

FIRST BAPTIST CHURCH

Bartlesville, Oklahoma

Constitution and By-Laws

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Revision Log

1. Constitution and By-Laws - Revised January 1, 1988
2. Constitution and By-Laws - Revision No. 2 July 1, 1988
3. Constitution and By-Laws - Revision No. 3 March 16, 1997
4. Constitution and By-Laws - Revision No. 4 January 23, 2000
5. Constitution and By-Laws - Revision No. 5 December 30, 2001
6. Constitution and By-Laws - Revision No. 6 December 29, 2002
7. Constitution and By-Laws - Revision No. 7 December 21, 2003
8. Constitution and By-Laws - Revision No. 8 January 23, 2005
9. Constitution and By-Laws - Revision No. 9 December 13, 2006
10. Constitution and By-Laws – Revision No. 10 May 30, 2012
11. Constitution and By-Laws – Revision No. 11 January 20, 2013
12. Constitution and By-Laws – Revision No. 12 July 26, 2017
13. Constitution and By-Laws – Revision No. 13 August 30, 2017

FIRST BAPTIST CHURCH

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Constitution

Preamble

WE DECLARE and establish this Constitution and By-Laws for the preservation and security of the principles of our faith, for the orderly governing of this body of believers, to assure the liberty of each individual member, and to secure the independence and freedom of action of this body in its relationships with other Churches.

WE DECLARE that this body of believers is made up of born-again persons who have received Jesus Christ as Lord and Savior and have become a part of this Church through personal choice. We are engaged in the work of our Lord Jesus Christ, without whom we can do nothing.

WE BELIEVE that we are to carry out the work of Jesus Christ in the power of the Holy Spirit, doing it heartily as unto the Lord. We recognize that time and opportunity are precious, and that Christ has promised to return, commanding that we await His return.

WE DECLARE that this Church, seeing the essential need to be united in a clear and sacred calling, has adopted (9/22/96) the following Statement of Purpose:

God calls this body of believers, united in Christ through the Holy Spirit, to worship Him, to love one another, and to make disciples through prayer, evangelism, teaching, and service.

Article 1. Church Character

Section 1. Name

This body shall be known as the FIRST BAPTIST CHURCH OF BARTLESVILLE, OKLAHOMA, and will be referred to in its By-Laws as the "Church". For business purposes, this body shall be known as the FIRST BAPTIST CHURCH OF BARTLESVILLE, OKLAHOMA; A RELIGIOUS CORPORATION, incorporated July 9, 1951, under the Laws of the State of Oklahoma (see Exhibit I for a copy of the Certificate of Incorporation).

Section 2. Polity

Corporate Structure: For business and tax purposes only, First Baptist Church of Bartlesville is incorporated in Oklahoma, with the Chairman of Deacons as President and the other officers defined in the By-Laws, Article III, of the Fellowship of Deacons as Trustees.

Government: The government of this Church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist Churches. Insofar as is practical, this Church will cooperate with and support the Washington-Osage Association, Baptist General Convention of Oklahoma, and the Southern Baptist Convention. However, this Church does not join or become a member of any group or organization, such as the National Council of Churches or the World Council of Churches.

Section 3. Faith and Doctrine

This Church accepts the Holy Bible as the inspired Word of God and as its only authority in matters of faith and practice. This Church subscribes to the doctrinal statement of the "Baptist Faith and Message" as adopted by the Southern Baptist Convention in 2000 (Exhibit II).

Section 4. Ordinances

The two ordinances of this Church are baptism (by immersion) and the Lord's Supper. Neither ordinance is sacramental. In baptism, the one being immersed is identifying with the death, burial, and resurrection of Christ, and at the same time testifying that he is dead to sin, but alive in Christ (Romans 6:4). In the Lord's Supper, the

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elements picture the sacrificial death of Christ and are received by the fellowship of believers as a memorial to Him (1 Cor. 11:24, 25).

Article 2. Church Covenant

The following Church covenant is a consensus of what this and other Churches of like faith believe the Bible teaches about a covenant relationship among the members:

Having been led 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 joyfully enter into covenant with one another as one body in Christ.

FOR THE ADVANCEMENT OF THIS CHURCH

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 doctrine.

AS CHRISTIAN STEWARDS

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.

ALONE AND AT HOME

We also engage to maintain family and personal devotions, to religiously educate our children, and to seek the salvation of our relatives and acquaintances.

BEFORE THE WORLD

To walk carefully 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 and other harmful drugs; and to be zealous in our efforts to advance the Kingdom of our Savior.

TOWARD ONE ANOTHER

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 teachings of our Savior.

WHEN WE MOVE

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.

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By-Laws

ARTICLE I. MEMBERSHIP

Section 1. General

This is a sovereign Southern Baptist Church, following democratic principles, under the Lordship of Jesus Christ. The membership reserves the exclusive right to determine who shall be members of this Church and the conditions of such membership.

The membership of this Church shall consist of such persons who confess Jesus Christ to be their Savior and Lord, have been accepted by a majority vote of this Church, and have been baptized by immersion by our Church or a Church of like faith and practice. Members of this Church should be active, faithful in all the duties essential to the Christian life, attend regularly the services of this Church, give regularly to its support and causes, and share in its organized work.

