



**CONSTITUTION AND BY-LAWS OF
FIRST MISSIONARY BAPTIST CHURCH, INC.
OF HUNTSVILLE, ALABAMA**

This constitution, prepared at the request of the Church, is designed to insure continued order and harmony in the governing of the affairs of the First Missionary Baptist Church, Inc., (FMBC) Huntsville, Alabama. It is to be emphasized that this constitution in no way takes precedence over the Holy Bible, the inspired word of God. It is to be further emphasized that the constitution was designed with the hope of preserving the existing liberties of each individual Church member, committee, auxiliary and organization.

- I. **NAME:** This body shall be known as the First Missionary Baptist Church, Inc., of Huntsville, Alabama located at 3509 Blue Spring Road, Huntsville, Alabama 35810. FMBC is affiliated with the Alabama Missionary Baptist State Convention, National Baptist Convention, U.S.A., Inc., and the American Baptist Convention (American Baptist Church of the South – ABCOTS).
- II. **OBJECTIVES:** The objectives of the FMBC are:
- To serve as a dynamic force in sharing Christ with the members of the Church, the local, state, national, and world communities.
 - To provide worship and fellowship for fellow believers.
 - To provide an opportunity for the unsaved to hear the word of God and to accept Christ as their personal Savior.
 - To ever recognize the Lordship of Christ and the Fatherhood of God and to insure that all our actions exemplify Christ.
- III. **MISSION STATEMENT:** First Missionary Baptist Church, under the Lordship of Jesus Christ and by the power of the Holy Spirit, exists to:
- (1) Worship and praise God.
 - (2) Proclaim the gospel to everyone.
 - (3) Lead people to Christ through systematic witnessing and sharing our faith at home and abroad.
 - (4) Train and nurture each disciple as mandated by Christ in Matthew 28:19-20 and Acts 2:41-42.
 - (5) Be loving, just, kind, and forgiving, always encouraging each other to be more like Christ.
 - (6) Seek to be a servant Church as Christ was a Servant Lord.

- (7) Embrace our ethnicity with thanksgiving to God for who we are and with appreciation for all other ethnic groups, always remembering that God made us all in His image and after His likeness.

Our mission is summed up in our Church motto and goal.

MOTTO: The Church that glorifies God and edifies humanity.

GOAL: To become one of the most loving Churches in all the world.

- IV. **STATEMENT OF FAITH:** We believe that the Holy Bible is the inspired word of God and the basis of our statement of faith. We are here banded together as a body of baptized believers under the Lordship of Jesus Christ. We believe in the ordinances of Baptism and the Lord's Supper.

We believe that each Baptist Church has its own sovereign powers which are vested in the membership of the church. This Church recognizes and upholds the obligations of mutual cooperation among all Baptist churches. The Church will cooperate with and support the local, district and state organizations affiliated with the National Baptist Convention USA, Inc.

We accept, as a Baptist Body, the Articles of Faith as expressed in the "New Hampshire Declaration of Faith" and as revised in the 1963 edition of "The Baptist Faith and Message."

WHAT BAPTISTS BELIEVE
“CONDENSED NEW HAMPSHIRE DECLARATION OF FAITH”

1. **SCRIPTURE:** The Old and New Testament Scriptures were written by men divinely inspired and are the only sufficient and perfect rule of faith and practice.
 II Timothy 3:16,17; 2 Peter 1:21; Matthew 5:19,24-35; Luke 24:44; John 5:39; 14:15,21-26; 17:17.

2. **TRUE GOD:** There is one God, and only one, who is self-existent, eternal, and infinite in every excellence, and who has revealed himself as Father, Son, and Holy Spirit, the same in essence, though distinct in personality.
 Isaiah 45:21,22; Jeremiah 10:10; Deuteronomy 6:4; John 1:1-13; I Timothy 3:16; Revelation 1:8; John 14:26; I Corinthians 3:16; 12:11; Matthew 28:19.

3. **FALL OF MAN:** Man was created innocent. By disobedience of the command of God he fell, thereby losing his innocence, becoming subject to death and to the eternal displeasure of God.
 Genesis 1:27,31; 3:1-6; Psalms 9:17; 14:1-3; Ecclesiastes 7:29; Isaiah 53:6; Jeremiah 17:9; Ezekiel 18:19,20; Matthew 25:46; Romans 1:18,32; 2:1-16; I Corinthians 15:22; I John 1:18.

