

# 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 (“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 and infallible 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 in 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 shall have a voice in matters 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 Elders, serves as the church’s final interpretive authority on the Bible’s meaning and application.

## **Article 4. Governance.**

### **4.1. Congregational Governance.**

Fairview Baptist Church may be described as Congregationally governed, Elder led, and Deacon served. The Congregation is made up of the active covenant members. As a Congregationally governed church, the “Members” (Article 5) 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 Fairview Baptist Church in the following areas:

- Receive new Members and have the final word in issues of church discipline if an issue cannot be resolved by the Elders, Deacons, or smaller groups of members. (Matt. 16:16-19, 18:15-20; 1 Cor. 5; 2 Cor. 2:6; Gal. 6:1; Eph. 5:11; 1 Thess. 5:14; 2 Thess. 3:6-15; 1 Tim. 5:19-20; 2 Tim. 3:5; Tit. 3:9-11; and 2 John 10).

- Call Scripturally qualified men to serve as Elders (Acts 14:21-23; Tit. 1:5).
- Select qualified Deacons from among the Congregation (Acts 6:3).
- Send qualified members out for missions work (Acts 13:2-3, 15:22).
- Adopt and amend the bylaws.
- Approve and amend budgets.

#### **4.2. Autonomy and Affiliations.**

Fairview Baptist Church is autonomous. Yet, as a Baptist church, it recognizes the benefits of cooperation with other churches, associations, networks, and entities. This church is affiliated with the Southern Baptist Convention and the Baptist State Convention of North Carolina. Fairview Baptist Church agrees to participate in these organizations through elected or appointed messengers and financial support. Fairview Baptist Church may also choose to affiliate itself with other associations and networks as deemed beneficial in keeping with the character of the bylaws of Fairview Baptist Church. The decision to associate or disassociate with any convention, entity, association, or network shall be determined by a majority vote at a Members' Meeting with at least a thirty (30) day notice (6.2.6.).

### **Article 5. Membership.**

#### **5.1. 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 Fairview Baptist Church Membership Covenant (5.3.), and who have been received into the fellowship of Fairview Baptist Church.

#### **5.2. Procedure for Membership.**

After completing membership requirements, prospective Members may present themselves for membership with the recommendation of the Elders. The Active Covenant Members present in the Congregation shall receive the candidate as a member during a regular church service. The following are procedures for a person to become a Member:

- 5.2.1. 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 shall be eligible to become a member.
- 5.2.2. Letter.** A member in good standing of another church of similar doctrine and practice, and who has professed their faith in believer's baptism by immersion shall be eligible to become a member.

### 5.3. Fairview Baptist 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:

**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.

**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.

**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.

### 5.4. Active Covenant Membership.

Active covenant membership shall be defined as those members who are seeking to faithfully follow the membership covenant and are not under church discipline. The Elders shall make the final determination of the active covenant membership status of a member. Percentages needed for quorum or vote decisions at Members' Meetings shall be based on the number of active covenant members defined in this section.

### 5.5. Rights of Members.

- 5.5.1. Voting.** Every active covenant member is entitled to vote at all elections, on all questions submitted to the membership, and on all matters related to Members' Meetings.

**5.5.2. Holding Office.** Except as otherwise set forth in these Bylaws, every qualified active covenant member aged 18 or older is eligible for consideration by the membership as a candidate for elective offices in the church.

**5.5.3. Ordinances.** The ordinance of believers' baptism shall be required for membership in the church. Every member of the church, along with every baptized believer present in the service (1 Cor. 10:17), may participate in the ordinance of the Lord's Supper as administered by the church.

**Baptism.** A person who has trusted in Jesus Christ as Savior shall be received as a candidate for baptism by immersion after an interview with one of the Elders. The Elders, or anyone the Elders authorize, shall administer the baptism during a church worship gathering.

**The Lord's Supper.** The Lord's Supper is an 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 Elders and Deacons shall be responsible for the administration of the Lord's Supper.

**5.5.4. Records.** Active covenant 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.

**5.6. Inactive Members.** The Elders shall annually review the membership of the church. Members shall be placed on an inactive roll who, without good cause, have failed to participate in the life of Fairview Baptist Church for a period of one (1) year or more and who have not responded to efforts by the Elders to take their membership seriously, or the member indicates a desire to be removed from membership in Fairview Baptist Church.

**5.7. Termination of Membership.** The methods of terminating the membership status of a Member shall be as follows:

**5.7.1. By Letter.** A Member who desires to join another church shall present themselves to that church, and a letter of transfer shall be sent to the requesting church.