Those who are members of a mission Church of First Baptist Church shall be carried on the roll of the Church as mission members and shall not have voting privileges in the deliberations of the mother Church. They shall not speak to business meetings of the mother Church except by invitation of the mother Church.

Section 2. Candidacy

Any person may offer himself as a candidate for membership in this Church at any regular worship service in any of the following ways:

By profession of faith in Jesus Christ and for baptism according to the policies of this Church.

By letter or by promise of a letter from another Baptist Church or a Church of like faith and practice.

Upon a statement of prior conversion experience and baptism in a Church of like faith and practice when no letter is obtainable.

In absentia only upon recommendation of the Fellowship of Deacons (Deacons) and Pastor.

Section 3. Termination of Membership

Membership shall be terminated in the following ways:

- Death.
- Transfer to another Baptist Church by letter to the Church. (Letters shall not be given to individuals.)
- Removal from Church roll upon request of the member in writing.
- Affiliation with a Church of another faith or denomination.

Exclusion by action of this Church. Should a member become an offense to the Church and to its good name by immoral or unchristian conduct; promotion of doctrine contrary to that stated in the Constitution and Exhibit II, or persistent breach of his covenant vows, the Church may terminate his membership by a two-thirds vote of those present and voting, but only after due notice and hearing and after scriptural efforts (Galatians 6:1-5, and Matthew 18:15-17) have failed to lead said member to repentance and restoration.

Section 4. Discipline

Should any unhappy differences arise among members; the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in Matthew 18:15-17.

The Pastor and Deacons shall endeavor to resolve problems brought about by the questionable actions or conduct of the member. When their efforts fail, they shall report such cases to the Church.

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All proceedings shall be pervaded by a spirit of Christian kindness and forbearance, but should disciplinary action become necessary, the Church may proceed to admonish the offender or to declare him no longer in the membership of the Church as set forth in Article I, Section 3.

Section 5. Restoration

Any person whose membership has been terminated for any offense may be restored by vote of the Church, upon evidence of his repentance and reformation.

ARTICLE II. PASTOR, CHURCH STAFF AND EMPLOYEES

Section 1. Pastor

The Pastor is responsible for leading the Church in functioning as a New Testament Church. The Pastor shall lead the congregation, the organizations, and the Church staff in performing their ministries. The Pastor is the leader of worship, pastoral ministries and disciple making (including evangelism and education). The Pastor is the supervisor of the Church staff and responsible for their performance. He is an ex-officio member of all Church Committees and Deacon Committees.

The Pastor is responsible to the Church body for the performance of his duties. The Personnel Committee with the Chairman of Deacons will be consulted on all matters that pertain to the pastoral-Church body relationship.

The Pastor shall serve at the Church's pleasure until the relationship is terminated at his or the Church's request.

Section 2. Calling a Pastor

When the pulpit is vacant the Church shall elect a Pastor Search Committee of seven by secret ballot. Election shall be directed by the Deacons. The committee shall continue its search until the Church agrees upon a Pastor or until the Church replaces the committee.

The Search Committee shall prayerfully seek God's guidance in finding a prospective Pastor who meets the qualifications given in I Timothy 3:1-6. The prospect selected by the committee shall be presented to the Church in various ways. Then he shall be voted on by secret ballot during a Sunday evening service, notice having been given to the Church in print and by oral announcements two weeks in advance.

Section 3. Interim Preaching

Whenever the Church is without a Pastor, the Chairman of Deacons shall select and head a committee of three to see that the pulpit is suitably filled for each Church service. This committee may also recommend an Interim Pastor to serve the Church.

Section 4. Church Staff

The Church shall call staff members for the Education Ministry, Music Ministry, and other areas of service as needed. A comprehensive job description shall be written by the Personnel Committee when the need for a staff member is determined. The job description shall be updated and made available prior to the candidate coming in view of a call.

Search Committee members will be elected by the Church. The Deacons will prayerfully receive and recommend nominees to the Church for approval.

Staff members shall be sought and recommended to the Church by the Pastor and Search Committees through the Deacons and employed by Church action.

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Section 5. Non-Staff Employees

All non-staff Church employees (secretaries, kitchen hostesses, nursery attendants, custodians, etc.) shall be responsible to the Pastor or an assigned Staff member. Employment and/or termination of employment shall be upon joint approval of the Pastor and the Personnel Committee, with no Church action required.

ARTICLE III. DEACONS

Section 1. Name and Membership

The name of the Deacon organization of the First Baptist Church of Bartlesville, Oklahoma, shall be the "Fellowship of Deacons" (Deacons).

The membership of the Fellowship of Deacons shall consist of male members of the First Baptist Church of Bartlesville, Oklahoma, who have been ordained Deacons by this Church or by some other Southern Baptist Convention Church, and who agree to serve and participate in the activities of the Fellowship of Deacons.

The Pastor is an ex-officio member of the Fellowship of Deacons.

