

THE FIRST BAPTIST CHURCH OF THE CITY OF WASHINGTON, D.C

BYLAWS

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THE FIRST BAPTIST CHURCH OF THE CITY OF WASHINGTON, D.C.

BYLAWS

ARTICLE I - THE PROGRAMS OF THE CHURCH

Section 1 - Definition and Scope of Programs

The objectives of the Church as stated in ARTICLE II of the Constitution shall be pursued through the following programs:

A. **Worship Program.** Providing opportunities for individual and collective expressions of reverence, praise, honor, and service to God the Father, Son, and Holy Spirit through meditation and prayer, the spoken word, and the word in song.

Representative Activities: Pulpit ministry; planning and conducting of worship services, administering Church ordinances; supplying spiritual needs of members; choir, organ and instrumental activities, prayer and meditation; revival and religious emphasis.

B. **Christian Education Program.** Conducting learning and training activities for Church members and others at every stage of their growth and development, with emphasis on Bible study, Baptist beliefs and tenets, and everyday application of Christian principles and beliefs.

Representative Activities: Church School, dramatic productions, Church neighborhood educational programs.

C. **Fellowship Program.** Conducting activities designed to enhance church fellowship, strengthen and enlarge Church membership, and foster an ever-deepening concern among individual members through sharing the joys and sorrows of fellow members.

Representative Activities: outings, picnics, parties, retreats, celebrations, church-wide activities, and small group gatherings. The fellowship program will also focus on new member enlistment, involvement, and assimilation.

D. **Missions/Evangelism Program.** Conducting mission activities and evangelism through the Church staff, members, facilities, funds, time, and other resources, especially including cooperative efforts on common concerns with the community and with other Baptist bodies.

Representative Activities: Church support of and participation in district, national, and foreign mission programs; direct engagement in neighborhood and other local activities.

Section 2 - Organizations Responsible for the Programs of the Church

The responsible organization for each program of the Church shall be:

<u>Program</u>	<u>Organization</u>
Worship	Worship Committee
Christian Education	Christian Education Committee
Fellowship	Fellowship Committee
Missions/Evangelism	Missions/Evangelism Committee

Each responsible organization shall have general responsibility for the activities involved in its program area.

ARTICLE II- MEMBERSHIP

Section 1 - Admission of Members

Applicants for membership in this Church may be received upon presenting themselves publicly. Confirmation as a member will be by a majority vote of the members present and voting at a regular or special business meeting, subject to the following provisions:

A. Categories of Eligibility for Membership. Applicants for membership may be received upon:

1. profession of faith in Jesus Christ as Lord and Savior
2. by transfer of letter from another Baptist church,
3. by certification or statement of previous membership in another Christian church,
4. by restoration to the rolls,
5. by transfer from the rolls of associate members, or
6. by statement of Christian experience as a member or former member of another Christian church.

Associate members may be received as provided in Subsection C below. Applicants for watchcare affiliation, as described in Subsection D below, may be received not as members, but as affiliates of the Church.

B. Membership. All applicants shall present themselves for membership publicly, preferably in a worship service. Applicants applying for membership upon profession of faith shall be baptized by immersion as prescribed in the Constitution. A waiver to this requirement in exceptional circumstances can be granted by the Diaconate. Applicants shall be encouraged to attend a class for new members dealing with the Baptist faith and the history and programs of this Church. The Diaconate will recommend to the Church

confirmation of membership. Only members can serve in the Diaconate or as a Trustee or as an officer of the Church.

C. Associate Members. Any person who is a member of another Baptist church or other Christian church who desires affiliation with this Church, but does not desire to become a member may be presented to the Church for associate membership upon application and upon recommendation of the Diaconate. An associate member shall be entitled to all the privileges of membership in this Church except that such member shall not serve as an officer of the Church as defined in ARTICLE IV, Section 1, of the Constitution or as a member of the Diaconate or as a Trustee, and shall not vote in business meetings or be counted in the statistics furnished to the conventions with which the Church is affiliated.

D. Watchcare Affiliation. Any person who desires to make this Church his or her spiritual home and to share in its fellowship and in the worship of God may be presented to the Church for watchcare affiliation. Watchcare affiliation is granted upon application and recommendation of the Diaconate. A person in watchcare affiliation shall be extended the fellowship, spiritual nurture, and care of the church, but may not serve as an officer of the Church as defined in ARTICLE IV, Section 1, of the Constitution, nor serve as a member of any official Church organization or committee (except on a consultative basis as requested by the board or committee), vote in business meetings, be counted in the statistics furnished to the conventions with which the Church is affiliated, or serve as an official delegate or messenger of the Church at denominational meetings. Through watchcare affiliation the Church reaches out in love to persons of diverse spiritual perspectives and provides them with an opportunity to examine more closely the nature of the Christian commitment.

Section 2 – **Letters of Transfer**

Members of the Church in good standing may be granted letters to unite with other Christian churches. Such letters may be granted at any meeting of the Church upon majority vote of the members present and voting. Any such letter shall be sent directly to the church to which it is addressed, and membership shall cease in this Church at the time the letter is granted.

Section 3 - **Dropping from Church Roll**

Members shall be dropped from the Church roll by action of the Church upon recommendation of the Diaconate.

