



# FAIRVIEW

BAPTIST CHURCH

## BYLAWS OF FAIRVIEW BAPTIST CHURCH of APEX

### Article I. Name

This church shall be known as Fairview Baptist Church of Apex and is located at 5608 Ten-Ten Road, Apex, Wake County, North Carolina 27539.

### Article II. Purpose

The purpose of Fairview Baptist Church is to glorify the Lord by expressing the love of Jesus Christ to our community, bringing people into a saving relationship with Him, by reaching out to and strengthening the family, as well as discipling, training and encouraging believers to spiritual maturity and ministry.

### Article III. Constitution

We, a fellowship of Christians, declare and establish these Bylaws to preserve and secure the principles of our faith and to govern the body in an orderly manner consistent with the tenets of Baptist Churches. These Bylaws shall preserve the liberties inherent to each individual member of the church, and set forth the relationship of this body to other Baptist bodies. This body of believers shall be known as Christians first and Baptists second, believing the principles set forth in the teachings of the Bible. They shall recognize the Bible as the inspired Word of God and as the final authority in the rule of faith and conduct; adhering to the doctrines of the Old and New Testaments, believing that Jesus Christ is the Son of God and our Great Redeemer, believing the power of the Holy Spirit and depending upon it as such; and recognize the believer's baptism by immersion as our only form of baptism; recognizing the autonomy of the local Church, the Church being governed by Jesus Christ through democratic principles, where each member will have an equal voice in all affairs involving this body of Christian believers; recognizing the separation of Church and State. The Holy Bible is the inspired Word of God and is the basis for our statement of faith. This church subscribes to the summary of the teachings of Scripture as set forth in the

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Baptist Faith and Message as currently adopted by the Southern Baptist Convention.

#### **Article IV. Government**

##### **Section 1. Congregational Government**

The government of this church shall be congregational in nature, and the final authority for the operation and management of the affairs of this corporation, spiritual and temporal, shall be vested in the membership of the church, which authority shall be exercised in the manner set forth in the Bylaws. Members alone shall have the authority to adopt and amend Bylaws, approve budgets, receive members and govern and conduct the affairs of this church.

##### **Section 2. Autonomy and Affiliations**

This church is autonomous, yet as a Baptist church, it recognizes the privileges of Christian fellowship in cooperation with other churches, but it shall at all times be independent and the final authority for management and operations of all spiritual and temporal matters shall be vested in the membership of the church and be exercised in the manner set forth in these Bylaws. This church shall be affiliated with the Raleigh Baptist Association, the Baptist State Convention of North Carolina and the Southern Baptist Convention believing that these organizations have as their sole purpose the promotion and support of missions, education and benevolence in keeping with the character and the spirit of the Articles of Incorporation and Bylaws of this church. This church agrees to participate in these organizations through duly elected messengers and financial support.

#### **Article V. Membership**

##### **Section 1. Eligibility**

The membership of this congregation shall be composed of persons who have repented of their sin and placed their faith in Jesus Christ as Lord and Savior, who have given evidence of regeneration by the Spirit of God, who have made a public profession of faith through baptism by immersion, and who have been received into the fellowship of this church by majority vote of the members present.

##### **Section 2. Admission of Members**

A person may become a member in one of the following ways:

###### **A. Profession of Faith and Baptism:**

An applicant may be received on profession of faith as a candidate for baptism, after the administration of which the applicant shall automatically enjoy the full fellowship of the church.

###### **B. Letter.**

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A member in good standing of another Baptist Church or church of similar faith and practice, who has experienced believer's baptism by immersion, may be received by letter of dismissal from such church. Upon receipt of the letter of transfer, the applicant shall enjoy the full fellowship of the church. Should the letter of transfer not be received within ninety (90) days, the church clerk shall record this applicant as a member "Received on Statement of Faith".

**C. Statement of Faith.**

Any person to whom the ordinance of baptism by immersion has been administered may be received as a member upon statement of faith in Christ.

