

**First Baptist Church
Of Barksdale, Texas
AKA
Barksdale Baptist Church**



**Constitution
and
By-Laws**

First Baptist Church
of Barksdale, Texas
AKA Barksdale Baptist Church
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THE CONSTITUTION AND BY-LAWS OF
FIRST BAPTIST CHURCH of BARKSDALE, TEXAS
AKA BARKSDALE BAPTIST CHURCH

Preamble

We, the Members of the First Baptist Church OF Barksdale, Texas AKA Barksdale Baptist Church in order to win men, women and children to Christ, and to spread the Gospel of the Grace of God to the ends of the earth and to build up believers in the faith and knowledge of Christ, for ourselves and for others who shall hereafter become Members of this Church, do ordain and establish the Constitution and By-Lays of this Church to which we, as Members thereof agree and voluntarily submit ourselves.

Article I -- Name and Purpose

Section 1. Name: The name of this Church is The First Baptist Church of Barksdale, Texas.

Section 2. Location: The location of this Church is Barksdale, Texas, County of Edwards.

Section 3. Purpose: The purpose of this Church is to support public worship of God, to edify the Members of this Church, to proclaim the Gospel of the Lord Jesus Christ and conduct the activities of the Church in a cooperating way with the Southern Baptist Convention and Baptist General Convention of Texas, as we follow the 1963 Baptist Faith and Message.

Article II -- Articles of Faith

The following covenant shall be followed and entered into by the Members of this Church:

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, the Son and the Holy Spirit, we do now, in the presence of God, and this assembly, most solemnly and joyfully 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; 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 private individual devotion; 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 and use 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 Church we will, as soon as possible, unite with another church where we can carry out the spirit of this covenant and the principles of God's Word.

Article III -- Government

Section 1. The Church is a pure democracy. The authority and responsibility of Church affairs is vested in its Members whose will on any subject or measure is expressed by majority vote of Members present, on major issues in a duly constituted Business Meeting or conference. Must be eighteen years to vote.

Section 2. This Church is autonomous and independent in its government and in the regulation of its own affairs. It shall not in any manner be answerable to any other ecclesiastical body. It controls the admission, discipline and removal of its Members according to its own understanding of the Word of God. The decision of the Church shall be final in all matters and no appeal can be made to any other ecclesiastical body.

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Article IV -- Membership

Section 1. Qualifications: Only persons meeting all the following qualifications shall be eligible for Membership in this Church:

- A. Profess a scriptural faith in the Lord Jesus Christ.
- B. Adopt the views of faith and practice held by this Church and as set forth in this constitution.
- C. Be scripturally baptized, which is by immersion.

Section 2. Persons shall be received into the Church by the approval of the Church upon one of the following conditions:

- A. By Letter: Presentation of letter of recommendation from a sister Baptist Church which adheres to the fundamental doctrines as accepted by this Church.
- B. By Statement: Applicant may make a statement of faith, baptism and Membership from a sister Baptist Church when for any unavoidable reason a Church letter cannot be obtained.
- C. Restoration: Any person whose Membership has been terminated for any offense may be restored upon evidence of his repentance and reformation. It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, deacons and other staff members shall be available for counsel, guidance and mentoring. The attitude of members toward one another shall be guided by a concern for redemption and restoration, rather than punishment. All persons involved shall work toward a time in the future when all agree that the terminated member is once again eligible to be presented to the Church for Membership.
- D. From another Denomination. If you have accepted Christ as your personal Lord and Savior, but have never been a member of a Baptist Church, or you hold membership in a church of a different denomination, we invite you to affirm your commitment to Christ, participate in Believers Baptism and present yourself for membership on the profession of your faith.

Section 3. Termination: Membership shall terminate upon one of the following conditions:

- A. Death: Death of Member
- B. By Letter: Letters of recommendation will be granted to Churches of like faith upon request.
- C. Exclusion: In case of a Member violating the covenant of fellowship reflecting upon Christian standards of morality or denying belief in the fundamental doctrines of this Church.
- D. Dropping from the Roll: Upon satisfactory evidence that a Member has united with a Church of another denomination, notice of same will be made at a regular Business Meeting and the Clerk will drop such Member from the roll.
- E. Unfaithfulness: For habitually absenting themselves from the assemblies of the Church without a reasonable excuse for more than 3 consecutive months.
- F. For not repenting of being found guilty, in a Court of Law, of conduct that is immoral, unlawful, or detrimental to the influence and the ministry of the Church.
- G. For moving away from this community to such a distance that will make it impossible or impractical for them to regularly attend the assemblies of the Church, and not joining with another Church where they can carry out the spirit of the covenant and the principles of God's Word..
- H. No person shall be a member of First Baptist Church of Barksdale, Texas AKA Barksdale Baptist Church if they repeatedly and unrepentantly, condone, indorse, or live a lifestyle that The Scriptures (HOLY BIBLE, KJV) declares will cause them not to inherit the Kingdom of Heaven.

Article V -- Disciplining

All Members shall recognize the authority of the Church and their accountability as Members to it. The Church shall have the right to administer, reprove, rebuke or to withdraw fellowship.

