

BY-LAWS

Article I MEMBERSHIP

Section I CANDIDACY

Any person may offer themselves, in person as a candidate for membership in this church at any worship service in any of the following ways:

(1) **Baptism** Upon a public profession of their faith in Jesus Christ as their Savior and a commitment of their life to him as Lord, a person may be received as a candidate for baptism. New Testament baptism symbolized both a historical fact and a present experience. The historical fact is the death, burial and resurrection of Christ and the present experience is that of being saved by grace through faith. The believer's death to sin, the burial of old life and resurrection to a new life in Christ. The mode of baptism is immersion in water. Baptism in itself has no saving power, however the believer submits to the ordinance of baptism as an act of obedience to their Lord and in doing this they show their willingness to follow their Lords command.

(2) **Letter** A person may be received upon presentation of, or promise of a letter of dismissal from another church; provided they have received Jesus Christ as their Savior and Lord and have followed with baptism by immersion.

(3) **Statement** A person may be received upon their statement of a prior conversion experience and baptism (as defined in Article I, Section I (1) above) when no letter is obtainable.

SECTION 2 ADMISSION

(1) All such candidates who present themselves to the church at a worship service, shall be received under the watchcare of the church and shall be presented for membership and voted on at the regular business meeting.

(2) Any candidate for church membership who is physically unable to attend a worship service shall have the privilege of offering themselves for church membership by proxy. A new convert may be baptized by immersion in a manner sufficient and consistent with the physical condition of the candidate.

SECTION 3 TERMINATION

Membership shall be terminated by church action in any of the following ways: death, transfer of letter to another church, exclusion by action of this church or upon request of the member.

SECTION 4 DISCIPLINE

We understand the basic purpose of discipline to be that of protecting and promoting the fellowship of this church. Redemption and Christian love rather than punishment shall be the guideline, which governs the attitude of one member toward another.

Should some serious condition exist which would cause a member or members to become a liability to the general welfare of the church, every reasonable measure will be taken by the Pastor and Deacons to resolve the problem. Finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a two-thirds vote of the members present at a meeting called for this purpose; and the church may proceed to declare the offender to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

Any person, who has been thus excluded may upon their request, be restored to membership by a vote of the church upon evidence of their repentance and reformation.

ARTICLE II CHURCH OFFICERS

SECTION I Pastor

The Pastor is responsible for leading the church to function as a New Testament Church. In general, the duties of the Pastor as spiritual leader shall be fourfold: as a preacher, to proclaim the Gospel; as over-seer, to superintend the work of the church; as Pastor, to shepherd the flock; and as minister, to serve the people of the church and the community for Christ's sake.

A job description shall be prepared by the Personnel Committee defining more specifically the authority and responsibilities of the Pastor.

A Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a special business meeting called for that purpose, of which at least one week's notice shall have been given in a Sunday worship service and announced in the bulletin.

A Pastor Search Committee shall be nominated by the Nominating Committee and elected by the church to seek out a suitable Pastor. The recommendation of this committee shall constitute a nomination. The Pastor Search Committee shall be a seven member committee consisting of at least three (3) ordained Deacons, two (2) women, and two (2) additional members, all of which should be responsible and perceptive persons who assume an active role in the church. The committee shall organize itself by appointing a Chairman, Vice-Chairman and Secretary.

The Pastor Search Committee shall bring to the consideration of the church only one name at a time. Election shall be by secret ballot, and affirmative vote of three-fourths of those present.

The Pastor, thus elected, shall serve until the relationship is terminated by this request or by the church's request. The Pastor shall give a minimum of two (2) weeks notice at the time of his resignation before terminating his responsibilities as Pastor. If

termination is by the choice of the church, it shall be by three-fourths vote of those members present and voting, and with at least two (2) weeks notice to the Pastor, whose salary shall be continued for two (2) weeks beyond the date of termination. Advance notice of such proposed action shall be given in writing to the resident membership at least two (2) weeks prior to church action. Action shall be taken at a regular business meeting.

SECTION 2 VOCATIONAL STAFF AND EMPLOYEES

(1) Vocational Staff This church shall call or employ such staff members as the church shall need. A job description shall be written by the Personnel Committee for all staff members. All staff members will be employed by church action.

(2) Other Employees Secretaries, Custodians and other employees as deemed necessary by the church will not be considered Vocational Staff and will be employed, supervised, and terminated by the Personnel Committee in conjunction with the Pastor.