**Section 3. Procedure**

Prospective members may present themselves at any point for membership. At the discretion of the Pastor following suitable membership orientation, the church will vote on the membership of the candidate during a regular church service

**Section 4. Duties of Members**

Having been led by the Holy Spirit to repentance and faith in the Lord Jesus Christ according to the will of the Father, and having been baptized as believers in the name of the Father, the Son, and the Holy Spirit, we desire to be obedient to God's Word, and therefore, with the gracious aid of God, commit to:

Pray for and seek the salvation of others through the proclamation of the gospel; Fight against sin in the pursuit of sanctification through personal and group discipleship; Confess, believe, and defend biblical doctrine as summarized in our statement of faith; Speak the truth in love to one another in a way that is edifying and receive admonishment as occasion may require; and Be slow to take offense and always ready to reconcile and to offer forgiveness freely to one another.

Pray for the church as a whole, for her members, and for our mission partners; Participate in worship gatherings, the ordinances, Life Groups, and members' meetings regularly and faithfully; Pursue our church's mission in a spirit of loving cooperation, submitting to the leaders who have been granted authority by the congregation; Protect the unity of the church by walking together in Christian love; and Serve one another as members of one body, using our spiritual gifts, natural abilities, and resources.

Pray for boldness and opportunities to share the gospel with gentleness and respect, always ready to give the reason for the hope that is within us; Be zealous in our efforts to advance the gospel of Jesus Christ, submitting our preferences and comforts to the mission of making

disciples; Commit to equip, send, and support one another for international, national, and local missions efforts; Give of our finances generously, sacrificially, and regularly in support of the ministries of the church and our mission partners; and Be faithful kingdom witnesses in all areas of life by walking in the fruit of the Spirit and aiding those in need.

Now to Him who is able to keep us from stumbling and to present us blameless before the presence of His glory with great joy, to the only God, our Savior, through Jesus Christ, our Lord, be glory, majesty, dominion, and authority before all time and now and forevermore. Amen.

### **Section 5. Rights of Members**

#### **A. Voting.**

Every member is entitled to vote at all elections and on all questions submitted to the membership.

#### **B. Holding Office.**

Except as otherwise set forth herein, every member is eligible for consideration by the membership as a candidate for elective offices in the church.

#### **C. Ordinances.**

Every member of the church may participate in the ordinances of the church as administered by the church.

#### **D. Records.**

Members shall have access to the principal records of the church including minutes of its governing body and principal financial reports. However, consistent with Baptist doctrine and practice, these rights shall not include the right to review or inspect individual donor records or personnel files.

### **Section 6. Inactive Members**

The Deacons shall annually review the membership of the church and shall recommend to the church the placement on an inactive roll of any member who, without good cause, has failed to participate in any meaningful way in the life of the church for a period of one year or more, and who has not responded to efforts by the Pastor and or Deacons to take their membership seriously, or the member indicates a desire to be placed on an inactive roll. The church in session shall act on such recommendations from the Deacons and the clerk shall maintain an inactive member roll. Persons on the inactive roll shall be ineligible to vote or hold office. Such persons may be removed from the inactive roll and return to the regular church roll by congregational vote initiated by a request of the member or by recommendation of the Deacons.

## **Section 7. Termination of Membership**

The methods of terminating the membership status of a member shall be as follows:

### **A. By Letter.**

Should a member desire to unite with another church, he/she shall present themselves to that church and upon request of the clerk of that church, a letter of transfer shall be granted and sent to the requesting church.

### **B. Removal from Roll.**

Upon receipt of reliable information that a member has united with another church, this church shall terminate the membership status of the member and the clerk shall remove the member from the roll, and advise the church of the action at the next meeting, and where possible notify by letter the person removed from membership of the action.

### **C. Discipline.**

The church, after due notice, may upon majority vote in any church conference terminate the membership of a member of this body for reasons it considers sufficient to warrant such actions. This action should be considered only after following the biblical principles found in Matthew 18: 15-17. This action should always be done in the spirit of love and restoration. Any action to remove a member from the roll may be acted on only if notice of the pending action has been given to the church and, if possible to the member affected.