ARTICLE III - OFFICERS, DUTIES, AND TERMS OF OFFICE

Section 1 - Pastor

The duties of the Pastor are to:

1. Be the spiritual leader of the Church, carrying out the Objectives listed in ARTICLE II of the Constitution and conducting the Ordinances described in ARTICLE VIII Section 1 of the Constitution.
2. Minister to the spiritual needs of the individual members of the Church and the Church family.
3. Collaborate with the Worship Committee in developing a comprehensive worship program for the Church; lead the Church in bringing the message of Christ to all persons whom it is possible to reach; administer the Church ordinances; conduct the public worship services of the Church; and lead the Diaconate in enriching and developing the spiritual life of the Church and in ministering to its members.
4. Consult with the Moderator in coordinating the work of all committees and serve as advisor and consultant to all committees by participation either in person or by staff assignments.
5. Counsel couples who come to this Church for marriage and if, in the Pastor's judgment, the marriage will be in keeping with Christian principles, unite such couples in Holy Matrimony or approve the marriage of couples in this Church by other ministers.
6. Lead, supervise, and coordinate other ministerial staff of the Church in planning and implementing action assignments. Supervise, in consultation with the Moderator, the Business Administrator and work with the Business Administrator in the implementation of the total Church program. Supervise, in consultation with the Child Development Center Committee, the Director of the Child Development Center.
7. Represent the Church, with other duly elected representatives, in denominational and interdenominational Christian activities and meetings of a neighborhood, district, regional, national, or international nature.
8. Provide such other pastoral leadership as may be necessary or appropriate.
9. Counsel individuals as to Christian life and spiritual life goals and aspirations.
10. Other duties as described in the position description.

Section 2 – Associate Pastor(s)

Associate Pastors may be called to assist the Pastor in achieving the Objectives of the Church as defined in ARTICLE II of the Constitution. The current Associate Pastors and their duties are described in the Policies and Procedures Document.

Section 3 - Moderator

A. Duties:

1. Preside at all business meetings of the Church and the Church Council.
2. Assure that the stated meetings of the Church are regularly held.
3. Assure that the required reports are filed with the Administrator and submitted to the Church by the various officers, and committees of the Church.

4. Advise officers or chairpersons of committees in achieving effective performance of their prescribed duties and responsibilities by participating in meetings, identifying problems, and suggesting solutions.

5. Assist the Pastor in supervision of the Administrator.

B. Acting Moderator. In the absence or incapacity of the Moderator, his or her duties shall be performed by:

1. The Chair of the Diaconate.

2. The Chair of the Christian Education Committee, if the Chair of the Diaconate also is absent or incapacitated.

Section 4- **Superintendent of the Church School**

A. Duties:

1. Administer the affairs of the Church School and carry out the Christian education program as formulated for the Church School by the Christian Education Committee. This is done in cooperation with the Associate Pastors.

2. Following selection, by each class, of the teachers for Young Adult and Adult classes in the Church School, recommend these teachers to the Church for approval. In cooperation with the Associate Pastors, recommend to the Church for approval, the teachers for the children's Church School.

3. Order literature for the Church School.

4. Make any reports requested by the Church.

Section 5 - **President of the Woman's Society**

A. Duties:

1. Administer the work of the Woman's Society as it works with the Department of Baptist Women of the District of Columbia Baptist Convention, the Southern Baptist Convention, the American Baptist Churches in the U.S.A., the Cooperative Baptist Fellowship, the Alliance of Baptists, and the Baptist World Alliance, and other like groups as occasion may require. Direct the various activities of the Society circles, with special emphasis on the cause of missions at home and abroad.

2. Keep the cause of missions before the Church by informing the membership of needs and activities of regional, national, and world-wide concerns by submitting articles to the Church's *Weekly Update* or its successor publication, circulating printed materials, and presenting special programs on Wednesday evenings and at other appropriate times.

3. Serve as ex-officio member of the Missions and Evangelism Committee.

4. Make any reports requested by the Church.

Section 6 - **Clerk**

A. Duties:

1. Record and have custody of the minutes of all regular and special business meetings of the Church and serve as secretary to the Council.

2. Furnish the Moderator with a copy of the minutes of each meeting of the Church and transmit to the affected officers, boards, or committees a copy of any resolution or other action directly involving their duties or membership.
3. Furnish a summary of the minutes of each Church business meeting for any further distribution or publication and furnish a copy of the minutes of each Church business meeting to the Church office to be available for inspection during office hours by any Church member.
4. Preserve an accurate roll of membership.
5. Present to the Church for confirmation all applicants for membership approved by the Diaconate and all requests for letters of dismissal.
6. Assist the Church Office personnel in preparing for the District of Columbia Baptist Convention the annual letter and table of statistics concerning the work of the Church.
7. Render quarterly reports to the Church.
8. Perform such other duties as usually pertain to the office.

Section 7 - **Treasurer**

A. Duties:

1. Oversee the receipt of all money, securities, and funds of every kind of the Church and the disbursing of funds as directed by the Stewardship Committee and the Church.
2. Be responsible for signing Payroll checks for the Church staff and for the Child Development Center staff.
3. Oversee the keeping of accurate accounts of all funds received and disbursed and for submitting the account to the Auditing Committee monthly and at such other times as the Auditing Committee may request.

B. Bond. The treasurer shall be bonded in the amount set by the Board of Trustees, the cost of which shall be paid by the Church.

Section 8- **Financial Secretary**

A. Duties:

1. Be responsible for counting the offerings and other receipts each Sunday and depositing same in banks approved by the Stewardship Committee and the Church.
2. Make such reports and perform such other duties as may be required by the Stewardship Committee.

B. Bond. The Financial Secretary shall be bonded in the amount set by the Board of Trustees, the cost of which shall be paid by the Church.

Section 9- **Assistant Financial Secretary**

A Duties:

1. Assist the Financial Secretary and perform the duties of the Financial Secretary in the absence or incapacity of the Financial Secretary.