**5.7.2. Removal from Roll.** Upon receipt of reliable information that a Member has united with another church, Fairview Baptist Church shall terminate the membership status of the Member and the Elders shall remove the individual from the roll.

**5.7.3. Discipline.** Fairview Baptist Church, after due notice (6.2.6.), may upon majority vote of active covenant 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 (Matt. 18:15-19, 1 Tim. 5:20, Tit. 3:10, 1 Cor. 5:2, 2 Cor. 2:6). This action should always be done in the spirit of love and with the hope of restoration.

- 5.7.4. By Personal Request.** A member who desires to be removed from the membership roll must notify the Elders, and the Elders shall remove the member from the roll.

## **Article 6. Meetings.**

- 6.1. Congregational Worship.** Fairview Baptist Church shall regularly gather for worship on Sundays at such time as determined by the Elders. These gatherings shall primarily be focused on worship, teaching, training, and fellowship. Other meetings of Fairview Baptist Church as a whole or of authorized groups within Fairview Baptist Church may be set according to the needs of the Congregation.

### **6.2. Members' Meetings.**

- 6.2.1. Regular Meetings.** Fairview Baptist Church shall hold regular covenant Members' Meetings each quarter for the disposition of all business matters such as to elect officers and lay ministry leaders, to share reports from the various ministries, and to consider other matters essential to the spiritual welfare and prosperity of the Congregation.

#### **6.2.2. Special Called Meetings.**

Special Members' Meetings may be called by the Elders or twenty percent (20%) of the active covenant members requesting such in writing. Upon such a request the Elders shall schedule a meeting to be held within thirty (30) days. No matter shall be considered at the special-called meeting except that for which it was called and previously announced (6.2.6.).

In the event of an emergency, the Elders may call an emergency meeting without full notice to the members. Such notice as is possible shall be given to the membership, and action is limited to the items requiring the emergency meeting. No meeting under this provision may be called in regard to personnel matters.

- 6.2.3. Presiding Officer.** The Members' Meeting Moderator (7.4.2.) shall preside over all Members' Meetings. If the Moderator is unable to preside over the meeting, the Elders may name a replacement to moderate the meeting.

- 6.2.4. Quorum.** A quorum shall consist of twenty percent (20%) of the number of active covenant members of Fairview Baptist Church who are present at the meeting.

#### **6.2.5. Agenda.**

Active covenant members may submit to the Elders items to be considered for the agenda of a regular Members' Meeting.

During a Members' Meeting, the Elders may ask active covenant members to consider substantive matters including without limitation the approval of the annual budget, the purchase, sale, or mortgage of real property, borrowing money, and changes in the Bylaws.

Matters not included on the agenda may be discussed only after the published agenda items have been considered. Any matter declared to be substantive by the Moderator shall be referred to the Elders for consideration. Any active covenant

member may object to the characterization of a matter as substantive. If any active covenant member present objects to the characterization of a matter as substantive, then it shall be added to the agenda only after approved by a two-thirds ( $\frac{2}{3}$ ) majority vote, without discussion, of the active covenant members present and voting.

- 6.2.6. Notice.** Except where otherwise required by these Bylaws, the Elders shall give at least two weeks' notice of the date, time, and location of any and all Members' Meetings and shall be announced by electronic notification and on the Sunday prior to the meeting.
- 6.2.7. Voting.** Unless otherwise designated, all matters of business shall be decided by a majority vote of the active covenant members in a Members' Meeting. The Elders may make allowance for special circumstances for active covenant members to participate in a vote when unable to be there in person at the time of the vote.
- Except as otherwise set forth in these Bylaws, the Elders shall designate the manner of voting except that the members may require, by motion, a written ballot.
- 6.2.8. Minutes.** The Clerk or a member appointed by the Elders shall keep minutes of each Members' Meeting and shall record the number present and what action the Congregation took as part of a permanent Fairview Baptist Church record. A copy of the minutes of the meeting shall be kept at the Fairview Baptist Church office.
- 6.2.9. Procedure and Parliamentary Rules.** It shall be the duty of the Moderator to maintain an atmosphere of courtesy, reverence, and good order in all Members' Meetings. The expectations of believers set forth in the Scripture shall be the guide of conduct for Members' 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 - Church Leadership.**

### **7.1. Summary.**

The scriptural offices of Fairview Baptist Church are Elders and Deacons. Vocational Elders (namely, the Lead Pastor and other Vocational Pastors) and Lay Elders together comprise the Elders, who lead the church with equal authority. Deacons serve the Congregation.

