

**FIRST BAPTIST
CHURCH
ROLLA, MISSOURI**

**CONSTITUTION
And
BYLAWS**



2023

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FIRST BAPTIST CHURCH ROLLA, MO

CONSTITUTION

Preamble

We declare and establish this constitution to preserve and secure the principles of our faith, and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body.

Article I – Name

This body shall be known as the First Baptist Church of Rolla, Missouri.

Article II – Objectives

The spiritual purpose of this Church is to fulfill the Great Commission as given by the Lord Jesus Christ as recorded in Matthew 28: 18-20. The Church will worship as a priesthood of believers ministering to all members, fostering Christian growth and discipleship.

Article III – Statement of Faith

The Holy Bible is the inspired word of God and is the basis for our statement of faith, doctrine, and practice. The church affirms the doctrinal statement of the **2000 Baptist Faith and Message** as adopted by the Southern Baptist Convention (SBC).

Article IV - Relationships

We are governed by the Lord Jesus Christ who is the Head of this body, the church. His leadership is revealed to us through the scriptures and the Holy Spirit. This church is an autonomous, self-governing church body. Insofar as is practical, this church will cooperate with and support the Phelps County Baptist Association (PCBA), the Missouri Baptist Convention (MBC), and the Southern Baptist Convention (SBC).

Article V – Organizations

The church shall determine the committees and organizations necessary to meet Evangelism, Missions, and Discipleship objectives.

Article VI – Amendments

This constitution may be altered or amended by a two-thirds majority vote of members present and voting at any business meeting, provided the proposed alteration or amendment shall be made available, in writing, at least two weeks in advance.

Article VII – Rescission

This Constitution and supporting Bylaws supersedes all previous Constitutions of First Baptist Church of Rolla, MO.

Church Covenant

As those who have been brought by the grace of God and the influence of His Spirit into a relationship with Christ, we enter into a covenant relationship with one another.

As God enables us,

We will walk together in Christian love.

We will show a loving care for one another, sharing each other's burdens, sorrows, and joys. We will encourage and pray for each other.

We will joyfully assemble for worship. We will be faithful in observing the ordinances of baptism and the Lord's Supper.

We will contribute God's tithes and our offerings to the support of the ministry of our church and to spread the gospel to all nations.

We will maintain a personal devotional life through Bible study and prayer. We will seek to lead those in our care to grow in faith, love, understanding and service.

We will endeavor to live lives consistent with our commitment to Christ. We will seek by our witness to lead others to Christ.

When we leave this community, we will unite with some other church where we can carry out the spirit of this covenant and the principles of God's word.

FIRST BAPTIST CHURCH (FBC) ROLLA, MO

Bylaws

Article I. Membership

Section 1 This is an autonomous and democratic Southern Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government and the right to determine who shall be members and the conditions of membership.

Section 2 The basic qualifications for membership in this church shall be one's personal faith in Jesus Christ as Savior and Lord which shall be symbolized by baptism, by the immersion of the believer.

Section 3 Any person desiring membership in this church may personally request membership at any meeting of the church congregation. The church receives applicants by any of the following means:

- A. By the applicant's profession of faith followed by baptism by immersion administered by this church.
- B. By a letter of recommendation from another Baptist church of shared faith and practice affirming a believer's baptism by immersion and that the person was a member in good standing at the time the letter was issued.
- C. By the applicant's statement that he or she has personally professed faith in Jesus Christ as Savior and Lord and has been baptized by immersion to signify his or her faith in Jesus Christ's redeeming work.
- D. By restoration of an excluded member who has satisfied the church he or she has corrected a condition which led to exclusion and the applicant has renewed his/her commitment to the Lord Jesus Christ.

Section 4 All applicants for membership will meet with the pastor or a deacon representative to discuss Southern Baptist Church faith and practice, including the FBC Church Covenant and the 2000 SBC Baptist Faith and Message.

Section 5 A person meeting the conditions delineated in Sections 2, 3 and 4 above, may be affirmed by a majority vote of the required quorum present at the next regular business meeting when recommended by the Pastor or a representative of the deacon body.

Section 6 Church members shall be responsible to give due honor and support to their church by being faithful to worship with the church body, to represent the Lord and this congregation well in their daily living, to support the ministries of this church through their tithes and offerings, and to seek ways to extend the Kingdom of God through their service and witness.

Section 7 All members of the church shall have full voting rights on all motions, recommendations, resolutions, elections, or other matters coming before the church in a regular or special business meeting, except:

- A. Members removed from the rolls in accordance with Article I, Section 8 of these bylaws.
- B. Members under the age of 16 years shall not be permitted to vote on the following matters:
 - 1. Dismissal of members for un-Christian conduct.
 - 2. Calling or dismissing of the pastor or other church staff member.
 - 3. Buying, selling, or mortgaging of church-owned property.

Section 8 Membership shall be terminated as follows:

- A. Death.
- B. Dismissal by letter to another Baptist Church.
- C. Uniting with a church of another denomination.
- D. Personal request of the member.
- E. Termination of membership recommended by the FBC body for discipline relevant to actions or events inconsistent with Christian character and/or responsible morality for this church's evangelical missions consistent with Article I, Section 10 of these bylaws.
- F. An annual membership review will occur every July by the FBC Deacon Body in coordination with the FBC Membership Secretary. The deacon body will make a recommendation on the membership status of those no longer engaged, or active in worship or missions at FBC Rolla in the previous five years.

Section 9 Student Watch Care Membership (Student Home Church Members)

- A. Qualifications - Student Watch Care Membership is open to full-time Rolla area university or college students who:
 - 1. Give testimony to a born-again relationship with Jesus Christ; **and**
 - 2. Are not permanent residents in the Rolla area; **and**
 - 3. Present themselves for Student Watch Care Membership at the time of invitation at any regular worship service.
- B. Limitations of Student Watch Care Membership
Student Watch Care Members **may not**:
 - 1. Serve in elective offices or committees.
 - 2. Vote in business meetings
- C. Termination of Student Watch Care Membership
The individual Student Watch Care Membership shall remain in effect as long as the student meets the qualifications defined in these bylaws. The church shall encourage those students who become permanent residents of the Rolla area to become members of the church through one of the methods listed in Article I, Sections 3, 4 and 5. The student's name will be removed from Watch Care Membership:
 - 1. When he or she leaves a Rolla university or college or becomes a Rolla area permanent resident, or
 - 2. When the student falls under the provisions of Article I, Sections 3, 4, and 5 of these bylaws.

NOTE: Some churches (including First, Rolla) provide scholarships stipulating the student is a member of the granting church. The Student Watch Care

Membership allows the student to make a commitment to First Baptist Church while retaining membership at their home church.

Section 10 Member Discipline

- A. It shall be the practice of this Church to emphasize to its members that every reasonable measure will be taken to assist any troubled or misguided member. The pastor, other members of the church staff, and deacons are available for counsel and guidance.
- B. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.
- C. Should a condition exist in which a member's faith, practice or personal conduct is considered harmful or detrimental to the general welfare or ministry of the church, the deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18 and 1 Corinthians 5:1-12.
- D. If it becomes necessary for the Church to consider actions to exclude a member, a special meeting of the deacons will be called for that purpose.
- E. The deacon body, or a sub-group thereof appointed by the chairman of the deacons, shall seek an interview with any member violating his or her covenant obligations or engaging in any misconduct serving to bring reproach upon the Church, and shall endeavor to restore such member to a path of righteousness in Christ. In all cases, persons accused shall be given an opportunity to be heard in defense.
- F. Not obtaining satisfactory evidence and assurance of repentance and reformation, any offender may be reported by the deacon body and actions will be considered at a special meeting called for that purpose.
 - 1. Actions taken in this meeting could include no action or the member being censured. Censorship of the person would be conducted privately by the pastor and an appointed member of the deacon body.
 - 2. Under no circumstances shall the deacon body recommend that any member be excluded from the church membership at the same meeting at which any charge is brought against the member.
- G. If further action is needed, that may include termination of membership, an additional meeting will be held by the deacon body. A recommendation of termination of membership requires a deacon quorum of three fourths and a vote of at least three fourths of the deacons present at said meeting. If so recommended, the issue will be brought to the Church at a specially called business meeting. Termination of membership must be approved by a majority vote of the church present in the meeting called for that purpose.