B. Bond. The Assistant Financial Secretary shall be bonded in the amount set by the Board of Trustees, the cost of which shall be paid by the Church.

Section 10- **Librarian**

A. Duties:

1. Select and arrange for the ordering of books, publications, and other printed, audio or video materials and receive, catalogue, and supervise the circulation of all acquisitions. Serve as the Program Steward for all funds budgeted or donated for this purpose.

B. The Librarian may be re-elected indefinitely.

Section 11 - **Historian**

A. Duties:

1. Have custody of all records not required for current use by other officers of the Church, keep those records in such place as the Church may direct, prepare and preserve any items, books, or records of any historical value to the Church. Serve as the Program Steward for any funds dedicated to this purpose.

2. Provide training and/or materials for use by the volunteer tour guides in the stained-glass windows tours offered by the Church.

B. The Historian may be re-elected indefinitely.

Section -12 **Director of Publicity**

A. Duties:

1. Assist the Associate Pastor for Youth and Young Adults or other staff members in formulating policies, plans, and procedures for publishing and distributing the *Weekly Update* or its successor publication together with the Church brochures or pamphlets and other materials relating to the publicizing of Church actions, activities, or functions.

2. Develop programs for publicizing the Church to the community, other geographic areas, and to the denominational or ecumenical organizations.

3. Assist Committees and the Church staff in publicity activities in connection with their respective duties and functions.

4. Establish policies and coordinate all paid advertising of the Church.

5. Establish policies and coordinate all formal releases to the print media, radio, and television media.

6. Provide for publicity activities in the Church budget or from other funding sources as may be available.

Section 13 **Qualifications and Terms of Office**

A. Ministerial Staff. It is expected that individuals becoming ministerial staff members will join the Church following the procedures prescribed in ARTICLE II, Section 1.

B. Calling of Ministerial Staff. The call to the Pastor and Assistant or Associate Pastors shall be for an indefinite period and shall be subject to periodic review.

C. Other Officers. All other officers enumerated in ARTICLE IV, Section 1, of the Constitution shall be a Member of the Church and shall be elected for a term of one year or until their successors are elected. Officers may be re-elected for subsequent one-year terms; however, after an officer, other than the Historian, or Librarian, has completed three one-year terms of office, one year shall elapse before such officer is eligible for re-election. Any vacancies may be filled for the unexpired term at an election during any regular or special business meeting of the Church.

D. Removal of Officers for Cause. Any officer of the Church, except ministerial staff, may be removed from office upon (1) a written petition stating the cause for removal being signed by at least ten percent of the Church members and submitted to the Church, and (2) the Church's taking action on the petition by an affirmative vote of seventy-five percent of those present and voting at a business meeting or of a simple majority of all Church members eligible for voting, whichever is smaller.

Section 14- Reports

A. All officers shall furnish to the Church an annual report at a date established by the Moderator summarizing their activities for the preceding year and shall furnish such other reports from time to time as may be requested by the Moderator or required by the Church.

ARTICLE IV - ELECTIONS, ASSUMPTION OF OFFICE, FILLING VACANCIES

Section 1 – Nominations

The Nominating Committee will report to the Church all nominations for any office, organization or Committee, including deacons selected annually by the church body and the Deacon Selection Committee. The Nominating Committee will also provide the congregation with the names of candidates for election as Life Deacons.

Nominations, in addition to the report of the Nominating Committee, may be made by any member present at the time nominations are presented. The report of the Nominating Committee, together with other nominations received at that time, shall be published in the Weekly Update or its successor publication. An opportunity shall be given for additional nominations at any regular or specially called business meeting subsequent to the report of the Nominating Committee or in writing at any time, although nominations will be closed one week prior to the business meeting when the vote is taken.

Nominations received subsequent to the time of the report of the Nominating Committee

shall be published in the Sunday Bulletin, *The First Baptist Update*, or successor publications.

Deacons are to serve on the cycle of the Church Program Year (May through April), with congregational selection taking place during the First Quarter of the calendar year. Confirmation, by a Deacon Selection Committee (composed of the Diaconate Chair and two other current deacons chosen by the Chair, preferably from the deacons who are rotating off the Diaconate), will follow the congregational selection.

Section 2 - Balloting and Tellers

At the election meeting in April prescribed by the Constitution, the Moderator shall call up for action the report of the Nominating Committee and any additional nominations which may have been made. If there is more than one nominee for one office, each full member present shall be given a ballot listing the names of those persons nominated for such office. The ballots shall be cast and the Moderator shall appoint three or more tellers, who shall collect and count the ballots and declare the results to the meeting. As to any office for which there is only one nominee, the election may be held by voice vote.

Section 3 - Declaration of Election

The Moderator shall declare elected all persons receiving a majority of all votes cast for any office. If no candidate receives a majority, a second ballot shall be taken on those candidates with the largest number of votes and whose total votes constitute a majority of the votes cast. Then, if no person receives a majority, the Moderator shall declare elected all persons receiving a plurality of all votes cast.

Section 4 - Filling vacancies

Elections to fill any officer's or office vacancy arising during the Church year may be held at any regular or special business meeting of the Church. Any person elected to fill a vacancy who serves for more than one-half of the original term shall be considered to have served for a full term for the purpose of determining that person's eligibility to be re-elected to the same office.

ARTICLE V - MEMBERSHIP, TERMS OF OFFICE, AND DUTIES OF STANDING ORGANIZATIONS

Section 1 - Church Council

A. Membership and Term of Office. The Church Council shall consist of the Ministerial Staff, the Officers of the Church, and the Chair persons of all standing committees and organizations. The Chair or Director of the Foundation's Board of Directors will not serve on the Church Council. The Moderator shall preside at meetings of the Council.