### **D. By Personal Request.**

Should a member desire that his/her name be removed from the membership roll, he/she shall submit a written request, signed by the member, to the church clerk and Pastor or Deacons. The clerk shall remove the member from the roll, and advise the church of the action at the next meeting.

## **Article VI. Meetings**

### **Section 1. Worship**

This church shall hold regular worship services on Sundays at such time as recommended by the Pastor and Deacons and agreed upon by the church for worship, teaching, training and fellowship. Other meetings of the church as a whole or of authorized groups within the church may be set according to the needs of the congregation.

### **Section 2. Business Meetings**

#### **A. Annual Meeting.**

The annual meeting shall be held the third Wednesday in January of each year for the election of church officers, lay ministries, standing committees, special

committees, and any other offices and committees of the church. Unless the Deacons with proper notice change the date. The election of some officers may, at the discretion of the church or as set forth in these Bylaws be held at some other regular or called meeting.

**B. Regular Meetings.**

This church shall hold regular business meetings on the third Wednesday of each quarter, for the disposition of all business matters not otherwise provided for, to hear reports from the various church organizations and to consider other matters essential to the spiritual welfare and prosperity of the congregation. With due notice and good cause, the Deacons may change the date of the quarterly meeting.

**C. Special Called Meetings.**

1. At any regular meeting of the Church, the Pastor or the chairman of Deacons may call for an immediate business conference to act upon certain matters of business -- appointment of messengers to meetings, the reception of members, and the annual SBC report.
2. Special business meetings may be called by the Pastor, the chairman of the Deacons, a majority of the Deacons or any twenty members requesting such in writing. Upon such a request the moderator shall schedule a meeting to be held within thirty (30) days. Notice of the subject, date, time, and location must be published in the church bulletin at least one week before the meeting and announced at all services on the Sunday prior to the special business meeting. No matter shall be considered at the called meeting except that for which it was called and previously announced.
3. In the event of an emergency, the Pastor or chairman of the Deacons may, with consent of two-thirds of the Deacons, call an emergency meeting without full notice to the members. Such notice as is possible will be given to the membership, and action is limited to the items requiring the emergency meeting. Such emergency meetings shall not be subject to the special procedures set forth below. No meeting under this provision may be called in regard to personnel matters.

**D. Presiding Officer.**

The moderator shall be the chairman of Deacons who shall preside at all business meetings. If the chairman of the Deacons is absent, the vice-chairman of the Deacons shall preside.

**E. Quorum.**

A quorum shall consist of 25% of the active members of the church present and

voting.

**F. Matters Requiring Special Procedures.**

On any motion properly before a business meeting dealing with the purchase or sale of real property, the employment terms or salaries of church staff, the removal of officers, the modification in the overall budget exceeding \$500.00, or the affiliation relationships of the church, special procedures apply. Where the membership has not been given notice of the general subject and nature of the proposals to be voted upon at such a meeting, any member may, by request at such a meeting, require that the motion be referred to the Deacons and the appropriate lay ministry or committee, who will have up to thirty (30) days to make a non-binding recommendation regarding the proposal. The congregation may vote upon the motion at the next special or regular business meeting. Upon their recommendation or the expiration of 30 days, the congregation may vote upon the motion.

**G. Notice.**

Except where otherwise required by these Bylaws, any requirement of notice for a meeting or item of business to be presented shall be satisfied if announcement is made at a Sunday morning worship service one week in advance of any meeting or action, or notice is provided in any regular or special church newsletter mailed ten (10) days in advance.

**H. Voting.**

Unless otherwise designated, all matters of business shall be decided by a majority vote of the members present and voting. Voting by proxy or absentee ballot shall not be permitted. Except as otherwise set forth in these Bylaws; the moderator at his discretion shall designate the manner of voting, except that the members may by motion made and adopted require a written ballot.