SECTION 3 DEACONS

There shall be six active Deacons, serving a three-year term. Two of the six Deacons will rotate off each year making it necessary to elect two Deacons each year. The number of active Deacons shall be determined by the church members present at any regular business meeting upon recommendation of the Deacons and Pastor. Their number will be increased in multiples of two, still allowing them to serve a three-year term, rotating off in equal number. Upon election the new Deacons will start to serve their three-year term, effective October 1.

The nominations for Deacon election will be done in the following manner. In the month of July the active Deacon body will nominate men who are willing and qualified to serve as Deacons. Any member of the church may submit a name for nomination to the Deacon body, but all nominations must be completed, no later than August 1. All nominations will be held in strict confidence until the Deacon body and the Pastor conduct a review of all candidates for election. The period for review of candidates will be completed during the month of August. The first Sunday in September, a list of Deacon candidates will be placed in the church bulletin. The second Sunday in September, an election will be held by secret ballot. The ballots will be counted by a counting committee composed of the Chairman and Vice-Chairman of the Deacons and two other persons appointed by the Moderator at the preceding business meeting. After the votes are counted the ballots will be destroyed.

In the event of death, removal, or incapacity to serve, the Deacons will secure an ordained Deacon presently not serving on the active list to fill out the remainder of such persons' unexpired term.

There is no obligation to constitute as an Active Deacon a person who comes to the church from another church where he has served as a Deacon.

A man must be 25 years of age to be considered for Deacon.

A man must be an active member of this church for at least one year prior to July 1.

They must be men who have given evidence of the indwelling of the Holy Spirit; have the kind of capable wisdom which will enable them to perform their special task of Deacon service as outlined in 1 Timothy 3:8-13; Acts 6:1-7.

The person should be deeply committed to the programs of the church in worship, teaching, fellowship; and an exemplary steward of time, talents; and prayerfully supportive of the Pastor, staff, and leadership of the church.

The Deacons shall elect their officers and so organize themselves in such a manner to assist the Pastor and to fulfill their ministry. They shall meet monthly or in a special meeting when called by the Pastor, Chairman or one-third of the Deacons. The Secretary of Deacons shall take minutes at each meeting. The Chairman or Vice-Chairman will bring recommendations to the church.

In case of the Pastor's inability to serve, and during any period when the church is without a Pastor, the Deacons will arrange for temporary pulpit supply. The Pastor will be responsible for securing pulpit supply during his normal absences.

SECTION 4 MODERATOR

The church shall elect, annually, a Moderator. In the absence of the Moderator, the Chairman of Deacons shall preside; or in the absence of both, the Clerk shall call the church to order and an acting Moderator be elected.

SECTION 5 CLERK

The church shall elect, annually, a Church Clerk. The Clerk of the church shall keep in a suitable book a record of all the actions of the church, except as otherwise herein provided. This person is responsible for keeping a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms. The Clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports. The Clerk shall take minutes at each regular and special business meetings. The Clerk shall provide copies of all previous business meeting minutes for approval in the following regular business meeting. The church may delegate some of the clerical responsibilities to a Church Secretary. All church records are church property and shall be properly safeguarded.

SECTION 6 TREASURER

The church shall elect annually a Church Treasurer. It shall be the duty of the Treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money, or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the responsibility of the Treasurer to maintain an adequate set of accounting records that properly account for the receipt and disbursement of all funds. The Treasurer shall provide the church at each regular business meeting with a report of the receipts and disbursements for the preceding month. Within thirty (30) days of the close of the fiscal year, the Treasurer shall provide the church with an annual summary of cash receipts and disbursements. The records of the Treasurer shall be subject to an audit by the Finance Committee.

SECTION 7 FINANCIAL SECRETARY

The church shall elect, annually, a Financial Secretary. A Financial Secretary shall be responsible for maintaining a record of contributions by individual donors. This information shall be maintained from the empty offering envelopes. The Secretary shall maintain these envelopes for a period of two (2) years. A record of contributions shall be submitted to the membership annually.

SECTION 8 DIRECTORS

The Board of Directors shall consist of (5) five members to be elected annually. The church shall elect a Chairman, Vice-Chairman, Secretary, and a member-at-large. The Church Treasurer will serve as a board member.

It will be their responsibility to hold in trust the property of the church. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of Directors to affix their signatures to legal documents involving the sale, mortgage, purchase or rental of property or other legal documents where the signature of Directors are required and shall make a report to the church as necessary. The Directors shall be responsible for making certain that the church is covered by adequate insurance protection on its properties.

ARTICLE III COMMITTEES

The Pastor is an ex-officio member of all committees.

SECTION 1 COMMITTEES ELECTED BY THE CHURCH

A. NOMINATING COMMITTEE

The Nominating Committee shall consist of four (4) members chosen to serve a two (2) year term. Each year two (2) new members shall be elected to the committee by the church. The committee shall elect their Chairman.

