

**CONSTITUTION OF  
FIRST BAPTIST CHURCH OF NEWMAN, CALIFORNIA  
Affirmed on July 29, 2020**

**PREAMBLE**

That all things may be done decently and in order, and that we may more readily help one another in our Christian service as members of the First Baptist Church of Newman, we adopt the following constitution and by-laws as methods of our works:

**ARTICLE I – NAME, OBJECT & STATEMENT OF FAITH**

*SECTION 1. Name:* This organization shall be known as the First Baptist Church of Newman, California.

*SECTION 2. Object:* This church, believing in the Bible as the Inspired Word of God and as the sole authority for faith and practice, and adhering to all the teachings of Jesus Christ, declares its purposes: (a) to maintain regular services, both devotional and for public worship; (b) to proclaim earnestly the Gospel Message and to urge its personal acceptance; (c) to cooperate heartily, by prayer, gift, and service, in the effort to further the Kingdom of Christ; (d) to encourage, in every possible way a life lived for the glory of God as a disciple of Jesus Christ; and (e) to secure as far as possible the practice of true religion and Christian philanthropy (James 1:27) as revealed and taught in the sacred scriptures.

*SECTION 3. Statement of Faith:* The statement of faith of this church is the Baptist Faith and Message 2000. However, no document, secular or sacred shall take precedence over the Bible in the life, decisions and governance of this church.

**ARTICLE II – MEMBERSHIP**

*SECTION 1. Voting on Members:* Actions regarding membership accession, transfer of membership or dismissal shall be by vote of the church.

*SECTION 2. Admission by Baptism:* Any person professing faith in the Lord Jesus Christ, giving evidence of a change of heart, and having accepted the aims and ideals of the church, upon making a suitable enlistment for worship, service, and giving, may be received into membership, after baptism by immersion, by vote of the church.

*SECTION 3. Admission by Letter:* Members from Baptist churches or other churches holding like faith may become a candidate for membership with us requesting a letter of transfer from such churches and accepting the aims and ideals of the church as expressed in the Baptist Faith and Message 2000, and also upon making a suitable enlistment for worship, service, and giving. If such credentials should be of older date than one (1) year prior to their presentation, the applicant may be required to furnish additional information.

*SECTION 4. Admission by Experience or Restoration:* All applicants for membership other than by baptism by or by letter – that is by a Christian experience or by statement if previously baptized by immersion, or by restoration – shall be received into the church if they have been baptized.

*SECTION 5. Candidacy:* A person who comes forward for church membership candidacy shall converse with the Senior Pastor or member of the ministerial staff about their desire to join as a member of the church. The process in which one is brought into membership of this local body shall be performed in accordance with the bylaws of this church.

*SECTION 6. Transfer of Members:* Any member in good standing who has fulfilled their obligations to the church, upon their request shall be granted a letter of transfer to unite with another Christ-centered, Bible-believing church as may be designated. A letter of transfer shall be sent to the church which the member intends to join.

*SECTION 7. Removals:* When any member moves to a distance inaccessible to their present church, they shall supply the clerk with their new address, and apply for a letter of transfer within one (1) year, provided there be a Christ-centered, Bible-believing church in the place to which they move. In case there is no such church, or there are circumstances which render it inadvisable to change, it shall be their duty to report to this church as often as once a year in person or by letter and contributions. All absent members who do not so report shall be liable to discipline by this church as provided as in the bylaws of this church.

*SECTION 8. Voting Membership:* All eligible members age (12) years and older have a vote in all Church Family Meetings of this church.

### **ARTICLE III– ORGANIZATION**

*SECTION 1. Congregational Authority:*

The final authority and will of this church is placed in the membership of the church as guided by the Holy Spirit. Because of the “priesthood of all the believers” (I Peter 2:5), all Christians have the gift and discernment of the Holy Spirit and together form the body of Christ.