**I. Minutes.**

The church clerk shall keep minutes of each business meeting and shall record the approximate number present and what action the church took as part of a permanent church record. A copy of the minutes of the meeting shall be kept at the church office.

**J. Procedure and Parliamentary Rules.**

It shall be the duty of the moderator to maintain an atmosphere of courtesy, reverence and good order in all business meetings. Except where specific provisions are made herein, Robert's Rules of Order, shall be a general guide for the conduct of all business meetings of the church, except that the moderator may, absent objection or with the consent of the majority, deviate from such rules in the interests of full discussion and harmony.

## **Article VII. Officers**

### **Section 1. Ordained or Scriptural Officers**

The officers of this church shall be the senior Pastor, ministerial staff, Deacons, and such other officers as shall be required to do the work of the church in any of its departments or organizations. The Pastor and ministerial staff called by the church and Deacons and other officers elected by the church shall serve at its pleasure, and shall be members in good standing at the time of election except that a Pastor or ministerial staff may or may not be a member until after his call.

### **Section 2. Other Officers**

There shall be a church clerk, a treasurer and such other officers as may be needed to carry out all the purposes of the church. Their term of office will be one year. All of these shall be elected by the church and serve at its pleasure, and shall be members in good standing at the time of their election

### **Section 3. Pastor**

#### **A. Duties.**

The Pastor shall have charge over the welfare and oversight of the church; the Pastor shall be an ex-officio member of all organizations, departments, lay ministries and committees; may recommend a special meeting of the Deacons or any lay ministry or committee according to procedures which may be set forth in the Bylaws; shall conduct religious services on stated and special occasions, administer the ordinances, minister to members of the church and community, and perform other duties that usually pertain to that office; shall have special charge of the pulpit ministry of the church and shall, in cooperation with the Deacons, provide for pulpit supply when absent and arrange for workers to assist in revival meetings and other special services. The Pastor shall be the administrative head of the church and shall arrange and approve all absences and vacations of all church employees as stated in the policies and procedures manual of the church.

#### **B. Call and Election.**

Whenever a vacancy occurs, a Pastor Search Committee shall be elected by the church to seek out and recommend as Pastor a minister of the Gospel whose Christian character and qualifications fit him for the office. The Pastor Search Committee shall consist of five (5) members to be elected by the church in the following manner: Each church member will be allowed to nominate by ballot five (5) members for the open positions. The Deacon fellowship will contact the nominees to accept or reject the nomination until 10 nominees have accepted. Each church member will then be allowed to vote for five of the ten nominees by ballot. The election for the call of the Pastor will follow the recommendation of this

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committee at a meeting called for that purpose of which at least one week's notice has been given to the members by mail. The committee shall bring only one name at a time for the consideration of the church. Any church member has the privilege of making a recommendation to the Pastor Search Committee.

Elections shall be by ballot and only one vote will be taken for the prospective Pastor. Absentee ballots will be available upon request one week prior to the meeting and must be received by that day. There must be an affirmative vote of 90% of those voting necessary for an extension of a call. If the committee's report fails to receive the required vote, the moderator shall declare the nominee not called, and shall refer the matter, without debate, to the committee for further investigation and further recommendations under the foregoing procedure.

**C. Employment Policies.**

The church shall establish and set forth appropriate employment policies in regard to the Pastor, and annually review such policies. Such policies shall not constitute a contract and are subject to modification by the church at any time.

**D. Termination.**

The Pastor is called to serve until the relationship is dissolved at the request of either the Pastor or the church.

**1. Resignation.**

The Pastor may resign but shall normally provide at least thirty (30) days notice before the termination of his services. A written resignation or an oral resignation delivered at a Sunday morning service or business meeting of the church, if without conditions shall be final and binding. If any resignation is subject to conditions it shall be effective and binding when accepted by majority ballot vote of the church.

