

Amended and Restated
BYLAWS
OF
FIRST BAPTIST CHURCH
HARRISON, ARKANSAS

As of December ____, 2024

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BYLAWS

OF

FIRST BAPTIST CHURCH

HARRISON, ARKANSAS

In order to carry out the purposes and goals of this church in keeping with the teachings of the Bible as we believe it, and to provide for the orderly and efficient government of the church and the conduct of its business and affairs, First Baptist Church of Harrison, Arkansas, hereby adopts the following bylaws:

ARTICLE I: MEMBERSHIP

Section 1. Powers of the Membership

First Baptist Church is an autonomous, self-governing body of Christians organized together into a church under the leadership and according to the teachings of the Lord Jesus Christ. This church shall have only one class of membership: full membership. The membership shall have the power of self-government and the power to determine the qualifications of its members as provided herein.

Section 2. Petitions for Membership

Any person, regardless of race or economic status, may offer him/herself as a candidate for membership in this church. A petition for membership may be made by any of the following methods:

- A. **By Profession of Faith.** After one accepts Jesus Christ as Savior, he/she may present him/herself for membership in this church as a candidate for baptism. Following baptism, he/she immediately becomes a member of this church. (See: Article V, Section 1, infra, page 19).
- B. **By Transfer of Letter.** A church letter is a letter of recommendation from a Baptist church of like faith and order. At the time of invitation in a service, one may present him/herself for membership in the church. The church will write to the church where the applicant's membership is located, and the church of his/her present membership will write a letter to First Baptist Church, Harrison, Arkansas, stating whether he/she is a member in good standing who is being transferred from their fellowship to unite with First Baptist Church, Harrison, Arkansas. Upon receipt of a letter of good standing membership will be granted.
- C. **By Statement.** If one has ever been a member of a church of like faith and order and for some reason (such as loss of records, church disbandment or having left a church of like faith and order to join a church of another denomination) his/her membership record is not available, he or she may unite with our church by statement. Additional baptism is not required under this category since the candidate is a former member of a Baptist church.
- D. **By Baptism.** If one is or has been a member of another denomination and wishes to become a member of First Baptist Church Harrison, he/she may present him/herself as a candidate for baptism upon previous experience of salvation, and following administration of the

ordinance of baptism, he/she immediately becomes a member of this church.

- E. **By Reinstatement.** In the event that a candidate for membership has been excluded from the membership of this or some other Baptist church, he/she may be reinstated or admitted to the membership of this church upon a statement of repentance which is acceptable to this church.

Section 3. Membership Committee

The church designates the Pastor, the other ordained staff, and the active Deacons of this church as the Membership Committee. The Pastor shall receive, interview and counsel with candidates for membership. In the absence of the Pastor, or upon his request for their assistance, the other members of the Membership Committee shall help perform this function. The Pastor or the others shall make recommendation after their interview and counseling. If the candidate's statement of faith is satisfactory, he/they shall recommend the candidate for membership.

Section 4. Procedure for Acting on Petition

All applicants for membership shall be welcomed by the church at the service at which they present themselves for membership and their application shall be referred to the full membership of the church, and presented by the Church Clerk at the next regular business meeting. If there is any dissent expressed there as to the reception of any candidate, such application shall be referred to the Membership Committee for investigation and for making a recommendation to the church at the next regular business meeting. The report shall be made and thereafter a vote taken by the membership on the admission of the member. All applications for membership shall require a favorable vote of three fourths (3/4) of those present for admission to membership.

Section 5. New Member Orientation

It shall be the duty of each member of this church to welcome new members into the fellowship of the church and to attempt to make them to be, in fact, a part of the church. Each new member shall be encouraged to participate in, and the church shall provide, on at least an annual basis, a new member orientation class which shall include outlines of our church's activities and services, Baptist doctrine, and the Church Operations Manual (See: Article VIII, infra, page 21).

Section 6. Discipline

It shall be the basic purpose of this church to emphasize to its members that reasonable measures shall be taken to assist any troubled member. The Pastor, other members of the church staff and the Deacons are available for counsel and guidance. Redemption and restoration to fellowship, rather than punishment, shall be the guidelines which govern the attitude of one member toward another in this area. Should some serious condition exist, which would cause a member to become a liability to the general welfare of the church and the cause of Christ, the steps set out in Matthew 18: 15-17 shall be followed, employing reasonable effort to resolve any problem which may have arisen.

The Membership Committee, above mentioned (Article I, Section 3, infra, page 5), shall be the committee of the church charged with this responsibility. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, if after the procedures above mentioned are followed, it is found by the church that the exclusion of the offending member is

necessary for the welfare of the church, it may exclude the offending member from the membership until such time as the member is restored to the fellowship as herein provided. It shall be necessary to have a vote in favor of the exclusion by three-fourths (3/4) of the membership present at the meeting where the issue is determined in order for the motion to be adopted.

Any person whose membership has been terminated by exclusion, may, upon request, be reinstated to membership by a vote of the church upon evidence of his/her repentance and reformation as provided for in the Scriptures.

Section 7. Methods of Termination of Membership

Membership in First Baptist Church may be terminated by any of the following methods: Death of the member; transfer of membership to another church of like faith and order; written request from the member that his/her name be deleted from the membership roll of this church; joining another church of different faith and order of this church; and by exclusion under the procedures herein set out. (See: Article I, Section 6. Discipline, infra, page 5).

Letters of transfer shall be granted only to the church of like faith and order to which a member seeks to transfer his/her membership.

ARTICLE II: OFFICERS AND COMMITTEES

In order to carry out the work of the church effectively, the church shall have officers and committees. All persons who serve as officers and who serve on church committees shall be members in good standing of First Baptist Church.

Section 1. Church Officers

The officers of the church shall consist of: A Pastor and such other professional or ordained staff members as the church shall choose to employ, one of which will be designated as Administrator, as well as the Deacons, Deacon Screening Committee, Church Clerk, Church Treasurer, Assistant Church Treasurers, Financial Secretary and Church Trustees.

(a) The Pastor

(i) Duties. The Pastor shall perform all duties assigned to the Pastor of a New Testament church by the Holy Scriptures, and he shall perform the duties assigned to him in these bylaws. The Pastor is the servant leader of the congregation. He shall be in charge of ministering pastoral care to promote the spiritual welfare of church members' souls (Hebrews 13:17). He shall give pastoral counseling to members and non-members as the need arises.

The Pastor shall have the responsibility of the pulpit ministry, of preaching the Gospel, of teaching the Bible, of learning and teaching sound doctrine and of leading and inspiring such sound programs of proclamation and Gospel teaching as may be necessary and appropriate for this church.

