

**CONSTITUTION OF THE
CORRIGAN FIRST BAPTIST CHURCH
CORRIGAN, TEXAS**

PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith, and to govern the body in an orderly manner. This constitution shall preserve the liberties for each individual church member and the autonomy of this body in relation to other churches and organizations of our faith.

**ARTICLE I
NAME**

This body shall be known as the Corrigan First Baptist Church, located at 103 N. Collins, Corrigan, Texas 75939. It is incorporated as a non-profit corporation under the laws of the State of Texas.

**ARTICLE II
MISSION**

This church is a congregation of baptized believers in Christ, united by belief for the worship of Almighty God, and associated in the faith and the fellowship of the Gospel to practice its precepts, to recognize and receive Jesus Christ as God's only Son, our Savior and Head of the Church, and to take the Holy Bible, and it alone, as the standard by which all matters of belief and conduct are to be tried.

Therefore, the purpose of this Corrigan First Baptist Church shall be to carry out the Great Commission of the Lord Jesus Christ as recorded in Matthew 28:19-20, Mark 16:15 and Acts 1:8: This is defined as exalting Christ, evangelizing the lost and equipping the saint by means of teaching and training to develop Christian fellowship among the saints to promote their growth in the grace and knowledge of Christ.

**ARTICLE III
STATEMENT OF FAITH**

The Holy Bible is the inspired word of God and is the basis for our statement of faith. The church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention on June 14, 2000. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind.

ARTICLE IV POLITY AND RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist churches. Insofar as is practical, this church will cooperate with and support the Unity Baptist Association, the Southern Baptists of Texas Convention and the Southern Baptist Convention.

It is hereby resolved, stipulated and agreed that this body is organized and shall be operated for the purpose of engaging in religious worship and promoting the spiritual development and well-being of individuals. Its assets are pledged for use in performing its religious functions. On discontinuance of this organization by dissolution or otherwise, its assets are to be sold and the proceeds be given to some appropriate mission agency affiliated with the Southern Baptist Convention that is qualified as an exempt organization under Section 501(c)(3), Internal Revenue Code, as amended.

ARTICLE V 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 of 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 abstain from the sale of, and use of, addictive or harmful substances; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in Christian 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.

BYLAWS OF THE CORRIGAN FIRST BAPTIST CHURCH

ARTICLE I MEMBERSHIP

Section 1. General

This is a sovereign and democratic Baptist church under the lordship of Jesus Christ. 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. Candidacy

Any person may offer himself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

1. by profession of faith and for baptism according to the policies of this church;
2. by promise of a letter of recommendation from another Baptist church;
3. by statement of prior conversion experience and baptism by immersion in a church of like faith and order when no letter is obtainable; or
4. by restoration as explained in Section 6(3).

Should there be any dissent as to the candidate, such dissent shall be referred to the pastor and the deacons for investigation and the making of a recommendation to the church within thirty (30) days. A two-thirds vote of those church members present and voting shall be required to elect such candidates to membership.

Section 3. New Member Orientation

New members are encouraged to participate in the church's new member orientation plan.

Section 4. Voting Rights of Members

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.

Section 5. Termination of Membership

Membership shall be terminated in the following ways:

1. death;
2. transfer to another Baptist church by letter of recommendation;
3. exclusion by action of this church as explained below; or
4. erasure by action of the church's membership committee. Erasure is appropriate when a person has joined another church of a different faith or order, by member's personal request, or the inability of the church to make contact with member due to unknown whereabouts.

Section 6. Discipline

1. It shall be the basic purpose of the Corrigan First Baptist Church to emphasize to its membership 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. Redemption rather than punishment should be the guidelines that governs the attitude of one member toward another.
2. Should serious conditions exist which would cause a member to become a liability to the general welfare of this church, every reasonable measure will be taken by the pastor and by the deacons to resolve the problem. The spirit of Christian kindness and forbearance shall pervade all such proceedings. The procedure should be conducted in accordance with the following steps (ref. Matthew 18:15-20, Galatians 6:2,1, 1 Corinthians 6:1-8:
 - a. When a member becomes aware of the offense of another member of such magnitude that it hinders spiritual growth and/or testimony, he or she is to go alone to the offending party and seek to restore the brother or sister. Before he goes, he should first examine himself. When he goes, it should be with a spirit of humility and have the goal of restoration.
 - b. If reconciliation is not reached in step 1, one or two from the pastor and deacons are to accompany the one seeking to resolve the matter. This second step should also be preceded by self-examination, exercised in a spirit of humility, and have the goal of restoration.
 - c. If the matter is still unresolved after steps 1 and 2 have been taken, the pastor and deacons, having Biblical responsibility for putting down murmuring, shall hear the matter privately and in confidence. In the case where a person refuses to meet with the pastor and deacons, the deacons shall announce to the congregation that the person is suspended from the rights and privileges of membership, and such suspension shall continue in force as long as the situation giving rise to it continues.