Section 2. Qualifications and Expectations for Deacons

A Deacon shall believe in the divinely inspired authority of the Holy Bible and shall use the Bible as his guide for conduct.

A Deacon shall meet the Biblical qualifications as set forth in I Timothy 3:8-13.

A Deacon shall subscribe to and abide by the Church Covenant and be an active member of the First Baptist Church of Bartlesville, Oklahoma.

A Deacon, according to Bible standards, shall seek to be full of the Holy Spirit, faith, and wisdom, and seek in all things for Christ to be Lord of his life.

A Deacon shall strive to practice complete finance of his time, talents, and substance. He should be at least a tither to the First Baptist Church of Bartlesville.

A Deacon shall be committed to carrying out the Statement of Purpose of First Baptist Church.

Section 3. Responsibilities

It is the responsibility of the Fellowship of Deacons to pray for the Pastor and to be available for counsel, leadership, and involvement in the many ministries of the Church.

The Deacon officers, as Trustees, shall have custody and supervision of all property, business, and affairs of the corporation, and may be empowered by a vote of the membership of the Church to transact business necessary to carry on the affairs of the Corporation.

The Deacons, when empowered by Church action, shall order and direct the officers of the Corporation to purchase, sell, or mortgage property, incur debts, or transact any other business in connection with the property or business affairs of the Church.

With regard to all obligations which the Church has acquired, or will acquire in the future, the Deacons shall be responsible for knowing about these obligations, informing the appropriate entities about them, seeing that they are complied with properly and timely, and reporting to the Church about these obligations and how they have been or are being complied with.

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Section 4. Term of Office

Deacons appointed and elected to the Fellowship of Deacons shall remain members of the Fellowship of Deacons as long as they maintain membership of First Baptist Church or until they formally request to the Chairman of Deacons they be removed from membership of the Fellowship of Deacons.

Section 5. Officers

The officers of the Fellowship of Deacons shall consist of a Chairman, Vice Chairman, Secretary, and Assistant Secretary. These officers shall serve as the Officers of the Fellowship of Deacons, the First Baptist Church of Bartlesville, Oklahoma, a Religious Corporation, hereinafter referred to as the Corporation.

Chairman

The Chairman of Deacons shall be President of the Corporation.

The Chairman shall be moderator of the Deacon Body. In the extended absence of the Pastor, the Chairman of Deacons shall automatically become an ex-officio member of all Church Committees and shall supervise the Church staff and employees.

The Chairman of Deacons, with the Secretary, shall sign all legal papers.

The Chairman shall have general supervision of the business of the Corporation and shall see that the orders and resolutions of the Deacons and of the Church membership are executed.

The Chairman of Deacons shall be an ex-officio member of all Deacon Committees.

Vice Chairman

The Vice Chairman shall, in the temporary absence or disability of the Chairman, perform the duties and exercise the powers of the Chairman and shall perform such other duties as the Deacons may prescribe.

In the event of the permanent absence or disability of the Chairman, the Vice Chairman shall serve as Chairman only until the Deacons can elect another Chairman. This election shall be held within sixty days.

It shall be the duty of the Vice Chairman to determine if new members of the Church are deacons (ordained by a Southern Baptist Church) and are willing to serve in the Fellowship of Deacons.

Secretary

The Secretary, so far as possible, shall be present at all meetings of the Deacons and shall take and keep full minutes thereof. The official minutes should be filed within ten days in permanent bindings in the Church Office.

The secretary shall have charge of the seal and charter and shall alone have authority to affix the seal. The secretary shall attest all deeds, conveyances, mortgages and other instruments.

Assistant Secretary

In the absence or disability of the Secretary, the Assistant Secretary shall have authority to exercise the powers and duties of the Secretary.

Section 6. Meetings

The Deacons shall have regularly scheduled monthly meetings for the purposes of fellowship and the expediting of Deacon Ministry to the Church and the community. Pastor and Staff are welcomed and needed at these meetings, and other Church members may request to attend. Any business may be addressed, with appropriate action taken, at any Deacon's meeting. A quorum shall be at least 20 Deacons and a majority of those voting shall decide questions before the meeting. Special business meetings may be called as needed by the Deacon Chairman, Pastor, or any five Deacons. One-week notice is required for all business meetings.

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Any church member may request to appear before a Deacon's meeting and may attend upon approval by the Deacon Officers.

In any business meeting, any individual having a private or vested interest in the business at hand shall be excused from the discussion and decision.

Section 7. Deacon Nomination and Election

Men can be nominated to the Fellowship of Deacons via a nomination process held annually during the month of September. Any male, age 25 or older, who has been a member of First Baptist Church for at least one year, who is an active participant in church programs and has not been previously ordained as a deacon by another Southern Baptist Church, is eligible for nomination.

Ordained men from another Southern Baptist Church

Ordained deacons joining the church from another Southern Baptist Church will be interviewed by the pastor and deacon officers, or a review group of deacons, to determine if the new member is qualified and willing to serve as a member of the Fellowship of Deacons.

