

**CONSTITUTION**  
of the  
First Baptist Church, New Castle, Pennsylvania

**PREAMBLE**

Trusting completely in the Lord Jesus Christ for salvation; believing we can best serve Him by conforming in doctrine, principle, and practice to Biblical standards by conducting our affairs according to Baptist practices as hereinafter set forth in the Constitution and By-Laws; and desiring to spread the Gospel of Christ throughout the world, we adopt and affirm this Constitution and its appended By-Laws for the government of our Church in preference to any and all others previously enacted.

**ARTICLE I - NAME**

This Church shall be known as the First Baptist Church of New Castle, Pennsylvania, (hereafter known as FBCNC), the name designated in the Articles of Incorporation dated July 11, 1891, recorded in the county of Lawrence in the Commonwealth of Pennsylvania with its principal offices located at 984 W. Maitland Lane, New Castle, Pennsylvania 16105.

**ARTICLE II - PURPOSE**

The purpose of our Church is to worship and honor the Lord Jesus Christ by bringing lives into harmony with Him and one another through biblical evangelism, discipleship, and fellowship.

**ARTICLE III – DOCTRINAL STATEMENT**

(adapted from the Baptist General Conference [Converge] in 1998)

**1. THE WORD OF GOD**

We believe the Bible is the Word of God, fully inspired and without error in the original manuscripts; written under the inspiration of the Holy Spirit; and it has supreme authority in all matters of faith and conduct.

**2. TRINITY**

We believe there is one living and true God, eternally existing in three persons; these are equal in every divine perfection; and they execute distinct but harmonious offices in the work of creation, providence, and redemption.

**3. GOD THE FATHER**

We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe He concerns Himself mercifully in the affairs of each person, He hears and answers prayer, and He saves from sin and death all who come to Him through Jesus Christ.

**4. JESUS CHRIST**

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal, visible return to earth.

## 5. THE HOLY SPIRIT

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe the Holy Spirit indwells every believer in Christ and that He is an abiding helper, teacher, and guide.

## 6. REGENERATION

We believe all people are sinners by nature and by choice and are, therefore, under condemnation. We believe those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.

## 7. THE CHURCH

We believe in the universal church; a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith and associated for worship, work, and fellowship. We believe God has laid upon the members of the local church the primary task of giving the Gospel of Jesus Christ to a lost world.

## 8. CHRISTIAN CONDUCT

We believe Christians should live for the glory of God and the well-being of others; their conduct should be blameless before the world; they should be faithful stewards of their possessions; and they should seek to realize for themselves and others the full stature of maturity in Christ.

## 9. HUMANITY

We believe humanity is created in the image of God and is the crowning work of His creation. Therefore, each human life has value and dignity unique among all creation. Accordingly, human life is to be protected from conception until death. We believe God created humanity as male and female. Therefore, gender uniqueness is part of the plan and goodness of God's creation. Accordingly, God designed the institution of marriage to be between one genetic man and one genetic woman and has ordained the gift of sexual relations only within the confines of said marriage.

## 10. THE ORDINANCES

We believe our Lord Jesus Christ has committed two ordinances to the local church, baptism and the Lord's Supper. We believe Christian baptism is the immersion of a believer in water in the name of the triune God. We believe the Lord's Supper was instituted by Christ for the commemoration of His death. We believe that these two ordinances should be administered until the return of the Lord Jesus Christ.

## 11. RELIGIOUS LIBERTY

We believe every human being has direct relations with God and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; and therefore, Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

## 12. THE LAST THINGS

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.

### **ARTICLE IV – MEMBERSHIP**

The membership of this Church shall consist of believers in the Lord Jesus Christ, baptized by immersion, who accept the Bible as the Word of God, and as the standard for faith and conduct, who are in basic agreement with this Constitution and By-Laws and who have completed the membership process.

### **ARTICLE V – LEADERSHIP**

Jesus Christ is the head of the church. Under His Lordship, a team of Elders, Staff, and Deacons will lead the congregation of FBCNC. The qualifications and duties of these leaders are presented in the New Testament, specifically the Pastoral Epistles (1 Timothy 3 and Titus 1).