4. **WAY OF SALVATION:** Jesus Christ, the Son of God and the Son of Man, came into the world to save men from the guilt and condemnation of sin, offering his blood (life) as an atonement, and making it available to all who exercise faith in him.
 John 1:14,29; Luke 1:26-36; Acts 4:12; Romans 3:20-26; John 3:14-16; Galatians 6:14; Matthew 26:28; Acts 16:31; John 6:53.

5. **JUSTIFICATION BY FAITH:** The result of the heart acceptance of Jesus Christ is justification, whereby pardon is secured and we are brought into a state of peace and favor with God.
 Ephesians 1:7; 2:8-10; Romans 4:4,5; 5:1.

6. **REPENTANCE AND FAITH:** The human means by which this result is secured is repentance and faith whereby we turn unto God in sincere contrition and accept Jesus Christ as an all sufficient Savior.
 Mark 1:15; Acts 2:38; Ephesians 2:8; Hebrew 7:25.

7. **DOCTRINE OF GRACE:** God has his purpose of grace in the salvation of men. These purposes are made effectual by the giving of his Son, and in the constraining and regenerating influence of the Holy Spirit upon all who sincerely believe in Christ. But these purposes do not destroy the freedom of man's will, nor render inoperative the proclamation of the gospel to all.
- Ephesians 1:4; John 3:6-8; 6:44; 1:12; I Peter 1:2; James 1:18; John 16:7-11; Ephesians 2:8-10; Philemon 2:12,13; John 5:40; Romans 10:13-16; Ephesians 3:3-10.
8. **SECURITY OF SAINTS:** Nothing can separate true believers from the love of God; but they are "kept by the power of God, through faith, unto salvation," the sure proof of this being their continuance and progress in righteousness and true holiness.
- Romans 8:35-39; I Peter 1:15; John 10:27-29; Hebrew 3:14; Matthew 24:11; 2 Peter 1:3,4.
9. **ORDINANCES:** The ordinances of the gospel are Baptism and the Lord's Supper. Baptism is the immersion in water of a believer in Christ, "in the name of the Father and of the Son and of the Holy Spirit," and symbolizes the fact of regeneration. The Lord's Supper is a commemoration of his dying love, and symbolizes the fact that the believer is continuously fed and nourished by Christ. In its observance, the Supper is to be placed after baptism, according to its symbolic and historic order and as required by the teaching of the New Testament.
- Matthew 3:6, 13-17; 28:19-20; Mark 1:5,9-11; 16:16; John 3:5,23; Acts 8:35-38; Romans 6:4; Colossians 2:12; Matthew 26:26-30; Mark 14:22-25; Luke 22:19,20; John 6:51-58,63; Acts 2:41-42; I Corinthians 11:23-29.
10. **CHURCH:** The Church Spiritual includes the whole company of believers of whatever name, age, or country, and is known only to the eye of God. The Church Formal, (visible) is a company of believers baptized in the name of the Father, Son and Holy Spirit and observing the forms, ordinances, and principles laid down in the New Testament.
- Colossians 1:18; Ephesians 5:27; 2:19-21; 1:22,23; I Corinthians 12:27-28; 1:2; 11:2; Romans 6:17; 2 Timothy 1:13.
11. **LORD'S DAY:** The first day of the week is to be observed as the Lord's Day or Christian Sabbath. It is the day on which Christ rose from the dead.
- John 20:19,26; Acts 20:7; I Corinthians 16:1-2, Colossians 2:16.
12. **CIVIL GOVERNMENT:** Civil government is of divine appointment for the interests and good order of human society; and magistrates are to be prayed for, and conscientiously honored and obeyed, except only in things opposed to the will of Christ, who is the only Lord of the conscience, and the Prince of the Kings of the earth.
- Romans 13:1-7; Matthew 22:21; Acts 5:29; 4:18-20.

13. **RETURN OF JESUS CHRIST:** Jesus Christ is to come again, judging the nations, and fill the earth with his glory and power.

Matthew 24:25-51; John 14:3; Acts 1:11; I Thessalonians 2:3-8; Revelation 1:7; 20:1-6.

14. **RESURRECTION OF THE JUST AND THE UNJUST:** There will be resurrection of the just and the unjust -- the just for blessedness and reward, the unjust for judgment and eternal doom.