Nomination Process

The church will nominate qualified men in writing and specify why a man is qualified to be considered for the office of deacon. A nomination form should be used for nominations. The nomination form shall be prepared by the pastor and deacon chairman to identify Biblical and church-approved qualifications for a deacon of First Baptist Church. Church members should use this nomination form to recommend a man be considered for the office of deacon. All nominations are to be submitted to the church office by the fifteenth (15) day of September.

The pastor and deacon officers, or a review group of deacons, will review each nomination, interview the nominee, and if qualified, recommend the nominee to the church for approval. The church will be notified as soon as possible of any newly approved men for office of deacon and final approval will be made by the church at a regular or special church business meeting. Ordination and training of newly elected Deacons will preferably be done before the end of the year in which they are elected.

Section 8. Deacon Organization

Before November 1 the Chairman of Deacons (or Vice Chairman in the absence of the Chairman) shall call a meeting for the election of Officers for the succeeding year.

Deacons qualified to vote for Officers for the succeeding year shall be all members of the Fellowship of Deacons.

A quorum for this meeting shall be a minimum of twenty members of the Fellowship of Deacons.

Tellers for the election shall be chosen by the Chairman of Deacons from men present who are not nominated to any of the officer positions.

The officers shall be elected in the following order: Chairman, Vice Chairman, Secretary, and Assistant Secretary.

Nominations and balloting for the Chairman of Deacons shall be made by secret ballot, and balloting shall continue until one Deacon receives a majority of the ballots cast.

Officers are elected for one-year terms. Current officers may be elected to consecutive terms.

The Secretary of Deacons shall keep an accurate account of the entire election proceeding. The Secretary and Chairman (not the Secretary-elect or the Chairman-elect) shall sign the Secretary's record of the Election Meeting.

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Section 9. Appointment of Deacon Committees

During the period between the election of Deacon Officers and the beginning of the new deacon year, the Chairman of Deacons for the ensuing year shall appoint deacons to Deacon Committees to carry out the work of the Deacons and distribute to any new deacons copies of the Constitution, By-Laws, and Policies and Procedures Manual. In addition, the Chairman of Deacons for the ensuing year shall see that files of information are transferred from the present to the new Committee Chairmen about January 1 of each year.

Section 10. Course of Instruction for Deacons

The Pastor and newly elected Chairman of Deacons shall conduct a course for newly ordained deacons concerning their ministry responsibilities. For maximum benefit, this course should be held during the period between the election of Deacon Officers and the beginning of the new deacon year.

ARTICLE IV. OTHER CHURCH OFFICERS

All Church officers and leaders shall be members in good standing, faithful in attendance and support of the First Baptist Church of Bartlesville.

Section 1. Moderator

The Moderator shall be the Pastor or the Chairman of Deacons at the Pastor's request. In the absence of the Pastor, the Chairman of Deacons may preside; in the absence of both, the ranking Deacon Officer present shall call the Church to order and an Acting Moderator shall be elected.

Section 2. Church Clerk

The Secretary of Deacons shall also serve as Church Clerk. He shall keep a record of all the actions of the Church. The Clerk is responsible for seeing that a register is kept 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. He shall be responsible for submitting all resolutions from the Deacons to the congregation and for all legal notices and actions associated with these resolutions. Some of the clerical work of the Church Clerk may be delegated to a Church Secretary. All Church records are Church property and shall be filed in the Church office or the bank safe deposit box, or both.

In the interest of accuracy and completeness, the Church Clerk shall require that all motions be submitted in writing by the mover, and if the motion passes, the Church Clerk shall make certain that the wording of the motion in the minutes is correct.

Section 3. Treasurer and Assistant Treasurer

The Church shall elect annually a Church Treasurer. The Deacons will receive nominations, prayerfully consider the nominees, and present a recommendation to the Church for approval. The Treasurer shall be responsible to the Church through the Deacons (via Chairman of Deacons and Finance Committee). The Treasurer shall be responsible for managing bank accounts and investments of the Church. The Treasurer shall prepare an annual report of scholarship funds and give the report to the Pastor, Finance Committee, Scholarship Committee, and the Donor.

The Chairman of the Finance Committee shall be the Assistant Treasurer and shall, in the absence of the Treasurer, fully perform duties of the Treasurer. He shall be responsible for the proper handling of the Church funds in accordance with the Church-adopted budget.

Both the Treasurer and the Assistant Treasurer shall adhere to disbursement and investment procedures and policies set up by the Deacons and the Church.

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Section 4. Chairman of Ushers

The Chairman of Ushers shall be elected annually by the Church. The Deacons will receive nominations, prayerfully review the nominees, and present a recommendation to the Church for approval. He shall select and make arrangements for ushers at all regular or special services as needed. He shall enlist greeters, to assure a warm and cordial welcome to all. He is responsible for training the Ushers.

Section 5. Sunday School Officers and Teachers

The Director, Coordinators, Officers, and Teachers shall be elected annually by the Church. The Church Council will receive nominations, prayerfully review the nominees, and present recommendations to the Church for approval. Their duties shall be to provide a Bible teaching program for all ages.