Note: Due to privacy concerns, disclosure of the reason for "Termination" is at the discretion of the pastor and the deacon body.

- H. Any person previously excluded may be restored to membership through the following:
 - 1. A favorable recommendation from the pastor and at least three fourths of the deacon body quorum present in a special meeting called for that purpose.
 - 2. Upon pastor and deacons' recommendation, reinstatement of membership must be approved by a majority vote of the church present in a special business meeting

called for that purpose.

Article II. Statement on Marriage and Sexuality

Section 1 Our statement of faith, the Baptist Faith and Message (2000), expresses our fundamental biblical conviction Christian marriage is, by definition, the spiritual and physical uniting of one biological man and one biological woman in an exclusive covenant commitment for their joint lifetime.

Section 2 Marriage ceremonies using church facilities or grounds shall be in compliance with the FBC Wedding Policy.

Section 3 We believe God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe God has commanded no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

Section 4 We believe any form of sexual immorality, such as child molestation, adultery, fornication, homosexual conduct, lesbian conduct, bisexual conduct, bestiality, incest, pedophilia, pornography, or any attempt to alter one's sex, is sinful and offensive to God.

Section 5 We believe children are a heritage from the Lord, and human life begins at conception, and the unborn child is a living human being. Abortion, therefore, constitutes the taking of unborn human life which we cannot support.

Section 6 We believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

Section 7 We believe every person must be afforded compassion, love, kindness, respect, and dignity.

Article III. Church Officers

(All church officers must be members of the Church)

Section 1 Pastor

- A. The pastor shall be expected to live by the biblical requirements of I Timothy 3 and Titus 1. The pastor shall:
1. Be committed to the Lord Jesus Christ.
 2. Believe in the divinely inspired Word of God
 3. Believe God's revelation of Himself to man.
 4. Believe the Bible has God for its author, salvation for its end, and truth, without any mixture of error, for its matter.
 5. Lift up Christ, and lead the church to function as a New Testament Church
 6. Be a servant of the church, tither, student of the Word, teacher, preacher, and a Christian example both in and out of the church.

- B. The pastor's Christian ministry focus will be:
1. Preaching, teaching, evangelism, and missions in the local community.
 2. To supervise the church staff, with flexibility to reassign supervision as appropriate to meet organizational needs.
 3. As such, he engages the deacons, church staff, and the congregation to proclaim the gospel to believers and unbelievers and cares for the Body of Christ, the Church, and its members.
- C. The Pastor will participate in an annual performance review by the Chairperson of the Personnel Committee (In consultation with Committee members) and the Chairman of the Deacons (In consultation with the active deacon body). An oral summary will be shared at the December special business meeting.
- D. Pastor Search Committee (PSC):
 Upon recommendation by the Nominating Committee, a designated Pastor Search Committee of seven members shall be elected by the church to seek out a pastor.
1. A special business meeting will be called to elect the seven members of the Pastor Search Committee.
 2. The PSC will provide the FBC congregation, in writing, the difference in pastoral leadership roles of an interim or transitional pastor.
 3. Prior to pursuing a nomination for the pastor, the PSC will recommend and get approval from the church, to either pursue an interim pastor or a transitional pastor.
 4. The PSC shall present to the consideration of the church only one nomination at a time for an interim, transitional, or pastor.
 5. The pastor selection/recommendation process will include PSC consultation and coordination with the FBC Stewardship and Finance Committee and the Personnel Committee.
 6. A PSC Pastoral recommendation shall constitute a nomination.
- E. Calling of an Interim, Transitional or Fulltime Pastor
 A pastor, who is an ordained Southern Baptist minister, shall be called by the Church.
1. His election shall occur at a special business meeting called for this purpose.
 2. At least two consecutive weeks public notice must be given in the church bulletin/FBC weekly update and from the pulpit.
 3. Twenty percent of the, resident membership entitled to vote in keeping with Article I, Sections 7 and 8 of these bylaws shall constitute a quorum for the call of the pastor.
 4. Election shall be by written ballot, no proxy ballots.
 5. An affirmative vote of 75 percent of those present is required to constitute a call to serve as interim, transitional, or fulltime pastor.
- F. Termination
 The following procedures define the bylaw process for voluntary or forced termination of the Pastor.
1. The pastor may terminate his position by submitting his resignation, in writing, giving at least a two week notice before the resignation is to take effect.
 2. The church may terminate the pastor by the following procedure(s):
 - a) A letter (See Congregational Form in Appendix A) requesting a special business meeting to take up the matter of termination of the pastor signed by at least 20 percent of the resident members in keeping with Article I, Sections

7 and 8, shall be given to the pastor, church clerk, chairman of deacons, and moderator.

- b) Within one week of receiving said letter, the church clerk shall give notice of a special business meeting in the next church bulletin/weekly update providing a two week notice and pulpit announcement for two weeks as required by the FBC Bylaws. If the pastor, clerk, and vice-moderator cannot agree on a time for the special business meeting, it shall be held on a Sunday evening at 6 PM; but in no case shall the meeting be delayed longer than two weeks from the giving of notice.
- c) The question shall be stated upon calling the meeting to order as follows:

“Shall _____ be terminated in his position as pastor of this church?”

The question shall then be open for discussion. After discussion has ended or the previous question has been ordered, the vote shall be taken by ballot. A simple majority of those present and voting in keeping with Article I, Sections 7 and 8 of these bylaws shall be required to terminate the pastor’s position.

- d) If the motion carries, additional action may be taken relative to when the termination shall become effective, payment of severance pay, and other matters incident to termination.

OR

- 3. The chairman of the deacons may call the active deacon body to consider a recommendation to the church to terminate the pastor.
 - a) The pastor shall be informed of the meeting and invited to attend.
 - b) A quorum, 75 percent of the active deacon body, shall be present at the meeting for a pastor termination recommendation to be considered.
 - c) A 75 percent vote of the active deacon body, present and voting at this meeting, can recommend this termination to the church.
 - d) If the deacon body’s motion carries to terminate the relationship, the chairman of the deacons will forward a letter to the pastor, church clerk and moderator requesting a special business meeting of the church be scheduled within one week of receiving the letter.
 - e) Procedures delineated above in Article III, Section 1.E.2. (b) – (d) of these bylaws shall then be followed by the church.

G. Pulpit Supply Committee

A Pulpit Supply Committee of five members shall be elected by the church at the time of a vacated pastorate

The Nominating Committee shall:

- 1. Present five names for the Pulpit Supply Committee.
- 2. Provide for weekly pulpit supply and consult and coordinate with the Stewardship and Finance and Personnel Committees for financial and personnel policy dispositions.

3. Serve until a pastor has assumed his duties.

Section 2 Deacon Body

A. *⁸Deacons likewise must be dignified, not double-tongued, not addicted to much wine, not greedy for dishonest gain. ⁹They must hold the mystery of the faith with a clear conscience. ¹⁰And let them also be tested first; then let them serve as deacons if they prove themselves blameless. ¹¹Their wives likewise must be dignified, not slanderers, but sober-minded, faithful in all things. ¹²Let deacons each be the husband of one wife, managing their children and their own households well. ¹³For those who serve well as deacons gain a good standing for themselves and also great confidence in the faith that is in Christ Jesus.*

1 Timothy 3:8-13 ESV

- B. Ministry – Translated from the Greek *diakonos*, meaning servant or minister, deacons serve as members of the pastoral ministry team.
The tasks of the deacons are to:
1. Care for the church’s members.
 2. Proclaim the gospel to believers and unbelievers.
 3. Lead the church in the accomplishment of its mission.
- C. Qualifications of Deacons
Any member chosen to serve as a deacon shall:
1. Have been a member of FBC for at least two years,
According to 1 Timothy 3:8-13
 2. Be a born-again believer.
 3. Be an active witness for Jesus Christ.
 4. Demonstrate spiritual maturity.
 5. Be faithful in attendance at the regular services of the church.
 6. Have the support of family in the responsibilities of deacon.
 7. Have a deep commitment to the multiple ministries of the church.
 8. Be supportive of the decisions adopted by the majority of the church.
 9. Pray for and cooperate with the pastor, staff, and elected leadership.
 10. Be faithful in tithing to support the budget.
 11. Set an example of leadership in choice of lifestyle.
- D. Organization and Meetings – The deacon body shall be organized to fulfill the ministry of the deacons and shall meet at least monthly.
1. A deacon body quorum shall be 50 percent of the active deacon body.
 2. They may organize themselves as necessary to fulfill their ministry.
 3. Immediately after election of the deacons, the chairperson, in consultation with the pastor, shall make plans concerning deacon training and ministry.
- E. Number of Deacons – There shall be one member of the deacon body for each ten to fifteen church member families. The deacon officers, with the advice and counsel of the pastor, shall recommend at the regular April business meeting the number of deacons to be selected for the next year.
- F. Term of Office – In order to forestall burnout, the term of office shall be four years. After serving such a term, a deacon will rotate off the active body, but be eligible for consideration by the Deacon Selection Committee. This allows for rest and allows for the congregation to have input but does not reflect on the deacon’s ordination.