Daniel 12:2; John 5:28-29; Acts 24:15; Luke 20:35-38; I Corinthians 15:21-24,45-58; Matthew 25:31-46; 2 Corinthians 5:10; Revelation 20.

- V. **CHURCH COVENANT:** Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, and this assembly, most solemnly and joyously enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this Church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and abuse of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer, to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other Church where we can carry out the spirit of this covenant and the principles of God's Word.

We accept, as a Baptist Body, the Articles of Faith as expressed in the "New Hampshire Declaration of Faith" and as revised in the 1963 edition of "The Baptist Faith and Message."

First Missionary Baptist Church, Inc.
By-Laws
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BY-LAWS
ARTICLE I – MEMBERSHIP

The First Missionary Baptist Church, Inc., is a sovereign and democratic Baptist church under the lordship of Jesus Christ. It shall be the exclusive right of the membership of this Church to exercise self-government in all aspects of the spiritual and temporal life of this Church.

SECTION 1. CANDIDACY

Persons may be received into membership of First Missionary Baptist Church, Inc., hereinafter “Church”, by any of the following methods:

A. By Baptism:

A person may be admitted to this Church by Baptism upon profession of his/her faith in Jesus Christ.

B. By Letter:

A person may be admitted by letter from another Baptist Church of like faith and order.

C. By Christian Experience:

If previously baptized by immersion or is willing to be baptized, persons may become members of this Church by giving an account of their Christian experience.

D. Associate Membership:

Students, faculty, military personnel and other persons who reside in the city or area temporarily and want to have a Church home while here may be received as associate members, providing that they comply with Baptist beliefs, rules and practices.

SECTION 2. MEMBERSHIP ORIENTATION AND TRAINING

A. New members are required to participate in the New Member Orientation Class.

B. All current members are expected to take advantage of the Church's program of Christian education, to include Wednesday Bible Classes, Sunday School, and Sunday worship services.

SECTION 3. DUTIES OF MEMBERS

The general duties of the members of this Church are clearly expressed in the Church Covenant.

1. Each member is expected to be loyal to this Church. This loyalty is to be demonstrated in regular attendance and support of the work of the Church.

2. Each member is expected to support the Church with his/her prayers, talents, time and money.
3. Each member is obligated to lead others to Christ. Acts 1:8; Matthew 28:19-20.
4. Each member is expected to give tithes and offerings as the Bible teaches. Malachi 3:8-10; II Corinthians 9:6-8; Matthews 6:33, 23; Mark 12:41-44; Luke 6:38.
5. Failure to discharge financial obligation over a period of six months may render a member inactive.

SECTION 4. ATTENDANCE

An active member is one who performs the duties of members as described in Section 3. An inactive member is one who has failed to perform the duties shown in Section 3, and who has not provided a reason for their inactivity to a deacon.

Inactive members who forsake the assembling of themselves together for worship and fellowship in the house of the Lord for a period of six months, except in the case of sickness, education, or employment, shall:

1. **Forfeit all voting privileges.**
2. **Not be granted a letter in good standing.**
3. **Be notified of this inactive status by letter.**

SECTION 5. TERMINATION OF MEMBERSHIP

A. By Letter

Any active member may, on application, receive a letter of recommendation from this Church to unite with another of like faith.

B. By Exclusion

When the Church, in exercising its authority and discipline, withdraws fellowship from any member in accordance with Matthew Chapter 18.

C. By Inactive Involvement

Any inactive member will be removed from membership after a period of one year.

D. Members who have been excluded from fellowship may be re-united when the cause which led to the withdrawal of fellowship has been removed. All membership action must be on the request of the individual.

E. By Death

ARTICLE II - THE PASTOR

SECTION 1. DUTIES

- A. The pastor is the leader of the Church and is responsible for leading the Church to the fulfillment of its mission in accordance with the teachings of the New Testament, Church mission, and Church covenant.
- B. As leader of the pastoral ministries in the Church, the pastor will:
1. Prepare and deliver sermons; plan and conduct the worship services; lead in observance of the ordinances (The Lord's Supper and Baptism).
 2. Lead in planning, supervising and administering all of the ministries of the Church.
 3. Lead in teaching so that the Church membership is equipped in the Word of God. He, along with the Staff Ministers, will supervise and direct the total teaching ministry of the Church.
 4. Visit and/or coordinate visits by other staff ministers all sick members in health care facilities and/or at home.
 5. Comfort and console the bereaved and preach the funeral of all members except where otherwise designated.
 6. Perform marriages when called upon by members.
 7. Serve as moderator of all monthly Official Board meetings and Church business meetings.
 8. Counsel members as needed.
 9. Represent the Church at all associations, state, and national conventions with which the Church is affiliated.
 10. Serve as chief administrator of the paid staff; supervise the work of all salaried/unsalaried Church personnel (i.e., staff ministers, clerical, custodial, volunteer, etc.), unless otherwise designated.
 11. To recruit and recommend pastoral staff to the personnel committee of the Trustee Board, pending approval by the Trustee Board, the Official Board, and the Church body.
 12. Serve as ex-officio of all committees/ministries.