In addition, the Pastor shall: give general supervision to all church staff, church ministry assistants and custodians; subject to Article VI, Section 7, infra, page 20, he shall act as moderator at business meetings. The Pastor shall regularly attend Deacons' meetings and shall seek to give direction to a Deacon family ministry plan. He shall give general direction to all ministries of the church, e.g., benevolence, social, evangelism, education.

He shall be an *ex-officio*, non-voting member of all standing committees of the church. (See: also Article I, Section 3, *infra* page 5; Article II, Section 2 (c) *infra*, page 15; Article II, Section 3 (d), *infra* page 17; Article IV, *infra*, page 18; Article V, Sections 1 and 2, *infra*, page 19; Article VI, Sections 1 and 7, *infra*, pages 19-20).

(ii) Delegation of Duties. When the Pastor may see fit, he may occasionally delegate his authority to perform baptisms, to conduct the Lord's Supper or to proclaim the Gospel in behalf of our church to other ordained church staff members. He may arrange for guest speakers, Bible conferences, Bible studies and revivals in accordance with the custom of the church.

It is the duty of the members of this church, within the bounds of conscience and the teaching of the Holy Scripture, to support, protect, and defend the Pastor as he leads the church (2 Peter 2: 1). The church shall provide for the financial support of the Pastor in salary and other benefits as the church shall provide.

(iii) Qualifications of the Pastor. The qualifications of the Pastor of First Baptist Church shall be those set out in 1 Timothy 3: 1-7 and Titus 1: 5-9. He shall be a man called of God to the Gospel ministry who is mature in the faith, and knows and preaches sound doctrine; one who believes the Holy Scriptures; one who agrees with the doctrinal statements of this church (Constitution, Article III) and who conducts his life accordingly. He shall be a man who, under the leadership of the Holy Spirit, is capable of leading the church to achieve its goals.

(iv) Calling the Pastor. When the pulpit of our church becomes vacant, a seven (7) member Pastor Search Committee shall be formed. Three (3) positions will be "at large" and elected at a regular or special business meeting of the church by secret ballot from nominations from the floor. The other four (4) positions of this committee shall be comprised of one representative each from the Personnel Committee, the Deacon body, the Trustees, and the Stewardship Committee with each group electing their representative. Should any of these four (4) groups be unable to select a representative, then the position shall become an "at large" position and will be elected at the business meeting from nominations from the floor. Announcement of the selected committee members and advance notice of the election of the "at large" positions of the Pastor Search Committee is to be given from the pulpit at least two weeks before the election.

(v) The Pastor Search Committee. The Pastor Search Committee shall conduct a search for persons available and qualified to serve as Pastor and shall prayerfully select a person who shall come in view of a call as Pastor of our church. Only one person at a time may be presented to the church. The Pastor Search Committee shall have the power to elect committee officers and to expend church funds as may be reasonably necessary to pay for the search for a new Pastor. The committee shall seek to learn the qualifications and background of all candidates considered to determine the one which the committee believes is God's choice for our Pastor. In consultation with the Stewardship Committee and the Personnel Committee, the Pastor Search Committee shall recommend to the church the details of salary and other benefits that shall be offered to the potential Pastor at the time of extending any call.

When the Pastor Search Committee selects a person to come in view of a call as Pastor, an announcement of the date of his coming shall be given in the church bulletin, or program insert, which shall also give a brief biographical history of the applicant. This

announcement shall occur one week before the date set for his coming and a notice of the event shall also be publicly posted via appropriate means of mass communication. No vote shall be taken on calling the prospective Pastor on the day of his coming in view of a call, but an announcement shall be made that a vote will be conducted on the following Sunday morning, at which time all members of the church shall have an opportunity to vote by secret ballot. A vote of seventy-five percent (75%) of the members present in favor of calling a new Pastor shall be necessary to extend the call (See Quorum requirements Article VI, Section 6, *infra*, page 20). Before the day of the vote the candidate and separately the Pastor Search Committee, without the candidate, will be made available to address questions and/or concerns from the congregation.

Upon the employment of a new Pastor, the Pastor Search Committee shall dissolve. (Employment of other staff shall be handled under Article II, Section 1 (b) and (d), pages 8-9 herein).

(vi) Term of service of the Pastor. The Pastor shall serve an indefinite term of office subject to his own calling and the will of the church. His term shall expire upon his death in office; his resignation or retirement; by termination without cause under this paragraph; or upon the office of Pastor being declared vacant by a vote of the church. If a Pastor desires to retire or resign he may do so by delivering a written notice of such intent to the Chairman of Deacons and the Chair of the Personnel Committee at least two weeks prior to the date he has selected to terminate his work here. If the office of Pastor is declared vacant, it may be done in accordance with Article II, Section 1 (c) or (e), pages 9-10, hereof.

(vii) Pulpit Supply Committee. In the event of disability of the Pastor, or when the church is without a Pastor, a Pulpit Supply Committee shall be formed. It shall be composed of the Chairman of Deacons, who shall be Chairman of the Pulpit Supply Committee and four other members elected by the church by secret ballot. Two of the other members shall be active Deacons and two shall be elected from the membership. The members of the committee shall continue to serve even if their term of office as a Deacon or Chairman of Deacons expires. The Pulpit Supply Committee shall have the responsibility to see that a qualified person is engaged to proclaim the Gospel in our church's pulpit during all regularly scheduled worship services. The committee shall have the right to expend such sums from the church treasury as may reasonably be necessary to pay the cost of filling the pulpit and for locating qualified persons for that purpose. The committee shall dissolve when the church employs a full time Pastor. The committee may recommend the employment of an intentional Interim Pastor. The election of an Interim Pastor shall take place at a meeting called for that purpose or at a regular business meeting of the church. There must be at least one week's advance notice from the pulpit of the church of the intent to present someone as a potential Interim Pastor. A simple majority of a quorum shall be sufficient to issue a call to an Interim Pastor. A currently serving Interim Pastor is not to be considered for or offered the position of full-time Pastor of the church.

(b) Other Pastoral Staff

This church shall call or employ, in addition to the Pastor, such other pastoral staff members as the church shall see fit. When the need for a staff member is determined, a job description shall be written by the Personnel Committee in consultation with the Pastor, and presented to the church for approval at a church business meeting. Other

pastoral staff members shall be recommended to the church by the Personnel Committee and employed by church action. Voting on employment matters shall be by secret ballot. At least one week's notice on the presentation of a potential professional or ordained staff member shall be given from the pulpit at a Sunday morning service.

