

BYLAWS OF FAIRVIEW BAPTIST CHURCH OF APEX

Article 1. 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 2. Purpose

Fairview Baptist Church exists to make disciples of Jesus Christ.

Article 3. Constitution

We, as church members, declare and establish these Bylaws to preserve the principles of congregational governance consistent with the historical tenets of Baptist Churches, outline the responsibilities of church membership, and set forth the relationship of this local church to other Baptist bodies. As Christians, and Baptists in particular, we 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 Him 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 congregationalism, 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 Baptist Faith and Message 2000.

The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with the final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of church doctrine, practice and polity, and discipline, our congregation, as led by the pastors, serves as the church's final interpretive authority on the Bible's meaning and application.

Article 4. Governance

Section 1. Congregational Governance

As a congregationally governed church, the members of Fairview Baptist Church exercise final human authority to discern God's will for the congregation in areas of governance set forth in the Bylaws. As a whole, the congregation shall govern and conduct the affairs of this church in the following areas:

1. Adopt and amend the bylaws.
2. Approve and amend budgets.
3. Receive new members and have the final word in issues of church discipline if an issue cannot be resolved by pastors, deacons, or smaller groups of members.
4. Select qualified deacons from among the members (Acts 6:3).
5. Ordain and send members out for pastoral ministry or missions work (Acts 13:2-3, 15:22).

Section 2. Autonomy and Affiliations

This church is autonomous, yet as a Baptist church, it recognizes the benefits of cooperation with other churches, associations, networks, and entities. This church shall be affiliated with the Southern Baptist Convention and the Baptist State Convention of North Carolina. This church agrees to participate in these organizations through elected or appointed messengers and financial support. This church may also choose to affiliate itself with other associations and networks as deemed beneficial in keeping with the character of the Bylaws of this church, The decision to associate or disassociate with any convention, entity, association, or network will be determined by a congregational vote with at least a sixty-day notice.

Article 5. Membership

Section 1. Eligibility for Membership

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, who have agreed to submit to the teaching of Scripture and promise to keep the commitments expressed in the church membership covenant, and who have been received into the fellowship of this church by majority vote of the members present.

Section 2. Procedure for Membership

After completing membership requirements, prospective members may present themselves for membership with the recommendation of the pastors. The members present in the congregation will vote on receiving the candidate into the membership during a regular church service. A person is eligible to become a member in one of the following ways:

1. **Profession of Faith and/or Baptism:** An applicant may be received on profession of faith and/or as a candidate for baptism, after the administration of which the applicant will be eligible to become a member.
2. **Letter:** A member in good standing of another Baptist Church or church of similar doctrine and practice, who has professed their faith in believer's baptism by immersion, and has completed the membership process at Fairview, will be eligible to become a member.

Section 3. Church Membership Covenant

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:

1. **Gospel Transformation:** 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.

2. **Loving Community:** 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.
3. **Missional Living:** 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 4. Rights of Members

1. **Voting:** Every active member is entitled to vote at all elections and on all questions submitted to the membership.
2. **Holding Office:** Except as otherwise set forth in these bylaws, every qualified active member is eligible for consideration by the membership as a candidate for elective offices in the church.
3. **Ordinances:** The ordinance of believers' baptism is required for membership in the church. Every member of the church [along with every baptized believer present in the service (1 Corinthians 10:17)] may participate in the ordinance of the Lord's Supper as administered by the church.
 - a. **Baptism:** A person who has trusted in Jesus Christ as Savior will be received as a candidate for baptism by immersion after an interview with one of the pastors. The pastors, or anyone the pastors authorize, shall administer the baptism during a Sunday morning worship gathering.
 - b. **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 regularly. The pastors and deacons shall be responsible for the administration of the Lord's Supper.
4. **Records:** Members shall have access to the principal records of the church including minutes of its governing body and principal financial reports. These rights shall not include the right to review or inspect individual donor records or personnel files.

Section 5. Inactive Members

The pastors and deacons shall annually review the membership of the church. Members will be placed on an inactive roll who, without good cause, have failed to participate in any meaningful way

in the life of the church for a period of one year or more and who have not responded to efforts by the pastors and/or deacons to take their membership seriously, or the member indicates a desire to be removed from membership in the church.

