

**FIRST BAPTIST CHURCH**  
**CARY, NORTH CAROLINA**  
**CONSTITUTION AND BY-LAWS**

**October 20, 2024**

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## TABLE OF REVISIONS

The **Constitution and By-Laws** document will be re-issued each time changes are approved by the church according to the By-Laws contained herein. The new issue will be labeled with the date of the church conference in which the changes were approved. The following table will provide a brief synopsis of the major changes contained in each issue.

<b><u>Issue</u></b>	<b><u>Scope of Revisions</u></b>
2003 – April 6	<p><b>By-Laws, Article II, Church Year</b> Identified fiscal church quarter-to-month mapping.</p> <p><b>By-Laws, Article X, Section 3, Constitution &amp; By-Laws Committee</b> Updated for proper reference to quarterly conference.</p> <p><b>By-Laws, Article X, Section 3, Insurance Committee</b> Updated for proper reference to quarterly conference.</p> <p><b>By-Laws, Article X, Section 3, Nominating Committee</b> Incorporated permanent designee concept in which a person may serve on behalf of Directors of Sunday School, Discipleship Training, Brotherhood and Woman’s Missionary Union in all nominating functions.</p>
2004 – August 8	<p><b>By-Laws, Article I, Section 7, Discipline</b> Changed section name to “Discipline and Problem Resolution” while incorporating changes proposed for problem resolution as recommended by the Spiritual Directions Steering Committee Conflict Resolution Report. In addition, added Addendum Four: Conflict and Problem Resolution Procedures.</p> <p><b>By-Laws, Article V, Section 1, F. Historian/Assistant Historian</b> Added a new section for the role and duties of the Church Historian and Assistant Historian.</p>

**By-Laws, Article VI, Section 2, Section 3, Section 4, Section 5**

Added clarification to term of office for each of the officers specified in the sections listed above.

**By-Laws, Article X, Section 3, Auditing Committee**

Expanded the number of committee members from three to six, and added additional qualifications for two of those members, per the recommendations of the 2004 Audit Report.

**By-Laws, Article X, Section 3, Bereavement and Food Preparation**

Clarified that there are no term limits for the chairman and co-chairman roles.

**By-Laws, Article X, Section 3, Communication**

Added a new Communication Committee with the membership and duties described in the recommendation of the Spiritual Directions Steering Committee Communication Report.

**By-Laws, Article X, Section 3, Denominational Relations**

Removed this committee from the By-Laws.

**By-Laws, Article X, Section 3, Sanctuary and Facilities Decoration**

Added a new Sanctuary and Facilities Decoration Committee for permanent implementation of the ad hoc committee approach used in recent years.

2005 – June 5

**Constitution, Article III, Section 1, Self-Governance**

Reworded first sentence for consistency with 2000 Baptist Faith and Message.

**By-Laws, Article V, Section 1B, Deacons**

Changed descriptions for deacon responsibilities and duties to reflect the newly adopted deacon ministry team concept and the implementation of the Deacon Council.

**Addendum One: Articles of Faith**

Removed the previous Articles of Faith and included the full text of the

2000 Baptist Faith and Message.

**Addendum Two: The Office of Deacon**

Removed reference to the Baptist Faith and Message of 1963. Removed reference to the term “deacon” as applying to males and females, as well as incorporation of gender neutral wording throughout addendum. Incorporated new “Deacon Ministry and Spiritual Gifts” section. Removed reference to “little flock ministry.”

2005 – Sept 11

**Constitution, Article VIII, Section 5, Parliamentary Procedure**

Updated the reference for parliamentary authority to *Robert’s Rules of Order Newly Revised*.

**By-Laws, Article III, Section 2, Business Meetings**

Changed regular quarterly business conferences to regular monthly business conferences and added provisions for cancellation of business meetings.

**By-Laws, Article V, Section 1B, Deacons**

Clarified the role of Deacon Chairman in relation to participation in the Lord’s Supper.

**By-Laws, Article X, Section 2, Election of Committees**

Clarified Partial Terms of Service for committees.

**By-Laws, Article X, Section 3, Standing Committees and Their Duties**

Created the Property and Planning Committee by consolidating the Facilities Management, Long-Range Planning, and Real Estate Committees.

**By-Laws, Article X, Section 3, Standing Committees and Their Duties – Nominating**

Clarified Nominating Committee Terms of Service.

**By-Laws, Article X, Section 3, Standing Committees and Their Duties – Ushers**

Renamed the Usher Committee to the Worship Support Committee,

whose members shall designate church members as ushers and coordinate their activities in accordance with the duties and responsibilities of the committee.

2006 – August 1

**By-Laws, Article X, Section 3, Standing Committees and Their Duties**  
Reformatted committee descriptions into a uniform format.

**By-Laws, Article X, Section 3, Standing Committees and Their Duties – Budget and Finance Committee**

Changed terms of committee members to run from July 1 to June 30, so as to have new members in place for the development of the budget for the next year.

**By-Laws, Article X, Section 3, Standing Committees and Their Duties – Nominating Committee**

Added the Deacon Vice-Chairman as a non-voting member by virtue of position.

**By-Laws, Article III, Section 2, Meetings**

Moved the date of the monthly church conference to the third Sunday of the month and allowed the Deacon Chairman to move the dates of meetings with notice.

**By-Laws, Article X, Section 3, Standing Committees and Their Duties**

Eliminated the Insurance and Memorial Gifts Committees. The duties of each will be assumed by the Budget and Finance Committee and the Stewardship Committee respectively.

**By-Laws, Article X, Section 3, Standing Committees and Their Duties**

Re-designated the Bereavement and Food Preparation Committee and the Sanctuary and Facilities Decoration Committee as ministries.

2007 – August 19

**By-Laws, Article X, Section 3, Standing Committees and Their Duties**

Refined committee descriptions to further clarify committee memberships and eliminate unnecessary language and redundancies.

Re-phrased “active deacon” to “active or formerly elected deacon” in

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committee membership descriptions.

2010 – July 25

**By-Laws, Article IV, Section 1, Overview**

Replaced existing wording regarding “the ministries of the church ....”

**By-Laws, Article X, Section 3, Standing Committees and Their Duties**

Re-designated four (4) committees (Kitchen, Baptismal, Worship Support, Scouts) to ministries. Terminated the Communications Committee. Combined two committees (Preschool and Children’s Advisory) into the Preschool/Children’s Advisory Committee.

2011 – March 20

**By-Laws, Article X, Section 3, Standing Committees and Their Duties**

Re-designated three (3) committees (Elliott Mission House, Prayer, and Stewardship) to ministries of the church.

2012 – April 15

**By-Laws, Article III, Meetings, Article VI. Other Church Officers**

Changed the way representatives to Raleigh Baptist Association are selected.

**By-Laws, Article X, Standing Committees, Benevolence Committee**

Changed the duties of the Benevolence Committee.

2012 – Sept 16

**By-Laws, Article X, Section 3, Preschool/Children’s Advisory Committee**

Refined wording to ensure duties cover both preschool and children’s ministries, removed “by virtue of position” positions that no longer exist, and added currently serving preschool/children’s leadership positions.

**By-Laws, Article X, Section 3, Student Ministries Advisory Committee**

Renamed Youth Advisory Committee to Student Ministries Advisory Committee, removed “by virtue of position” positions that no longer exist, and added college student representative.

**By-Laws, Article X, Section 3**

Eliminated College Committee, redistributing duties to Student Ministries Advisory Committee and Sunday School.

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**By-Laws, Article X, Section 3, Transportation Committee**  
Moved orderly parking assistance duty to deacon ministry.

**By-Laws, Article X, Section 3, Building and Grounds Committee**  
Eliminated gender restrictions from membership, amended duties to properly reflect Facilities Coordinator/Maintenance Technician title, role, responsibilities and reporting to church business administrator. Increased committee financial limits to \$1,500 before needing church approval.

**By-Laws, Article X, Section 3, Personnel Committee**  
Added committee authority to hire part-time, contract, and seasonal workers.

2013 – August 18 **By-Laws, Article X, Section 3, Budget and Finance Committee**  
Revised term of service for those members in their last year of service.

**By-Laws, Article X, Section 3, Nominating Committee**  
Clarified selection of permanent Nominating Committee designee for a Director requires approval by the church.

**By-Laws, Article X, Section 3, Student Ministries Advisory Committee**  
Revised “by virtue of position” positions.

2014 – February 16 **By-Laws, Article X, Section 3, Preschool/Children’s Advisory Committee**  
Revised “by virtue of position” positions.

2014 – March 16 **By-Laws, Article IV, Section 1, Ministries of the Church**  
Eliminated “Scout Ministry” as a ministry of the church.

2014 – May 18 **By-Laws, Article III, Section 2, Business Meetings**  
Modified the schedule of business meetings to be the third Sunday night of February, April, June, August, and October, and adjusted Article VI – Other Church Officers heading and Director position confirmation schedule. Adjusted Article X, Section 2 – Election of Committees and Section 3 – Standing Committees deliverables schedule.

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- 2014 – August 24      **By-Laws, Article X, Section 3, Standing Committees**  
 Reduced membership of Auditing and Building and Grounds Committees, and redefined committee duties and responsibilities. Removed Single Adult Committee as a ministry of the church per Article IV, Section 1.
- Constitution and By-Laws, Article VII (in both) – Other Staff Members**  
 Modified the duties and responsibilities of the Personnel Committee regarding the selection, hiring, and termination of certain other staff members. Updated By-Laws, Article X – Standing Committees – Personnel accordingly.
- 2015 – April 19      **By-Laws, ARTICLE V. Election and Duties of Officers, Sect 1. Officers, C. Trustees; Article X. Standing Committees, Section 3. Standing Committees and Their Duties**  
 Modified the duties and responsibilities of Trustees, Property and Planning Committee, and Business Administrator regarding facilities usage and disposition of non-titled personal property of the church.
- Constitution, Article VIII, General, Section 2 - Ordination**  
 Revised the procedure for ordination of candidates seeking ordination to the ministry of the Gospel.
- 2015 – June 28      **By-Laws, Article IV, Organizations & Ministries of the Church and Their Objectives**  
 Revised to replace Brotherhood Organization with Men’s Ministries; Discipleship Training with Word of Life Academy; Sunday School with Life Groups/Small Groups; Women’s Organization/WMU with Women’s Ministries. Added a new organization – Missions Ministries.
- By-Laws, Article VI, Other Church Officers**  
 Introduced the term “Team Coordinator” to replace the previously used term “Director” for Sunday School, Discipleship Training, Brotherhood, and Women’s Ministry/WMU, and added Missions Ministries Team Coordinator. Updated responsibilities for each position.

**By-Laws, Article VIII, Organizational Councils**

Eliminated this article and renumbered subsequent articles.

**By-Laws, Article IX (renumbered as Article VIII), The Church Council**

Revised to incorporate new titles.

**By-Laws, Article X (renumbered as Article IX), Standing Committees**

Re-designated Senior Adult Advisory Committee as a ministry, per Article IV, rather than a committee.

2016 – April 24

**Constitution, Article III, Membership**

Revised to include the requirement that all candidates for membership are required to complete a new members class.

**By-Laws, Article I, Membership**

Revised to include the requirement that all persons desiring to become members must first complete a new members class.

2017 – February 19

**By-Laws, Article IX, Section 3, Standing Committee Responsibilities**

Added new section for standing committee responsibilities, including keeping a record of and making available the proceedings of each committee. Also incorporated miscellaneous corrections to grammar, sentence structure, organization names, and position names or titles.

2017 – April 23

**By-Laws – Added Addendum Five: Marriage and the Wedding Ceremony**

Added per changes recommended by the 2015/16 Social Issues Impact Study Ad-hoc Committee.

**Constitution Article III, Membership, Section 2. Conditions for Membership**

Added further clarification to require the Pastor or his designee to teach the new members class.

- 2017 – June 25      **By-Laws, Article VII, Other Staff Members**  
 Modified to clarify ministerial and non-ministerial staff and to recognize Personnel Policies and Procedures Manual governance.
- By-Laws, Article IX, Standing Committees, Section 4, Standing Committees and Their Duties**  
 Added formal recognition of various operating manuals and their use by certain church standing committees.
- 2017 – August 20      **By-Laws, Article IX, Standing Committees, Section 2. Election of Committees**  
 Added limitations to full and part-time church employees and their immediate family members, preventing them from serving on Auditing, Budget & Finance, Nominating and Personnel Committees so as to not create real or perceived conflicts of interest for the church.
- 2017 – October 15      **Constitution, Article IX. Adoption and Amendments, Section 4. Administration and Availability of Document; By-Laws, Article XIII. Maintenance, Section 2. Administration and Availability of Document**  
 Updated document administration to better reflect the current view of updating, maintaining and distributing the document using current best practices.
- 2018 – October 21      **Constitution, Article III. Membership, Section 2. Conditions for Membership; Section 3. Transfer by Letter; and Section 4. Statement of Faith**  
 Updated document to reflect requirements for Membership. Clarified that pre-membership class must be the First Baptist Church – Cary class.

**By-Laws, Article 1. Membership, Section 2. Candidacy; Section 3 Acceptance of Candidates as Members and Pre-Membership Class**

Change to allow a membership candidate to be presented to the church.

**By-Laws, Article 1. Membership, Section 3. Acceptance of Candidates as Members and Pre-Membership Class**

Process for acceptance of candidates as members and pre-membership class process rewritten and added point 4 requiring tracking and reporting of member candidate requirements' completion dates.

**Constitution, Article III. Membership, Section 7. Church Membership Termination Requirements**

Section 7 added to reflect membership termination requirements. This results in the renumbering of prior Section 7. Voting Rights to Section 8. Voting Rights and prior Section 8. Detailed Provisions to Section 9. Detailed Provisions.

**By-Laws, Article 1. Membership, Section 6. Termination of Membership**

Replaced "this church" with First Baptist Church-Cary. Wording clarification in point 2. Added requirements for members requesting to be removed from the church roll (point 4).