(c) Complaints Against Professional or Ordained Staff Members

In keeping with the spirit of Matthew 18: 15-17, complaints against any ordained or professional staff member shall not be presented to the church for consideration unless the complaining party has first followed the procedures herein.

First, the complaint must be taken to the person who is accused of wrongdoing, and if the matter is not resolved by that, then the complaining party may present his charge in writing to the Personnel Committee. The accused shall then be given a copy of the written charge and given no less than ten (10) days within which to respond in writing. The committee shall then consider any evidence which the parties may care to submit and thereafter the committee shall determine whether the charges merit being taken before the church.

If the Personnel Committee finds that the complaint merits consideration before the church, then it shall report its recommendation in writing to the church. If a complaint is made to the committee and the committee fails to act on it for more than forty (40) days, then the complaining party may proceed to take the matter directly to the church for action by filing a written statement of the charge with the Church Clerk and asking to be heard at an upcoming business meeting.

When the matter is presented to the church, the complaining party and the accused staff member shall be notified of the meeting in advance and each shall be allowed to speak to the church or to have others to do so in their behalf. A secret ballot shall be taken on the question of action on the complaint. A vote in favor of declaring the office of any staff member vacant shall require the affirmative vote on the motion of over sixty-five percent (65%) of those present.

Advance notice of the presenting of a complaint against a staff member shall be given to the church from the pulpit at a Sunday service at least one week prior to the business meeting where such complaint is to be heard.

(d) Other Staff

Hiring and continuation of employment of all other staff shall be at the will of the Personnel Committee and the Pastor. The employment of all ministry assistants, janitors, custodians, maintenance, or other non-pastoral staff shall be handled by the Personnel Committee with the approval of the Pastor. If the Pastor and the Personnel Committee do not agree on action to be taken, then the question shall be submitted to the church for decision. Benefits to be paid to such employees, so long as they are within the budget approved by the church for such positions, shall be determined by the Personnel Committee and the Pastor. If the benefits exceed those approved in the budget, then approval of the Stewardship Committee and the church shall be required before agreement to pay same can be made. Termination of employment of such employees shall be under the control of the Personnel Committee with the approval of the Pastor. The Pastor may designate some other pastoral staff member to perform his administrative duties under this paragraph.

(e) Staff Tenure

Any staff, including the Pastor of the church, shall have the right to resign his/her post at any time without cause. Likewise, the church shall have the right to discharge any or all staff members without cause at any time.

When it appears to be in the best interest of the church, the Personnel Committee may suspend any professional staff member for up to 30 days with pay. However, if the suspended staff member is the Pastor, the suspension must be with the concurrence of a majority of the Deacons.

(f) Church Clerk

The Church Clerk shall be responsible to attend all church business meetings, and to make and maintain in some permanent record an accurate and complete record of the proceedings and the actions taken by the church. The Clerk shall have the custody of the record currently being completed; the same shall be and remain the property of the church and shall be subject to inspection by any church member at any reasonable time and place. Upon completion all church records, including the Church Operations Manual, shall remain and be kept in the church office. (See: Article VIII, infra, page 21). The Church Clerk shall, upon approval of the church pursuant to these bylaws, issue and receive letters of membership transfer and shall maintain the official copy of the church's Constitution and Bylaws together with all amendments thereto which shall be available for inspection by any member at reasonable times and places. The Church Clerk shall prepare and forward or present the church "letter" to the annual associational meetings and perform all other duties customarily done by the Church Clerk. In addition, the Church Clerk shall be responsible for keeping a register of the names of members, with the dates of admission, dismissal, or death, together with a record of baptisms, and shall give required notices of all meetings where such notice is necessary, as indicated in the Constitution and these bylaws. The church or the Clerk may delegate some of the Clerk's responsibilities to a church ministry assistant or church member.

The Church Clerk shall be elected annually by a vote of the church. The Nominating Committee shall nominate a candidate for this office.

(g) Church Treasurer

The church shall elect annually a Church Treasurer. It shall be the duty of the Treasurer to oversee the receiving, preserving and disbursing all money, or things of value paid or given to the church. The Treasurer shall provide for the keeping at all times an itemized account of all receipts and disbursements.

It shall be the duty of the Treasurer to establish procedures for the receiving, preserving and disbursing of all gifts, contributions and payments to the church subject to the policies established by the Stewardship Committee and approved by the church. Those procedures shall be kept in a manual on file in the office and shall be approved by the Stewardship Committee. Any changes to the procedures shall be approved by the Committee.

It shall be the duty of the Treasurer to render to the church at each regular business meeting a report of the financial condition of the church and a report of the receipts and disbursements for the preceding month.

If recommended by the Stewardship Committee or upon motion duly adopted by the church, the Treasurer's books shall be reviewed or audited by a qualified Certified Public

Accountant, as recommended by the Stewardship Committee.

Upon rendering the annual account at the end of each fiscal year, and upon its acceptance and approval by the church, the records shall be delivered by the Treasurer to the Church Clerk, who shall keep and preserve the account as a part of the permanent records of the church. The Nominating Committee shall nominate one candidate for Church Treasurer.

The Church Treasurer and the Assistant Church Treasurers shall be *ex-officio* non-voting members of the Stewardship Committee. (See: Article VII, Section 1, 2 and 3 page 21, and Article II, Section 2 (d), page 15, *infra*).

There shall be Assistant Treasurer(s) who shall be nominated by the Nominating Committee and approved by the church annually. The Assistant Treasurer(s) shall perform any of the duties of the Treasurer when the Treasurer is absent or disabled.

(h) Administrative Staff

The church shall employ a pastoral staff member to be designated as Administrator and a non-pastoral staff member to be designated as Financial Secretary. The duty of the Administrative Staff is to keep an accurate record of all gifts, contributions or payments made to the church, make all deposits and disbursements following the Policies established by the Stewardship Committee and approved by the church and the Procedures that are established with the Church Treasurer and approved by the Stewardship Committee.

The Administrative Staff shall perform such other tasks and duties as may be assigned by the Church Treasurer, the Personnel Committee and/or the Senior Pastor.

(i) Financial Secretary

The church shall employ a secretary who will act as Financial Secretary and shall keep an accurate record of all contributions made to the church, shall make out all deposits for the church, and write checks for the church, which, if over \$200.00, shall be countersigned by at least one other authorized person, that is, either the Treasurer or the Assistant Treasurer, and the Financial Secretary shall perform such other tasks and duties as may be assigned by the church or the church Treasurer.