The general calling and responsibilities of the Elders and Staff include overseeing the ministries of the church, shepherding the flock, guarding sound doctrine, equipping Christians for the work of the ministry, encouraging the church in the work of evangelism, stewarding church resources, and pressing the congregation forward toward maturity in Christ.

### **ARTICLE VI – AFFILIATION**

Local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization exists and functions by the will of the churches. Cooperation in a denominational organization is voluntary and may be terminated at any time. Churches may likewise cooperate with interdenominational fellowships on a voluntary, independent basis.

FBCNC is affiliated with Converge and Converge Mid-Atlantic. This affiliation may be terminated or amended by a recommendation of the Board of Elders. Such a change will automatically become a part of this Constitution subject to the required vote of the membership at a duly called meeting per Article VIII.

## **ARTICLE VII – OWNERSHIP OF CHURCH PROPERTY**

The ownership of FBCNC property (land, mineral, gas and oil rights, buildings and furniture, fixtures and equipment) shall rest in the name of FBCNC as set forth in the Articles of Incorporation.

In the event of a division of the membership, all property and ownership rights will remain in the name of FBCNC and will be managed by the Financial Deacons.

In the event of the dissolution of FBCNC whereby the church ceases to function, the church property will be transferred to Converge Mid-Atlantic.

Should conditions arise where consolidation with another church is deemed appropriate, the Financial Deacons, with approval from the Elder Board, will negotiate the terms of such a consolidation in so far as all church property is concerned.

## **ARTICLE VIII – AMENDMENTS**

The Constitution and By-Laws of FBCNC may be amended at any business meeting of the Church by a two-thirds (2/3) vote of the members present and voting, provided that a month's notice shall have been given of such proposed amendment, that the notice shall set forth in writing the section to be amended, and that a quorum is present.

## **BY-LAWS**

### **ARTICLE I - MEMBERSHIP**

#### **SECTION A Qualifications for Membership**

Anyone desiring to become a member of First Baptist Church of New Castle (hereinafter known as FBCNC or Church):

1. Must confess faith in Jesus Christ as Savior and Lord;
2. Must give satisfactory evidence of regeneration and of walking in fellowship with God;
3. Must accept in letter and in spirit the views of faith and practice held by FBCNC as set forth in this Constitution and By-laws;
4. Must be baptized by immersion after conversion as evidenced by one of the following:
  - a. Baptism at FBCNC;
  - b. Providing a letter of transfer from another Bible-believing church of like faith and practice;
  - c. Providing a self-declaration that on their honor they have complied with this requirement.
5. Must be at least sixteen (16) years of age.

## **SECTION B Procedure for Admission into Membership**

1. All persons requesting to unite with FBCNC in membership must attend a membership class to become acquainted with the faith and practice of this Church.
2. All candidates for membership in the Church shall be interviewed by any two (2) members of FBCNC as appointed by the Elder Board. The members will submit a report to the Elder Board for membership approval. Upon approval, a recommendation will then be made to the membership of the Church for final action at any business meeting of FBCNC. A majority vote of those present and voting is required for acceptance.

## **SECTION C Responsibilities of Membership**

1. Members of this Church are expected to attend its meetings, to work for its edification and growth, to represent their Lord and Church fittingly in the community, and to contribute regularly, cheerfully, and according to their ability for the support of its local and outreach ministries.
2. All members shall have equal rights and responsibilities as set forth in the Constitution and By-laws of FBCNC and any Policies and Procedures pertinent thereto.

## **SECTION D Indemnification**

1. No persons holding office at FBCNC, or being members of any organization within the Church, shall be personally or individually liable for any error or mistake, act or omission, for or on behalf of FBCNC occurring within the scope of their official authority or in line with their duties of holding such a position.
2. To qualify for indemnification, it is required that:
  - a. The person acted in good faith;
  - b. The person acted in a manner they believed to be in the best interests of FBCNC;
  - c. Excepting for willful misconduct or violation of law, the person had no reasonable cause to believe their conduct was unlawful.