**By-Laws, Article 1. Membership; Section 8. Church Roll**

Added process for removal of members from the church roll

**By-Laws, Article V. Election and Duties of Church Officers and Team Coordinators; D. Church Clerk/Assistant Clerk**

Added requirement to review and update the church roll at least once per year.

**By-Laws, Article 1. Membership, Section 4. Rights of Members, point 2**  
Clarified that non-members are not eligible as candidates for elected positions in the church.

2018 – November 25 **Constitution, Article I. Name**  
Added “however, for local identification, it may be referred to as Cary First or Cary First Baptist Church.”

2019 – February 10 **By-Laws, Article IX. Standing Committees; Property and Planning Committee. Point – Regarding non-titled personal property of the church**  
Changed non-titled personal property value that the Property and Planning Committee can dispose of without church approval from \$1,000 to \$5,000.

2019 – October 20 **By-Laws, Article IX. Standing Committees; Personnel Committee and Weekday Preschool Committee**  
Changed to clarify the duties of the Personnel Committee and the Weekday Preschool Committee relative to Weekday Preschool employees. The changes are clarifications of the requirements identified by Brooks Pierce attorneys as requirements of the current Constitution & By-Laws.

2020 – February 16 **By-Laws, Article IX. Standing Committees—Section 2. Election of Committees**  
Changed to clarify that the Nominating Committee members are appointed by the Deacon Chairman/Moderator and not elected.

2020 – October 18 **By-Laws, Article IX. Standing Committees – Section 4, Standing Committees and Their Duties; Personnel Committee**  
Enabled Personnel Committee to hire full time non-ministerial staff.

**By-Laws, Article IX. Standing Committees—Section 4, Standing Committees and Their Duties; Property and Planning Committee**

Removed long range facility and property planning duties and responsibilities as well as annual Long Range Plan report deliverable.

**By-Laws, Article IX. Standing Committees—Section 4, Standing Committees and Their Duties; Long Range Planning Committee**

Added Long Range Planning Committee, along with Membership & Special Qualifications, Duties and Responsibilities, Additional Duties and Responsibilities, and Deliverables.

2021 – April 18

**By-Laws, Article IX. Standing Committees—Section 2, Election of Committees**

Clarified considerations for conflicts of interest to ensure Nominating considers all conflicts for nominations for all standing and special committees.

**By-Laws, Article IX. Standing Committees—Section 4, Standing Committees and Their Duties; Nominating Committee, By Virtue of Position**

Amended Deacon Vice-Chair provisions to enable the naming of a designee.

**By-Laws, Article IX. Standing Committees—Section 4, Standing Committees and Their Duties; Long Range Planning Committee Deliverables**

Set annual timing of the Long Range Planning Committee long range plan deliverable at the October business meeting.

- 2021 – June 27      **By-Laws, Article IX. Standing Committees—Section 4. Standing Committees and their duties**  
 Updated Preschool/Children’s Advisory Committee, Membership & Special Qualifications, By Virtue of Position and Ex Officio positions and Student Ministries Advisory Committee, Membership & Special Qualifications, By Virtue of Position positions.
- 2021 – August 15      **By-Laws, Article IX. Standing Committees—Section 4. Standing Committees and their duties**  
 Eliminated Counting Committee and replaced with new process in Budget & Finance Committee Policies & Procedures Manual.  
  
 Implemented organizational updates, i.e. replaced Business Administrator with Director of Finance and HR, and replaced Financial Coordinator with Finance / Ministry Assistant.
- 2021 – October 17      **Budget and Finance Policies and Procedures Manual**  
 Amended budget preparation process in Section VII A-1. Also set revised expenditure approval levels in Section IV D-2.
- 2022 – August 21      **By-Laws, Article VI. Other Church Officers – Section 9. Weekday Preschool Director**  
 Moved section to Article VII. Other Staff Members, and added requirement for Weekday Preschool Director to sign a statement adhering to First Baptist Church – Cary faith/beliefs.
- 2024 – October 20      **By-Laws, Article IX Standing Committees – Section 4, Standing Committees and Their Duties, Music Committee**  
 Enhanced duties and responsibilities of Music Committee to better align with the church’s mission and vision.

**By-Laws, Article IX Standing Committees, Section 2 Election of Committees, Paragraph 3**

Revised committee conflict of interest ex-officio exception.

**By-Laws, Article IX Standing Committees, Section 4. Standing Committees and their duties, Membership & Special Qualifications**

Aligned committee ex-officio position descriptions with Section 2 Election of Committees paragraph 3 ex-officio exceptions for Auditing, Budget and Finance, Nominating and Personnel Committees.

**Constitution, Article IV. Covenant and Articles of Faith, Section 1. Covenant, Paragraph 3**

Revised church member qualifications regarding the use of alcohol.

**Addendum Two. The Office of Deacon, Character and Qualifications of a Deacon, Qualification 7**

Revised deacon qualifications regarding the use of alcohol.



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# **THE CONSTITUTION OF FIRST BAPTIST CHURCH - CARY, NORTH CAROLINA**

## **PREAMBLE**

For the purpose of preserving and making secure the principles of our faith, and to the end that this body be governed in an orderly manner consistent with the accepted tenets of churches affiliated with the Raleigh Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual member of the church and setting forth the relationship of this body to other bodies of the same faith, we do declare and establish this Constitution.

## **ARTICLE I. NAME**

This body shall be known as the First Baptist Church - Cary, Wake County, North Carolina; however, for local identification, it may be referred to as Cary First or Cary First Baptist Church.

## **ARTICLE II. PURPOSE AND OBJECTIVES**

The purposes of this organization shall be the salvation of the lost, the Christian education of the saved, and the promotion of the Kingdom of God on Earth (Matthew 28:18-20, Acts 1:8). The objectives of this organization are to proclaim the Gospel of Jesus Christ at home and abroad, to engage in public and private worship, to provide opportunities for Christian growth and service, to provide a deep spirit of fellowship, to strive toward the highest standards of Christian living and stewardship, and to respond to human need. These purposes and objectives shall be implemented through Life Groups/Small Groups, Word of Life Academy (WOLA), Missions Ministries, Women's Ministries, Men's Ministries, and through any other organizations or ministries approved by the church.



## **ARTICLE III. MEMBERSHIP**

### **SECTION 1. SELF-GOVERNANCE**

This Southern Baptist church operates under the Lordship of Jesus Christ through democratic processes. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

### **SECTION 2. CONDITIONS FOR MEMBERSHIP**

The membership of this church shall be composed of persons who have given evidence of regeneration, who have been baptized by immersion, who have subscribed to the Covenant and Constitution of First Baptist Church - Cary during a First Baptist Church - Cary pre-membership class to be conducted by the pastor or his designee, and who have been received by affirmation of the church during a regular service.

### **SECTION 3. TRANSFER BY LETTER**

A member of another Baptist church of like faith and order may be received by vote of the church upon a letter of transfer from that church following their participation in a First Baptist Church - Cary pre-membership class, who have subscribed to the Covenant and Constitution of First Baptist Church – Cary, and who have been received by affirmation of the church during a regular service.

### **SECTION 4. STATEMENT OF FAITH**

Anyone who once has been a member of a Baptist church, and in consequence of peculiar circumstances has no regular letter of transfer, may be received into our fellowship upon a statement satisfactory to the church following their participation in a First Baptist Church - Cary pre-membership class, who have subscribed to the Covenant and Constitution of First Baptist Church – Cary, and who have been received by affirmation of the church during a regular service.

## **SECTION 5. TERMINATION BY LETTER**

Letters of transfer for church members will be granted upon request from churches of like faith and order. When such letters are granted, membership in this church will terminate.

## **SECTION 6. TERMINATION BY AFFILIATION**

When a member of this church joins a church of different faith and order, membership in this church will terminate.

## **SECTION 7. CHURCH MEMBERSHIP TERMINATION REQUIREMENTS**

The Church Clerk, along with the Director of Finance and HR as needed, will review and update the church roll at least once per year according to the following process steps:

- a. Determine inactive members, members who have left the church or passed away, or other reasons to remove members from the church roll due to inactivity or missing status [inactive status].
- b. Those requesting to be removed from the church roll shall do so in writing and complete an application for termination form to confirm their request to remove them from the roll.
- c. After two years of inactivity, including not attending worship, not attending Life Groups/Small Groups, no contacts, no giving/offering, or no other known activity within the church, the Church Clerk will attempt to contact the inactive member to determine if they should remain on the roll or not. If the church member responds that they would like to remain on the roll, the Church Clerk will record their intent and reset the timing on that member. If the member does not respond or is unable to be located or reached, the Church Clerk will proceed to step d.
- d. After two years of the committee being unable to locate the member, correspond with the member, and after not receiving any response from the member, the Church Clerk will proceed to step e.
- e. A final contact attempt will be made via postal mail, email or phone call to the last known address and/or number notifying the church member that they are being removed from the roll at the next scheduled business conference.

f. The Church Clerk will seek approval from the congregation for any terminations as a part of his/her report during a regularly scheduled business conference as the final step in the process.

## **SECTION 8. VOTING RIGHTS**

In the transaction of church business, only members may vote.

## **SECTION 9. DETAILED PROVISIONS**

The By-Laws of the church contain detailed provisions relating to qualifications for membership, candidacy, acceptance of candidates as members and pre-membership orientation, rights of members, duties of members, termination of membership, discipline, and church roll.

# **ARTICLE IV. COVENANT AND ARTICLES OF FAITH**

## **SECTION 1. COVENANT**

The membership subscribes to the following covenant:

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to 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 also engage to maintain family and personal devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to avoid abuse and misuse of drugs and intoxicating drinks or substances, and to avoid the use of pornography; to use our influence to combat the abuse and misuse of drugs and intoxicating drinks or substances, and the spread of pornography; and to be zealous in our efforts to advance the Kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the Command of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, 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.

## **SECTION 2. ARTICLES OF FAITH**

Addendum One entitled *Articles of Faith* is by reference a part of this Constitution.

## **ARTICLE V. MEETINGS**

### **SECTION 1. REGULAR MEETINGS**

This church shall hold regular meetings for worship, teaching, and fellowship.

### **SECTION 2. REGULAR BUSINESS MEETINGS**

This church shall hold regular business meetings in accordance with the By-Laws.

### **SECTION 3. SPECIAL BUSINESS MEETINGS**

Special business meetings may be called in accordance with the By-Laws.

#### **SECTION 4. LORD'S SUPPER**

The Lord's Supper shall be observed on the first Sunday morning of each quarter or at such other times during the quarter as the church may designate.

### **ARTICLE VI. CHURCH OFFICERS**

#### **SECTION 1. OFFICERS**

The officers of this church shall be a Pastor, other ministers, Deacon Chairman/Moderator, Deacons, Trustees, Church Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, Historian, Assistant Historian, Team Coordinators and such other officers as shall be required to carry on the work of the church.

#### **SECTION 2. ELECTION AND DUTIES**

The method of the election of these officers and their responsibilities shall be as outlined in the By-Laws.

### **ARTICLE VII. OTHER STAFF MEMBERS**

In addition to the Pastor, the church may employ such other ministerial and support staff members as the need demands. Such staff positions shall be created, their duties defined, and persons selected, hired, or terminated in keeping with the provisions of the By-Laws, which define the duties of the Personnel Committee.

### **ARTICLE VIII. GENERAL**

#### **SECTION 1. LICENSE**

When a member announces to the church that he/she feels the call to ministry, the church by majority vote may license him/her as an acknowledgment of his/her call to ministry and as an encouragement to make preparation for it. The Church Clerk may furnish the member with a copy of the minutes or a certificate of license as his/her credentials. It is understood that the performance of civil duties by the member shall be governed by the state law.

## **SECTION 2. ORDINATION**

In the event this church has been requested to ordain a member who has been called as a pastor of a Baptist church, or who is entering some other field which requires ordination, or is requested by another church to ordain one of its members, the following procedure will be followed:

The Pastor and Deacon Chairman/Moderator will consider the qualifications of the candidate. If they express their approval, the Pastor will advise the church at any regular meeting and call an Ordination Council consisting of himself as the Council Moderator, the Deacon officers, other staff ministers, and other interested parties to examine the candidate and report the recommendation of the Council to the church. In the event the report of the Council is favorable, the church will vote by majority of the members present upon the recommendation of the Council, and if the recommendation is accepted, proceed with the ordination service. No public announcement of an ordination ceremony will be made until the recommendation of the examining Council has been made.

## **SECTION 3. BONDING**

All persons handling church monies and valuables shall be bonded in an amount to be determined by the Budget and Finance Committee.

## **SECTION 4. BY-LAWS**

By-Laws shall be formulated consistent with this Constitution.

## **SECTION 5. PARLIAMENTARY PROCEDURE**

In matters of parliamentary procedure not specifically provided in this Constitution and By-Laws, *Robert's Rules of Order Newly Revised* shall be followed.

## **SECTION 6. RESOLUTIONS**

Resolutions passed by the church shall be maintained in an addendum to the Constitution and By-Laws and shall be titled "Church Resolutions."

## **ARTICLE IX. ADOPTION AND AMENDMENTS**

### **SECTION 1. ADOPTION CRITERIA**

This Constitution shall be adopted when three-fourths (3/4) of the members present at a business meeting shall vote in favor of the same, and shall become effective as soon as practicable, but not later than the beginning of the next church year. This vote shall be taken not less than four (4) weeks after formal presentation of the Constitution to the church.

### **SECTION 2. AMENDMENT CRITERIA**

This Constitution may be amended, altered, or repealed by a three-fourths (3/4) vote of the members present at any regular business meeting of the church; provided, however, that such amendment, alteration, or repeal must be given to the Church Clerk in writing, and the proposed change shall be presented to the church at a business meeting at least four (4) weeks prior to the business meeting at which the vote will be taken.

