

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 Bylaws; and desiring to spread the Gospel of Christ throughout the world, we adopt and affirm this Constitution and its appended Bylaws 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. MISSION

Glorifying God by making disciples who make disciples.

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. (Mark 13:31; John 8:31, 32; 20:31; Acts 20:32; 2 Timothy 3:16; 2 Peter 20:21)

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. (Genesis 1:1, 26; Matthew 28:19; John 1:1, 3; 4:24; Romans 1:19, 20; Ephesians 4:5, 6)

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. (Matthew 23:9; Luke 10:21, 22; John 3:16; 6:22; Romans 1:7; 1 Timothy 1:1,2; 2:5,6; 1 Peter 1:3; Revelation 1:6)

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. (Matthew 20:28; Luke 1:26-38; John 1:1; 20:28, 30-31; Acts 1:11; Romans 5:6-8; 6:9,10; 8:32; 9:5; 2 Corinthians 5:21; Ephesians 1:4; 1 Timothy 3:16; Hebrews 7:25; 9:28; 1 Peter 2:21-23)

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. (John 14:16, 17, 26; 15:26, 27; 16:9-14; Romans 8:9; 1 Corinthians 3:16; 6:19; Galatians 5:22-26)

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. (Genesis 1:26; 2:17-3:24; 5:2; Psalm 51:7; Proverbs 28:13; Ecclesiastes 2:11; Jeremiah 17:9; John 1:13; 3:14, 16; 5:24, 30; 7:13; 8:12; 10:26; Romans 3:19; 5:19; 8:1; 9:22; 2 Corinthians 5:17; 2 Thessalonians 1:9; James 1:14; 1 John 1:9; Revelation 19:3-20; 20:10, 14, 15; 21:18)

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. (Matthew 28:18-21; Acts 1:8; 2:42; Ephesians 2:19-22; 5:19-21; Hebrews 10:23-25)

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. (John 14:15, 23-24; Romans 12:1-3; 1 Corinthians 4:2; 10:31; 2 Corinthians 9:6-9; Colossians 1:9-10; Hebrews 12:1-2; 1 John 2:3-6)

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. (Genesis 1:27; Matthew 19:4-6; 1 Corinthians 6:12-20; 7:1-5)

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. (Matthew 28:18-20; Romans 6:3-5; 1 Corinthians 11:23-26)

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. (Romans 14:7-9,12; 1 Timothy 2:5)

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. (Matthew 16:27; Mark 14:62; John 14:3; Acts 11:1; 1 Corinthians 4:5; 15; Philippians 3:20; 1 Thessalonians 4:5; 2 Thessalonians 1:7-10; 2 Timothy 4:1; Titus 2:13; Revelation 20:4-6, 11-15)

ARTICLE IV. COVENANT

(Dever, Mark. *What is a Healthy Church?* Appendix, pgs 125-126.)

Having, as we trust, been brought by Divine Grace to repent and believe in the Lord Jesus Christ and to give up ourselves to Him, and having been baptized upon our profession of faith, in the name of the Father and of the Son and of the Holy Spirit, we do now, relying on His gracious aid, solemnly and joyfully renew our covenant with each other.

We will work and pray for the unity of the Spirit in the bond of peace.

We will walk together in brotherly love, as becomes the members of a Christian Church; exercise an affectionate care and watchfulness over each other and faithfully admonish and entreat one another as occasion may require.

We will not forsake the assembling of ourselves together, nor neglect to pray for ourselves and others.

We will endeavor to bring up such as may at any time be under our care, in the nurture and admonition of the Lord, and by a pure and loving example to seek the salvation of our family and friends.

We will rejoice at each other's happiness, and endeavor with tenderness and sympathy to bear each other's burdens and sorrows.

We will seek, by Divine aid, to live carefully in the world, denying ungodliness and worldly lusts, and remembering that, as we have been voluntarily buried by baptism and raised again from the symbolic grave, so there is on us a special obligation now to lead a new and holy life.

We will work together for the continuance of a faithful evangelical ministry in this church,

as we sustain its worship, ordinances, discipline, and doctrines. We will contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We will, when we move from this place, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with us all. Amen.

ARTICLE V. 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 believe the teaching of Scripture as expressed in the Doctrinal Statement (Article III), who promise to keep the commitments expressed in the Church Covenant (Article IV), who are in basic agreement with this Constitution and Bylaws, and who have completed the membership process.

ARTICLE VI. LEADERSHIP

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

The general calling and responsibilities of the Elders, Deacons, 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 VII. 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 IX.

ARTICLE VIII. 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 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, then the 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 IX. AMENDMENTS

The Constitution and Bylaws of FBCNC may be amended at any business meeting of the Church. To amend the Constitution and Bylaws, a one-month oral and written notice shall be given to the congregation. An oral notice shall be given from the pulpit on four (4) consecutive weekends. The written notice shall present the amended articles, and the written notice shall be posted in the Church lobby and copies made available in the lobby for four (4) weeks before the meeting. Provided all provisions for the notifications have been met, a quorum shall be understood to be met by those members present. A two-thirds (67%) majority vote of the members present is required for the articles to be amended.