In all personal offenses the Members shall be governed in their conduct by the provisions of Matthew 18: 1-17. In all public offenses the Church shall deal with the Member according to *I Corinthians 5*, *Galatians 6:1* and *Timothy 6: 3-5*. While every Member has a right to present disciplinary cases directly to the Church, yet he is urged in the interest of harmony to first bring the matter to the attention of the Deacons.

All matters of a disciplinary nature, affecting the fellowship of the Church, must be commenced and concluded at a regular conference, or at a special conference duly convened and appointed for that purpose. No Member shall be tried unless he shall have at least ten (10) days notice in writing of the charge and have the opportunity to be present and be heard in his own defense. The form, manner and procedures of Church discipline shall be that prescribed in McConnell Manual for Baptist Churches, by F. M. McConnell.

Article VI -- Organization

Section 1. Time of Meetings: Worship shall be conducted three times weekly. At a time previously agreed upon by the Membership. There shall be two services on Sunday and one service on Wednesday evening. Special services may be called by the Pastor or the Membership, if agreed upon.

Section 2. Officers and Duties:

A. Pastor:

1. Call and duties: The Pastor will be called by the Church upon recommendation from a Pulpit Committee previously authorized by the Church and shall serve for an indefinite period. The call of the Pastor shall require an affirmative vote by secret ballot of 80% (eighty-percent) of the Members present at a Business Meeting. The Pastor shall be responsible for the regular and appointed times of worship services, and attention to the spiritual welfare of the Church except as might otherwise be agreed upon by the Church. He shall be an ex-officio Member of all Committees of the Church. He shall not usurp the duties, power or privileges of any Committee. If in the opinion of the Pastor, any Committee ceases to function, become derelict in its duty or refused to perform the duties for which it was created, he shall notify the Chairman of the Committee and place the remedial action before the Church body for approval. Any grievance against the Pastor shall be presented in the form of a written petition bearing not less than ten (10) names of active Members of the Church, to the Chairman of the Deacons. After a thorough study by the Deacons, they shall take remedial action by first, taking the matter up with the Pastor. If, after having done so, the matter cannot be resolved, then it is the duty of the Deacons to present the matter to the Church, together with their findings, for Church action. Any Bill of Particulars presented by the Deacons to the Church for action, shall be presented by the Deacons to the Church at a regular Business Meeting or conference. It shall be read to the Church at the time of presentation. The Church shall take no action on the Bill of Particulars until the next scheduled Business Meeting or conference, at which time, the Bill of Particulars shall be read to the Church once more before a vote is taken. On any bill relating to disciplinary action or dismissal of the Pastor, a two-thirds ($\frac{2}{3}$) affirmative vote of the Members present at the meeting shall be required. All manner of voting on such matters shall be decided by the Church.
2. Personal Responsibilities. The Pastor shall have supervision over the Church Staff. He shall have two (2) weeks of paid vacation each year, and be allowed two (2) weeks of revival meetings away from the Church field, including no more than four (4) paid Sundays out of his Pulpit, unless approved by the Church.
3. Denominational Responsibilities. The Pastor shall be encouraged to attend any of the denominational meetings, conventions and conferences which, in his judgment, are necessary for inspiration, information and promotion. At such meetings he shall be the official messenger of the Church when such representation is required.

B. Deacons:

1. The Office. There shall be an active Deacon body elected by the Church. The Deacons are the servants of the Church and not its rulers; they shall, subject to the wishes of the Church, cooperate with and assist the Pastor. They shall not encroach upon the Pastor's duties as spiritual leader. They shall, in general, minister to the material and charitable affairs of the Church in accordance with their scriptural Office and Duties. In the event that the Office of the Pastor is vacated, the Deacons are responsible for Pulpit Supply or securing an Interim Pastor.
2. Qualifications and duties of the Deacons:
 - a) No man shall be considered for Ordination or election to the Deaconship who has not, by previous service, proven himself faithful to the Church covenant and is a commendable example of a Christian gentleman in his home, business and social contacts. In accordance with the meaning of The Word and the practice of the New Testament, as set forth in *Acts 6:1-7* and *1 Timothy 3:8-13*, the Deacons are to be servants of the Church.
 - (b) All Deacons must meet the qualifications outlined in *1 Timothy 3:8-13*. A non-tither will not be considered.
 - (c) A Deacon, who for any reason feels that he cannot faithfully fulfill the qualifications and duties of an active Deacon, may resign by notifying the Secretary of the Deacons or the Church to that effect. The matter will be presented to the Church for acceptance.
 - (e) Candidates for the Office of Deacon who smoke, use drugs/narcotics, or consume alcoholic beverages will not be considered. A homosexual will not be considered.