The vote of the membership of this Church at a properly called meeting, as provided in the bylaws of the church, shall be required to effect the following actions:

- a. Elect officers, ministry sphere leaders and committee members of the Church;
- b. Discipline members by dismissing them and discipline officers, ministry sphere leaders and committee members by removing them from office;
- c. Approve annual budgets of the Church, authorize any expenditure of the funds of the Church when such expenditure is not covered by an approved budget, and approve any transactions regarding real property;
- d. Accept, reject, or otherwise dispose of any matter submitted to the membership of the Church by the Church Ministries Council, the standing or ad hoc committees, or raised by motion under Old Family Matters or under New Family Matters at a Church Family Meeting;
- e. Adopt, amend, or repeal the Constitution or By-Laws of this church; and
- f. Approve the call, job description, and compensation of ministerial and non-ministerial staff.

*SECTION 2. Senior Pastor:* He shall conduct or delegate both public services of worship and moderation of Church Family Meetings, and the general development of the church work along with the spiritual needs of the church body shall be under his leadership.

*SECTION 3. Church Ministries Council (CMC):* The CMC shall consist of the Senior Pastor, any Associate Pastors, and those church members elected to oversee the five spheres of Worship, Fellowship, Discipleship, Ministry/Service and Mission/Outreach. The CMC shall assist the Senior Pastor in initiating, calendaring, and monitoring the programs of the church and presenting those programs at a Church Family Meeting for approval. The procedures for the CMC shall be in accordance with the bylaws of church.

*SECTION 4. Board of Trustees:* The three members of the Board of Trustees shall jointly be the custodian of all properties of the church whether real or personal, shall transact all business of the church under the direction of the membership of the church and shall perform all other duties imposed upon them by the laws of the State of California. No trustee may be an employee of the church, nor a spouse, child or parent of a church employee. A minimum of two trustees shall attest to all contracts, obligations, mortgages, deeds of trust, notes, and all legal documents of the church. In no case shall the Board of Trustees be authorized to make expenditures or create indebtedness without authorization from the church at a Family Meeting. The Chairman of the Board of Trustees shall serve as the President of the corporation, and is a corporate officer. Trustees serve for three-year terms, and may serve consecutive terms. The procedures for selecting trustees shall be in accordance with the By-Laws of the church.

*SECTION 5. Standing Committees:* Standing committees will be made up of affirmed members of the church body. There shall be standing committees for: (1) Finance; (2) Counting (3) Personnel; (4) Buildings and Grounds; (5) Missions and (6) Nominations. The scope of authority, membership, and procedures for standing committees shall be in accordance with the bylaws of the church. If additional standing committees are established, their inclusion in the bylaws shall be incorporated by reference into this Section of Article III of the Constitution.

*SECTION 6. Clerk:* The Clerk shall keep accurately the record of all Church Family Meetings, which shall be approved at each regular meeting. The Clerk shall create in conjunction with the Senior Pastor and the CMC the agenda for all Family Meetings, and both post and distribute by email to church members the final agenda a minimum of 72 hours prior to each Family Meeting. Following a Church Family Meeting, the Clerk shall prepare, post and distribute tentative minutes of that meeting within fourteen (14) days' time. The Clerk shall preserve, in a safe place, all church documents and shall keep a correct register of the membership, with date and manner of admission, transfer, and dismissal. He/she shall inform all members of their election or appointment to an office or committee. He/she shall submit an annual statistical report of the work of the church to the Central Valley Baptist Association and the California Southern Baptist Convention at the appropriate time, and to the congregation at the church's Annual Family Meeting. The Clerk shall serve a three-year term, is a corporate officer and may serve consecutive terms.

*SECTION 7. Treasurer:* The Treasurer shall ensure that all funds and securities of the church are properly secured in such banks, financial institutions, or depositories as appropriate, and shall keep

records of all receipts and disbursements with proper vouchers. The Treasurer shall be entrusted with all moneys belonging to this church, and shall without special vote direct the paying out of church funds for all budgeted items, but shall direct the paying out of all non-budgeted items only after they have been approved by the church, normally at a Church Family meeting, but in an emergency the expenses belonging to the church may be paid upon authorization by the Finance Committee. The Treasurer shall present a summary of the financial condition of the church at each Church Family Meeting and present a financial report along with a complete report submitted at the annual meeting. The Treasurer shall not be an employee of the church, nor a spouse, child or parent of a church employee. The Treasurer is a corporate officer, shall be elected to a three-year term, and may serve consecutive terms.