SECTION 2: ELECTION OF THE PASTOR

The Official Board shall serve as a spiritual accountability group for the Pastor. Upon the notice of resignation of the Pastor or vacancy of the Pastorate, the Official Board shall call a special business meeting to approve a Pastor Search Committee. The Official Board shall recommend to the Church for approval a Pastor Search Committee of at least seven (7) Church members to make recommendations to the Church regarding the potential calling of a Pastor. This Committee shall consist of the Chair of the Official Board, Chair of the Trustee Board, Chair of the Personnel Committee, President of the Youth Council, and shall include not less than three (3) at large church members. The composition of this committee should be a reflection of the Church in its age, race, and gender.

The duties of the Pastor Search Committee:

- a. To spend time in prayer.
- b. To provide for pulpit ministry during the interim period.
- c. To identify Bible-based pastoral criteria.
- d. To solicit and evaluate candidates for Pastor.
- e. To recommend a candidate to the Church for election, giving credentials and proposed employment agreement.

Any candidate presented to the Church by the Pastor Search Committee must first receive approval by consensus of the Official Board and then must receive an affirmative vote by ballot of two-thirds of the Church membership present. Notice of the meeting will be posted and/or announced at least seven days prior to the date of the meeting.

SECTION 3: BENEFITS PLAN FOR THE PASTOR

The benefits plan shall be included in the written mutual contract/agreement made between the Pastor and the Church.

SECTION 4: TERMINATION OF PASTOR

- A. The pastor shall serve until the relationship is terminated by his or the Church's request.
- B. Ninety days notice shall be considered adequate time for the Church or pastor to dissolve the relationship.
- C. Termination of office shall be voted at a regularly called business meeting. Notice of the meeting will be posted and/or announced at least seven days prior to the date of the meeting.
- D. Recommendation for termination may be made due to neglect of pastoral duties, apparent loss of spiritual influence, cessation of harmony between the Church and the pastor, and/or other justifiable causes as specified in the New Testament.
- E. Voting shall be by ballot, an affirmative vote of two-thirds of those present being necessary to validate the termination. Ballots will be provided only to active members.

ARTICLE III - CHURCH OFFICERS, LEADERS, AND BOARDS

All Church officers and leaders must be active members of the Church. They shall function as servants of the Church in accordance with the meaning of the Word and the practice of the New Testament. Biblical qualifications are as follows:

1. Be a born again person who knows that Jesus Christ is the Savior and Lord of his/her life. He/She therefore must be willing to be obedient to Jesus Christ in all of Jesus' principles and teachings.
2. Be a person who is filled with the Holy Spirit, wisdom and honesty (Acts 6).
3. Be a person who fully supports the Biblical work of the ministry in the local Church on a daily basis. That is, he/she believes and practices leading other persons to Christ, etc. (Acts 1:8; Matthew 28:19-20); he/she believes in spreading love, and wisely using his/her Christian influence; he/she should be in attendance in Sunday School, Morning Worship, Bible Class, etc., and should even be able to teach if the need arises.
4. Believe and practice giving at least a tithe of his/her earnings to the local Church for the total support of the ministries of that local Church (Malachi 3:8-10; II Corinthians 9:6-12; Matthew 23:23; Luke 6:38).
5. Be a person who leads a Christian moral life in the community and everywhere he/she goes. (I Timothy 3:8-13).
6. Be a person who exemplifies the spirit of Christ in his/her life as much as it lies in his/her power to do by aid of the Holy Spirit. In short, he or she should bubble with joy and enthusiasm as a child of Christ Jesus and should strive to be perfect as the heavenly Father is perfect.