- G. Active Deacon Status - The deacon body shall maintain a Deacon Handbook to guide the active deacon in his duties as a servant leader of the Church supporting the tasks of the pastor. The active deacon shall develop an *Individualized Plan of Service/Ministry* each December for the next church year and share with the deacon body.
- H. Inactive Deacon Status
1. Deacon responsibilities and voting rights are withdrawn during a period of inactive status.
 2. The inactive deacon may:
 - a) Attend deacon body meetings.
 - b) Take part in ministry discussions.
 - c) Fill-in or support deacon led activities, as needs arise in the Church, at the request of the active deacon body.
 3. A list of inactive deacons will be kept up to date by the deacon body.
- I. Deacon Emeritus
1. Deacons completing thirty (30) years of service as a deacon at FBC-Rolla may be granted an “Deacon Emeritus” status.
 2. The deacon emeritus status recognizes their significant servant leader contributions.
 3. Deacon emeritus names shall be printed in the church directory under the deacon list.
 4. A deacon emeritus will be invited to attend all deacon meetings, without voting rights, unless authorized by the deacon body.
 5. Deacon Emeritus status may be removed in the event of transfer of letter, request to have their name removed, or death.
- J. Selection of Deacons
1. The Nominating Committee shall, at the regular April business meeting, recommend the names of five members of the church to serve as a Deacon Selection Committee.
 - a) Two members of the committee shall be deacons.
 - b) This committee shall determine eligibility (in accordance with Section C, above) and interview possible nominees for deacon.
 2. Following the April business meeting, the Deacon Selection Committee will begin to meet to conduct the task of presenting men to be elected as deacons, beginning a term of office (four years) on January 1 of the new church year. These men may or may not already be ordained as deacons. Individuals must meet the qualifications set forth in the FBC Bylaws (Article III. Section 2.C.1-11).
 3. Deacons will serve as members of the Pastoral Ministry Team with such tasks as:
 - a) Leading the church in the accomplishment of its mission.
 - b) Proclaiming the Gospel to believers and unbelievers.
 - c) Caring for the church’s members and other people in the community.
 4. The following notice will be posted in the weekly FBC update/bulletin and orally from the pulpit beginning no later than the third Sunday in May:

“If an FBC church member would like to submit a name or names to be considered, please do so by completing a deacon nominee slip available at the foyer welcome desk and placing the completed slip in the designated box. You may also place the nomination(s) in the offering plate. The slip simply requests the

printed and signed name of the church member and the printed name of the deacon nominee.”

5. The committee shall present the names of nominees for the deacon body at the regular October business meeting, submitting one name for each vacancy as previously determined by the church. Each deacon's term shall begin January 1, and each deacon not previously ordained shall be ordained before that date. The committee shall consider as members of the deacon body only those who have been members of the church at least two years.
6. The Deacon Selection Committee shall have no further responsibilities except in the instance of a vacancy occurring in the deacon body prior to the election of the next Deacon Selection Committee. If such a vacancy occurs for any reason, the Deacon Selection Committee shall present a nominee to fill the unexpired term at the next regular business meeting, submitting only one name for each vacancy.
- K. Assisting With Pastoral Tasks – The deacons will assist the pastor in all aspects of conducting the ordinances of Baptism and the Lord's Supper and in the meeting of benevolent needs.
- L. Granting Church Letters – At their monthly meeting, the deacons shall act on pending requests for letters to other Baptist churches and report on such action to the church at the next regular business meeting.
- M. Pastor's Illness or Disability – When, because of illness or disability, the pastor is temporarily unable to serve, the deacons, with available advice and counsel from the pastor, will provide pulpit supply (This differs from the work of the Pulpit Supply Committee in Article III, Section 1.F.).
- N. Pastoral Vacancy – In any period when the church is without a pastor, the deacons shall initiate the church's filling the vacancy by notifying the Nominating Committee of the need to recommend members for a Pulpit Supply Committee and Pastor Search Committee. A special Church meeting would then be held to approve the proposed members.
- O. Church Discipline – In counsel with the pastor, the deacons are to fulfill their duties in the discipline of the church member as defined in Article I, Section 10 of these Bylaws.

Section 3 Moderator and Assistant Moderator

- A. The Nominating Committee shall biennially (every two years) present the name of a nominee for moderator at the July business meeting.
- B. The chairman of the deacons shall serve as assistant moderator. In the absence of the moderator and assistant moderator, the church clerk shall call the church to order, and an acting moderator for the specific business meeting shall be elected.

Section 4 Church Clerk

- A. The Church shall annually elect a church clerk in July who takes office on January 1. The clerk shall:
 1. Keep a record/minutes of all the actions of the church approved in the quarterly and all special business meetings.
 2. Document all constitutional or bylaw amendments approved by the church by:

- a) Maintaining a digital spreadsheet (See Appendix B) of all the amendments to either the constitution or bylaws.
 - b) Ensuring the constitution and bylaws are updated to reflect the approved changes/amendments.
- B. The clerk records reflected in this bylaw will be maintained digitally and be available to all church members, upon request either digitally or in hard print.

Section 5 Church Trustees

- A. The chairperson, vice chairperson and secretary of the Property and Space Committee shall serve as the church trustees. The chairperson will serve as the President, the vice chairperson as the Vice President and the secretary as the Secretary of the First Baptist Church, Rolla MO Corporation. The church treasurer may be identified as a fourth officer. (In 2022, the Secretary of State office added the fourth officer with the title of Treasurer to the Annual Report.)
- B. The Trustees shall:
- 1. Manage for the church all real property.
 - 2. Represent the church in all legal responsibilities.
 - 3. Buy, sell, mortgage, create debt and binding obligations.
 - 4. Lease, rent or transfer property with church authorization for such action.
 - 5. Perform all duties designated by the laws of the State of Missouri.
 - 6. Affix their signatures to legal papers as directed by the Church.
- C. FBC is to remain in “good standing” under MO Chapter 355. FBC Trustees will ensure the following corporation compliance actions are completed each church calendar year.
- 1. The FBC April business meeting will serve as the annual corporation meeting. The April business meeting will recognize and confirm the officers (4) and directors (4) identified on the August Annual Report to the MO Secretary of State (SOS). Director names are recommended by the fulltime pastor or the Nominating Committee in the absence of a fulltime pastor.
 - 2. The FBC April business meeting minutes must be signed by the church clerk, corporation secretary, or other officer/trustee/director.
 - 3. The FBC authorized Corporation Annual Report to the SOS will be completed and signed by the Church’s authorized officer/director to forward to the SOS in Jefferson City, MO by the third working Wednesday in August each year. The authorized Annual Report may be completed in hard print form and mailed or completed online. The completed Annual Report is due to the SOS Corporations Office by August 31st each year. Not meeting the due date can result in potential dissolution of the Corporation status.
 - 4. Trustees will remain available to the pastor or other church staff to support daily operations and fulfill the duties as delineated in
 - a) MO Incorporation Chapter 355.
 - b) FBC Bylaw Article III. Section 5.B.
 - c) FBC Bylaw Article V. Section 3.C.