- d. If the matter is still unresolved after the hearing, the individual involved will be notified in writing that disciplinary action is being contemplated. One week's notice shall be given to the membership that a special meeting is being called for the purpose of considering disciplinary action, without giving the names or the offense.
 - e. At the meeting, the pastor and deacons will bring the matter before the church and recommend proper disciplinary action. A two-thirds majority of those present and voting is required to approve the action. Discipline may consist of:
 - i. If the individual is an officer, teacher, worker, or committee member, he/she may be removed from the position.
 - ii. Temporary suspension of the rights and privileges of membership for a specified period of time, to be recommended by the pastor and deacons.
 - iii. Removal from membership of the church.
3. If a member who has been disciplined shall repent and humbly submit to the imposed discipline, he/she shall afterwards be wholly forgiven and publicly restored to the full fellowship of the church by a two-thirds vote of members present at the meeting called for this purpose.

ARTICLE II CHURCH OFFICERS

Section 1. Pastor

We believe that Christ is head over His body, the church, and is Chief Shepherd of the flock. We also believe that men are called and led by the Holy Spirit to be pastors of local churches. Therefore, pastors are under-shepherds of the flock, overseers of the body of Christ, and their duties are to feed and minister to the church. Ephesians 5:23; Col. 1:18; 1 Peter 5:4; Acts 9:31; John 15:26; John 16:7-15; 1 Peter 5:1-3.

1. Qualifications

- a. General qualifications are found in 1 Timothy 3:1-7 and Titus 1:6-9.
- b. The pastor must acknowledge and be in agreement with the doctrinal statements of this Constitution and of the Scriptures.
- c. He must be ordained, or eligible for ordination, and trained by an accredited Bible College or seminary.

2. Responsibilities

The pastor will:

- a. prepare the church body for the work of the ministry and the building up of the body for the glory of God;
- b. with the guidance of the Holy Spirit, strive to keep the church body pure, holy and without blame before God and the world;
- c. preach and teach God's Word from the Scriptures, as led by the Holy Spirit, keeping unity by encouraging the learning and exercising of the spiritual gifts given to the church (Romans 12:3-8; 1 Cor. 12);
- d. minister to the church body, and insofar as possible to the community, in spiritual, family and physical needs;
- e. personally- the pastor shall make every effort to keep himself spiritually, mentally, physically and emotionally healthy, spending his time wisely to meet these needs;
- f. the pastor shall work with the deacons, church staff and pertinent committees to lead the church in the achievement of its mission to bring glory to God;
- g. the pastor shall be moderator of the church;
- h. the pastor may sign, with approval of deacons, any binding contracts.

3. Call of a Pastor

- a. A pastor-search committee shall be elected by the church as needed, utilizing the following procedures.
 - i. Committee will be comprised of seven (7) members.
 1. No more than one member from the same household shall serve at the same time.
 2. No church staff shall be elected to the committee.
 3. There is no age limit on committee members.
 4. There should be a minimum of one male and one female elected to the committee.
 - ii. The church body submits seven (7) names maximum per member at a called church conference.
 - iii. The church council shall compile all names submitted, and the top 15 candidates will be presented to the church body.
 - iv. The church council will draft and send a letter to the top 15 candidates requesting they call the church office within seven (7) days if unable to serve on the committee if elected.
 - v. The church council will present a ballot with no more than fifteen (15) names, including a minimum of one male and one female, to the church body for consideration.
 - vi. The church body will vote for a maximum of seven (7) names. Any ballot marked with more than seven names will be considered invalid.

