

1           **THE FIRST BAPTIST CHURCH of NEWMAN’S BY-LAWS**

2                                   **Affirmed on \_\_\_\_\_, 2020**

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4                                   **ARTICLE I – MEMBERSHIP**

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6           ***SECTION 1. Admission, Transfer, and Dismissal:***

7           A person is admitted, transferred, resigned, or dismissed in accordance with Article II of the  
8           Church Constitution.

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10           ***SECTION 2. Starting the Process of Membership:*** Persons desiring church membership should  
11           make their request known to the Senior Pastor or an Associate Pastor. any member of the Church  
12           Ministries Council or the Administrative Assistant. Such persons will be given a copy of the  
13           Baptist Faith and Message (2000 Version), the Church Constitution, and the By-Laws. Upon  
14           reading over these documents and agreeing to abide by them, they will contact Senior Pastor, an  
15           Associate Pastor or the church office to schedule a meeting for discussion.

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17           ***SECTION 3: Membership Affirmation:*** After the applicant for membership has met with the Senior  
18           Pastor or an Associate Pastor, and when that pastor is confident of the applicant’s faith in Christ,  
19           assurance of salvation, desire to live the Christian life, and willingness to participate in the  
20           fellowship and discipline of the local church, they will come forward during a morning service  
21           with a pastor announcing their desire for membership. They shall be recommended for a vote by  
22           acclamation in accordance with Article II, Section 1 of the Church Constitution.

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24           ***SECTION 4. Termination of Membership:*** The church shall recognize the termination of a  
25           person’s membership following his or her death, and may do so after he or she has voluntarily  
26           resigned or joined with another church. Membership may also be terminated as an act of church  
27           discipline upon the vote of at least two-thirds of the members present at any regular or special  
28           meeting of the members for that purpose.

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30           ***SECTION 5: Termination of Membership for Inactivity:*** When a member has been inactive for a  
31           period of six months, without manifesting interest in the church as an active participant, every  
32           effort will be made to enlist the cooperation of the member in question during the next six  
33           months. If these efforts are unsuccessful after one year of such inactivity, the person will be  
34           notified in writing at least 30 days prior to termination. The Clerk will place the name of the  
35           member in question on the next Family Meeting agenda for the congregation to vote on the  
36           termination of membership.

37  
38           ***SECTION 6. Membership Roll:*** A current record will be maintained under the supervision of the  
39           Church Clerk. This will be done to define who has voting rights and to maintain communication  
40           with the congregation.

41                                   **ARTICLE II – PASTORAL STAFF**

42  
43           ***SECTION 1. Qualifications:*** Each member of the pastoral staff shall have been called by the will  
44           of God into the ministry of serving God, proclaiming the gospel of Jesus Christ, and edifying the  
45           people of God. Each shall be a mature, godly person of outstanding character whose reputation is  
46           beyond reproach. He must display the spiritual and personal qualities required of leaders by the  
47           Bible (I Tim. 3:1-13; Tit. 1:5-9). The Senior Pastor shall be an ordained minister of the Southern  
48           Baptist Convention, and all other members of pastoral staff will either be ordained ministers of the

49 Southern Baptist Convention or be willing to become one in a timely manner upon appointment.  
50 In addition, all pastoral staff shall accept and live in accordance with the Baptist Faith and  
51 Message, Constitution, and By-Laws of this church.

52  
53 SECTION 2: Identification of Pastoral Staff Needs: When the need for pastoral staff arises, the  
54 Church Ministries Council (CMC) and Personnel Committee shall jointly evaluate the needs of  
55 the church and present a recommendation to the congregation, which identifies the nature of the  
56 staff position to be filled and the process to be used. Upon receiving congregational approval of  
57 both this recommendation and the projected compensation range, the congregation will proceed to  
58 name an ad hoc Search Committee of three to five regular, mature and discerning members, and  
59 the Personnel Committee will develop a job description for the position needed. The Senior Pastor  
60 shall be an ex officio member of the Search Committee for pastoral positions other than that of  
61 Senior Pastor.