(j) Bonding

The Church Treasurer, Assistant Treasurer(s), Financial Secretary, and others as recommended by the Stewardship Committee, shall be bondable, and shall be bonded in an amount to be determined by the Stewardship Committee with the church paying for the bond. However, upon the recommendation of the Stewardship Committee, the church, by affirmative action, may dispense with the bond requirement for any or all of the above positions on an annual basis.

(k) Deacons

There shall be one Deacon for approximately every twenty resident family units in the church membership, as determined from an examination of the church records. This examination shall be made by the Deacon Screening Committee in April prior to the beginning of the annual Deacon Election process in July. A variance of the number of family units per Deacon shall be permitted in determining the number of Deacons required if the number of qualified and willing individuals is less than the number of target slots to be filled.

When the Deacon Screening Committee determines that there is a need to change the number of Deacons, it shall inform the church in May prior to the Deacon Election process of the number of Deacons which are necessary to be elected to achieve the target number of active Deacons for the next church year.

(i) Duties of Active Deacons. In accordance with the New Testament, Deacons shall be the servants of the church. The Deacons shall keep themselves informed of the spiritual needs and climate of the church, and when appropriate, offer assistance or advice to the Pastor, staff, church committees, the congregation or individual church members. Any church committee may refer any question before it to the Deacons for advice and recommendations, or may ask the Deacons to join the committee in making recommendations to the church on matters relating to church business or doctrine. The Deacons may, on their own initiative, inquire into church affairs, and study and make recommendations on church business to the Pastor, the staff, church committees or the church in general, which recommendations shall be advisory and not directory. In furtherance of the advisory function, the Deacons shall be entitled to obtain information on church affairs upon reasonable request thereof. They shall serve with the Pastor and the staff in performing pastoral ministry tasks: to teach and assist in proclaiming the Gospel, to learn and promote sound doctrine, to care for church members in need, to encourage church members to engage in ministry to others; to assist the Pastor and staff in leading the church in worship, witness, and education. They shall administer a charitable relief and benevolence program in the church according to the Scriptures. They shall assist generally in promoting the interests of the church. They shall assist in baptism of converts, and in the observance of the Lord's Supper under the direction of the Pastor of the church. (See also duties under Article I, Sections 3 and 6, *infra*, page 5; Article II, Section 1 (a) iv, vi and vii pages 7-8 and (e) page 10).

(ii) Deacon Business. The Deacons shall, annually, at the first meeting in October elect a Chairman of Deacons, a Secretary, and such other officers as they may see fit. They may also adopt rules for conducting their business and any desired covenants, promises or resolutions. In absence of both Chairman and Vice Chairman, the Pastor shall preside until another presiding officer shall be elected.

(iii) Qualifications of the Office of Deacon. The qualifications for the office of Deacon in this church shall be those set out in the Holy Scriptures, in particular those in Acts 6: 1-5 and 1 Timothy 3: 8-13. The Deacon Screening Committee shall be authorized to determine on a case-by-case basis whether a deacon candidate who has experienced divorce has experienced a scriptural divorce (either by abandonment or adultery as stated in 1 Corinthians 7:15 and Matthew 19:9) or if divorce occurred before conversion; and is qualified to serve if elected.

(iv) Term. The term of an active Deacon shall be three years. When an active Deacon rotates off, having served more than one year, he shall not be eligible for re-election for a one-year period after his term ends.

(v) Vacancy. If a vacancy in the office of Deacon occurs more than four (4) months before October 1, of any year, then an election shall be held to fill the vacancy from those remaining on the list of qualified candidates from the previous annual election. The person so elected shall serve the remainder of the unexpired term of the person he replaces.

(vi) Resignations. A deacon may resign by giving a written notice to the Chairman of

Deacons or the Secretary of the Deacons. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. Vacancies created by resignation shall be handled as stated in Article II, Section 1(k) (v) Vacancy, page 12.

(vii) Election of Active Deacons. The Deacon Screening Committee shall be responsible for the conduct of the election of active deacons. At an annual election to be held in the month of July of each year, the church shall nominate Deacons to fill vacant positions for the terms of those positions beginning on the following October 1st. Nomination forms will be made available to church members on three (3) consecutive Sunday mornings (all morning worship services) in July. The signed nomination forms shall be turned in for tabulation by the Trustees no later than the last Sunday in July (all morning worship services). Each church member will be allowed to turn in one signed form. Signed absentee forms will be allowed and must be turned in to the church no later than the last Sunday in July.

The male members of First Baptist Church who are over the age of 21 years, and who have been a member of the church for more than one year, shall be eligible to be nominated/elected to the office of deacon.

The Deacon Screening Committee shall determine from the list of men nominated and who receive the most nominations those who are willing to serve and those who are qualified to serve under the requirements of the Holy Scriptures and this church. In making their determination of who is qualified and willing to serve as a Deacon, the committee shall examine the nominees in order of the number of nominations obtained by the candidate.

The screening committee shall submit a written letter, substantially in the form of the one included herein as "Exhibit A", pages 23-30, to each person under consideration. Said letter shall contain the following enclosed documents: Deacon Qualifications, Deacon Doctrinal Statement and Deacon Questionnaire. The committee may add questions to any of the forms and may interview the men in person at their discretion. If the letter and enclosed questionnaire are not completed, signed and returned within a reasonable time, the screening committee shall consider that the person does not wish to serve and move on to consider other persons.

The Committee shall determine from those who are qualified and willing to serve, as set out above, the number and names of those to be presented to the church for election to the office of Deacon.

The election process shall take place on the second Sunday of September of each year or as near thereto as can be arranged.

(viii) Deacon Screening Committee (Duties). The Deacon Screening Committee shall have the duty of conducting the election of Active Deacons and applying the qualifications of the Scriptures and of these bylaws to those persons selected by the church in the Deacon Election process. The committee shall present to the church those who are willing to serve and are, in the committee's opinion, qualified for election to the office of Deacon. The committee shall also be in charge of counting the nominations in the election process and may enlist other church members to assist the committee. No member of the committee shall be disqualified from serving as a Deacon merely because of membership on the committee (or by being a church trustee), but shall not participate

or vote in the committee on his own qualifications or on the propriety of his serving as a Deacon.

(ix) Deacon Screening Committee (Selection of). The Deacon Screening Committee shall consist of seven (7) members, three of whom shall be the Trustees of the church and four of whom shall be annually selected no later than March by the active Deacons from their number. The acting chairman of this committee shall be selected from the Trustees serving on this committee.

