



# FIRST BAPTIST

CHURCH BOERNE EST.1898

STRUCTURE DOCUMENT

NOVEMBER 2022



The purpose of this Structure Document is to provide First Baptist Church Boerne, with an effective and orderly decision-making structure to accomplish the mission of the church.

***First Baptist Church Boerne is a multi-generational church family that highly values growth groups and living our lives on mission for Jesus Christ.***

This document states the vision, process, and setting that make up the mission of FBC Boerne, and articulates the statement of faith and doctrines that we believe as a body of believers under the leadership of the Lord Jesus Christ. It discusses the importance of unity within the body. The balance of the document then describes the purpose, responsibilities and basic policies related to the major elements of the church organization including the Church Council, Business Council, Human Resources Council, and Deacons. The organization of Committees and Ministry Teams that carry out various aspects of the vision is defined and described.



# TABLE OF CONTENTS

1. STRUCTURE DOCUMENT OVERVIEW.....	1
2. CHRISTIAN UNITY.....	4
3. LIFESTYLE COVENANT.....	6
4. CHURCH COUNCIL.....	7
5. BUSINESS COUNCIL.....	10
6. HUMAN RESOURCES COUNCIL.....	13
7. DEACONS.....	15
8. NOMINATING COMMITTEE.....	18
9. TRUSTEES.....	19
10. MODERATOR.....	20
11. COMMITTEES & MINISTRY TEAMS.....	21
12. SENIOR PASTOR SEARCH TEAM.....	22
13. CHURCH MEMBERSHIP.....	23
14. CHURCH BUSINESS MEETINGS.....	24
15. DECISIONS REQUIRING AFFIRMATION OF CHURCH MEMBERSHIP.....	25
16. COUNCIL, DEACON, COMMITTEE & MINISTRY TEAM MEETINGS.....	26
17. DISCIPLINE.....	26
18. CHURCH YEAR.....	26



## 1. STRUCTURE DOCUMENT OVERVIEW

The purpose of this document is to provide First Baptist Church Boerne with an effective and orderly decision-making structure to accomplish its mission. The document shall be posted on the church website and be made available to all church members. A printed version will also be available to church member family units desiring a copy.

The mission of First Baptist Church Boerne is to be a multi-generational church family that highly values growth groups and living our lives on mission for Jesus Christ. The church ascribes to the Statement of Faith adopted by the Southern Baptist Convention on June 14, 2000 (with minor modifications). This can be found on the church website and printed copies are also available to church members family units upon request.

This structure provides for a dynamic leadership being shared in cooperative partnerships between the laity and ordained clergy of the church. In this manner, the church can take full advantage of all the leadership and spiritual gifts which God has provided it.

This is a congregational church. In that respect, each member is equally responsible for the welfare of the church and has an equal voice in matters brought before the church. Each member of the church should be provided the maximum freedom and encouragement in developing his/her personal relationship with Jesus Christ. The appropriate perspective of each church leader is as a servant for the benefit of the overall congregation. Accordingly, the responsibility and authority of leaders are limited to that which has been expressly assigned by the congregation in this document or by other specific action.

The Senior Pastor provides spiritual leadership to FBC. He and his staff of ordained ministers comprise an Ordained Leadership Group that develops and plans the church's spiritual vision and direction. As God's under shepherd at FBC, the Senior Pastor is an ex officio member of every council and committee formed to carry out the mission of the church and may attend meetings and participate in activities as he deems appropriate.

This document describes the purpose, responsibilities and basic policies related to the major elements of the church organization including the Church Council, Business Council, Human Resources Council, and Deacons. The chart on page 3 shows these major organizational elements with their membership and key functions. Likewise, it is expected that as committees and ministry teams are formed, their purpose, responsibilities and policies will be clearly articulated. In this manner, this structure will empower effective decisions at the lowest possible level in the church's organization. To ensure continuity from year to year, each standing council and committee is expected to create and maintain



an operations manual that describes the responsibilities of the respective council, how decisions are made within the group, and documentation of the key decisions of the council. The council responsible for a short-term, special purpose or ad hoc committee will determine whether an operations manual for that committee would be necessary.

