

BYLAWS OF THE FIRST BAPTIST CHURCH OF GARLAND, TEXAS

March 30, 2008

INDEX

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SECTION	SECTION NUMBER	PAGE NUMBER
Preamble	I	1
Church Organizations	II	1
Sunday School Ministry	II A.	1
Missions Ministry	II B.	1
Music Ministry	II C.	2
Committees	III	2
Standing Committees	III A.	2
Building and Properties	III A. 1.	2
Weekday Ministry	III A. 2.	3
Christian Life	III A. 3.	3
Finance	III A. 4.	4
Nominating	III A. 5.	5
Personnel	III A. 6.	6
Scholarship	III A. 7.	7
Missions	III A. 8.	7
Ad Hoc Committees	III B.	8
Constitution/Bylaws	III B. 1.	8
Pastor Search	III B. 2.	9
Other Ad Hoc	III B. 3.	9
The First Baptist Church of Garland Foundation	IV	9

Section I

PREAMBLE

This Church has adopted Bylaws to give practical effect to its Constitution. The Bylaws shall be in every way subject to, and in harmony with, the letter and the intent of this Church's Constitution.

Section II

CHURCH ORGANIZATIONS

The following organizations are established by the Church and charged with the responsibility of organizing and equipping God's people to carry out the Great Commission. All directors, teachers and elected officers of the different organizations shall be faithful, active members of the Church. The Church may establish other organizations as needed for the priority of knowing Jesus and making Him known.

A. Sunday School Ministry

Sunday School is the primary ministry for leading people to faith in the Lord Jesus Christ, for building Great Commission Christians through ongoing Bible study for all ages, and for maturing and growing people in evangelism, discipleship, personal ministry, fellowship and worship. It shall be under the direction of the Minister(s) responsible for education, who must approve directors, teachers and curriculum. All vacant leadership positions shall be filled in a cooperative effort of the existing department leadership team and the education ministerial staff.

B. Missions Ministry

The ultimate goal of the ministry of missions at the Church is clearly stated in Acts 1:8b: "...And you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the world." Given the goal of taking the message of Jesus everywhere, the priorities that reflect that goal are: 1) partnerships, 2) new church starts, 3) community ministries, and 4) missions education. *Partnerships* are ongoing relationships, usually cross cultural, of 3 or more years between the Church and a mission church, association or other organization. Through these partnerships, believers in the partnership country or people group will be encouraged, existing churches will be strengthened, and new churches will be started if possible. Another goal of the partnership will be to involve as many people of the Church as possible. *New church starts* involve the Church in the conception, birth and growth of a new church. Usually the Church's formal relationship with a new church will last 3 years and will consist of providing assistance to help the new church begin and thrive. *Community ministries* are those efforts designed to meet the physical, emotional, spiritual and other types of needs in Christ's name in the Garland, Rowlett, or Sachse area. *Mission education* includes all activities that educate and involve the members and attendees of the Church in missions.

All organizations of the Church are in some way involved in missions. However, Women on Mission, LIGHT, Team KID on Mission, and Mission Friends are specifically tasked with helping various aspects of these priorities. The Minister of Missions, in consultation with the Senior Pastor, shall create other mission programs as needed to meet goals derived from these priorities. Our members are encouraged to participate in the worldwide outreach of our denomination through associational, state, national and international mission offerings and endeavors.

C. Music Ministry

The music and worship of this Church shall be under the direction of the Minister of Music and Worship working in close consultation with the Pastor and staff. The Minister of Music and Worship shall give leadership to the Music Ministry, which shall have such officers and organization as deemed necessary.

The Music Ministry shall provide the following:

- a. A variety of musical worship experiences in congregational services through the use of choirs, instruments, congregational singing, drama, and banners;
- b. Church music training and education for all ages;
- c. Witness and outreach through music and the fine arts; and
- d. Assistance to other Church ministries by providing music leadership and equipment as needed.

Section III

COMMITTEES

A. Standing Committees

This Church has established that certain committees are permanently functioning committees. All members of the Standing Committees shall be elected by this Church and operate on a twelve month basis. ~~with the beginning month and ending months to be established by the Nominating Committee. ***All members of Standing Committees on April 1, 2008 will serve an additional six months on the end of their term. Beginning in 2009, the terms of all standing committees will coincide with the fiscal year of the church, and continue pursuant to terms provided in these By-Laws.***~~ Each committee shall elect its own chairperson and any other officers it deems necessary by majority vote. ***Ex-officio committee members carry no voting privileges or decision-making authority but are seen as advisors to the committee process and as a knowledge base to be utilized by the committees.*** No church member may serve on more than one standing committee at a time. All members of all committees must be members of this Church and should have Christian character, emotional stability, and a record of faithfulness in attendance, service, and financial stewardship. When vacancies occur on any standing committee other than through rotation, the Nominating Committee shall nominate another ***eligible*** member of this Church to fill the unexpired term. ***All committees shall record minutes of each meeting, along with the names of all who were present, which shall be filed in the***

church office within seven (7) days after approval. The names and responsibilities of the Standing Committees are as follows:

1. Building and Properties Committee

The Building and Properties Committee shall be responsible for establishing this Church's policies pertaining to the maintenance, use and housekeeping of church grounds, buildings, equipment and furnishings. The committee shall make recommendations related to the operations of this Church's physical plant, equipment safety, fire prevention, elimination of hazardous conditions, the security of properties and the safety of persons using the facilities. ~~Members of the committee should have knowledge of building system's systems and use.~~

The Building and Properties Committee shall be composed of nine members of this Church with the term of service being three years. Three members shall rotate off the committee each year.

2. Weekday Ministry Committee

The Weekday Ministry Committee shall develop policies and procedures for operating and administering the Child Development Center/Kindergarten and Parent's Day Out, operated by this Church, which:

- a. Assist the Weekday Ministry staff in the preparation and administration of the budget for the Child Development Center/Kindergarten and Parent's Day Out;
- b. Assist the Weekday Ministry staff in determining any major expenses for equipment, materials and teacher training;
- c. Review compliance with all applicable federal, state and local laws, regulations and ordinances; and
- d. Review periodically classroom, playground, health and risk management policies and procedures for safety.

The Weekday Ministry Committee shall be composed of nine members. The term of each member shall be for three years, with three members being elected each year. The Minister of Preschool and the Directors of the Child Development Center and of Parent's Day Out shall serve as ex-officio members of the Weekday Ministry Committee. Meetings may be called by the Chairperson, the Vice Chairperson, the Minister of Preschool and Children's Education, the Directors of the Child Development Center/Parent's Day Out, or the Pastor.

3. Christian Life Committee

The purpose of the Christian Life Committee shall be to lead this Church in applying the gospel to daily life in the areas of current social, moral and/or political issues.

This committee shall:

- a. Consist of nine members, who shall have been a member of this Church for a minimum of one year and shall serve a term of three years, with three members rotating off the committee each year;
- b. Assist the staff in evaluating and responding to requests for the use of Church facilities for the distribution of any literature or materials, enlistment of support, or signing of petitions related to any issue;
- c. Identify social, moral, and/or political issues or concerns of which the congregation should be aware or to which the congregation should respond;
- d. Assist the staff in determining the appropriate forum for the education of the congregation or a response by the congregation;
- e. Research those issues identified for which support is requested to ensure that any support given in no way compromises this Church legally, financially or morally;
- f. Seek to maintain a balanced approach in identifying and responding to current issues so that the ministry and witness of this Church is not linked to a single interest group or political ideology; and
- g. Review and consider the positions taken by local, state and national Baptist bodies.

4. Finance Committee

The Finance Committee will be composed of twelve members, four of whom are nominated each year to serve a three-year term. A minimum of half of the Finance Committee members shall be active Deacons of this Church. Each year two members shall be nominated by the Nominating Committee and two members by the Deacon Chair. Each Committee member shall be an example of personal stewardship and give at least a tithe to the annual budget of this Church.

The Finance Committee shall:

- a. Work closely with this Church's Business Administrator to assist in the financial decisions made on behalf of this Church;
- b. Assist the Pastor and Business Administrator in stewardship education and support of the annual budget;

- c. Review and recommend the annual proposed budget prior to the budget being presented to this Church for approval;
- d. Review and jointly recommend any major financial expenditures which are proposed for this Church; and
- e. Approve the allocation of monies for personnel and staff for this Church.

The Finance Committee shall have a Chairperson, Vice Chairperson, Secretary and such other officers as it may from time to time elect. The Chairperson shall preside over meetings and discharge other customary functions of a chairperson. The Vice-Chairperson shall assist the Chairperson and shall assume the duties of the Chairperson in the absence of the Chairperson. The Secretary shall record minutes of all actions of the Finance Committee and maintain all records which are a direct responsibility of the committee.