SECTION 1. ORIENTATION AND TRAINING

- A. New officers, leaders and board members are required to participate in the Orientation and Training Session for the appropriate position.
- B. All officers, leaders and board members are expected to participate in any ongoing training related to their specific ministry, and are required to attend all Leadership training as required by the Pastor.
- C. All officers, leaders and board members are expected to attend the Church's program of Christian education, to include Wednesday Bible Classes, Sunday School, and Sunday worship services.

SECTION 2. DEACONS

The Biblical duties and qualifications of the deaconship are addressed in Acts 6 and 1 Timothy 3:8-13.

- A. Deacons are to function along with the pastor in performing pastoral ministries such as proclaiming the message of salvation to believers and unbelievers, caring for Church members and others in the community, and leading the Church to the fulfillment of its mission.
- B. A deacon shall be assigned members of the Church to assist the Pastor in Family Ministry.
- C. Recommendations for membership on the Deacon Board shall be made by the Pastor, members of the Deacon Board, Official Board, and other Church members as vacancies occur or as the need arises otherwise. All recommendations must be approved by the Church membership.
- D. There shall be a Chair of Deacons, who will lead Deacons in the fulfillment of their ministry, and a Vice Chair, who will lead in the absence of the Chair. Term for these positions shall be five years.

SECTION 3. TRUSTEES

The Trustees shall sign all legal documents involving the sale, mortgage, purchase, or rental of property and all other fiscal matters included in the budget as approved by the Church. They have the responsibility of seeing that the property is maintained and preserved for use by the congregation, and that the human resources are managed effectively.

The duties of the Trustees are:

- A. To see that all Church property is being properly accounted for, effectively maintained, and efficiently utilized.
- B. To assure that adequate insurance coverage on all Church property is in force
- C. To provide rules and regulations pertaining to the use of the Church property by the congregation and others.
- D. To recommend more effective ways to maintain all Church property.
- E. To provide policies and procedures pertaining to the effective management of the human resources of the Church.
- F. To seek the advice and assistance of the Legal Counsel.
- G. Other pertinent responsibilities.

The qualifications for the trustee office are listed in Article III, Section 1 above.

The Church Trustees are composed of ten (10) members selected by the Pastor and Official Board and approved by the Church membership for 5-year terms. Two members are enlisted and two members rotate off each year. Rotation shall be self-perpetuating according to the 5-year cycle. After having served one 5-year term, a Trustee would not be eligible to serve until he/she has been off for one year.

There shall be a Chair of Trustees, who will lead the Trustees in the discharge of their duties, and a Vice Chair, who will lead in the absence of the Chair.

The Treasurer serves as an ex-officio member of the Trustees.

SECTION 4. OFFICIAL BOARD

- A. The Official Board shall be composed of all deacons and trustees and shall meet regularly to coordinate, evaluate and execute the business of the Church.
- B. The Chair of the Official Board is the person who is the current Chair of the Deacon Board.
- C. The pastor or his designee shall preside at all meetings of the Official Board.

SECTION 5. TREASURER

- A. The Treasurer shall be elected by the Church in its annual conference.
- B. It shall be the duty of the treasurer to receive, secure, and disburse upon authorization all money, keeping at all times an itemized account of all receipts and disbursements.
- C. The treasurer shall render monthly reports to the Official Board and annual reports to the Church body.
- D. The Treasurer is responsible for ensuring submittal of all federal, state and local reports and documents as legally required, and shall coordinate an annual audit of the Church's financial records.
- E. The Treasurer serves as an ex-officio member of the Trustees.

SECTION 6. CHURCH CLERK

- A. The Church clerk shall be elected by the Church in its annual conference.
- B. The Church clerk shall ensure that a record of all official actions of the Church are documented and stored in a designated area of the Church. The Church clerk shall ensure all records of the Church, as identified in Article VII, are maintained and updated. The clerk shall ensure all communications regarding official Church meetings

are disseminated to the Church body. Some of the clerical responsibilities may be delegated to the Church staff.

SECTION 7. OTHER OFFICERS AND LEADERS

The following criteria should be seriously applied to selecting every officer and leader in our Church's ministry:

1. The person should have a Christ-like spirit and attitude.
2. The person should possess the gift of leadership.
3. The person should be knowledgeable and competent in his/her area of leadership.
4. The person should have already proven him or herself in being diligent in his/her stewardship of time, talents, and treasure.
5. The person should be one who prayerfully depends on God, and is a serious student of God's word.
6. The person should share a common Biblical vision with the Pastor of the Church.

