

## **BY-LAWS**

### **ARTICLE I**

#### **Name and Privileges**

SECTION I: NAME: This body is known as FIRST BAPTIST CHURCH

SECTION II: VOTING: On all matters that come before the church for action, each member 16 years of age or older is entitled to vote. A simple majority will carry on any matter except as otherwise provided in the Constitution and By-Laws. In situations, such as natural disasters, pandemics, etc, where church members are unable to physically meet, then a credible vendor who can ensure confidentiality and controlled access may be an option for electronic voting.

SECTION III: QUORUM: Ten percent (10) of the average Sunday School attendance for the prior calendar year shall constitute a quorum for the transaction of business at any regular or special business meeting of the church. This number will be determined at the annual business meeting of the church and will take effect with the first business meeting subsequent to the annual meeting. This number will remain constant until a new number is determined at the next annual business meeting.

### **ARTICLE II**

#### **Organization and Meetings**

SECTION I: WORSHIP AND WORK:

A. For worship, preaching and instruction regular meetings for the entire body and for all people shall be held each Lord's Day, morning and evening, and each Wednesday evening. These meetings shall be under direction of the pastor. Special events and evangelistic meetings may be held during any regular meeting and at other times as determined by the pastor.

B. Sunday School is to be conducted on each Lord's Day morning for all people under the direction of the minister of education who is assisted by the Sunday School director.

C. Discipleship training shall be conducted with meetings on each Lord's Day preceding the evening preaching services and shall be under the direction of the minister of education assisted by the discipleship training director. (Discipleship training may be suspended when approved by the pastor and the minister of education.)

D. The women and girls of the church shall be organized in a Women's Missionary Union and shall be under the direction of a women's missionary union director.

E. The men and boys of the church shall be organized in a Brotherhood and shall be under the direction of a men's brotherhood director. (Brotherhood may be suspended when approved by the pastor and the minister of education.)

F. The regular morning and evening periods for worship each Lord's Day shall not be suspended nor said periods used by any person or organization for any other purpose than the regular and customary service for worship, unless approval has first been obtained from the pastor.

SECTION II: LORD'S SUPPER: The Lord's Supper shall be celebrated during any regular worship service the pastor may choose.

SECTION III: REGULAR BUSINESS MEETINGS: The regular, quarterly business meetings will be held on Wednesday following the second Sunday of April, July, October and the annual meeting in January. The proposed budget for the next calendar year shall be presented at the October business meeting.

SECTION IV: ANNUAL BUSINESS MEETING: The annual business meeting will be held on Wednesday following the third Sunday of January.

SECTION V: SPECIAL BUSINESS MEETING: Special business meetings may be called by the moderator for any regular meeting of the church as defined in Article II, Section 1-A, provided notice of the special meeting has been announced at two prior regular meetings of the church, except as otherwise provided in these by-laws.

SECTION VI: PROCEDURE: All questions of procedure not provided for in these by-laws shall be determined according to Robert Rules of Order.

### ARTICLE III

#### Senior Pastor—Officers—Program Leaders—Committees

SECTION VI: SENIOR PASTOR, OFFICERS, PROGRAM LEADERS AND COMMITTEES: (All officers, program leaders and committee members shall be members of the church in good standing. The senior pastor shall become a member as soon as practical after being called.)

##### A. SENIOR PASTOR

1) **Qualifications:** The senior pastor shall satisfy the qualifications for the office of pastor set forth in 1 Timothy 3:1–7, Titus 1:6–9, and the church constitution’s Statement of Faith.