B. Duties:

1. Manage the mission of the Church by offering administrative leadership in carrying out the objectives and programs of the Church.
2. Meet on call of the Moderator or the Pastor to confer on the Church's goals, priorities, and programs or such other administrative matters as may be brought before it.
3. Hold at least four open meetings each year to which Church members are invited who wish to make proposals or express particular concerns. One of these meetings shall precede the presentation of the budget to the Church and one shall precede the annual congregational meeting.
4. Review all proposals of committees, and program and ministry groups prior to presentation for Church action, except nominations, reports required by the Bylaws, and matters involving Church membership which are covered by ARTICLE II of these Bylaws. The Council shall review proposals, make suggestions for refinements, and report its views to the congregation if the matter is submitted for action. It shall have no authority to refer to or withhold from the congregation any proposal, such power being reserved to the various committees, and groups.
5. Organizations and Committees may wish to use bulletin boards within the Church. The Council will determine that all items placed thereon are appropriate and in good taste and meet any policies related thereto, and assign bulletin boards to specific groups or organizations as the situation may warrant (namely the Library, Church School, Woman's Society, etc.).
6. Prepare and update the official Church calendar in consultation with the various committees and arrange for its publication.
7. Individual members of the Church Council will serve as Program Stewards of their respective line items in the annual Church budget.
8. Provide for temporary pastoral leadership during a prolonged absence or incapacity of the Pastor. Recommend to the Church an interim pastor to serve when the office of Pastor is vacant. Bring nominations to the Church for a Pastor Search Committee when the office of Pastor is vacant.
9. Consider the overall policy of the Church with respect to the use of the Church property and facilities and recommend revisions.

Section 2 - **The Diaconate**

A. Membership and Term of Office. The Diaconate shall consist of the number of deacons necessary to maintain a ratio of one deacon for every ten active and resident member households, rounded off to the next higher number, divisible by three. The term of office shall be three years with one-third of those members elected each year. After a member has completed a full three-year term of office, one year shall elapse before such member is eligible for reelection. In addition, the Diaconate shall include four deacons elected for life ("Life Deacons"). The qualifications of Life Deacon shall include First Baptist Church membership for at least ten years, prior service as a deacon at First Baptist Church, and personal attributes including: (i) demonstration of positive leadership in addressing the needs of others and encouraging unity in the fellowship; (ii) a doer of the Word who encourages and affirms others by personal example; and (iii) one "full of the Spirit and Wisdom" as said of the first deacons in Acts 6. An individual holding the office of Life Deacon may be removed from office in a case of breach of trust as

recommended by the Diaconate and determined by vote of the congregation. The Diaconate shall elect a Chairperson for a one-year term, during which they will serve on the Church Council. This person can be reelected for subsequent one-year terms so long as they are active members of the Diaconate.

After the congregational voting for new deacons during the First Quarter of the calendar year and as needed to fill other vacancies during the year, the Deacon Selection Committee will tabulate the results.

The Deacon Selection Committee will review and confirm those receiving the most votes by the congregation. They will seek to ensure that the chosen candidates meet the Scriptural and church qualifications for deacons, as expressed in the New Testament and in our *Church Covenant*.

B. Duties:

1. Collaborate with the Pastor and Associate Pastors in doing ministry, determining the needs of the congregation, addressing those needs, providing excellent congregational care and developing a comprehensive spiritual development program for the Church.

2. Provide programs for the enlistment of new members.

3. Evaluate and make recommendation to the Church on any matter which affects the spiritual life or affiliations of the Church and which may be brought before it by any committee, or individual member of the Church.

4. Through a subcommittee appointed by the Diaconate Chairperson, appraise the performance of each ministerial staff member annually. The appraisals may be performed with input from the Worship Committee, Christian Education Committee, Missions/Evangelism Committee and/or other church committees or organizations as deemed appropriate by the Diaconate. At its discretion, the Diaconate will keep portions or all of these appraisals confidential.

5. Receive from the Treasurer, hold, and disburse the Benevolent Fund and report to the Church at the end of each fiscal year the total receipts and disbursements for such year. Life Deacons as a group will administer the Church's Benevolent Fund.

6. Maintain contact with non-resident members, including college students and military personnel.

7. Review the Church membership roll at least once each year and inquire as to the regularity and faithfulness of members in attending and supporting the Church and make reasonable efforts to re-enlist those who have ceased to manifest interest in the Church programs.

8. Recommend to the Church that the Clerk (a) drop from the Church roll the names of all members who have not communicated with the Church for a period of two or more years and those who have not been faithful in support of the Church and its ministries and cannot be reenlisted, and (b) restore to the roll the name of any such person who satisfies the Diaconate that he or she is ready to resume membership responsibilities.

9. During the observance of the ordinance of the Lord's Supper by the Church assist the Pastor or other persons officiating by serving the elements to the church congregation.

10. During the observance of the ordinance of Baptism by the Church assist the Pastor or other persons officiating as appropriate.

11. Assist the Church Clerk if needed with candidates for membership or on profession of faith, who present themselves at Church Worship services.

12. Assist the Pastor if needed at Dedication Services for babies.

13. Assist the Personnel Committee when needed.

14. Receive the names of applicants for membership and determine that they satisfy the membership requirements of the ByLaws, and then recommend to the Church that they be accepted for membership.

15. Receive names of individuals desiring ordination by the Church and recommend to the Church whether to proceed with each appropriate step in the process.