5. Nominating Committee

The purpose of the Nominating Committee shall be to nominate candidates for all standing and ad hoc committees of this Church, Trustees of the Church and Trustees of The First Baptist Church of Garland Foundation. The outgoing chairperson of the Personnel Committee shall serve on the Nominating Committee for two years, the first year as a member, the second year as the chairperson. All other members shall serve one year only. This committee shall consist of the chairperson of the Nominating Committee and outgoing chairpersons of all standing and ad hoc committees of this Church. If the outgoing chairperson of any standing committee declines to serve or is not rotating off such standing committee, then such chairperson shall appoint another person rotating off such standing committee to serve on the Nominating Committee. If none of the members of a standing committee is able to serve on the Nominating Committee, an eligible person from another committee shall be selected by the Nominating Committee to fill the seat. Members of The Nominating Committee may not nominate themselves to fill a position on a standing committee. The Nominating Committee may not nominate candidates for the office of Pastor, Deacon or any employee of this Church;

This Committee shall:

- a. Conduct studies concerning the needs of this Church for church committees and make recommendations to this Church for the establishment of any new committees, whether standing or ad hoc; and

- b. Make recommendations to this Church as to the functions and duties of any proposed new committees (standing or ad hoc), and make recommendations for any proposed modifications of the functions and/or duties of established committees (standing or ad hoc) when needed.

6. Personnel Committee

The Personnel Committee shall function as a policy and planning group, leaving the direction, supervision, and administration of this Church's employees to those staff members and supervisors who have been charged with those duties. The Personnel Committee shall create, review and update personnel policies pertaining to this Church's employees, as needed.

In carrying out its duties, the Personnel Committee shall take into account the budget limitations of this Church and obtain the advice and counsel, if needed, of the Pastor, officers of this Church, various chairpersons of this Church's committees, and supervisory employees of this Church.

The Personnel Committee shall be composed of nine persons. The term of each member shall be for three years, with three members being elected each year. Meetings of the committee may be called by the Chairperson, Vice Chairperson, Pastor or Chairman of the Body of Deacons. Each Committee member shall be an example of personal stewardship and give at least a tithe to the annual budget of this Church.

~~*In all minister level or executive minister level employment searches, the Personnel Committee shall form a subcommittee to conduct the search. The subcommittee shall consist of at least two Personnel Committee members. This subcommittee shall report back to the Personnel Committee when it has completed its search. The subcommittee's membership will continue, regardless of the expiration of the term of any Personnel Committee member.*~~

The Personnel Committee shall make studies and recommendations with respect to the following:

- a. Matters of policy pertaining to employees, including, but not limited to, employment, termination of employment, personnel administration and management, salaries, fringe benefits, job functions and responsibilities;

- b. Organization and salary structure of all church employees, including, but not limited to, salaries to be paid to employees; salary ranges and salary adjustments as merited; special compensation for employees; reimbursement for expenses related to church business and functions; and employee benefits, pensions, insurance, vacations, sick leave, and holidays;
- c. Organization of the employees and their supervisors, the need to create or eliminate positions; and preparation of job descriptions, responsibilities and functions;
- d. Recruitment and interview of applicants for Church staff positions; and
- e. Special recognition of employees on anniversaries and special occasions, and the nature of the gifts to be given to such employees.

The Personnel Committee shall have a Chairperson, Vice Chairperson, Secretary and such other officers as it may from time to time elect. The Chairperson shall preside over meetings and discharge other customary functions of a chairperson. The Vice-Chairperson shall assist the Chairperson and shall assume the duties of the Chairperson in the absence of the Chairperson. The Secretary shall record minutes of all actions and maintain all records, which are a direct responsibility of the Personnel Committee.

7. Scholarship Committee

The Scholarship Committee shall work closely with the Youth Minister in awarding the scholarships established by or through this Church. The functions of the Scholarship Committee shall be to:

- ~~a. Assist in the establishment of guidelines, procedures and criteria for awarding the scholarships;~~
- a. Assist in the preparation of an application to be submitted by the scholarship applicants;
- b. Gather and review the applications submitted to the Scholarship Committee; and
- c. Select the recipients of the scholarships in accordance with the particular requirements to each scholarship program.

The Scholarship Committee shall consider, in no order of preference, academic standing, participation in church activities, extracurricular school activities, and community service outside of church service in making its awards of scholarships. The

Scholarship Committee shall formulate applications for scholarships that reflect the above considerations. The specific requirements of individual designated scholarships are in addition to the above listed considerations.

In addition, the Scholarship Committee shall work closely with the Business Administrator in determining the amount of funds available for the scholarships awarded.

The Scholarship Committee shall meet as needed during the year and shall be composed of nine members. The term of each member shall be for three years, with three members being elected each year. A church member shall not be eligible to serve on the Scholarship Committee if, during the three-year term, the individual will have a spouse or relative who could be applying for a scholarship to be awarded by this committee. The Youth Minister and the Director of the twelfth grade Sunday School department shall serve as ex-officio members of the Scholarship Committee.