### **SECTION 3. REPEAL OF PREVIOUS DOCUMENTS**

The adoption of this Constitution shall affect a repeal of all previously adopted Constitutions, By-Laws, rules, regulations, or procedures that may be found in conflict herewith.

### **SECTION 4. ADMINISTRATION AND AVAILABILITY OF DOCUMENT**

An electronic PDF copy of this Constitution shall be kept at all times by the Church Clerk among his/her records, and both an electronic PDF copy and a printed copy shall be kept in the church office. A printed copy shall be provided to new members as part of their orientation material and to any member upon request. The Constitution & By-Laws Committee shall update the Constitution & By-Laws for amendments or revisions via electronic means upon passage by the church and distribute it via PDF to the Church Clerk, Director of Finance and HR and church website administrator. The church website administrator shall post the latest PDF version once available on the church website.

# **THE BY-LAWS OF FIRST BAPTIST CHURCH - CARY, NORTH CAROLINA**

## **PREAMBLE**

These By-Laws are written to complement and supplement the Constitution and are subject to the Constitution.

## **ARTICLE I. MEMBERSHIP**

### **SECTION 1. QUALIFICATIONS**

Qualifications for membership: Persons seeking membership in this church shall give testimony to an experience of salvation through Jesus Christ and shall be or have been baptized by immersion as a symbol of the death, burial, and resurrection of Christ.

### **SECTION 2. CANDIDACY**

Any person may present himself/herself as a candidate for membership in this church. All persons desiring candidacy for membership shall present themselves, or be presented, to the church at any regular church service in any of the following ways:

1. By profession of faith in Jesus Christ as Lord and Savior and subsequent baptism by immersion.
2. By promise of a letter of recommendation from another Baptist church of like faith and order that practices baptism by immersion.
3. By statement of prior conversion experience and New Testament baptism by immersion in a prior church when no letter is obtainable.

### **SECTION 3. ACCEPTANCE OF CANDIDATES AS MEMBERS AND NEW MEMBER ORIENTATION**

1. The member candidate shall complete a new member application card, which includes name, contact information, method for joining (baptism, letter, etc.), and previous church (if applicable), and can be completed during a pre-membership class. This card will be recorded by the Church Clerk for church membership records purposes.



2. The member candidate shall complete the First Baptist Church – Cary pre-membership class prior to their admission to membership.
3. The member candidate’s membership will be affirmed publicly via a congregational “Amen” at the time of their presentation. Candidates will become members once this affirmation, Qualifications and Candidacy requirements are met, as well as completion of a new member application card and completion of the First Baptist Church – Cary pre-membership class. Depending on when member candidates present themselves, or are presented, for membership candidacy via an affirmation during the invitation at the close of a worship service, all other requirements may or may not have been met. In cases whereby all requirements have not been met, the pastor or attending minister will present candidates as a member candidate contingent on their completion of the remaining requirements.
4. The church staff will track and report completion dates for member candidate requirements to the Church Clerk in a timely manner. The Church Clerk will enter into the church record the date on which the member candidate completes all of the requirements. This date will be the date recorded for membership at First Baptist Church – Cary, and the Church Clerk will report these new members at the next regularly scheduled church business conference.

#### **SECTION 4. RIGHTS OF MEMBERS**

1. Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference provided the member is present.
2. Every member of First Baptist Church-Cary is eligible for consideration by the membership as candidates for elective positions in the church. Conversely, non-members are not eligible as candidates for elected positions in the church.
3. Every member of the church may participate in the ordinances of the church as administered by the church.

#### **SECTION 5. DUTIES OF MEMBERS**

True membership in the body involves a deep commitment to the living of a Christ-like life. Duties of members shall include, but are not limited to: participating in public worship of Almighty God, proclaiming the message of the Gospel, active participation in personal Christian

growth (i.e. Bible study and prayer), responding to God through service to others, and supporting the work of the church through giving tithes, time, and talents.

## **SECTION 6. TERMINATION OF MEMBERSHIP**

Membership in First Baptist Church - Cary shall be terminated by death of the member, and in addition may be terminated by any of the following means, subject to reporting to the church by the Church Clerk and approval by majority vote of the church:

1. Letters of transfer shall be granted upon individual member's request.
2. Members desiring to unite with another Baptist church may do so at will, and upon receiving a request from such other church, First Baptist Church - Cary shall transfer a letter of membership.
3. Membership in First Baptist Church-Cary will terminate upon notice of membership in a church of another denomination or another Baptist church which does not request a letter of transfer.
4. Members requesting to be removed from the church roll shall do so in writing by completing an application for termination form to be delivered to the Church Clerk, who will acknowledge and confirm member requests for termination.
5. Exclusion by action of the church (see Section 7).

## **SECTION 7. DISCIPLINE AND PROBLEM RESOLUTION**

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the church staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should a member's conduct become a source of conflict or a serious liability to the general welfare of the church, the member(s), the Pastor and the deacons will take every reasonable measure to resolve the problem in accordance with the scriptural principles of discipline found in Matthew 18:15-17. A recommended approach for both person-to-person and non-personal

problem resolution can be found in Addendum Four: Conflict and Problem Resolution Procedure.

If it becomes necessary for the church to take action to exclude a member, a special business meeting for that purpose will be called in accordance with the By-Laws, Article III, Section 3. After hearing all sides of the issue, the church may proceed to declare the person to be no longer in the membership of the church upon the affirmative vote of three-fourths (3/4) of the members present. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The church may restore to membership any person previously excluded, upon request of the excluded person, and by majority vote of the church upon evidence of the excluded person's repentance and reformation.

## **SECTION 8. CHURCH ROLL**

1. The Church Clerk shall add to the church roll all candidates accepted by the church as members. The Church Clerk shall remove from the church roll the names of all members whose membership has terminated and report those church roll changes to the church for approval at the business meeting following the terminations.
2. Terminating membership for inactive members, members who have left the church or passed away, or for other reasons to remove members from the church roll due to inactivity or missing status will follow this process:
  - a. Inactive and nonresident members and members for which there is no known address will be placed on a nonresident inactive roll. Individuals on the nonresident roll or who are at inactive status are not to be counted in the tallying and reporting of membership for representation or for any other purpose, e.g. ACS records.
  - b. If no confirmation of termination, and after two years of inactivity, including not attending worship, not attending Life Groups/Small Groups, no contacts, non-giving/no offering or no other known activity within the church, the Church Clerk or a designee [e.g. Assistant Church Clerk, ad hoc committee] will attempt to contact the inactive or non-resident member to determine if they should remain on the roll. If contact is successful and the inactive/missing member responds that they would like to remain on the roll, the Church Clerk or designee will record their intent and reset

the timing on that member. If the member does not respond or is unable to be located or reached, the Church Clerk or designee will proceed to step c.

- c. If after two additional years the Church Clerk or designee is unable to locate the member or correspond with the member, and after receiving no response from the member, the Church Clerk or designee will proceed to step d.
- d. A final contact via attempted phone call, email and/or postal mail to the last known member addresses will be made notifying the inactive/missing member that they are being removed from the roll at the next scheduled business conference.
- e. The Church Clerk will seek approval from the congregation by a majority vote for any terminations during a regularly scheduled business conference as the final step in the process.

## **ARTICLE II. CHURCH YEAR**

The standard operating church year will end on August 31. Church quarters will be as follows:

First Quarter:	September 1 through November 30
Second Quarter:	December 1 through February 28/29
Third Quarter:	March 1 through May 31
Fourth Quarter:	June 1 through August 31

All departments of the church, organizations, church officers, deacons, and committees shall operate on a year ending August 31 with the exception of the Treasurer/Assistant Treasurer, Budget and Finance Committee, and the Nominating Committee. The term of office of the Treasurer/Assistant Treasurer and the management of the finances of the church shall be on a calendar year January 1 through December 31. The Nominating Committee shall serve from February 1 through January 31. The Budget and Finance Committee shall serve from July 1 through June 30 except for members in their last year of service who shall serve through October 31.

## **ARTICLE III. MEETINGS**

### **SECTION 1. REGULAR MEETINGS**

The regular worship of the church shall be held every Sunday morning and Sunday evening, and every Wednesday evening unless otherwise agreed upon by the church.

### **SECTION 2. BUSINESS MEETINGS**

The regular business meetings of the church shall be held on the third Sunday night of February, April, June, August, and October, or at such other times as the church may designate. The Deacon Chairman/Moderator may cancel or move the date of a regular business meeting if advance notice of the cancellation or move is given at least the Sunday before the cancelled meeting. The advance notice requirement may be waived in cases where the safety of church members and/or the church itself may be in question if the meeting occurs.

### **SECTION 3. SPECIAL BUSINESS MEETINGS**

Special business meetings may be called by the Pastor and/or Deacon Chairman/Moderator when necessary and shall be called by the Pastor and/or Deacon Chairman/Moderator when requested to do so in writing signed by twelve (12) members. The purpose of the special meeting shall be revealed at the time it is announced. Such meetings may be held immediately after any Sunday night service provided notice has been given at the morning service. Such meetings may be held on any Sunday morning provided notice is given on the previous Sunday.

### **SECTION 4. QUORUM**

Members present shall constitute a quorum for all church business meetings.

## **SECTION 5. ELECTION OF MESSENGERS**

Any adult (18 years old or older) resident member of First Baptist Church - Cary, North Carolina, may be elected as a messenger to any meeting of the Raleigh Baptist Association, Baptist State Convention of North Carolina, or Southern Baptist Convention.

Procedure for nomination is as follows:

1. Messengers are to be nominated by the Nominating Committee.
2. Announcements will be made from the pulpit and through the church bulletin at least six (6) months in advance of the above meetings, asking for nominations of individuals who would be willing to attend any of the above meetings. Names should be submitted to the committee in writing.
3. The Nominating Committee will present names on a ballot to the church for a vote at a business meeting prior to the above meetings. Nominees with the highest number of votes will be elected. Other nominees will be alternates in descending order of votes. Alternates (in descending order) will serve if an elected messenger is unable to attend.
4. The Pastor and one (1) other designated staff minister will automatically be messengers by virtue of their office.
5. Messengers shall attend an orientation meeting conducted by the Pastor and Deacon Chairman/Moderator before the above meetings to become informed about the issues that will be presented to the messengers.
6. Messengers will present a brief written report of the meetings at the first regular church business meeting following any of the above meetings. The messengers will decide among themselves how the report will be made.

## **ARTICLE IV. ORGANIZATIONS AND MINISTRIES OF THE CHURCH AND THEIR OBJECTIVES**

### **SECTION 1. OVERVIEW**

The main organizations of the church are:

Life Groups/Small Groups  
Men's Ministries  
Missions Ministries  
Women's Ministries  
Word of Life Academy (WOLA)

### **MINISTRIES OF THE CHURCH**

Ministries are created and organized to promote the stated goals and objectives of the church. The need for and desirability of ministries are recognized by the Pastor and staff, the main organizations of the church, the committees of the church, or the deacon body, and shall be authorized by the church in conference.

A ministry, once approved, shall be assigned by the church conference to a "ministry managing entity" such as the Pastor and staff, a main organization, the deacon body, or a church committee.

Funding, if required, for authorized ministries will be approved by the church in conference upon the recommendation and concurrence of the Budget & Finance Committee. Such funding may consist of an assignment of funds already existing in the church budget. A ministry is not authorized to spend funds until approved by the church conference.

The ministry managing entity will be responsible for assuring that the ministry adheres to all Budget & Finance Committee processes as set forth in the church financial guidelines.

Ministries of the church shall be reported to the Church Clerk for purposes of listing them, reporting their existence to the church membership, and noting to which ministry managing entity the ministry is assigned.

Unless otherwise provided by the church in conference, the ministry managing entity to

which the ministry is assigned shall be free to obtain and dismiss volunteers for the ministry, set goals for the ministry, develop budgets and request funding for the ministry if needed, oversee and organize its operations, report on the membership, work and needs of the ministry, and request termination of the ministry. Termination of a ministry shall only be effective upon notice to the church in conference and with the church's concurrence in termination.

The church, in conference, may also direct other actions as to the ministry as it sees fit as benefiting the work of the church.

## **SECTION 2. OBJECTIVES**

The objectives of the organizations and ministries of the church are to implement the purposes and objectives of the church as contained in the Constitution - Article II – Purpose and Objectives.

## **ARTICLE V. ELECTION AND DUTIES OF CHURCH OFFICERS AND TEAM COORDINATORS**

### **SECTION 1. OFFICERS**

The officers of this church shall be a Pastor, other ministers, Deacon Chairman/Moderator, Deacons, Trustees, Church Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, Historian, Assistant Historian, Team Coordinators and such other officers as shall be required to carry on the work of the church. All of these officers (except Pastor and other ministers) listed in the following article shall be elected annually by the church upon recommendation of the Nominating Committee unless otherwise specified. All officers and Team Coordinators shall be members in good standing.



## **A. Pastor**

The term of office of the Pastor shall be indefinite and shall continue until the relationship is dissolved at the request of either the Pastor or the church. In either case, at least thirty (30) calendar days' notice shall be given of termination of the relationship, unless otherwise mutually agreed, with both the Pastor and the church seeking to follow the will of God and the leadership of the Holy Spirit.

The call of the Pastor shall take place at a meeting especially set for that purpose of which at least a one (1) week notice has been given the membership. The election shall be upon the recommendation of a special committee elected by the church upon the recommendation of the Nominating Committee to seek out and nominate as Pastor a minister of the Gospel whose Christian character and qualifications fit him for the office of Pastor of this church. The committee shall bring only one (1) name at a time for consideration by the church. Election shall be by an affirmative vote of at least three-fourths (3/4) of members present and voting.

The Pastor shall perform all duties that usually pertain to that office and shall be an ex-officio member without vote of all organizations, departments, and committees and has authority to call a special meeting of the deacons or any committee. He shall have special charge of the pulpit ministry of the church, and shall in cooperation with the deacons provide for pulpit supply when he is absent, and shall arrange for workers to assist in revival meetings and other special services.