62  
63 SECTION 3: Role of the Search Committee: Using the job description developed by the Personnel  
64 Committee, the Search Committee will develop and execute processes for advertising the position,  
65 setting deadlines for applications, reviewing applications, selecting a candidate to be interviewed,  
66 contacting references and selecting subsequent candidates for interviews if necessary. The  
67 committee may seek the assistance of the Southern Baptist Convention at the state or national level  
68 to advise the committee as to its search process. When the committee is in unanimous agreement  
69 that they have found the candidate called by God to serve in the position, the committee will make  
70 arrangements for the candidate to present themselves to the congregation in view of a call. The ad  
71 hoc Search Committee will cease to exist when the position has been filled.

72  
73 SECTION 4: Subsequent Role of the Personnel Committee: The Personnel committee will consult  
74 with the Finance Committee as to compensation issues, and will meet with successful candidates  
75 for pastoral staff positions to establish how the total compensation package will be broken up  
76 regarding salary, housing allowance, insurance, and other employment benefits.

77  
78 SECTION 5: The Vote for Calling Pastoral Staff: The Senior Pastor shall be elected by an eighty-  
79 five percent (85%) supermajority of written secret ballots at a Special Call Family Business  
80 Meeting convened for that purpose after a two week notice of that meeting has been given. Other  
81 pastoral staff shall be elected by a seventy-five percent (75%) supermajority by secret ballot at a  
82 regular or Special Call Family Business Meeting after two week notice of that meeting has been  
83 given.

84  
85 SECTION 6: Membership in Church: Pastoral staff members together with their spouses  
86 automatically become members of the church upon acceptance of a pastoral staff position.

87  
88 SECTION 7: Resignation of Pastoral Staff: Pastoral staff members shall be allowed to resign any  
89 time they feel the Holy Spirit is leading them to do so. Resignation should be given in writing to  
90 the Personnel Committee. Resignation normally becomes effective thirty (30) days after the  
91 Personnel Committee accepts it.

92  
93 SECTION 8: Discipline and Dismissal of Pastoral Staff: Accusations against pastoral staff that  
94 could be grounds for dismissal should be raised first by confronting the staff member they are  
95 accusing to seek reconciliation, and if it is not achieved than taking a brother or sister in Christ to  
96 jointly confront the accused and seek reconciliation. If reconciliation is not achieved, then the  
97 matter should be brought confidentially and in writing to the attention of the Personnel Committee  
98 in accordance with I Timothy 5:19-20. The Personnel Committee shall investigate all accusations,

99 and if discipline is found to be warranted, make a recommendation to the CMC The CMC will  
100 review the evidence presented by the Personnel Committee, allow the pastoral staff member a  
101 further opportunity to respond to the evidence presented, and then determine if dismissal or some  
102 lesser form of discipline is appropriate. After hearing from the Personnel Committee and the staff  
103 member accused, if seventy-five percent (75%) of the CMC (excluding the staff member subject  
104 to discipline) is in support of dismissal, that recommendation shall be brought to the congregation  
105 upon two week notice at a regular or special call Family Business Meeting where a seventy-five  
106 percent (75%) secret ballot vote of the members present shall be required for dismissal.

107  
108 *SECTION 9: Evaluation of Pastoral Staff:* The Senior Pastor shall be responsible for evaluating  
109 the pastoral staff confidentially in accordance with the personnel policies of the church, and the  
110 Personnel Committee will be responsible for evaluating the Senior Pastor in accordance with those  
111 same personnel policies. The Personnel Committee shall assure that it reviews evaluations  
112 conducted by the Senior Pastor, and that it informs the CMC of the fact but not the contents of all  
113 evaluations.

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115 **ARTICLE III – THE CHURCH MINISTRIES COUNCIL (CMC)**

116  
117 *SECTION 1. CMC Meetings:* The CMC shall meet on at least a monthly basis with a calendar of  
118 dates for those regularly scheduled meetings established in the December meeting. Meetings  
119 will be scheduled at a time and place that best facilitates all CMC members attending. Roberts  
120 Rules of Order during a meeting will only apply when an issue is ready for a vote so as to allow  
121 open discussion on each topic on the agenda. Except for matters involving the hiring, discipline,  
122 or dismissal of church staff, Every attempt will be made to make decisions via consensus as  
123 opposed to a formal vote. All church members are normally invited to attend CMC meetings.