Section 6 Church Member of the Associational Executive Board

- A. The church shall be represented on the Executive Board of the Phelps County Baptist Association by the pastor and one elected church member. The Nominating Committee

shall recommend, and the church shall annually elect the member of the Board of the Phelps County Baptist Association.

- B. The board member, annually elected at the July business meeting, will assume service on October 1.

Article IV. Church Staff

Section 1 General Provisions

- A. Staff positions may be added for the work and ministry of the church and are done so by the Personnel Committee, in consultation with the pastor, appropriate church officers and/or committees provided in the FBC Personnel Policy Manual.
- B. The Personnel Committee, in consultation with the pastor, shall write and update job descriptions at the time of employment of any new staff member.
 - 1. All job descriptions will be shared with the Church at the time of employment.
 - 2. All job descriptions will be reviewed annually.
 - 3. The Church will be informed of any changes to any job description.
- C. At time of employment, the Personnel Committee shall clearly identify a position as ministerial/worship leadership vs. support staff.
- D. The Pastor in conjunction with the Personnel Committee will annually conduct written performance evaluations for all paid staff outlined in the FBC Personnel Policy Manual. If the pastor position is not filled, the Personnel Committee is responsible to perform annual evaluations.

Section 2 Ministerial Staff

- A. Staff members called to ministry and worship leadership positions other than the pastor shall be recommended to the Church by the Personnel Committee for approval. Church approval must include:
 - 1. Pay rate.
 - 2. Pay type: salary vs hourly.
 - 3. Job descriptionAny future changes to the list above must have Church approval.
- B. The Personnel Committee in agreement with the acting pastor may recommend termination of ministry or worship leaders. Recommendations can be made at a regular or special business meeting and require church approval.
- C. All ministerial staff must be church members.

Section 3 Church Treasurer

- A. The Treasurer shall:
 - 1. Be bonded, and background checked.
 - 2. Make payments of properly approved and signed requisitions.
 - 3. Maintain an itemized account of all receipts disbursements.
 - a) Render an itemized report of the receipts and disbursements for the Stewardship and Finance Committee for the preceding month.
 - b) Render a quarterly report of receipts and disbursements to the church at each regular business meeting.

- c) Present an annual accounting for each fiscal year (January 1 through December 31) to the church for approval.
- 4. The Treasurer shall deliver the annual approved records to the church office where they will be kept in safekeeping as part of the permanent records of the church.
- B. It shall be the right and responsibility of the Stewardship and Finance Committee to examine the books of the treasurer at any time during the year.
- C. Should the Treasurer resign or be unable to serve, it shall be the responsibility of the chairperson of the Stewardship and Finance Committee to see that the duties of the office are fulfilled until a new Treasurer is hired.
- D. Employment of this position remains under the auspices of the Personnel Committee in consultation with the acting pastor.
- E. The Treasurer shall serve as a non-voting ex officio member of the Stewardship and Finance Committee.
- F. This position does not require church membership.

Section 4 Church Financial Secretary

- A. The financial secretary shall:
 - 1. Be bonded and background checked.
 - 2. Receive all money or items of value paid or given to the church, always keeping an itemized account of such receipts.
 - 3. Report all receipts monthly to the church treasurer.
 - 4. Provide the Stewardship and Finance Committee an itemized report of receipts on a weekly basis via email. A quarterly report of receipts shall be made to the church at each regular business meeting.
 - 5. Maintain the software database system for all types of receipts and requisitions.
 - 6. The financial secretary shall provide an annual statement of contributions to each individual making gifts to the church, unless the individual requests a quarterly statement, and shall prepare other financial statements required by law.
- B. The Stewardship and Finance Committee shall have the right and responsibility to examine the records of the Financial Secretary at any time during the year.
- C. Should the Financial Secretary resign or be unable to serve, it shall be the responsibility of the chairperson of the Stewardship and Finance Committee to see that the duties of the office are fulfilled until a new Financial Secretary is hired.
- D. Employment of this position remains under the auspices of the Personnel Committee in consultation with the acting pastor.
- E. The Church Financial Secretary shall serve as a non-voting ex officio member of the Stewardship and Finance Committee.
- F. This position does not require church membership.

Section 5 Support Staff

- A. Support staff positions may be added for the support of the ministry of the church.
- B. Employment of these positions remains under the auspices of the Personnel Committee in consultation with the acting pastor.
- C. These positions do not require church membership.

Article V. Church Council

Section 1 Membership

- A. The membership of the Church Council shall consist of the following:
 1. Church Officers and Staff:
 - a) Acting Pastor
 - b) Deacon Body Chairman
 - c) Church Moderator
 - d) Church Clerk
 - e) Minister of Youth/Outreach
 - f) Worship Director
 - g) Children's Director
 - h) Preschool/Nursery Coordinator
 2. Committee Chairpersons shall include:
 - a) Stewardship and Finance
 - b) Outreach/Evangelism
 - c) Personnel
 - d) Property and Space
 - e) Safety
 3. Program Organizations shall include:
 - a) Sunday School Director
 - b) WMU Director
 - c) Mission Development Director
- B. The Church Council shall elect a Vice Chairperson and Secretary from among the church officers and staff in December of each year to begin service on 1 January.

Section 2 Meetings

- A. If a non-staff Council member is unable to attend a scheduled meeting, he or she is required to have a designee from said committee present to fully represent the absent member with all voting rights. If the designated representatives are not present, it will be reflected in the minutes.
 1. A quorum shall be 50 percent of the assigned Church Council members.
 2. All motions at the Church Council meetings will require a simple majority vote.
- B. The acting pastor shall preside at all meetings of the church council. The vice chairperson may chair the church council in the absence of the pastor.
- C. The church council meeting will be held the first Sunday of each month. If an extenuating circumstance (weather, etc.) negates the meeting to occur on the first Sunday, the chairperson will call the meeting for another date during the month.
- D. Any church council member or church member noting an inconsistency with meeting requirements may request a special business meeting to discuss the concern.
 1. The request may be oral or in writing to the church clerk.
 2. The church clerk will then post a two-calendar week notice in the church bulletin/weekly update.
 3. The special business meeting will occur within 30 days of the oral or written concern.

4. The members present at the called special business meeting will vote to enact an appropriate organizational remedy for an established inconsistency in meeting requirements.

Section 3 Functions

- A. The general responsibility of the church council includes but is not limited to the following:
 1. To recommend to the church objectives and goals.
 2. To review and coordinate program plans recommended by the church officers, organizations, and committees.
 3. To recommend to the church the use of leadership.
 4. Calendaring of activities and events and other resources according to program priorities.
 5. Evaluate program achievements in terms of church goals and objectives.
 6. To review all referred FBC facility use requests on a monthly basis.
- B. The Church Council Chairperson/Acting Pastor will coordinate with Church Trustees for daily operational decisions falling under the auspices of the Church Trustees or Property and Space Committee.
- C. Monitoring and enforcing all aspects of the First Baptist Constitution and Bylaws
 1. Any church council member or church member noting an inconsistency with the First Baptist Constitution and Bylaws may request a special business meeting to discuss the concern.
 2. The request may be oral or in writing to the church clerk.
 3. The church clerk will then post a two-calendar week notice in the church bulletin/weekly update.
 4. The special business meeting will occur within 30 days of the oral or written concern.
 5. The members present at the called special business meeting will vote to enact an appropriate organizational remedy for an established inconsistency in meeting requirements.
- D. The church council will review the FBC Constitution and Bylaws and propose any changes/amendments to the church on an annual basis.
- E. Each December the Church Council shall review, assess, and recommend all fee schedules for member and non-member use of FBC facilities.
- F. The Church Council, prior to the April business meeting, shall select two nominees for membership on the Nominating Committee. These names shall be presented for church approval at the April business meeting.
- G. The Church Council shall initiate a strategic planning process at least every five years. The Church will approve:
 1. The representation of the special planning committee.
 2. The precise nature of the planning.
- H. All matters agreed upon by the Church Council, calling for action not already authorized by the church, shall be referred to the church for approval after consultation with relevant committees.