(2) **Duties:** The senior pastor shall be the spiritual leader of the church and shall perform all of the scriptural duties of his office under the guidance of the Holy Spirit. (Act 6:1-4). Shall be the under shepherd of the church body having the general development and welfare under his concern and counsel. In addition to the above written the senior pastor shall:

- a) Preach, teach, and train from the word of God (Titus 1:9)
- b) Model Christian character (1 Timothy 3:1-7; 1 Peter 5:3)
- c) Lead the church body evangelically in obedience to the Great Commission. (Matthew 28:16-20)
- d) Provide pastoral care for the congregation and community. (1 Peter 5:1-4)
- e) Lead and conduct worship services on a regular basis, administer the ordinances, re-schedule service times as necessary during times of holidays, emergencies and exigencies circumstances.
- f) Give guidance and direction to the ministerial staff, office staff, Deacons and lay committees to accomplish the goals, plans and visions for the spiritual growth and discipleship of the congregation.
- g) Fill the role as Moderator set forth in the by-laws (Article III, B(1))
- h) Senior pastor shall be an ex-officio member of all organizations, departments and committees; may recommend a special meeting according to procedures set forth in the by-laws and personnel and procedures.
- i) The Senior Pastor shall, in association with the Personnel Committee recruit, interview, recommend new personnel and dismissal of staff members, if the need arises.

(3) **Calling the Senior Pastor:** Notice of a meeting for vote to call a senior pastor shall be read from the pulpit, by a member of the personnel committee, on the two successive primary worship services, prior to the meeting. A vote of a minimum 75% (seventy-five percent) of the total votes cast shall be necessary to extend a call to anyone under consideration. The senior pastor shall serve indefinitely at the will of the church.

(4) **Retirement:** Senior Pastor shall seek the counsel of the Leadership Council and Personnel Committee

in the timing of his retirement and the public announcement thereof.

(5) **Termination:** The Personnel Committee may recommend, with counsel from the Leadership Council, to terminate the services of the senior pastor for any reason it deems to be in the best interest of the church. Such action shall take place at the primary weekly worship meeting, with 1 (one) week notice to the church body. If the termination is approved by 75% (seventy-five percent) vote of those attending, the pastor shall be given a reason for termination (1 Timothy 5:17-21). In the case of gross misconduct, Personnel Committee may need to take immediate action, up to and including suspension, followed up with prompt notification to church body as stated above.

(6) **Interim:** Senior pastor duties may be filled by an interim qualified pastor from outside the church membership, until the senior pastor search committee can complete the search and hiring process. A vote to name the interim senior pastor shall take place at a special called business meeting (Article II, V). In senior pastor absence of less than 60 days, the personnel committee, with counsel from the leadership council, may approve a qualified pastor on staff to temporarily fill the responsibilities of the senior pastor.

**B. OFFICERS:** The officers in a local New Testament church are pastors (same office is variously called bishop, elder or pastor) and deacons—Philippians 1:1. These two offices are covered in Article III, Section A (pastor) and Article IV (deacons). Other officers are included herein for legal and administrative purposes.

(1) **MODERATOR:** The senior pastor may be the moderator. If the senior pastor chooses not to be the moderator, then one shall be elected at the Annual Business Meeting. The moderator will preside at all business meetings and render such service as requested by the pastor and the church. The moderator shall have the privilege of attending meetings of the deacons and the trustees and shall be an ex-officio member of these bodies. In the absent of the moderator, the chairman of the trustees shall serve as moderator; in the absence of both, the chairman of the deacons shall serve as moderator.

(2) **TREASURER:** The treasurer shall pay all properly approved bills when due and shall maintain detailed accounting records for each of the various funds of the church. Financial statements shall be prepared monthly. Quarterly and year to date financial statements shall be prepared for church business meetings. The treasure shall be bonded in such amount as the trustees shall designate.

(3) **TRUSTEES:** The trustees shall be elected for a three-year term, one third (as nearly as possible) being elected yearly at the annual business meeting. The number of trustees will be determined by the church in accordance with the numbers prescribed in Article VI of the Constitution. Trustees may be elected and serve for two terms and following a one-year lapse be eligible for re-election. The trustees shall have powers conferred and duties imposed as set forth in Article VI of the Constitution and in these by-laws. The chairman of the trustees will also hold the title of “President” of the corporation. The secretary of the trustees will also hold the title of “Secretary” of the corporation.