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2. Qualifications and duties of the Deacons: (Cont.)
 - (f) Deacons will prepare and service the Lord's Supper.
 - (g) Actively participate in the Deacon Family Ministry Plan, when such a plan is in effect. Regular attendance at Church service is expected.
 - (h) The term of active service for a Deacon shall be indefinite. If a Deacon fails to follow his calling, the Pastor and Chairman of Deacons will seek to determine the cause and strengthen and encourage where possible. If the man cannot or will not continue in the service of a Deacon, he shall be given the privilege of placing himself on inactive status. Failure to serve the Church in the capacity of Deacon and failure to attend the Deacon meetings for three (3) consecutive months without just cause as coordinated with the Chairman of Deacons will automatically revert the individual to inactive status. Return to active status will be in accordance with Biblical qualifications, as well as this section.
3. Selection of Candidates: The Pastor and Deacon Board shall inform the congregation that more deacons are needed for the administration of the church. The Deacon Candidates being servants of the church and not it's rulers, shall be selected by the congregation at a Special Called Business Meeting specifically for that purpose, or at a regular business meeting. Two weeks notice of the agenda shall be given to the congregation.
 - (a) Each Active Member shall vote by secret ballot, for as many candidates as they feel led by the Holy Spirit to vote for.
 - (b) The Holy Spirit, will select how many deacons there will be by the noticeable cut off of votes, between the majority and minority of the candidates.
 - (c) Without announcing the names chosen, each candidate will be interviewed by the Pastor and Deacon Board, to see if the candidate wishes to continue with the process. If any wish to decline for personal reasons, they may discretely do so.
 - (d) The remainder of the candidates will be announced to the church, then set aside and mentored for six months. Then ordained as Southern Baptist Deacons.
 - (e) This is totally a Holy Spirit led process between Him and His people. Any person found to be campaigning or instructing anyone to vote for them will be disqualified as a perspective candidate.
 - (f) No person shall be selected to serve as a Deacon until after having been a Member of Barksdale Baptist Church for at least one (1) year. This also applies to those who have previously been ordained. Realizing that every Baptist Church is autonomous and have different Spiritual Guidelines, Barksdale Baptist Church is under no obligation to allow any person to serve as a Deacon, who was ordained in another church and has moved their membership to Barksdale Baptist Church.
- C. Trustees: There shall be a Board of Trustees consisting of two (2) Members elected by and serving at the Will of the Church. They shall act for the Church in legal matters, but must have the authority of the Church for such action. Trustees shall serve for an indefinite period of time.

Their authority and methods of conducting business shall be in accordance with the provisions of statues of the city, county and the state. The Trustees will act as legal channels when the Will of the Church is expressed and see that the correct legal procedures are followed in transferring or purchasing Church property, notes, loans, liens, etc.
- D. Treasurer: The Treasurer shall be elected annually by the Church and shall receive and disburse funds upon the authority of the Church. An audit shall be made of the Treasurer's books, with notice, should it be the desire of the Church. The Treasurer shall hold all money belonging to the Church and shall, without special vote or authority, pay out of the Church funds available, for the purpose of all fixed expenses of the Budget of this Church. The Church shall determine the fixed expenses of the Budget at a regular Business Meeting or conference. He shall keep a record of all receipts and disbursements with proper vouchers. He shall present a summary of the financial conditions of the Church at each regular Business Meeting.

The Treasurer shall be ex-officio Member of the Deacon body to represent the financial matters of the Church. Should there be an extended absence of the Treasurer and Associate Treasurer shall be appointed by the Church body, and perform the duties of the Office of Treasurer of this Church.
- E. Church Clerk: The Clerk shall keep accurately the record of all Church business which shall be approved at each Business Meeting, shall preserve in a safe place all Church documents, and shall keep a correct register of the Membership with the date and manner of their admission and dismissal. He shall keep a separate list of the names of those on the inactive roll. At the annual meeting of the Church, he shall submit a statistical report of the Membership for the year, and a general record of the work of the Church in the annual letter to the Association. The Clerk shall serve an indefinite period.

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- Section 3. Organizations: Organizations for teaching, training, and activities for men, women, and young people shall be maintained at the Will of the Church. Officers, Teachers, and Workers of all such Organizations shall be elected by the Church and regular reports of Organizations made to the Church.
- Section 4. Lord's Supper: The Lord's Supper shall be observed on the first (1st) Sunday of each month and at such times as may be deemed wise. Those of like faith and order are invited to participate.
- Section 5. Fiscal Year: The Fiscal Year of this Church shall begin on January 1st and end on December 31st.
- Section 6. Will of the Church: The Will of the Church, duly expressed by its vote, shall be carried out by all Committees, Officers, and Organizations and Members. Once the Will of the Church has been stated on a particular subject, in a Democratic Process, that subject will not be revisited without the unanimous approval of the Pastors and Deacon Board..
- Section 7. Messengers: Once each year, Messengers shall be sent to represent the Church in the Del Rio-Uvalde Baptist Association, whose duty shall be to furnish the Association with a statement of condition of the Church, as approved by the Church, and to cooperate with other Messengers in promoting the interest of the Kingdom of Christ. Messengers will also be elected annually to attend the Southern Baptist Convention.