- vii. The deacons are responsible for counting the votes.
 - viii. If for any reason an elected member of the pastor search committee is unable to serve after being elected, the church body will elect a new member to replace them at the next scheduled church conference.
 - b. For the call of a pastor to fill a vacancy, there must be approval by 85% vote of the church members present.
4. Termination
- The pastor shall be called for an indefinite period. If the church finds it necessary to terminate a pastor, it shall be done in the following manner:
- a. The church shall view termination only as a last resort after every attempt to reconcile differences has been made and ample time given for the pastor to relocate if possible. The deacons shall be responsible to see that the spirit of this bylaw is followed.
 - b. The personnel committee, with advice and counsel of the body of deacons, must make a recommendation for pastor termination to the church in writing, two weeks prior to a vote, with reasons given for the recommendation.
 - i. The vote shall take place at a called meeting by written ballot by members present, with ample time given for discussion.
 - ii. A two-thirds majority vote of those present shall constitute immediate termination.
 - c. Severance pay may be granted in accordance with current personnel policies.

Section 2. Church Staff

The church shall call or employ staff members as needed by the church. A job description shall be written by the Personnel Committee when the need for staff members is determined. The Personnel Policies of the church shall govern all staff.

Section 3. Deacons

1. Role of the Deacons

In accordance with the meaning of the work and the practice of the New Testament, deacons are to be active servants of the church. The task of the deacon is to serve with the pastor and staff in performing pastoral ministries in the following manner:

- a. assist the church in performing its ministries;
- b. assist the church to engage in a fellowship of worship, witness, education, ministry and application;
- c. proclaim the gospel to believers and unbelievers;
- d. promote church harmony;

- e. minister to church members and other persons in the community;
- f. serve as an example to the church in the spiritual stewardship of his life, talents and tithes;
- g. administer the Lord's Supper;
- h. administer the benevolence ministry of the church.

2. Qualifications

There shall be a fellowship of deacons, elected by the church and serving at the will of the church, each of whom shall be an active participant in the affairs of the church, willing to serve in such capacity, and fully conscious of the divine purpose, the duties, and the work of the deacon in a New Testament church. He shall measure up to the requirements given in 1 Timothy 3:8-13 and Acts 6:1-7.

Ordained men who unite with this church may be considered for election to active deacon status after one year from the date of membership in this church.

3. Classifications

- a. The deacon body is composed of ordained deacons elected by the church. These deacons are classified as active, inactive and deacon emeritus.
 - i. Active Deacon is a man in the deacon body who currently meets all of the qualifications of a deacon, and fully supports and participates in all aspects of the deacon ministries.
 - ii. Inactive Deacon is a man in the deacon body who has previously served as an active deacon, but is currently not serving in an active role due to rotational restrictions or personal reasons. The deacon shall remain eligible to participate in the Family Ministry.
 - iii. Deacon Emeritus is a man who has served our church as a deacon and who does not currently serve for reasons of health or age. He will be elected to this honorary position by the active deacons. He will not serve as an active deacon, but may be called upon for consultation, advice and fellowship.

4. Election of Deacons

The church shall elect new deacon candidates at a regular conference or a called business meeting as needed, based on the recommendations of an ad hoc committee of six members appointed by the pastor and approved by the church members.

- a. The committee and pastor will prayerfully examine the church roll, name by name, for dedicated men to be nominated.
- b. Selected men will be asked to prayerfully consider their willingness to serve as deacon if elected.

- c. Candidates willing to serve will be interviewed by the pastor and committee to assure Biblical qualifications are met.
- d. Candidates who qualify will be presented to the church for election.
- e. Election shall be by written ballot, with each candidate presented individually for consideration. An affirmative vote of two-thirds of active church members in attendance voting shall be necessary for election as deacon.

5. Training of Deacons

All active deacons and qualified men of the church willing to become deacons shall actively participate, at least every three (3) years, in a training program for deacons as authorized and provided by the church.

6. Termination of Office

A deacon may be terminated from office as follows:

- a. by resignation;
- b. by transfer of letter to another church;
- c. by justified disciplinary action of the church; or
- d. by death.

Note: In the case of disciplinary action, the procedure for such action shall be the same as cited under Article I, Section 6 of the Bylaws.

7. Deacon Officers

The deacon body shall elect a chairman, vice-chairman and secretary in January of the new year.

Section 4. Moderator

The pastor shall be moderator. In the absence of the pastor, the chairman of the deacons shall act as moderator. In the absence of both, the vice-chairman of the deacons shall act as moderator.