## **B. Deacons**

### Role

The meaning of the term "deacon" is "servant," and as such all deacons are expected to be involved in a ministry of service to the people of the church and community (see "The Origin of Deacon" in Addendum Two: The Office of Deacons for more details). Deacons, as key leaders of the church, are expected to discover, develop and utilize their God-given spiritual gifts to meet targeted needs of the church (see "Deacon Ministry and Spiritual Gifts" in Addendum Two: The Office of Deacons for more details).

### Responsibilities

It shall be the duty of the deacons to visit the members of the church, giving special attention to the sick, and to encourage the members in Christian worship, service, and

stewardship. They shall endeavor to keep the harmony and the spirit of cooperation among the members, and to be diligent in their attendance of the church's services. They shall be responsible for the preparation and distribution of the elements of the Lord's Supper. They shall at all times render active assistance to the Pastor in promoting the success of the church. They shall also serve as a sounding board for the Pastor, staff, or others for major strategies or decisions, providing their counsel, prayers, and support when sought.

#### Ministries

The deacons will accomplish their responsibilities through organized ministry teams. The deacons and all church staff, organizations, and committees shall work cooperatively with one another as to these deacon ministry teams so as to serve the best interest of the church and its members. The deacon ministry teams may include Hospital and Bereavement, Inreach/Outreach, Widow/Widower and such others as identified by the deacon body. Every active deacon will be expected to serve on a ministry team. Each church year the make-up of the ministry teams will be evaluated and updated. Deacons will have the opportunity to change from one ministry team to another during September if they so choose. Each deacon may choose the ministry team on which to serve. If any deacon is unable to serve in the deacon ministry because of age or health, he will be given the opportunity to change his status to "Deacon Emeritus," and will be honored in a special, public way since "those who have served well gain an excellent standing" (1 Timothy 3:13). The vacancy created will be filled according to the subsequent election guidelines section.

#### Ministry Team Leaders

Each deacon ministry team will have a team leader who is an ordained and active deacon, who is an active member of the ministry team, and who will be selected annually, no later than September, by the members of that ministry team. Deacons serving on a ministry team will be accountable to the team leader and to one another for carrying out their service.

#### Deacon Officers

The deacon officers shall be Chairman/Moderator, Vice-Chairman and Secretary. The Chairman/Moderator shall be responsible for presiding at deacon meetings and at meetings of the Deacon Council. The Deacon Chairman/Moderator also serves as the Church Moderator, presiding at all regular or special church business conferences. The Deacon Chairman/Moderator shall also serve as the Pastor's assistant during

communion, but may with the consent of the Pastor designate another active or inactive ordained deacon to assist the Pastor at communion. The Vice-Chairman shall preside in the absence of the Chairman/Moderator. The Vice-Chairman shall also be responsible for making periodic contact with committees of the church, reviewing their operation, any concerns of the committee, or any church member's concern as to the committee's operation, and report to the Deacon Council items requiring attention. The Secretary shall take minutes of all deacon meetings and Deacon Council meetings. The Secretary, when not able to attend said meetings, shall designate a substitute to take minutes.

#### Deacon Council

The members of the Deacon Council shall consist of the following: Pastor, deacon officers, deacon ministry team leaders, and ministerial staff members designated by the Pastor. The Deacon Council will evaluate annually, no later than September, the perpetuation of existing deacon ministries or the initiation of new deacon ministry teams to address concerns or needs of the church body. Adjustments may be made in existing ministries to make them more effective. Proposals to add or remove deacon ministry teams require a majority vote of the deacon body. While the deacon ministry teams are deacon-led and implemented, this fact does not preclude the possibility of other church members assisting in the ministry. Changes to deacon ministry teams will be shared with the congregation for affirmation by majority vote after approval by the deacon body.

The Deacon Vice-Chairman shall report any findings resulting from committee contact to the Deacon Council, which shall attempt to resolve any concerns by discussion with the involved parties, and shall forward any unresolved issues or resolutions needing congregational approval to the congregation for possible action in a business conference. In the departure of the Pastor, the Deacon Council shall have the duty to ensure the regular worship of the church is maintained by making sure the pulpit is filled by staff ministers, guests, or an Interim Pastor. The Deacon Council, in acting in its pulpit supply capacity, shall have the freedom to research, interview, solicit, and attend a worship service of a possible Interim Pastor. The Deacon Council will make recommendations as to the Interim Pastor's hiring, retention or dismissal, but any action to hire, retain or terminate an Interim Pastor shall be subject to congregational approval.

### Deacon Meetings

The deacon body will meet as needed for ministry team reports, prayer, and support of one another. The Pastor and/or the Deacon Chairman/Moderator may call a meeting of the deacon body, providing sufficient advanced notice whenever possible. All deacon meetings are open to any church member, but the participation by a church member at a deacon meeting is solely at the discretion of the deacon officer presiding at such meeting. During each deacon meeting, the deacon ministry team leaders will provide a qualitative and quantitative report to the deacon body.

### Nomination and Election of Deacons

There shall be at least fifteen (15) deacons, serving on a rotation system, who shall be elected for a term of three (3) years with one third (1/3) of the number being elected each year. This number may be increased by multiples of three (3) as desired by the church membership without a revision of the By-Laws. No deacon shall be eligible for re-election until a lapse of one (1) year after the termination of his term of service. In case of a vacancy, it shall be the responsibility of the Nominating Committee to fill the vacancy as soon as possible. Persons elected to fill vacancies of one (1) year or less shall be eligible for re-election without a one-year lapse.

Deacons shall be elected from among the adult church members who have proven themselves to have scriptural qualification and who, after self-examination, find that they meet the criteria contained in the section "Character and Qualifications of a Deacon" in Addendum Two: The Office of Deacon. They shall be nominated by the Nominating Committee in the following manner and at the same time as the other church officers, and must have been a member of this church for a consistent period of one (1) year or more prior to election.

It shall be the responsibility of the Nominating Committee to encourage church members to make timely recommendations to the committee on a form provided by the committee and distributed so that all members will have access to it. At least ten (10) days prior to election, the Nominating Committee shall advise the membership of the nominees by oral announcement and by written notice. The notice shall include a biographical sketch of each nominee and indicate that photos, individual or group, shall be posted in conspicuous places throughout the church facilities.

The Nominating Committee shall submit up to two (2) names for each vacancy, and the church shall vote by secret ballot for one (1) deacon for each vacancy. Those receiving the highest number of votes shall be elected. If nominees are to be chosen to fill

both full terms and unexpired terms, the nominees receiving the highest number of votes will fill the full terms and those nominees receiving the next highest number of votes will fill the unexpired or partial terms. In case of a tie, additional ballots shall be cast until all vacancies are filled. The remainder of the nominees, in order of the highest number of votes received, shall be the source of nominees for the Nominating Committee to use in filling vacancies that may occur after the beginning of the church year.

#### Nomination & Election of Deacon Officers

The Deacon Chairman/Moderator will appoint an ad-hoc nominating committee no later than April of each church year, which is comprised of active deacons whose purpose will be to prayerfully consider a recommended slate of officers for the upcoming church year. The slate of nominees will be provided to the deacon body in writing at least two (2) weeks prior to the deacon meeting at which the election of officers is scheduled. The deacons shall elect the new officers, based upon the slate of nominees from the ad-hoc nominating committee or additional nominees from the floor, at a meeting no later than August 15th each year. The existing officers will work with the newly-elected officers to ensure a smooth transition of responsibilities.

### **C. Trustees**

The church shall elect three (3) members to serve as Trustees, one of whom shall be the chairman. Their term of office shall be for three (3) years with one member being elected each year. Vacancies may be filled at any time with the one elected filling the unexpired term of the one whose vacancy is being filled. No Trustee shall be eligible for re-election for a period of one (1) year after serving a full term.

The Trustees shall, as provided by law and the action of the church, hold in trust the title to all real property of the church and shall represent the church in all matters of legal responsibility regarding the purchase, improvement, and disposal of church property. They shall execute all legal papers relating to the church and to the community as the church may direct. They shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without a majority vote of the members present and voting such action; neither shall they have any control over the use of the church property except by vote of the church.

Disposition of non-titled personal property (furniture and fixtures, equipment and the like) which has exceeded its useful life, or is of no value to the ministry of the church, is the responsibility of the Property and Planning Committee. Procedures regarding the disposition of these items are provided in the roles and responsibilities of the Property and Planning Committee (Article IX, Section 4 – Standing Committees and Their Duties).

#### **D. Church Clerk/Assistant Clerk**

It shall be the duty of the Church Clerk to attend, or to be represented at all church business meetings, and to keep an accurate record of all business meeting transactions. The Church Clerk or his/her designee in the church office shall make requests for and issue letters of transfer and report to the church for approval, and preserve all papers, valuable letters, and records relating to membership, thereby preserving an accurate roll of the church membership, with dates and methods of admission and transfer, changes in names, changes in mailing addresses, records of terminations and other pertinent information. The Church Clerk and Assistant Church Clerk, along with the Director of Finance and HR as needed, will review and update the church roll at least once per year. The Assistant Clerk will serve in the absence or incapacitation of the Church Clerk.

The Church Clerk may designate the Director of Finance and HR to supervise the preparation of the Roll of the Church Membership complete with pending action items.

#### **E. Treasurer/Assistant Treasurer**

It shall be the duty of the Treasurer, as directed by the Budget and Finance Committee, to receive, disburse, keep in a bank, or other financial institution where funds will be insured, all money or things of value that are given to the church, with the exception of real property. Furthermore, the Treasurer or the Budget and Finance Committee Chairman, when so delegated, shall make regular monthly reports to the church according to the items shown in the budget to be preserved by the Church Clerk as a part of the minutes. The Treasurer's books shall be audited as arranged by the church, and all books, records, and accounts kept by the Treasurer shall be considered the property of the church. The Treasurer shall upon invitation meet with the deacons and shall be a member of the Budget and Finance Committee. The Treasurer shall be bonded in an amount determined by the Budget and Finance Committee, and the cost shall be borne by the church.

The Treasurer shall have custody of official financial papers of the church which shall be kept in a safety deposit box or other safe and secure storage as the church may approve. The cost of this storage shall be borne by the church. The Assistant Treasurer will serve in the absence or incapacitation of the Treasurer.

#### **F. Historian/Assistant Historian**

It shall be the duty of the Historian to preserve an accurate history of the church. The duties of the Historian include the following:

- a) Cataloging of historical records of the church (including publications, photos, memorabilia)
- b) Archiving or preservation of historically significant items (either onsite or at approved locations)
- c) Publishing updates to our church history periodically, but at least every 10 years
- d) Providing ongoing information to the church to educate the membership of their heritage

Any costs associated with carrying out these duties should be borne and approved by the church and budgeted when possible. The Assistant Historian will serve in the absence or incapacitation of the Historian.

### **ARTICLE VI. OTHER CHURCH OFFICERS**

Team Coordinators of the main church organizations shall present to the church, at least annually, a report on the purpose and function of the organization. The timing and mode of presentation is left to the individual Team Coordinator.

## **SECTION 1. OFFICERS OF LIFE GROUPS/SMALL GROUPS AND WORD OF LIFE ACADEMY (WOLA)**

Officers of Life Groups/Small Groups and Word of Life Academy (including teachers and assistants), with the exception of the Life Groups/Small Groups Team Coordinator and Word of Life Academy Team Coordinator, may be elected for a term of two (2) years at the discretion of the Nominating Committee and with the approval of the church.

## **SECTION 2. LIFE GROUPS/SMALL GROUPS TEAM COORDINATOR**

With direction from the assigned staff member, the Life Groups/Small Groups Team Coordinator (“Coordinator”) has general oversight of Sunday morning Life Groups/Small Groups, subject to the approval of the church. The Coordinator and assigned staff person will take steps as needed to select Life Groups/Small Groups curriculum, arrange teacher training, create new classes, combine classes, assign classrooms, provide necessary equipment, and recruit teachers to fill vacancies.

The Coordinator will form a team of Life Groups/Small Groups volunteers to assist in planning, promoting, coordinating, and evaluating the Life Groups/Small Groups ministry. The team will be the unifying force in keeping the work of the Life Groups/Small Groups ministry in proper relationship to the objectives, goals, and tasks of the church.

The Coordinator, or the Coordinator’s designee, will serve on the Nominating Committee and the Church Council.

The Coordinator’s term commences once nomination is affirmed by church vote, usually in February, and terminates the following February. The Coordinator serves one-year terms and may be re-elected annually by the church, if recommended by the Nominating Committee.

## **SECTION 3. WORD OF LIFE ACADEMY (WOLA) TEAM COORDINATOR**

With direction from the assigned staff member, the Team Coordinator (“Coordinator”) will enlist team members to serve on the Word of Life Academy faculty to establish educational programs and events that enable attendees to deepen their relationship with Jesus Christ and to grow as disciples mentoring disciples. The team will seek to provide Biblical instruction to help attendees meet life’s spiritual challenges.



The Coordinator, or the Coordinator's designee, will serve on the Nominating Committee and the Church Council.

The Coordinator's term commences once nomination is affirmed by church vote, usually in February, and terminates the following February. The Coordinator serves one-year terms and may be re-elected annually by the church, if recommended by the Nominating Committee.

#### **SECTION 4. WOMEN'S MINISTRIES TEAM COORDINATOR**

With direction from the assigned staff member, the Team Coordinator ("Coordinator") will establish a team to empower women to build authentic relationships with Jesus Christ and other women. The goal is to create Godly women of integrity and influence who are willing to exercise their faith and share it with each other and in every area of life.

The Coordinator, or the Coordinator's designee, will serve on the Nominating Committee and the Church Council.

The Coordinator's term commences once nomination is affirmed by church vote, usually in February, and terminates the following February. The Coordinator serves one-year terms and may be re-elected annually by the church, if recommended by the Nominating Committee.