In addition to those scriptural offices, the church recognizes certain administrative offices that facilitate the necessary functions of Fairview Baptist Church, namely the Moderator, the Treasurer, and the Clerk. In accordance with North Carolina law, Fairview Baptist Church assigns certain leaders to serve as corporate officers.

Finally, paid, non-pastoral staff support the leadership of Fairview Baptist Church.

All leadership positions in this article require active covenant membership in Fairview Baptist Church.

## **7.2. Elders.**

### **7.2.1. Elders: General Summary.**

The Word of God teaches that the spiritual leadership of the local church is vested in the office of the Elder (Acts 14:23; 1 Tim. 5:17; Tit. 1:5; 1 Pet. 5:1-5). The terms Elder (*presbuteros*), Overseer (*episkopos*), and Pastor (*poimēn*) refer to the various functions of the same office of Elder (Acts 20:17,28; Tit. 1; 1 Pet. 5:1-4). When referring to the leaders in the early church, the Word of God speaks of elders uniformly in the plural, teaching a plurality of elders (Acts 20:17; Phil. 1:1; 1 Pet. 5:1).

Elders provide leadership for the church, exercising their authority as servant leaders (1 Pet. 5:3). Elders are devoted to prayer and the ministry of the Word as well as providing oversight and shepherding the members of the church.

The body of Elders will be referred to as “the Elders,” and include both Vocational Pastors and Lay Elders.

In all decisions, the Elders shall strive for unity; a simple majority vote shall be required for Elder approval unless otherwise specified.

### **7.2.2. Elders: General Qualifications.**

Elders shall be men who meet the scriptural qualifications for elders stipulated in 1 Tim. 3:1-7; Tit. 1:6-9; and 1 Pet. 5:1-4.

Elders shall affirm the Baptist Faith and Message 2000.

### **7.2.3. Elders: General Responsibilities.**

- The Elders oversee and are responsible for the preaching and teaching ministries of the church (Acts 20:31; Tit. 1:9; Eph. 4:11; 1 Tim. 3:2, 5:17; Heb. 13:7).
- The Elders are responsible for praying for the members of the church individually and collectively (Jas. 5:14; Acts 6:4).
- The Elders are responsible for shepherding the church members (Acts 20:28; 1 Pet. 5:2) by providing spiritual nourishment to the congregation through biblical instruction (1 Pet. 2:2; Matt. 4:4) and spiritual protection by watching over their souls (Heb. 13:17; Jas. 5:14).
- The Elders are responsible for providing oversight and directional leadership to the ministries of the church (Acts 20:28; 1 Pet. 5:2).
- The Elders are accountable to each other, as they are to God, for mutual shepherding, encouragement, and oversight, and are bound to appropriately challenge an Elder who strays from the scriptural qualifications of the office (Ps. 90:8; Acts 20:28a; Gal. 6:1; Eph. 4:15; Heb. 13:17).

- The Elders are called to and responsible for training members, future pastors/elders, and missionaries to do the work of the ministry (2 Tim. 2:2; Eph. 4:12).
- The Elders shall oversee the hiring and termination of paid non-pastoral staff and develop and maintain employment policies with assistance as indicated by 7.5.4. or as needed.
- The Elders shall maintain the membership roll and within eighteen (18) months of the previous review the membership for determining inactive members and requests for membership removal as per 5.6.
- The Elders shall give proper notice of all Members' Meetings as per 6.2.6.
- The Elders shall recommend candidates for membership, as per 5.2.
- The Elders shall approve all operational policies and procedures.
- The Elders shall approve the annual budget pending congregational affirmation.
- The Elders shall approve all candidates for Elders, Deacons, and lay ministry leadership pending congregational affirmation.

#### **7.2.4. Vocational Elders. Lead Pastor.**

##### **7.2.4.1. Title.** Lead Pastor

##### **7.2.4.2. Lead Pastor: Summary.**

The Lead Pastor shall be a man qualified as an Elder who is gifted and called to the full-time ministry of preaching and teaching.

The Lead Pastor's salary and benefits shall be established and reviewed annually as per 8.5.2. ¶6 (Stewardship Committee Duties).

The Lead Pastor is accountable to the Elders, of which he functions as first among equals.

##### **7.2.4.3. Lead Pastor: Responsibilities.**

In addition to the general responsibilities of Elders (7.2.3.), the Lead Pastor shall perform the following responsibilities:

- The Lead Pastor shall have the primary responsibility for all church services, pulpit ministry, and administering the ordinances.
- The Lead Pastor shall function as the administrative head of the church.
- The Lead Pastor shall oversee the supervision and evaluation of all other Vocational Elders as well as paid non-pastoral staff.