Section 6. Discipleship Training Officers and Leaders

The Director, Officers, and Leaders shall be elected annually by the Church. The Church Council will receive nominations, prayerfully review the nominees, and present recommendations to the Church for approval. Their duties shall be to provide training programs for the Church membership.

Section 7. Woman's Missionary Union Officers

The Director, Officers, and Leaders shall be elected annually by the Church. The Church Council will receive nominations from the Woman's Missionary Union, prayerfully review the nominees, and present recommendations to the Church for approval. Their main thrust shall involve a mission awareness program for the Church.

Section 8. Men's Ministry Officers

The Director, Officers, and Leaders shall be elected annually by the Church. The Church Council will receive nominations from the Men's Ministry, prayerfully review the nominees, and present recommendations to the Church for approval. Their main thrust shall include provision of a mission awareness program for men and boys.

Section 9. Church Bus Ministry Officers

The Committee Chairman and Bus Captains shall be elected annually by the Church. The Church Council will receive nominations, prayerfully review the nominees, and present recommendations to the Church for approval. The duties shall be those accepted as standard by leaders in Church Bus Evangelism.

Section 10. Parliamentarian

The Parliamentarian and Associate Parliamentarian to serve in his absence shall be appointed by the Chairman of Deacons who serves as the President of the Corporation as prescribed by Robert's Rules of Order, Revised, and shall be approved by the Church.

The duties shall include verification of compliance with the Constitution and By-Laws as resolutions are submitted to the Church Conference for approval. Lack of compliance is to be reported to the Pastor or Chairman of Deacons. He shall guide Church Business Meetings in abiding by Robert's Rules of Order, Revised.

Section 11. Other Officers

Other Officers may be elected by the Church as needed. When other offices and their duties are established, the Deacons will receive nominations, prayerfully review the nominees, and present a recommendation to the Church for approval.

Section 12. Vacancies

In the event of a vacancy of any office, a qualified Church Member shall be elected by the Church within 60 days to complete the unexpired term. Exceptions must be approved by the Pastor and Chairman of Deacons.

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ARTICLE V. CHURCH COUNCIL

Section 1. Members

The Council shall include the Pastor, Church Staff members, Sunday School Director, Discipleship Training Director, Woman's Missionary Union Director, Men's Ministry Director, Chairman of Deacons, Church Bus Ministry Chairman and other elected leaders of the Church who are approved by the Chairman of Deacons, the Pastor and the Church. The Council shall establish its own meeting dates.

Section 2. Primary Functions

The primary functions of the Council shall be to recommend to the congregation suggested objectives and Church goals; to review and coordinate Ministry plans recommended by Church officers, organizations, and committees; to recommend to the congregation the use of leadership, calendar time, and other resources according to Ministry priorities; and to evaluate ministry achievements in terms of Church goals and objectives.

Section 3. Matters Requiring Action

All matters agreed upon by the Council, calling for action not already authorized, shall be referred to the Church for approval.

Section 4. Presiding Officer

The Pastor or a member of the Church Council designated by the Pastor shall preside at all meetings of the Church Council.

ARTICLE VI. CHURCH COMMITTEES

Church action shall be required to establish or activate each Church Committee, and a copy of such action shall be attached to this document as an Exhibit. All Church Committees shall be automatically terminated on January 1 of each year unless re-established by Church action.

There shall be a Church Nominating Committee of which the members shall be recommended to the Church by the Church Council and elected by the Church annually. The Church Nominating Committee shall recommend to the Church the members of all Church Committees and they shall be elected by the Church, unless otherwise designated by the By-Laws.

A listing of each Church Committee, and the duties of that committee, shall be attached as Exhibit III.

ARTICLE VII. MINISTRY ORGANIZATIONS

Section 1. General

All Program Organizations of the Church shall be under Church control. All Officers shall be elected by and report regularly to the Church. The Pastor shall be an ex-officio member of each Program Organization.

Section 2. Sunday School

There shall be a Sunday School each Sunday for the study of God's Word. The task of the Sunday School shall be to reach, teach, win, and develop people.

Section 3. Discipleship Training Department

There shall be a Discipleship Training Department to serve as the Training Organization of the Church. Classes, seminars, and age-group training shall be provided for the spiritual enrichment of the membership.

Section 4. Woman's Missionary Union

There shall be provision for a Woman's Missionary Union to teach missions and to lead in Mission Projects and participation.

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Section 5. Men's Ministry

There shall be provision for a Men's Ministry Organization to teach missions and to lead men and boys in Mission Projects and participation.

Section 6. Church Music Ministry

There shall be provision for a Church Music Program. The Program shall teach music and hymnody, provide music for Church services and organizations, and provide a comprehensive program for the spiritual enrichment of the membership through music.

Section 7. Church Bus Ministry

There shall be provision for a Church Bus Ministry. The purpose of the Bus Ministry is to locate and enlist un-churched families and minister weekly to their spiritual and physical needs. The Ministry shall work closely with the Transportation Committee to provide buses and drivers.

ARTICLE VIII. CHURCH MEETINGS

Section 1. Worship Services

Public services for worship shall generally be held on Sunday morning, Sunday evening, and Wednesday evening of each week. Other services may be held on such occasions as are deemed appropriate by the Pastor or the Church.