Section 3- **Committees**

Church Members or Associate Church Members may serve on Church Committees and may serve on more than one Committee simultaneously. Only exceptionally will Members be allowed to serve on more than two Committees simultaneously or be an Officer of the Church and serve on one Committee simultaneously.

All committees, unless excepted herein, will consist of six members. Each elected for a three-year term, with the terms of two members expiring each year. After serving a three year term a period of one year must pass before a member can be elected to that position again.

The exceptions to the six member Committee are:

-The Social Committee with twelve members

-The Memorials Committee with three members

-The Auditing Committee with three members

-The Library/Archives Committee with four members plus two Church Officers.

-The AudioVisual Committee with four members

-The Ushers Committee with three members

Where duties or responsibilities overlap Committees will make a concerted effort to coordinate their activities with the other Committees involved.

A. Christian Education Committee

Consists of six members, each elected for a three year term. The term of two members expires each year.

Duties:

1. Formulate, coordinate, and direct the Christian education program of the Church.

2. Consider for approval the Church School officers and teachers selected by the Superintendent of the Church School and the Associate Pastors.

3. Administer any student aid funds in the approved Church budget or available to the Church from other sources.

4. Have responsibility for Church dramatic programs, athletic programs, and other educational activities.

5. Have responsibility for Church neighborhood educational programs.

B. Missions and Evangelism Committee

Consists of six members, each elected for a three year term. The term of two members expires each year.

Duties.

The Missions and Evangelism Committee exists to facilitate God's desire that we individually and corporately love our neighbor and spread the Good News. We do so by:

1. Formulating the outreach program of the Church and coordinating and directing the programs of mission and evangelistic concerns, including any programs primarily for internationals.
2. Periodically evaluating mission and evangelistic projects financially supported by the Church and recommending to the Stewardship Committee the amounts to be included for each such project in the annual Church budget.
3. Collaborating with the Woman's Society in Youth and Young Adults and other mission areas of joint interest.

C. Child Development Center Committee

Consists of six members, each elected for a three year term. The term of two members expires each year.

Duties:

1. Formulate programs and establish procedures for the operation of the Center.
2. Act on behalf of the Church in providing general oversight of the operation of the Child Development Center.
3. Whenever the position of Director is to be filled, interview applicants and recommend one to the Church for approval.
4. Approve the employment of all other Center staff employees.
5. Develop and maintain, in consultation with the Personnel Committee, a manual of policies and procedures regarding the personnel practices for the Center, as approved by the Church, and recommend to the Church such changes as are deemed necessary.
6. Prepare, with the assistance of the Child Development Center Director, the annual budget for the Center. Submit this budget to the Stewardship Committee for inclusion in the Church's annual budget.

D. Worship Committee

Consists of six members, each elected for a three year term. The term of two members expires each year.

Duties:

The Worship Committee exists to facilitate the worship of God in sincerity and beauty among the congregation. They will provide opportunities for individual and collective expressions of reverence, praise, honor, and service to God and Jesus Christ and the invocation of the Holy Spirit through meditation and prayer, the spoken word, and the word in song. They will do so by:

1. Preparing the space in which we worship corporately
2. Facilitating the preparation of the worshippers' hearts for corporate worship
3. Assisting the ministerial staff in planning and coordinating the liturgical and logistical elements of regular corporate worship, including the changing of the paraments
4. Assisting the ministerial staff in planning and coordinating the liturgical and logistical elements of special services of corporate worship, including the ordinances of The Lord's Supper and Baptism, specifically the preparations for the observing of these ordinances, and including special music programs
5. Providing education to the congregation about the purposes, structure, methods and historical significance of our form of corporate worship
6. Coordinating the provision of resources to encourage individual, family, and small group worship among the congregation

E. Fellowship Committee

Consists of six members, each elected for a three year term. The term of two members expires each year.

Duties:

1. Develop programs and activities designed to strengthen congregational bonds.
2. Promote interaction among Church Members in both structured and unstructured settings.
3. Devise events to promote intergenerational and intercultural understanding, so as to build on the diversity within the membership.
4. Take steps to assimilate new members and make prospective new members feel welcome.

Representative activities might include: church picnics and parties; group outings and trips; the Sunday Funday events; the "O Street Coffeehouse" events; the Wednesday night suppers; the potluck luncheons; the regional small group gatherings ; the Church-wide retreats; intergenerational events; the introduction of new members through the *Weekly Update* or the Church Web site; new member orientation; the prayer partnerships; and any other activities that will accomplish the Church's purposes and goals.

F. Library/Archives Committee

The Library/Archives Committee shall consist of the Librarian, the Historian (officers of the Church) and four elected members. The four will be elected annually and each can be reelected indefinitely. Of the four, two will assist the Librarian and two will assist the Historian. In addition, volunteer assistants can be utilized who will be occasionally publicly recognized.

Duties:

1. Plan and administer the library and archives resource centers.

2. Select and arrange for the ordering of books, publications, and other printed, audio or video library materials and receive, catalogue, and supervise the circulation of all acquisitions. The Librarian will serve as the program steward for funds budgeted for this purpose.

3. Assist in the collection, organization, and preservation of any items, books, photographs or records of any historical value to the Church and plan and prepare displays of items or records deemed to be of special historical significance. The Historian will serve as the program steward for any funds dedicated to this purpose.

G. Media and Technology Committee

The Media and Technology Committee shall consist of six elected members.

Duties:

1. Acquire, maintain and make available quality audio and visual equipment and services for the church and others using the church's facilities.

2. Record, maintain and store audio and visual material for use by the Church of designated Services, Sermons, Concerts and other programs and events.