Article VII -- Officers, Committees and Employees (General)

- Section 1. The Officers of this Church other than the Pastor shall be Deacons, Trustees, Clerk, Treasurer, and such other Officers and Committees as shall be required for the work of the Church in any of its Departments or Organizations.
- Section 2. All of these shall be elected by the Church and shall be Members in good standing.
- Section 3. Fiscal Responsibility: Each Office and Committee shall submit Budget estimates and justifications to the Budget/Finance Committee by October 1st. Each Officer and Committee Member will insure that he does not financially obligate the Church, except as he is specifically authorized by these By-Laws.
- Section 4. Church Employees: All employee positions and salaries must be authorized by the Church. The employees must be approved by Church action and shall be under the general direction of the Pastor. During the absence of the Pastor and/or Associate Pastor, Chairman of Deacons will provide general supervision and direction to all Church employees. Employees shall not be employed for any fixed or stated period. This section excludes all contract service employees.
- Section 5. Committees shall be nominated and approved by the Church as needs of the function of the Church arises. These Committees shall recommend the specific business for which they are formed and the recommendations shall be submitted to the Church for approval at a regular Business Meeting.

Article VIII -- Officers, Committees and Employees (Selection and Duties)

- Section 1. Pastor:
- A. Calling of Pastors: Whenever a vacancy occurs in the Office of Pastor, the Church Nominating Committee shall appoint a Pastor Selection Committee to seek a suitable man to become Pastor.
1. The Pastor Selection Committee shall recommend only one name at a time for consideration of the Church and their recommendation shall constitute a nomination.
 2. A homosexual will not be considered for Pastor or this Church.
 3. The expenses incurred by the Pastor Selection Committee may be paid for by the Church.
 4. The calling of a Pastor shall take place at a Special Meeting called solely for that purpose. At least one (1) weeks' notice shall be given of the time and place of this meeting. Voting shall be by written, secret ballot. An affirmative vote of at least eighty- percent (80%) of the Members present shall be necessary for a call.
 5. The Pastor shall serve for an unspecified time. The relationship can be dissolved at the request of either the Pastor or the Church. In either case, at least thirty (30) day's notice shall be given of termination of the relationship, unless otherwise mutually agreed, with both the Pastor and Church seeking to follow the Will of God and the Leadership of the Holy Spirit.

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Section 1. Pastor: (Cont.)

- B. Duties: The Pastors duties shall be:
 - 1. As Preacher, to preach the Gospel.
 - 2. As a Bishop, to superintend the work of the Church.
 - 3. As a Pastor, to be shepherd of the Flock.
 - 4. As Minister, to serve the people of Jesus' sake.
- C. Salary: The Budget/Finance Committee shall establish the Pastor's salary and present it to the Church for approval. Salary shall continue during such time as the Pastor may be away in revivals.
- D. Pulpit Supply: In the absence of the Pastor due to revival commitments, vacations, etc., Pulpit Supply shall be selected by the Pastor with the approval of the Deacons. In the event the Pastor is incapacitated, the Deacon body will seek the Pulpit Supply. The expense of filling the Pulpit during the absence of the Pastor shall be paid for by the Church.
- E. Termination: At the termination of a relationship between the Pastor and the Church, accumulated leave not to exceed two (2) weeks will be paid to the departing Pastor.
- F. Conventions: The Pastor shall be allowed to attend the Southern Baptist Convention, the Baptist General Convention of Texas, the State Evangelistic Conferences. The Church shall pay the expenses of the Pastor attending these conventions.

Section 2. Associate Pastor:

- A. Election of the Associate Pastor: Personnel Committee shall recommend to the Church and voting will be by secret ballot requiring a majority vote of those voting in a regular or called Business Meeting. The Associate Pastor will give at least two weeks (14 days) notice prior to resigning. If the Church elects to ask for his resignation, it will require a majority vote of those Members present and voting at a Business Meeting.
- B. Duties: Responsible to the Pastor for leading the Church in functioning as a New Testament Church. Assists the Pastor in leading the Congregation, Organizations, and Church Staff in performing their tasks.
- C. Salary: Salary and benefits will be established by the Budget/Finance Committee and presented to the Church for approval.

Section 3. Educational Director:

- A. Election: Election shall be recommended to the Church by the Personnel Committee and voting will be by secret ballot and require a majority vote of those voting in a regular or called Business Meeting. The Educational Director shall serve until the relationship terminated by his request or by the Church's request. The Educational Director will give at least two weeks (14 days) notice prior to resigning. It will require a majority vote of those Members present and voting at a Business Meeting.
- B. Duties: Responsible to the Pastor in promoting and evaluating a comprehensive Program of Religious Education. Recruits, evaluates, gives direction, and recommends improvements to the entire Church Education Staff. Assists in development of Church Budget.
- C. Salary: Salary and benefits will be established by the Budget/Finance Committee and presented to the Church for approval.

Section 4. Music Director:

- A. Election: Election shall be recommended to the Church by the Personnel Committee and voting will be by secret ballot and require a majority vote of those voting in a regular or called Business Meeting. The Music Director shall serve until the relationship is terminated by his request or the Church's request. The Music Director will give at least two weeks (14 days) notice prior to resigning. If the Church elects to ask for his resignation, it will require a majority vote of those present and voting at a Business Meeting.
- B. Duties: The Music Director is responsible for the general development of the Music Program of the Church. This will include, whenever possible, a Choir for each age group above the Nursery.
- C. Salary: Salary and benefits will be established by the Budget/Finance Committee and presented to the Church for approval.