Section 5. Clerk

The church clerk shall be elected annually by the church. The clerk shall keep in suitable form a record of all actions of the church, except as otherwise herein provided. The clerk shall be responsible for taking the minutes of all business meetings and present at such meetings the minutes of previous business meeting.

Section 6. Trustees

A total of no more than six (6) and no less than three (3), elected by the church, shall hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to sign, on behalf of the church, legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signature of trustees are required. If a vacancy occurs, the church will fill the position utilizing recommendations from the nominating committee. Trustees shall have been members of the church for a minimum of five (5) years before serving. Trustees shall be installed with a minimum 75% vote, of active church members in attendance voting.

Section 7. Church Secretary/Financial Secretary

The church financial secretary shall be responsible for the finances of the church. This position may be volunteer or staff as determined by the church. The financial secretary is an ex-officio member of the finance committee, and is accountable to that committee for the accuracy of finances. Financial records, other than individual contributions, are available to all church members by request. The financial secretary shall supply the financial report at the regular church conference. The financial secretary will update the Budget and Finance Committee on a monthly basis or more often as requested.

The secretary shall not enter into a binding contract on behalf of the church without pastor and deacon permission.

The secretary shall maintain the church operations manual and distribute to members upon request.

The church secretary is responsible for keeping a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms. This information shall be provided to the Membership Committee Chair in a timely manner. The church secretary shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in the bylaws. All church records are church property and shall be filed in the church office.

Section 8. Sunday School Director

The Sunday School Director is elected annually by the church. The primary responsibility of the Sunday School Director is to oversee the Sunday School programs of the church by:

- a. continual evaluation of the Sunday School program;
- b. promotion of Sunday School emphasis, including high attendance days;
- c. serving as an ex-officio member of the nominating committee when that committee is considering teacher vacancies;
- d. quarterly ordering of all Sunday School literature;
- e. recommending the start of new classes when appropriate;
- f. attendance and promotion of Sunday School training programs as appropriate;
- g. maintaining accurate records of attendance and trends;
- h. enrollment of every member in the Sunday School program;
- i. providing assistance to teachers;
- j. submitting a budget request form to the finance committee by November of each year.

Section 9. Discipleship Training Director

The Discipleship Training Director is elected annually by the church. The Discipleship Training Director shall direct the discipleship program of the church by:

- a. identifying discipleship needs of the church membership;
- b. developing targeted strategies to address discipleship needs;
- c. selection of curriculum and teachers;
- d. promotion of discipleship programs;
- e. submitting a budget request form to the finance committee by November of each year.

Section 10. Missions Education Director

The Missions Education Director is elected annually by the church. The Missions Education Director shall direct the mission's education program of the church by:

- a. identifying mission's education needs of the church membership;
- b. developing targeted strategies to address discipleship needs;
- c. selection of curriculum;
- d. promotion of mission's education programs;
- e. promotion and supervision of the children and teen mission's programs;
- f. serving as an ex-officio member of the nominating committee when selection missions education teachers;
- g. submitting a budget request form to the finance committee by November of each year.

Section 11. Women's Ministry Leader

The Women's Ministry Leader is appointed annually by the pastor. The role of this position is to work with the Senior Pastor in development and promotion of women's ministry within the church by:

- a. identifying areas of opportunities for women's ministry;
- b. development of a comprehensive women's ministry;
- c. serving as an advisor to the mission's education leader in the area of Women on Mission (WOM) programs;
- d. submitting a budget request form to the finance committee by November of each year.

Section 12. Men's Ministry Leader

The Men's Ministry Leader is appointed annually by the pastor. The role of this position is to work with the Senior Pastor in development and promotion of men's ministry within the church by:

- a. identifying areas of opportunities for men's ministry;
- b. development of a comprehensive men's ministry;
- c. serving as an advisor to the mission's education leader in the area of Brotherhood programs;
- d. submitting a budget request form to the finance committee by November of each year.

Section 13. Senior Adult Ministry Leader

The Senior Adult Ministry Leader is appointed annually by the pastor. The role of this position is to work with the Senior Pastor in development and promotion of senior adult ministry within the church by:

- a. identifying areas of opportunities for senior adult ministry;
- b. development of a comprehensive senior adult ministry;
- c. serving as the church's representative to the associational Senior Adult Council;
- d. submitting a budget request form to the finance committee by November of each year.

Section 14. Chairman of Ushers

The church shall annually approve a chairman of ushers. The chairman shall enlist such men as needed to assist in greeting and seating people attending the worship service and Sunday School. The chairman shall be responsible for assisting the ushers as they receive the offering in church.