8. Missions Committee

The purpose of the Missions Committee shall be to assist the Minister of Missions and pastor in providing direction for the ministry of missions. Specifically, the committee shall work with the Minister of Missions in preparation of the mission's budget. The committee shall encourage, educate and advocate mission action on the part of all organizations and members of the Church, including local, state, national and international missions.

The committee will consist of ~~6~~ 9 members, each of whom is actively involved in some facet of missions in the congregation, such as a mission organization, leadership in a children's mission organization, participation in a Church sponsored church start or mission trip, or other Church sponsored mission activity. Each member will serve three-year terms with ~~2~~ 3 members rotating off each year. The Minister of Missions, Director of the Friendship House and a Youth Representative appointed annually by the Minister of Youth will be ex-officio members of the committee.

B. Ad Hoc Committees

This Church has likewise established a number of temporary Ad HOC committees. Each committee shall elect its own chairperson and any other officers it deems necessary by majority vote. The Ad Hoc Committee names and limited responsibilities are as follow:

1. Constitution/Bylaws Committee

The Constitution/Bylaws Committee shall be appointed once every five years, or sooner if deemed necessary, to review the Constitution and Bylaws of this Church for any additions, amendments, or deletions, if any.

The committee shall be composed of seven persons who are to be nominated by the Nominating Committee, with input and advice from the Pastor, with this Church's approval at a regularly scheduled business meeting once every five years, from the effective date of these Bylaws.

Any additions, amendments, or deletions to the Constitution and Bylaws shall be presented to this Church for consideration and a vote, in accordance with Article XI of the Constitution. The Constitution and Bylaws may be amended by a two-thirds vote of the members present and voting at a Church business meeting. Notice of the date and time of said business meeting shall be given to the members of this Church at least **two consecutive Sundays** prior to the business meeting. Such a notice shall contain the text of the proposed additions, amendments, or deletions. After the Committee's recommendations are voted on, it shall dissolve until new members are nominated five years afterwards.

Copies of the Constitution and Bylaws shall be maintained in this Church's office or Church library at all times, and shall be available for viewing by any member of this Church under reasonable circumstances.

2. Pastor Search Committee

The Pastor Search Committee shall be elected in accordance with Article VII (a) of this Church's Constitution. Its duties and responsibilities are outlined therein.

3. Other Ad Hoc Committees

This Church may from time to time establish additional Ad Hoc Committees, each of which will be created for a limited duration and for a specific purpose, and will be approved at a business meeting of this Church prior to the election of any committee members.

Section IV

THE FIRST BAPTIST CHURCH OF GARLAND FOUNDATION (the "Foundation")

A. Creation and Purpose of the Foundation

The Foundation was incorporated on April 2, 2001 and was organized for the sole purpose of supporting any religious, missionary, benevolent, charitable or educational undertaking of this Church, by making distributions, or carrying on activities which exclusively benefit or carry out the religious, missionary, benevolent, charitable and educational purposes of this Church.

B. Trustees of the Foundation

According to the Articles of Incorporation and Bylaws of the Foundation, the management and control of the Foundation is vested in its nine-member Board of Trustees, all of whom shall be active members of this Church. The Bylaws of the Foundation provide that the Chairman of the Finance Committee and Chairman of the Deacons shall serve as Trustees for a term concurrent with his or her term of office as such Chairman. All other Trustees of the Foundation shall be nominated by the Nominating Committee of the Church and voted on by the Church at the same time as other candidates nominated to serve on other committees of the Church. ~~The initial terms of the Trustees shall be one, two and three year terms, to be determined by lot after election, and thereafter, successors~~ Trustees shall be elected for three-year terms upon the expiration of each term or for the remaining term of any person unable to serve out his or her full term as Trustee. The terms of the elected Trustees shall commence on the same date as the terms of persons elected by the Church to serve on committees of this Church. All other matters relating to the composition, duties and functions of the Trustees shall be governed by the Articles of Incorporation and Bylaws of the Foundation.

C. Minutes and Reports of the Foundation

Copies of all minutes of the annual and special meetings of the Board of Trustees, all resolutions passed by the Board and all annual audits of the Foundation shall be available for review by all members of the Church. In addition, all written reports required by the Bylaws of the Foundation to be made to the Church concerning investments, revenues, expenditures for administration expenses, listings of all grants, estimated budgets for administration expenses, estimates of amount available for distribution and the status of the Foundation as a 509(a) (3) organization shall be reviewed by the Finance Committee and shall be made available for review by all members of the Church.

D. Approval of Gifts and Grants

The Church shall vote whether to approve all gifts and grants of funds recommended by the Board of Trustees of the Foundation in accordance with the Bylaws of the Foundation.

Proposed approval on April 2, 2008