For the purposes of this document, the term “structural policies” means the specific policies and procedures described in this document. The term “operating policies” refers to operating ground rules for the day-to-day activities of the church. This document is not intended to be a detailed operating policy document but rather one which describes an organization which will determine effective operating policies. The few structural policies stated are designed to provide an effective structure which will encourage a dynamic leadership, made up of spiritually mature believers, to develop operating policies to match the situation as it changes.

Communication is the lifeblood of this organizational structure. It is absolutely necessary that communication and consultation exist between all the members of the structure. No member of the structure can be effective if that member is isolated from the others for any reason. Likewise, each component of the structure should seek every opportunity to communicate with the congregation.

As servants of the congregation, leaders should encourage and respond to input from the church membership. Church members should be provided access to all elements of the decision-making structure described in this document to express their input, opinions, concerns, and ideas. All significant decisions should involve input from the congregation and the decisions themselves should be reported to the congregation.

Annually, the Church Council shall determine that ongoing church operations are compliant and consistent with the agreed upon procedures in the structure document. If a structure document revision is required, the Church Council shall appoint a temporary committee representative of the diversity of the church body to determine and recommend such revisions. The committee will strive to include at least one member who has knowledge of the structure document’s history and purpose. While it is desirable that this member be one of the original structure document authors, this may not be feasible and is not required. Revisions will be approved first by the Church Council and then by the entire church body in a called business meeting.



# MEMBERS OF FIRST BAPTIST CHURCH BOERNE

## SENIOR PASTOR

### CHURCH COUNCIL

Senior Pastor  
One Staff Member  
Five Lay Members  
-----

Planning & Execution of the  
Church's Spiritual Vision & Direction

Senior Pastor Appraisal Process

### ORDAINED LEADERSHIP

Senior Pastor  
All Ordained Staff Members  
-----  
Spiritual Vision & Direction

### BUSINESS COUNCIL

One Staff Member  
Five Lay Members  
-----

Secular Business Matters  
Administration  
Finance  
Legal  
Insurance  
Property Acquisition  
Building Maintenance

### HUMAN RESOURCES COUNCIL

One Staff Member  
Five Lay Members  
-----

Human Resources Assistance  
Employment Practices  
Position Descriptions  
Evaluation System  
Hiring Facilitation  
Salary & Benefits Reviews  
Personnel Budget  
Termination Assistance

### DEACONS

Elected from Male Church Members  
Deacon Body Size is Not Specified  
-----

Peacemakers  
Service Ministries:  
Widows/Widowers  
Benevolence  
Discipline  
Serve Lord's Supper  
Recommend Pastoral Search  
Committee  
Recommend Nominating Committee  
Restoration or Cancellation of Inactive  
Members



## 2. CHRISTIAN UNITY

In John 17:21, Christ prayed for all believers *“that all of them may be one, Father, just as you are in me and I am in you. May they also be in us so that the world may believe that you have sent me.”*<sup>5</sup> The members of First Baptist Church Boerne believe that unity is a part of God’s will for the body of Christ. Each member of this body is responsible for maintaining this atmosphere of unity. God grants unity as all members of this body focus on Christ, as we yield to His lordship, and serve together under His power.

### A. IMPORTANCE

We believe that Christ is the head of the church (Ephesians 1:22-23) and that Christ lives in each believer. This commonality of faith gives us hope of unity no matter how we may differ. We strive for unity, but not uniformity. We believe that a diversity of perspectives that fall within the foundational beliefs described in the scripturally based Statement of Faith and Message strengthens the fabric of the church and helps us to know Christ’s divine will more fully through each other. We choose to follow the directions found in Ephesians 4:32 and *“be kind to one another, be understanding, as willing to forgive others as God for Christ’s sake has forgiven [us]”* (Phillips).