Section 4 Special Circumstances

- A. In the event a significant mechanical or facility operational loss occurs exceeding \$2500 in repair or replacement cost,
OR
An event or events requiring immediate mitigation to ensure church worship/mission services remain uninterrupted
AND
There is no timely opportunity to engage a church quorum, the Church Council may vote in person or by other electronic means to approve purchases and labor to alleviate the mechanical or facility loss.
- B. In the event a significant community-wide health or infection control crisis or other occurs preventing regular or specially called business meetings to meet church functional obligations, the Church Council may vote by viable electronic means to authorize actions consistent with the Constitution and Bylaws of the Church.
- C. A special circumstances quorum must include Stewardship and Finance and Property and Space representation.
- D. At the next regular business meeting, the Church Council will inform the church body of the “special circumstance” event and actions taken.

Article VI. Church Committees-- Standing and Special

Section 1 General Provisions

- A. The Church shall have the following standing committees: Nominating, Outreach/Evangelism, Property and Space, Stewardship and Finance, Ushering, Vacation Bible School, Student Ministry, Scholarship, Transportation, Broadcast Ministry, Personnel, Youth Ministry, Chancel, Music, Fellowship and Activities, International Ministries, Media Center, Memorials, Safety, Kitchen, and Family Food.
- B. Special Committees shall be elected by the church as needed for specific congregational functions. Special Committees or Committees other than Standing Committees herein will follow the organizational and functional guidance for Standing Committees unless stated otherwise in the Bylaws.
- C. All church committee members will be members of the church.
- D. Committee members shall be recommended by the Nominating Committee and elected by the church unless otherwise stated in the bylaws.
- E. Church members may serve simultaneously on only two standing and one special committee.
- F. Committee members, except where specified in the Bylaws, shall serve a three-year term with one third of the committee to be elected each year.
 - 1. After rotating off the committee for one year, a member may be reelected to that committee.
 - 2. A committee member serving an unexpired term shall be eligible for reelection to the same committee for a full term.
- G. A committee member can serve as chairperson for only two years of any term.
- H. Family conflicts:
 - 1. Immediate family members shall not serve on the same committee.
 - 2. Immediate family members shall not serve simultaneously as chairs on the following committees: Safety, Property & Space, Stewardship & Finance, and Personnel.
 - 3. Paid staff members nor their spouses may not serve on the Personnel or Stewardship and Finance Committees.
- I. Committee members are expected to acquaint themselves with their duties and responsibilities and to engage in any appropriate training for committees provided by the church.
- J. Each Committee (including the newly elected members) shall meet before December 1 (2nd Wednesday of November) to elect a Chairperson, Vice Chairperson and Secretary for the ensuing committee year beginning January 1.
- K. The secretary of each committee will record minutes for each committee meeting; once the chairperson and committee have approved a prior meeting's minutes, the minutes will be forwarded electronically to the FBC church secretary.
- L. Each Committee shall maintain and abide by all church approved written policies and procedures for its duties. These policies and procedures shall be included in the Church Policy Manual (digital version) and on file in the church office. Policies and procedures shall be reviewed at least annually, and appropriate revisions completed. Revision of policies previously adopted by the church must be presented to the church for approval.
- M. Each committee shall make its budget requests to the Stewardship and Finance Committee in October.

- N. Any unbudgeted item shall be approved by the Stewardship and Finance Committee before it is presented to the church for approval. Unbudgeted expenditures up to \$2500 shall require only the approval of the Stewardship and Finance Committee. Unbudgeted expenditures exceeding \$2500 must be recommended to the Church body by the Stewardship and Finance Committee for approval.
- O. The committee Chair shall submit reports of committee activities and item(s) of business in a timely manner for church review at regular business meetings.
- P. The Acting Pastor, or his representative from the ministerial staff, shall serve as an ex officio member of all committees.
- Q. All ex officio members of committees have the same rights as the other committee members, including the right to vote (unless noted elsewhere), but are not obligated to attend meetings of the committees and are not counted in quorum requirements.
- R. All ex officio members are expected to be appropriately versed and informed of committee discussion and disposition to date prior to participating in a committee vote. Any inconsistency observed by a committee member will be documented in the committee minutes.
- S. A committee quorum, unless stated elsewhere in the Bylaws, will be 50 percent of the assigned committee members.
- T. All committee actions require a simple majority vote of members present, unless otherwise stated in the Bylaws for a specific committee or action.
- U. If a committee member is habitually absent from meetings, the committee chairperson shall contact the member to learn the reasons for the absences. If the member is unable to continue serving or is unresponsive to the chair's inquiry, the committee may declare the position vacant and ask the Nominating Committee to fill the position.

Section 2 Broadcast Ministry Committee

- A. The Broadcast Ministry Committee shall serve as the coordinating body for the electronic media ministry of the church and worship center audio production. This committee shall:
 1. Regularly evaluate the quality of the church's electronic media productions.
 2. Regularly evaluate the quality of the church's Sunday worship sound and media productions.
 3. In cooperation with the church staff, oversee the writing and production of promotional commercials and spot announcements.
 4. Be responsible for the ongoing maintenance and inventory of all equipment.
 5. Annually record and supply an inventory of all equipment to the church office.
 6. Assist the Coordinator of the Broadcast Ministry in enlisting volunteers and providing adequate training for those involved in broadcast production.
- B. This committee shall consist of five members. The coordinator of the Broadcast Ministry shall be an ex officio member.

Section 3 Chancel Committee

- A. The Chancel Committee shall coordinate the furnishings and decorations in the church sanctuary and its foyer.
This committee shall:

1. Set the chancel with appropriate decorations and/or floral arrangements or plants for church worship services.
 2. Care for and maintain all chancel furnishings and decorations.
 3. Work with church staff and others in charge of special occasions to be held in the sanctuary.
- B. This committee shall consist of six members.

Section 4 Family Food Committee

- A. The Family Food Committee is responsible for planning meals for bereaved families. To fulfill this ministry, the committee will:
1. Contact the bereaved family and discuss needs regarding the meal provided on the day of the funeral.
 2. Review with church staff, on an as needed basis, requests from church membership and others regarding needs and subsequent church actions.
 3. Notify appropriate Sunday School class, choir, church group, etc..., if applicable, to allow them the opportunity to minister to the family.
 4. Contact church members willing to supply side dishes and coordinate the serving of the bereavement meal.
 5. Coordinate with church staff of needs required to conduct this mission.
- B. This committee shall consist of six members.

Section 5 Fellowship and Activities Committee

- A. The Fellowship and Activities Committee is responsible for the planning and implementation of various activities, programs, and functions to meet the fellowship and activity needs of the church. This committee shall:
1. In cooperation with the church staff, plan and implement church-wide events, fellowships, and activities throughout the year.
 2. Survey and plan to meet the fellowship and activity needs of the church with the goal of one event per calendar quarter.
 3. Consult as requested with other church organizations and committees regarding fellowship and activity needs.
 4. Provide support and planning for God's Grounds on Sunday mornings.
- B. This committee shall consist of ten (10) members who represent various age and interest groups in the church.

Section 6 International Ministries Committee

- A. The International Ministries Committee shall endeavor to make the ministry to international residents in Rolla a vital part of the program of the church. This committee shall:
1. Welcome new international residents.
 2. Seek out new international residents and invite them to worship at First Baptist Church.
 3. Develop outreach programs and activities for internationals.
 4. Enlist and involve internationals in Bible study.
 5. Offer assistance to internationals in making adjustments to life in this community.

6. Coordinate the church's program for internationals with those programs supported elsewhere in the church and by other groups in the community.
- B. This committee shall consist of six members.

Section 7 Kitchen Committee

- A. The Kitchen Committee shall be responsible for the oversight of the three church kitchens (Fellowship Hall, Ministry Center, and Basement). This committee shall:
 1. Establish and enforce kitchen policies consistent with safe use, cleanliness and equipment use and care.
 2. Post all policies and directions for equipment and area use.
 3. Perform monthly assessments to ensure a sustained area cleanliness and equipment care and dispose of unlabeled or outdated food items, as necessary.
 4. Offer and conduct training to committees, members and others authorized to use the facility kitchens and space.
 5. Individuals under the age of 18 years will be directly supervised in the use of kitchen equipment to ensure safety and maintenance care of kitchen resources. All youth activities with kitchen use will require adult presence and oversight.
 6. Coordinate with the FBC Custodian and/or church office to order needed supplies.
 7. This Committee shall consist of six (6) members.