#### **SECTION 5. MEN'S MINISTRIES TEAM COORDINATOR**

With direction from the assigned staff member, the Team Coordinator ("Coordinator") will establish a team to empower men to build authentic relationships with Jesus Christ and other men. The goal is to create Godly men of integrity and influence who are willing to exercise their faith and share it with each other and in every area of life.

The Coordinator, or the Coordinator's designee, will serve on the Nominating Committee and the Church Council.

The Coordinator's term commences once nomination is affirmed by church vote, usually in February, and terminates the following February. The Coordinator serves one-year terms and may be re-elected annually by the church, if recommended by the Nominating Committee.

## **SECTION 6. MISSIONS MINISTRIES TEAM COORDINATOR**

With direction from the assigned staff member, the Missions Ministries Team Coordinator (“Coordinator”) will establish a team and a plan to secure church-wide participation of members in foreign, U.S., state and local missions, including disaster relief. The goal is to be obedient to the Great Commission (Matthew 28: 19 – 20) by taking the Gospel of Jesus Christ to all the nations through Christian service and evangelism.

The Coordinator will schedule meetings of the Missions Ministries team as necessary, and seek to unify mission efforts of the various church ministries and provide input to the budget setting process for church mission activities.

The Coordinator, or the Coordinator’s designee, will serve on the Nominating Committee and the Church Council.

The Coordinator’s term commences once nomination is affirmed by church vote, usually in February, and terminates the following February. The Coordinator serves one-year terms and may be re-elected annually by the church, if recommended by the Nominating Committee.

## **SECTION 7. MULTI-MEDIA SERVICES DIRECTOR**

The Multi-Media Services Director (“Director”) shall have responsibility for all audio-visual, sound, and recording equipment belonging to the church. The Director shall be responsible for working with the church staff, elected church leaders, and church members to encourage the use of audio-visuals in all church organizations and programs. The Director shall be responsible for personnel to operate multi-media equipment and to provide sound amplification, media presentation, and lighting augmentation for church services in the sanctuary, and in addition, for providing gatherings/classes/special events/etc. with sound and media support as necessary.

The Director shall be responsible for recommending to the Nominating Committee such staff members and equipment operators as necessary to properly utilize multi-media services in all areas of church life. The Director shall be responsible for the wise use of all church funds allocated for audio-visual, sound, and recording equipment in the church. The Director shall make requests for purchases of new equipment to the Budget and Finance Committee as replacements or additions are needed. The Director shall be responsible for training sound and recording operators, video operators and movie and slide projector operators for all church programs. The multi-media services staff shall make certain that all equipment is safe and in

good repair, and with the aid of the Media Library Director, keep an up-to-date inventory of all multi-media equipment.

The Director's term commences once nomination is affirmed by church vote, usually in April, and terminates the following April. The Director and his/her staff are to serve for one-year terms and may be re-elected annually by the church, if recommended by the Nominating Committee.

#### **SECTION 8. MEDIA LIBRARY DIRECTOR**

The Media Library Director ("Director") shall have direct responsibility for working with the various officers and teachers in encouraging a wise use of media library materials by all church members. The Director shall also be responsible for the processing, care, and use of all books and materials, assisted by such other media staff members as the church may elect. The Director shall make requests to the Budget and Finance Committee for funds to operate the church media library. The Director shall be responsible for the administration of all church media library funds, including money from the church budget, designated gifts, and funds collected for overdue or lost media. All media library expenditures must have the Director's approval before payment by the Church Treasurer. The Director shall, with the counsel of the library staff, be responsible for the selection of media for the library, using the selection policy adopted by the church as a guide.

The Director's term commences once nomination is affirmed by church vote, usually in April, and terminates the following April. The Director and his/her staff are to serve for one-year terms and may be re-elected annually by the church, if recommended by the Nominating Committee.

### **ARTICLE VII. OTHER STAFF MEMBERS**

In addition to the Pastor, the church may employ such other ministerial staff and non-ministerial staff members as shall be required to carry out the work of the church. The terms of office for these staff members shall be indefinite and shall continue until the relationship is dissolved at the request of either the staff member or the church, unless otherwise stated in the Constitution or an amendment thereto. In either case, at least fourteen (14) calendar days' notice shall be given of termination of relationship, unless otherwise mutually agreed, with both the staff members and the church seeking to follow the will of the Holy Spirit. Such staff positions shall be created, their duties defined, and persons interviewed, recommended,

selected, hired, and terminated per the guidelines provided in the latest release of the Personnel Policies and Procedures Manual that further define the duties of the Personnel Committee.

The Weekday Preschool Director (“Director”) shall have direct administrative responsibility of the work of the Weekday Preschool. The Director will be required to sign a statement of adherence to First Baptist Church – Cary faith/beliefs. The Director shall serve as an ex-officio member, without vote, of the Weekday Preschool Committee, and shall counsel with the committee regarding all matters of policy and any matters which need to be brought to the attention of the church.

## **ARTICLE VIII. THE CHURCH COUNCIL**

The Church Council serves the church by leading in planning, coordinating, conducting, and evaluating the ministries of the church. The Church Council, under the leadership of the Pastor, works with the ministers of the church to establish, publish, and maintain the church calendar.

The Church Council meets at least once each quarter for the purpose of planning for future programs and activities and to evaluate those that have been completed.

The Church Council consists of the Pastor, the Pastor’s Ministry Assistant, all other ministerial staff, Deacon Chairman/Moderator, Team Coordinators for Life Groups/Small Groups, Word of Life Academy (WOLA), Women’s Ministries, Men’s Ministries, and Missions Ministries, the Media Library Director, the Multi-Media Services Director, Chairman of the Preschool/Children’s Advisory Committee, Chairman of the Music Committee, Senior Adult Advisory Ministry Lead, Chairman of the Student Ministries Advisory Committee, and others as shall be recommended by the Council and approved by the church. The Pastor serves as chairperson, and the Council Secretary shall be selected from the Church Council.

## **ARTICLE IX. STANDING COMMITTEES**

### **SECTION 1. DEFINITION OF STANDING COMMITTEES**

The church shall elect such standing committees as may be necessary to carry on the programs of the church, and shall specify the duties of standing committees in these By-Laws or through an amendment thereto.

## **SECTION 2. ELECTION OF COMMITTEES**

The Nominating Committee shall nominate to the church in its business meetings persons to serve for a designated period on the standing committees, including the chairman of each, except Nominating Committee vacancies. The Deacon Chairman/Moderator shall fill the Nominating Committee vacancies and name the chairman in January, with announcement of the newly named chairman and committee members at the February business meeting. The church shall elect the personnel of all the standing committees except the Nominating Committee.

Elected and appointed membership of all standing committees shall be composed of a number divisible by three (3) and shall operate on the rotation system with one-third (1/3) of the membership of the committee retiring each year; provided, however, that on those committees where persons serve by virtue of positions they hold, such persons shall serve on such committees so long as they hold the specified position. No at-large member of a standing committee shall be eligible for re-election to that committee until one (1) year has elapsed following completion of that person's term on the committee. An exception is made for persons selected to fill vacancies of one (1) year or less. They shall be eligible for re-election without a one-year lapse.

Church employees and immediate family members of church employees, who include spouses, children, parents, grandparents, siblings, and in-laws, may not serve on the following standing committees, either as a member, or as a by-virtue member, or as an ex-officio member, or as an appointee: Auditing Committee, Budget & Finance Committee, Nominating Committee and Personnel Committee. Exceptions include the Pastor, who serves as an ex-officio member without vote on all standing committees, or another pastor on staff at the Pastor's designation, also without vote. His or his designee's immediate family members are not exceptions. Other exceptions include occasional/temporary employees and their immediate families, part-time weekday preschool employees and their immediate families, and contractors and their immediate families. The Nominating Committee will also consider other potential conflicts of interest when selecting nominees for the various standing and special committees.

## **SECTION 3. STANDING COMMITTEE RESPONSIBILITIES**

It is the duty of all persons elected to the various standing committees of the church to regularly and diligently attend to the pertinent business of the committee in such a manner as to represent the best interest of the church and to perform, as described below in the next section, the listed responsibilities for each committee.

The chair of each committee shall be responsible for assuring that a record is kept of all committee proceedings (per *Robert's Rules of Order Newly Revised*) and to post those records in a manner to be prescribed by the Director of Finance and HR. Access to these records will be made available by the Director of Finance and HR to any requesting church member.

Personnel issues and financial details, including individual salary and benefits information, will not be maintained in the generally available records of the committee proceedings.

#### **SECTION 4. STANDING COMMITTEES AND THEIR DUTIES (IN ALPHABETICAL ORDER AS FOLLOWS):**

##### **AUDITING COMMITTEE**

###### **Membership & Special Qualifications:**

*Elected:* Three members, at least one of whom must either be a licensed CPA or have audit experience

*By Virtue of Position:* None

*Ex-Officio:* Pastor or another pastor on staff at the Pastor's designation

###### **Duties and Responsibilities:**

Perform, or work with an independent third party service to perform, an annual cash receipts and disbursements audit of the financial records of the Church Treasurer and Finance / Ministry Assistant, the kitchen operation, the preschool operation and any other operation involving receipts and disbursements.

###### **Additional Duties and Responsibilities:**

Constitution, Article II  
By-Laws, Article II  
By-Laws, Article IV  
By-Laws, Article V, § 1A and B  
By-Laws, Articles IX, §§ 1, 2, and 3

###### **Deliverables:**

Annually: Report findings of receipts and disbursements audit by the June conference.

## **BENEVOLENCE COMMITTEE**

### **Membership & Special Qualifications:**

*Elected:* Six members, at least two of whom shall be women

*By Virtue of Position:* None

*Ex-Officio:* Pastor or his designee

### **Duties and Responsibilities:**

Work with committees of other community churches and charitable organizations in caring for the needy.

Investigate any case of a church member in need which is brought to the attention of the church by or on behalf of a church member which requires financial assistance and render such assistance as is appropriate.

### **Additional Duties and Responsibilities:**

Constitution, Article II

By-Laws, Article II

By-Laws, Article IV, § 2

By-Laws, Article V, § 1A and B

By-Laws, Article IX, §§ 1, 2 and 3

### **Deliverables:**

None

## **BUDGET AND FINANCE COMMITTEE**

### **Membership & Special Qualifications:**

*Elected:* Six members, one being an active or formerly elected deacon

*By Virtue of Position:* Church Treasurer

*Ex-Officio:* Pastor or another pastor on staff at the Pastor's designation

**Term of Service:**

Members shall serve from July 1 through June 30 except for members in their last year of service who shall serve through October 31.

**Duties and Responsibilities:**

Manage funds belonging to the church and prepare annually a proposed budget including local expenses, education, missions, and benevolences. Confer with officers of each organization of the church and appropriate staff ministers in preparing the budget.

Perform at least quarterly reviews of income and expenditures. Receive and consider any amendment to the budget during the year before its presentation to the church.

In order to maintain control of the budget, this committee may require prior approval before any committee or individual creates a financial obligation in the name of the church.

Meet with the church’s Director of Finance and HR to maintain adequate insurance coverage, comparing and updating coverage as needed.

Follow, maintain, and update the First Baptist Church - Cary Financial Policies and Procedures Manual as necessary in keeping with acceptable financial practices.

**Additional Duties and Responsibilities:**

Constitution, Article II

By-Laws, Article II

By-Laws, Article IV, § 2

By-Laws, Article V, § 1A and B

By-Laws, Article IX, §§ 1, 2, and 3

**Deliverables:**

Annually: Submit a proposed budget to the church in a business session at least two months prior to the beginning of the fiscal or budget year.

As needed: Update the First Baptist Church - Cary Financial Policies and Procedures Manual with church approval.



## **BUILDING AND GROUNDS COMMITTEE**

### **Membership & Special Qualifications:**

*Elected:* Six members

*By Virtue of Position:* None

*Ex-Officio:* Pastor or his designee

### **Duties and Responsibilities:**

Attend to the state of repair and appearance of all buildings and property owned by the church, working with church work teams and/or outside contractors to accomplish such repairs and improvements as are necessary and included in the church budget, or otherwise directed by the church.

Make such necessary repairs of an emergency nature as are needed to protect property and maintain the program of the church. Such expenditures that exceed the committee's budget must be approved by the Budget & Finance Committee. Emergency repairs not contained in the budget, and which exceed a cost of \$1,500.00, are to be reported at the next church business meeting for church approval of the expenditure. General matters of repairs and improvements exceeding a cost of \$1,500.00, which are not identified in the budget, shall be presented at a church business meeting for approval prior to executing a contract.

Maintain responsibility for the work of the Facilities Coordinator/Maintenance Technician and all other persons employed in the capacity of caring for the buildings and grounds. The Facilities Coordinator/Maintenance Technician shall be recommended to the church by this committee for employment after consultation with the Personnel Committee concerning salary. Prepare and maintain a detailed job description for the Facilities Coordinator/Maintenance Technician with changes to be recommended to the church. The Facilities Coordinator/Maintenance Technician shall be under the direct supervision of the Director of Finance and HR. Work in conjunction with the Personnel Committee concerning the Facilities Coordinator/Maintenance Technician.

**Additional Duties and Responsibilities:**

Constitution, Article II  
By-Laws, Article II  
By-Laws, Article IV, § 2  
By-Laws, Article V, § 1A and B  
By-Laws, Article IX, §§ 1, 2 and 3

**Deliverables:**

None

**CONSTITUTION AND BY-LAWS COMMITTEE**

**Membership & Special Qualifications:**

*Elected:* Three members, one an active or formerly elected deacon

*By Virtue of Position:* None

*Ex-Officio:* Pastor or his designee

**Duties and Responsibilities:**

Conduct an annual review of the Constitution and By-Laws and recommend to the church the adoption of such amendments as the committee deems necessary. Amendments may be recommended any time. However, the committee shall submit an annual report of its review no later than the regular second quarter business conference.

Review any amendments to the Constitution or By-Laws proposed by any church member or church organization other than this committee and recommend to the church whether such amendment should be adopted.