3. Oversee the purchasing, maintenance, and planning for the church's computers, network and software.

4. Oversee the access, content and management of the church's website.

H. Social Committee

The Social Committee shall consist of twelve members elected for a term of three years with the term of four members expiring each year. Members are eligible for re-election.

Duties.

1. Have charge of the visitors and church family coffee hours and of Churchwide dinners and fellowship functions.

2. Ensure that all use of the kitchen and dining facilities of the Church is properly scheduled and that such facilities are appropriately maintained, equipped, and operated in accordance with Church policy, programs, plans, and procedures.

3. Provide for menus and services necessary for visitors and church family coffee hours and of Churchwide dinners and fellowship functions.

I. Nominating Committee

Consists of six members, each elected for a three year term. The term of two members expires each year.

Duties:

1. Solicit from the congregation at large and from the committee's own deliberations a qualified list of church members to be presented in nomination to the church each year.

2. Nominate and present to the Church each year at a meeting in March on the date set by the Church Council a list of persons nominated for:

- (a) The officers specified in ARTICLE IV of the Constitution, except the Pastor, and Associate Pastors.
- (b) The standing Committees set forth in ARTICLE V of the Constitution.
- (c) The Board of Trustees
- (d) The Board of Directors of the FBC Foundation, Inc. as prescribed in the Foundation's Articles of Incorporation and ByLaws.

A person may be nominated for more than one such office or position.

- 3. Make nominations to fill vacancies as they occur during the year.
- 4. Nominate and present to the Church a list of persons nominated as official representatives to the District of Columbia Baptist Convention, including boards and committees thereof, and to any other body to which this Church sends representatives.

J. Personnel Committee

The Personnel Committee is responsible for oversight of all human resource policy and practice at First Baptist Church. It consists of six members, each elected for a three year term. The term of two members expires each year. The Committee may seek outside assistance from human resource of legal professionals as appropriate.

Duties:

1. Work in cooperation with the Council and Committees to assure that the Church's human resource policies and practices:
 - Are in the best interests of the Church, its members and its employees
 - Are consistent with best industry human resource practices
 - Are compliant with applicable federal and local statutes
2. Make proposals to the Church in cooperation with the Stewardship, Child Development Center Committees with respect to:
 - Position Descriptions (including offers and/or covenant agreements)
 - Compensation (including promotions and adjustments)
 - Benefits (including insurance, retirement, etc.)
 - Leave (including holidays, vacation, sick leave, etc.)
3. Develop and maintain an Employee Handbook that details the Church's human resource policies and practice guidelines.
4. Maintain oversight of human resource policy and practices as well as proposing changes where appropriate.
5. Address human resource concerns presented to it by employees or members.
6. Oversee all human resource issues that potentially involve legal action or involuntary termination.
7. Make proposals to the Church on any human resource matter which may be referred to it or where the Committee sees a need.

K. Memorials Committee

Consists of three members each elected for a three year term. The term of one member will expire each year.

Duties:

1. Establish and maintain all memorials, including the maintenance and preservation of a Book(s) of Memorials to be displayed in a prominent location in the Church building.
2. Assist donors/heirs in the selection of suitable memorial expressions.
3. Encourage and arrange for the contribution of flowers, decorations, or altar arrangements as memorials for worship services or fellowship events. If insufficient flower fund is available, the use of silk floral arrangements will be substituted.
4. Cooperate with the Board of Trustees and the Stewardship Committee in the establishment of memorial trusts.
5. Identify and recommend to the Church specific objects for memorial purposes.
6. Develop, periodically revise, and arrange for the publication of a list of potential memorial expressions.
7. Provide for the establishment and maintenance of all records relating to the acceptance of memorial gifts, in cash or in kind.
8. Arrange for acknowledgment and publication of memorial gifts.
9. Consolidate miscellaneous and undesignated memorial gifts. Five years after receipt and without further heir approval an item may be purchased but will be listed in the Memorials Book. Other gifts to the Church will be entered in the Book of Remembrances/ Gifts or an equivalent document and reported to the Memorials Committee in order that informed responses can be made to donors who request information as to disposition of their gifts.
10. Consult with the Pastor, Moderator, Property Management Committee and Stewardship Committee in determining the Church's goals and objectives as related to the Memorials.

L. Stewardship Committee

Consists of six members, each elected for a three year term. The term of two members expires each year.

Duties.

1. Encourage stewardship in the life of the Church.
2. Carry out a program of stewardship including enlisting pledges of support for the Church, and devising and carrying out a long-term program to encourage a variety of benevolent gifts, donations, and accumulations of assets.
3. Prepare for the ensuing calendar year an operating budget for the Church and in cooperation with the Child Development Center an operating budget for the Center. These shall be presented by the Stewardship Committee to the Church for action on the date established each year by the Church Council and published in the official Church Calendar. This presentation shall be in time for the budget to lay on the table at least a week before being called up for action. After the budgets are adopted by the Church, funds may be transferred from one line item of each budget to another line item by action of the Stewardship Committee in coordination with the Program Stewards and the Church Council

4. Authorize the expenditure of funds from any general Church contingency line item in the budget.

5. Make recommendations to the Church on any other budgeting requests brought before it.

6. Identify the Program Stewards (officers, committees or organizations) responsible for individual line items in the annual Church budget and annual Child Development Center Budget.

M. Property Management Committee

Consists of six members, each elected for a three year term. The term of two members expires each year.

Duties:

1. Assure that the Church's property and furnishings are kept in good condition, that the equipment is properly maintained and kept in good operating condition, and that the building is properly heated, cooled, and ventilated as appropriate.