Section 8 Media Center Committee

- A. The Media Center Committee is charged with promoting and maintaining the Church Media Center.
This committee shall:
 1. Survey the needs of the congregation and the media center.
 2. Promote the use of the Church Media Center.
 3. Catalogue and inventory books and resources.
 4. Maintain bulletin boards and display cases as requested.
- B. This committee shall consist of three members.

Section 9 Memorials Committee

- A. The Memorials Committee shall coordinate and communication of the need for and acknowledgement of memorial gifts to the church.
This committee shall:
 1. Acknowledge all memorial gifts and record them in the Memorial Book.
 2. Periodically survey the church staff, coordinating groups and committees concerning church needs which could be met by memorial gifts.
 3. Keep and communicate a current list of gift opportunities.
- B. This committee shall consist of three members.

Section 10 Music Committee

- A. In cooperation with the Minister or Director of Music/Worship, this committee shall:
 1. Engage in an on-going evaluation of the church's music program.
 2. Assist in enlisting workers in the church's music program.
 3. Develop and recommend policies for the maintenance and use of the church's musical instruments, bells, music, choir robes and other music equipment.

4. Provide any assistance requested by the Minister or Director of Music.
- B. When the church has no Minister or Director of Music/Worship, the music committee shall:
 1. Be responsible for the supervision and coordination of the church's music program.
 2. Be responsible for providing such instrumental and vocal music as is needed in the worship services.
 3. Organize and/or maintain the church's choirs and musical groups.
 4. Supervise the use of the musical instruments and other music properties which belong to the church.
 5. Cooperate with the Personnel Committee in the selection and evaluation of paid music workers and in the clarification of their duties.
 6. Make budget requests for the music program to the Stewardship and Finance Committee.
- C. This committee shall consist of four members and will be chaired by the Minister or Director of Music/Worship.

Section 11 Nominating Committee

- A. The Nominating Committee recommends members for all volunteer positions to be elected by the church, except those otherwise specified in the Bylaws. This committee shall:
 1. Recommend the procedure for selecting messengers to the annual meeting of the Phelps County Baptist Association, the Missouri Baptist Convention, and the Southern Baptist Convention at the April business meeting.
 2. Nominate the Deacon Selection Committee at the April business meeting.
 3. Nominate all standing and special committee members at the October regular business meeting.
 4. Nominate the Phelps County Baptist Association Representative at the July business meeting.
 5. Nominate any annually elected officers/directors/coordinators at the October business meeting, including but not limited to:
 - a) Church Historian
 - b) Media Center Coordinator
 - c) Broadcast Ministry Coordinator
 - d) Sunday School Director
 - e) WMU Director
 - f) VBS Director
 6. Present names for special committees when requested by the church.
 7. Fill vacancies in any of the above as they occur.
- B. The Nominating Committee shall consist of six members.
 1. Prior to the April business meeting, the Church Council will select two nominees for membership on the Nominating Committee. These names shall be presented for church approval at the April business meeting. Newly elected committee members shall begin service May 1.
 2. Nominating committee terms of service run May through April and will be consistent with Article VI. Section 1. under Church Committees.

Section 12 Stewardship and Finance Committee

- A. The Stewardship and Finance Committee shall be the coordinating body for the financial matters of the church.

The committee shall:

1. Maintain a separation of duties as a safeguard of church monies.
 - a) The financial secretary shall receive all monies, gifts, and real property.
 - b) The treasurer shall disburse all approved expenditures and maintain financial records.

The Stewardship and Finance Committee shall have oversight of both positions, and maintain online access to view bank balances, investment reports, CD's, and financial reports.

2. In partnership with the financial secretary, a designated member of the committee shall take part in the weekly accounting of checks and cash received for deposit understanding the confidentiality of contributions received. All offerings received will be stored in a locked safe until the time to make the weekly bank deposit.
 3. Approve the system used in receiving, recording, and disbursing funds.
 4. Annually provide and receive budget requests from the church staff, ministry leaders, and church committees.
 5. Prepare an annual church budget to present for church approval at a special business meeting by the end of December year called for that purpose. The budget fiscal year shall be January 1 through December 31.
 6. Plan and direct a stewardship program for meeting the church's financial needs.
 7. Provide leadership in stewardship education for the church.
 8. Review expenditures periodically in terms of budget allocations and recommend adjustments to the church, as necessary.
 9. Make recommendations to the church concerning proposed unbudgeted expenditures in excess of \$2,500.
 10. Review and approve unbudgeted expenditures falling under the \$2,500 approval authority. These expenditures will be reported to the church body at the next business meeting.
 11. One member of the committee shall be authorized to sign checks in the absence of the treasurer.
 12. Review the monthly reports of the financial secretary, treasurer, and Missouri Baptist Foundation.
 13. Serve as an internal auditing committee and make an annual report to the church.
 14. Recommend the use of the Cox Memorial Fund and other memorial funds to the church.
- B. The committee shall consist of seven members. The treasurer and financial secretary shall serve as non-voting ex-officio members.

Section 13 Outreach/Evangelism Committee

- A. The Outreach/Evangelism Committee, shall assist the church in planning and conducting effective outreach activities, by working in cooperation with the pastor, appropriate staff members and committees.

This committee shall:

1. Promote evangelism participation in the church.
 2. Assist in planning publicity for the church.
 3. Plan and conduct effective outreach programs (Worship Service Visitor Contacts) and special training events.
 4. Provide assistance in planning and conducting Sunday School outreach.
 5. Originate, develop, and promote special evangelistic events.
 6. Assist the Ushering Committee in welcoming and securing information from visitors to Sunday School and Worship.
- B. This committee shall consist of six members. The Sunday School Director shall serve as an ex officio member.

Section 14 Personnel Committee

- A. The Personnel Committee shall be responsible for matters relating to personnel administration and management. Church personnel shall be defined as all paid church employees.
- This committee shall:
1. Develop and recommend church policies and procedures for personnel.
 2. Prepare and update any proposed change in job descriptions for all personnel and submit them to the Church for approval.
 3. Recruit, interview and recommend to the church all ministerial staff and worship leadership, other than the pastor.
 4. The Personnel Committee shall make such recommendations after consultation with relevant committees defined in the bylaws.
 5. The FBC Personnel Policy Manual shall clearly differentiate all church staff positions as ministerial or worship leadership vs. support staff. The FBC Personnel Policy Manual shall define the employment or mission tasks differentiating ministerial or worship leadership staff vs. support staff.
 6. The salary and benefits should have been approved by the Stewardship and Finance Committee before recommendation to the church. Any modifications to the church approved salary plans, working hours or conditions of employment for ministerial or worship leadership staff must be re-approved by the church body.
 7. The Personnel Committee in consultation with the Acting Pastor, shall be authorized to hire and terminate all paid church staff without church approval except ministerial and worship leadership. The Personnel Committee shall recommend termination procedures for ministerial and worship staff for a church approval (See Article IV). Any termination actions relevant to the Pastor are addressed by the Church body (See Article III. Section 1. E.).
 8. Prior to implementation of a Personnel Committee authorized action for any paid church staff, the committee's proposed action will be discussed with the Church Council to evaluate impact throughout the Church.
 9. Develop and recommend annually to the Stewardship and Finance Committee a salary schedule and benefits plan for church personnel.
 10. In consultation with the pastor, conduct a periodic review of job descriptions and policies as well as an ongoing annual evaluation of all church personnel (See Article IV. Section 1. E.).
 11. Function as a grievance committee for all church personnel.

B. Background checks.

The Personnel Committee shall maintain a written policy manual for background checks (Background Check Policy Manual). The purpose of this policy is to designate formal and routine procedures for making legal investigations of possible criminal history of persons who may be involved either with the children or with the finances of the church.