**2. Removal.**

A Pastor may be removed by a majority vote of the members present and voting at a properly called meeting. Such a vote may be held only at a meeting in regard to which notice has been mailed to all church members with a known address of the pending action, and the Pastor is provided an opportunity to be heard. Such a vote may be initiated by the recommendation of the Deacons or by other motion properly before the church calling for such a vote.

- a. The officers and the members shall make every effort to follow biblical principles including the process set forth in Matthew 18 in dealing with conflicts regarding pastoral staff. An effort should be extended to permit reconciliation of conflicts in a manner consistent with our Christian faith and doctrine.

- b. Removal shall be effective immediately upon the adoption of a motion terminating the Pastor, but salary and benefits shall continue for not less than thirty (30) days. Any resolution to dismiss may also contain recommendations concerning other financial aspects of the termination including severance pay.

#### **Section 4. Deacons**

There shall be nine (9) Deacons elected for the first 150 members of the church and additional Deacons shall be elected as deemed necessary by the current Deacon fellowship. It is recommended that Deacons serve a maximum of twelve (12) families.

##### **A. Selection**

###### **1. Qualifications.**

Men of the church, over 21 years of age, who are active members and who have met the Scriptural qualifications according to I Timothy 3 and have been members of the church for at least one (1) year are eligible for nomination.

###### **2. Nomination and Election.**

In a process administered by the Deacons, the church shall nominate and elect Deacons to fill available positions. This process shall include the following four steps. The election shall occur at a regular Sunday morning worship service by secret ballot.

- a) Nomination. The last week in June of each year each member of the congregation will be allowed to nominate by ballot a maximum of one (1) person for each vacant position
- b) Pastor/Deacon Review. Each nominee will be evaluated by the Deacon Fellowship to confirm his Scriptural qualifications. This process shall normally include the completion of a questionnaire by nominees and personal interviews of first time Deacon candidates.
- c) The Deacons shall, based on their prayerful judgment and review of all nominees, recommend to the church a slate of candidates to fill the available Deacon positions.
- d) The church shall vote to accept or reject each nominee presented by the Deacons. Should a nominee not be accepted by a 2/3rds of the voting members, the Deacons shall be charged with again reviewing the matter and submitting another nominee if necessary.

###### **3. Ordination.**

All persons selected to the body of Deacons shall be introduced and ordained as Deacons prior to assuming office. This ordination shall take place on or before the fourth Sunday of September.

##### **B. Terms and Re-election.**

Each Deacon shall serve a three-year term and will not be eligible for nomination

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and re-election for at least one (1) year.

**C. Meetings.**

Deacons shall meet monthly. Deacon's meetings are open for any church member to bring appropriate matters for their consideration. Advance notice to the chairman of Deacons is necessary prior to the meeting. The Pastor or the chairman of the Deacons may call the Deacons into special session whenever need for such arises. Alternatively, a special meeting shall be called by the Pastor or chairman of the Deacons upon a petition of five Deacons.

**D. Ministry Duties.**

Deacons shall at all times consider themselves as servants of the church with the Pastor, and as the Holy Spirit may direct, they are to consider and make recommendations to the church in all matters pertaining to its work and progress, including church discipline. Each Deacon shall minister to the spiritual and physical needs of an assigned number of church families. This shall involve regular visitation contact in order to assess those needs. They shall assist the Pastor in the observance of the ordinances. The Deacons shall review the annual church budget and assist the Pastor in the use of the church property, (with proper respect to the responsibilities of the Building and Grounds Committee).

**E. Organization.**

The Deacons shall elect their chairman, vice-chairman, secretary and such other officers as they deem appropriate and establish regular times of meetings.

**F. Corporate Duties.**

**1. Function as Board of Directors.**

The current Deacons shall, meeting and acting together, constitute the Board of Directors of this church. Such Board of Directors shall change by and in the same procedure as for the terms of members of the Deacons so that the Board of Directors shall perpetually be the same as the Deacons. In their capacity as directors, they shall have the duties and responsibilities attendant to directors, subject however to the limitations set forth in the charter and Bylaws. The directors shall not have power, except as expressly authorized by the congregation, to purchase or sell or encumber any real or personal property, to install or remove officers or staff, to amend the Bylaws or charter, or to bind the corporation to any contract. Consistent with our spiritual principles, Baptist polity and long-term practice, the congregation as a whole retains the authority to govern the affairs, spiritual and temporal, of the church.