Section 6. Termination of Membership

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

1. **By Letter:** Should a member desire to join another church, he/she shall present themselves to that church, and a letter of transfer will be sent to the requesting church.
2. **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 a member of the pastors shall remove the individual from the roll.
3. **Discipline:** The church, after due notice, may upon majority vote of active church members, 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 principles found in Scripture (Matthew 18:15-19, 1 Timothy 5:20, Titus 3:10, 1 Corinthians 5:2, 2 Corinthians 2:6). This action should always be done in the spirit of love and with the hope of restoration.
4. **By Personal Request:** Should a member desire that his/her name be removed from the membership roll, he/she must notify the pastors of their request. The pastors shall remove the member from the roll.

Article 6. Meetings

Section 1. Congregational Worship

This church will regularly gather for worship on Sundays at such time as recommended by the pastors and deacons and agreed upon by the church members. These gatherings will primarily be focused on 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. Membership Business Meetings

1. **Annual Meeting:** The annual meeting shall be held in January of each year unless the pastors and deacons, with proper notice, change the date. The purpose of this meeting is for the election of church officers, lay ministries, standing committees, special committees, and any other offices and committees of the church. 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.
2. **Regular Meetings:** This church shall hold regular business meetings each quarter (January, April, July, October) 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 pastors and deacons may change the date of the quarterly meeting.
3. **Special Called Meetings.**
 - a. At any regular meeting of the church, the Senior Pastor along with the Chairman of Deacons may call for an immediate business conference to act upon certain matters of business.

- b. Special business meetings may be called by the Senior 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 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.
 - c. In the event of an emergency, the Senior Pastor or Chairman of the Deacons may, with consent of two-thirds of the pastors and 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.
4. **Presiding Officer:** Church business meetings shall be moderated by either the Chairman of the Deacons or the Vice-Chairman of the Deacons.
 5. **Quorum:** A quorum shall consist of twenty percent of the number of active members of the church, present and voting.
 - 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 \$3,000, or the affiliation relationships of the church, special procedures apply when the membership has not been given notice of the general subject and nature of the motion to be voted upon.
 - a. At such a meeting, any member may, by request at that meeting, require that the motion be referred to the pastors and deacons and the appropriate lay ministry or committee, who will have up to thirty days to make a non-binding recommendation regarding the proposal.
 - b. Upon their recommendation or the expiration of thirty days, the congregation may vote upon the motion at the next special or regular business meeting.
 6. **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 communicated in the Sunday morning worship service one week in advance of any meeting or action, or notice is provided in any regular or special church communication ten days in advance.
 7. **Voting:** Unless otherwise designated, all matters of business shall be decided by a majority vote of the active members in a regularly called meeting. An allowance can be made for special circumstances for active members to participate in a vote when unable to be there in person at the time of the vote, to be outlined by the Senior Pastor and Chairman of the Deacons for a predetermined time period and means of voting.
 8. Except as otherwise set forth in these Bylaws, the Senior Pastor and Chairman of the Deacons shall designate the manner of voting except that the members may by motion made and adopted, require a written ballot.
 9. **Minutes:** The church clerk or an appointed church member 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.
 10. **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. The expectations of believers set forth in the Scripture will be the guide of conduct for

membership meetings. Except where specific provisions are made, Robert's Rules of Order shall be a general guide for procedure 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 7. Officers

Section 1. Ordained or Scriptural Officers

The officers of this church shall be the pastors and deacons and such other administrative officers as shall be required to do the work of the church in any of its departments or organizations. Pastors will become members of the church at the time of their call if they are not already members.

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. Senior Pastor

- 1. Duties:** The Senior Pastor shall have charge over the welfare and oversight of the church. The Senior Pastor shall be an ex-officio member of all organizations, departments, lay ministries, and committees (or may appoint another pastor to serve as a liaison); 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 pastors and deacons, provide for pulpit supply when absent and arrange for workers to assist in special services. The Senior 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.
- 2. Call and Election:** Whenever a vacancy occurs, a Senior Pastor search committee shall be elected by the church to seek out and recommend as Senior Pastor a minister of the Gospel whose Christian character and qualifications fit him for the office.
 - a. The Senior Pastor search committee shall consist of five members to be elected by the church in the following manner:
 - i. Each church member will be allowed to nominate by ballot five members for the open positions.
 - ii. The pastors and deacons will contact the nominees to accept or reject the nomination until ten nominees have accepted.
 - iii. Each church member will then be allowed to vote for five of the ten nominees by ballot.
 - b. The election for the call of the Senior Pastor will follow the recommendation of this committee at a meeting called for that purpose of which at least one week's notice has been given to the members by church-wide communication.
 - c. The committee shall bring only one name at a time for the consideration of the church.