(x) Inactive Deacons. Persons who have been ordained by this church as Deacons and who are not currently serving as active Deacons and persons who have been ordained as Deacons of other churches of like faith and order and whose credentials have been accepted by this church shall constitute the inactive Deacons of this church.

The active Deacons are encouraged to call upon the inactive Deacons for support and assistance as the active Deacons may see the need. Inactive Deacons may be enlisted to assist active Deacons in a family ministry plan and other tasks which work for the good of the church. They may attend but not vote at any Deacon's meeting.

(l) Trustees of the Church

The Trustees of this church shall consist of three (3) members. They shall collectively be the designated legal agent of the church. The Trustees shall hold in trust the real property of the church and shall execute all deeds, debentures, mortgages, liens, transfers, leases and all other documents for and in behalf of the church, but shall have no power to buy, sell, mortgage, lease, transfer or encumber any property of the church without a specific vote of the church authorizing such action, and prior notice of the meeting where such vote is taken shall have been given as required by the Constitution and Bylaws of the church. The Trustees shall not have responsibility for the personal property of the church or use of the church facilities on a short term basis which shall be not more than 120 days.

Trustees shall serve a term of three (3) years each, and they shall be eligible for re-election, provided, that those who are currently serving when these Bylaws are adopted shall remain in office and shall determine by lot when their terms shall expire. One person shall have a one (1) year term, one a two (2) year term, and one a three (3) year term.

The Trustees shall be responsible for tabulation of all votes of any secret ballot election of the church and will also serve on the Deacon Screening Committee.

Trustees' terms of office shall begin January 1, of each year following their election. Trustees shall be elected annually at the same time and in the same manner as other church offices presented by the Nominating Committee (See: Article II, Section 2 (b), infra, page 15). Vacancies in office shall be filled by election at any business meeting (regular or special). The Trustees shall elect annually a chairman and a secretary. Such persons shall also serve as the officers of the Deacon Screening Committee.

Section 2: Standing Church Committees

There shall be the following standing committees of the church which shall have the authority and duty, subject to the direction of the church, to act for the benefit of the church in the following matters. By January 31 of each year, each committee shall have met and elected a chairperson to serve for that year. The chairperson shall be a 2nd or 3rd year committee member or shall have previously served on the committee.

(a) Committee on Committees

This committee shall be composed of six (6) members. Unless these bylaws provide for some other method of selection, it shall have the responsibility of surveying, recommending and presenting to the church those committees they deem necessary for the next calendar year and for election of those members who will serve on all church committees. Committee nominations shall be subject to the right of nomination from the floor. This committee shall be responsible for facilitating the first meeting of each committee for election of a committee chair. (See: Article II, Section 3 (a), *infra*, page 16).

(b) Nominating Committee

This committee shall be composed of six (6) members. Unless other means of selection are provided herein, this committee shall bring nominations to the church for the officers of the church. The committee shall assist church leaders in discovering and enlisting qualified persons to fill church positions of leadership in their respective organizations.

In order to be eligible to be nominated to serve in any of the above positions, a person must be a member of First Baptist Church.

(c) Personnel Committee

This committee shall be composed of six (6) members. It shall assist the Pastor in matters relating to personnel administration, survey the needs for additional church staff positions and prepare and keep current job descriptions for all employed personnel. Under the leadership of the Pastor, it shall recruit, interview and screen all prospective church employees except the Pastor. This committee may hire and discharge non-pastoral staff after consultation with the Pastor. In the case of pastoral church staff, this committee shall not have the power to hire or discharge, but may recommend to the church action which the committee deems appropriate. This committee may counsel with church employees and church members concerning personnel problems, opportunities and recommendations as the committee may deem in the best interest of the church while maintaining appropriate confidentiality.

When the committee is considering hiring either music staff, nursery staff or youth staff, the committee shall invite the comment of either the Music, Preschool or Youth Committee, as appropriate. When considering offering a salary and benefits package for a vacant position, the Personnel Committee shall consult and obtain approval of the Stewardship Committee. The committee shall also consult the Stewardship Committee at other times as appropriate to avoid cash flow problems.

The committee shall develop and recommend a salary and benefits plan for all employed personnel. It shall develop and recommend personnel policies and procedures in such areas as working days and hours, vacation time, holidays, sick leave, conventions, conferences and training opportunities. It shall discharge its duties regarding Article II, Section 1 (b), (c), (d) and (e), pages 8-10, of these Bylaws.

(d) Stewardship Committee

This committee shall be composed of six (6) members. The church Treasurer and Assistant Treasurers shall be *ex-officio* non-voting members. The committee shall be responsible for development of a program which includes budget development, budget subscription, budget administration and stewardship development. The committee shall also be responsible for the personal property of the church including, unless otherwise

specifically provided herein:

- (i) The acquisition, management and disposal of the personal property;
- (ii) The oversight of maintenance of the personal property;
- (iii) The management and oversight of the cash and other financial assets;
and
- (iv) The use of church facilities on a short term basis which shall not be more than 120 days.

In addition, the committee shall have responsibility for oversight of maintenance of the real property.

The committee shall study and interpret the budget, making decisions when necessary as to the availability of funds, set up a policy of purchasing all supplies and be responsible for seeing that the expenditures of the church reflect sound business management and are in keeping with the appropriations made in the church budget. The Committee shall keep informed concerning the financial condition of the church, lead the church in faithful stewardship, develop plans to promote the giving of appropriate tithes and offerings, and make regular reports concerning the church budget. The Chairman of the Stewardship Committee will also serve as the Chairman of the Budget Committee. (See: Article II, Section 1 (g) and (h), *infra*, pages 10-11, Article II, Section 3 (c), *infra*, page 16, and Article VII, Sections 1 and 2, *infra*, page 21).

The Stewardship Committee shall also discharge its duties under Article II, Section 1 (g) and (j), pages 10-11, of these bylaws.

Section 3: General Committee Guidelines

(a) Nomination and Election of Members and Chairmen

All members and chairmen of the committees of this church shall be members of First Baptist Church, Harrison, Arkansas, and the members shall be nominated by the Committee on Committees, subject to the right of any member to make nominations from the floor, and shall be elected by a vote of the church at a business meeting. The Chairman is elected by each committee for that calendar year. Unless it is a newly created committee, the Chairperson shall be a 2nd or 3rd year committee member or shall have previously served on the committee.

In the event of a vacancy, the Committee on Committees shall nominate persons to fill the balance of any unexpired terms which may occur.