**7.2.4.4. Lead Pastor: Calling.**

The Elders, along with at least three (3) other active covenant members recommended by the Elders and affirmed by the active covenant members at a Members' Meeting, shall become the Lead Pastor search committee ("Search Committee") whenever there is a vacancy in the Lead Pastor position.

The Search Committee shall review, interview, and select candidates to be presented to the congregation one at a time. A ninety percent (90%) approval vote by the search committee shall be required to present a candidate to the congregation. Any active covenant member may recommend a candidate to the search committee during the search process.

Affirmation to call a new Lead Pastor shall be by ballot at a special meeting called for that purpose. Absentee ballots may be requested by active covenant members one (1) week prior to the meeting and must be received on or before the meeting. To be valid, the number of ballots cast must be a quorum. An affirmative vote of ninety percent (90%) of those voting is necessary for extending a call. If the candidate fails to receive the required vote, the Moderator shall declare the nominee not called and shall refer the matter, without debate, to the Search Committee for further recommendations as per procedures above. The Search Committee shall dissolve upon the extension of a call per the procedure outlined in this subsection.

Fairview Baptist Church shall provide reasonable relocation expenses for a called Lead Pastor, as determined by the Stewardship Committee (8.5.2.).

**7.2.4.5. Lead Pastor: Term and Sabbatical.**

There shall be no term limits imposed on the Lead Pastor.

Following every six (6) years of ministry at Fairview Baptist Church, the Lead Pastor may request a paid sabbatical of up to eight (8) weeks.

**7.2.4.6. Lead Pastor: Vacancy.**

When the Lead Pastor takes a sabbatical leave, he shall arrange with the Elders for his duties to be filled by appropriate personnel.

If the Lead Pastor is incapacitated or vacates his position, the Elders shall ensure that his duties are filled by appropriate personnel, including calling interim Lead Pastor(s) as needed.

**7.2.5. Vocational Elders: Other Vocational Pastors.****7.2.5.1. Title. Pastor****7.2.5.2. Other Vocational Pastors: Summary.**

Other Vocational Pastors shall be men who are qualified as Elders and gifted and called to the vocational ministry of shepherding.

The need for a Vocational Pastor position shall be determined by the Elders and approved by the active covenant members at a Members' Meeting. The job description for each Vocational Pastor will be created and reviewed by the Elders.

A Vocational Pastor shall become a member of the Elders upon installation as Pastor. Vocational Pastors are accountable to the Lead Pastor.

**7.2.5.3. Other Vocational Pastors: Responsibilities.** In addition to the general responsibilities of Elders (7.2.3.), the specific responsibilities for each Vocational Pastor shall be defined in his job description.

**7.2.5.4. Other Vocational Pastors: Calling.**

The Elders, along with at least three (3) other active covenant members recommended by the Elders and affirmed by the active covenant members at a Members' Meeting, shall review, interview, and select candidates for a Vocational Pastor position, to be presented to the congregation one at a time. Any active covenant member may recommend a candidate to the Elders.

Affirmation to call a Vocational Pastor shall be by ballot at a special meeting called for that purpose. To be valid, the number of ballots cast must be a quorum. An affirmative vote of ninety percent (90%) of those voting is necessary for extending a call to a new Vocational Pastor. If the candidate fails to receive the required vote, the Moderator shall declare the nominee not called and shall refer the matter, without debate, to the Elders for further recommendations as per procedures.

Fairview Baptist Church shall provide reasonable relocation expenses for a called Other Vocational Pastor, as determined by the Stewardship Committee (8.5.2.).

**7.2.5.5. Other Vocational Pastors: Term and Sabbatical.**

There shall be no term limits imposed on Other Vocational Pastors.

Following every six (6) years of ministry at Fairview Baptist Church, a Vocational Pastor may request a paid sabbatical of up to eight (8) weeks

**7.2.5.6. Other Vocational Pastors: Vacancy.** If a Vocational Pastor's position is vacated, the Elders may temporarily assign appropriate personnel until a new Vocational Pastor is called following the procedures in 7.2.5.4.

**7.2.6. Lay Elders.**

**7.2.6.1. Title.** Elder

**7.2.6.2. Lay Elder: Summary.**

The Church shall strive to have at least one more lay Elder than Vocational Pastors provided there are qualified candidates.

Lay Elders serve as members of the Elders alongside the Vocational Pastors but receive no compensation for their service as a Lay Elder (neither monetary nor in-kind). Lay Elders expand the shepherding role of the pastors as well as add wisdom to the overseer function. Lay Elders provide continuity and stability during times of pastoral transition.

