 Timothy 3:2)
- 3) Temperate, sober, vigilant (1 Timothy 3:2)
- 4) Sober minded, prudent (1 Timothy 3:2; Titus 1:8)
- 5) Of good behavior; orderly, respectable (1 Timothy 3:2)
- 6) Given to hospitality (1 Timothy 3:2; Titus 1:8)
- 7) Able to teach; can encourage believers and refute false teaching (1 Timothy 3:2; Titus 1:9)
- 8) Not given to much wine (1 Timothy 3:3; Titus 1:7)
- 9) Not violent; not quarrelsome (1 Timothy 3:3; Titus 1:7)
- 10) Patient, forbearing, moderate, gentle (1 Timothy 3:3)
- 11) Not a brawler; not soon angry or quick tempered (1 Timothy 3:3; Titus 1:7)
- 12) Not covetous; not a lover of money; not greedy (1 Timothy 3:3; Titus 1:7)
- 13) Manages his own house well; his children are faithful, not accused of rebellion to God (1 Timothy 3:4; Titus 1:7)
- 14) Not a novice; not a new convert (1 Timothy 3:6)
- 15) Has a good report or reputation with people outside of the church (1 Timothy 3:7)
- 16) Not arrogant (Titus 1:7)
- 17) Lover of what is good (Titus 1:8)
- 18) Just and fair (Titus 1:8)
- 19) Holy, devout (Titus 1:8)
- 20) Self-controlled (Titus 1:8)

D. Selection: Scripture does not give specific instruction as to the number, yet it is recognized that there must be a plurality. As such, FBCM desires the Leadership Council shall be comprised of not less than seven (7) men who satisfy the qualifications to serve on this council, according to 1 Timothy 3:1-7 and Titus 1:6-9. In the event the number of members falls below seven (7), the Leadership Council shall continue to operate until such time as new Leadership Council member(s) may be elected. The Lead Pastor, Associate Pastor, and Church Treasurer shall serve on this Leadership Council, with the Lead Pastor being held as the “first among equals” and moderator of all meetings. It will be the goal of the Leadership Council that the majority of its members shall be composed of church members not in the regular pay of the church, and no Leadership Team member shall serve as a deacon during his tenure on the Leadership Council. A determination for additional members in the future should be based upon the work of God in FBCM and the availability of those with a God-given desire to serve in such a role.

Men who feel called by God to be part of the Leadership Council should express that calling to a currently serving member or the Lead Pastor of FBCM. The appointment to the Leadership

Council is a serious matter. Therefore, the Leadership Council shall earnestly, without any haste, bias, or partiality, seek God's will with regard to the potential Leadership Council member's appointment. This potential servant leader will be examined by the Leadership Council in order to discover his calling and qualifications. If the Leadership Council and the candidate are of like mind to his calling, the Leadership Council shall recommend him to be affirmed as a member of the council.

In a Special Called Business Meeting, the Leadership Council shall recommend the candidate to FBCM. A 75% vote of the membership in attendance is required for affirmation of the recommendation.

E. Initial Council: The initial Leadership Council shall be elected by the Deacon body from the membership of the church. These men shall meet the Biblical qualifications set forth in Article 2, Section C of this document. This initial council may need to adjust the terms of office, within a reasonable amount, in order to maintain consistent leadership for the church during the first years of service. Such adjustments will be brought before the Deacon body for approval and acceptance.

Note: Even though it is stated that the number is 7, it could be that the deacon body elects more than that. If so, the adjustment for terms of office for the initial council will need to be written in such a way that allows for greatest flexibility, depending on the number of men elected to this council.

F. Term of Office: The term of office for the Leadership Council shall be set at three (3) years. After a member, other than the Lead or Associate Pastor, has served two consecutive three-year terms, he may only be elected to that office again after a one-year absence. A 75% vote of the membership in attendance is required for affirmation of the council member after each term in order to return to the Leadership Council. A Leadership Council member may be removed from office by either a resignation or by dismissal. A 75% majority vote by the membership in attendance is required to dismiss the member from the Leadership Council.

G. Meetings: The Leadership Council may keep written or otherwise recorded minutes of the matters considered. These minutes shall be part of the permanent records of the Leadership Council. These records will be maintained confidentially by the Leadership Council and access will may be approved by the Leadership Council upon written request to the Council.