The Lord's Supper shall be observed at least one Sunday in each quarter, the date to be selected by the Pastor and the appropriate committee. Ample notice shall be given to the Church membership of these services.

Section 2. Regular Church Conferences for Routine Items

Monthly Church Conferences of the Church shall be regularly scheduled. In case of change, notification of one week shall be given by announcements in all Worship Services.

An annual Church Conference shall be held in October. Printed resumes of Church statistics and activities for the year just ending shall be presented. Notification of one week shall be given by announcements in all worship services and the Church publications.

Section 3. Special Church Conferences for Routine Items

Special Conferences concerning routine matters may be held without prior notice at any regularly scheduled Worship Service by mutual consent of the members present.

Section 4. Special Church Conferences for Non-Routine Items

The Pastor, Chairman of Deacons, or a majority of the Deacons, may call a Church Conference to consider non-routine matters such as those concerning staff, policy, debt, and unbudgeted items amounting to \$1,000.00 or more. Announcement of such meetings shall be given at each regularly scheduled Worship Service for a period of one (1) week prior to the meeting, and written notice in Church publications may also be given.

Section 5. Quorum

A quorum shall consist of Church Members attending and voting at any properly ordered Church conference.

Section 6. Parliamentary Rules

Robert's Rules of Order, Revised, shall be the authority for parliamentary rules of procedure for all Church Business Meetings.

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ARTICLE IX. CHURCH FINANCES

Section 1. Annual Budget

An annual Church budget shall be prepared by the Finance Committee in consultation with the Church Administrator, staff and others who have a need to expend funds for the coming fiscal year. The proposed budget shall be itemized to reflect amounts allotted to the various programs. It shall also show the amounts budgeted and actually expended for these programs during the current year.

Section 2. Budget Promotion and Adoption

Budget promotion shall be done annually to inform members of the financial needs and to encourage members to practice Biblical Finance in their financial support of the Church. The budget shall then be presented to the Church for adoption in the Sunday morning services by the end of December.

Section 3. Record Keeping

All receipts and disbursements shall be properly recorded in a manner consistent with Church policy and under the direction of the Chairman of the Finance Committee.

Section 4. Fiscal Year

The Church fiscal year shall be from January 1 to December 31, inclusive.

Section 5. Audit

A "review" will be conducted for two consecutive years by an Internal Audit Committee and each third year by an independent public accounting firm. The purpose of this review is to provide reasonable assurance that the Church's financial transactions, records, and internal controls are performed in accordance with approved Policies and Procedures and to examine the Policies and Procedures for adequacy. An Audit Committee, recommended by the Deacons, shall be elected annually by the Church to manage the review process.

For each of two consecutive years, the elected Audit Committee shall present the report to the Finance Committee, Deacons, and the Church. The final report and all the work papers shall be retained with the Church's financial records. The report shall be available for review by Church members upon request.

ARTICLE X. ENACTMENT OF CONSTITUTION AND BY-LAWS

Section 1. Adoption

Upon adoption by this Church, this Constitution and By-Laws shall supersede any and all Constitutions and By-Laws adopted previously by this Church.

Section 2. Effective Date

This Constitution and By-Laws became effective July 12, 1976 and was revised as indicated on the cover page of this document.

Section 3. Amendment

Proposed changes in the constitution and by-laws shall be introduced in writing to the church in any regular church conference followed by a motion to amend presented during the next regular church conference. If the motion to amend is approved by simple majority of those members present and voting, the proposal shall be submitted to the constitution and by-laws committee for review.

During review of a proposed change the constitution and by-laws committee shall only make editorial changes for clarity, in consultation with the proponent(s), and will present its recommendation to the church within two subsequent regular church conferences.

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To be adopted, the final proposal for change of the constitution and by-laws must be approved by the church, without amendment, at two consecutive regular church conferences by a two-thirds majority vote of the members present and voting at each of these conferences.

Announcement of the dates of the two consecutive regular church conferences shall be published in written church publications and other media for two weeks preceding the church conferences. Editorial changes of wording to correct spelling, grammar, or parliamentary rules not changing the intent of the constitution and by-laws may be presented by the committee for one-time approval of the church at any monthly church conference.

Section 4. Exhibits

Exhibits may be changed as needed without application of the guidelines of Section 3, Amendment.