**2. Corporate Officers.**

The chairman of the Deacons shall, whenever required by law or practice, serve as the president of the corporation, having however only such express powers

as are granted by the congregation, and having no power absent such express authorization to bind the corporation in any matter or act for it. In a similar manner and subject to the same limitations, the vice-chairman of the Deacons shall be authorized to act as the vice-president.

#### **Section 5. Clerk**

It shall be the duty of the clerk to attend, or be represented at all church business meetings, to keep accurate record of all business transactions, to prepare the annual associational letter and to notify all officers, issue letters of dismissal as authorized by the church, preserve all papers and valuable letters and records that belong to the church, and preserve a true history of the church. It shall also be the duty of the clerk to see that an accurate roll of the church membership is kept with dates and methods of admission and dismissal, change in name, correct mailing addresses and other pertinent information. The clerk shall serve a one-year term and may be reelected to consecutive terms. The clerk shall serve as the secretary of the corporation.

#### **Section 6. Treasurer**

The church upon recommendation of the Nominating Committee shall elect a treasurer annually. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved by proper authority, all money, or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. If the church hires a financial secretary, it shall be the duty of the treasurer to oversee and work with this person.

The treasurer shall be an *ex officio* voting member of the Stewardship Committee and will serve as a liaison between the financial secretary and the committee for the oversight of church monies. The church treasurer may be reelected to consecutive terms from January 1 to December 31.

The treasurer shall render to the church at each regular business meeting an itemized report of the receipts and disbursements year to date. The treasurer's report shall be audited annually by an auditing committee using an agreed upon procedure as outlined in the church policy manual. The treasurer's books, records, and accounts kept shall be considered property of the church.

#### **Section 7. Assistant Treasurer**

As needed, the church upon recommendation of the Nominating Committee may elect an assistant treasurer annually to provide support for the office of treasurer. The assistant treasurer will work under the direction of the treasurer and will act on the treasurer's behalf in his absence. The assistant treasurer shall be an *ex officio* non-voting member of the Stewardship Committee except when proxy voting on behalf of the treasurer. The assistant treasurer may be reelected to consecutive terms from January 1 to December 31.

## **Article VIII. Lay Ministries and Committees**

### **Section 1. Election**

The church shall elect such lay ministries, standing committees and special committees as may be deemed necessary to carry on the various phases of the program of the church. The church upon the recommendation of the Nominating Committee shall elect these lay ministries and committees, unless the church directs their appointment in a different manner. All lay ministries and committees serve at the pleasure of the church, and shall in no event have any authority to act for the church except where specifically authorized.

### **Section 2. Membership and Duties**

The membership and duties of all lay ministries, standing committees, and special committees not defined in this document, shall be established by the church and set forth in a lay ministry and committee handbook made available to all church members.

Members of all lay ministries, standing committees and special committees shall be church members of no less than six months, unless approved by the pastors or deacons; are in good standing and regularly participate in services and activities of the church.

### **Section 3. Meetings**

Each standing committee or lay ministry will begin to function upon election and will meet as often as is necessary to fulfill their duties or to carry out the ministries of the church. To ensure continuity, the outgoing chairperson of each standing committee will convene the new committee within 30 days of election for the purpose of electing a new chairperson. The name of the new chairperson will be communicated to the church office following the meeting.

### **Section 4. Standing Committees**

#### **A. Nominating Committee**

##### **1. Membership**

The Nominating Committee will consist of six (6) members, each serving a two-year term. Terms will be staggered such that three members will be elected annually; thereby ensuring that there will always be three experienced members. During the January annual meeting, the deacons will nominate three new members to be elected by the church. The committee shall begin to function upon election.