H. Discipline and Removal: Any member of the Leadership Council may be removed from office if he becomes incapacitated, spiritually unqualified, or his inability to serve is established in the minds of the remainder of the Leadership Council. FBCM has the right to rebuke a council

member due to a continuing sin in his life, based upon 1 Timothy 5:19-20. Finally, if a Leadership Council member falls into sin, and continues in sin, he must fall under the discipline of the church. He may be removed from this council as a result of this disciplinary action by a unanimous vote of the other members of the Leadership Council or in a Special Called Business Meeting with a 75% majority vote of the members present at such meeting.

I. Removal of Leadership Council: FBCM also has the right to remove the Leadership Council in a Special Called Business Meeting with a 75% majority vote of the members present at such meeting. If the Leadership Council is removed, the Lead Pastor and Associate Pastor are not automatically removed from the Ministerial Staff.

Section 3: Ministerial Staff

A. General: The membership of FBCM shall call ministerial staff members as needed by the church, in cooperation with the Lead Pastor and Leadership Council. All members of the church staff must comply with the Church Policies. Job descriptions are found in the FBCM Policy and Procedure Manual.

B. Nomination: Whenever there is a determined need to call a full-time staff member of the Ministerial Staff, a search team will be recommended and approved by the church membership for the purpose of seeking God's leadership toward a candidate. The Leadership Council members shall serve on the search committee, if they so desire, up to 30% of the search committee. The Lead Pastor shall serve as a de-facto member of every such search committee, while not counting toward the Leadership Council percentage. Neither FBCM staff members nor their spouses shall be eligible to serve on a search team. The search team will bring a suitable candidate for consideration to the church only one name at a time. The search team, in conjunction with appropriate organizations shall determine the compensation package for each Ministerial Staff position.

C. Election: Each Ministerial Staff position shall be elected at a Special Called Business Meeting set for the sole purpose of such an election. Election shall be by secret ballot, requiring at least 75% affirmative as necessary for a call to ministry. Each member of the Ministerial Staff shall serve until the earlier of his resignation, death, or removal by the membership of FBCM.

D. Resignation: A member of the Ministerial Staff may resign upon giving reasonable notice to the membership of FBCM.

E. Removal: If the Leadership Council is in unanimous agreement with the decision to remove a Ministerial Staff member, they have the authority to dismiss him through the affirmation of a 75% majority vote of FBCM in a Special Called Business meeting. Severance compensation

shall be determined by the Leadership Council, with such compensation rendered in no more than 30 days.

F. Ministerial Associates: Ministerial Associates may be hired on the basis of need as determined by the Lead Pastor, Leadership Council and Ministerial Staff of FBCM. The responsibilities of these positions will be developed by the affected Ministerial Staff personnel. These responsibilities are found in the FBCM Policy and Procedure Manual. Compensation will be agreed upon by the Lead Pastor, Leadership Council and appropriate committees. A Ministerial Associate must comply with all Church Policies. A Ministerial Associate shall give two weeks' notice at the time of resignation. A member of the Ministerial Associate Staff may be removed from his or her position if recommended by the Leadership Council and approved by the Personnel Committee. Approval of the membership of FBCM is not required for a dismissal in such cases.

Section 4: Non-ministerial Staff

A. General: All members of the church staff must comply with the Church Policies. Non-ministerial staff positions have primary responsibility for one or more components of the daily operation of the Church. The Executive Pastor is the supervisor for all staff not supervised by the Lead Pastor, LIFE Pastor, or First Kids Academy Director.

B. Approval: Exempt and non-exempt Non-ministerial staff may be offered employment by FBCM if approved by the Ministerial Staff or the Personnel Committee, depending upon the position in question. Office staff, janitorial staff, and childcare staff are not necessarily determined to require Ministerial Staff approval.

C. Removal: A member of the Non-ministerial Staff shall give two weeks' notice at the time of resignation. A member of the Non-ministerial Staff may be removed from his or her position if recommended by the Lead Pastor and approved by the Personnel Committee. Approval of the membership of FBCM is not required for a dismissal in such cases. If there is any question as to whether the termination of an individual is required to be approved by the membership of FBCM, the determinative factor shall be whether such individual's initial appointment to such position was approved by the membership of FBCM. If the individual's initial appointment to the position was not approved by the membership, then his or her termination shall not be required to be approved the by the membership of FBCM.