### B. DECISION MAKING THROUGH CONSENSUS TO REACH ONENESS & UNITY

In John 13:35 Christ tells us, *“By this all men will know that you are my disciples, if you love one another.”* To assist us in showing this love, it is intended that consensus be the basis for all decisions made within the structure described. Consensus means individual “general agreement or accord” with the overall group. Consensus is not a majority vote but leads toward unity of purpose and action. To reach oneness and unity in all decisions through consensus based upon Philippians 2:1-11, each member of a decision-making body prayerfully seeks God’s wisdom through God’s Word, prayer, and the power of the Holy Spirit to move forward, pursue action, or not.

The process of reaching consensus involves prayerfully seeking through God’s Word His wisdom and leadership (James 1:5, 3:17-18, and 4:15). Consensus requires perseverance but provides a powerful opportunity for the Holy Spirit to speak through a group as it comes into agreement. Consensus is critical to the integrity of the structure described in this document. Council, Deacon, Committee or Ministry Team decisions will solely be made on the basis of consensus and will never be based on majority and minority positions.

Each member of a council, committee or ministry team of the church is responsible for participating in the process of consensus, seeking through prayer and God’s Word His



wisdom regarding the issue and resolution at hand. Should some have questions during this process, it is their responsibility to voice those questions as the process moves forward under God's leadership.

Each member of a decision-making body agrees he/she will not hold up a decision to proceed unless it is the Lord's leading. Through the process of consensus, a decision will be deferred if one member disagrees based upon the Lord's leading. To reach consensus, the chairperson/moderator will take appropriate steps, such as entering a season of prayer, presenting appropriate information, facilitating discussion, and/or consulting with others. This process will continue until consensus is reached either to move forward or not to pursue action. For significant issues requiring a timely decision in which consensus is not being reached, the Church Council will be informed, and the process will continue.

### **C. CONFLICT RESOLUTION**

In seeking unity within the church, conflicts may arise because we as believers have not already achieved the goal of being Christ-like. Conflicts are to be resolved at the lowest appropriate level in the body of Christ – that is at the personal level (Matthew 5:23-24). Conflicts within a ministry will be first addressed by the responsible ministerial staff member and then, if necessary, the Senior Pastor. The Church Council will address conflicts if the normal organizational structure is not effective in resolving a particular conflict. If necessary, the Church Council may initiate the involvement of the Deacon body.

---

*5 All Scripture quotes in this document are from The Holy Bible, New International Version®, © 1973, 1978, 1984 by the International Bible Society, unless otherwise indicated.*





### 3. LIFESTYLE COVENANT

The leadership of First Baptist Church Boerne shall be asked to live by this lifestyle covenant as a condition of serving as a leader. The membership of the church shall be encouraged to seriously consider living by this covenant.

"I covenant with God and those who join with me to be accountable in the following areas of my life:

- I will take time for personal devotions on a regular basis to get alone with God for the purpose of developing my relationship with the Father, seeking spiritual guidance and maturity in my faith.
- I will be an active member of the church and its various activities.
- I will avoid allowing resentments and animosity to separate me from other members of the congregation.
- I will serve with the gifts God has given me by regularly sharing generously with the church and the community my time, talent, and resources.
- I will financially support the church on a regular basis, giving unselfishly and generously.
- I will maintain a sexually and morally pure lifestyle.
- I will seek to live my personal, home and business life in a manner consistent with the example of Jesus Christ and as a Christian maturing in His likeness.
- I will give the vision of the church and the needs of the congregation a priority over my individual needs and opinions when they differ. I will persevere as those differences occur.

I invite those who have voluntarily entered this covenant with me to confront me if any of these areas of my life appear to be compromised."



## 4. CHURCH COUNCIL

### A. PURPOSE

The Church Council, under the guidance of the Senior Pastor, will provide for the planning and execution of FBC's spiritual vision and direction. Through prayer and sensitivity to the Holy Spirit, it is charged with keeping the church on course to achieve its mission. The Senior Pastor and his ordained staff comprise an Ordained Leadership Group that provides spiritual vision and direction for the church.

### B. RESPONSIBILITIES

The Church Council is responsible for operating policy decisions related to the overall allocation of the church's financial, physical, and human resources to ensure that they are employed most effectively to meet ministry and program needs.

The Church Council will provide advice and counsel to the Senior Pastor concerning his effective use of the church's decision making and implementation structure.