## **SECTION E Termination of Membership**

1. All privileges and responsibilities of membership shall be retained by every member until membership is terminated.
2. Membership may be terminated for a variety of reasons including, but not limited to:
  - a. A letter from the member seeking to move their membership to another church;
  - b. Members requesting termination;

- c. Inactivity
    - i. Except for the homebound, inactivity is defined as a failure to be involved in any manner in the ministries of FBCNC for a period of one (1) year.
    - ii. When a member becomes inactive, the Elder Board or their designee will make a good faith effort to contact the member, even though prior contacts have been attempted.
  - d. Culmination of Church discipline where restoration is not achieved;
  - e. Death.
3. Members of FBCNC have no property rights and, upon termination of Membership, shall be entitled to no interest in the assets.

## **SECTION F Discipline**

1. FBCNC believes and practices the biblical teachings of discipline of members as set forth in Matthew 18:15-17.
2. The purpose of Church discipline is:
  - a. Restoration of the sinner;
  - b. Example to the body of the seriousness of sin;
  - c. Obedience to the Scriptures;
  - d. Protect the reputation of Christ's Church;
  - e. Order in the body.
3. Church discipline will be implemented for a variety of reasons, including but not limited to:
  - a. Immorality;
  - b. Doctrinal error;
  - c. Causing divisiveness;
  - d. Sin against another believer.
4. A member may not resign if the Church discipline process has been initiated against the member.
5. All actions of Church discipline shall be held in the strictest confidence until such time that a special business meeting is held for the purpose of public censure. Only active members of FBCNC will be permitted to attend said meeting.

## **ARTICLE II – MEETINGS**

### **SECTION A Worship Services**

1. The Church shall meet regularly each Lord's Day for Christian instruction, worship and the preaching of the Gospel, except for emergencies which render meetings impossible.
2. The Lord's Supper is open to all believers in Christ and shall generally be observed monthly.
3. The ordinance of baptism shall be observed as necessary.

## **SECTION B Business Meetings**

1. The Annual Business Meeting shall be held on a date determined by the Senior Ministry Staff. This date will be near the end of the fiscal year of the Church and shall include, but not limited to, the following items of business:
  - a. Election of officers;
  - b. Adoption of proposed Financial Plan for Ministry (“FPFM”);
  - c. The proposed ballot and FPFM shall be posted in the Church lobby and on the FBCNC website, and copies made available in the lobby at least two (2) weeks before the Annual Business Meeting, at which time they will be voted upon.
2. Special business meetings may be called by the Elder Board at its sole discretion. The purpose of the meeting must be stated in writing and brought to the attention of the Church two (2) weeks in advance. Written notification will include posting the notice in the Church lobby, printing of the notice in the Church bulletin and placing the notice on FBCNC’s website. No notice is required for voting to receive members.
  - a. If seven (7) or more members request a special business meeting, it will be at the Elder Board’s discretion if the meeting will be called for the FBCNC membership at large.
  - b. If an item of business necessitates an emergency meeting, the Elder Board may call a special business meeting with a forty-eight (48) hour notice. The FBCNC office staff will make every reasonable effort to notify members of the emergency meeting and the reason for said meeting.
3. Church business meetings shall require seventy-five (75) members to constitute a quorum except as otherwise stated herein.
4. Church boards and deacon teams shall meet as needed, generally monthly.
5. In all Church board and deacon team meetings, a majority of the members shall constitute a quorum.
6. All business meetings, including board and deacon team meetings, will keep and preserve official minutes of their meetings.
7. All Church business meetings will be run in accordance with the latest edition of Robert’s Rules of Order.

## **SECTION C Congregational Authority**

1. The members of the congregation shall retain authority in certain decisions of the Church at duly called business meetings. That authority cannot be transferred to the Elders, Staff, or Financial Deacons.
2. The decisions that reside within the authority of the congregation include:
  - a. Affirming the Financial Plan for Ministry (annual budget);
  - b. Electing specified Church leaders (see Article III-Section B);

- c. Calling a Senior Pastor;
- d. Removing a Senior Pastor;
- e. Amending the Constitution and/or By-laws;
- f. Changing denominational affiliation;
- g. Approving large scale building programs;
- h. Sale and acquisition of Church land and buildings;
- i. Relocation of the Church;
- j. Consolidation with another church;
- k. Dissolution of the Church.