##### **2. Duties**

It shall be the duty of this committee to make nominations and to certify for election all personnel for the various ministries and committees of the church. The committee shall prepare and present a report to the church membership to

be voted on by the church body the last Sunday in August. The report will consist of nominees for church officers, life group leaders and ministry leaders as required for programs that begin in September. A second report shall be presented for election during the January annual meeting for the remaining leadership positions. The Committee will strive to select and nominate men and women with giftedness and talents to best fulfill the duties of all committees and lay ministries. In the event of a vacancy in any office, committee or ministry, the Nominating Committee shall be charged with the responsibility of nominating members to fill such vacancies as needed, with the exception of deacon vacancies.

**B. Stewardship Committee**

**1. Membership**

The Stewardship Committee shall consist of six (6) members, each serving a three (3) year term. Terms will be staggered such that two members will be elected annually; thereby ensuring that each year there will be consistency and experienced committee members. Two additional members will be the treasurer as an *ex officio* voting member and the assistant treasurer as an *ex officio* non-voting member of the committee. The church will elect the two new committee members annually during the January annual meeting upon recommendation of the Nominating Committee. The committee shall begin to function upon election.

**2. Duties**

It shall be the duty of this committee to oversee all financial matters of the church, including the payment of all bills, salaries, etc., and shall be charged with keeping expenditures in line with money on hand. This committee shall be responsible for the preparation of the annual budget of the church, which shall be an inclusive budget indicating, by items, the amount needed for all ministries that will be undertaken.

**3. Meetings**

This committee shall meet monthly to review the finances and more often as needed for budget planning and financial considerations throughout the year.

**C. Personnel Committee**

**1. Membership**

The Personnel Committee shall consist of six (6) members each serving a two-year term. Terms will be staggered such that three members will be elected annually, thereby ensuring that each year there will be consistency and experienced committee members. Each year the Nominating Committee will present for election by the church two (2) new members from the church body. The deacons will elect one (1) new member from the deacon body to serve on

the committee. The committee shall begin to function upon election.

## **2. Duties**

It shall be the duty of this committee to formulate and administer policies concerning the employment, dismissal, and compensation of all salaried personnel of the church, except the Pastor. Personnel Committee policies shall be made available to church members on request. It shall also be the duty of this committee to make annual recommendations to the Stewardship Committee of adequate wages and benefits for all paid personnel including the Pastor. It shall also be the duty of this committee to hire all non-ministry personnel for currently approved staff positions (i.e. secretary, janitor, groundskeeper, etc.) New hires and dismissals shall be communicated to the church.

## **Article IX. Staff**

### **Section 1. Ministerial Staff**

The ministerial staff shall be composed of the Pastor and other persons who fill ministerial positions. Members of the ministerial staff other than the Pastor shall be elected or terminated by the membership upon recommendation of the Personnel Committee in consultation with other appropriate committees and the Pastor.

### **Section 2. Church Staff**

The current church staff shall be composed of all persons employed by the church except the ministerial staff and the Pastor. Members of the church staff shall be hired or terminated by action of the Personnel Committee with the agreement of the Pastor.

### **Section 3. General Provisions for Ministerial and Church Staff**

A job description for each staff position shall be prepared and shall be revised periodically by the Pastor and the Personnel Committee and given to all candidates being considered for that position or to the person filling that position. New staff positions may be created from time to time by vote of the membership. Staff positions may be combined or eliminated from time to time at the discretion of the Pastor and the Personnel Committee, and the combined position may be held by one person. The membership shall be informed of the actions taken at the next regular business meeting. All members of the staff shall be called or employed for indeterminate terms. A staff member may resign by giving two weeks written notice of resignation to the church. The relationship of a staff member to the church may be terminated by the church at any time by action of the body or committees authorized to elect or terminate that staff member. The church shall for all staff positions establish appropriate employment policies including job descriptions, benefits and other policies. Such policies shall not constitute an employment contract and may be terminated or modified at any time by appropriate church action.