(4) **CLERK:** The clerk shall keep a record of all actions of the church for the secretary of the corporation and shall be the custodian of such records. The clerk shall keep a register of the church membership, with the date and manner of each admission and dismissal. Statistical reports of membership shall be submitted to each business meeting. (The duties of church clerk may be assigned to the pastor’s secretary as part of the regular duties of that position; when not so assigned, the church clerk shall be elected yearly at the annual business meeting.) The clerk will also hold the title of “Assistant Secretary” of the corporation.

(5) **FINANCIAL SECRETARY:** The financial secretary shall be chairman of the offering counting committee and such committee shall name a vice chairman to serve when the financial secretary is unable to do so. The financial secretary shall account for all monies received, maintain members’ contribution records, prepare and mail contribution records to members quarterly, deposit funds received in the bank designated by trustees, give a copy of the deposit slip to the treasurer. The financial secretary shall be bonded in such amount as the trustees shall designate.

### C. PROGRAM LEADERS

- (1) **SUNDAY SCHOOL DIRECTOR:** The Sunday School director is to work with the minister of education to fulfill the responsibility of planning, conducting and evaluating the work of the Sunday School. He will look to the pastor and minister of education for counsel and leadership in the Sunday School. The director shall be elected yearly at the annual business meeting.
- (2) **WOMEN'S MISSIONARY UNION DIRECTOR:** The WMU director shall have oversight of the entire WMU organization and shall administer it with the aid of council composed of all WMU officers. The director shall be elected yearly at the annual business meeting.
- (3) **BROTHERHOOD DIRECTOR:** The Brotherhood director shall have oversight of the entire Brotherhood organization and shall administer it with the aid of council composed of all brotherhood officers. The director shall be elected yearly at the annual business meeting.
- (4) **DISCIPLESHIP TRAINING DIRECTOR:** The Discipleship Training director is to work with the minister of education to fulfill the responsibility of the discipleship training ministry. He will look to the pastor and minister of education for counsel and leadership. The director shall be elected yearly at the annual business meeting.

### D. COMMITTEES

- (1) The necessary committees and their duties for the work of the church shall be approved by the church at the third quarter business meeting, except as provided in Article IV. Newly elected committee members shall be effective the 1st day of the fiscal year. Nominations for members of committees shall be printed and distributed at the third quarter meeting. Committees shall be added or deleted by vote of the church upon recommendation of the Nominating Committee.
- (2) Minutes of all committee meetings shall be recorded, and a copy sent to the church clerk for permanent filing.
- (3) Detailed descriptions of the duties and responsibilities of each committee shall be maintained by each respective committee in Article III(VI)(D) and then retained by the Nominating Committee.
- (4) At the first committee meeting each committee shall elect a chairman, vice chairman and secretary.

#### (5) STANDING COMMITTEES

(a) **NOMINATING COMMITTEE:** The Nominating committee shall consist of seven (7) members elected for a three-year term, one third (as nearly as possible) being elected yearly at the third quarter business meeting. Nominating Committee members shall be vetted and nominated by the Leadership Council in consultation with the Senior Pastor. This committee shall be responsible for vetting and nominating persons for (1) all committees (2) church officers (except paid staff) 3) Leadership Council members at-large; (4) Responsible for removing a committee member it shall also be responsible for filling vacancies in any of these positions until the next third quarter business meeting. Committee members may serve for one term and following a one-year lapse be eligible for re-election.