124  
125 *SECTION 2. CMC Minutes:* The Senior Pastor or his designee will chair the meetings, and will  
126 designate someone to take notes and prepare the calendar and minutes for distribution to CMC  
127 members within one week’s time.

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129 *SECTION 3. Reports to and by CMC:* At each regularly scheduled CMC meeting, written and  
130 oral requests may be given by the Senior Pastor, the overseers of any of the five spheres of  
131 worship, and upon request, by any of the five standing committees, ad hoc committees, task  
132 leaders or any church member. The CMC will make a written and oral report at each regularly  
133 scheduled Church Family Business Meeting.

134  
135 *SECTION 4: The Worship Sphere Servant Leader:* This member of the CMC shall be  
136 responsible for assuring that the needs of the congregation are met in worship services and  
137 special events. Included but not limited in his or her realm of responsibility are: musicians &  
138 singers; audiovisual booth workers, ushers, nursery workers and children’s church workers.  
139 When there is an Associate Pastor, the Worship Sphere Servant Leader and the Associate Pastor  
140 shall coordinate regarding nursery workers and children’s church workers.

141  
142 *SECTION 5: The Fellowship Sphere Servant Leader:* This member of the CMC shall be  
143 responsible for coordinating both small group and hospitality activities of study within the  
144 church. Among the small groups contemplated are a Men’s Group, Women’s Group and  
145 community-based care groups in Newman and Gustine. At their discretion, The Fellowship  
146 Sphere Servant Leader may appoint a Hospitality Coordinator to take the lead role in such things  
147 as potlucks, weddings, funerals, kitchen maintenance and decorations.

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*SECTION 6: The Discipleship Sphere Servant Leader:* This member of the CMC shall be responsible for assuring there are adequate teachers and curriculum for each age level within the church for Sunday School and for Vacation Bible School. At their discretion, the Discipleship Sphere Service Leader may appoint a Vacation Bible School Director and/or a Children’s Club Director. If there is a Youth and/or Children’s Ministry staff position, the Discipleship Sphere Servant Leader shall coordinate with that staff person regarding children’s and youth issues.

*SECTION 7: The Ministry/Service Sphere Servant Leader:* This member of the CMC shall be responsible for assuring that standing committees are fully staffed and meeting at least quarterly in the month prior to the quarterly Church Family Business Meeting. Where there is a need for committees to meet jointly, the Ministry/Service Sphere Servant Leader will chair or designate a chair for those meetings. His or her responsibility includes presenting committee reports to the CMC. He or she serves on the Nominating Committee.

*SECTION 8: The Mission/Outreach Sphere Servant Leader:* This member of the CMC shall coordinate be responsible for the missional outreach of the church on a local, regional, state, national and international level. He or she will coordinate the Annie Armstrong Easter Offering, California Mission Offering, and Lottie Moon Christmas Offering. He or she will coordinate domestic and/or international mission trips, financial support of missionaries in the field, migrant ministry efforts and service projects both foreign and domestic. He or she will work closely with those who spearhead individual missional outreach projects.

*SECTION 9: Budget Preparation and Monitoring:* Each of the sphere servant leaders and the Administrative Assistant shall be responsible for submitting a budget proposal for the following calendar year to the Finance Committee by September 1 so that the Finance Committee can submit a proposed budget to the CMC for Calendaring by September 20. During the course of the year, each of the sphere servant leaders shall monitor the expenditures for the sphere they oversee.