Section 5. Church Secretary: Nominating Committee will seek out a Church Secretary and with approval of the Pastor, present to the Church for approval. A majority vote of those attending the Business Meeting will be required. Salary and benefits will be established by the Pastor and approved by the Church. Duties of the Church Secretary are covered in the Job Description.

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- Section 6. Church Treasurer: The Treasurer shall be elected by the Church. It shall be the duty of the Treasurer to record and pay out all money or valuables paid to or given to the Church. Designed contributions will be recorded separately and used only for the designated purpose. The Treasurer shall, upon request of the Budget/Finance Committee, report on the financial condition of the Church. At each monthly Business Meeting of the Church, he shall submit, in writing, a report itemizing all receipts and disbursements. All checks shall be signed by the Treasurer. In the absence of the Treasurer, a Trustee shall be authorized to sign checks. The Treasurer shall be an ex-officio Member of the Budget/Finance Committee.
- Section 7. Financial Recording Secretary: It shall be the duty of the financial Recording Secretary to keep a record of all contributions received in envelopes bearing the name of the contributor. The records shall indicate the amount, designated purpose, and the date received. Annual (December) reports of the personal contributions shall be distributed to Members. All individual contributions to the Church will be privileged information and will not be available for public scrutiny.
- Section 8. Church Messengers: The Church Messenger(s) shall represent the Church at Denominational Meetings and shall be given the privilege and authority to cast votes at such meetings as the Church's Official Representative. He/she will be allowed to vote according to the dictates of the heart. The Messenger(s) will make periodic reports to the Church.
- Section 9. Sunday School Director and Assistant Director: The Director of the Sunday School shall have general oversight of the entire school, and shall insure it is structured in coordination with the current needs of the Church. Administer its affairs in cooperation with, and according to the plans and methods of the Sunday School Board of the Southern Baptist Convention. It shall be his duty to counsel with his Teachers and Officers through Teachers and Officers meetings, in the work of the school, giving advice and receiving suggestions from his co-workers. He shall see that a full and accurate report is made of the work of the Sunday School in the regular Business Meetings of the Church.
- A. Vacation Bible School and Children's Church are an outreach of the Sunday School and will be under the general supervision of the Sunday School Director.
 - B. The Assistant Sunday School Director will assist the Director in performing his duties and in his absence will be responsible for Program continuation.
 - C. The Director of Sunday School will serve as a Member of the Nominating Committee.
- Section 10. Church Training Director and Assistant Director: The Church Training Director shall have charge of the activities of Church Training. He shall insure it is structured to meet the needs of the Church. He shall acquaint himself with the program and methods outlined by the Sunday School Board of the Southern Baptist Convention for this Organization and shall endeavor to adopt such Programs in this Church. He shall see that a full and accurate report is given at the regular Business Meeting of the Church. The Assistant Director will assist the Director in performing his duties and in his absence will be responsible for Program continuation. Director will serve as a Member of the Nominating Committee.
- Section 11. Director of Baptist Men: The Director of Baptist Men shall promote the work of the Baptist Men as outlined by the Baptist Men's Commission of the Southern Baptist Convention, seeking to enlist the men and boys of the Church in an active Program for Christ. He shall see that a full and accurate report is given at the regular Business Meeting of the Church.
- Section 12. Director of Woman's Missionary Union (WMU): The Director of Woman's Missionary Union shall seek to enlist all the women and girls of the Church in a Program in Missions, training, giving and activity according to plans promoted by the Woman's Missionary Union auxiliary to the Southern Baptist Convention. She shall see that a full and accurate report is given at the regular Business Meetings of the Church. The WMU Director is also a Member of Missions Committee and the Church Council.
- Section 13. Trustees: The Trustees shall, as provided by law and the action of the Church, hold in trust the Title to all property of the Church and shall represent the Church in all matters of legal responsibility regarding the purchase and disposal of Church property. They shall execute all legal papers relating to the Church and to the community as the Church may direct. They shall have no power to buy, sell, mortgage, lease, or transfer any property of the Church without a specific vote of the Church authorizing such action. Neither shall they have control over the use of the Church property except by vote of the Church.
- Section 14. Nursery Coordinator: The Nursery Coordinator will be responsible for coordinating all the activities of the Nursery Department and the Nursery work of the Church. Major responsibilities include: formulating and recommending Nursery policies, recommending the purchase of Nursery equipment and supplies, making recommendations concerning cleanliness and care of Nursery rooms and equipment, enlisting and scheduling qualified personnel to assist in the Nursery as needed. All paid Nursery Personnel will be under the direct supervision of the Church-elected Nursery Coordinator.