Lay Elders must be active covenant members of Fairview Baptist Church for at least the 12-month period immediately preceding the date they are called per 7.2.6.4.

- 7.2.6.3. Lay Elder: Responsibilities.** In addition to the general responsibilities of Elders (7.2.3.), the lay Elders take a leading role in guiding the Stewardship Committee in matters of vocational staff benefits and compensation as per 8.5.2.

**7.2.6.4. Lay Elder: Calling.**

At least annually the Elders shall review the current composition of the Elders and the needs of the congregation. If a need is determined, the Elders shall invite the congregation to recommend candidates for the office of Elder.

The candidates shall be prayerfully examined by the Elders. At least four (4) weeks before a Members' Meeting, a slate of candidates shall be presented to the members, who then may submit concerns about a candidate to the Elders.

A final slate, which shall include those Elders needing reaffirmation, shall be presented to the congregation prior to the Members' Meeting.

Affirmation to call a candidate shall be by ballot. To be valid, the number of ballots cast must be a quorum. An affirmative vote of ninety percent (90%) of those voting shall be necessary for extending a call. If a candidate fails to receive the required votes, the Moderator shall declare the candidate not called and shall refer the matter, without debate, to the Elders for further recommendations as per procedures above.

New Elders shall be formally installed at a Sunday morning service.

- 7.2.6.5. Lay Elder: Term.** Lay Elders shall serve for 4-year terms. Lay Elders must be reaffirmed after each term in order to continue to serve. Lay Elders may serve a maximum of two full consecutive terms at a time and then must take a one-year sabbatical before being eligible for renomination.

- 7.2.6.6. Vacancy.** If a Lay Elder position is vacated before expiration of his term, the Elders may fill the position according to normal procedures (7.2.5.4.).

**7.2.7. Elders: Resignation or Removal.**

- 7.2.7.1.** An Elder may resign by submitting his resignation in writing to the Elders, who shall communicate it to the congregation during a Sunday morning service or at a Members' Meeting.

- 7.2.7.2.** Following the instructions in 1 Tim. 5:19, if an Elder is considered unfit for his office (see 7.2.2.), all of the remaining Elders may remove him by a unanimous vote. The Elders shall then call a special meeting of the members to notify them of the action and announce plans for replacement.

However, the Elders may instead choose to entrust the matter to the Congregation by calling a special Members' Meeting to consider the possible removal. The notice of the meeting shall be announced by electronic notification and in two (2) Sunday morning services prior to the meeting. A quorum shall be required at the meeting.

At the called meeting, the active covenant members shall be asked if the Elder under question shall remain in office. Ballots shall be cast (no absentee ballots shall be allowed). In order to retain the Elder a seventy five percent (75%) affirmative vote shall be required. Otherwise, the Elder is removed.

If the considered removal is for inappropriate behavior, as determined by the Elders, the Elder in question shall be immediately suspended from exercise of his duties pending final action.

In the case of Vocational Elders, if the removal is for inappropriate behavior as determined by the Elders, all remuneration and benefits shall be terminated upon final action of the Elders (or of the Congregation, if referred).

- 7.2.7.3.** Unless the removal is for inappropriate behavior, a removed Vocational Elder shall receive thirty (30) days' compensation upon a vote to remove. Additional severance may be determined by the Elders in counsel with the Stewardship Committee. The same consideration (i.e. thirty (30) days' compensation plus possible additional) may be made for a Vocational Elder who resigns as determined by the Elders in counsel with the Stewardship Committee, effective upon his last day in office.

### **7.3. Deacons.**

#### **7.3.1. Deacons: Summary.**

Deacons are the servants of the local church as Scripture describes in Acts 6:1-4, Rom. 16:1-2, and as related to the character qualifications in 1 Tim. 3:8-13.

Deacons serve under the direction of the Elders.

The number of Deacons shall be determined by the Elders.

#### **7.3.2. Deacons: Qualifications.**

Deacons shall be men who meet the character qualifications of 1 Tim. 3:8-13.

Deacons shall be active covenant members of Fairview Baptist Church for at least the twelve (12) month period immediately preceding the date of recommendation per 7.3.4.

### **7.3.3. Deacons: Responsibilities.**

- Deacons support the ministry of the Elders and care for the administrative and practical needs of Fairview Baptist Church and its members.
- Deacons shall assist the Elders in the administration of the Lord's Supper as per 5.5.3.
- Deacons have shared responsibilities as a body while also being specialized in function.
- Deacons are authorized to carry out their administrative and service functions.