(b) Rotation of Members

In order that there will be experienced members on each committee, the terms of one-third (1/3) of the members shall expire on a staggered basis. If it is necessary to select more than one-third (1/3) of the membership of a committee in any one year, then the persons so selected shall by lot determine who gets the longer and shorter terms so that the proper number of terms expire each year.

(c) Expenditure of Funds by Committees

Any church committee which has a budget already approved for the current year may spend for those things budgeted, in accordance with the established church policy as to

how such expenditures are to be made. If the funds are not available to meet anticipated current budgeted demands, the funds may be spent only with the approval of the Stewardship Committee or the church. No funds which have not been budgeted may be spent or obligated on behalf of the church without approval of the Stewardship Committee and the church, by special approval of the church, or as permitted in the policies approved by the Stewardship Committee and the church. (See: Article VII, Sections 1 and 2, *infra*, page 21).

(d) Staff Members Ex-Officio

There shall be a church staff member who shall be an *ex-officio* non-voting member of each church committee. Unless a staff member is specifically assigned to a committee herein, the Pastor shall assign a staff member as an *ex-officio* member of each committee. It shall be the duty of each staff member to keep the staff informed of the needs, resources and recommendations of the committee on an ongoing basis so that the committees may be properly utilized and duplication of effort among committees may be avoided.

(e) Rules, Policies and Regulations

All church committees and officers shall have the authority and duty to recommend any needed rules, policies and regulations, which deal with their area of subject matter, to the church for approval.

No rules, policies or regulations shall be binding upon the church unless they have been reduced to writing and adopted by the church. A copy of all such documents shall be attached to these bylaws as an appendix and maintained permanently in the church office so that members may have a designated place to inquire and find out what the church's rules, policies and regulations are.

All rules, policies and regulations which currently exist in this church shall remain in force and effect for a period of one hundred eighty (180) days. Thereafter, unless written copies of them are filed in the church office as provided above within that time, they shall become null and void.

Any committee which has charge of church equipment shall, within sixty (60) days from the adoption of these bylaws, cause a written inventory of such equipment to be made and have the same placed in the church office to be maintained there along with these bylaws. Such inventory shall be reviewed and updated annually.

(f) Creation or Abolition of Committees

Committees and their descriptions, other than the Standing Committees, may be created, modified or abolished each year at the discretion of the Committee on Committees with approval from the church by a majority vote of a quorum at a regular church business meeting, with no necessity for amendment of these bylaws.

ARTICLE III: CHURCH PROGRAM ORGANIZATIONS

The church shall maintain programs of Bible teaching; discipleship; leadership building; new member orientation; mission education, action and support; and music education, training and performance.

All organizations related to the church programs shall be under church control and all officers shall be elected by the church and report regularly to the church. All program activities shall be subject to church coordination and approval. The church shall provide the human resources for the appropriate advancement of these programs.

Section 1. Sunday Morning Bible Study

The Sunday Morning Bible Study shall be a basic organization for the Bible teaching program. Its tasks shall be to teach the Biblical revelation, to evangelize the lost and to enlist persons for church membership. It shall provide and interpret information regarding the work of the church and the denomination.

The Sunday Morning Bible Study shall be organized as appropriate for all ages, and shall be conducted under the direction of a lay leader elected by the church or the appropriate staff person.

Section 2. Discipleship Education

Discipleship Education shall serve as one of the training units of the church. Its tasks shall be to train church members to perform the functions of the church; train leaders; orient new members; teach Christian theology, spiritual disciplines, ethics, history, church polity and organizations; and provide and interpret information regarding the work of the church and denomination.

Discipleship Education shall be for all ages and conducted under the direction of a lay leader elected by the church or the appropriate staff person.

Section 3. Missions Education

Missions Education, support and opportunities shall be made available to the congregation through age-appropriate programming. This educational experience can also happen through congregational services, video presentations, guest missionaries and on the field missions experiences.

Section 4. Church Music

The church music organization, under the direction of the church-elected Music Director or the appropriate staff member, shall be the music education, training and performance organization of the church. Its tasks shall be to disciple the members of the organization and the church members/attenders (of all ages) in the art of music, as it promotes a genuinely unique and intimate worship of our God. This will be accomplished through training people to lead, sing, and play music, in order to display and demonstrate praise of the Most-High God to the church and the community.

ARTICLE IV: CHURCH COUNCIL

The Church Council shall serve the church as needed by assisting in coordinating the church calendar and serving as the vision planning body to assist in recommending to the church any future needs and program priorities. The Church Council will help evaluate the effectiveness and achievements in terms of church objectives and goals.

Members of the Church Council shall be the Pastor, other pastoral staff members, directors of church program organizations, the Chairman of Deacons, and the chairpersons of the church

standing committees and Trustees. The Church Council shall meet annually and as needed for prayer, planning, evaluation, communication and vision sharing.

All matters agreed upon by the Church Council which call for action not already approved by the church shall be referred to either the appropriate church committee or the church.

ARTICLE V: CHURCH ORDINANCES

Section 1. Baptism

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service and who indicates a commitment to follow Christ as Lord (See: Constitution of First Baptist Church, Declaration of Faith, Article XIV, and Baptist Faith and Message, VII).

- (a) Baptism shall be by immersion in water.
- (b) The Pastor (See also: Delegation of Duties, Article II, Section 1 (a) (ii), infra, page 7) or whomever the church shall authorize shall administer baptism. The Deacons shall assist in the preparation for and the observance of baptism.
- (c) Baptism shall be administered as an act of worship during any worship service of the church.
- (d) A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Pastor and/or staff or Deacons. If the candidate expresses his or her desire not to be baptized, he/she shall be deleted from the list of those awaiting baptism and shall not be a member of the church until scriptural baptism is completed.

Section 2. The Lord's Supper

The church shall observe the Lord's Supper quarterly as scheduled by the church. The Pastor or other authorized person and Deacons shall administer the Lord's Supper, the Deacons being responsible for the physical preparations. (See: Constitution of First Baptist Church, Declaration of Faith, Article XIV, and Baptist Faith and Message, VII).

ARTICLE VI: CHURCH MEETINGS

Section 1. Worship Services

The church shall regularly meet each Sunday for the worship of Almighty God. Prayer, praise, preaching, instruction and evangelism shall be among the ingredients of these services. The Pastor shall provide direction for the worship services.

Section 2. Special Services

Revival services and any other church meetings deemed appropriate to the advancement of the church's objectives shall be placed on the church calendar.

Section 3. Regular Business Meetings

The church shall hold regular business meetings at least quarterly or at such other time as the church shall determine.