### **ARTICLE III – MANDATED OFFICERS AND ELECTED LEADERSHIP**

#### **SECTION A Mandated Officers**

- 1. The Elder Board shall act as the Board of Directors of FBCNC in all material respects.
- 2. The Senior Pastor shall act as the Chief Executive Officer of FBCNC in all material respects.
- 3. The Chairperson of the Financial Deacons shall be designated as Treasurer of FBCNC.
- 4. The Vice Chair of the Financial Deacons shall be designated as the Assistant Treasurer of FBCNC.
- 5. The Church Administrator shall act as the Secretary of FBCNC. Any Senior Ministry Staff (other than the Senior Pastor), shall act as an Assistant Secretary of FBCNC, as needed.

#### **SECTION B Elected Leadership**

- 1. Elders – 4-year term
- 2. Financial Deacons – 3-year term
- 3. Church Clerk – 3-year term
- 4. Assistant Church Clerk – 3-year term
- 5. Nominating Committee – 2-year term

#### **SECTION C Procedure for Election and Service**

- 1. The Nominating Committee will make suggestions for candidates. They will also solicit suggestions from the congregation and the various leadership entities of the Church. Only qualified candidates will be presented even though all offices may not be filled. Relative to the definition of “qualified candidates,” the following scriptures will be the basis of the definition: I Timothy 3:1-13; Titus 1:5-9; I Peter 5:1-4.



2. All nominees shall be chosen from the Church membership who have been members for twelve (12) months or more excepting for Elders who must be members for at least twenty-four (24) months.
3. Certain procedures are unique to the election of Elders. They are:
  - a. The Nominating Committee shall not present more nominees than the number of vacancies.
  - b. Men whose names are nominated shall be so informed, and they shall be urged to engage in self-appraisal and personal evaluation in light of the scriptural qualifications. Any person may withdraw his name at that point, if he does not aspire to the position of Elder (I Timothy 3:1) or if he does not believe he adequately meets the qualifications.
  - c. The Nominating Committee shall review the names of the nominees and shall conduct interviews with nominees as deemed appropriate.
  - d. After prayerfully considering each nominee, the Nominating Committee shall make final recommendations to the Elders.
4. At the Annual Business Meeting, the Nominating Committee shall present a slate consisting of candidates for each office to be filled. A majority of votes cast shall be necessary for election to an office unless otherwise mandated within the Constitution and By-laws.
5. All elected leaders shall assume their new duties immediately.
6. No member shall hold more than one elected position at the same time.
7. Elected leaders who cannot fill an office in a satisfactory manner should tender their resignation in writing, so that the work of the Church can continue effectively.
8. Whenever vacancies occur in any of the elected positions between the annual elections, the Nominating Committee may present names of candidates at the request of the Elder Board. The Nominating Committee will present these candidates to the Church at a special business meeting for election. These candidates will fill such vacancies and complete their respective term(s). The Elders may choose not to fill vacancies.

#### **SECTION D Duties of Mandated and Elected Leadership**

1. Senior Pastor – See Article IV, Section A
2. Elders – See Article V, Section A
3. Financial Deacons – See Article VI, Section A
4. The Secretary shall:
  - a. Assure that the Elder Board and Financial Deacons are apprised of all relevant rules, regulations and laws concerning corporate governance;
  - b. Witness signatures of FBCNC leadership on legal documents and maintain such documents with adequate safekeeping;
  - c. Perform other duties as may be required.