This committee shall then recommend from the church membership nominations for the Sunday School Director, Woman's Missionary Union Director and Brotherhood Director, three (3) months prior to the new church year. When these positions are filled by election these officers shall become members of the Nominating Committee.

It shall be the duty of the Nominating Committee to: coordinate the staffing of all church leadership positions that are filled by volunteers, and to recommend church members for all volunteer positions to be elected by the church.

B. TEMPORARY COMMITTEES

All temporary committees shall be appointed by the church to serve for an indefinite period of time. When such a committee has completed its assigned tasks or function, it shall be dismissed by the church.

SECTION 2 COMMITTEES APPOINTED BY THE NOMINATING COMMITTEE

A. PASTOR SEARCH COMMITTEE

As noted in Article II, Section 1, paragraphs 4 & 5, the Pastor Search Committee shall consist of seven (7) members, three (3) of which shall be ordained Deacons of the church, two (2) women and (2) members of the church that are responsible and perceptive persons who take an active role in the life of the church.

Note the above-mentioned section of the By-Laws for the specific responsibilities and duties of this committee.

B. FINANCE COMMITTEE

The Finance Committee shall consist of the Treasurer, the Assistant Treasurer, the Chairman of Directors, and four (4) at large members presented by the Nominating Committee and elected by the church. The four (4) at large members shall serve a two (2) year term with one half of the committee rotating off each year and (2) new members elected each year. The Chairman shall be nominated by the Nominating Committee and elected by the church.

The purpose of the committee shall be to prepare a church budget in cooperation with the Church Council to be presented to the church for consideration. The proposed budget shall be presented to the church at the August business meeting. At the September business meeting, the proposed budget shall be discussed and revisions proposed by the church body. The budget, with any revisions, will be voted on and approved by the congregation in this meeting. The revised budget shall then be made available to the congregation.

The Finance Committee shall be responsible for proper administration of the church's finances to ensure adherence to the church budget. Any recommendation of a financial nature that deviates from the approved operating budget must first be presented to the Finance Committee for consideration and this committee shall make its recommendation to the church in the subsequent regular business meeting.

This committee shall present to the church a quarterly analysis of its finances, summarizing the financial conditions of the church and indicating the degree to which the budget has been complied with.

C. PERSONNEL COMMITTEE

The Personnel Committee shall consist of four (4) members, each elected to serve a two (2) year term, one-half of the committee shall rotate off each year and two (2) new members shall be elected each year. The Chairman shall be nominated by the Nominating Committee. This committee shall be responsible for the employment of all employees of the church except the Pastor. Before recommending a prospective employee of the church, the committee shall consult with the Pastor and the church officer or committee responsible for certain phases of church work. All personnel of the church shall work under the supervision of the Personnel Committee in coordination with the Pastor.

It shall also be the duty of the committee to: (1) prepare job descriptions for each employee of the church; (2) work with the Finance Committee in preparing salary schedules for each staff person; (3) work out a schedule of vacations and other fringe benefits for all personnel; (4) administer the personnel policies approved by the church.

D. BUILDING AND GROUNDS COMMITTEE

The Building and Grounds Committee shall consist of four (4) members, each elected to serve a two (2) year term, one-half of the committee shall rotate off each year and two (2) new members shall be elected each year. The Chairman shall be nominated by the Nominating Committee.

It shall be the responsibility of this committee to recommend policies regarding the use of all church buildings and grounds and to superintend the repair and maintenance of such properties. This excludes Electronic Equipment as specified in Article III, Section 2, Subsection N paragraph 1 & 2.

E. FLOWER COMMITTEE

The Flower Committee shall consist of four (4) members, each elected to serve a two (2) year term, one-half of the committee shall rotate off each year and two (2) new members shall be elected each year. The Chairman shall be nominated by the Nominating Committee.

This committee shall be responsible for floral arrangements in the worship services; member in the hospital and bereaved church members.

F. RECREATION COMMITTEE

The Recreation Committee shall consist of eight (8) members, each elected to serve a two (2) year term, one-half of the committee shall rotate off each year and four (4) new members shall be elected each year. The Chairman shall be nominated by the Nominating Committee.

This committee shall have the responsibility of planning and supervising recreational activities of the church and the league activities with outside church groups including but not limited to volleyball and softball.

G. YOUTH COMMITTEE

The Youth committee shall consist of four (4) members, each elected to serve a (2) year term, one-half of the committee shall rotate off each year and two (2) new members shall be elected each year. The Chairman shall be nominated by the Nominating Committee.

