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October 8, 1969
Revised 11/16/88

BY-LAWS

of the

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

Article I. Membership

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

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

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

(a) Any person who has at sometime been a member of a Baptist church of like faith and order, but whose membership has lapsed or has been lost, and who shall make a statement of the facts and the vows of his faith and love to Christ.

(b) Any person who has professed faith in Jesus Christ as his Savior and declared it as his purpose to follow Him as His disciple and who has received believer's baptism in a non-Baptist church. (Revised March 14, 1972)

Section 4.

(a) Members may, at the request of another Baptist church of like faith and order, be transferred by letter to another Baptist church of like faith and order.

(b) In case a member unites with a church other than a Baptist Church of like faith and order, he shall be removed from the membership roll of this church.

(c) Upon receipt of a written request from the individual, his name may be removed from the Church roll.

Article II. Officers

Section I. Pastor

(a) As often as may be necessary, a Pulpit Supply Committee, to function during a period when the church is without a pastor, shall be nominated by the Deacons and elected by the church. This committee shall consist of three (3) members of the church and shall be responsible for filling the pulpit for all weekly worship services. It shall also be responsible to recommend to the church, as soon as possible, a minister of good report, who is not a candidate to fill the pulpit permanently, to serve as Interim Pastor.

(b) As soon as possible, when the pulpit is or is to be vacated, a Pastor Search Committee shall be nominated and elected by the church. This committee shall consist of nine (9) members of the church and shall be responsible to search for and recommend to the church the minister whom they feel God has prepared for this church. His election shall require the affirmative vote, by written ballot, of at least 80% of the resident church membership present and voting at any meeting of which "Due Notice" has been given. A quorum of 10% of the resident church membership is required at any business meeting at which a pastor is called.

(c) The pastor shall be called to an unlimited term. Termination may be at his own pleasure or at that of the church. In the event termination is at the pleasure of the church, it shall be only at a "Due Notice" meeting with a quorum of ten (10) % of the resident church membership and a majority vote. (Revised 12, 1986)

Section 2. Other Ministries, i.e.: Minister of Education, Minister of Music, etc.

A. Qualifications

(a) Give evidence of God's special call in the area of their ministry.

(b) Give evidence of specialized training and experience in the field of service.

B. Methods of Call

(a) The Pastor shall appoint representative leadership from the church to serve as a special committee.

(b) In cooperation with the Pastor, this committee will investigate qualifications and recommend to the Church the best qualified person available for the office.

(c) "Due Notice" shall be given to the church in preparation for the calling of this Minister. In the event of termination at the pleasure of the Church, it shall be with "Due Notice", quorum, and written vote. (Revised September 14, 1988)

Section 3. Deacons

A. A Deacon Screening Committee will determine and recommend annually the number of deacons to be elected to maintain as closely as feasible up to one deacon for each 15 families. The term of active service will be staggered so that approximately one-third of the total number shall expire each year. The term of service shall be three years and deacons can succeed themselves if elected.

B. (1) A Deacon Screening Committee, consisting of seven people, shall be appointed each year by the Pastor, the Chairman and Vice-chairman of the Deacons. Four members of this committee shall be changed annually. Neither members of the screening committee nor husbands of committee members shall be eligible for election as deacons.

(2) The deacon screening processing packet, consisting of a cover letter and Forms I, II, and III will be used as a plan of criteria and procedures in nominating, screening and electing deacons and Forms IV and V will be used

as suggested guidelines to assist the committee in reconciling any questions that may arise during the screening process.

C. Each year, two months prior to election, the duties and qualifications for deacons will be published in THE BEACON along with a list of all ordained deacons within the church membership who are eligible for election. Nominations need not be limited to these men only. The church membership will then be given two weeks to submit their nominations to the Deacon Screening Committee. An election of or the office of deacon shall be held by the church at the Sunday morning worship service after "Due Notice" has been given. When vacancies occur during the ensuing year, the screening committee shall nominate to the church men to serve until the next annual election.

D. Nominees for this office of deacon shall be screened carefully by the Deacon Screening Committee as set forth in the Deacon Screening Process Packet. The Deacon Screening Committee shall submit to the church for election those men who meet the criteria delineated on Form II of the aforementioned packet.

E. An elected deacon shall be ordained as soon as possible after election unless he has been ordained.

Section 4. Moderator

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

Section 5. Clerk

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

Section 6. Treasurer

The Treasurer of the Church shall be elected annually for the Church year. It shall be the duty of the Treasurer to receive, preserve, and pay out upon approval of the Finance Committee all monies received through all channels, keeping at all times an itemized account of all receipts and disbursements. Payment of bills and expenses shall be paid by check drawn on a local bank or banks selected by the Finance Committee. Checks shall be signed by any two (2) of the following: The Treasurer, the Chairman of the Finance Committee, and one other person designated by the Church. All funds received for denominational causes or other designated causes shall be remitted at least monthly by check. The Treasurer shall render to the Deacons at their regular monthly meeting an itemized report of receipts and disbursements for the preceding month, and this report shall be presented to the Church in its regular business meeting.