Update the Constitution and By-Laws from time to time without vote of the church for grammar, sentence structure, organization names, and position names or titles that would not change the meaning of the Constitution and By-Laws as previously written.

**Additional Duties and Responsibilities:**

Counsel with church members, staff, and committees as to policy, questions and issues pertaining to matters contained or proposed in the church Constitution and By-Laws.

Constitution, Article II

By-Laws, Article II

By-Laws, Article IV, § 2

By-Laws, Article V, § 1A and B

By-Laws, Article IX, §§ 1, 2, and 3

**Deliverables:**

Annually: Conduct review regarding amendments and submit report on the review of the church Constitution and By-Laws no later than the regular second quarter business conference.

**EVANGELISM COMMITTEE**

**Membership & Special Qualifications:**

*Elected:* Six members

*By Virtue of Position:* None

*Ex-Officio:* Pastor or his designee

**Duties and Responsibilities:**

The work of the committee is divided into three areas of responsibility: education, ongoing activities, and events.

Train and develop individuals as lifestyle witnesses for Christ. Challenge church members to reach out to the lost in their “marketplaces.”

Assist in the planning of and carrying out the various visitation programs of the church. Meet as often as necessary to carry out these responsibilities, but at least once a quarter.

**Additional Duties and Responsibilities:**

Assist the Pastor in planning and carrying out yearly revival plans. Plan and promote at least one soul-winning training event each year.

- Constitution, Article II
- By-Laws, Article II
- By-Laws, Article IV, § 2
- By-Laws, Article V, § 1A and B
- By-Laws, Article IX, §§ 1, 2 and 3

**Deliverables:**

None

**FAMILY LIFE COMMITTEE**

**Membership & Special Qualifications:**

*Elected:* Six members

*By Virtue of Position:* None

*Ex-Officio:* Pastor or his designee

**Duties and Responsibilities:**

Meet monthly to carry out responsibilities for providing family life activities and opportunities in a distinctly Christian atmosphere for one's body as the temple of God's Spirit. Plan and coordinate program opportunities for Christian growth in the family, promote and supervise recreational activities of the church, and be responsible for the care and use of the church's recreational equipment and Family Life Center.

**Additional Duties and Responsibilities:**

- Constitution, Article II
- By-Laws, Article II
- By-Laws, Article IV, § 2
- By-Laws, Article V, § 1A and B
- By-Laws, Article IX, §§ 1, 2 and 3

**Deliverables:**

Update the First Baptist Church - Cary Family Life Center – Facility Guidelines as needed with church approval.

**LONG RANGE PLANNING COMMITTEE**

**Membership & Special Qualifications:**

*Elected:* Six members, one of whom shall serve as chairman

*By Virtue of Position:* None

*Ex-Officio:* Pastor or his designee

**Duties and Responsibilities:**

The committee shall develop and update a long-range plan for the Church every year, and make recommendations as needed to implement the plan. The committee shall keep abreast of church membership trends and of community growth and development. The committee shall work closely with the pastor and church staff in matters of church growth and ministry. This committee shall keep in mind a vision for the Church. "Where there is no vision, the people perish." Proverbs 29:18.

**Additional Duties and Responsibilities:**

Constitution, Article II

By-Laws, Article II

By-Laws, Article IV, § 2

By-Laws, Article V, § 1A, B and C

By-Laws, Article IX, §§ 1, 2 and 3

**Deliverables:**

Annually: Update the First Baptist Church-Cary Long Range Plan at the October business meeting with church approval.

## MUSIC COMMITTEE

### **Membership & Special Qualifications:**

*Elected:* Six members

*By Virtue of Position:* None

*Ex-Officio:* Pastor or his designee

### **Duties and Responsibilities:**

Follow the mission and vision of Cary First Baptist Church, seeking God's vision, collaborating with the worship pastor and with each other, developing strategies to improve the Cary First Baptist music program, recruiting church members to serve in the music program, and striving to appeal to all age groups by including both traditional and contemporary styles of music in the music program.

### **Additional Duties and Responsibilities:**

Constitution, Article II

By-Laws, Article II

By-Laws, Article IV

By-Laws, Article V, § 1A and B

By-Laws, Article IX, §§ 1, 2 and 3

### **Deliverables:**

None

## NOMINATING COMMITTEE

### **Membership & Special Qualifications:**

*Elected:* None

*Appointed:* Six members appointed by the Deacon Chairman/ Moderator. Two new members shall be appointed by the Deacon Chairman/ Moderator each year by February 1 as

existing terms terminate. If a vacancy occurs in one of the appointed member positions, the Deacon Chairman/Moderator is responsible for filling it as soon as practical.

*By Virtue of Position:*

Life Groups/Small Groups Team Coordinator or their designee, Word of Life Academy Team Coordinator or their designee, Women's Ministries Team Coordinator or her designee, Missions Ministries Team Coordinator or their designee, Men's Ministries Team Coordinator or his designee.

(Note: Each Team Coordinator may, at their discretion, recommend a permanent designee from the respective organization to represent them for the remaining nominating year term. The designee must be reviewed and approved by the Nominating Committee prior to any recommendation to the church for approval. The designee shall be identified to the church as the "Nominating Committee Designee" in all listings of church leaders or other contact information).

Deacon Vice-Chairman in a non-voting capacity or an active deacon designee in a non-voting capacity, approved by the Nominating Committee.

*Ex-Officio:* Pastor or another pastor on staff at the Pastor's designation

**Duties and Responsibilities:**

Nominate to the church persons to serve in the various capacities and positions of the church and its organizations, and on standing and special committees vacated from time to time.

In regard to deacon candidates nominated by the congregation, the Nominating Committee forwards such nominations to the Pastor for his review and/or his meeting with the candidate. The Pastor then shares with the committee those candidates he feels are called to possible deaconship. Based upon the Pastor's input and the committee's considerations, the committee determines the deacon nominees.

In regard to Life Groups/Small Groups Team Coordinators and teachers, the committee will receive recommendations for such positions directly from the Life Groups/Small Groups Team Coordinator or the Life Groups/Small Groups Team Coordinators of the various divisions serving under the Life Groups/Small Groups Team Coordinator. Such Life Groups/Small Groups recommendations shall be presented to the church for approval as per the procedure for other nominees presented by the committee.

In the case of searching for and calling a new Pastor, the Nominating Committee shall recommend a special committee elected by the church to seek out and nominate as Pastor a minister of the Gospel whose Christian character and qualifications fit him for the office of Pastor of this church.

**Additional Duties and Responsibilities:**

- Constitution, Article II
- By-Laws, Article II
- By-Laws, Article III, § 5
- By-Laws, Article IV, § 2
- By-Laws, Article V, § 1 A and B
- By-Laws, Article VI, §§ 1 through 8
- By-Laws, Article IX, §§ 1, 2 and 3
- By-Laws, Article X

**Deliverables:**

- February: First report to nominate Life Groups/Small Groups Team Coordinator, Word of Life Academy Team Coordinator, Missions Ministries Team Coordinator, Men’s Ministries Team Coordinator, and Women’s Ministries Team Coordinator.
- April: Second report to nominate Media Library Director and Multi-Media Services Director.
- May/June: Receive recommendations from the congregation for the office of deacon.
- June: Nomination of incoming Budget and Finance Committee members and chair.



- August: Final report nominating church officers (Trustees, Church Clerk/Assistant Clerk, Treasurer/Assistant Treasurer, Historian/Assistant Historian), Life Groups/Small Groups Teachers and Leadership, Missions Ministries Leadership, Men's Ministries Leadership, Women's Ministries Leadership, Word of Life Academy Training Teachers and Leadership, Music/Choir Leadership, Student Ministries Leadership (Student Ministries Advisory Committee by-virtue positions), Preschool/Children's Leadership (Preschool/Children's Advisory Committee by-virtue positions), and Standing Committees.
- September: Conduct an annual incoming committee chairman orientation meeting or provide equivalent notification and handoff of chairman duties.
- As Required: Nomination of messengers to the Baptist State Convention of North Carolina, Raleigh Baptist Association, and Southern Baptist Convention. Announcements will be made from the pulpit and through the church bulletin at least six (6) months in advance of the above meetings, asking for nominations of individuals who would be willing to attend any of the above meetings.

## **PERSONNEL COMMITTEE**

### **Membership & Special Qualifications:**

*Elected:* Six members, including both men and women

*By Virtue of Position:* None

*Ex-Officio:* Pastor or another pastor on staff at the Pastor's designation

### **Duties and Responsibilities:**

Counsel with all employees of the church, except the Weekday Preschool employees and the Facilities Coordinator/Maintenance Technician, concerning definition of duties, office space, and equipment for their work. Counsel with the

Weekday Preschool Committee (relative to weekday preschool employees' salaries and benefits), and with all other employees of the church concerning salaries and other forms of compensations, vacation, sick leave, and other absences. Bring to the church or to the appropriate committee(s) of the church any matters that need attention.

Seek out and recommend to the church to hire a qualified person to fill a newly created ministerial staff position or vacancy per guidelines provided in the latest release of the Personnel Policies and Procedures Manual, with the exception of the Pastor (recommended by a Pastoral Search Committee), the Weekday Preschool employees (provide concurrence with Weekday Preschool Committee for salary and benefits only), and the Facilities Coordinator/Maintenance Technician (recommended by the Building and Grounds Committee).

The Personnel Committee has the authority to hire full-time, part-time, contract, intern, and temporary/occasional employees to fill all positions (except Pastor and ministers). Employment without church approval, for temporary/occasional employees, is limited to positions requiring less than 20 hours a week and with a maximum of 500 hours of employment in a calendar year. Prior to offers of employment for full-time, part-time, contract, interns, and temporary/occasional employees, the Personnel Committee shall obtain Budget and Finance Committee approval that funds were approved in the budget to support the position or in the case of non-budgeted temporary/occasional positions, Budget and Finance Committee approval that funds are available from fees for payment.

**Additional Duties and Responsibilities:**

Handle inquiries and complaints as needed as pertaining to church personnel; handle church employee and staff complaints and concerns at such time as will serve the best interest of the church. The committee shall handle such inquiries, complaints, and concerns in a loving Christian and confidential matter.

The Personnel Committee has the authority to terminate employment and/or accept the resignation for all staff positions with the exception of Pastor, other ministerial staff members, and the Weekday Preschool employees. However, the Personnel Committee may terminate employment and/or accept the

resignation of Weekday Preschool employees upon the recommendation of the Weekday Preschool Committee. The Personnel Committee will inform the church of such action taken if appropriate.

Follow, maintain, and update as necessary in keeping with the vision and purpose of First Baptist Church - Cary the FBC Personnel Policies and Procedures Manual. Consult legal counsel as needed to properly implement personnel practices.

Constitution, Article II

By-Laws, Article II

By-Laws, Article IV, § 2

By-Laws, Article V, § 1A and B By-Laws, Article VII

By-Laws, Article IX, §§ 1, 2 and 3

**Deliverables:**

As Needed: Perform periodic studies of personnel needs of the church and recommendations concerning the creation of new staff positions and the resulting redistribution of duties.

As Needed: Update First Baptist Church - Cary Personnel Policies & Procedures Manual with church approval.

**PRESCHOOL/CHILDREN'S ADVISORY COMMITTEE**

**Membership & Special Qualifications:**

*Elected:* Three members at-large, one of whom shall serve as chairman, and two of whom must be parent representatives (father and mother not from the same family).

*By Virtue of Position:*

Preschool Life Groups Team Coordinator

Children's Life Groups Team Coordinator

Mission Friends Director

KIDKOM Boys Director

KIDKOM Girls Director

8 AM Nursery Coordinator

Extended Session Director  
Children's Worship Leader

*Ex-Officio:*

Pastor or his designee  
Life Groups/Small Groups Team Coordinator  
Women's Ministries Team Coordinator

**Duties and Responsibilities:**

Coordinate the work of the various church organizations as it relates to preschool/children. Evaluate preschool/children work and equipment, making recommendations to the church when necessary. Meet with, counsel, and support the ministry as needed. Follow, maintain and update as necessary in keeping with the vision and purpose of First Baptist Church - Cary the CARYkids Policies & Procedures Manual.

**Additional Duties and Responsibilities:**

Constitution, Article II  
By-Laws, Article II  
By-Laws, Article IV  
By-Laws, Article V, § 1A and B  
By-Laws, Article IX, §§ 1, 2 and 3

**Deliverables:**

Work with the Director of Preschool/Children's Ministry to update the First Baptist Church - Cary CARYkids Policies & Procedures Manual as needed with church approval.

**PROPERTY AND PLANNING COMMITTEE**

**Membership & Special Qualifications:**

*Elected:* Six members-at-large, one of whom shall serve as chairman, and at least two of whom are knowledgeable of real estate and land values

*By Virtue of Position:*

Chairman of Budget & Finance or a permanent designee (The designee must also currently serve on the Budget & Finance Committee and will be required to serve for the duration of the current term of service. The designee must be reviewed and approved by the Nominating Committee prior to recommendation to the church for approval.)

*Ex-Officio:* Pastor or his designee

**Duties and Responsibilities:**

Formulate and implement all facility and property usage policies for the church, with exceptions explicitly defined in the By-Laws for the Family Life Center (Family Life Committee), the Kitchen (Kitchen Ministry), the Elliott Missionary House (Elliott Mission House Ministry) and church-owned vehicles (Transportation Committee). Determine the fee structures and usage guidelines for all other church facilities and properties.

Delegate to the Director of Finance and HR temporary and short-range usage decisions, consistent with administrative guidelines concerning church usage - for usage of facilities and property by any person/organization other than regularly scheduled church organizations not to exceed 30 days. Requests for usage beyond 30 days must be presented at a business meeting by the Property and Planning Committee and approved by a majority of members present and voting.

Ensure efficient utilization of space by all church organizations and supervise all non- church use of the church's facilities.