The Church Council will ensure that the congregation is openly communicated with concerning the church's activities and ministries.

The Church Council will ensure that conflicts are resolved at the lowest appropriate level in the organizational structure. It will initiate Deacon involvement if the normal organizational structure is not effective in resolving a particular conflict.

The Church Council will set and publish the date and time of regular and special business meetings. They will also establish and publish the agenda for business meetings and appoint a moderator to conduct these meetings.

The Church Council will ensure that a spirit of teamwork and cooperation exists between the Business Council, Human Resources Council, Deacons, staff, and itself. In this respect, it will strive to surface and resolve any conflict among these groups.

The Church Council will initiate and respond to operating policy recommendations as it carries out its responsibilities. As issues arise, the Church Council should assign responsibility for operating policy recommendations to the appropriate organizational element (Business Council, Human Resources Council, Deacons, or Executive Director). Likewise, these groups must submit the operating policies which they originate to the Church Council for its approval. It has the authority on behalf of the church to enact and



amend operating policies, except those which are specifically provided for in this document. (This information is already addressed in *1. Structure Document Overview*.)

The Senior Pastor's job performance will be evaluated annually using the Senior Pastor Appraisal Process. The Church Council is the owner of the Senior Pastor Appraisal Process. A Senior Pastor Appraisal Team will be formed annually to perform the Appraisal. If any modification to the Senior Pastor Appraisal Process is deemed necessary, the Church Council shall appoint an ad hoc committee, which shall include the Deacon Chairman and Vice Chairman, to develop the necessary modifications. The newly modified process must be approved by the Church Council.

The Church Council will remind each leadership body to conduct Leadership Orientation and Training each calendar year at an appropriate time. All actively serving leaders are expected to attend. Leadership bodies include Councils, Deacons, Committees and Ministry Teams (standing and ad hoc), Discipleship Ministry Teachers and Leaders (Adult, Children and Youth). While some content leadership and orientation training are distinct for each leadership team, the Church Council will supply materials needed by every church leader.

### **C. MEMBERSHIP MAKEUP & APPOINTMENT**

The Church Council shall be composed of seven members consisting of both men and women. Members will consist of the Senior Pastor, a staff member, and five lay members. at least one of which will be a Deacon, provided that the Deacon has the skills and experience appropriate to the responsibilities of this Council.

The staff member will be designated by the Senior Pastor, and the five lay members will be recruited by the Nominating Committee. These appointments will be approved by a vote of affirmation of the congregation.

The Senior Pastor will serve as chairman of the Church Council.

In the absence of the Senior Pastor, the Church Council staff member will become acting chairman of the Church Council. During a long-term absence of the Senior Pastor or when the position is vacant, the Church Council will provide corporate governance, augmented by the chairperson of the Business Council, chairperson of the Human Resources Council, and the chairman of the Deacons. The Interim Senior Pastor, approved by the church family, may serve in an advisory capacity to the Church Council depending on the contractual agreement the church makes with him. The Church Council staff person and one of the five original lay members will co-chair the expanded Church Council.



## **D. TERM OF SERVICE**

All lay members of the Church Council will serve a three year term and may not be re-appointed until one year has passed since the expiration of their previous term of service. To ensure continuity, terms of lay members will be staggered.

If a lay member's term is not completed, a replacement will be appointed by the Nominating Committee to serve the remainder of the term, subject to a vote of affirmation of the congregation.

## **E. QUALIFICATIONS**

Members of the Church Council will be members of FBC. They will

- be individuals who possess spiritual gifts and professional skills in areas appropriate to the responsibilities of the Church Council,
- be well known in the church,
- be spiritually mature,
- have demonstrated leadership ability,
- be willing to make decisions based on consensus,
- be willing to attend meetings regularly, and
- be willing to commit to the Lifestyle Covenant.