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- Section 15. Missions Committee: The active Deacon body of the Church will be the Missions Committee along with the Brotherhood and WMU Directors. The Committee will elect their own Chairman. Purpose of the Committee is to lead the Church in discovering possibilities for local, state, or home Mission Projects. Committee is responsible for conducting surveys and analyzing possibilities of Mission Projects, which may be sponsored by the Church.
- Section 16. The Lord's Supper Committee: The active Deacon body of the Church will be the Lord's Supper Committee. Chairman of the Deacons will enlist such aid as necessary in securing elements for the Lord's Supper, care and maintenance of the equipment, and serving of the elements at designated services.
- Section 17. God's Love in Action Committee: This Committee shall consist of two (2) Members. This Committee is responsible for food donations and delivery to families at the time of illness and/or death. Chairperson of the Committee will advise the Pastor of actions taken and needs of Committee's responsibility.
- Section 18. Budget/Finance Committee: This Committee shall consist of four (4) Members consisting of the Church Treasurer (ex-officio), and three (3) other Members elected annually. Using sound financial management principles, this Committee will prepare an annual Operating Budget with input from each of the Committees and applicable Church Officers. Annual Budget will be presented to the Church for approval at the November Business Meeting. A semi-annual review of the Budget will be conducted in July of each year. This Committee shall be responsible to promote spiritual stewardship through tithes and offerings.
- Section 19. Flower Committee – Sanctuary: This Committee shall consist of two (2) Members, who shall serve for an indefinite period of time. It shall be responsible for securing, arranging, and disposing of all floral arrangements used for all Church services, regular or special.
- Section 20. Church Music Committee: The Music Director shall be Chairman of this Committee, which will consist of all Choir Directors, Accompanists, Adult Choir President, and Audio/Visual Director. Duties of this Committee will be to develop the Music Program of the Church, recommend songbooks to be used in the Church, enlist Members for the Choirs, care of hymnals, musical instruments, and audio/visual systems.
- Section 21. Building and Grounds Committee: This Committee, to be comprised of four (4) Members, is responsible for making the Church attractive and well kept. Through regular systematic inspection of all Church property, the Committee shall seek to discover mechanical and structural faults before they become acute and recommend repair of the property. Make recommendations to the Church concerning major repairs and improvements or building modifications. They shall be responsible for supervising the maintenance and upkeep of the buildings, contents thereof, and the grounds. This Committee will submit to the Budget/Finance Committee estimated operating and maintenance expenses and insurance needs for the coming year. The Pastor shall act on requests for borrowing and removing equipment property, or furniture from the Church premises and will so advise the Building and Grounds Chairman.
- Section 22. Nominating Committee: The Church Moderator shall appoint the Chairman of the Nominating Committee. Committee shall consist of the Chairman and two (2) Members. This Committee will search out and enlist such persons as are suitable to fill all positions unless otherwise specified in these By-Laws. The Nominating Committee will select all Chairpersons of Committees unless otherwise specified in this document. Nominees will be presented to the Church for election. This Committee will function continuously in the enlistment of Church Members in active Organizational service. Members shall not serve more than two (2) consecutive years.
- Section 23. Church Council:
- A. This Council consists of the following Officers of the Church:
1. Pastor
 2. Music Director
 3. Sunday School Director
 4. Church Training Director
 5. WMU Director
 6. Baptist Men's Director
 7. Chairman of the Deacons
 8. Youth Director
 9. Education Director
 10. Church Clerk
 11. Director of Bus Ministries
 12. Nursery Coordinator
 13. Hostess Committee Chairman
- B. If one person holds two of these positions, he will represent only one position. His associate in the other position will serve as its representative. The Pastor will be Council Chairman.

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Section 23. Church Council: (Cont.)

- C. The major purpose of this Council will be to:
 - 1. Recommend objectives and goals for the Church.
 - 2. Outline a Church calendar of activities for accomplishing these objectives and goals.
 - 3. Develop whole-hearted cooperation in the total Church Program.
 - 4. Periodically evaluate Program results.

Section 24. Teller Committee: This Committee shall consist of two Members elected by the Church. They will count and tabulate the offerings through Sunday School, Sunday Morning and Sunday Evening Worship services. The money will be turned over to the Treasurer following each service. All contributions to the Church will be privileged information and will not be available for public scrutiny.

Section 25. Pastor Selection Committee: This Committee shall be composed of at least four (4) Members selected by the Nominating Committee and approved by the Church in business session. This Committee shall be responsible to advise the Church in its search for the man of God's choosing to be the Pastor. Only the Chairman may extend an invitation to a Pastoral Candidate to fill the Pulpit as the Church guest, and will have the authority to obligate the payment of travel expenses to invited Pastoral Candidates subject to Church financial limitations.

Section 26. Church Historian: The Church Historian shall maintain and make available for use, historical and pictorial progress and events of the Church.

Section 27. Hostess/Kitchen Committee:

- A. This Committee shall consist of five (5) Members elected by the Church. The Committee will select their own Chairman. They shall formulate and recommend to the Church, policies for the kitchen and social hall use. They will be responsible for communicating these policies to Church Members and Church Organizations.
- B. They will assure that the kitchen, equipment, and social hall are maintained in a clean and orderly manner. This Committee will host all social functions as directed by the Pastor. Hostess will also be a Member of Church Council.