EXHIBITS

- I. Certificate of Incorporation
- II. Baptist Faith and Message, 2000
- III. List of Church Committees and Committee Duties
- IV. Annual Conference Approval of All Church Committees

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EXHIBIT III

List of Church Committees and Committee Duties

Church Committees Activated for 2014

1. BAPTISM (Staff Contact – Pastor)
2. BEREAVEMENT (Staff Contact – Pastor)
3. BUILDING (Staff Contact – Executive Pastor)
4. CONSTITUTION AND BYLAWS
5. FALLS CREEK (Staff Contact – Executive Pastor)
6. FAMILY CONCERNS (Staff Contact – Pastor)
7. FINANCE
8. HISTORY (Staff Contact – Pastor)
9. HOSPITALITY / FLOWER (Staff Contact – Executive Pastor)
10. INSURANCE (Staff Contact – Executive Pastor)
11. MISSIONS
12. NOMINATING (Staff Contact – Pastor)
13. PERSONNEL
14. PUBLICITY (Staff Contact – Executive Pastor)
15. RECREATION (Staff Contact – Family Life Center Director)
16. SAFETY & SECURITY (Staff Contact – Executive Pastor)
17. SCHOLARSHIP (Staff Contact – Education Minister and Student Minister)
18. TRANSPORTATION (Staff Contact – Executive Pastor)
19. TV / RADIO (Staff Contact – Minister of Music)
20. WEDDING (Staff Contact – Pastor)
21. WILLS AND ESTATES
22. WOMEN’S MINISTRY (Staff Contact – Minister of Education)

Deacon Committees for 2014 (Contact – Chairman of Deacons)

1. LORD’S SUPPER
2. HOSPITAL VISITATION
3. DEACON GROWTH
4. DEACON CARE
5. COMMITTEE ON COMMITTEES

Duties Of Church Committees

1. BAPTISM: Assists baptismal candidates and Pastor/Minister in preparation for baptisms immediately before and after the baptism.
2. BEREAVEMENT: Coordinates funeral meal preparation and service in conjunction with the Pastor and his Assistant.
3. BUILDING/GROUNDS:
 - a. Search for areas (in all Church properties) where improvements are needed.
 - b. Be responsible for all repairs, remodeling, painting and upkeep of all Church-owned properties.
 - c. Maintain a quarterly checkup on all Church-owned properties.
 - d. Work toward beautification of all properties (both indoor and outdoor) so that the building which belongs to Christ shall, at all times, maintain a first-class appearance.
 - e. Organize and maintain a year-around painting program.

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- f. Study, set and oversee a schedule of preventive maintenance.
4. CONSTITUTION AND BY-LAWS: Responsibilities for the Constitution and By-Laws Committee are defined in Church By-Laws in Article X, Section 3.
 - a. Reviews all proposed changes to Constitution and By-Laws which have been initially approved by the Church and report concerns and/or issues related to proposed changes to Pastor and Chairman of Deacons.
 - b. Makes needed editorial changes (for clarity only) to Constitution and By-Laws and proposed changes.
 - c. Reviews existing Constitution and By-laws for needed changes and modifications to keep the documents current.
5. FALLS CREEK: Cares for Falls Creek facilities to ensure that the facilities are well-maintained and safe for campers.
6. FAMILY CONCERNS: Be available for consultation with the Pastor on matters that impact the family. May include both recurring and single occurrence events/issues.
7. FINANCE: Responsibilities for the Finance Committee and its Chairman are partially defined in Church By-Laws in Article IV, Section 3 and Article IX.
 - a. Reviews and approves the monthly financial reports and presents the reports to the Deacons and Church.
 - b. Proposes cash distribution, contribution, and other financial policies for adoption by the Church.
 - c. Develops the annual Church budget for adoption by the Church.
 - d. Provides assistance in financial matters to the Financial Administrator and assistant.
 - e. Reviews the annual audit report and implements recommended procedures.
 - f. Recommends the source of funding for non-budgeted projects or programs.
8. HISTORY: Be responsible for maintaining historical artifacts and records of the Church within the History room. Proactively recognizing the value of capturing records (printed, photographic, audio, . . .) today that will hold a place in the history of First Baptist Church.
9. HOSPITALITY / FLOWER: Ensures the appropriate level of consideration, planning and presentation of hospitality for church-wide events. Is responsible for the use, maintenance and storage of decorations owned by the Church. Administers the needs for flowers across the facilities and coordinates requests for placement of flowers in the Worship Center.
10. INSURANCE: Ensures proper insurance levels for the Church.
11. MISSIONS:
 - a. Works with various Church Staff in finding, receiving requests and promoting mission activities on local, state, national and international levels.
 - b. Seeks and identifies opportunities in Pioneer Mission Projects.
 - c. Evaluates and requests budget funding for selected mission activities.
 - d. Evaluates and recommends (with concurrence from Finance Committee) to the Deacons and Church non-budgeted mission expenditures from the Parking Lot Fund.
 - e. Supports the Associational Mission Committee in involving the Church in missions and conferences.
12. PERSONNEL: Responsibilities of the Personnel Committee are partially defined by the Church By-Laws as described in Article II, Sections 1, 4 and 5.
 - a. Responsible for writing all staff members and support staff job descriptions.
 - b. Is consulted on all matters that pertain to Pastoral-Church relationships.
 - c. Recommends yearly budgets for personnel expenses, including:

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- i. Ministerial staff salaries and benefits including auto, convention, training and professional expenses,
 - ii. Support staff and custodian salaries, expenses, and training,
 - iii. External support staff (such as pulpit supply),
 - iv. Search committee expenses, and
 - v. Staff moving expenses.
 - d. Reviews and selects life or LTD insurance, annuity, and hospitalization insurance for the Church employees.
 - e. Responsible for establishing, publishing, revising, eliminating and interpreting Church Personnel Policies.
 - f. Receives recommendations from Staff Search Committees for modifications to Staff Position Job Descriptions to reflect current needs of the Church.
 - g. May be assigned the responsibility of recommending a Staff Search Committee to the Under Shepherd Deacons.
 - h. When assigned the responsibility of recommending a Staff Search Committee, this Committee will ensure that the nominees will represent the areas of responsibility as described by the job description.
 - i. Determines staff salaries, benefits and call letters based upon the job descriptions and Qualifications of each candidate.
 - j. Participates in the hiring, disciplining, and discharging of all Church employees.
 - k. Responsible for the oversight of the annual review/evaluation of Church employees by those staff members having this responsibility.
13. **NOMINATING:** Nominates members of all Church Committees for their election by the Church, unless otherwise provided by the Church By-laws.
 14. **PUBLICITY:** Coordinates with staff members to appropriately determine the publicity needs of the Church and recommend plans for meeting those needs.
 15. **RECREATION:** Coordinates with the Family Life Center Director to facilitate the recreation programs of the Church.
 16. **SAFETY & SECURITY:** Provides for security of facilities. Duties include maintaining a key inventory for outstanding keys to all facilities. Assist in maintaining a current list of individuals with security access codes to the buildings.
 17. **SCHOLARSHIP:** Administer college scholarships provided by First Baptist Church.
 18. **TRANSPORTATION:** Assures transportation equipment is maintained and cared for.
 19. **TV / RADIO:** Develops plans for programming services via TV and/or radio; makes recommendations for needed equipment.
 20. **WEDDING:** Coordinates responsibilities concerning weddings by serving as wedding coordinators for all weddings on church premises.
 21. **WILLS AND ESTATES:** Coordinates with church administrator to maintain records (in secure location) of wills and estates left to FBC.
 - a. Interprets wills to insure they are being complied with the intent of the donor.
 - b. Provides accessibility to those wishing to get more information on how to leave any desired assets to the church in their wills.
 22. **WOMEN'S MINISTRY:** In coordination with the Education Minister facilitates women's Bible studies and ministry programs across the Church.

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2014 Deacon Committeesⁱ

1. Lord's Supper (Duties: Joint with Pastor)
 - a. Plans and prepares for the serving of the Lord's Supper.
 - b. Arranges through the Church hostess for availability of serving plates, cups, juice, and bread.
 - c. Recruits the number of Under Shepherd Deacons needed for the service. If not enough are available, then the additional number needed are recruited from Outreach Deacons.
 - d. Assigns at least two committee members to meet in advance to prepare items for the service.
 - e. Meets early at the Church before the Lord's Supper Service to prepare the table and elements. Places the list of deacons (with pew assignments) in the Parlor for review prior to the service.
 - f. Returns service utensils and elements to kitchen following the service.
2. Hospital Visitation (Duties: Joint with Pastor and Staff)

Supports the Church staff by visiting church members and others, as appropriate, who are hospitalized. The purpose is to show the concern and love of the Church during their time of hospitalization and to bring information to the Church regarding status of patient and prayer needs (as appropriate and as approved by the patient).
3. Deacon Growth (Duties: Joint with Pastor)
 - a. Formulates plans and ideas which will spiritually grow the Fellowship of Deacons.
 - b. Emphasizes areas that will enhance the effectiveness and ministry of the deacon body through retreats, studies, prayer time, fellowship activities, etc.
4. Deacon Care (Duties: Joint with Pastor)
 - a. Directs the activities of a personalized deacon care program in which deacons are assigned individuals within our church that need regular contact. It is geared to, but not limited to widows, widowers, and homebound. It is voluntary and is open to all deacons, both Under-shepherd and Outreach. Each deacon electing to participate will be assigned individuals with whom they are to maintain regular contact for the purpose of letting them know the church family cares for them. Contact can be in the form of phone calls, letters, e-mails or personal visits. Deacons will identify any needs they may have. Each participating deacon will report activities monthly, preferably in the regular scheduled monthly deacon's meeting. For those deacons that are unable to attend deacon's meetings, they will fill out a form and give a monthly report to the church office (Pastor's secretary).
 - b. Plans and implements the annual Dorcas Banquet by arranging the date and putting it on the church calendar. Makes sure each widow and widower is assigned a deacon to escort them to the banquet. 3. Serves as liaison between the Men's Ministry and the deacon body.
5. Committee On Committees (Duties: Joint with Pastor)
 - a. Is responsible through the Deacon Chairman and Pastor for staffing, establishing, and defining the responsibilities for all Deacon Committees.
 - b. Ensures that Deacon Committees are rotating committees so that one member (or more) rotates off each year and that the existence and terms for committees shall comply with Church By-Laws.
 - c. Provides guidance to Deacon Committees
 - d. Maintains contact with Church Committees to provide consultation as required or requested.

ⁱ Deacon Committees are to operate in cooperation with, and under the guidance of, the Pastor and Church Administrator according to their responsibilities as described in their job descriptions.