#### **ARTICLE IV – STANDING COMMITTEES & AD HOC COMMITTEES**

*SECTION 1: Building and Grounds Committee:* The Building and Grounds Committee shall be comprised of three members with one of the members rotating off each year. The committee is responsible for the maintenance of the interior and exterior of church buildings along with the exterior grounds of the church. The committee shall establish priorities for maintenance, repair and replacement. Any proposal for construction on church grounds or purchase of real property by the church shall be referred to the Building and Grounds Committee before being considered elsewhere. The Building and Grounds Committee shall submit a budgetary proposal to the Finance Committee by September 20 of each year. Proceedings of the Building and Grounds Committee are generally open to all church members. A quorum shall consist of at least two members.

*SECTION 2: Counting Committee:* The Counting Committee shall consist of two three-member counting teams. One of the teams will count weekly the collected tithes and offerings and deposit the amount into the church’s bank account weekly. No two members of the same immediate family shall be on the same counting team, and neither the Treasurer, Assistant Treasurer, nor Financial Secretary shall participate in the counting of tithes and offerings, nor shall any member of their immediate family. The Chairman of the Counting Committee shall be responsible for training its members in proper counting procedures and establishing a schedule for which team is counting

198 each week. Proceedings of the Counting Committee are confidential without others present, and  
199 should be conducted in a secure area whenever possible. A quorum shall consist of at least three  
200 members.

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202 SECTION 3: Finance Committee: The Finance Committee shall be comprised of five members  
203 including the Treasurer, and the Financial Secretary. The remaining members will be nominated  
204 by the Nominating Committee and affirmed by congregational vote. This committee will formulate  
205 an annual budget to be presented to the church, to be voted on at the Annual Church Family  
206 Meeting. They will work to oversee the budget and aid the church in understanding its  
207 responsibilities as the Lord's stewards. One of the three elected members shall rotate off of this  
208 committee each year as a new member is elected to the committee. No employee of the church  
209 shall be elected to the Finance Committee. Proceedings of the Finance Committee are generally  
210 open to other church members. A quorum shall consist of at least three members.

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212 SECTION 4: Missions Committee: The Missions Committee shall be comprised of seven  
213 members with two of the members rotating off each year. The committee is responsible for  
214 promoting missional activities locally, regionally, nationally and internationally performed by  
215 and through individuals and ministries from the church. The Missions Committee shall submit a  
216 budgetary proposal to the Finance Committee by September 20 of each year. Proceedings of the  
217 Missions Committee are generally open to all church members. A quorum shall consist of at  
218 least three members.

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220 SECTION 5: Nominating Committee: The Nominating Committee shall be comprised of three  
221 members including the Ministry/Service Sphere Leader and two members nominated by the  
222 Church Ministries Council and affirmed by congregational vote. One of the two elected members  
223 shall rotate off the committee each even numbered year as a new member is elected to the  
224 committee. The role of the committee is to actively pray about vacancies among church officers  
225 and standing committees, and seek out individual members whom they feel might be called to fill  
226 those vacancies. As there are likely to be vacancies every quarter, this will be a process repeated  
227 every quarter beginning one month prior to the quarterly Church Family Meeting. Proceedings  
228 of the Nominating Committee are generally closed to other church members due to  
229 confidentiality concerns. A quorum shall consist of at least two members.

230  
231 SECTION 6: Personnel Committee: This committee shall be comprised of three members  
232 nominated by the Nominating Committee and affirmed by congregational vote with one member  
233 rotating off each year. Its scope of responsibility includes evaluating the Senior Pastor,  
234 recommending compensation, hours of work, and working conditions for church employees to  
235 the congregation as well as recommending and monitoring the personnel policies of the church.  
236 The Personnel Committee shall forward to the Finance Committee by September 20 any  
237 recommendations for increases or decreases in employee compensation, and advise the CMC on  
238 a quarterly basis any recommendations for increases or decreases in staff hours or changes in  
239 working conditions the committee will be making to the congregation for approval. The  
240 Personnel Committee will investigate complaints against both pastoral and non-pastoral paid  
241 staff members. No employee nor direct relative of an employee of the church shall serve on the  
242 Personnel Committee. Proceedings of the Personnel Committee are generally closed to other  
243 church members due to confidentiality concerns. A quorum shall consist of at least two elected  
244 members.