5. The Clerk shall:
  - a. Keep minutes of all business meetings of the corporation;
  - b. Keep an up-to-date register of all members of the Church;
  - c. Issue letters of transfer as authorized by the Elder Board;
  - d. Notify in writing the Elder Board, officers, or other persons affected by Church action;
  - e. Send letters of notification to former churches of newly accepted members; and;
  - f. Perform other duties as may be required.
6. The Assistant Clerk shall:
  - a. Actively assist the Clerk in the duties and responsibilities of that office;
  - b. Assume the duties and responsibilities of that office in the absence of the Clerk.
7. The Treasurer, in cooperation with the Financial Deacon Board, the Church Administrator and the Bookkeeper, shall ensure that:
  - a. An accurate record of all funds received by the Church is maintained;
  - b. Records of said funds are posted to the donor's individual account;
  - c. An annual statement of said funds is distributed within thirty (30) calendar days from the end of the calendar year;
  - d. Other duties as assigned by the Financial Deacons are completed.
8. The Assistant Treasurer shall:
  - a. Actively assist the Treasurer in the duties and responsibilities of that office; and;
  - b. Assume the duties and responsibilities of that office in the absence of the Treasurer.
9. Nominating Committee – See Article VII

#### **ARTICLE IV – DUTIES OF THE CHURCH STAFF**

##### **SECTION A Senior Pastor**

1. The Senior Pastor is the primary overseer, visionary and shepherd of FBCNC, and, as such, shall give direction and provide leadership in all areas of church ministry and personnel.
2. The Senior Pastor will serve the unique role of “pastor and elder” within the Church’s organizational framework. As such, he will be a voting member of the Elder Board. The Senior Pastor’s term as an Elder will match the length of his tenure.
3. The Senior Pastor is ultimately responsible for staffing and personnel, with the assistance of a designated Senior Ministry Team member and the approval of the Elder Board.
4. The Senior Pastor shall act as an ex-officio member of all Boards, Deacon Teams, Committees, and Organizations within FBCNC.
5. The Senior Pastor will report directly to the Elders.

6. In the event of a vacancy in the Senior Pastor's position, the Elder Board will do the following:
  - a. Appoint a Senior Pastor Search Committee ("SPSC") comprised of two (2) Elder Board members, two (2) Senior Ministry Staff members, one (1) Financial Deacon Board member and four (4) FBCNC members at large;
  - b. The SPSC will produce a job description for the position, advertise for the position, and solicit applicants from qualified candidates;
  - c. The SPSC will make its final recommendation to the Elder Board;
  - d. If the recommendation is approved by the Elder Board, the final candidate shall be presented to the FBCNC membership for approval at a duly called Business Meeting.
  - e. Approval of the call shall require the consent of at least three-fourths (75%) of the members present and voting at the meeting, of which a two (2)-week notice shall have been given. The manner of voting shall be by secret ballot.

## **SECTION B Senior Ministry Staff**

1. The Senior Ministry Staff shall include the Senior Pastor and all other staff as designated by the Senior Pastor.
2. The duties and titles of all Senior Ministry Staff shall be as stated in their job description. They will report to the Senior Pastor or his designate. They shall be ex-officio members of the teams and organizations of the Church most relevant to their ministries.
3. It is the responsibility of the Elders and Senior Pastor to determine whether a specific Senior Ministry Staff position should be filled. The Senior Pastor has the right and responsibility, in cooperation with the Elder Board, to appoint interim leaders of ministries in the event that a Senior Ministry Staff level position is vacant. Appointed interim leaders are eligible to be considered for a permanent call to a position.
4. All pastors must meet the qualifications as outlined in the New Testament for Elders. All other Senior Ministry Staff must meet the qualifications as outlined in the New Testament for Deacons.
5. In the event of a vacancy in the Senior Ministry Staff, the Elder Board will do the following:
  - a. Appoint a Candidate Assessment Team ("CAT") comprised of one (1) Elder Board member, two (2) Senior Ministry Staff members, one (1) Financial Deacon Board member, and three (3) FBCNC members at large;
  - b. The CAT will produce a job description for the position, advertise for the position, and solicit applicants from qualified candidates;
  - c. The CAT will make its final recommendation to the Senior Ministry Staff;
  - d. The Senior Ministry Staff will affirm its approval to the Elder Board with a letter of recommendation to the Elder Board signed by the Senior Pastor;
  - e. The Elder Board will cast the final vote for the candidate. The candidate must receive a three-fourths (75%) positive approval.