Section 5: Deacons

A. General: FBCM seeks to be a New Testament church committed to the teachings of the Bible. No other authority or tradition is to guide the means, faith, or structure of the church. FBCM will strive to follow this scriptural example. To align with this New Testament model, FBCM requires qualified men to serve as Deacons. These men are the leading servants of the church. As such, they must be Biblically qualified to serve in this capacity, as found in 1 Timothy 3:8-13 and Acts 6: 3-6. They must feel God's calling to serve in such a capacity and be publicly acknowledged as servants.

B. Duties: The ministry of the Deacon is to serve with the Lead Pastor, Ministerial Staff, and Leadership Council to affirm the direction of the church, to assist in performing pastoral ministry tasks, proclaim the Gospel of Christ to believers and unbelievers, and to minister to church members and others in our community.

C. Qualifications: The office of Deacon is one of ministry and service to Jesus Christ through His church. This office has no Biblical authority to rule or govern the church. This is not an office or position given to someone to honor him. To be eligible for this respected position, a Deacon must be a man who has been a member of this church for at least one year, seeking consistently to meet the following qualifications:

- 1) He is full of the Holy Spirit (Acts 6:3,5)
- 2) He is full of wisdom (Acts 6:3)
- 3) He is full of faith (Acts 6:5)
- 4) He has a good reputation (Acts 6:5; 1 Timothy 3:8)
- 5) He is worthy of respect (1 Timothy 3:8)
- 6) He is not double tongued, but sincere in his speech (1 Timothy 3:8)
- 7) He is not indulgent (1 Timothy 3:8)
- 8) He is not greedy (1 Timothy 3:8)
- 9) He has a deep commitment to the Bible (1 Timothy 3:9)
- 10) He has been proven to be faithful (1 Timothy 3:9)
- 11) He is above reproach and blameless (1 Timothy 3:9)
- 12) If married, his wife is respected, not a gossip, faithful in all she does (1 Timothy 3:11)
- 13) He is the husband of one wife (1 Timothy 3:12)
- 14) He manages his household well (1 Timothy 3:12)
- 15) He should submit to God-given spiritual leadership (Hebrews 13:7,17)
- 16) He should practice the spiritual discipline of tithing (Malachi 3:10)
- 17) He should be active in creating and preserving unity in the church (Ephesians 4:1-3)

D. Election: When the determination is made for the need of more deacons, nominations will be made by the membership for those who are perceived to meet the qualifications of a deacon and have proved themselves to have a heart to serve others. These nominees will be reviewed by the Deacon Officers. Those who have been examined and found to be qualified and confirm a sense of God's calling to serve will be recommended to the Leadership Council for presentation. The Leadership Council may then present worthy deacon candidates to the church for affirmation at a Special Called Business Meeting, in which individual candidates will be affirmed by at least a 75% majority vote. Upon affirmation, each deacon shall be ordained by the church at a worship service.

E. Term: Deacons of FBCM are ordained to serve for life and can function as a Deacon as long as they are a member of FBCM and meet the Deacon standards as outlined previously. (See Article II, Section 5, Part C)

F. Removal: In the case of a Deacon that has engaged in conduct that violates the moral and ethical teachings of Scripture, the Lead Pastor or any Deacon may initiate action that would result in the removal of the Deacon charged with the violation from the Deacon body. To the extent the violation does not disqualify the Deacon from service, all reasonable effort for restoring the Deacon to right fellowship shall be taken before and action of removal is initiated. If necessary, the Deacon may be removed from the Deacon body by a 75% majority vote of the Deacons.

G. Officers: The officers of the Deacon body shall be a Chairman, a Vice-Chairman, and a Secretary, each of whom must have served a minimum of one year as an active Deacon at FBCM prior to elections. The length of term shall be two (2) years for each office. Offices shall be elected from nominations from the floor of a called Deacons meeting. A majority vote is required to affirm a Deacon to an office.