245

246 *SECTION 7: Procedures for Standing Committees:* The Church Ministries Council shall  
247 determine the chairman of each standing committee from among that committee’s members.  
248 Committees shall operate by consensus whenever possible, but may choose to use Robert’s Rules  
249 of Order to facilitate their service to the Body of Christ. Standing committees shall meet at least  
250 once quarterly, and will prepare a written report of their activities to the CMC and to the  
251 congregation at the quarterly Church Family Business Meetings and as needed at Special Call  
252 Church Family Business Meetings. The Senior Pastor or his designee is an ex officio member of  
253 all standing committees.

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255 *SECTION 8: Ad Hoc Committees:* Ad hoc committees of a minimum of three church members  
256 may be established as they are deemed necessary at a regular Church Family Meeting or presented  
257 to the congregation by the CMC for approval. Responsibilities of committees will be outlined in  
258 writing and revised as needed. These committees are dissolved when their task is accomplished or  
259 they become no longer relevant to the mission and ministry of the church. When an Ad hoc  
260 committee is formed, the membership of the committee may be named in the motion to form the  
261 committee or left to the Senior Pastor’s discretion to appoint members. The Senior Pastor or his  
262 designee is an ex officio member of all ad hoc committees.

263  
264 *SECTION 9: The Role of an Ex Officio Committee Member:* An ex officio member of a committee,  
265 whether a standing or ad hoc committee shall not be counted for purposes of a quorum, but may  
266 fully engage in discussions, make motions, second motions, and vote on motions.

267  
268 *SECTION 10: The Role of the Church Ministries Council in the Diminishing of a Committee:* If  
269 the situation should arise at any point after the election of members to a standing committee other  
270 than The Counting Committee where that standing committee ceases to have sufficient members  
271 to constitute a quorum, and the Nominating Committee has been unable to find church members  
272 to recommend so as to create a quorum for that committee, the CMC shall, with the remaining  
273 members of that committee fulfill the functions of that committee until the Nominating Committee  
274 is able to recommend sufficient church members for that committee to constitute a quorum.

## 275 276 **ARTICLE V – OTHER CHURCH OFFICERS AND POSITIONS**

277  
278  
279 *SECTION 1. Assistant Treasurer:* In cases of emergencies, illness, practicality or absences, the  
280 Assistant Treasurer shall assume all of the duties described in Article III, Section 7 of the Church  
281 Constitution, except if the Assistant Treasurer is an employee of the church, he or she will not be  
282 a corporate officer. The Assistant Treasurer shall serve a three-year term. The Assistant Treasurer  
283 may serve consecutive terms.

284  
285 *SECTION 2. Church Messengers:* Three Messengers shall be elected by the congregation to the  
286 Central Valley Baptist Association’s annual meeting and to the annual meeting of the California  
287 Southern Baptist Convention and the Southern Baptist Convention. It shall be their duty, as we  
288 cooperate with other churches in advancing the Kingdom of Christ, to represent our congregation  
289 in all business matters at the annual meetings they attend.

290  
291 *SECTION 3. Non-Pastoral Staff:* Any non-pastoral staff position and job description must be  
292 confirmed by congregational vote. The Personnel Committee will recruit, interview and  
293 recommend to the CMC and the congregation non-pastoral staff. The congregation will also affirm

294 the salary/hourly wage for the position. The Senior Pastor shall be responsible for evaluating the  
295 non-pastoral staff in accordance with the personnel policies of the church.  
296

297 *SECTION 4. Selection of Deacons:* As deemed appropriate by both the Senior Pastor and the CMC,  
298 a church member may be brought forward at worship service or a Church Family Business Meeting  
299 as a deacon candidate for a specific sphere of ministry or general church service. Once approved  
300 as a deacon candidate, and after a time of service of six months to one year, the candidate is to be  
301 ordained as a deacon in this church, and after a vote of the congregation, a special prayer of  
302 dedication will be held to commemorate this call to ministry.  
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## 304 **ARTICLE VI – CHURCH FAMILY BUSINESS MEETINGS**