*SECTION 8. Financial Secretary:* The Financial Secretary is accountable to the Congregation and the Finance Committee to record tithes and offerings that come into the church treasury, and will maintain confidentiality concerning all church giving records. In January of each year the Financial Secretary will provide annual giving reports for the prior year to each giver for their records and tax purposes. The Financial Secretary shall serve a three-year term and may serve consecutive terms.

*SECTION 9. Deacons:* Deacons are congregationally affirmed members of the body who are responsible for the execution and oversight of various “spheres of ministry” and other areas of service in the church. Deacons shall care for the temporal needs of the church. The procedures for selecting deacons shall be in accordance with the By-Laws of the church.

## **ARTICLE IV – MEETINGS**

*SECTION 1. Worship Meetings:* Worship services shall be held each Sunday, The Lord’s Day, for worship, fellowship, discipleship, ministry and missions, with the Lord’s Supper being observed at least once per quarter.

*SECTION 2. Mid-week Services:* It is the desire of this church to meet at least once a week in mid-week for prayer and Bible study.

*SECTION 3. Church Family Meetings:* The church will hold a minimum of quarterly meetings to discuss church family matters with the schedule for quarterly meetings voted upon at the annual meeting. Also at the annual meeting the church will be presented annual reports from all officers, committees, and departments of the church. Election of officers and standing committees of the church will be conducted at the annual meeting. Special meetings may be called as needed by the Senior Pastor, or the CMC. Both the determination of what constitutes a quorum and the procedural rules for Church Family Meetings and shall be in accordance with the bylaws of the church.

## **ARTICLE V – PROPERTY**

*SECTION 1. The Church as a Buyer, Leaser, Owner and Seller of Property:* This church shall have the power to buy, own, lease and sell property in its corporate name. The church corporation shall be sole owner of all property, personal or real, donated to or purchased by this church. No person shall retain any right, title, or interest in any such property.

*SECTION 2. Conveyance or Encumbrance of Church Property:* Conveyance or encumbrance of all or any church property may be made, provided, however, that any such action must receive at least a two-thirds majority vote of the membership of the church present at a meeting duly called pursuant to the By-Laws of this church. Instruments of conveyance or encumbrance so authorized at any such meeting shall be executed in the name of the church by the Trustees.

*SECTION 3. Prohibition Against Improper Inurement:* No part of the income or assets of this church shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that this church shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I hereof. No substantial part of the activities of this church shall be the carrying on of political propaganda, or otherwise attempting to influence legislation, and this church shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this constitution, this church will not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future tax code.

*SECTION 4. Prohibition Against Accepting Public Property:* This church shall not seek or knowingly accept any public monies or property as donations or compensation for ministerial services.

*SECTION 5: Division of the Church Membership:* In the event of a division of the church membership, the church name and the real and personal property of the church shall belong to the body of members who adhere to the Constitution and By-Laws. Judgment of (a) the applicability of the Constitution and By-Laws to the issues causing the division, and (b) which faction adheres to the Constitution and By-Laws, shall be made by the Executive Board of the Central Valley Baptist Association (CVBA) of the California Southern Baptist Convention (CSBC). In the event said officers conclude that (a) each or none of the factions adheres to the Constitution and By-Laws, or (b) the issues dividing the church are not governed by the Constitution or By-Laws, they shall award the church name and disburse the real and personal property of the church according to their sole discretion and judgment, provided such distribution shall be for exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

*SECTION 6: Dissolution of the Church:* In the event that the church dissolves as a Southern Baptist Church, all personal and real properties at the time of dissolution shall revert to the Central Valley Baptist Association (CVBA) for the specific purpose of replanting a Southern Baptist Church in Newman. In the event the CVBA is no longer in existence, then such assets shall revert to the California Southern Baptist Convention (CSBC) for the express purpose of such replanting.