Section 4. Special Business Meetings

The church may conduct special business meetings to consider matters of a special nature and significance. A one (1) week notice must be given for the specially called business meeting. Notice shall be given from the pulpit at a regular service. The notice shall include the subject, date, time and place of the meeting. However, no advance notice or presence of a quorum is necessary in order to solely prepare for and conduct a scheduled service. (No notice shall be required of a special meeting held at a regularly scheduled worship service to elect messengers to Associational meetings and to the Arkansas Baptist Convention or the Southern Baptist Convention).

Section 5. Voting

Every member of this church shall have the right to vote on any issue of business which shall come before the church in business meetings.

No absentee voting shall be permitted at any time, either on issues before committees, the Deacons, or before the church in general business meetings.

Section 6. Quorum

Before the church can transact any business which shall be binding upon the church, a quorum of members shall be present. The attendance of at least five percent (5%) of the total membership of the church shall be necessary to constitute a quorum for the transaction of business at any church business meeting (except in Section 4 last, above). For the purpose of voting on the calling of the Pastor for the church, it shall be necessary that there be at least twenty-five percent (25%) of the total membership present to constitute a quorum.

Section 7. Moderator (Conduct of Business)

The Moderator of the church business meeting shall be the Pastor, or a pastoral staff member. In the absence of the Pastor or a pastoral staff member, the Chairman of the Deacons shall preside. In the absence of the Pastor, a pastoral staff member and Chairman of Deacons, the Vice-Chairman of Deacons shall preside. In the absence of the Pastor, or a pastoral staff member, the Chairman of the Deacons and the Vice-Chairman of the Deacons, the Clerk shall call the church to order, after which a Moderator pro tem shall be elected.

(a) Unless otherwise specified herein or in the Constitution of First Baptist Church, any motion which is made and duly seconded which obtains over fifty percent (50%) of those members present voting in the affirmative shall be deemed adopted. Any motion which does not obtain a second and over fifty percent (50%) of those members present voting in the affirmative shall be deemed to have failed.

(b) If these Bylaws, Policies or the Constitution require prior notice before a certain action can be taken, that notice must have been given before any action on such a matter shall be binding upon the church.

(c) All business of the church shall be conducted in an orderly and dignified manner with the Moderator presiding and ruling on questions before the church, according to the terms of Robert's Rules of Order (Revised). Only one person shall be permitted to speak at a time. All members wishing to speak shall obtain the floor from the Moderator.

ARTICLE VII: CHURCH FINANCES

Section 1. Budget

The Stewardship Committee, or, if it should see fit to delegate this authority, a special committee nominated and presented to the church by the Stewardship Committee, shall prepare and submit to the church for approval, an inclusive budget, indicating by items the amount needed and sought for all church operating expenditures.

Section 2. Accounting Procedures

Accounting procedures shall be instituted for the proper collection, handling and disbursement of the church's finances in accordance with Article II, Section 1 (g), page 10. Appropriate and complete records shall be made and maintained as in the normal course of business under the direction of the Church Treasurer and the Stewardship Committee.

No church funds may be spent unless authorized in the church budget, by special church approval, or as permitted in the policies approved by the Stewardship Committee and the church.

Section 3. Fiscal Year

The church fiscal year shall run from January 1 to December 31 each year or for such other time as the church shall set.

ARTICLE VIII: CHURCH OPERATIONS MANUAL

An official copy of the Constitution, Bylaws, and other church approved Policies, together with any amendments which may be made to these documents, and copies of the rules, policies and regulations made by each committee under Article II, Section 3 (e), page 17, shall be kept in the church office and made available by a ministry assistant upon the request of a church member.

The Church Clerk shall maintain the manual but may be assisted by a church ministry assistant. (See: Article II, Section 1 (f), page 10). The Church Council shall review the manual at least annually to determine that it is up to date with all amendments, rules and regulations included which have been adopted.

Amendments to the manual shall be accomplished according to the procedures set out herein.

ARTICLE IX: ADOPTION AND AMENDMENT

These Bylaws may be adopted and changes herein may be made at any business meeting of the church provided (a) the written Bylaws or written amendment shall have been presented at a previous business meeting held at least two weeks earlier and (b) copies thereof shall have been exhibited to members present at the earlier meeting and (c) notice shall have been given at the earlier meeting of the time and date when the proposed Bylaws or amendment is to be considered.

Adoption of these Bylaws or amendments to the Bylaws shall require the concurrence of a majority of a quorum voting in favor of the Bylaws or amendment thereto.

Exhibit A

Deacon Documents

PROSPECTIVE DEACON SELECTION NOTIFICATION LETTER

FIRST BAPTIST CHURCH
HARRISON, ARKANSAS

(Date)

Mr. John Candidate
1234 Anywhere
Harrison, AR 72601

Congratulations! You have been nominated to serve as a deacon at First Baptist Church Harrison. The office of deacon is a tradition as old as the church itself and is one of a servant/leader. It is a spiritual ministry and should not be entered into lightly.

Please review the following enclosed documents: Deacon Qualifications, Deacon Doctrinal Statement, and Deacon Questionnaire. We ask that you carefully consider these requirements and questionnaires as you pray for God's direction about this opportunity for service.

In order to assist the Deacon Screening Committee in the deacon selection process, please answer the following question(s) and return your response(s) by _____.

1. After prayerful consideration, I have decided that (check one):

___ (a) if selected, I am willing to serve as an active deacon.

___ (b) I wish to withdraw my name from consideration in the deacon selection process for the current election.

IF YOU ARE UNWILLING TO SERVE OR WISH TO HAVE YOUR NAME WITHDRAWN FROM CONSIDERATION, PLEASE RETURN THIS LETTER WITHOUT FILLING OUT THE REMAINDER OF THE ENCLOSED DOCUMENTS.

IF YOU ARE WILLING TO PROCEED WITH THE DEACON SELECTION PROCESS PLEASE COMPLETE AND SIGN THE ENCLOSED DOCUMENTS AND RETURN THEM BY THE ABOVE MENTIONED DATE.