1. Background checks will include but are not limited to:
 - a) Social Security Number verification
 - b) Missouri and National criminal database search
 - c) Missouri and National sex offender registries search.
2. These procedures must include background evaluation and confidentiality procedures.
3. The Background Check Policy Manual and any changes shall be reviewed by the Church Council and presented at a business meeting for church approval.
4. Said background checks will be renewed every two years.

C. The Personnel Committee shall maintain a written policy for reporting and handling of reports of child or adult abuse, neglect, physical violence, physical assaults, sexual violence, sexual harassment, sexual misconduct, domestic violence, dating violence, stalking, non-sexual harassment.

1. Policy shall, at a minimum, comply with all local, state, and federal laws.
2. Said written policy may also provide for a leave policy similar to the Victims Economic Safety and Security Act.
3. Said written policy and any changes in said policy shall be reviewed by the Church Council and presented at a business meeting for church approval.
4. Recognizing that the laws that govern these issues are ever-changing, the Personnel Committee is authorized to enact temporary, emergency changes for a time period no longer than thirty (30) days, for the limited purpose of complying with any new or amended laws during any time period between a change in the law and when the written policy changes are reviewed by the Church Council and presented at a business meeting for church approval.

D. This committee shall consist of six members.

Section 15 Property and Space Committee

A. The Property and Space Committee has the responsibility to assist the church in the care of all property and buildings. The officers of this committee (Chairperson, Vice Chairperson, Secretary) shall serve as the church Trustees.

This committee shall:

1. Inspect all church properties periodically and maintain an inventory of all equipment and furnishings.
2. When requested, work with church staff members, coordinating groups and committees to assess space rearrangements to secure maximum utilization of educational and activity space.
3. Cooperate with the Personnel Committee in regard to the employment needs, training needs, and supervision needs of maintenance personnel.
4. Develop and recommend maintenance policies and procedures.

5. Develop and recommend an adequate insurance plan to protect all buildings and properties.
 6. Supervise the expenditure of budgeted funds and oversee maintenance work.
 7. Cooperate with other church committees in responsibilities relating to church property and space and assist the Church Council to review and update property and facility use policies and procedures.
 8. Promote through whatever means available the conservation of energy and other natural resources which are used in the operation of church facilities.
- B. This committee shall consist of nine members.

Section 16 Safety Committee

- A. The Safety Committee shall be responsible for establishing church policies and procedures to facilitate a safe worship environment for all church members and visitors. The Safety Committee shall:
1. Post signs on doors to indicate when locked.
 2. Identify a Safety Team of trained church members to secure entrances and exits during church scheduled or sponsored activities (Worship or Prayer Services, Sunday School, Recreational or Fellowship Events, etc.). The Safety Team will be composed of either Committee or Volunteer church members.
 3. In coordination with the Property and Space Committee, propose, purchase, and install security cameras to enhance church security.
 4. Propose and purchase, as needed, communication devices (UHF Radios, etc.) to facilitate security team coordination and monitoring of facility activities.
 5. Coordinate with local Law Enforcement (Rolla Police Department and Phelps County Sheriff Department) to establish a working relationship and supply a building floor plan for first responders.
 6. Plan enhanced security procedures for FBC scheduled events when large groups are expected.
- B. Recruit and train additional church members outside of the Safety Committee to participate as members of the FBC Safety Team. The Safety Team may consist of armed and unarmed members.
1. Armed members of the Safety Team will have completed a State certified Conceal and Carry Course to provide a safe worship environment.
 2. Unarmed members will monitor security cameras and be prepared to coordinate with security.
- C. Recruit and train members to provide basic first aid in case of a medical emergency until local first responders arrive at the church.
- D. The Safety Committee shall consist of six (6) members.

Section 17 Scholarship Committee

- A. The Scholarship Committee shall administer all scholarships which have been provided by funds designated for that purpose. This committee shall:
1. Develop and recommend church policies and procedures for the administration of scholarships.

2. Be responsible for announcing available scholarships, along with information concerning eligibility and method of application.
 3. Interview qualified candidates when necessary.
 4. Inform all candidates of the decision of the committee.
 5. Make an appropriate public announcement of the scholarship awards.
 6. Serve as consultant for those considering the funding of scholarships.
- B. This committee shall consist of three members.

Section 18 Student Ministry Committee

- A. The Student Ministry Committee shall make the ministry to university students a vital part of the program of the church.
This committee shall:
1. Welcome university students.
 2. Inform the students of the church's programs and services.
 3. Develop and implement a calendar of activities for university students.
 4. Develop a program of activities for outreach to students.
 5. Secure student advisers to collaborate with the committee.
- B. This committee shall be composed of eight members.

Section 19 Transportation Committee

- A. The Transportation Committee shall be responsible for the church vehicles and their use.
This committee shall:
1. Develop and recommend church policies and procedures for the use of church vehicles.
 2. After consulting with the Stewardship and Finance Committee and Trustees, recommend to the church the procurement and disposal of church vehicles.
 3. Be responsible for the licensing and prompt maintenance of church vehicles.
 4. Enlist and maintain a list of authorized drivers needed for appropriate church vehicles.
 5. Require all drivers to be properly licensed according to state law. These drivers must know, understand, and comply with the provisions of church insurance policies as well as the laws of the state.
 6. Report to the Church regularly on the accomplishments, plans and needs of the bus ministry.
- B. All drivers are subject to a background check.
C. The ministry and all drivers will be subject to all state, federal and Department of Transportation rules.
D. This committee shall consist of six members serving three-year terms with a goal of at least one-third (2) of the committee members having a current and valid CDL.

Section 20 Ushering Committee

- A. The Ushering Committee shall select and train ushers to assist worshippers and church staff before, during, and following worship and special services.
This committee shall:

1. Make certain that the sanctuary is in order before and after the service in order to enhance the spirit of worship.
 2. Manage proper temperature control and lighting during services.
 3. Develop plans and be prepared for meeting any emergency which could arise during services.
 4. Arrange for someone to lead the offertory prayer.
 5. At the beginning of the year in consultation with the ministerial staff, develop a roster of members of the church or one of its program services who represent the diversity of the congregation who will be scheduled to serve at worship services by:
 - a) Welcoming and supplying information and assistance to those attending.
 - b) Seating those attending.
 - c) Receiving the offering as needed.
 6. The Ushering Committee shall assist the Outreach and Evangelism Committee in welcoming and securing information from visitors to Sunday School and Worship.
- B. This committee shall consist of six members.

Section 21 Vacation Bible School Committee

- A. The Vacation Bible School Committee has the responsibility to coordinate or direct an annual Vacation Bible School to meet the needs of the children of Rolla.
This committee shall:
1. Enlist a Vacation Bible School director.
 2. Assist in enlisting Vacation Bible School workers.
 3. Promote the training of Vacation Bible School workers.
 4. See that materials and supplies are available for the school.
 5. Coordinate publicity for the school.
 6. Develop and implement activities related to Vacation Bible School.
 7. Coordinate the follow-up on prospects' names obtained from Vacation Bible School.
- B. This committee shall consist of six members.

Article VII. Program Organizations

Section 1 Sunday School Council

The Sunday School Council provides the organizational structure for conducting the comprehensive Bible teaching program of the church. The basic approach of the Bible teaching program consists of ongoing, age-graded Bible classes and departments meeting on Sunday morning.

- A. Structure of Sunday School Council / Sunday School Classes
1. The Sunday School Director shall serve as the Chairperson of the Sunday School Council composed of the Age Division Directors, the Small Groups Bible Studies Coordinator, and the Sunday School General Secretary.
 2. The Division Directors shall enlist the teachers in their respective departments.
 3. The tasks of the Sunday School Classes shall be to:
 - a) Teach the Bible and reach persons for Christ and church membership.
 - b) Perform the functions of the church within the Sunday School's structure.