2. Assure that housekeeping, repairs, maintenance, and replacement of the Church's property, furnishings, and equipment are accomplished within the limitations of the appropriate budget approval. This work is to be done by Church employees whenever possible.

3. Advise the Administrator on the employment and evaluation of personnel needed for these property management purposes.

4. Oversee the use of all of the properties, space and facilities. Make specific recommendations to the Church Council on long term assignments of space to groups within the Church community.

5. While the Administrator will oversee the use of the Church owned Van and any other vehicles, the Property Management Committee will address ownership, liability and insurance concerns for these vehicles.

N. Auditing Committee

Consist of three elected members. Members can serve indefinitely. In the interest of being an independent Committee, neither the Treasurer nor Financial Secretary nor their assistants should serve on this Committee.

Duties:

1. Audit the Church's auditing and accounting records monthly and the trust fund properties quarterly

2. Monitor the internal accounting controls in the handling of Church funds and other property.

3. Verify that all transactions involving the financial affairs of the Church or affecting any of its property are consistent with the Constitution and Bylaws or with Church action in a business meeting Report to the Church annually on the audit of the previous calendar year and at such other times as the Committee deems necessary, or at the request of the Church.

O. Ushers Committee

The Head Usher shall be nominated by the Church Nominating Committee and elected by the Church for a term of three years. The Usher's Committee shall consist of two additional members each elected for a three-year term. These will be designated assistant Ushers. The Head Greeter, a voluntary position, will serve as ex-officio member of the Ushers Committee.

Duties:

1. Assist the Pastor and Associate Pastors in the conduct of public services in ushering attendees, and in providing for comfort and safety of attendees.
2. Usher attendees to their seats where appropriate and after the service has begun, when indicated in the program.
3. Arrange the evacuation of all personnel in the event of an emergency.
4. Arrange schedules, including use of volunteer ushers if needed and arrange for training or instruction sessions where necessary.
5. Enlist and assign ushers to serve for any event held in the Sanctuary or Fellowship Hall that involves any Church authorized or any Church sponsored event or service, such as funerals or memorial services, concerts, Thanksgiving services, Christmas Eve services, business meetings, etc. Seek to enlist ordained deacons to serve the Lord's Supper on those occasions, but welcome the participation of ushers and others as needed.
6. Assign one or more ushers to assist those needing to use the elevator (for those who are in wheelchairs or do not wish to go up and down the stairs) at any time for any event or service.

Section 4- **Organizations**

A- Board of Trustees

The Board of Trustees shall consist of three members, elected from Church Members for a term of three years with the term of one member expiring each year. Members are eligible for re-election.

Duties:

1. Hold title to the real property of the Church and to any assets given to the Church in trust.
2. Purchase and dispose of property as directed by the Church.
3. When authorized by the Church, execute on behalf of the Church any agreement with a donor establishing a trust or endowment for the benefit of the Church or any of its ministries, receive the originals of any such agreements executed by them and also the originals, or authenticated copies, of any declaration of trust, last will and testament, or other unilateral document which provides for some benefit to the Church or any of its ministries; provide copies of all such documents to the Pastor, Administrator, and the Chairman of the Auditing Committee; and lodge all such documents for safekeeping in a safe deposit box leased by the Church.

4. Ensure that the Church's real property and furnishings are protected by both casualty and liability insurance and that fidelity bonds are provided on the Administrator, Treasurer, Financial Secretary, Assistant Financial Secretary, and any other Church personnel to the extent the Board deems necessary.

5. Manage all property which the Church has received in trust in strict compliance with the terms of the document establishing the trust, holding each trust property in a separate account unless specifically authorized by the Church to commingle trust accounts, but in no event to commingle a trust account with any of the accounts for Church funds established under the provisions of ARTICLE III, Section 9 A.3 of these Bylaws.

6. Provide reports to the Church on trust properties at the quarterly business meetings.

7. Perform any other duties required by law, subject to the approval of the Church.

B - Church School

The Church School shall consist of the Superintendent, teachers, and all classes and members thereof.

Duties:

1. Meet for the study of the Bible and its application to all of life.
2. Seek to enlist persons of all ages in the Church School program and in the total work of the Church.
3. Carry out its program under the direction of the Superintendent as formulated by the Christian Education Committee.

C - Woman's Society

The Woman's Society shall consist of the officers of the Woman's Society and the members of its various circles and groups. It will present to the Church, when appropriate, the needs and requirements of the missions activities of the Woman's Society as it works with the Department of Baptist Women of the District of Columbia Baptist Convention, the Southern Baptist Convention, the American Baptist Churches in the U.S.A., the Cooperative Baptist Fellowship, the Alliance of Baptists, the Baptist World Alliance, and other like groups as occasion may require.

Duties:

1. Present to the Church, when appropriate, the needs and requirements of the missions activities of the Woman's Society.
2. Seek to interest all women of the Church in the cause of local, national, and international missions.
3. Collaborate with the Missions and Evangelism Committee as appropriate.

Section 5 - Reports

All committee Chairpersons shall furnish to the Church at a date established by the Moderator an annual report summarizing their activities for the preceding year and shall furnish such other reports from time to time as may be requested by the Moderator or required by the Church.

ARTICLE VI- INTEGRATED AUXILIARY

Section 1- The First Baptist Church of the City of Washington, D.C. Foundation Inc.

An Integrated Auxiliary of the Church is The First Baptist Church of the City of Washington, D.C. Foundation, Inc., an independent 501 (C) (3) corporation. No provisions of these ByLaws apply to the Foundation.