Officers and leaders are responsible for coordinating their respective ministry activities to ensure that the Church's goals are achieved. All other ministry leaders, whether appointed or selected, shall serve a term of two years, pending approval of the Church body, beginning every even number year.

SECTION 8. CHURCH MINISTERS

- A. Staff Ministers are those persons recommended for hire by the Pastor, with approval by the Official Board and the Church. They are responsible for helping the Pastor with the administration of the personnel, facilities, finances, technology, and ministries of the church; supporting and implementing the Pastor's philosophy and policies; and performing other duties as required by the Pastor. Each staff minister's specific duties and benefits are determined and evaluated by the Pastor.
- B. Associate Ministers are those persons who are members of the Church body, licensed and/or ordained, and who are responsible for performing other duties as assigned required by the Pastor.
- C. Licensing:
Any member of the Church who has shown by his/her life and felt the call to the gospel ministry may, upon recommendation of the Pastor and by vote of the membership at a regular meeting, be licensed by the Church to preach the Gospel.
- D. Ordination:
Associate ministers may be ordained upon recommendation of the Pastor and approval by the Church.

SECTION 9. PASTOR EMERITUS

The Official Board may recommend for approval by the Church any retiring pastor, who is a member of the Church and who remains actively involved in serving the Church, to be named Pastor Emeritus.

The retiring pastor must have served the church in this capacity for a period of 10 years or more, and the recommendation must come immediately following the end of service. This is an honorary, non-paid position. The Pastor Emeritus' duties would be to assist the current pastor in whatever ways possible.

SECTION 10. DEACON EMERITUS

Any deacon age 65 or older who has served a minimum of 10 years shall be eligible to be nominated as a deacon emeritus by the deacons or upon his request. The deacons can nominate any other deacon, with his consent, for deacon emeritus should he become disabled or in some other fashion incapable of participating in all the deacon's work. A deacon emeritus shall be privileged to attend any deacons meeting and fully participate in all deliberations to the work, excluding voting privileges. Any nominee for emeritus status shall be presented to the Official Board for approval at any regular Official Board meeting.

ARTICLE IV. FMBC MEETINGS

SECTION 1. WORSHIP SERVICES

The Church shall meet on Sunday for the worship of God, and on Wednesday, or another time, designated for prayer and Bible study. All worship is for the entire membership of the Church and for all people and shall be conducted under the direction of the Pastor or designated Staff Minister/Church officer in the absence of the Pastor.

SECTION 2. CHURCH MEETINGS

Robert's Rules of Order (revised edition) is adopted as the authority for parliamentary rules of procedure for all meetings of the Church.

- A. Church Business Meetings shall be held annually and/or semiannually to communicate the state of the Church to the entire congregation. The annual meeting shall be held in January. Notice of the meeting will be posted and/or announced at least seven days prior to the date of the meeting. If there is business or other information to be presented to the Church, a call meeting shall be held. The Pastor will present the state of the Church address which will include: current year goals and objectives, Church budget, and other recommendations. The Pastor or designee shall preside at all Church Business meeting.
- A. Official Board Meetings shall be held monthly to coordinate and evaluate the programs of the Church. This meeting will include the Deacons, Trustees, staff ministers, and other people as designated by the Pastor. The Pastor or designee shall preside at all meetings of the Official Board.
- B. Trustee Board Meetings shall be held monthly to manage operational activities of the Church including financial, property, human resources, and all other fiscal matters. The chair or designee shall preside at all meetings of the Trustee Board.

- C. Leadership Meetings shall be held annually and as needed to review and update the leadership on the ministries of the Church and to insure alignment with the mission, vision and goals of the Church. This information will be used by the ministerial staff to develop ministry and operational budgets. These meetings will include the Pastor, staff ministers, Official Board members, and all elected or appointed heads of ministries. The Pastor or designee shall preside at all Leadership Meetings.
- D. Budget Meetings shall be held annually to develop and review the financial position of the Church, including the current budget and all Church investments. This meeting will include members of the Budget Committee and other persons as needed. The Church Treasurer will preside at all Budget Meetings and present the budget at the annual Church Business Meeting. The Annual Budget Meeting will be held in December.
- E. Other meetings, including ministries and coordinating committees, will meet as needed to accomplish the objectives of their committees.
- F. Called Meetings can be held to address a special matter of a significant nature. Notice of a called Church Business Meeting will be posted and/or announced at least seven days prior to the date of the meeting.