H. Meetings: The Deacons meet as called by the Lead Pastor or Deacon chairman. A majority of Deacons must be present at any called meeting to constitute a quorum. The Lead Pastor shall be notified of all Deacons' meeting and invited to attend.

Section 6: Officers

A. General: All officers of FBCM must be members in good standing. The terms of office shall be for a period of three (3) years and may be reelected to successive terms. An officer may be removed at any time by the Leadership Council or may resign at any time by delivering notice to the Leadership Council. If the office of any officers becomes vacant, the vacancy may be filled by the Leadership Council.

B. Trustees: The Leadership Council shall function as the trustees of FBCM. They manage FBCM property, both real and personal, as fiduciaries. They shall represent FBCM in all legal matters. Other FBCM members may be appointed by the Leadership Council to be Trustees, as necessary.

C. Clerk: FBCM shall elect a church clerk whose responsibilities shall be to record minutes of the business procedures of FBCM. The clerk shall also keep a suitable record of all the actions of the church, except as noted otherwise in this document. The church clerk shall keep a record of members' information, issue letters of dismissal as voted by the membership of FBCM, preserve on file all communications and written official reports, and give legal notice of all meetings, as indicated in these bylaws. The church clerk may delegate some of the clerical responsibilities to other members of the church staff, if necessary. These records shall be maintained in the office of FBCM. The clerk and assistant clerk shall be recommended by the Leadership Council and approved by a majority vote of the members of FBCM at a business meeting, either regularly scheduled or special called. In the event of the church clerk's absence, the assistant clerk shall perform the duties of that office.

D. Treasurer: FBCM shall elect a church treasurer. This treasurer shall meet the qualifications of a Leadership Council member and be a member of the Leadership Council. It shall

be the duty of the treasurer to render to the church at each regular business meeting a report of the receipts and disbursements of the church. The church treasurer shall work cooperatively with the Lead Pastor, Executive Pastor and Leadership Council to ensure proper stewardship of church finances, as well as planning and implementing sound practices for the church's financial foundations. In the event that the office of Treasurer is or becomes vacant, the Executive Pastor shall serve as the Treasurer on an interim basis until the Treasurer position is filled. While serving as the Treasurer, the Executive Pastor shall not have signatory power on any bank or financial account of the church.

Article III: Committees/Organizations

Section 1: General. FBCM is committed to accomplishing its stated goals through the ministry of its members. To accomplish these goals, FBCM is determined to organize into committees to be more effective. Committees are focused upon accomplishing a stated or determined goal, or set of goals, to fulfill the ministry that God has called those participating to do.

Section 2: Empowerment. Committees organize and function under policies and procedures established by the Leadership Council in consultation with the ministerial staff. (See FBCM Policy and Procedure Manual)

Section 3: Ministry. Committees perform the ministry best when it is performed by a plurality. Committees are the basic organizing units of FBCM to accomplish its goals within the guidelines of our Constitutional Purpose Statement. Committees are not policy-setting entities. Rather they are the working members of the body of Christ. These committees devise and carry out the actions to further determine FBCM ministries. FBCM policies and procedures provide a framework within which committees successfully operate. (See FBCM Policy and Procedures Manual)

Article IV: Ordinances

Section 1: Baptism. Any person who has received Jesus Christ as Savior by personal faith shall be eligible for baptism. The Biblical practice of baptism shall be observed in the following manner:

1. Baptism shall be by immersion in water
2. The Lead Pastor, or whoever the church shall authorize, shall administer baptism, assisted by those needed to perform the ordinance.
3. Baptism shall be administered as an act of worship during any service of the church.
4. Following baptism, the candidate becomes a member of FBCM with all the privileges and responsibilities pertaining thereto.

Section 2: Lord's Supper. The Lord's Supper is a symbolic act of obedience in which believers commemorate the death of Jesus Christ and anticipate His coming through the partaking of the bread and fruit of the vine.

1. The Lord's Supper shall be a regular observance as determined by the Lead Pastor and church leadership.
2. The Lead Pastor and those he authorizes shall be responsible for the administration of the Lord's Supper.
3. The Lord's Supper shall be administered as an act of worship during any service of the church.