ARTICLE VII- ADMINISTRATION

Section 1 - Administrator

A. The Position. The Administrator is responsible for the business affairs of First Baptist Church: administrative; financial; and operational. He or she will manage and supervise the non-ministerial staff; oversee the church's finances and report results to the Church; and manage the use, maintenance, and security of the Church's physical property. In carrying out these responsibilities, he or she will work in consultation with the Pastors, the non-ministerial staff and the appropriate church members. Whenever the position is vacant, the Moderator shall appoint a special committee to recommend to the Church a person to be employed to fill it. The responsibilities and duties are listed in the position description.

B. Bond. The Administrator shall be bonded in the amount set by the Board of Trustees, the cost of which shall be paid by the Church.

C. Assure that the signing of checks disbursing Church funds will be by personnel authorized by the Church Council.

D. Assure that the church staff accountant reports quarterly on the status of Memorials funds [as required of the Memorials Committee in Policies and Procedures for the Memorials Committee, Section 6]

Section 2 - Execution of Contracts

A. Real Property: All contracts or other documentation involving the acquisition, disposition, or transfer of real property, as approved by the Church, shall be signed by all the Trustees.

B. Building: All contracts or other documentation involving the construction, destruction, or major modification of the Church building, as approved by the Church, shall be signed by all the Trustees.

C. Management: All contracts or other documentation involving management operations, including maintenance, and repair of equipment, services, and supplies, or those necessary to carry out the duties of the Administrator as approved in the budget or by separate Church action, shall be signed by said Administrator (if funds are available pursuant to the Church's approved current budget) or by the Moderator. Approval by the Moderator is required if amount of contract exceeds \$1000.00.

D. Other: All other contracts, including contracts of employment of Church personnel as prescribed by Church personnel policy or authorized by Church action, shall be signed by the Moderator. The authority to execute such other contracts may be delegated by the Moderator pursuant to a written plan of delegation approved by the Church by majority vote at a regular or special business meeting.

Section 3 - **Control of Use of Church Property**

A. Church Committees and Other Church Groups.

Regular meetings of Church committees and other Church groups shall be scheduled with the Administrator for a continuing assignment of a meeting place and a specific time of meeting. A temporary assignment of a meeting place at a specific time shall be requested from the Administrator for any special meeting. No Church committee or group shall conduct a regular or special meeting during regular or stated times of worship including the Wednesday evening program hour unless expressly permitted by the Pastor or Moderator. (This shall not apply to approved programs for children.)

More permanent assignment of rooms within the Church community will be done by the Property Management Committee in consultation with the Administrator. Such action will be brought to the Church Council for approval.

B. Baptist and Denominational Groups. The Pastor shall have the discretion to authorize the use of Church facilities by other Baptist and Denominational groups.

C. Community and non-denominational Organizations All requests for use of Church facilities submitted by community and non-denominational groups shall be referred for consideration to the Moderator (as Chair of the Church Council), who shall bring into consultation a **Panel**, consisting of the Chair of the Christian Education Committee, the Chair of the Missions and Evangelism Committee, and the Chair of the Property Management Committee along with the Administrator. This **Panel** shall evaluate such requests, determining first whether the nature and objectives of the requesting group and the proposed use of the Church facilities clearly are consistent and compatible with the objectives of the Church, whether the proposed use would conflict with any other scheduled or anticipated use, and whether arrangements have been made for full reimbursement to the Church for operating expenses. If the resolution of these matters is not favorable to the request, the **Panel** shall refuse the request and its decision shall be final; if the resolution of these matters is satisfactory, the panel then shall apply the following standards:

1. Where the request is for use of a limited amount of space for a limited time (e.g., the use of one or two rooms for several hours on one day), the **Panel** has the discretion to approve such use.

2. Where the request is for a continuing use of a limited amount of space for a limited time each day on a regular basis (e.g., every day for a week or once a week or

once a month), the **Panel** has the discretion to approve such use with the concurrence of the **Church Council**, which may recommend that the request be submitted to the congregation.

3. Any request for the use of a large amount of space (e.g., the sanctuary, the fellowship hall, a number of classrooms) shall be evaluated by the **Panel**. If the **Panel** decides to deny the request and the **Church Council** concurs in that decision, the denial is final. If the **Panel** decides that the request should be granted, and the **Church Council** approves, the decision is final, except that the **Church Council** reserves the right to refer the final decision to the congregation.

D. In all occasions of property use approved through the process of either B or C above, a utilization form entitled Use of Church Property will be completed and retained in the Church business office. This utilization form will delineate the following: identification and brief description of person or group requesting use; date and time of use; amount and payment means for fees determined for the use to include any additional fees for Church personnel to be employed in the kitchen; and the authorizing body for use.

ARTICLE VIII-- ORDER OF BUSINESS

Section 1 Robert's Rules of Order

The form of government of this Church is democratic. The source of authority is the congregation of the membership. That said, First Baptist Church seeks to conduct its business in the presence of God, under the Lordship of Jesus Christ, and with the guidance of the Holy Spirit. It strives to embody broad-based, participatory decision-making in which there are no secrets and surprises. When possible, it seeks to reach consensus, rather than simply taking a vote on every question. All matters of Church policy which are not otherwise specifically provided for in the Church Constitution and Bylaws or the Policies and Procedures Document shall be established by the Church through consensus and/or a majority vote at any regular or special business meeting. Should questions arise as to parliamentary procedure, the Church will refer to the most recent edition of *Robert's Rules of Order*.

Section 2 Quorum

Fifty members shall constitute a quorum for the transaction of business, but a smaller number may adjourn a meeting.

Updated on April 26, 2006