## **ARTICLE VI – BY-LAWS**

*SECTION 1. Supplement to Constitution:* A supplement to this Constitution known as the By-Laws shall include, but not necessarily be limited to: (a) procedures for admittance to membership; (b) The definitions, qualifications, duties, and procedures for the calling and termination of pastoral staff, deacons, officers, committees and committee members; (c) procedures for establishing the definitions of the working relationship between the church and any of its ministries; (d) and provision and procedures for meetings other than those mandated by the Constitution.

*SECTION 2. By-Law Amendments & Changes:* Proposed changes to the By-Laws shall be presented in writing to the CMC for presentation at any Church Family Meeting. The addition, alteration, or amendment must be drawn up in writing and handed out to the membership for the purpose of reading and considering two (2) weeks prior to the Church Family Meeting at which it is read and voted upon. When approved at the Church Family Meeting with two thirds approval of the votes cast it will be made part of the By-Laws.

## **ARTICLE VII – CONSTITUTIONAL CHANGES**

Amendments to this constitution may be made at regularly scheduled or specially called Church Family Meetings or specially called meetings when approved by three quarters of the votes cast. The proposed amendment, if encompassing more than one Article of this Constitution, must be presented to the congregation in writing at least two months prior to its adoption to ensure adequate time for its scrutiny and discussion. Otherwise presentation to the congregation one month prior to its adoption is adequate.

THIS CONSTITUTION, AS AMENDED, WAS ADOPTED ON JULY 29, 2020 BY AT LEAST A THREE-FOURTHS VOTE OF THE MEMBERSHIP PRESENT. IT WILL NOW SERVE AS OUR BASIS FOR CONDUCTING GOD’S WORK IN OUR COMMUNITY AND ELSEWHERE.

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

2                           **Affirmed on July 29, 2020**

3  
4                           **ARTICLE I – MEMBERSHIP**

5  
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.

9  
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.

16  
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.

23  
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.

29  
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.

114  
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.

128  
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 communicating  
138 with the Worship Leader regarding: musicians & singers; audiovisual booth workers, ushers; and  
139 to also coordinate nursery workers and children’s church workers. When there is an Associate  
140 Pastor for Children, the Worship Sphere Servant Leader and that Associate Pastor shall  
141 coordinate regarding communicating with nursery workers and children’s church workers.

142  
143 *SECTION 5: The Fellowship Sphere Servant Leader:* This member of the CMC shall be  
144 responsible for coordinating both small group and hospitality activities of study within the  
145 church. Among the small groups contemplated are a Men’s Group, Women’s Group and  
146 community-based care groups in Newman and Gustine. At their discretion, The Fellowship

147 Sphere Servant Leader may appoint a Hospitality Coordinator to take the lead role in such things  
148 as potlucks, weddings, funerals, kitchen maintenance and decorations.

149  
150 *SECTION 6: The Discipleship Sphere Servant Leader:* This member of the CMC shall be  
151 responsible for assuring there are adequate teachers and curriculum for each age level within the  
152 church for Sunday School and for Vacation Bible School. At their discretion, the Discipleship  
153 Sphere Service Leader may appoint a Sunday School Secretary, Vacation Bible School Director  
154 and/or a Children’s Club Director. If there is a Youth and/or Children’s Ministry staff position,  
155 the Discipleship Sphere Servant Leader shall coordinate with that staff person regarding  
156 children’s and youth issues.

157  
158 *SECTION 7: The Ministry/Service Sphere Servant Leader:* This member of the CMC shall be  
159 responsible for assuring that standing committees are fully staffed and meeting at least quarterly  
160 in the month prior to the quarterly Church Family Business Meeting. Where there is a need for  
161 committees to meet jointly, the Ministry/Service Sphere Servant Leader will chair or designate a  
162 chair for those meetings. His or her responsibility includes presenting committee reports to the  
163 CMC. He or she serves on the Nominating Committee.