Article V: Meetings/Guidelines

Section 1: Worship Services. The membership of FBCM shall meet regularly, as determined by the Lead Pastor, Ministerial staff, and Leadership Council. The purpose of these meetings will be for Biblical teaching, prayer, evangelism, discipleship, ministry, fellowship, and worship of Almighty God. Worship services will be open to all interested worshipers and shall be conducted under the leadership and direction of the Lead Pastor or his designated substitute. Services and activities which are essential to the promotion of the purposes of the church may be scheduled on the church calendar as well.

Section 2: Regular Business Meetings. Regular business meeting shall be held twice yearly, once during the month of June and once during the month of December unless it is necessary to change dates due to circumstances that would cause a need to adjust. These alterations shall be determined by the Ministerial Staff of FBCM and approved by the Leadership Council, with a notice of ten (10) days minimum, given in publications and electronic form as are at the disposal of the church office.

Section 3: Special Business Meetings. A Special Called Business Meeting may be called to address matters of significant nature. Notice of the subject, time, date, and location of such meeting shall be given at least seven (7) days prior to the meeting. The church shall use all publications and electronic forms that are available for notification, including but not restricted to the verbal announcement during a regularly held worship service.

Section 4: Quorum and Voting. A quorum consists of those members who attend a properly called meeting. Each member of FBCM of at least 18 years of age shall have one (1) vote on every matter submitted to the members for a vote. There shall be no absentee, proxy, or cumulative voting. Unless specifically set forth in these Bylaws, the moderator of the meeting shall determine the method by which votes shall be cast at the meeting.

Section 5: Moderator. The Lead Pastor shall be the moderator, except in his absence. In such case, the Lead Pastor shall determine the moderator of the meeting. In the instance of a lack of a Lead Pastor, the Leadership Council shall determine the moderator for all meetings.

Section 6: Procedural Rules. The guide for parliamentary rules of procedure for all business meetings of the membership shall be Robert's Rules of Order, Revised.

Article VI: Finance/Property

Section 1: Budget. The Executive Pastor, in consultation with the applicable church staff, Leadership Council, and Finance Committee shall prepare and submit to FBCM for adoption an itemized budget in order to advance the purposes of FBCM. Upon approval by the Leadership Council, the budget shall be distributed one week in advance of a called business meeting in December and shall be presented and discussed at that meeting. The ministry of the Deacon is to serve with the Lead Pastor, Ministerial Staff, and Leadership Council in performing pastoral ministry tasks, proclaim the Gospel of Christ to believers and unbelievers, and to minister to church members and others in our community. The proposed budget may be amended by a motion, second, and simple majority of those present. Acceptance of the proposed budget shall be made by a majority of those voting in the meeting.

Section 2: Management. All funds received for any and all purposes shall be counted under dual control and deposited by the financial secretary to be recorded on the books of the church. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Committee, the church treasurer, and the Executive Pastor. This system will adopt account procedures and controls which will be monitored by the Executive Pastor. (See *Financial Policies* in Policy and Procedures Manual)

Section 3: Fiscal Year. The church fiscal year shall begin on January 1 and end on December 31 of each year.

Section 4: Property. All real property shall be held in the name of FBCM. No person, committee, or otherwise shall cause FBCM to buy, sell, mortgage, pledge, lease, or transfer any church property (other than in the ordinary course of business), not commence an expansion project, without a vote of the membership of FBCM authorizing such action.

Church property shall be used regularly only for furthering the purposes of FBCM as described herein. Other uses may be approved by the Ministry Staff in accordance with these Bylaws. No activity shall occur on the campus that is in conflict with our faith, belief, doctrine, or practice.

Section 5: Compensation. Any person receiving compensation directly or indirectly from FBCM shall not be in a position to determine the nature or amount of such compensation or remuneration.

Section 6: Dissolution. Upon dissolution of FBCM, the Leadership Council shall cause the assets herein to be distributed to another Southern Baptist church or Southern Baptist mission agency.

Article VII: Amendments

Section 1: General. Amendments to the Constitution and By Laws of FBCM shall require approval from the members. Amendments can be made at any business meeting of the members, provided each proposed amendment shall have been presented in writing at a previous regular or special called business meeting. Copies of the proposed amendments shall be furnished or made available at both meetings. Amendments to the constitution shall be made by a two-thirds vote of the church. Amendments to the bylaws shall be made by a simple majority vote of the church.