Section 7. Sunday School Superintendent

The Sunday School Superintendent shall be elected for each Church year at the regular business meeting in July. The Superintendent shall have supervision of the Sunday School, its conduct and direction. The Superintendent shall make monthly reports to the Church in its regular business meeting.

Section 8. Director of the Training Union

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

Section 9. Brotherhood Director

All officers of the Brotherhood will be nominated by the Brotherhood itself, and the names of these officers will be presented to the Church each year for election for the Church year. The Brotherhood director shall make monthly reports to the Church in its regular business meeting.

Section 10. Woman's Missionary Union Director

All officers of the W.M.U. of the Church will be nominated by the W.M.U. itself, and the names of these officers will be presented to the Church each year for election for the Church y ear. The W.M.U. Director will make monthly reports to the Church in its regular business meeting.

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

Article III. Corporate Body

Section 1. Officers and Board of Directors

(a) The Officers of the "Corporate Body" shall consist of a President, Vice-President, a Secretary, an Assistant Secretary, and a Treasurer.

(b) The Board of Directors shall consist of nine (9) members.

(c) Members of the Board of Directors shall be filled by election annually upon nomination by the Nominating Committee. Their terms of office will begin immediately after election. (Revised 11/12/97).

(d) Vacancies of the Board of Directors shall be filled by election by the Church upon nominating from the Nominating Committee.

(e) The Board of Directors shall elect from their own membership the five (5) officers as required by paragraphs (a), this Section, this Article, above, each year. They shall meet as often as necessary to fully execute their duties. A quorum shall not be less than a majority.

Section 2. Duties

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

Section 3. Seal

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

Article IV. Committees

Section 1. General Committee Policies

(a) Members of all Church committees shall first be members in good standing of the Church.

(b) The terms of office of members of all standing committees of the Church shall be two (2) years, excepting the Finance Committee, whose term of office shall be three (3) years. The terms of office of all Church committees shall begin on January 1st and terminate on December 31 with the exception of specially appointed committees. (Revised 11/12/97). (Initially after the adoption of this Article, half the members of each committee shall be elected for two year terms and half shall be elected for one year terms, excepting the Finance Committee, whose initial membership shall be appointed as follows: two for three (3) year terms, two for two (2) year terms, and two for one (1) year terms.)

(c) Chairmen and members of the standing committees shall be nominated by the Committee on Committees and elected by the Church, except as specifically provided elsewhere.

(d) Committee members and chairmen may succeed themselves when nominated by the Committee on Committees and elected by the Church.

(e) Vacancies on committees shall be filled as soon as practical by nomination by the Committee on Committees and election by the Church.

(f) Committee members may resign by giving written notice to the Chairman of their committee or to the chairman of the Committee on Committees.

(g) Committee meetings shall be held as often as necessary and written reports of committee activity shall be made to the church.

(h) The Pastor, the Minister of Education, and Minister of Music shall be ex-officio members of all committees.

(i) All actions shall be coordinated through the proper committee if possible.

Section 2. Nominating Committee

The Nominating Committee shall consist of six (6) members of the Church, three of whom shall be nominated by the Committee on Committees and elected by the Church each year at a regular business meeting of the Church. (Revised 11/12/97). Upon election the Sunday School Superintendent, the Training

Union Director, the W.M.U. Director and the Brotherhood Director shall become ex-officio members of this committee. The duties of the Nominating Committee shall be:

(a) To bring to the Church nominations of all Church and departmental officers and workers as provided in these By-Laws.

(b) To nominate three members for the Committee on Committees at the regular business meeting of the Church.

(c) To nominate the Chairman of the Committee on Committees.

(d) General Committee Policies as stated in Section 1 of this Article shall apply to this committee.

Section 3. Committee on Committees

The Committee on Committees shall consist of six (6) members of the Church, three (3) of whom shall be nominated by the Nominating Committee and elected by the church at a regular business meeting of the Church each year. The duties of the Committee on Committees shall be:

(a) To bring to the Church nominations of committee members and committee chairmen as provided by these By-Laws.

(b) General Committee Policies as stated in Section 1 of this Article shall apply to this committee.

Section 4. Finance Committee

The Finance Committee shall consist of six (6) members of the Church, two (2) of whom shall be appointed by the Pastor at the regular business meeting in October. The Church Treasurer shall be an ex-officio member of the committee. The duties of the Finance Committee shall be:

(a) In cooperation with the heads of departments and other committees submit a proposed budget for the following fiscal year at the regular business meeting of the church in March. "Due Notice" shall be given.

(b) Recommend and approve the receiving and disbursing of all funds.

(c) Consider for approval all items not provided for in the approved budget. Items whose total value is in excess of $300.00 must also receive Church approval.

(d) General Committee Policies as stated in Section 1 of this Article shall apply to this committee.

Section 5. Church Communication and Coordination Team (C3T)

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

The C3T will meet at least quarterly or more frequently as needed. Regular members of this body shall include the Pastoral Staff, the church treasurer, and a representative from the following organizations or ministries: Deacons, Sunday School, Missions, and Music. In addition, the Pastor shall appoint additional representatives to serve as needed.