### **7.3.4. Deacons: Selection.**

At least annually, the Elders shall review the current composition of the Deacons and the needs of the congregation. If a need is determined, the Elders shall invite the congregation to recommend candidates for the office of Deacon.

The candidates shall be prayerfully examined by the Elders in consultation with the Deacons.

At least four (4) weeks before a Members' Meeting, a slate of nominees shall be presented to the members, who then may submit concerns to the Elders. A final slate, which shall include those Deacons needing reaffirmation, shall be presented to the congregation prior to the Members' Meeting.

Affirmation of the nominees shall be by ballot. To be valid, the number of ballots cast must be a quorum. An affirmative vote of ninety percent (90%) of those voting is necessary for selection. If a candidate fails to receive the required votes, the Moderator shall declare that nominee not selected and shall refer the matter, without debate, to the Elders for further recommendations as per procedures.

New Deacons shall be formally dedicated at a Sunday morning service.

**7.3.5. Deacons: Term.** The term of service for Deacons shall be three (3) years. Deacons must be reaffirmed for each term in order to continue to serve. There shall be no limit to the number of terms a Deacon may serve.

### **7.3.6. Deacons: Resignation or Removal.**

A Deacon may leave the office by resignation submitted in writing to the Elders.

If a Deacon is considered unfit for the office, a majority of the Elders may vote to remove that Deacon from office.

Members who have concerns about the fitness of a Deacon may recommend to the Elders to consider removing that Deacon.

**7.3.7. Deacons Meetings.** Deacons shall meet as often as necessary.

**7.3.8. Deacons: Vacancy.** If a Deacon position is vacated midterm and the Elders determine there is a need to fill the vacancy, they shall follow the process outlined in 7.3.4. (Deacon Selection).

#### **7.4. Administrative Officers.**

**7.4.1. Summary.** In order to supply administrative support in specific areas, Fairview Baptist Church maintains the roles of Meeting Moderator, Treasurer, and Clerk, as well as certain legal corporate officers.

The Administrative Officers must be active covenant members of Fairview Baptist Church for at least the twelve (12) month period immediately preceding the date of recommendation.

#### **7.4.2. Members' Meeting Moderator ("Moderator").**

The Moderator shall ensure the effective, efficient, and fair facilitation of all Members' Meetings. Because Fairview follows Robert's Rules of Order in Members' Meetings as per 6.2.9, the Moderator shall receive special training in parliamentary procedures and be familiar with Fairview Baptist Church's current Bylaws.

The Moderator shall be selected by the Elders for one (1) year renewable terms. The Moderator may leave office by resignation submitted in writing to the Elders.

If the Moderator is considered unfit for the office, a majority of the Elders may vote to remove the Moderator from office.

#### **7.4.3. Treasurer.**

##### **7.4.3.1. Treasurer: Summary.**

The Treasurer shall serve as a member of the Stewardship Committee as per 8.5.1.

The Treasurer shall be selected by the Elders for one (1) year renewable terms and must be reaffirmed each term to continue to serve. There shall be no limit to the number of terms a Treasurer may serve.

##### **7.4.3.2. Treasurer: Responsibilities.**

- The Treasurer shall perform all responsibilities in line with the Fairview Baptist Church's financial policies in the Policies and Procedures Manual.
- The Treasurer shall receive, preserve, and pay out all money or things of value paid or given to Fairview Baptist Church upon receipt of vouchers approved by proper authority pursuant to 9.4. The Treasurer shall keep an itemized account of all receipts and disbursement in accordance with Fairview Baptist Church's financial section of the Policies and Procedures Manual. (See Article 10)
- The Treasurer or a designated representative shall present financial reports to the Fairview Baptist Church in quarterly Members' Meetings.

- The Treasurer shall function as the Corporate Treasurer as per 7.4.5.

**7.4.3.3. Treasurer: Selection.** The Treasurer shall be recommended by the Elders from among the active covenant members, considering the person's training and experience and affirmed by the active covenant members at a Members' Meeting.

**7.4.3.4. Treasurer: Resignation or Removal.**

The Treasurer may leave the office by resignation submitted in writing to the Elders.

If the Treasurer is considered unfit for the office, a majority of the Elders may vote to remove the Treasurer from office.

Members who have concerns about the fitness of the Treasurer may recommend to the Elders to consider removing the Treasurer.

**7.4.3.5. Treasurer: Vacancy.** In the event of a Treasurer vacancy, the Elders may appoint an interim Treasurer..

**7.4.4. Clerk.**

**7.4.4.1. Clerk: Summary.** The Clerk serves to preserve and secure a written record of Fairview Baptist Church meetings and proceedings and shall act as the Fairview Baptist Church historian.