164  
165 *SECTION 8: The Mission/Outreach Sphere Servant Leader:* This member of the CMC shall  
166 coordinate the missional outreach of the church on a local, regional, state, national and  
167 international level. He or she will coordinate the Annie Armstrong Easter Offering, California  
168 Mission Offering, and Lottie Moon Christmas Offering. He or she will coordinate domestic  
169 and/or international mission trips, financial support of missionaries in the field, migrant ministry  
170 efforts and service projects both foreign and domestic. He or she will work closely with those  
171 who spearhead individual missional outreach projects, and serves on the Mission Committee.

172  
173 *SECTION 9: Budget Preparation and Monitoring:* Each of the sphere servant leaders and the  
174 Administrative Assistant shall be responsible for submitting a budget proposal for the following  
175 calendar year to the Finance Committee by September 1 so that the Finance Committee can  
176 submit a proposed budget to the CMC for Calendaring by September 20. During the course of  
177 the year, each of the sphere servant leaders shall monitor the expenditures for the sphere they  
178 oversee.

179  
180 **ARTICLE IV – STANDING COMMITTEES & AD HOC COMMITTEES**

181  
182 *SECTION 1: Building and Grounds Committee:* The Building and Grounds Committee shall be  
183 comprised of three members with one of the members rotating off each year. The committee is  
184 responsible for the maintenance of the interior and exterior of church buildings along with the  
185 exterior grounds of the church. The committee shall establish priorities for maintenance, repair  
186 and replacement. Any proposal for construction on church grounds or purchase of real property  
187 by the church shall be referred to the Building and Grounds Committee before being considered  
188 elsewhere. The Building and Grounds Committee shall submit a budgetary proposal to the  
189 Finance Committee by September 20 of each year. Proceedings of the Building and Grounds  
190 Committee are generally open to all church members. A quorum shall consist of at least two  
191 members.

192  
193 *SECTION 2: Counting Committee:* The Counting Committee shall consist of two three-member  
194 counting teams. One of the teams will count weekly the collected tithes and offerings and deposit  
195 the amount into the church’s bank account weekly. No two members of the same immediate family  
196 shall be on the same counting team, and neither the Treasurer, Assistant Treasurer, nor Financial

197 Secretary shall participate in the counting of tithes and offerings, nor shall any member of their  
198 immediate family. The Chairman of the Counting Committee shall be responsible for training its  
199 members in proper counting procedures and establishing a schedule for which team is counting  
200 each week. Proceedings of the Counting Committee are confidential without others present, and  
201 should be conducted in a secure area whenever possible. A quorum shall consist of at least three  
202 members.

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

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

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

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

246 church members due to confidentiality concerns. A quorum shall consist of at least two elected  
247 members.

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

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

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

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

278  
279

## 280 **ARTICLE V – OTHER CHURCH OFFICERS AND POSITIONS**

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

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

293

294 *SECTION 3. Non-Pastoral Staff:* Any non-pastoral staff position and job description must be  
295 confirmed by congregational vote. The Personnel Committee will recruit, interview and  
296 recommend to the CMC and the congregation non-pastoral staff. The congregation will also affirm  
297 the salary/hourly wage for the position. The Senior Pastor shall be responsible for evaluating the  
298 non-pastoral staff in accordance with the personnel policies of the church.  
299

300 *SECTION 4. Selection of Deacons:* As deemed appropriate by both the Senior Pastor and the CMC,  
301 a church member may be brought forward at worship service or a Church Family Business Meeting  
302 as a deacon candidate for a specific sphere of ministry or general church service. Once approved  
303 as a deacon candidate, and after a time of service of six months to one year, the candidate is to be  
304 ordained as a deacon in this church, and after a vote of the congregation, a special prayer of  
305 dedication will be held to commemorate this call to ministry.  
306