This committee shall consist of members who have a vital interest in the youth of the church. They shall be responsible for planning and coordinating the youth ministries and programs. If the church engages a Youth Minister, they shall serve in an advisory capacity in shaping these ministries. The members of this committee shall assist in providing leadership and direction to the youth of the church.

H. KITCHEN COMMITTEE

The Kitchen/Social Committee shall consist of four (4) members, each elected to serve a two (2) year term, one-half of the committee shall rotate off each year and two (2) new members shall be elected each year. The Chairman shall be nominated by the Nominating Committee.

The Kitchen/Social Committee shall be responsible for formulating and recommending to the church policies for the kitchen and for communicating these policies to the church. This committee shall be responsible for coordinating the use of the kitchen and supplies for special social events relating to the church family.

I. TRANSPORTATION COMMITTEE

The Transportation Committee shall consist of four (4) members, each elected to serve a two (2) year term, one-half of the committee shall rotate off each year and two (2) new members shall be elected each year. The Chairman shall be nominated by the Nominating Committee.

This committee shall be responsible for formulating and recommending to the church policies for the use of church vehicles. The committee shall be responsible for coordinating and scheduling the use of church vehicles. Also, the committee shall provide for proper maintenance and upkeep for safe operation of church vehicles.

J. CHILDREN'S COMMITTEE

The Children's Committee shall consist of four (4) members, each elected to serve a two (2) year term, one-half of the committee shall rotate off each year and two (2) new members shall be elected each year. The Chairman shall be nominated by the Nominating Committee.

This committee shall consist of members who have a vital interest in the children of the church. The committee shall be responsible for planning and coordinating social activities for children. (Also, serve in an advisory capacity in shaping ministries for the children.)

K. BAPTISM COMMITTEE

The Baptism committee shall consist of two (2) married couples, each elected to serve a two (2) year term, one couple shall rotate off each year and one (1) new couple shall be elected each year. The Chairman shall be nominated by the Nominating Committee.

This committee shall be responsible for provision of appropriate equipment and materials necessary for baptism; to assist the candidates in preparing for their baptism; and to assist the Pastor in administering the ordinance.

L. USHER COMMITTEE

The User Committee shall consist of two (2) members, each elected to serve a two (2) year term, one-half of the committee shall rotate off each year and one (1) new member shall be elected each year. The Chairman shall be nominated by the Nominating Committee.

The Usher Committee shall be responsible for proper, comfortable seating; to be attentive to the needs of the congregation; and coordinate members for receiving the offering.

M. LIBRARY

The Library Committee shall consist of two (2) members, each elected to serve a two (2) year term, one-half of the committee shall rotate off each year and one (1) new member shall be elected each year. The Chairman shall be nominated by the Nominating Committee.

This committee shall assist the Church Librarians in the review and recommendations of materials to be provided through the Church Library.

N. ELECTRONIC EQUIPMENT COMMITTEE

The Electronic Equipment Committee shall consist of four (4) members, each to serve a two (2) year term. One-half of the committee shall rotate off each year and two (2) new members shall be elected each year. Additionally, the committee shall consist of the trained sound equipment technicians that operate and maintain the equipment relative to our Sunday morning services and broadcast. The Chairman shall be nominated by the Nominating Committee.

This committee shall be responsible for formulating and recommending to the church policies and procedures for the use of the computer(s), copier) s) and related equipment. The committee shall also be responsible for training church staff and volunteers in the proper use and maintenance of all such equipment.

O. MISSIONS COMMITTEE

The Mission Committee shall consist of the pastor, a WMU representative, a Brotherhood representative, the Treasurer and two (2) members; each elected to serve a two (2) year term. One of the committee members shall rotate off each year and a new member shall be elected. The Chairman shall be nominated by the Nominating Committee.

This committee shall be responsible for formulating and recommending to the church policies and procedures for the distribution of financial and material aid to those in need. The Committee shall be responsible for coordinating and scheduling the distributions, as well as evaluating all recurring needs, establishing limits and seeking outside sources, as deemed necessary, to meet those requests.

P. PUBLICITY COMMITTEE

The Publicity Committee shall consist of four (4) members, each to serve a two (2) year term. One-half of the committee shall rotate off each year and two (2) new members shall be elected each year. The Chairman shall be nominated by the Nominating Committee.

This committee shall be responsible for recommending to the church policies and procedures for the advertising needs of the church. The Committee would determine

budget needs, prepare reports for the Finance Committee, as well as plan, develop, and execute all marketing and advertising for the church.