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

Section 6. Other Church Committees

Other standing committees of the Church shall normally consist of five (5) members, however committee membership may be increased as needed, not to exceed 10 members unless specifically authorized by the Church. An exception is the Church Ordinance Committee, which shall consist of eight (8) members, preferably four (4) couples. (Revised 11/12/97). The General Committee Policies as stated in Section 1 of this Article shall apply to all committees. The committees required and their duties shall be indicated below:

(a) Building and Grounds Committee

1. Responsible for the maintenance of all Church property.
2. Make recommendations to the Personnel Committee concerning the employment or termination of maintenance and custodial personnel.
3. Supervise the work of maintenance personnel.

4. Prepare and keep up-to-date, an inventory of all Church property and equipment.
5. Carry out the church's policies concerning the use of the Church property.

(b) Church Ordinance Committee

1. Make all preparation necessary for baptizing according to the plan and time set by the Church.
2. Make all preparation necessary for observance of the Lord's Supper according to the plan and time set by the Church.

(c) Deacon Screening Committee

1. Maintain an accurate record of the active and reserve roll of Deacons who are members of the Church..
2. Receive from the Church membership, nominations in writing of men for Deacons.
3. Determine the scriptural and moral qualifications of men nominated by the Church and that they will serve if elected by the Church.
4. Prepare a ballot for Church vote and tabulate the results.

(d) Evangelism Committee

1. Promote revivals and evangelistic meetings.
2. Promote study courses, prayer, and attendance of the midweek Prayer Meeting.
3. Encourage personal evangelism in the life of the Church.

(e) Flower Committee

1. Arrange and decorate the Church for all general services of the Church.
2. Supervise the decorations for weddings and funerals as by Church policy.

(f) Library and Audio-Visual Committee

1. Enlist librarians and volunteer staff.
2. Supervise the operation of the Library and Audio-Visual equipment.
3. Promote the use of the Library and Audio-Visual equipment.

(g) Missions Committee

1. Survey and seek out areas for mission opportunities.
2. Recommend and supervise any mission the Church may undertake.

3. Work in cooperation with the Associational Missions Committee.

(h) Personnel Committee

1. Study and maintain Job descriptions on and qualifications for all non-professional Church staff positions.
2. Monitor, employ, and terminate all non-professional staff employees of the Church (secretaries, maintenance and custodial workers, nursery workers, and any other personnel employed by the Church) in accordance with instructions from the applicable, supervising committee.
3. Recommend and/or maintain the Church's policy concerning salary and fringe benefits for all employees.
4. See that all policies of the Church affecting its employees are followed.
5. Coordinate with the professional staff members (Pastor, Minister of Education, Minister of Music) concerning the interpretation of Church policies and routine needs.

(i) Preschool Committee

1. Recommend and publicize Preschool policies.
2. Make recommendations to the Personnel Committee concerning the employment and termination of Preschool personnel.
3. Supervise the work of the paid Preschool personnel.
4. Consider and recommend purchase of Preschool equipment and supplies.
5. Strengthen parent-worker relationships.
6. Make recommendations concerning the cleanliness and care of the Preschool rooms.

(j) Usher and Greeting Committee

1. Enlist ushers for all general Church services.
2. Set up a program to train each usher before he is expected to serve.
3. Welcome the people at all services.
4. Supervise the parking of automobiles, as required.

(k) Other Committees

The Church shall elect other committees as the Church may from time to time deem necessary.

Article V. – Meetings

Section 1. Church and Business Years

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

Section 2. Place of Meetings

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

Section 3. Due Notices

"Due Notice" shall be given in the following way: by announcement from the pulpit at any worship service and by mail (either by letter or in the Church paper) to each family having one or more Church members. The Notice shall specify the date, time, place and purpose of the meeting and shall be given not less than ten (10) days nor more than thirty (30) days (beginning with the first such notice, whether from the pulpit or by mail) prior to the meeting. (Reference is made to the following provisions of these By-Laws requiring "Due Notice": Article II, Section 1 (c) Article II, Section 3 (a) and (g); Article IV, Section 4 (a); Section 5; and Article VI).

Section 4. Worship Meetings

(a) The Worship Meetings of this church shall normally be held on Sunday Morning, Sunday Evening, and Wednesday Evening of each week, the hours of each being set by the Church.

(b) The Lord's Supper shall be observed not less often than once each calendar quarter, at a Worship Service, as selected by the Pastor or the congregation.

(c) Baptism shall be observed as often as there are candidates, at Worship services, as selected by the Pastor.

Section 5. Business Meeting

Regular business meetings shall be held on the Wednesday after the second Sunday of each month. The regular meeting coming in the month of October shall be considered the annual business meeting, during which the annual Church letter to the Association shall be considered. The regular business meeting may be postponed until another day by announcement of the Pastor or by

the Chairman of the Deacons. Upon the request of the Deacons, the Church Council, any standing committee or any twenty-five (25) or more members of the Church, the Pastor, or the Deacons shall call a Special Meeting giving "Due Notice."

Section 6. Quorum

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

Section 7. Qualified Voters

All members of the Church are equally entitled to vote.

Section 8. Rules of Order

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

Article VI. Amendments

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