**7.4.4.2. Clerk: Responsibilities.**

The Clerk shall attend or be represented at all Fairview Baptist Church Members' Meetings.

The Clerk shall keep accurate records of all meeting transactions.

Assisted by the Fairview Baptist Church clerical staff, the Clerk shall preserve all papers and valuable letters and records that belong to Fairview Baptist Church.

The Clerk shall preserve the history of Fairview Baptist Church.

**7.4.4.3. Clerk: Selection.** The Clerk shall be elected from among the active covenant members following the procedures for selecting lay ministry leadership in 8.2.

**7.4.4.4. Clerk: Term.** The clerk shall serve a one (1) year term and may be re-elected to consecutive terms.

**7.4.4.5. Clerk: Resignation or Removal.**

The Clerk may leave office by resignation submitted in writing to the Elders.

If the Clerk is considered unfit for office, a majority of the Elders may vote to remove the Clerk from office.

**7.4.4.6. Clerk: Vacancy.** In the event of a Clerk vacancy, the Elders shall select a replacement to serve for the remainder of the term.

**7.4.5. Directors and Corporate Officers.**

In compliance with NC laws concerning non-profit corporations, the Elders shall comprise the board of directors for Fairview Baptist Church, carrying out their legal fiduciary responsibilities. However, to avoid conflicts of interest, only the Lay Elders shall give direction to the Stewardship Committee in any matters concerning staff compensation and benefits as per 8.5.2.¶6.

The Elders shall select from among the Lay Elders a Corporate President and a Corporate Secretary to serve along with the Treasurer whenever required by law or practice in legal matters, however having 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 to act for it. It is further recognized that, consistent with congregational governance, the members shall exercise final authority in all matters specified in these Bylaws.

**7.5. Paid Non-pastoral Staff.**

**7.5.1. Paid Non-pastoral Staff: Summary.**

Fairview Baptist Church recognizes the need to hire personnel to fill non-pastoral clerical, administrative, intern, and ministry leadership roles.

The positions to be filled shall be determined by the Elders, with funding approved through the church budget process (9.1) or as a separate action of a scheduled Members' Meeting.

**7.5.2. Paid Non-pastoral Staff: Qualifications.**

The qualifications for a paid non-pastoral staff member shall be determined by the job description for the position.

A job review shall be conducted by the Lead Pastor annually for each paid non-pastoral staff member in accordance with the church's Policies and Procedures Manual.

**7.5.3. Paid Non-pastoral Staff: Responsibilities.**

The responsibilities of each paid non-pastoral staff member shall be specified in a job description created and approved by the Elders.

The compensation and benefits for each paid non-pastoral staff member shall be determined by the Elders and reviewed by the Stewardship Committee as per 8.5.2.¶6.

**7.5.4. Paid Non-pastoral Staff: Selection/Hiring.** The selection of non-pastoral paid staff shall be a function of the Elders along with other active covenant members selected by the Elders, as needed.



#### **7.5.5. Paid Non-pastoral Staff: Resignation or Termination.**

A paid non-pastoral staff member may leave a position by resignation submitted in writing to the Elders.

If the paid non-pastoral staff member is considered unfit to continue on staff, a majority of the Elders may vote to remove the person from the position in agreement with the Lead Pastor.

### **Article 8. Lay Ministry Leadership.**

#### **8.1. Summary.**

The church shall have such entities as organizations, departments, lay ministries, and committees as are deemed necessary to accomplish the mission of the church. The Stewardship Committee shall be the only standing committee. The Elders shall create, approve, and direct all such entities of the church.

The congregation entrusts the Elders to remove, either temporarily or permanently, anyone from a church leadership position, elected or not, if it is deemed necessary for the general welfare of the church. The congregation also entrusts the Elders to use wisdom in communicating such action to the church.

#### **8.2. Selection of Lay Ministry Leadership.** The Elders shall select active covenant members representing the various ministry areas to assist in identifying a slate of ministry leaders to be affirmed annually at a Members' Meeting. Members who wish to do so may nominate candidates to the ministry leadership positions.

After approving the nominees, the Elders shall publish the proposed slate to the Congregation and invite private comments on the nominees.

The final slate of ministry leaders shall be affirmed by the active covenant members at the Members' Meeting.

**8.2.1.** The term for all elected positions in this Article 8, unless otherwise noted, shall be (1) one year with no term limit.

**8.2.2.** Elders, Deacons, Treasurer, Clerk, Moderator, and corporate officers shall be affirmed according to procedures in Article 7.