## **Article X. Finances**

### **Section 1. Budget**

The Stewardship Committee shall prepare and submit to the church for approval an annual budget.

### **Section 2. Accounting Procedures**

The Stewardship Committee will establish policies and procedures for the handling of all church funds. All funds for any and all purposes shall be handled in accordance with these set policies to be maintained in the church policy manual. An additional procedure manual will be maintained by the Stewardship Committee to ensure continuity as new leadership is elected.

### **Section 3. Solicitation and Fund Raising**

Fund raising in the name of Fairview Baptist Church shall not be permitted unless submitted to the Deacons for approval. The Deacons shall, within thirty days, present its recommendation to the requestor.

#### **A. Expenditures and Receipts of Funds**

1. No funds shall be disbursed without the express authorization of the church as provided for in the budget or separate authorization.
2. No designated funds shall be received except where the church has approved the receipt of funds for the designated cause. Separate accounting shall be maintained for all designated gifts and funds.
3. The receipt of gifts of real or personal property must be approved by the appropriate church authorities.
4. All gifts of money or other items shall be used solely at the discretion of the church, subject only to such restrictions on the use of gifts which are designated to a church approved fund, and as may be made at the time of their receipt.

### **Section 4. Fiscal Year**

The fiscal year of the church shall run from January 1 to December 31.

## **Article XI. Church Policy Manual**

The officers shall assure the creation and maintenance of a policies and procedures/operations manual which shall contain all currently controlling policies and procedures governing any aspect of the church's affairs including policies regarding the handling of funds, use of facilities and employment policies and practices.



## **Article XII. General and Miscellaneous Provisions**

### **Section 1. Baptism**

A person who has received Jesus Christ as Savior by personal faith and who indicates a commitment to follow Christ as Lord shall be received as a candidate for baptism. Baptism shall be by complete immersion in water. The Pastor, or anyone the church body authorizes, shall administer the baptism. Baptism shall be administered as an act of worship during another worship service. The Pastor or a Deacon shall counsel a person that has professed Jesus Christ as Savior and has failed to be baptized after a reasonable length of time.

### **Section 2. The Lord's Supper**

The Lord's Supper is a symbolic act of obedience whereby the body of believers, through partaking of the bread and the fruit of the vine, commemorate the death of our Lord and Savior Jesus Christ and anticipate his second coming. The Lord's Supper shall be observed at least quarterly. The Pastor and Deacons shall be responsible for the administration of the Lord's Supper.

## **Article XIV. Amendments**

### **Section 1. Amendment**

These Bylaws may be amended, altered, or repealed by a two-thirds favorable vote of the members present at a church conference at which such action is considered. No vote shall be taken to amend, alter, or repeal these by-laws until at least thirty (30) days notice has been given in the church newsletter, or by special mailing, that a conference will be held on a specific date for the purpose of presenting the proposed amendment, alteration, or repeal.

### **Section 2. Copies**

A copy of these Bylaws and any amendments thereto shall be maintained by the clerk and copies made available at the church office.

### **REVISION HISTORY**

<b>Date</b>	<b>Adoption / Amendment Description</b>
7-26-2005	Mailing to the FBC membership to schedule a vote to repeal the existing "Constitution and Bylaws - 1997" and to adopt the proposed "Bylaws of Fairview Baptist Church of Apex". The new Bylaws complement the "Articles of Incorporation" issued 11/18/2004.
8-28-2005	"Bylaws of Fairview Baptist Church of Apex" adopted in conference by the unanimous vote of those present.
9-20-2015	Updates to the financial section as well as miscellaneous cleanup. Approved by vote of the congregation at a called business meeting.
5-22-2016	Updates to membership wording, standing committee election and descriptions, and miscellaneous clean up.
10-09-2016	Removed all references to Spiritual Watchcare under Article V. Membership.
11-21-2018	Adopted a Membership Covenant.