**Regarding non-titled personal property of the church:**

Items of non-titled personal property of the church (furniture and fixtures, equipment and the like) that have exceeded their useful life, are in disrepair, and/or are no longer of any value to the ministry of the church are identified for disposal by church members or staff by providing a detailed written listing of the items to the Director of Finance and HR.

- The estimated value, if any, will be ascertained by the Director of Finance and HR and assigned to those items that may have a useful life and/or a market value, and an inclusive list of such items and their estimated value shall be provided to the Property and Planning Committee by the Director of Finance and HR. No attempt to create multiple lists to reduce the aggregate estimated value is permitted.
- If the aggregate estimated value of the listed items does not exceed \$5,000, the Property and Planning Committee will authorize the Director of Finance and HR to dispose of such items without further action of the church. For lists containing items having an aggregate estimated value greater than \$5,000, the Property and Planning Committee will bring the recommendation for disposal to the church business meeting for approval by a majority vote of the members present and voting.
- Disposal in either case can be accomplished as a donation to charity, made available to church members upon their request, or trashed. Every effort will be made to honor and preserve memorial items given by church members in memory of their deceased loved ones.
- Secure options on properties in the immediate vicinity of the church, spending up to \$1,000 in securing these options. The final decision for purchase will be with the congregation.

**Additional Duties and Responsibilities:**

Constitution, Article II  
 By-Laws, Article II  
 By-Laws, Article IV  
 By-Laws, Article V, § 1A, B and C  
 By-Laws, Article VI, § 7  
 By-Laws, Article IX, §§ 1, 2 and 3

**Deliverables:**

As Required: Update the First Baptist Church - Cary Facilities Usage Guidelines policy document with church approval.  
 As Required: Presentation to congregation at business meeting of any property for which options are placed.

## SCHOLARSHIP COMMITTEE

### **Membership & Special Qualifications:**

*Elected:* Three members

*By Virtue of Position:* None

*Ex-Officio:* Pastor or his designee

### **Duties and Responsibilities:**

Receive requests from students who will be furthering their education, are members of First Baptist Church, and are in financial need for their education. Make a determination as to the awarding of scholarships and administer the budget funds. Recommend to the church for its approval expenditures from the fund in keeping with all other finances of the church.

### **Additional Duties and Responsibilities:**

Constitution, Article II

By-Laws, Article II

By-Laws, Article IV, § 2

By-Laws, Article V, § 1A and B

By-Laws, Article VII

By-Laws, Article IX, §§ 1, 2 and 3

### **Deliverables:**

Annually: Recommend to the church recipients of scholarship funds at the June business meeting.

## STUDENT MINISTRIES ADVISORY COMMITTEE

### **Membership & Special Qualifications:**

*Elected:* Three members, no more than one per family, one of whom will be chairman

*By Virtue of Position:*

Girls High School Ministry Rep

Guys High School Ministry Rep

Girls Middle School Ministry Rep  
Guys Middle School Ministry Rep  
College Ministry Leader (adult)

*Ex-Officio:* Pastor or his designee

**Duties and Responsibilities:**

Support the student ministry by providing advice, counsel, and feedback on policies and operating procedures of the ministry.

Serve as an encourager for the staff leader to seek wisdom and support in shaping the ministry to meet the needs of the church and its stated purpose.

Support the staff leader by providing an annual evaluation of the effectiveness and ongoing direction of the student ministry.

**Additional Duties and Responsibilities:**

Meet, counsel and support the student ministry as needed.

Constitution, Article II  
By-Laws, Article II  
By-Laws, Article IV, § 2  
By-Laws, Article V, § 1A and B  
By-Laws, Article IX, §§ 1, 2 and 3

**Deliverables:**

None

**TECHNOLOGY AND INFORMATION SYSTEMS COMMITTEE**

**Membership & Special Qualifications:**

*Elected:* Six members

*By Virtue of Position:* None

*Ex-Officio:* Pastor or his designee



**Duties and Responsibilities:**

Provide for the maintenance of business systems such as computers and associated servers, networks, printers, etc., including software, telephones, faxes, other communication devices, and major office equipment such as copiers, sorters, and label machines. Procure and install new business systems and office equipment as authorized by the church. Recommend the disposition of old or unneeded systems and equipment.

Monitor the church office business system needs and other church management system needs and develop recommendations for improvement as necessary. Recommend improvements to the church in conjunction with the office and ministerial staff, and jointly and in coordination with appropriate committees (i.e., Personnel, Budget and Finance, and Building and Grounds, etc.). Ensure the proper maintenance and upkeep of the systems.

**Additional Duties and Responsibilities:**

Recommend technology/information systems improvements.

Constitution, Article II

By-Laws, Article II

By-Laws, Article IV, § 2

By-Laws, Article V, § 1A and B By-Laws, Article VII

By-Laws, Article IX, §§ 1, 2 and 3

**Deliverables:**

None

**TRANSPORTATION COMMITTEE**

**Membership & Special Qualifications:**

*Elected:* Three members

*By Virtue of Position:* None

*Ex-Officio:* Pastor or his designee

**Duties and Responsibilities:**

Purchase vehicles as directed by the church. Determine vehicle requirements. Upon church approval, formulate and enforce policies and regulations pertaining to the use of the vehicles. Provide maintenance. Work with the Budget & Finance Committee in regard to insurance coverage.

**Additional Duties and Responsibilities:**

- Constitution, Article II
- By-Laws, Article II
- By-Laws, Article IV, § 2
- By-Laws, Article V, § 1A and B
- By-Laws, Article VII
- By-Laws, Article IX, §§ 1, 2 and 3

**Deliverables:**

None

**WEEKDAY PRESCHOOL COMMITTEE**

**Membership & Special Qualifications:**

*Elected:* Six members

*By Virtue of Position:* None

*Ex-Officio:* Pastor or his designee, and Weekday Preschool Director in a non-voting capacity

**Duties and Responsibilities:**

Oversee the Weekday Preschool program, counseling with the Director of the Weekday Preschool program regarding all matters of policy, and bringing to the church or the proper committee(s) of the church any matters that need attention. Administrate all Weekday Preschool program funds, and ensure that a financial statement is regularly presented to the church. Seek out and recommend a qualified person to fill the position whenever an additional worker is needed or a vacancy occurs on the Weekday Preschool staff. If the position being filled meets the criteria of the part time employee that the Personnel Committee is authorized to hire; then, the recommendation is to the Personnel Committee for their approval to hire. If outside the criteria that the Personnel

Committee is authorized to hire; then, the Weekday Preschool Committee (with the concurrence of the Personnel Committee on salary and benefits; and, Budget and Finance Committee's concurrence that funds are available and budgeted), shall provide the recommendation to the church for authorization to hire.

Any weekday preschool employee terminations and/or resignations are to be referred to the Personnel Committee for their action.

Follow, maintain and update as necessary in keeping with the vision and purpose of First Baptist Church - Cary the Weekday Preschool Policies & Procedures Manual. Consult legal counsel as needed to properly implement personnel practices.

**Additional Duties and Responsibilities:**

Constitution, Article II

By-Laws, Article II

By-Laws, Article IV

By-Laws, Article V, § 1A and B

By-Laws, Article IX, §§ 1, 2 and 3

**Deliverables:**

Work with the Director of Weekday Preschool to update the Weekday Preschool Policies & Procedures Manual as needed with church approval.

## **ARTICLE X. SPECIAL COMMITTEES**

Special committees shall be elected for specific purposes as directed by the church. These committees shall be elected by the church upon the recommendation of the Nominating Committee unless the church directs their appointment in a different manner.

## **ARTICLE XI. CHART OF ORGANIZATION**

The organization chart presented as the last page of this document is by reference part of the By-Laws. The latest copy of the church organization chart can be requested from the Personnel Committee chairperson.

## **ARTICLE XII. ADOPTION AND AMENDMENTS**

### **SECTION 1. ADOPTION CRITERIA**

These By-Laws shall be considered adopted when three-fourths (3/4) of the members present at a business meeting shall vote in favor of the same, and shall become effective as soon as practicable, but not later than the beginning of the next church year. This vote shall be taken not less than four (4) weeks after formal presentation of the By-Laws to the church.

### **SECTION 2. AMENDMENT CRITERIA**

The By-Laws may be amended, altered, or repealed by three-fourths (3/4) vote of the members present at any regular business meeting of the church; provided, however, that such amendment, alteration, or repeal must be given to the Church Clerk in writing. The proposed change shall be presented to the church at a business meeting at least four (4) weeks prior to the business meeting at which the vote will be taken.

## **ARTICLE XIII. MAINTENANCE**

### **SECTION 1. REPEAL OF PREVIOUS DOCUMENTS**

The adoption of these By-Laws shall affect a repeal of all previously adopted rules in conflict herewith.

### **SECTION 2. ADMINISTRATION AND AVAILABILITY OF DOCUMENT**

An electronic PDF copy of this Constitution shall be kept at all times by the Church Clerk among his/her records, and both an electronic PDF copy and a printed copy shall be kept in the church office. A printed copy shall be provided to new members as part of their orientation material and to any member upon request. The Constitution & By-Laws Committee shall update the Constitution & By-Laws for amendments or revisions via electronic means upon passage by the church and distribute it via PDF to the Church Clerk, Director of Finance and HR and church website administrator. The church website administrator shall post the latest PDF version once available on the church website.

## ADDENDUM ONE: ARTICLES OF FAITH

(Source: <http://www.sbc.net/bfm2000/bfm2000.asp>)

### **Preamble: The Baptist Faith & Message adopted by Southern Baptist Convention June 14, 2000**

The 1999 session of the Southern Baptist Convention, meeting in Atlanta, Georgia, adopted the following motion addressed to the President of the Convention:

“I move that in your capacity as Southern Baptist Convention chairman, you appoint a blue ribbon committee to review the *Baptist Faith and Message* statement with the responsibility to report and bring any recommendations to this meeting next June in Orlando.”

President Paige Patterson appointed the committee as follows: Max Barnett (OK), Steve Gaines (AL), Susie Hawkins (TX), Rudy A. Hernandez (TX), Charles S. Kelley, Jr. (LA), Heather King (IN), Richard D. Land (TN), Fred Luter (LA), R. Albert Mohler, Jr. (KY), T. C. Pinckney (VA), Nelson Price (GA), Adrian Rogers (TN), Roger Spradlin (CA), Simon Tsoi (AZ), Jerry Vines (FL); Adrian Rogers (TN) was appointed chairman.

Your committee thus constituted begs leave to present its report as follows:

Baptists are a people of deep beliefs and cherished doctrines. Throughout our history we have been a confessional people, adopting statements of faith as a witness to our beliefs and a pledge of our faithfulness to the doctrines revealed in Holy Scripture.

Our confessions of faith are rooted in historical precedent, as the church in every age has been called upon to define and defend its beliefs. Each generation of Christians bears the responsibility of guarding the treasury of truth that has been entrusted to us [2 Timothy 1:14]. Facing a new century, Southern Baptists must meet the demands and duties of the present hour.

New challenges to faith appear in every age. A pervasive anti-supernaturalism in the culture was answered by Southern Baptists in 1925, when the *Baptist Faith and Message* was first adopted by this Convention. In 1963, Southern Baptists responded to assaults upon the authority and truthfulness of the Bible by adopting revisions to the *Baptist Faith and Message*. The Convention added an article on “The Family” in 1998, thus answering cultural confusion with the clear teachings of Scripture. Now, faced with a culture hostile to the very notion of truth, this generation of Baptists must claim anew the eternal truths of the Christian

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faith.

Your committee respects and celebrates the heritage of the *Baptist Faith and Message*, and affirms the decision of the Convention in 1925 to adopt the *New Hampshire Confession of Faith*, “revised at certain points and with some additional articles growing out of certain needs . . . .” We also respect the important contributions of the 1925 and 1963 editions of the *Baptist Faith and Message*.

With the 1963 committee, we have been guided in our work by the 1925 “statement of the historic Baptist conception of the nature and function of confessions of faith in our religious and denominational life . . . .” It is, therefore, quoted in full as a part of this report to the Convention:

(1) That they constitute a consensus of opinion of some Baptist body, large or small, for the general instruction and guidance of our own people and others concerning those articles of the Christian faith which are most surely held among us. They are not intended to add anything to the simple conditions of salvation revealed in the New Testament, viz., repentance toward God and faith in Jesus Christ as Saviour and Lord.

(2) That we do not regard them as complete statements of our faith, having any quality of finality or infallibility. As in the past so in the future, Baptists should hold themselves free to revise their statements of faith as may seem to them wise and expedient at any time.

(3) That any group of Baptists, large or small, have the inherent right to draw up for themselves and publish to the world a confession of their faith whenever they may think it advisable to do so.

(4) That the sole authority for faith and practice among Baptists is the Scriptures of the Old and New Testaments. Confessions are only guides in interpretation, having no authority over the conscience.

(5) That they are statements of religious convictions, drawn from the Scriptures, and are not to be used to hamper freedom of thought or investigation in other realms of life.

Baptists cherish and defend religious liberty, and deny the right of any secular or religious authority to impose a confession of faith upon a church or body of churches. We honor the principles of soul competency and the priesthood of believers, affirming together both our

liberty in Christ and our accountability to each other under the Word of God.

Baptist churches, associations, and general bodies have adopted confessions of faith as a witness to the world, and as instruments of doctrinal accountability. We are not embarrassed to state before the world that these are doctrines we hold precious and as essential to the Baptist tradition of faith and practice.

As a committee, we have been charged to address the “certain needs” of our own generation. In an age increasingly hostile to Christian truth, our challenge is to express the truth as revealed in Scripture, and to bear witness to Jesus Christ, who is “*the Way, the Truth, and the Life.*” The 1963 committee rightly sought to identify and affirm “certain definite doctrines that Baptists believe, cherish, and with which they have been and are now closely identified.” Our living faith is established upon eternal truths. “Thus this generation of Southern Baptists is in historic succession of intent and purpose as it endeavors to state for its time and theological climate those articles of the Christian faith which are most surely held among us.”

It is the purpose of this statement of faith and message to set forth certain teachings which we believe.