## **SECTION C Ministry Support Staff (“MSS”) and High Capacity Volunteers (“HCV”)**

1. MSS will generally be paid, part-time positions designed to assist the Senior Ministry Staff with administrative, secretarial, or executable duties.
2. HCV will be unpaid volunteers that will lend their skills and passion to a particular area of ministry.
3. MSS and HCVs will report to the Senior Ministry Staff person who oversees that area of ministry.
4. FBCNC will provide adequate working space and equipment for the MSS and HCV.
5. Senior Ministry Staff will use its best efforts to anticipate their staffing needs for the coming year by allocating sufficient funds in the FPFM. The estimate should include an hourly rate (if applicable), anticipated hours worked, and estimated starting date.
6. MSS and HCV must be active members of FBCNC.

## **ARTICLE V – THE ELDERS**

### **SECTION A Duties of the Elders**

1. An Elder must meet the qualifications as outlined in the New Testament. No one shall be elected as an Elder who has not been a member of FBCNC for at least twenty-four (24) months.
2. The Elder Board shall consist of nine (9) members, eight (8) of which are elected for a term of four (4) years, two (2) of whose terms shall expire each year. In addition to the eight (8) elected Elders, the Senior Pastor will be a voting Elder. The designated Chair and Vice Chair of the Elder Board must be selected from the elected members and may not be a member of the Senior Ministry Staff or the Ministry Support Staff.
3. The elected Elders (not including the Senior Pastor) shall be limited to serving two (2) consecutive full terms. An Elder who has served two (2) consecutive full terms may be re-elected to the Elder Board after one (1) year has passed since the end of that Elder’s second consecutive full term.
4. The Elder Board shall exercise general supervision over all interests of the Church. Specifically, they are to shepherd the flock (Acts 20:28ff; 1 Peter 5:1-3), lead through example (1 Peter 5:3), teach and exhort (1 Timothy 3:2; Titus 1:9), refute those who contradict the truth (Acts 20:29-31; Titus 1:9); manage the Church of God (1 Timothy 3:5; 1 Timothy 5:7); and pray for the sick (James 5:14).
5. The Elder Board is responsible to appoint a Constitution and By-laws Committee when needed to assure that applicable changes are recommended to the Elder Board and the congregation.
6. The Elder Board shall serve as the primary governing body of FBCNC.

## Article VI – THE DEACONS

### SECTION A Financial Deacons

1. The Financial Deacon Board shall consist of nine (9) members, eight (8) of which are elected for a term of three (3) years, up to three (3) of whose terms shall expire each year. In addition to the eight (8) elected Financial Deacons, the Church Administrator or another Senior Ministry Staff member, designated by the Elder Board, are also Financial Deacons. The designated Chair and Vice Chair of the Financial Deacons shall be selected from the elected members and may not be a member of the Senior Ministry Staff or Support Ministry Staff.
2. The elected Financial Deacons shall be limited to serving two (2) consecutive full terms. A Financial Deacon who has served two (2) consecutive full terms may be re-elected to the Financial Deacons after one (1) year has passed since the end of that Financial Deacon's second consecutive full term.
3. The duties of the Financial Deacons include the following:
  - a. Provide oversight of the process of receiving, counting, and recording of all funds received by the Church;
  - b. Have custody of all Church property and charge of all deeds, investments, endowments, and all other legal instruments belonging to FBCNC;
  - c. Provide the manner and methods of securing funds for the current expenses and such contingent expenses as may be required;
  - d. Consult with the Elder Board on all salaries and benefits.
  - e. Have the responsibility to respond to financial needs for non-budgeted expenditures up to and including 5% of the FPFM without further approvals. Amounts greater than 5% but less than 10% shall require the approval of the Elder Board. All amounts for non-budgeted expenditures greater than 10% shall require the approval of the congregation;
  - f. Have the authority to sell Church assets and/or enter into a financial contract that may generate income for the Church. The Financial Deacons shall obtain Elder Board approval prior to performing such actions. If the sale or contract involves real property<sup>1</sup>, it must be approved by vote of the congregation;
  - g. Prepare an annual FPFM in cooperation with Senior Ministry Staff. The FPFM will be presented to the Elders, and the Financial Deacon Chair will present it to the congregation.
  - h. Ensure that financial audits are done on a timely basis with at least one outside audit performed every three (3) years.
  - i. Perform other such duties as are incumbent upon such officers.