## 307 **ARTICLE VI – CHURCH FAMILY BUSINESS MEETINGS**

308  
309 *SECTION 1. Manner of Conducting Church Family Business Meetings:*

310 The Word of God, the Bible, will be the supreme rule of order within the church. Members shall  
311 act in the spirit of mutual trust, openness and loving consideration as is appropriate for those who  
312 are members of the body of Christ. The church shall use Roberts Rules of Order as the suggested  
313 guide in governing the procedures of the affairs of this church during any Church Family Business  
314 Meeting.  
315

316 *SECTION 2. Establishing a Quorum:* Unless otherwise called for in the Constitution or these  
317 bylaws, a quorum for taking action on any item of business during a regularly scheduled or special  
318 call Church Family Business Meeting shall be the lesser of fifteen (15) members or twenty-five  
319 percent (25%) of the active church members of voting age. However, if an agenda item involves  
320 the purchase, leasing, or selling of real property, a major financial commitment exceeding twenty-  
321 thousand dollars (\$25,000), the calling or dismissing of a pastor, or amending the church  
322 Constitution or Church By-Laws, the lesser of thirty-five members or sixty percent (60%) of active  
323 church members of voting age is required. When no quorum exists, reports of entities within the  
324 church may still be submitted and information items under Old Business and New Business may  
325 still be conducted, but no vote nor consensus may be sought on any action item.  
326

327 *SECTION 3. Order of Business:* Church Family Business Meetings shall normally begin with a  
328 call to order followed by a devotional and/or prayer. Sequentially, the minutes of prior meetings  
329 shall be considered, reports from CMC, committees, and programs heard, Old Church Family  
330 Business considered, and New Church Family Business considered.  
331

332 *SECTION 4. Other New Family Business:* This is normally the final item on the meeting agenda  
333 before closing prayer. It is the opportunity for all church members to bring forth ideas and  
334 concerns that they would like the CMC, pastoral staff, or a particular committee to consider. No  
335 action may be taken at the meeting on any item brought forth under Other New Family Business.  
336

337 *SECTION 5. Distribution of Reports and Proposals:* To the extent feasible, minutes of previous  
338 meetings along with written reports and proposals from CMC, committees and ministries will be  
339 available to church members for examination and prayer at least three days prior to the meeting  
340 and will be emailed by the Clerk or Administrative Assistant upon request.  
341

342 *SECTION 6. Special Called Church Family Business Meetings:* Special Called Meetings shall be  
343 called by the Senior Pastor, the Church Ministries Council or any ten active members of the

344 congregation. Notice of the meeting shall be given from the pulpit at two successive Sunday  
345 mornings prior to the meeting. The particular item or items to be dealt with in a special call  
346 meeting including the quorum required will be clearly explained both orally and by posting in the  
347 foyer.  
348

### 349 **ARTICLE VII – DISCIPLINE**

350  
351 *Discipline:* Discipline of all members for sin shall be consistent with the principles of Matthew  
352 18:15-17.  
353

### 354 **ARTICLE VIII – DISPUTE RESOLUTION**

355  
356  
357 *Dispute Resolution:* We believe that the Scriptures call Christians to put forth every effort to live  
358 at peace with each other and the world. The Bible calls us to resolve disputes and conflict with  
359 each other in private or within the church (Matthew 18:15-20, I Corinthians 6:7-8). We desire all  
360 our members to resolve conflict among our brothers and sisters according to biblical principles  
361 without the reliance on secular courts. The church has a responsibility to be a peacemaker and shall  
362 encourage the use of biblical based principles to resolve disputes between itself and those outside  
363 of the church (whether Christian or worldly and whether individuals or corporate entities).  
364

365  
366 THESE BY-LAWS TO THE CONTITUION WERE ADOPTED ON JULY 29, 2020 BY AT  
367 LEAST A TWO-THIRDS VOTE OF THE MEMBERSHIP PRESENT. ALONG WITH OUR  
368 CONSTITUTION, THEY WILL NOW SERVE AS OUR BASIS FOR CONDUCTING GOD’S  
369 WORK IN OUR COMMUNITY AND ELSEWHERE.