**8.3. Qualifications:** Lay leaders of Fairview Baptist Church's ministries as well as all committee members shall be active covenant members of Fairview Baptist Church in good standing.

**8.4. Vacancies:** Elders may fill open positions in this Article 8 by appointment until the next annual selection.

#### **8.5. Stewardship Committee.**

**8.5.1. Membership.** Membership of the Stewardship Committee shall consist of the following:

- Two (2) lay Elders, selected by the Elders, two (2) Deacons, one of whom shall function as the committee chairman, selected by the Elders,
- The church Treasurer (duties listed in 7.4.3.2.), and
- Four (4) members at large who shall serve in staggered terms. Each at large member's term shall last for two (2) consecutive years with no term limit. The members at large will be selected according to the procedures for lay ministry leaders in 8.2.1.

#### **8.5.2. Duties.**

- The Stewardship Committee shall administer all financial matters of the church.
- The Stewardship Committee shall approve all expenditures.
- The Stewardship Committee shall oversee the accounting work of Fairview Baptist Church.
- The Stewardship Committee shall exert financial discipline in line with the annual budget and available resources.
- Under the leadership of the Elders, the Stewardship Committee shall create an annual budget for approval by the Congregation as per the financial section of the Policies and Procedures Manual.
- The lay Elder members of this committee, with recommendations from the Lead Pastor (except in matters of Lead Pastor remuneration) shall advise the committee on matters of pastoral and non-pastoral staff salaries and benefits as per the Policies and Procedures Manual.
- The Stewardship Committee shall create, amend, and review, as well as eliminate unneeded portions of the financial section of the Policies and Procedure Manual as necessary, with final approval by the Elders.

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

### **Article 9. Finances.**

- 9.1. Budget.** The Stewardship Committee shall have the administrative responsibility to prepare and submit an annual budget to the Elders for review and to the church for approval at a Members' Meeting.
- 9.2. Accounting Procedures.** The Stewardship Committee under the leadership of the Elders shall establish policies and procedures for the handling of all Fairview Baptist Church funds. All funds for any and all purposes shall be handled in accordance with these set policies to be maintained in the Fairview Baptist Church Policy and Procedures Manual.

- 9.3. Solicitation and Fundraising.** Fundraising in the name of Fairview Baptist Church shall not be permitted unless submitted to the Elders for approval. The Elders shall, within thirty (30) days, present their decision to the requestor.
- 9.4. Expenditures and Receipts of Funds.**
- 9.4.1.** Unless otherwise specified in these Bylaws, funds may only be disbursed with express approval of the church via the annual budget or separate authorization via a Members' Meeting.
  - 9.4.2.** The Stewardship Committee may authorize additional expenditures up to one-half of one percent (0.5%) of the annual budget, per instance.
  - 9.4.3.** The Elders in counsel with the Stewardship Committee may authorize additional expenditures up to one percent (1%) of the annual budget, per instance.
  - 9.4.4.** Gifts of money or other items shall not be received except where the active covenant members or Stewardship Committee has approved the receipt for the designated cause. Separate accounting shall be maintained for all designated gifts and funds.
  - 9.4.5.** The receipt of all non-cash assets (included but not limited to stock, real property, personal property, etc.) shall be at the discretion of and handled by the Stewardship Committee.
  - 9.4.6.** All gifts shall be used solely at the discretion of the active covenant members. The use of gifts are also subject to the restrictions designated to a church-approved fund at the time of their receipt.
- 9.5. Fiscal Year.** The fiscal year of Fairview Baptist Church shall run from January 1 to December 31.

#### **Article 10. Fairview Baptist Church Policy Manual.**

The Elders, Deacons, non-pastoral staff, and committees shall assure the creation and maintenance of the Policies and Procedures Manual, which shall contain all currently controlling policies and procedures governing any aspect of Fairview Baptist Church's affairs including policies regarding the handling of funds, use of facilities, and employment policies and practices.

#### **Article 11. Amendments.**

- 11.1. Process.** These Bylaws may be amended, altered, or repealed by a two-thirds favorable vote of a quorum of active covenant members present at a Members' Meeting at which such action is considered. No vote shall be taken to amend, alter, or repeal these Bylaws until at least thirty (30) days' notice has been given at a Sunday gathering and by electronic notification to all active covenant members, that a meeting shall be held on a specific date for the purpose of presenting the proposed amendment, alteration, or repeal.
- 11.2. Copies.** A copy of these Bylaws and any amendments thereto shall be maintained by the clerk and copies made available online or at the Fairview Baptist 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.

2023 - Bylaws revised with addition of Elder section, lay Elders, and reorganization of committees.