In His Service,

Chairman
Deacon Screening Committee

Enclosures: Deacon Qualifications, Deacon Doctrinal Statement and Deacon Questionnaire

DEACON QUALIFICATIONS

The office of deacon is one of ministry and service to Jesus Christ through His church. Any other understanding of this office does disservice to the New Testament record. This is not an office or position given to someone to honor him. To be eligible for this respected position, a deacon must have been a member of this church for at least one year, be a male over 21 years of age, and must seek to consistently meet the following qualifications:

1. He is **full of the Holy Spirit** (Acts 6:3,5) – Such men are spiritually minded and submissive to God's leadership.
2. He is **full of wisdom** (Acts 6:3) – Such men have spiritual knowledge and understanding that provide sound direction for the ministry of the church.
3. He is also **full of faith** (Acts 6:5) – Spiritual men walk by faith and not by sight because they know and trust God and believe in the Word of God.
4. He has a **good reputation** (Acts 6:3) – Such a man demonstrates integrity and honesty to others. He has a believable Christian life.
5. This man should be **grave or dignified and worthy of respect** (1Tim. 3:8) – Such a man faces life seriously and there is a certain stateliness about him that commands respect.
6. He is a man who is **not double-tongued, but is sincere in his speech** (1 Tim. 3:8) – Such a man should speak with verbal honesty and integrity, not saying one thing to one person and something else to another.
7. This man **will abstain from any public activities that may cause another person to stumble** (1 Tim. 3:8; Romans 14) - He realizes the importance of his Christian influence and is willing to limit his Christian liberty for the sake of the church and others.
8. He is **not a greedy person** (1 Tim. 3:8) – Such a man is free from the love of money and other earthly possessions.
9. This man has **a deep Biblical commitment** (1 Tim. 3:9) – This man holds to the truths of the Christian faith with a clear conscience. He is not easily swayed from the truth because he strives to live what he knows.
10. He must first be **tested and proven** (1 Tim. 3:10) – This man must have proven over time that he is faithful and that his walk is credible.
11. He must also be **beyond reproach and blameless** (1 Tim. 3:10) – Such a man must display a lifestyle free from continual patterns of Scriptural disobedience. There should be nothing in his life for which he could be rightly accused and thus disqualified.
12. This **man's wife** should be a woman worthy of respect, not a malicious gossip, but temperate and faithful in everything. (1 Tim. 3:10) – The spouse should be devoted to God and yielded to the Holy Spirit.
13. He should be the **husband of one wife** (1 Tim 3: 12) – The Deacon Screening Committee shall be authorized to determine on a case by case basis whether a deacon candidate who has experienced divorce has experienced a scriptural divorce (abandonment or adultery) or if divorce occurred prior to conversion; and is qualified to serve if elected.
14. He must **manage his children and his household well** (1 Tim. 3:12) – Such a man should demonstrate leadership in his home life. He should have a well ordered family life and well behaved children (still under his authority).
15. He must **recognize God-given spiritual leadership** that is incumbent upon the office of a pastor and seek to submit to his leadership (Heb. 13: 7,17).
16. He shall **practice "storehouse tithing"** of his family income (Mal. 3:10).
17. He should **do all he can to create and preserve unity and harmony in the church** (Eph. 4:1-3).

I have read and understand the Qualifications of a Deacon as outlined above, and, if affirmed by the church, will abide by them to the best of my abilities.

Please PRINT your name

Signature

Date

DEACON DOCTRINAL STATEMENT

Please check YES or NO for each statement, then sign and date.

Statement	Yes	No
1. THE SCRIPTURES:		
I believe that the entire Bible, all 66 books of the combined Old and New Testaments are verbally inspired by God and are inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved and is the only infallible and authoritative rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).		
2. GOD:		
I believe that there is only one true, living sovereign, holy, and eternally existent God. He exists in three co-equal persons - Father, Son, and Holy Spirit - each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes.		
3. JESUS CHRIST:		
I believe that Jesus Christ is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross as a vicarious substitute, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally in glory and power (John 1:1-3,14; Matthew 1:18-25; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11).		
4. HOLY SPIRIT:		
I believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit indwells every believer and empowers every believer to live a godly life (John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9,11; Titus 3:5).		
5. MANKIND:		
I believe that in the beginning God created mankind in His image. Mankind was originally created with the ability to live perfectly for God's glory (Genesis 1:27,31).		
6. SIN:		
I believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Mankind's fall has incurred both physical and spiritual death on all until there is forgiveness and salvation by the grace of God. (Genesis 3:1-24; Romans 3:10-23; 5:12-21; 6:23).		

DEACON QUESTIONNAIRE

*This document is CONFIDENTIAL after it has been completed.
It is available only to the Pastor, appropriate Staff, and current members of
the Deacon Screening Committee.*

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

PERSONAL BACKGROUND:

1. Date of Birth: _____ Place of Birth: _____

2. Marital Status: Single _____ Married _____ Widowed _____ Divorced _____ Separated _____

3. If married – wife's name: _____

4. Do you and your wife attend church regularly together? _____

5. Have you ever been divorced? If yes, please explain: _____

6. Has your wife ever been previously married? If yes, please explain: _____

7. Name and ages of your children: _____

SPIRITUAL BEGINNINGS:

8. When did you become a Christian? _____

9. Give a brief testimony of when and how you came to know Jesus Christ as your personal Lord and Savior (use additional separate page if needed): _____

14. What are your greatest weaknesses in your Christian walk? _____

COMMUNITY INVOLVEMENT:

15. Are you a member of any civic organizations or clubs? (e.g. Rotary, Lions Club, Kiwanis, Mason, etc.)

AFFILIATION WITH FIRST BAPTIST CHURCH OF HARRISON:

16. How long have you been a member of First Baptist Church of Harrison? _____

17. Why did you decide to become a member of First Baptist Church of Harrison? _____

18. Please list any ministries that you are currently involved in or have been involved in since becoming a member of First Baptist Church of Harrison. _____

19. Have you served in the past as a deacon at First Baptist Church in Harrison? Yes ___ No ___

Please PRINT your name

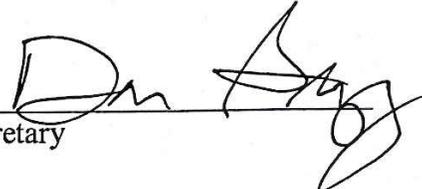
Signature

Date

CERTIFICATE

The undersigned Chairman, Secretary and members of the Bylaws Review Committee of First Baptist Church, after careful and prayerful consideration of the foregoing proposed Amended and Restated Bylaws for First Baptist Church, recommend the same to the church for adoption.


Chairman


Secretary



CERTIFICATE OF ADOPTION

I, the undersigned Church Clerk of the First Baptist Church of Harrison, Arkansas, hereby state that the foregoing Bylaws of First Baptist Church were duly adopted after all required notice by the requisite number of votes on the ____ day of December, 2024.

Church Clerk

Attest:

Pastor