Section 15. Preschool Director

The church shall annually approve a preschool director. The director shall be responsible for the total ministry of children from birth to five years of age. The director will be responsible for direct supervision of paid and volunteer nursery workers, and will work with the personnel committee on issues requiring personnel action. The preschool director will serve as co-chair of the preschool committee.

ARTICLE III COMMITTEES AND COORDINATING GROUPS

Section 1. General

All committees, with the exception of the Church Council, shall be recommended by the nominating committee and elected by the church and shall serve for the duration of the church year (January 1-December 31).

The Nominating Committee, Personnel Committee, Youth Committee, Finance Committee and Building & Grounds Committee shall be composed of six (6) members and serve a three-year rotation basis, with one-third (1/3) to be elected each year. The Committee Chairperson will be elected by their respective committee in January of each year. If a church member is rotating off of a committee, that church member must wait one full year before returning to that committee. If there is a vacant spot due to the death or resignation of a committee member, the appointed committee member will fulfill the previous member's term and then rotate off of the committee. In all remaining committees, membership will be determined on a case-by-case basis by the Nominating Committee. The Committee Chairperson of these committees will be elected by their respective committee in January of each year.

The pastor will serve as chairman of the Church Council and as an ex-officio member of every committee. He may appoint a pastoral staff member to attend committee meetings as an ex-officio member in his place.

Section 2. Church Council

1. The council shall have as regular members all organizational directors and committee chairpersons, all church officers, the Minister of Youth, the Minister of Music and the Senior Pastor.
2. The primary function of the council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations and committees; to recommend to the congregation the use of leadership, calendar time and other resources

according to program priorities; and to evaluate program achievements in terms of church goals and objectives.

3. The council shall serve as the preferred method of introduction of business to the regular church conference.
4. All matters agreed upon by the council and calling for action not already authorized, shall be referred to the church for approval or disapproval.

Section 3. Standing Committees

The following committees shall be the committees of the church and shall meet at least once per quarter. A written report shall be presented at a church conference at least once per quarter:

1. Nominating Committee- This committee shall have the responsibility of seeking out the best-qualified individuals for all voluntary church leadership positions for recommendation to the church for election. This committee shall:
 - a. enlist organizational leaders and standing committee members;
 - b. work with program organization leaders to staff the various organizations;
 - c. seek to fill vacancies as they arise.

*No staff member shall serve on the nominating committee.

2. Budget and Finance Committee- This committee is responsible for budget preparation and administration, and presentation of the budget to the church for adoption in January of each year. They are also responsible for planning and promoting a stewardship program for the church. This committee shall:
 - a. solicit budget request forms from each department and organization for use in preparing the upcoming year's budget;
 - b. study the church giving and potential giving;
 - c. advise the pastor and make recommendations to the church concerning stewardship promotion throughout the entire year;
 - d. make necessary surveys and advise the church concerning all major expenditures and other matters regarding church finance;
 - e. the chairman or appointed member of the committee will monitor the monthly financial reports of the church;
 - f. include the church financial secretary as an ex-officio member.

The chairman of the Budget and Finance Committee will have access to all financial records at all times and a key or combination to the safe to be passed down to the next chairman each year.

3. Music Committee- This committee is responsible for the leadership of the music program of the church. The minister of music shall serve as the committee chair. The musicians shall serve as ex-officio members. This committee shall:
 - a. recommend to the church persons to serve as musicians when needed;
 - b. make recommendations to the church regarding the securing and maintaining of supplies concerning music;
 - c. submit a budget request form to the finance committee by November of each year.

4. Building and Grounds Committee- This committee is to assist the church in all matters related to church property. This committee shall:
 - a. be responsible for the maintenance and custodial care of church buildings and grounds;
 - b. be allowed to spend up to \$400.00 per month for maintenance repairs as needed, and up to \$3,000.00 without church action on emergencies (emergency being something that with delays will cause more damage, such as sanctuary air conditioning, acts of God (wind, hail and water), fire or anything that affects the security of property) with a report given at next business meeting;
 - c. survey the needs and make recommendations to the church regarding all major repair work;
 - d. make monthly inspections of all properties to determine care and needs;
 - e. submit a budget request form to the finance committee by November of each year.

*All needed repairs should be reported to the Building and Grounds Committee.