- d. Any church member has the privilege of making a recommendation to the Senior Pastor search committee.
 - e. Elections shall be by ballot and only one vote will be taken for the prospective Senior 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 (meeting quorum) 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.
3. **Employment Policies:** The personnel team shall establish and set forth appropriate employment policies in regard to the Senior Pastor and annually review such policies. Such policies shall not constitute a contract and are subject to modification at any time.
 4. **Termination:** The Senior Pastor is called to serve until the relationship is dissolved at the request of either the Senior Pastor or the church.
 5. **Resignation:** The Senior Pastor may resign but shall normally provide at least thirty 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.
 6. **Removal:** A Senior Pastor may be removed by a majority vote of the members present and voting at a properly called meeting.
 - a. Such a vote may be held only at a meeting in regard to which notice has been communicated to all church members with a known address of the pending action, and the Senior Pastor is provided an opportunity to be heard.
 - b. Such a vote may be initiated by the recommendation of the pastors and deacons or by other motion properly before the church calling for such a vote in accordance with 1 Timothy 5:19.
 - c. The officers and the members shall make every effort to follow biblical principles including the process set forth in Matthew 18:15-19 and 1 Timothy 5:19 in dealing with conflicts regarding pastors.
 - d. An effort should be extended to permit reconciliation of conflicts in a manner consistent with our Christian faith and doctrine.
 - e. Removal shall be effective immediately upon the adoption of a motion terminating the Senior Pastor, but salary and benefits shall continue for not less than thirty days.
 - f. Any resolution to dismiss may also contain recommendations concerning other financial aspects of the termination including severance pay.

Section 4. The Pastors

The pastors shall be composed of the Senior Pastor and other pastors. Members of the pastoral team other than the Senior Pastor shall be elected or terminated by the membership upon recommendation of the Personnel Committee in consultation with other appropriate committees and the Senior Pastor.

1. **Qualifications:** According to Scripture, qualified men are called by God and entrusted by the local church as pastors to lead the church (1 Timothy 3:1-7; Titus 1:6-9).
2. **Ministry Duties:**

- a. Pastors are responsible for preaching and teaching the church as well as overseeing the teaching ministries in the church (Acts 20:31; Titus 1:9; Ephesians 4:11; 1 Timothy 3:2, 5:17; Hebrews 13:7).
- b. Pastors are responsible for praying for the members of the church individually and collectively (James 5:14; Acts 6:4).
- c. Pastors are responsible for shepherding the church members (Acts 20:28; 1 Peter 5:2) by providing spiritual nourishment to the congregation through biblical instruction (1 Peter 2:2; Matthew 4:4) and spiritual protection by watching over their souls (Hebrews 13:17; James 5:14).
- d. Pastors are responsible for providing oversight and directional leadership to the ministries of the church (Acts 20:28; 1 Peter 5:2).
- e. Pastors are called and responsible for training members, future pastors, and missionaries to do the work of the ministry (2 Timothy 2:2; Ephesians 4:12).

Section 5. Church Staff

The current church staff shall be composed of all persons employed by the church except the pastors. Members of the church staff shall be hired or terminated by action of the personnel committee with the agreement of the Senior Pastor.

Section 6. General Provisions for Ministerial and Church Staff

A job description for each staff position shall be prepared, revised periodically by the Senior 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 Senior 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.

Section 7. Deacons

There shall be nine deacons elected for the first one hundred and fifty members of the church and additional deacons shall be elected as deemed necessary by the pastors and deacons.

A. Selection

1. **Qualifications:** Men of the church, over twenty-one years of age, who are active members in good standing, who have met the Scriptural qualifications according to 1 Timothy 3:8-13, and have been members of the church for at least one year are eligible for nomination.
2. **Nomination and Election:** In a process administered by the pastors and deacons, the church shall nominate and elect deacons to fill available positions. This process shall include the following four steps.