305  
306 *SECTION 1. Manner of Conducting Church Family Business Meetings:*

307 The Word of God, the Bible, will be the supreme rule of order within the church. Members shall  
308 act in the spirit of mutual trust, openness and loving consideration as is appropriate for those who  
309 are members of the body of Christ. The church shall use Roberts Rules of Order as the suggested  
310 guide in governing the procedures of the affairs of this church during any Church Family Business  
311 Meeting.  
312

313 *SECTION 2. Establishing a Quorum:* Unless otherwise called for in the Constitution or these  
314 bylaws, a quorum for taking action on any item of business during a regularly scheduled or special  
315 call Church Family Business Meeting shall be the lesser of fifteen (15) members or twenty-five  
316 percent (25%) of the active church members of voting age. However, if an agenda item involves  
317 the purchase, leasing, or selling of real property, a major financial commitment exceeding twenty-  
318 thousand dollars (\$25,000), the calling or dismissing of a pastor, or amending the church  
319 Constitution or Church By-Laws, the lesser of thirty-five members or sixty percent (60%) of active  
320 church members of voting age is required. When no quorum exists, reports of entities within the  
321 church may still be submitted and information items under Old Business and New Business may  
322 still be conducted, but no vote nor consensus may be sought on any action item.  
323

324 *SECTION 3. Order of Business:* Church Family Business Meetings shall normally begin with a  
325 call to order followed by a devotional and/or prayer. Sequentially, the minutes of prior meetings  
326 shall be considered, reports from CMC, committees, and programs heard, Old Church Family  
327 Business considered, and New Church Family Business considered.  
328

329 *SECTION 4. Other New Family Business:* This is normally the final item on the meeting agenda  
330 before closing prayer. It is the opportunity for all church members to bring forth ideas and  
331 concerns that they would like the CMC, pastoral staff, or a particular committee to consider. No  
332 action may be taken at the meeting on any item brought forth under Other New Family Business.  
333

334 *SECTION 5. Distribution of Reports and Proposals:* To the extent feasible, minutes of previous  
335 meetings along with written reports and proposals from CMC, committees and ministries will be  
336 available to church members for examination and prayer at least three days prior to the meeting  
337 and will be emailed by the Clerk or Administrative Assistant upon request.  
338

339 *SECTION 6. Special Called Church Family Business Meetings:* Special Called Meetings shall be  
340 called by the Senior Pastor, the Church Ministries Council or any ten active members of the  
341 congregation. Notice of the meeting shall be given from the pulpit at two successive Sunday  
342 mornings prior to the meeting. The particular item or items to be dealt with in a special call  
343 meeting including the quorum required will be clearly explained both orally and by posting in the

344 foyer.

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## **ARTICLE VII – DISCIPLINE**

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348 *Discipline:* Discipline of all members for sin shall be consistent with the principles of Matthew  
349 18:15-17.

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## **ARTICLE VIII – DISPUTE RESOLUTION**

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354 *Dispute Resolution:* We believe that the Scriptures call Christians to put forth every effort to live  
355 at peace with each other and the world. The Bible calls us to resolve disputes and conflict with  
356 each other in private or within the church (Matthew 18:15-20, I Corinthians 6:7-8). We desire all  
357 our members to resolve conflict among our brothers and sisters according to biblical principles  
358 without the reliance on secular courts. The church has a responsibility to be a peacemaker and shall  
359 encourage the use of biblical based principles to resolve disputes between itself and those outside  
360 of the church (whether Christian or worldly and whether individuals or corporate entities).

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363 THESE BY-LAWS TO THE CONTITUION WERE ADOPTED ON \_\_\_\_\_, 2020 BY  
364 AT LEAST A TWO-THIRDS VOTE OF THE MEMBERSHIP PRESENT. ALONG WITH OUR  
365 CONSTITUTION, THEY WILL NOW SERVE AS OUR BASIS FOR CONDUCTING GOD’S  
366 WORK IN OUR COMMUNITY AND ELSEWHERE.

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Ruth Carey, Clerk