(b) **PERSONNEL COMMITTEE:** The Personnel Committee shall consist of seven (7) members elected for a three-year term, one third (as nearly as possible) being elected yearly at the third quarter business meeting. Committee members may serve for one term and following a one-year lapse be eligible for re-election. The principle duties of the personnel committee, in association with the church administration, shall be to maintain a personnel manual; assist the church in administrative matters related to all employed

personnel; consult annually with the Finance Committee to develop salary schedules and benefit provisions for all church staff members; annual assessment of each pastoral staff member's job performance; recommend administrative policies and procedures in association with the Senior Pastor, recommend need for staffing and termination, when necessary.

(c) **FINANCE COMMITTEE:** The Finance Committee shall consist of seven (7) members elected for a three-year term, one third (as nearly as possible) being elected yearly at the third quarter business meeting. Committee members may serve for term and following a one-year lapse be eligible for re-election. The principle duties of the Finance Committee, in association with the church administration, shall include direction of financial matters of the church, signing checks, monthly review of giving and spending, preparation of the annual budget for presentation to the church at the third quarter business meeting, and to administer the approved budget. The Committee shall work within church's financial policies.

(d) **AUDITING COMMITTEE:** The Auditing Committee shall consist of three (3) members elected for a three-year term, one third being elected yearly at the third quarter business meeting. Committee members may serve for one term and following a one-year lapse be eligible for reelection. The principle duties of the auditing committee shall be to coordinate and oversee an annual audit of the church financial records and report the results to the church body at the annual business meeting. The audit is to be completed according to U.S. GAAP Reporting Guidelines and performed by a Certified Public Accounting Firm. The Auditing Committee may change the type of audit, if approved by the finance committee and church body.

(e) **LONG-RANGE PLANNING COMMITTEE:** The Long-Range Planning Committee shall consist of seven (7) members elected for a three-year term, one third (as nearly as possible) being elected yearly at the third quarter business meeting. Committee members may serve for one term and following a one-year lapse be eligible for re-election. The principle duty of the long-range planning committee is to develop and update church goals for the next five years (or longer) and make recommendations to the church for strategies necessary to meet the goals.

(f) **PASTOR SEARCH COMMITTEE:** When a vacancy occurs, a Pastor Search Committee consisting of five (5) members shall be recommended to the church by the Nomination Committee. Two alternate members shall be named in the event any one of the elected members is unable to fulfill his responsibilities. The various organizations of the church should be considered when nominating members for this committee. This committee shall with the aid of affiliated denominational offices and the church congregation, seek out and interview candidates for the position of Senior Pastor. The committee shall determine the qualifications of the candidate, using Article III(VI)(A) and present to the church only one candidate at a time. The committee shall formulate terms for the call-in consultation with the finance committee.

(g) **LEADERSHIP COUNCIL:** Leadership Council shall be responsible for giving counsel to the Senior Pastor on matters pertaining to his strategic direction for the church, including those matters stated in article III, section VI, paragraph A, and giving feedback to the Senior Pastor on a regular basis. The Leadership Council shall consist of the chairman of the Nominating Committee, the chairman of the Personnel Committee, the chairman of the Auditing Committee, the chairman of the Finance Committee, the chairman of the By-laws Committee, the chairman of the Trustees and three (3) at large members elected for a three-year term, one third of the at large members being elected yearly at the annual business meeting. The chairman of each of the committees on the Leadership Council may delegate this position to the vice-chairman of their committee.

(h) **BY-LAWS COMMITTEE:** The By-Laws Committee shall consist of three (3) members elected for a three-year term, one third (as nearly as possible) being elected

yearly at the third quarter business meeting. Committee members may serve for one term and following a one-year lapse be eligible for re-election. The principle duties of the By-Laws Committee are: review and propose amendments of by-laws to church body when needed, by-law training for new committee members and to be a reference source to the church body in regards to the by-laws.

(6) **NON-STANDING COMMITTEES:** A Non-Standing Committees is a committee that can be created and/or discontinued with a majority vote at a regular business meeting. Non-Standing committees can be created for a specified period of time. Non-Standing Committees may be nominated by the Nominating Committee and approved by the church body at any regular business meeting. Each such committee shall consist of the number of members required to fulfill its responsibilities. Committee members shall be elected for a three-year term one third (as nearly as possible) being elected yearly at the third quarter business meeting. Committee members may serve for one term and following a one-year lapse be eligible for re-election.