ARTICLE V. CHURCH COMMITTEES

SECTION 1. GENERAL

FMBC Church Committees include Standing Committees and Ad-hoc Committees. Standing Committees exist to carry out functions of the Church on a regular basis and include Personnel, Operations and Maintenance, Budget and Finance, Executive, Investment, and Nominating committees. Ad-hoc Committees are established to perform a specific function for a limited period of time, such as the Executive Building, Pastoral Search Committee, Church and Pastor Anniversary Committee. The Pastor and Church Administrator shall serve as ex-officio members of all standing and ad-hoc committees.

All Church officers and lay leaders shall be recommended by a nominating committee, each auxiliary, department or ministry unless otherwise stated, and shall present their names to the Church in the annual conference for approval.

SECTION 2. STANDING COMMITTEES

1. Nominating Committee shall be responsible for ensuring that a slate of officers for the Trustee Board, standing committees, and ministries are presented to the Pastor and Official Board. The members of the Nominating Committee shall be appointed by the Pastor and the Official Board and shall serve two-year terms or until their successors are appointed. The Committee shall consist of five or more persons. The Nominating committee shall act on behalf of the Church to nominate persons to fill positions, including Committee chairs, and Church elected leadership positions, with the persons whose gifts, potential and commitment match the

requirements of the positions. The slates of officers shall be presented to the Church for approval at the annual business meeting.

2. The Budget and Finance Committee shall have the responsibility of assuring that the adopted budget is adhered to. The chair of this committee is the Church Treasurer or Business Manager. It shall recommend financial policies to the Church and shall foster and promote programs of stewardship. In consultation with the Church Pastor/Administrator for the new church year, it shall draw up and submit a budget to the Church at the annual business meeting. The taking of special offerings shall be approved by this committee. This committee shall be responsible for the annual audit of the Church's financial records.

The Budget and Finance Committee shall consist of the Pastor, Church Administrator, Church Treasurer, Church Clerk, Chair of the Trustee Board, Chair of the Official Board, and Staff Ministers, and others as designated by the Pastor.

The fiscal year is concurrent with the calendar year, beginning January 1 and ending December 31.

3. The Personnel Committee shall consist of the members of the Board of Trustees appointed to the committee by the Pastor and Chairman of the Trustee Board. The Chair of the Personnel Committee is appointed by the Pastor and the Chair of the Trustee Board. The major purpose of the committee is to develop policies and procedures regarding duties and responsibilities of all church personnel. The committee may assist in locating, interviewing and recommending qualified persons for church staff positions (excluding the pastor and pastoral staff).
4. Operations and Maintenance Committee shall consist of members of the Board of Trustees appointed to the committee by the Pastor and Chairman of the Trustee Board. The Chair of the Operations and Maintenance Committee is appointed by the Pastor and the Chair of the Trustee Board. This committee shall be responsible for matters related to property administration. Throughout the year, this committee shall give attention to and study the condition and state of repair and appearance of the building and grounds of the Church, including all adjacent properties owned by the church and equipment therein, making arrangements for repairs and improvements authorized by the Church and included in the Church budget. All matters of major repairs, changes, improvements or items of equipment not included in the budget shall be referred to the Budget and Finance Committee for fiscal review. Purchase of equipment shall be through this committee unless another committee is directed specifically to make studies, report to the Church, and make necessary arrangements as the Church decides.
5. The Executive Committee shall consist of the Chair of the Official Board, the Chair of the Trustee Board, and the Church Treasurer. This committee shall be responsible for considering and/or approving a broad range of church matters including those issues considered sensitive, confidential or emergency in nature. This committee will meet on an as needed basis.
6. The Investment Committee shall consist of the Church Treasurer and others designated by the Pastor. The chair of this committee is the Church Treasurer. This committee shall meet at least quarterly or more regularly as required.

SECTION 3. AD-HOC COMMITTEES

These committees are convened as needed to accomplish a specific activity for a limited period of time. The members are appointed by the Pastor and/or the Church.

**ARTICLE VI
CHURCH MINISTRIES AND COMMITTEES**

GENERAL

Church ministries are established to carry-out the mission, objectives and goals of the Church in order to meet the needs of the Church body and the community.

All church ministries shall be under the control of the Church and all ministry activities are subject to coordination and approval by the Pastor or designee. A list of current ministries may be found under Appendix 1.