BYLAW ARTICLES

BYLAW ARTICLE I. MEMBERSHIP

SECTION A. Qualifications for Membership

The following is required of anyone desiring to become a member of First Baptist Church of New Castle.

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

SECTION B. Procedure for Admission into Membership

1. Anyone 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 is required for acceptance.

SECTION C. Responsibilities of Membership

1. Members of this Church are expected to attend 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, the following is required.
 - 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. Except 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, the following.
 - a. The member states, in writing, that he/she is pursuing membership at another church.
 - b. The member requests, in writing, termination of his/her membership.
 - c. The member is inactive.
 - i. Except for the homebound, inactivity is defined as a failure to attend a worship service of FBCNC in person for a period of 4 months.
 - 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 of the member.
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 18:15-20; 1 Corinthians 5:1-13; and Titus 3:10.
2. The purposes of Church discipline is:
 - a. Restoring the sinner;
 - b. Providing an example to the body of the seriousness of sin;
 - c. Practicing obedience to the Scriptures;
 - d. Protecting the reputation of Christ's Church; and
 - e. Preserving 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; and
 - 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.

BYLAW 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 Elder

Board. 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 (ByLaw Article III); and
- b. Adoption of proposed Financial Plan for Ministry (“FPFM”)

An oral notice shall be given from the pulpit on two (2) consecutive weekends preceding the meeting. A Reminder notice shall also be sent by e-mail to the membership the week before the meeting. The proposed ballot and FPFM shall be posted in the Church lobby and copies made available in the lobby at least two (2) weeks before the Annual Business Meeting, at which time there will be a vote. A three-fourths (75%) majority vote of the members present is required for the election of any of the candidates.

2. Special business meetings may be called by the Elder Board at their 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. Oral notice shall be given from the pulpit on two (2) consecutive weekends preceding the meeting. Written notification will include posting of 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. Provided all provisions for the call and notifications have been met, a quorum shall be understood to be met by those members present.
4. Church boards and deacon teams shall meet as needed.
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 for three years the 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.

BYLAW ARTICLE III. CHURCH GOVERNMENT

SECTION A. Officers of the Church

The biblical offices in the church are elders and deacons. The biblical terms “elder,” “pastor,” and “overseer” are understood to refer to the same biblical office. (Acts 20:28; Titus 1:5-7; 1 Peter 5:1-4) In addition, the church recognizes the administrative positions under the constitution of secretary, treasurer, clerk, as well as paid ministerial staff as occasion may require. All officers must be members of this Church prior to assuming

their responsibilities.

1. The members of the congregation shall retain authority in certain decisions of the Church at duly called business meetings.
 - a. That authority cannot be transferred to the Elders, Staff, or Deacons.
 - b. The decisions that reside within the authority of the congregation include the following.
 - i. Affirming the Financial Plan for Ministry. (Bylaw Article II)
 - ii. Electing specified Church leaders. (Section B)
 - iii. Calling a Lead Pastor. (Bylaw Article IV)
 - iv. Removing a Lead Pastor. (Bylaw Article IV)
 - v. Amending the Constitution and/or Bylaws. (Article IX)
 - vi. Affirming new members. (Bylaw Article I)
 - vii. Censuring of unrestored members. (Bylaw Article 1)
 - viii. Changing denominational affiliation. (Article VII)
 - ix. Approving large-scale building programs. (Bylaw Article VI)
 - x. Sale and acquisition of Church land and buildings. (Article VIII; Bylaw Article VI)
 - xi. Relocation of the Church. (Article VII)
2. The Elder Board shall act as the Board of Directors of FBCNC in all material respects.
3. The Lead Pastor shall act as the Chief Executive Officer of FBCNC in all material respects.
4. The Chairperson of the Deacons shall be designated as Treasurer of FBCNC.
5. The Vice Chairperson of the Deacons shall be designated as the Assistant Treasurer of FBCNC.
6. The Church Administrator shall act as the Secretary of FBCNC. Any Ministry Staff (other than the Lead Pastor), shall act as an Assistant Secretary of FBCNC, as needed.

SECTION B. Elected Leadership

1. Elders – 4-year term.
2. Deacons – 3-year term.
3. Church Clerk – 3-year term.
4. Assistant Church Clerk – 3-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: 1 Timothy 3:1-13; Titus 1:5-9; and 1 Peter 5:1-4.

2. All nominees shall be chosen from the Church membership who have been members for twelve (12) months or more except for Elders who must be members for at least twenty-four (24) months.
3. Certain procedures are unique to the election of Elders.
 - 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 (1 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 three-fourths (75%) majority of votes cast shall be necessary for election to an office.
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 is able to 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 elections. These candidates will fill such vacancies and complete their respective term(s). The Elders may choose not to fill vacancies.