3. **Nomination.** In October of each year each member of the congregation will be allowed to nominate by ballot a maximum of one person for each vacant position.
 - a. Each nominee will be evaluated by the pastors and deacons to confirm his Scriptural qualifications.
 - b. This process shall normally include the completion of a questionnaire by nominees and personal interviews of first-time deacon candidates.
 - c. The pastors and 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 pastors and deacons in a special called meeting in January. Should a nominee not be accepted by two thirds of the voting members, the pastors and deacons shall be charged with again reviewing the matter and submitting another nominee if necessary.
4. **Ordination:** All persons selected to the body of deacons shall be introduced and ordained as deacons prior to assuming office.
5. **Terms and Re-election:** Each deacon shall serve a three-year term. Each service year begins in February.
6. **Meetings:** The pastors and deacons shall meet regularly. These meetings are open for any church member to bring appropriate matters for their consideration. Advance notice to the Senior Pastor or Chairman of Deacons is necessary prior to the meeting. The Senior Pastor or the Chairman of the Deacons may call the pastors and deacons into special session whenever need for such arises. Alternatively, a special meeting shall be called by the Senior Pastor or Chairman of the Deacons upon a petition of five deacons.
7. **Ministry Duties:** Deacons are the lead servants of the church as Scripture describes in Acts 6:1-4 and as related to the qualifications found in 1 Timothy 3:8-13.
 - a. The deacons shall minister in service-oriented and administrative tasks of the congregation, as well as provide spiritual support for her members.
 - b. This shall involve regular visitation contact in order to assess those needs.
 - c. They shall assist the pastors in the observance of the ordinances.
 - d. Along with the pastors, assist in the use of the church property.
8. **Organization:** The pastors and deacons shall elect the Chairman, Vice-chairman, Secretary, and such other officers as they deem appropriate and establish regular times of meetings. A deacon may be nominated to serve as chair after serving one year of the three-year term.
9. **Duties Related to Corporate Legal Operations:**
 - a. **Function as Board of Directors:** The deacons shall, meeting and acting together along with the pastors, constitute the Board of Directors of this church in legal matters expressly authorized by the congregation, like the purchasing, selling, and encumbering any real or personal property or to bind the church to any contract.
 - b. **Corporate Officers:** The Chairman of the Deacons shall, whenever required by law or practice, serve as the President of the corporation in legal matters, 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 8. 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 work alongside the church staff to preserve all papers and valuable letters and records that belong to the church, and preserve a true history of the

church, with exception of the membership roll, which is maintained by the pastors. The clerk shall serve a one-year term and may be reelected to consecutive terms each January. In the absence of the clerk, the Senior Pastor and the Chairman of the Deacons can appoint another member to serve in this role for a called membership meeting.

Section 9. Treasurer

The church, upon recommendation of the pastors and 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 stewardship committee to oversee and work with this person. The treasurer shall be an ex officio 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 each January. The treasurer and stewardship committee 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 the stewardship committee. The treasurer's books, records, and accounts kept shall be considered property of the church.

Section 10. Assistant Treasurer

As needed, the church, upon recommendation of the pastors and 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 their 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 each January.

Article 8. 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 at the annual business meeting. The church, upon the recommendation of the pastors and nominating committee, shall elect these lay ministries and committees, unless the church directs their appointment in a different manner. Unless otherwise noted, the term for all members of lay ministries, standing committees, or special committees will be February 1 to January 31.

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 the committee qualifications 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, in good standing, and regularly participate in services and activities of the church.

Section 3. Meetings

Each standing committee or lay ministry 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 in January for the purpose of electing a new chairperson and facilitating the first meeting of the newly elected committee. The name of the new chairperson will be communicated to the church office following the meeting.