(7) **OTHER NOMINATIONS:** Nothing herein shall prevent any member of the church from nominating other person(s) for any office or committee. 3 Amendment #3 To: Article III, Section VI, Paragraph B(4)-(6) Proposed Article III, Section VI, Paragraph B(4)-(5): Remove the existing Paragraph B(4). Sections (5) and (6) renumbered to: (4) CLERK: The clerk shall keep a record of all actions of the church for the secretary.

#### **ARTICLE IV Deacons**

**SECTION I:** In accordance with the meaning of the Word and the practice of the New Testament, the deacons are to be the servants of the church.

A. They are to be zealous to guard the unity of the spirit within the church in the bonds of peace.

B. They shall advise and counsel the pastor and/or staff in matters pertaining to the welfare of the church. The deacons will work to support the programs of the church through faithfulness in attendance, the exercising of their gifts and ministries, and regular support of the budget. Each deacon, and the deacon body as a whole, will work for the progress of the church in all matters pertaining to the saving of souls, the spiritual development of Christians and the extension and growth of the Kingdom of God.

C. In counsel with the pastor they are to have oversight of the discipline of the church in accordance with the New Testament teachings in Matthew 18:15-20 and Galatians 6:1-5. The deacons may call upon any member of the church to aid in discipline.

D. In case of illness or inability of the pastor or when the church is between pastors, the deacons will serve as a pulpit supply committee. They will consult with the finance committee in arranging for the expenses of pulpit supply.

**SECTION II:** The deacons may organize themselves into such committees as their wisdom may direct for efficiency in service. The chairman of the deacons, in consultation with the pastor, shall appoint the committee members and name the committee chairmen.

**SECION III:**

A. The number of active deacons shall be determined on the basis of ministry needs. Additional men may be set aside (I Timothy 3:10) for service with the active deacon body. The chairman of the deacons will assign their area of service. After one year they may be eligible for ordination into the deacon body.

B. Members of the church who are candidates for ordination into the deacon body are to be selected, as needed, by the Senior Pastor and a committee of the active deacon body and presented for church approval at the next business meeting. Candidates for ordination are to meet the guidelines as set forth in Acts 6:3 and

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I Timothy 3:8-13

C. Names of candidates for the deacon body may be submitted in writing to the active deacon body by any member of the church. Such candidates are subject to screening as set forth in paragraphs A and B above

## **ARTICLE V Church Membership**

SECTION I: Persons will be received into membership of the church by:

A. Public profession of faith in the Lord Jesus Christ as personal Savior and following baptism (immersion) into the full fellowship.

B. Transfer of membership from another Baptist church of like faith and order.

C. Statement that he/she has trusted Christ as his/her personal Savior and was baptized into a Baptist church of like faith and order and the record of his/her membership is not available.

D. Testimony of believer's baptism—having been immersed as a believer by a Christian evangelical church.

## **ARTICLE VI Baptism**

SECTION I: Baptism shall be administered by the pastor, or by some other person designated by him, or a person authorized by the church. Baptism will be conducted at such times as may be designated by the pastor or the church.

## **ARTICLE VII Member Dismissals**

SECTION I: Dismissal, except for death, shall be granted as follows:

A. Upon request, letters of transfer may be granted to any other Baptist church of like faith and order.

B. Members who unite with another church will be removed from the membership roll.

C. Members, upon recommendation of the active deacon body and the pastor and after earnest effort to restore such member, may be removed from membership for lack of interest or for disciplinary purposes.

SECTION II: Deceased members will be deleted from the church roll.