5. Preschool Committee- This committee shall have the responsibility of coordinating preschool activities, helping parents and teachers work together, seeing that adequate provisions are made for preschool children. The preschool director will serve as co-chair for this committee. This committee shall:
 - a. maintain policies for the preschool department;
 - b. recommend the purchase of preschool equipment and supplies, and coordinate all equipment requests from preschool workers;
 - c. make recommendations regarding cleanliness and care of rooms and equipment;
 - d. work with the Personnel Committee regarding paid preschool workers;
 - e. submit a budget request form to the finance committee by November of each year.

6. Hospitality Committee- This committee seeks to coordinate the church-wide fellowship programs and assures proper use of the fellowship hall/family life center and kitchen facilities. This committee shall:
 - a. arrange and decorate the fellowship hall;
 - b. maintain policies concerning use and care of kitchen supplies and equipment;
 - c. submit a budget request form to the finance committee by November of each year.

7. Personnel Committee- The personnel committee will have the responsibility of dealing with matters relating to church personnel, in accordance with the policy manual, as follows:
 - a. Members of the personnel committee shall maintain in confidence all matters and considerations that come before the committee. Should a consideration come before the personnel committee in which a relative of a committee member is the subject of discussion, that member shall leave the meeting for the duration of the discussion.
 - b. Investigation and recommendation to the church concerning the hiring of all church personnel except for those recommended by a search committee. The personnel committee will not be involved in the hiring of the senior pastor and any other member of the ministerial staff that is selected by way of a search or selection committee. In all cases of “new hires” the committee will make salary recommendations to the finance committee.
 - c. Recommendations regarding annual salary increases by November of each year. Due to the salary recommendations for new hires and annual salary adjustments for many employees, the chairperson or his designee should be an ex-officio member of the finance committee when personnel budget issues are under consideration.
 - d. Recommendations regarding discipline and/or dismissal of an employee. Recommendations regarding discipline and/or termination of the senior pastor would be carried out in cooperation with the deacon body. Decisions and action regarding discipline and/or termination of employees other than the senior pastor would be carried out in cooperation with the senior pastor.
 - e. Maintain “up to date” job descriptions for all church employees and be responsible for the assignment of job titles.
 - f. Make sure that personnel files are maintained on all church employees and provide “oversight” approval of all periodic personnel reviews according to personnel policy, including annual job evaluations.
 - g. Maintain up to date personnel policy for approval by the church.

* No staff member shall serve on the personnel committee.

8. Long Range Planning Committee- This committee shall be responsible for conducting local surveys and using available demographic data along with personal knowledge of the community to determine the best future goals and growth possibilities to recommend to the church. These recommendations are to be attainable, realistic and ambitious but not necessarily within the box of past ideas, which may have failed. Tentative action plans are to be part of the recommendations.

Interaction with other committees is encouraged, especially the Historical Committee, to confirm past activities in the subject under consideration and the Finance and Building & Grounds committees to gauge current feasibility.

This committee should report to the church on at least a quarterly basis to assure that the committee is functioning and is on track.

9. Historical committee- The Historical Committee shall be responsible for maintaining an ongoing written record (with photographs where possible) of events which may be considered to be historically significant. The committee should determine the form, style and technique for maintaining this information while encouraging the church to cooperate in reporting and informing of significant events.

These efforts are to result in a written, continuing history of the church.

The committee should report to the church on at least a quarterly basis to assure that the committee is functioning and is on track.

10. Baptism Committee- This committee shall consist of four (4) members. This committee is responsible for assisting the pastor and candidates in the ordinance of baptism. The committee shall:
- a. fill the baptistry as needed;
 - b. assist candidates with proper dress and procedures for the service;
 - c. recommend to the church appropriate expenditures as needed;
 - d. submit a budget request form to the finance committee by November of each year.

11. Decorations Committee- This committee shall be responsible for the seasonal decoration of the church. The committee shall:
- a. maintain appropriateness of all decorations;
 - b. be responsible for storage and care of all decorations;
 - c. purchase decorations as needed;
 - d. submit a budget request form to the finance committee by November of each year.

12. Ministry to Families of Deceased (Funeral Ministry)- This committee is responsible for ministry assistance to families in times of bereavement. This committee shall:
 - a. notify the church office when a death has occurred;
 - b. contact the family of the deceased to coordinate and request permission for ministry service;
 - c. coordinate ministry outreach to families;
 - d. report to church following outreach.