ARTICLE IV PROGRAM ORGANIZATIONS

SECTION 1 GENERAL

All organizations of the church shall be under church control. Volunteer personnel shall be selected by the Nominating Committee and elected by the church. Each organization shall report regularly to the church and Pastor through the head of the organization.

SECTION 2 SUNDAY SCHOOL

There shall be a Sunday School, divided into departments and classes for all ages and conducted under the direction of a Director for the study of God's Word. Sunday School is to be conducted principally each Sunday Morning.

The tasks of the Sunday School shall be to teach biblical revelation; lead in reaching people for Christ and church membership; provide and interpret information regarding the work of the church and denomination.

SECTION 3 WOMAN'S MISSIONARY UNION

There shall be a Woman's Missionary Union with such officers and organization as needed. This program shall be directed by a Director who shall be elected by the church.

The tasks of the Woman's Missionary Union shall be to teach missions; engage in mission action; support missions through praying and giving; provide and interpret information regarding the work of the church and the denomination.

SECTION 4 BROTHERHOOD

There shall be a Brotherhood with such organization as needed. This program shall be directed by a Director who shall be elected by the church.

The tasks are to teach missions; engage in mission action; support world missions through praying and giving; provide and interpret information regarding the work of the church and the denomination.

SECTION 5 CHURCH MUSIC PROGRAM

There shall be a Church Music Program under the direction of the Minister of Music. Such officers and/or organizations shall be included as needed. The purposes of the music program shall be to teach music and hymnody; provide music for worship and for the organizations of the church as needed; train persons in music leadership and performance; provide organization and leadership for special projects of the church; provide and interpret information regarding the work of the church and denomination.

SECTION 6 DISCIPLESHIP TRAINING

There shall be a Discipleship Training Program with such organization as needed. This program shall be directed by a Director who shall be elected by the church. The task is to equip persons to better serve Christ in the home, workplace, church, community and world. Provided training in doctrine, ethics, moral concern, witnessing, personal and family growth, and other areas relating to Christian fulfillment in Christ; provide and interpret information regarding the work of the church and denomination.

SECTION 7 CHURCH COUNCIL

The primary functions of the Council shall be to recommend to the church suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations, and committees; to recommend to the church the use of calendar time, and other resources according to program priorities; and to evaluate programs in terms of church goals and objectives. All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval.

The Council, unless otherwise determined by vote of the church, shall have as regular members the Pastor, Vocational Ministry Staff, Sunday School Director, Discipleship Training Director, Woman's Missionary Union Director, Brotherhood Director, and Chairman of the Deacons. Standing committee chairman shall serve as ex officio members.

ARTICLE V CHURCH MEETINGS

SECTION 1 WORSHIP SERVICES

The church shall meet regularly each Sunday Morning and Evening, and Wednesday Evening for preaching, instruction, evangelism, prayers, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the Pastor.

SECTION 2 REGULAR BUSINESS MEETINGS

The church shall hold regular monthly business meetings on the first Wednesday of each month.

SECTION 3 SPECIAL BUSINESS MEETINGS

The Pastor or Deacons may call a special meeting to consider special matters of significance, or such meetings may be called by written request of twenty (20) church members and filed with the Church Clerk.

Notice of the meeting indicating the purpose, date, time and location shall be announced in a regular Sunday Worship Service at least one week prior to the meeting, unless otherwise specified in a previous section.

SECTION 4 QUORUM - OLD

The quorum consists of members who attend the business meeting, provided it is a stated meeting and there is at least then (10) percent of the membership present at the meeting. No assentee or proxy vote will be permitted at any special called or regular business meetings.

AMENDMENT TO THE BYLAWS

SECTION 4 QUORUM – NEW PASSED 1/2/02 BUSINESS MEETING

The quorum shall consist of members of Farmdale Baptist Church who attend any scheduled or special called business meeting. All members should be encouraged to attend all meetings. No absentee or proxy vote will be permitted at any regular or special called business meeting.

SECTION 5 PARLIAMENTARY RULES

Robert’s Rules of Order, Revised is the authority for parliamentary rules of procedure for all business meeting of the church.

ARTICLE VI FISCAL YEAR

The Church Fiscal year shall run from October 1 to September 30 of each year.

ARTICLE VII AFFILIATIONS

The church shall maintain affiliations with but not limited to the following organizations:

**The Franklin Baptist Association
The Kentucky Baptist Convention
The Southern Baptist Convention**

ARTICLE VIII AMENDMENTS TO THE BY-LAWS

These by-laws may be amended by a vote of two-thirds of the members present and voting at any regular business meeting, provided the amendment shall have been offered in writing at a previous regular business meeting.