Section 28. Special Committees: The Pastor will have the authority to appoint temporary Committees as the need arises. Committee will be dissolved when its function is complete.

Section 29. Resolution: Resolved, that this Organization is organized and shall be operated for the purpose of engaging in Biblical and Scriptural Doctrinal teaching and worship, to promote the spiritual development and well-being of individuals. Its assets are pledged for use in performing the forgoing religious functions. On discontinuance of this Organization by dissolution or otherwise, its assets are to be transferred to a Southern Baptist Organization that is qualified as an exempt Organization under Section 501 C(3), Internal Revenue Code of 1954, as amended.

Article IX -- Principles of Purchasing

Section 1. The Budget/Finance Committee is responsible for giving general advice, supervision, and assistance to all Church Officers and Committees concerning financial matters. This Committee shall determine the availability of funds for purchases proposed by other Officers and Committees.

Section 2. Each Officer and Committee Chairman is responsible for ascertaining the availability of funds before making any purchases for the Church. Purchase of items costing less than \$50.⁰⁰ each, may be made by a Church Officer or Committee Chairman up to a total of \$50.⁰⁰ per month, provided the purchases are authorized in the approved Church Budget and funds are available. Although the approved Church Budget authorizes funds for certain purchases and these authorized funds have not been expended by the responsible Officer or Committee, the availability of actual funds in excess of \$50.⁰⁰ per month must be approved by the Budget/Finance Committee before an obligation is incurred, except as specified in Section 4, below.

Section 3. All requests for purchases totaling over \$250.⁰⁰ must be carefully considered and recommended by the Budget/Finance Committee to the Church for approval. The Pastor will have the authority to expend up to \$500.⁰⁰ for emergency needs without prior approval. This section excludes purchases made with the designated offerings.

Section 4. Recurring expenses such as utility bills, cooperative program expenses, educational literature, etc., shall be automatically paid by the Treasurer provided the bill appears appropriate, the expenditure is authorized in the approved Church Budget, and the funds are available.

Section 5. All requests for purchases, which are not authorized in the approved Church Budget, will be referred to the Budget/Finance Committee for approval and recommendation to the Church.

Section 6. Any Church Member desiring to initiate a request for purchase may do so, provided the request, in writing, is submitted to the Budget/Finance Committee for approval and recommendation to the Church.

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Article IX -- Principles of Purchasing (Cont.)

Section 7. In the event the Church is in a Building Program, all recommendations for purchases pertaining to the construction or the furnishing of the building will be made to the Church by the Building and Grounds Committee until the building is completed and accepted by the Church for use.

Article X -- Discipline

Section 1. Should any disruptive difference arise among Members, the aggrieved Member shall follow in a tender spirit the rules given by our Lord in the *18th Chapter of Matthew*.

Section 2. Should any case of gross breach of covenant or public scandal occur, the Pastor and/or Deacons shall endeavor to resolve the offense. If such efforts fail, they shall report the case to the Church, in writing, with a Bill of Particulars.

Section 3. If the Church votes to entertain a complaint, which must be in writing, it shall appoint a reasonable time and place of hearing and notify the person in question thereof, at least two (2) weeks before the appointed time, furnishing him with a copy of the Bill of Particulars.

Section 4. At such hearing, the accused Member may call to his/her aid, any Member of the Church as council. If he/she shall not present himself/herself at the time appointed or give satisfactory reasons for his/her neglect to do so, the Church may precede in his/her absence.

Section 5. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. Should an adverse decision be reached, as evidenced by affirmative vote of the majority of the Members present, the Church may proceed to admonish the offender or declare him/her to be no longer in the Membership of the Church.

Section 6. In case of grave difficulty, the Church will be ready to ask advice of counsel.

Article XI -- Business Conference

Section 1. Quorum: Those attending any Business Meeting, regular or called, shall constitute a quorum and shall be empowered to transact business.

Section 2. The regular quarterly Business Meeting shall be conducted on the Wednesday following the first (1st) Sunday of each month. A 50% + 1 vote of those present shall constitute a majority vote.

Article XII -- Finances

The Church shall be supported solely by tithes and freewill offerings. Being members of First Baptist Church of Barksdale, Texas, AKA Barksdale Baptist Church, it is understood this involves the financial obligation to support the church and its causes, with regular proportionate gifts. Each member shall be encouraged in Christian Stewardship, to be in support of the church budget as well as non-budget financial emphases. God is the source of all blessings, temporal and spiritual: all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions, and should recognize all these are entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Article XIII -- Church Evangelism

A minimum of one revival a year shall be conducted. The Pastor shall be responsible for securing the evangelistic help and the Church shall approve those selected and the dates recommended.

Article XIV -- Licensing and Ordaining Ministers

At such time as is necessary the Church, upon recommendation of the Deacons, shall have the authority to license and/or ordain men to the ministry.