13. Youth Committee- This committee is responsible for assisting the youth minister and the youth ministry of the church. The youth minister shall serve as an ex-officio member of this committee. The committee shall:
 - a. plan and evaluate all youth activities;
 - b. maintain appropriate youth policies;
 - c. provide assistance to the youth minister regarding youth issues;
 - d. submit a budget request form to the finance committee by November of each year.

14. Parents of Youth Committee- This committee is responsible for supporting the youth minister and the youth ministry of the church. The chair of the parent committee will be a member of the youth committee.

15. Membership Committee- This committee is responsible for managing the membership records of the church as received from the Church Secretary. The Church Clerk shall serve as an ex-officio member of this committee. The committee shall:
 - a. maintain an accurate record of church membership including resident and non-resident members;
 - b. make contact with members who have not attended church in more than three months to inquire about membership desires;
 - c. remove members from roll by erasure as authorized by Article I Section 5 of these bylaws;
 - d. report to the church on a quarterly basis.

16. Check Signer Committee- Individual members of this committee will be responsible for verifying that each check they sign is properly prepared and represents a legitimate church expense.
 - a. Signatories shall not sign blank checks because if they are lost or stolen, the signatory could be held liable.

- b. Signatories shall review each check signed verifying the payee and the amount being paid. If you are not familiar with a payee, request documentation to back up the payment. Payments to vendors should be accompanied by original invoices.
- c. Signatories shall match the written amount with the numerical amount shown on each check.

17. Money Counting Committee- This committee is responsible for counting the offering each Sunday after the morning worship service. It is mandatory to have at least two counters in the room each and every time money is being counted. This committee shall:

- a. prepare a collection report;
- b. verify that the amount written on the offering envelopes matches the contents of the envelopes and all checks are restrictively endorsed;
- c. give the financial secretary a copy of the collection report as well as the envelopes;
- d. deposit the money in the bank night deposit immediately upon leaving the church.

Section 4: Ad Hoc Committees

Ad hoc committees are temporary committees constituted for a specific task. The church decides committee structure at the time of formation. Ad hoc committees are considered disbanded after completion of church directive.

ARTICLE IV PROGRAM ORGANIZATIONS

Section 1. General

All organizations of the church shall function under church control, with all officers being elected by the church and reporting to the church on a regular basis.

Section 2. Sunday School

There shall be a Sunday School, divided into departments and classes for all ages for the study of God's Word.

The tasks of the Sunday School shall be to teach the Biblical revelation, reach persons for Christ and church membership, perform the functions of the church within its constituency, provide and interpret information regarding the work of the church and denomination.

Section 3. Discipleship Training

There shall be a Discipleship Training program and conducted under the direction of the pastor and the Discipleship Training Director. The Discipleship Training program shall serve as the training organization of the church.

The tasks of Discipleship Training shall be:

- a. to orient new members;
- b. train members to perform the functions of the church;
- c. train church leaders;
- d. teach Christian theology, ethics, history, and church policy and organization;
- e. to provide and interpret information regarding the work of the church and denomination.

Section 4. Missions Education

There shall be a program for mission education as needed. The church shall elect all leaders and workers. The tasks are to:

- a. teach missions;
- b. engage in mission actions;
- c. support world missions through prayer and giving;
- d. provide and interpret information regarding the work of the church and denomination.

ARTICLE V ORDINANCES

Section 1. Baptism

A person who receives Jesus Christ as Savior by personal faith; who professes Him publicly at any worship service; and, who makes a commitment to follow Christ as Lord, shall be received for baptism. A candidate for baptism shall:

- a. be counseled by the pastor and/or staff prior to baptism;
- b. be immersed in water;
- c. be administered by the pastor or whomever the church authorizes.

Section 2. The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of the church and non-members who are Christians, may partake of the bread and the fruit of the vine to commemorate the death of Jesus Christ and anticipate His second coming.

- a. The Lord's Supper shall be observed no less than once per quarter.
- b. The pastor and deacons shall be responsible for administering the Lord's Supper.

ARTICLE VI CHURCH MEETINGS

Section 1. Worship Service

The church shall meet regularly each Sunday and Wednesday for preaching, instruction, evangelism and worship of Almighty God. These meetings shall be open for the entire membership of the church and for all people, and shall be conducted under the direction of the pastor. Services may be dismissed for special occasions by the pastor and Church Council.