**ARTICLE VII
CHURCH RECORDS AND REPORTS**

The Church will maintain the following records and reports:

1. Adequate and correct books and records of accounts (financial records).
2. Minutes of the proceedings of its Church Business, Official Board and Trustee Board meetings.
3. A record of its members, giving their names and addresses.
4. Contribution statements for contributors.
5. Reports of annual review of all church financial books, records, and proceedings.

**ARTICLE VIII
Amendments to the Constitution and Bylaws**

These Bylaws may be amended, altered or revoked, in whole or in part by a three-fourths majority vote of the Church membership at any regular meeting or special called meeting provided that any such proposed amendment, revision or revocation shall be made available for review in the Church Office seven days prior to the regular or special called meeting.

Certificate of Adoption of Constitution and Bylaws

We, the undersigned, certify that the foregoing Constitution and Bylaws of First Missionary Baptist Church, Inc. were duly adopted by a three-fourths majority vote of the Church membership present during the Annual Business Meeting, January 25, 2023 and dully signed by the Chairman of the Trustee Board, Chairman of the Official Board, the Church Clerk and Pastor.

Ronald W. Eady
Chairman, Trustee Board

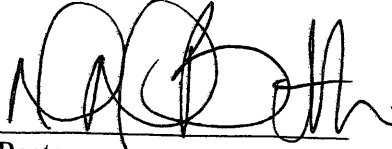
2/28/23
Date

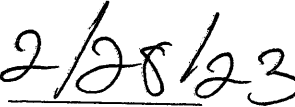
David G. Thompson
Chairman, Official Board

2/28/2023
Date

Melvin C.
Church Clerk

2/28/2023
Date


Pastor


Date

Appendix 1 - Church Ministries and Committees

1. AEROBICS MINISTRY
2. BENEVOLENCE MINISTRY
3. BEREAVEMENT COMMITTEE
4. BROTHERHOOD ORGANIZATION
5. BUILDING COMMITTEE
6. BUS/VAN MINISTRY
7. CHILD DEVELOPMENT CENTER ACADEMY BOARD
8. CHILDREN'S CHURCH PERSONNEL
9. CHRISTIAN EDUCATION COMMITTEE
10. CHURCH ANNOUNCEMENT COMMITTEE
11. CHURCH TAPE MINISTRY
12. CHURCH TECHNICIANS
13. CONGREGATIONAL CARE LAY MINISTRY
14. COUNSELING COMMITTEE NEW MEMBERS
15. DEACON BOARD
16. DEACONESSES AND MOTHERS' BOARD
17. DRILL TEAM MINISTRY
18. FACULTY AND STAFF OF CHRISTIAN EDUCATION
19. FELLOWSHIP OF UNIV. STUDENTS/HOME-AWAY-FROM-HOME MINISTRY
20. FINANCE COMMITTEE
21. FLORAL AND BEAUTIFICATION COMMITTEE
22. GENERAL MISSIONARY SOCIETY (JOINT)
23. GREETERS MINISTRY
24. GRIEF MINISTRY
25. HABITAT FOR HUMANITY WORKERS
26. HEALING TOUCH MINISTRY
27. JAIL/PRISON MINISTRY
28. KEENAGE MINISTRY
29. LAY-EVANGELISM MINISTRY
30. LIBRARY COMMITTEE
31. LONG-RANGE PLANNING COMMITTEE
32. MEALS-ON-WHEELS
33. MEDICAL AID MINISTRY
34. MUSIC DEPARTMENT
35. NEW MEMBERS' PICTURE/BULLETIN BOARD COMMITTEE
36. NEWCOMERS COMMITTEE
37. NEWSLETTER MINISTRY
38. NURSERY COMMITTEE
39. PASTORAL CARE MINISTRY
40. PICTORIAL COMMITTEE (2005)
41. PICNIC COMMITTEE
42. PRAISE-N-MOTION MINISTRY
43. PROJECT LOVE MINISTRY
44. PULPIT HOSPITALITY COMMITTEE
45. RECREATION COMMITTEE
46. SAFETY AND PARKING COMMITTEE
47. SCOUTING MINISTRY
48. SOLDIER MINISTRY
49. T. V. MINISTRY PERSONNEL
50. TRUSTEE BOARD
51. USHERS/COURTESY COMMITTEE
52. YOUNG ADULTS IN MINISTRY
53. YOUTH ADVISORS
54. YOUTH COUNCIL