SECTION D. Duties of Elected Leadership

1. Lead Pastor – See Bylaw Article IV.
2. Elders – See Bylaw Article V.
3. Deacons – See Bylaw Article VI.
4. The Secretary shall:
 - a. Assure that the Elder Board and 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; and
 - c. Perform other duties as may be required.
5. The Clerk shall:
- a. Keep minutes of all business meetings of the Church;
 - b. Keep an up-to-date register of all members of the Church;
 - c. Notify in writing the Elder Board, officers, or other persons affected by Church action;
 - d. Send letters of notification to former churches of newly accepted members; and
 - e. 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; and
 - b. Assume the duties and responsibilities of that office in the absence of the Clerk.
7. The Treasurer, in cooperation with 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; and
 - d. Other duties as assigned by the 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.

BYLAW ARTICLE IV. LEAD PASTOR

1. The Lead 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 Lead Pastor is ultimately responsible for staffing and personnel, with the approval of the Elder Board.
3. The Lead Pastor shall act as an ex-officio member of all Boards, Deacon Teams, Committees, and Organizations within FBCNC.
4. The Lead Pastor will report directly to the Elders.
5. In the event of a vacancy in the Lead Pastor's position, the Elder Board will execute the following steps.

- a. Appoint a Lead Pastor Search Committee (“LPSC”) comprised of two (2) Elder Board members, two (2) Staff members, one (1) Deacon Board member and four (4) FBCNC members at large.
- b. The LPSC will produce a job description for the position, advertise for the position, and solicit applicants from qualified candidates.
- c. The LPSC 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.

BYLAW ARTICLE V. THE ELDERS

1. An Elder must meet the qualifications as outlined in the New Testament. (1 Timothy 3:1-7 and Titus 1:6-9)
2. The Eldership shall consist of both staff and lay elders.
 - a. Staff elders are the lead pastor and any additional pastors hired by the Church. A pastor is a staff elder as long as the pastor is employed at the Church.
 - b. Lay elders are men who are members of the Church who have been elected to this position by the congregation.
 - i. No one shall be elected as a lay elder who has not been a member of FBCNC for at least twenty-four (24) months.
 - ii. Lay elders are elected to four (4) year terms. Lay elders shall be limited to serving two (2) consecutive full terms. A lay elder who has served two (2) consecutive full terms may be re-elected as a lay elder after one (1) year has passed since the end of that lay elder’s second consecutive full term.
3. The Elder Board shall consist of lay and staff elders. The number of lay elders can vary depending on the availability of men who meet the requirements and aspire to serve. The only requirement: the total number of lay elders must exceed the total number of staff elders by at least one (1).
4. The designated Chair and Vice Chair of the Elder Board must be selected from the lay elders and may not be a staff elder.
5. The Elder Board shall exercise general supervision in 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; 5:7) and pray for the sick. (James 5:14)
6. The Elder Board is responsible for appointing a Constitution and By-laws Committee when needed to assure that applicable changes are recommended to the Elder Board and the congregation.

BYLAW ARTICLE VI. THE DEACONS

1. The Deacons are men and women who are members of the Church who have been elected to this position by the congregation. They are members in good standing and demonstrate godly character and possess gifts of service in keeping with the principles set forth in Acts 6:1-7. Deacons will exemplify the godly characteristics set forth in 1 Timothy 3:8-12.
2. Deacons are elected to one term lasting for a maximum of three (3) years or two (2) consecutive terms. A deacon who has served two (2) consecutive full terms may be re-elected as a deacon after one (1) year has passed since the end of that Deacon's second full term.
3. The duties of the Deacons include the following.
 - a. Advise and be ready to assist the Elders in any service that shall support and promote the ministry of the Word, new and existing ministries of the church, and the care for the members of the congregation.
 - b. Prepare and distribute the elements of the Lord's Supper.
 - c. Assist the Elders by performing services of ministry, advice, administration, implementation, financial, and other such services as the Elders deem necessary.
 - d. Provide oversight of the process of receiving, counting, and recording of all funds received by the Church.
 - e. Prepare an annual FPFM in cooperation with the Church Administrator and the Ministry Staff to be presented to the Elder Board.
 - f. Provide oversight 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.
 - g. Authorized to sell Church assets and/or enter into a financial contract that may generate income for the Church. The Deacons shall obtain Elder Board approval prior to performing such actions. If the sale or contract involves real property, it must be approved by vote of 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. Receive, hold, and disburse a fund for benevolence, reporting on its use to the Elders at their request, and reporting to the Church its total receipts and total disbursements only.
 - j. The Deacons may or may not be employed by the church. The number of Deacons shall be determined by the needs of the ministry and by the call and qualifications of men and women in the church.
4. Under the direction of the Elders, the Deacons shall organize themselves however they determine to be best to achieve the mission of the Church. The designated Chair and Vice Chair of the Deacons shall be selected from the elected members. The Elders or the Deacons may designate any specific Deacon or group of Deacons to specialize in a particular ministry. Meetings of the Deacons, or subcommittees thereof, shall be held as needed to best fulfill the

responsibilities of the Deacons.

BYLAW 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 Deacon Board as designated by the Deacons, and one (1) member of the Staff as designated by the Lead 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.

BYLAW 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 Bylaws of FBCNC.

Approved 3/1/2026