Respectfully Submitted,

***The Baptist Faith and Message Study Committee***  
***Adrian Rogers, Chairman***

## **I. The Scriptures**

The Holy Bible was written by men divinely inspired and is God’s revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

*Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46;*



*John 5:39;16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2;4:12; 1 Peter 1:25; 2 Peter 1:19-21.*

## **II. God**

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

### **A. God the Father**

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

*Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.;7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6;12:9; 1 Peter 1:17; 1 John 5:7.*

### **B. God the Son**

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God,

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fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

*Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27;14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9;2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30;2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.*

### **C. God the Holy Spirit**

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

*Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2;15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.*

### **III. Man**

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherited a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

*Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.*

### **IV. Salvation**

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship

of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

*Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11;16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39;10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28;11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.*

## **V. God's Purpose of Grace**

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

*Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48;*

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*John 1:12-14;3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39;10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39–12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.*

## **VI. The Church**

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

*Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5;20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.*

## **VII. Baptism and the Lord's Supper**

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

*Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.*

### **VIII. The Lord's Day**

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

*Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.*

### **IX. The Kingdom**

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

*Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46;26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16;12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.*

### **X. Last Things**

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and

glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

*Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38;9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.*

## **XI. Evangelism and Missions**

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

*Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19;22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.*

## **XII. Education**

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

*Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.*

### **XIII. Stewardship**

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

*Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21;19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.*

### **XIV. Cooperation**

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the



extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

*Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.*

## **XV. The Christian and the Social Order**

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

*Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16, 43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.*

## **XVI. Peace and War**

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

*Isaiah 2:4; Matthew 5:9, 38-48; 6:33; 26:52; Luke 22:36, 38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.*

## **XVII. Religious Liberty**

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

*Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17;4:12-19.*

## **XVIII. The Family**

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to Biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on Biblical truth. Children are to honor and obey their parents.

*Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.*

## **ADDENDUM TWO: THE OFFICE OF DEACON**

The following information pertains to the office of deacon and is a guide for the understanding of that office within First Baptist Church - Cary. Two particular passages of scripture, Acts 6:1-8 and 1 Timothy 3:8-13, are the foundation upon which the following viewpoint is based.

### **ORIGIN OF DEACON**

While Acts 6: 1-8 does not contain the word “deacon,” it has been generally agreed within the church that the election of these seven men is the beginning of deacon as a church officer. The election of these seven men came about because of the specific needs of the church at Jerusalem. There appeared to be jealousy among certain of the membership; the Greeks were complaining that their widows were not getting as much help as the Hebrew widows. The apostles were busy with the ministry “of the word of God” and did not think that such ministry should be neglected in order to “wait on tables.” In order for the apostles to continue in this ministry of the word and prayer, seven men were elected to assist in the daily distribution of food. It should be noted that the office of deacon came into being for practical service and to alleviate the dissension within the community of believers.

The position of deacon within the church is one of service. This distinction is seen in the Greek word “deacon” (*diakonos*) which can also be translated “minister” or “servant.” The New Testament uses this same word in a general sense to describe Christians as servants and also in a particular way as an officer set aside for service. Service is the call of one who becomes a deacon in the church.

### **DEACON MINISTRY AND SPIRITUAL GIFTS**

All Christians are given spiritual gifts “as a manifestation of the Holy Spirit for the common good” (1 Corinthians 12:7). The gifts of the Spirit are to prepare God’s people for works of service so that “the body of Christ may be built up” (Ephesians 4:12). Key New Testament passages on spiritual gifts are Ephesians 4:11-13, Romans 12:4-8 and 1 Corinthians 12:1-11. Spiritual gifts are to be distinguished from God-given talents (e.g. playing the piano) and fruit of the Spirit (Galatians 5:22).

Deacons, as key leaders of the early church, used their gifts in ministry, such as Philip as a deacon and evangelist (Acts 6:5, Acts 8:26-41). Deacons, therefore, will have more effective deacon ministries as they discover, develop and utilize God-given spiritual gifts to meet targeted needs of the church.

### **CHARACTER AND QUALIFICATIONS OF A DEACON**

The scriptures list several aspects of character which should be integrated in the personality of one who serves as a deacon. These include the following:

1. A person of integrity. This quality is referred to as “of good report” (KJV) or “of good repute” (RSV) by the writer of Acts. The usage of the Greek in this passage (Acts 6:3) means “to be well reported of, to have (good) testimony borne to one, accredited, attested, of good report, approver.” A deacon should be one whose character and conduct in daily life are such as to inspire respect and confidence.

2. A spiritual quality to life. “Full of the Holy Spirit” is the way scripture states it. The word “full” means “covered in every part thoroughly permeated with, complete, lacking nothing.” A deacon has experienced the redemption of Christ personally, is dedicated to a life of faith, and is sincerely seeking the Spirit’s guidance in that journey. The scripture does not call for “spiritual” persons to exhibit a pietistic, superior attitude, but rather to walk in an active, daily, personal relationship with Jesus Christ. The deacon should tithe and model positive Christian stewardship.

3. A person of wisdom. A deacon should possess wisdom which is practical. A deacon must have the ability to deal with people and with the service of the office. This wisdom should also include an understanding of scripture, of the way of salvation, and of disciplines in Christian growth.

4. A person of faith. By inference, it can be drawn from Acts 6:5 that a deacon should be a person with a strong faith. Deacons should possess wisdom concerning the Kingdom of God. The priorities of a deacon’s life should be directed in a faith relationship to Jesus Christ and to His service.

5. A serious person. The terms “grave” (KJV), “serious” (RSV), or “worthy of respect” (NIV) convey that a deacon should possess dignity and be respected by others within the church (1

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Timothy 3:8ff).

6. An honest person. There should be the elements of trust and honesty within the character of a deacon. The meaning of the scripture is “saying one thing to one person and something else to another.” Such a person is “double tongued” and is a deceiver. The word of a deacon should be truthful and sincere.

7. A person of right conduct. The term “not given to much wine” conveys the meaning that deacons must not allow any pleasure which would lessen their witness or engage in any indulgence which would soil their Christian conduct. A Christian lifestyle is essential. The abuse of alcohol, drugs, food or other substances negates one’s representation for Jesus Christ. The Church Covenant of First Baptist Church - Cary (Reference First Baptist Church - Cary Constitution: ARTICLE IV. COVENANT AND ARTICLES OF FAITH, SECTION 1. COVENANT) indicates that members of the church are “to avoid abuse and misuse of drugs and intoxicating drinks or substances, and to avoid the use of pornography; to use our influence to combat the abuse and misuse of drugs and intoxicating drinks or substances and the spread of pornography; and to be zealous in our efforts to advance the Kingdom of our Savior.”

8. A person who is not greedy of filthy lucre. The scripture literally means that a deacon is not to be “eager for base gain.” There should be no action in which a deacon should take dishonorable advantage of another person in order to make money. This is a strong word for ethical living within the Christian community. The deacon should be above question in matters of business and finance.

9. A person with a deep reverence for the truths of the Christian faith. A deacon should have an understanding of salvation, the basic doctrines of the church, and know something of the history of Baptists. Deacons should be ready to give testimony to their faith (1 Peter 3:15-16).

10. A person who demonstrates Christian fidelity, holds to a Biblical view of marriage, and believes in the sanctity of the Christian home. The phrase “husband of but one wife,” understood in the context of the society in which it was written, is a strong countermeasure to the polygamy, easy divorce, and sexual immorality of that time. It speaks to the same abuses in our world today. This qualification does not require marriage as a prerequisite for deaconship. Single persons can be deacons. While not affirming divorce, this church body does affirm the Biblical doctrines of sin and forgiveness. Thus, divorce is seen as another indicator of the

brokenness of human society and must be met with the gospel message of forgiveness and new beginning. Persons should not be eliminated from serving as deacons because of a divorce, provided that divorce meets criteria from the Bible such as Matthew 5:32 and 1 Corinthians 7:10-13. Persons selected to serve as deacons should, however, exhibit a strong sense of Christian morality and affirm the Christian institution of marriage and the Christian home. The deacon shall not participate in, or condone, homosexual activities.

### **REFLECTIONS ON BECOMING A DEACON**

As you read this material, you may begin to question whether you are worthy of serving as a deacon. That's not an uncommon feeling. Perhaps it is the type of feeling one often gets when one approaches the message of scripture honestly. Remember, however, that there is message of grace in which God meets you, His Spirit directs you, and you begin anew each day. You may be just the person for service as a deacon and God's Spirit may be working with you at this moment as you make a decision concerning deaconship.

Reflecting upon the above material, four simple questions may assist you in determining whether or not God is calling you to this place of service. First, what do you think of the church's current statement of faith? If you can fit within that theological framework you will have no difficulty serving First Baptist Church - Cary as a deacon.

Second, what is your commitment to First Baptist Church - Cary and its various programs of ministry? While it may be impossible to attend every function of the church, do you participate in the major functions? A deacon leads by example and needs to be active in the church program. While not a program as such, one who is a deacon should believe in and practice tithing.

Third, what does your time schedule look like? There is no doubt that to become a deacon demands some reallocation of your time. You will need time for your ministry team service, to attend deacon meetings, and to participate in other church activities. Commitment of time and self are prerequisites for a person to become an effective deacon.

Finally, do you feel any sense of God calling you to the position of deacon? While you may be feeling inadequate and questioning your abilities, is there still a sense in which you feel God wants you in this kind of service? Listen to that still small voice within you. Being a deacon is a tremendous place to serve our Lord Jesus Christ.

### **CONSTITUTION AND BY-LAWS**

#### **FIRST BAPTIST CHURCH – CARY, NORTH CAROLINA**

## **ADDENDUM THREE: CHURCH RESOLUTIONS**

### **RESOLUTION NUMBER 1: RESOLUTION REGARDING HOMOSEXUALITY**

WHEREAS: First Baptist Church - Cary, North Carolina, believes that the Bible is the inspired word of God, that God's Word is true and without error, that it is relevant today, and it is the absolute authority for our faith and conduct, and;

WHEREAS: The matter of homosexuality, homosexual unions and the ordination of homosexuals has become a major issue in many religious denominations and in some Baptist churches, and;

WHEREAS: The Bible is clear in its teaching that homosexuality is a perversion, is sinful and is an abomination, and;

WHEREAS: We the members of First Baptist Church - Cary condemn the sin of homosexuality yet love the sinner, and uphold the worth of every individual, and;

WHEREAS: We believe that God's grace is available and sufficient and that every sinner through Jesus Christ can be redeemed.

NOW, THEREFORE LET IT BE RESOLVED: That First Baptist Church - Cary, North Carolina, will not in any way bless or support the blessing of a homosexual union, nor will it ordain or support the ordination of a homosexual, nor in any way condone the homosexual lifestyle, and;

BE IT FURTHER RESOLVED: That we will not employ or continue to employ any minister or staff member who supports or participates in the blessing of a homosexual union or the ordination of a homosexual, nor in any way condone the homosexual lifestyle, and;

BE IT FURTHER RESOLVED: We will not elect or retain any person in a leadership position who in any way condones the homosexual lifestyle, and;

BE IT FURTHER RESOLVED: That a copy of this resolution be sent to member churches in the Raleigh Baptist Association and to the *Biblical Recorder*.



## ADDENDUM FOUR: CONFLICT AND PROBLEM RESOLUTION PROCEDURE

Scriptural Basis for Problem Resolution Procedure  <b>Matthew 18:15-17</b>	<b>Verse 15:</b> If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.	<b>Verse 16:</b> But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.	<b>Verse 17:</b> If he refuses to listen to them, tell it to the church;	<b>Verse 17 cont.:</b> and if he refuses to listen even to the church, treat him as you would a pagan or tax collector.
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
<b>PERSON TO PERSON TRESPASS</b>	Go to the person and confront the trespass, with love and compassion, with the goal of restoration and church harmony.	Go to the person with one or more and confront the trespass. Only proceed to step 3 when deacon officers and Sr. Pastor have exhausted efforts to resolve the issue.	Bring the trespass before the church (only after deacon officers and the Pastor have been advised and no other recourse is possible.)	If trespass is confirmed and not resolved, church is to exclude the person from church membership. See church Constitution Article I, Section 7, Discipline and Problem Resolution.

**Clarifications:**

If the person who trespasses is a **deacon**, Step 2 should include one of the deacon officers.

If the person who trespasses is a **staff member**, Step 2 should include the Pastor.

If the person who trespasses is the **Pastor**, Step 2 should include one of the deacon officers.

	<b>Step 1</b>	<b>Step 2</b>
<b>PROBLEM THAT IS NOT PERSON TO PERSON.</b> Examples could include: Problems phoning the church office, parking problems, music too loud, etc.	Call a deacon. They will either handle directly or direct you to the proper place, i.e. Building and Grounds Committee  (From <b>Acts 6</b> regarding deacons role of service)	If the problem is not resolved by the deacon to your satisfaction then call one of the deacon officers. Allow a reasonable timeframe for the deacon to address with church committees, etc. and follow up with you as to action taken within 2-3 weeks before calling

## **ADDENDUM FIVE: MARRIAGE AND THE WEDDING CEREMONY**

First Baptist Church – Cary believes that because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, we will only recognize marriage as between a biological man and biological woman. Further, the pastors, ministers and staff of First Baptist Church – Cary will only participate in weddings and solemnize marriages between one man and one woman.

Furthermore, the facilities and property of First Baptist Church – Cary shall only host weddings between one man and one woman who are in agreement with this belief as stated above.

We believe that the wedding ceremony is a sacred event of the church and is a religious ceremony between a man and a woman who invoke the blessings of God in holy wedlock; God is always the central focus. Everything in your wedding should give evidence that we are at worship, bringing your willing commitment before the Lord for His blessing. It is the purpose of the Pastor and the church family to make each wedding ceremony a beautiful and worshipful event.

Reference: *First Baptist Church – Cary Wedding Policies and Guidelines*

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ORGANIZATION CHART