Section 2. Special Services

Revival services and other church meetings which will be essential to the promotion of the objective of the church shall be placed on the church calendar.

Section 3. Regular Church Conferences

Robert's Rules of Order, Revised, is the guideline used for parliamentary rules of procedure for all church conferences. The moderator is considered the parliamentarian regarding procedures.

Regular church conferences shall be held quarterly.

- a. Regular church conferences shall be held under written agenda.
- b. Under normal circumstances all business shall flow from the committees to the Church Council. The Church Council shall present approved business at the next church conference.
- c. All motions should be submitted in writing to the church clerk.
- d. Matters from the floor which are not on the agenda and which require church action shall be referred to the appropriate committee and/or deacons. The committee and/or deacons shall report at the next Church Council. Committee recommendations shall be presented in writing to the clerk or moderator.
- e. Unless otherwise specified, all motions shall be decided by a simple majority of the quorum.

Section 4. Called Church Conferences

A called church conference may be held to consider matters of significance that cannot be held for a regular church conference. A one-week notice of the subject, date, time and location must be given for a called conference unless extreme urgency renders such notice as impractical.

Section 5. Quorum

The quorum consists of those members who attend a church conference, provided the conference is a stated meeting or one that has been properly called.

ARTICLE VII CHURCH FINANCES

Section 1. Budget

The Budget and Finance Committee shall prepare and submit to the church for approval an annual budget by January of each year. The budget shall be compiled from the Budget Request Forms submitted by individual committees, with consideration of historical trends of income and expenses.

Acceptance of the budget requires a simple majority vote during church conference. The budget may be amended as needed during a regular church conference or a called conference.

Section 2. Accounting Procedures

A system of accounting that will adequately provide for the receipt and disbursement of all funds shall be the responsibility of the Budget and Finance Committee.

Section 3. Financial Year

The financial year of the church shall run concurrently with the calendar year, which begins January 1 and ends December 31.

ARTICLE VIII CHRISTIAN MARRIAGE

We believe God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one biological male and one biological female.

We believe that in order to preserve the function and integrity of Corrigan First Baptist Church as the local Body of Christ, and to provide a biblical role model to the Church members and the community, it is imperative that all persons employed by Corrigan First Baptist Church in any capacity, or who serve as volunteers, agree to and abide by this belief in a Christian marriage.

ARTICLE IX CHURCH OPERATIONS MANUAL

Church policies and procedures shall be described in the church operations manual. The manual shall be kept in the church office and made available to any member of the church. The church secretary shall maintain the manual. Any church member or organization may initiate changes in policy and procedures. Additions, revisions, or deletions of church policy requires:

- a. the recommendation be given to the church officer or organizations (including committees) to whose area of assignment the policy relates
- b. discussion by the church council
- c. approval by the church

ARTICLE X AMENDMENTS

Changes in this constitution and bylaws may be made at any regular church conference, or properly called special conference, provided the amendment shall have been presented in writing through the Bylaws, Policies and Procedures Committee at least two weeks prior, and copies of the proposed amendment be furnished to each member present. Amendments to the bylaws and constitution shall be made by two-thirds (2/3) vote of all church members present and entitled to vote. Handwritten notes shall NOT be considered as an amendment to this Constitution and Bylaws.

ARTICLE XI REVIEWS

An ad hoc committee shall review this document at least every five years.

ARTICLE XII
ORDER OF PRECEDENCE

Should any conflict or discrepancy arise between the Constitution and Bylaws or Standard Operating Procedures, the Constitution takes precedence.

This Constitution and Bylaws supersedes all previous Constitutions and Bylaws.

Final Approval in Business Meeting: April 19, 2023.

Constitution, Bylaws, Policies and Procedures Ad Hoc Committee Members:

Tracy Cobb, Chairperson

Tammy Abshier

Steve Boyd

Sandy Burris

Shirley Cockrell

David Ray

Harold Seago

Glossary of Terms

Active Church Member- one who regularly attends the worship services, attends Bible or Sunday School Classes, gives tithes and/or offerings, and actively participates in the life of the church community. This includes members who were active but are now in convalescent care or administering convalescent care to a loved one.

Inactive Church Member- one who does not attend the worship services, does not give tithes and/or offerings, and does not actively participate in the life of the church community. This does not include members who were active but are now in convalescent care or administering convalescent care to a loved one.