## **ARTICLE VIII Offerings**

SECTION I: Opportunity shall be given at each Sunday service for members and friends to give tithes and offerings to the work of the church. Special offerings for denominational or other causes shall be approved by the Finance Committee prior to taking the offering, except for Lottie Moon Foreign Mission Offering, Annie Armstrong Home Mission Offering, Dixie Jackson State Mission Offering, and love offerings for guest speakers which are hereby approved.

## **ARTICLE IX Cooperation**

SECTION I: Unless providentially hindered, the church shall send messengers to the meetings of the Benton County Baptist Association, the Arkansas Baptist State Convention and the Southern Baptist Convention.

**ARTICLE X**  
**By-Law Amendments**

**SECTION I:** These by-laws may be amended by a majority vote of the members present and voting at any regular business meeting. Notice of the meeting to amend shall be announced from the pulpit on the two successive Sunday morning services prior to the meeting.

**AMENDED STATEMENT OF FAITH**  
**AND**  
**CONSTITUTION**

**CHURCH 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 Spirit, we do now, in the presence of God, 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 secret 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 abstain from the sale of, and use of, intoxicating drinks as a beverage; 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 Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules 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.

**STATEMENT OF FAITH**

First Baptist Church Bentonville Arkansas (FBCB) embraces [Baptist Faith and Message 2000](#) as adopted by the Southern Baptist Convention in 2000. However, this document does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all we believe.

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#### Article I: Name

The name of this body is the First Baptist Church, Bentonville, Arkansas. It (the body) shall have a corporate seal of circular design on which shall be engraved the words, "First Baptist Church, Bentonville, Arkansas," with the word "seal" in the center.

#### Article II: Duration

This body shall have perpetual existence. The trustees of this body shall be directed by the provisions of Section 4-28-207 of the Arkansas Nonprofit Corporation Act if sooner lawfully dissolved.

#### Article III: Purpose

This body shall have as its purpose to worship the Lord Jesus Christ, to preach the gospel of His eternal kingdom, to administer the ordinances of the New Testament, to edify and equip its members and to lead the lost to repentance and faith in the Lord Jesus Christ.

#### Article IV: Affiliation

This body, believing in a spirit of cooperation among Baptist bodies, shall cooperate with and help promote the work of the Benton County Baptist Association, the Arkansas Baptist State Convention and the Southern Baptist Convention.

#### Article V: Place of Worship

This body shall meet for worship and conduct its principal business at 200 Southwest "A" Street, Bentonville, Benton County, Arkansas, or such other place as may be designated by the body. The chairman of the trustees shall serve as registered agent.

#### Article VI: Trustees

The trustees shall consist of not less than three nor more than five members, one of which shall be chairman and one secretary. They shall have care, custody and control of all property of the body and administer the same under such rules as may be prescribed by the body. The chairman and secretary shall execute all legal instruments as may be authorized by the body and all instruments so executed and bearing the seal of the body shall be presumed to have been executed by the lawful authority of the body.

#### Article VII: Incorporators

This body was originally incorporated December 8, 1948, as filed with the Benton County Clerk. The original incorporators are included with said filing.

#### Article VIII: Amendments

This Constitution may be amended by a two-thirds (2/3) vote of the members present and voting, at any regular business meeting, thirty (30) days' notice of such amendment having been given at a previous business meeting.

4-28-207. Charitable, religious, etc., organizations – Amendment of articles of incorporation by operation of law.

Notwithstanding any provision of Arkansas law or in the articles of incorporation to the contrary, the articles of incorporation of each non-profit corporation organized under the laws of this state which is an exempt charitable, religious, literary, educational, or scientific organizations as described in section 501(c)(3) of the Internal Revenue Code shall be deemed to contain the following provisions:

"Upon the dissolution of the corporation, the board of trustees shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such charitable, educational, religious, literary, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law, as the board of trustees shall determine. Any such assets not so disposed of shall be disposed of by the circuit court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes."

History Acts 1977, No. 181,