Article XV -- Amendments

These articles may be amended at any regular Business Meeting of the Church by majority vote of the Members present, provided that two weeks (2) notice shall have been given and announcements made at each regular service during the month.

Article XVI --- Morals and Marriage Statement

Section 1: Barksdale Baptist and its Members believe that sex is only permissible within the union of marriage and marriage is between one man and one woman.

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Section 2: The event of divorce in any Barksdale Baptist member's life, shall not disqualify that person from serving our Lord and God, in any capacity, at Barksdale Baptist Church.

CHURCH POLICY NO. 1

The provisions of this policy shall apply to all employees of the Church, both full and part-time (the Pastor shall not be considered an employee, but serves under a call of divine guidance) and shall remain in force until rescinded or amended by Church action

A. -- Part-Time Employees:

A part-time employee shall be considered anyone who is employed by the Church in any capacity for less than twenty-five (25) hours for a seven (7) day week (Sunday thru Saturday).

Should a part-time employee become full-time (employed in excess of twenty-five (25) hours per week), his/her length of service shall date from the time of part-time employment.

No sick leave shall accrue to part-time employees.

B. -- Full-Time Employees:

A full-time employee shall be considered anyone who is employed by the Church in any capacity for more than twenty-five (25) hours for a seven (7) day week (Sunday thru Saturday).

1. Full-time employees shall accrue a maximum of six (6) days sick leave per year through the fifth (5th) year of employment; calculation shall be on the basis of one-half ($1/2$) day per month. At the beginning of the sixth (6th) year, an employee shall accrue a maximum of twelve (12) days per year; calculation shall be on the basis of one (1) day per month.
 - (a) Sick leave shall not be accumulated in excess of six (6) or twelve (12) days as applicable.
 - (b) No payment shall be made for unused sick leave upon discharge or termination of employment.
2. Notification of absences due to illness must be made each day to the Secretary or Pastor. Failure to do so may result in non-payment of salary for that day.
3. Should an employee be absent more than three (3) consecutive days due to illness, a statement from a physician may be required in addition to the daily call-in.

C. -- Vacations:

Vacation time shall accrue on a calendar year basis following the first year of employment (January thru December). No vacation time shall accrue to part-time employees. (For a definition of part-time employee see A above)

ATTEST:

This Constitution and By-Laws adopted by the First Baptist Church of Barksdale, Texas AKA Barksdale Baptist Church in regular business session on June 5, 2013.

Full-time employees shall accrue vacation time as specified in Paragraph (c) below. A week shall be considered any seven (7) consecutive day period. Calculation of such vacation time shall be as follows:

- (a) One (1) week per six (6) months or one-half ($1/2$) week ($3 \frac{1}{2}$ days) per quarter.
- (b) In the event of discharge or termination of employment, payment shall be made to the employee by the Church for any unused vacation time.
- (c) During the first five (5) years of employment two (2) weeks vacation (14 days) shall accrue. Beginning the sixth (6th) through the fifteenth (15th) year, three (3) weeks vacation shall accrue, and sixteen (16) and subsequent years, four (4) weeks vacation shall accrue.
- (d) Vacation time shall not be cumulative. Any remaining unused time as of 31 December each year shall be lost unless the employee was unable to take such time due to denial by the Church because of exigent needs.

D. -- Holiday Schedules:

The below listed holidays are authorized for all full and/or part-time employees and shall be considered paid holidays:

New Year's Day
Washington's Birthday (February)
Good Friday
July 4th
Labor Day (September)
November 11th (Veterans Day)

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 Thanksgiving Day
 Christmas Eve (½ day)
 Christmas Day

CHURCH POLICY NO. 2
NURSERY

PURPOSE: To establish controls over Nursery Operations and define responsibility of Nursery Workers in order to assure each child feel comfortable, happy, and loved.

CHILDREN INVOLVED: Children through four (4) years of age will be cared for during all worship services. The Nursery will not be for children who have reached their seventh (7th) birthday.

GENERAL RESPONSIBILITIES/INSTRUCTIONS: The Nursery Coordinator is responsible for coordinating the work among Departments of the Nursery, and hiring/dismissal of paid employees in coordination with the Church Personnel Committee.

Workers must be approved by the Nursery Coordinator or Assistant Coordinator. In all instances, Workers must be under the supervision of an individual eighteen (18) years of age or older.

Workers will insure that children confine themselves to the Nursery area and will not permit children to roam about the Church. All Organizations must clean the Nursery area after each use.

Church Organizations desiring the use of the Nursery will contact the Nursery Coordinator as far in advance as possible, but at least one (1) week prior to scheduled use.

Workers will assure parents are notified as soon as possible if their child becomes ill or are injured.

To minimize upsetting the child, visiting by parents or older brothers/sisters is discouraged.

Parents should guard the health of their children and others by refraining from taking a child to the Nursery with any signs of illness, and will please notify the Nursery Coordinator if their child becomes ill with a contagious type of disease after having been in the Nursery.

Cookies and juice may be served to those in the Nursery who are old enough. Parents will notify the Nursery Employee when a child is brought to the Nursery if they do not want that child to receive cookies and juice.