### SECTION B Ministry Deacons

1. Mission Deacon Ministry Team (“Mission Deacons”)
  - a. The duties of Mission Deacons shall include assisting the Senior Ministry Staff person in charge of Missions and Outreach in:
    - i. Educating the Church concerning the biblical perspective on missions as well as missionaries and agencies supported by FBCNC;
    - ii. Supporting the Director of Missions and Outreach through prayer and active participation in the mission activities of the Church;

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<sup>1</sup> Real property is defined as an estate or property consisting of lands and of all appurtenances to lands, as buildings, crops, or mineral rights (distinguished from personal property).

- iii. Preparing an annual Missions Financial Plan for Ministry. During this process, the Mission Deacons shall provide open channels of communication with other Senior Ministry Staff, missionaries, and agencies whose ministries may be affected by the plan.
  - b. Mission Deacons will be selected and led by the Senior Ministry Staff person in charge of Missions and Outreach. These individuals must be members of FBCNC for at least one (1) year and demonstrate a commitment to and a passion for missions. These selections shall be confirmed by the Elder Board.
  - c. The number of Mission Deacons, excluding the Senior Ministry Staff person, shall be no less than five (5) nor more than ten (10).
- 2. Serving Deacon Ministry Team (“Serving Deacons”)
  - a. The duties of Serving Deacons shall include assisting the Senior Staff person in charge of Adult Ministries in:
    - i. Cooperating with and assisting the Senior Ministry Staff and the Elder Board in the performance of their duties;
    - ii. Preparing and distributing the elements of the Lord’s Supper;
    - iii. Visiting the sick;
    - iv. Caring for those of the local and worldwide community who need financial aid and using the Benevolent Fund of the Church for their relief;
    - v. Aiding candidates for baptism and having care and custody of the equipment used in this ordinance; and
    - vi. Performing such other duties as are incumbent upon them.
  - b. Serving Deacons will be selected and led by the Senior Ministry Staff member in charge of Adult Ministries. These individuals must be members of FBCNC for at least one (1) year and demonstrate a commitment to and passion for serving others. These selections shall be confirmed by the Elder Board. The Pastor of Visitation is also a Serving Deacon.
  - c. The number of Serving Deacons, excluding the Senior Ministry Staff persons, shall be no less than seven (7) nor more than fifteen (15).

## **ARTICLE VII – NOMINATING COMMITTEE**

### **SECTION A Duties**

1. Assemble a slate of qualified candidates for all open positions as required throughout the year.
2. Present the slate of candidates for Church offices at the Annual Business Meeting.
3. Keep a confidential, written record of names presented for historical record and review. This record will be available to the Nominating Committee and the Elder Board when vacancies arise.

## **SECTION B Composition**

1. The Nominating Committee shall consist of three (3) appointed members and four (4) elected members-at-large.
2. Appointed members will include one (1) member of the Elder Board as designated by the Elder Board; one (1) member of the Financial Deacon Board as designated by the Financial Deacons, and one (1) member of the Senior Ministry Staff as designated by the Senior Pastor. Appointed members of the Nominating Committee may be appointed four (4) consecutive times for a total of four (4) years. After serving four (4) years, a member may once again be appointed after an absence of one (1) year from the Nominating Committee.
3. Elected members of the Nominating Committee shall be nominated by the Elder Board and added to the annual slate of candidates brought before the membership at the Annual Business Meeting. Candidates will be elected for a two (2) year term and may be reelected for a second two (2) year term. After serving two (2) consecutive terms, individuals may be reelected after a one (1) year absence from the Nominating Committee. Elected candidates will have staggered terms so that two positions shall be up for election each year.

## **ARTICLE VIII – POLICIES AND PROCEDURES MANUALS**

The Policy and Procedure Manuals are meant to be procedural guides. Manuals will be developed and maintained by the leadership of the Church under the oversight of the Elder Board. They will reflect biblical principles as well as the vision, values, and Constitution and By-Laws of FBCNC.

*[approved by congregation 10/15/17]*