Section 4. Standing Committees

1. Nominating Committee

- a. **Membership:** The nominating committee shall consist of six members, each serving a three-year term. Terms will be staggered such that two members will be elected annually, thereby ensuring that each year there will be consistency and experience among committee members. During the annual meeting scheduled in January, the pastors and deacons will present for election by the church two new members from the church body to begin terms of service in February.
- b. **Duties:** The church, upon recommendation of the pastors and nominating committee, shall elect the leaders for committees, Life Groups, and various ministries. Concerning committees, the pastors and nominating committee shall prepare and present a report to the church membership to be voted on by the church body in June. The report will consist of nominees for church officers, life group leaders, and ministry leaders as required for programs that begin in July. A second report shall be presented for election during the January annual meeting for the remaining leadership positions. The pastors and nominating 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 according to Scriptural qualifications. In the event of a vacancy in any office, committee, or ministry, the pastors and nominating committee shall be charged with the responsibility of nominating members to fill such vacancies or additions as needed, with the exception of deacon vacancies. All such changes and additions will be communicated to the church members.

2. Stewardship Committee

- a. **Membership:** The stewardship committee shall consist of six members, each serving a three-year term. Terms will be staggered such that two members will be elected annually, thereby ensuring that each year there will be consistency and experience among committee members. During the annual meeting scheduled in January, the pastors and nominating committee will present for election by the church two new members from the church body to begin terms of service in February. Additionally, the pastors and deacons will elect one member from the deacon body to serve on the stewardship committee for a one-year term to begin in February. Three additional members of the stewardship committee will include the Senior Pastor as an ex officio member, the treasurer as an ex officio member, and the assistant treasurer as an ex officio non-voting member of the committee.
- b. **Duties:** It shall be the duty of this committee to administer 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 work with the pastors 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.

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

3. Personnel Committee

- a. **Membership:** The personnel committee shall consist of six members, each serving a three-year term. Terms will be staggered such that two members will be elected annually, thereby ensuring that each year there will be consistency and experience among committee members. During the annual meeting scheduled in January, the pastors and nominating committee will present for election by the church two new members from the church body to begin terms of service in February. Additionally, the pastors and deacons will elect one member from the deacon body to serve on the personnel committee for a one-year term to begin in February.
- b. **Duties:** It shall be the duty of this committee to formulate policies along with the Senior Pastor and administer those policies concerning the employment, dismissal, and compensation of all salaried personnel of the church, except the Senior 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. In conjunction with the Senior Pastor, it shall also be the duty of this committee to hire all non-pastoral personnel for currently approved staff positions and ministry interns. New hires and dismissals shall be communicated to the church.

Article 9. Finances

1. **Budget:** The stewardship committee will have the administrative responsibility to prepare and submit to the church for approval an annual budget.
2. **Accounting Procedures:** The stewardship committee and pastors 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.
3. **Solicitation and Fundraising:** Fundraising in the name of Fairview Baptist Church shall not be permitted unless submitted to the pastors and deacons for approval. The pastors and deacons will, within thirty days, present its recommendation to the requestor.
4. **Expenditures and Receipts of Funds:**
 - a. No funds shall be disbursed without the express authorization of the church as provided for in the budget or separate authorization, except as provided by Article 6, Section 2.
 - b. No gifts of money or other items shall be received except where the church or stewardship committee has approved the receipt for the designated cause. Separate accounting shall be maintained for all designated gifts and funds.
 - c. The receipt of all non-cash assets (included but not limited to stock, real property, personal property, etc.) will be handled by the stewardship committee.
 - d. All gifts will be used solely at the discretion of the church. The use of gifts are also subject to the restrictions designated to a church approved fund at the time of their receipt.

5. **Fiscal Year:** The fiscal year of the church shall run from January 1 to December 31.

Article 10. Church Policy Manual

The pastors, deacons, and committees 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 11. Amendments

1. **Amendment:** These Bylaws may be amended, altered, or repealed by a two-thirds favorable vote of a quorum of members present at a church meeting at which such action is considered. No vote shall be taken to amend, alter, or repeal these by-laws until at least thirty-day notice has been given in the church newsletter, or by special mailing, that a meeting will be held on a specific date for the purpose of presenting the proposed amendment, alteration, or repeal.
2. **Copies:** A copy of these bylaws and any amendments thereto shall be maintained by the clerk and copies made available online or at the church office.

History of Bylaw Revisions

1997 – Initial Bylaws adopted with incorporation of church.

1995 – Bylaws revised.

2005 – Bylaws revised.

2015 – Bylaws revised with updates to financial section.

2016 – Bylaws revised with updates to membership section as well as miscellaneous cleanup.

2018 – Bylaws revised with adoption of membership covenant.

2021 – Bylaws revised.