- c) Provide and interpret information regarding the work of the church and denomination.
 - 4. The Sunday School Director, in cooperation with the Sunday School Council and the Nominating Committee, shall recommend the teachers at the regular April business meeting.
- B. It shall be the responsibility of the Sunday School Council to:
 - 1. Provide direction for, and coordinate the work of age groups, including leader enlistment and leader training, toward the overall objective of Sunday School.
 - 2. Set calendar dates for special events that support the ongoing objectives of Sunday School.
 - 3. Assist in creating new classes as needed.
 - 4. Give assistance in evaluating and recommending curriculum.
 - 5. Maximize use of Sunday School space.
 - 6. Develop strategy and provide leadership for outreach efforts.
 - 7. Evaluate effectiveness of plans and work completed.
 - 8. Communicate and raise awareness of the mission/goal of Sunday School throughout the church.
 - 9. Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.
- C. In order to meet special needs, Bible study groups conducted at other times and at places other than on church property are considered a part of Sunday School if approved plans and materials are used.
- D. The Sunday School Director shall serve on the Church Council and serve as an ex officio member of the Outreach/Evangelism Committee.
- E. The Sunday School year shall be from June through May.

Section 2 Woman's Missionary Union

- A. There shall be a Woman's Missionary Union with such officers and organization as needed. This program shall be led by a director who shall be elected by the church and will serve on the church council.
- B. The tasks of the Woman's Missionary Union include but are not limited to:
 - 1. Teaching missions.
 - 2. Engaging in missions.
 - 3. Supporting world missions through praying and giving.
 - 4. Provide and interpret information regarding the work of the church and denomination.
- C. The Woman's Missionary Union will recommend church goals for mission offerings, including but limited to the Annie Armstrong Easter Offering and the Lottie Moon Christmas Offering.

Section 3 Missions Development Council (Faith in Action)

- A. This program shall be led by a director who shall be elected by the church and will serve on the church council.
- B. It shall be the responsibility of the Missions Development Council to:
 - 1. Conduct studies and develop strategies for local mission work.

2. Create awareness of mission needs and opportunities.
 3. Work through the Church Council or other appropriate groups to coordinate the church's mission work.
 4. When desirable or necessary, give active leadership in new mission work.
 5. Request and administer resources for the assigned work (including, but not limited to making budget requests and giving input on the Cox Memorial Fund to the Stewardship and Finance Committee).
 6. Establish and maintain communications with missions-focused groups on associational and state levels.
- C. All matters agreed upon by the council, calling for action not already authorized by the church, shall be referred to the church for approval after consultation with relevant committees.

Section 4 Youth Ministry Council

- A. The Minister of Youth/Outreach shall be the Chairperson of the Youth Ministry Council. Four adults and two youth (one male and one female, if possible) in addition to the Minister of Youth shall constitute the seven members of the Council. Recommended membership will attempt to represent ethnic diversity among the adult and youth representatives. There shall be a cross section of church youth, youth workers, parents of youth and those desiring to work with youth.
- B. The Youth Ministry Council shall meet quarterly to plan the various phases of the youth ministry program, including, but not limited to, the youth calendar; youth-parent activities; training opportunities for youth, parents, and workers; and the budget necessary for these plans.
- C. The Youth Ministry Council may appoint sub-councils and coordinators as needed and shall recruit an active list of sponsors as needed.

Article VIII. Operations Team

Section 1 Technology Team

- A. The Technology Team has the responsibility to provide up to date and cost-effective technology infrastructure (computer/networking). Members shall have knowledge of and experience with a wide array of technology, though not necessarily in a professional capacity.
This committee shall:
 1. Ensure network and device security and safety.
 2. Provide and support best practices and guidelines.
 3. Create and maintain replacement cycles for computers, monitors, networking equipment and other technology.
 4. Maintain and repair church technology.
 5. Oversee budget items for technology related expenditures not assigned to Radio/TV or other committees.
 6. Work with church staff, committees and members who utilize church technology to assess needs and research and provide adequate, cost-effective solutions.
 7. Develop and maintain a Technology Acceptable Use Policy to be applied to all users of church technology resources.
 8. Ensure operation of on-device and network level antivirus and security.

9. Create and maintain a network level domain blocklist that aligns with the Technology Acceptable Use Policy.
- B. This team shall consist of:
1. Team Leader
 2. Four team members
 3. A staff member to serve as an ex officio member to be recommended by the Church Council.
- All members will be presented during the October business meeting for church approval

Article IX. Church Ordinances

Section 1 Baptism

- A. A person who receives Jesus Christ as Savior by personal faith, professes Him publicly at any worship service, and indicates a commitment to follow Christ as Lord, shall be received as a candidate for believer's baptism.
1. Baptism shall be by immersion in water and administered during any worship service.
 2. Baptism shall be administered by the pastor or whomever the pastor and deacons shall authorize. The deacons shall assist in the preparation for and observance of baptism.
 3. Baptism is a requirement to become a member of the Church. Baptism represents a Public Profession of Faith and a Covenant Relationship with the Body of Christ, the Church.

Section 2 The Lord's Supper

- A. The Lord's Supper is a symbolic act of obedience for Christians who, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.
- B. The Lord's Supper is a time for Christians to examine their soul relationship with Christ and focus on any appropriate self-discipline to facilitate a righteous relationship with God.
- a) The Lord's Supper shall be observed at least quarterly under the acting pastor's direction. All baptized members of the Church and other churches of shared faith and practice will be invited to participate.
 - b) Elements representing the Body of Christ (Unleavened Bread) and the Blood of Christ (Grape Juice) will be provided to the participants.
- C. The acting pastor and deacons shall be responsible for the administration of the Lord's Supper.

Article X. Church Meetings

Section 1 Worship Services and Sunday School

- A. The church shall meet each Sunday morning and Wednesday evening for worship, preaching, instruction, and evangelism. The Sunday and Wednesday services are open to the public and are conducted under the direction of the acting pastor. Other special services essential in the promotion of evangelistic and mission objectives of the church

- may be scheduled.
- B. The church shall meet for Sunday School classes for all age groups every Sunday morning.
 - C. Service and Sunday School times will be recommended by the Church Council for approval by the church body.
 - D. All scheduled church services shall be placed on the church calendar.

Section 2 Regular Business Meeting

- A. Regular business meetings shall be scheduled quarterly for the last Sunday evening in January, April, July, and October.
- B. Any exceptions to the stated schedule for quarterly business meetings require Church Council approval and an alternate date/time within thirty (30) days of the missed meeting. The new date/time will require both a two consecutive calendar week notice in the bulletin/weekly update, and oral pulpit notices to the church body prior to the new date.

Section 3 Special Business Meeting

- A. A special business meeting may be held to consider matters of significance. Notice of the purpose, date, time, and location for a special business meeting must be both printed in the church bulletin/weekly update and announced orally from the pulpit for two consecutive calendar weeks prior to the meeting. If extreme urgency renders such notice void or impracticable, as determined by the Church Council, reading the notice from the pulpit on the Sunday morning preceding the meeting shall be sufficient.

Section 4 Quorum Requirements

- A. A quorum for either a Regular or Special business meeting shall consist of 25 members present and entitled to vote in keeping with Article I, Sections 7 and 8, unless otherwise specified for specific Special Business Meetings or Council and Committee meetings.
- B. All church meeting minutes will reflect the Quorum number present for the specific meeting.

Article XI. Amendments

Section 1 Church Council Review

- A. The Church Council shall annually review the FBC Constitution and Bylaws and propose any assessed changes/amendments to the church.
- B. Church Council minutes shall document an October annual review; the review will note any compliance observations inconsistent with the Constitution or Bylaws of FBC, Rolla, MO.
- C. Church Council annual review findings and/or recommendations will be presented at the FBC October Quarterly Business Meeting.

Section 2 Proposed Amendments

- A. A proposed change in the FBC Constitution or Bylaws may be made at any regular or special business meeting of the church, provided each proposed amendment shall have been presented both in writing in the church bulletin/weekly update and announced from the pulpit two consecutive calendar weeks prior to the meeting.

- B. Quorum requirement compliance will be documented in the minutes.
- C. Amendments to the Constitution or Bylaws shall be by two-thirds vote of all members of the church present and eligible to vote.

Section 3 Incorporating Approved Amendments

- A. The Church Clerk shall be responsible for incorporating approved amendments into the Constitution or Bylaws within 30 days of the church body approving the amendment. The Church Council will monitor the 30-day time period for completion at monthly meetings.
- B. All approved and incorporated amendments will be documented in Appendix B of the FBC Constitution and Bylaws.