The parties responsible for appointments to the Church Council should consult among themselves in an attempt to balance the membership to include individuals who are motivated in the following areas of spiritual leadership:

- Establishing new ministries
- Hearing and articulating God's Word
- Ministering to spiritual, emotional, and physical needs of the church
- Equipping God's people for discipleship
- Spreading the Gospel



## 5. BUSINESS COUNCIL

### A. PURPOSE

The Business Council will administer the secular business affairs of FBC. It has a service responsibility and will seek opportunities to serve the church by taking on the burden of administrative duties so that staff and other lay leaders can be free to be as effective as possible. Its areas of responsibility include finance, legal, insurance, property acquisition, and maintenance functions. The Business Council will ensure that church business is handled efficiently and effectively and that the church has integrity in its business dealings with its members, employees, and the community at large.

### B. RESPONSIBILITIES

The Business Council will design the appropriate committee structure to carry out the responsibility for operating functions such as budget and finance and any others deemed necessary. It will inform the Nominating Committee concerning this committee structure so that necessary personnel may be recruited. It will also describe the spiritual gifts, education, and experience desired for respective committee members in order to provide clarity to the selection process.

The Business Council will develop clear descriptions of the responsibility and decision-making authority for each committee. It will also communicate the overall plan and operating policies established by the Church Council to each committee so that committee members will have a comprehensive perspective. It will describe the reports and feedback desired from the respective committees.

The Business Council will develop and implement strategies to effectively communicate its significant decisions with all constituencies and members of the church. It will also solicit input and feedback from the church concerning its areas of responsibility.

The Business Council will appoint the appropriate officers necessary to carry out its responsibilities, including Trustees. A member of the Business Council or Church Council will not be eligible to serve as one of these officers. These appointments will be approved by the Church Council.

The Business Council will ensure that membership records are kept which reflect dates of professions of faith, baptism, transfer of membership in or out, and cancellation of membership due to inactivity. The Business Council will also have the responsibility to furnish the Deacons with a list of inactive members generated through the resources of the church as requested.



The Business Council will establish and amend the operating policies through which it carries out its responsibilities, subject to the approval of the Church Council. These policies and procedures will include budget development to include establishing and maintaining an Operating Reserve, funds allocation and monitoring of expenditures, and development, prioritization, vetting and obtaining church membership affirmation for off-budget expenditures such as Capital Maintenance Projects in accordance with Section 15.



### **C. MEMBERSHIP MAKEUP & APPOINTMENT**

The Business Council shall be composed of six members consisting of both men and women. Members will include a staff person and five lay persons. At least one of which will be a Deacon, provided that the Deacon has the skills and experience appropriate to the responsibilities of this Council. The staff person will be designated by the Senior Pastor. All lay persons will be recruited by the Nominating Committee and approved by the Business Council and a vote of affirmation of the congregation.

The Church Council will annually designate the chairperson and the vice chairperson from among the lay members of the Business Council.

### **D. TERM OF SERVICE**

All lay members of the Business Council will serve a three-year term. A member cannot be re-appointed until one year has passed since the expiration of their previous term of service. To ensure continuity, terms of lay members will be staggered.

If a lay member's term is not completed, a replacement will be appointed by the Nominating Committee to serve the remainder of the term, subject to a vote of affirmation of the congregation.

### **E. QUALIFICATIONS**

Members of the Business Council will be members of FBC. They will

- be individuals who possess spiritual gifts and professional skills in areas appropriate to the responsibilities of the Business Council
- be well known in the church,
- be spiritually mature,
- have demonstrated leadership ability,
- be willing to make decisions based on consensus,
- be willing to attend meetings regularly, and
- be willing to commit to the Lifestyle Covenant.



## 6. HUMAN RESOURCES COUNCIL

### A. PURPOSE

The Human Resources Council provides human resource assistance for the employees of FBC Boerne.

The Human Resources Council will ensure that policies, procedures, and processes are in place to support all FBC employees, and will also ensure compliance with all applicable local, state, and federal laws/practices regarding personnel administration.

### B. RESPONSIBILITIES

The Human Resources Council will serve as the human resource oversight body and advocacy group for the church staff. They will ensure that best employment practices are in place and update these practices in the Employee Handbook when appropriate. They will ensure that each staff position has a current position description, and that a comprehensive and fair annual job performance evaluation system is in place.

The Human Resources Council will study staff needs in conjunction with the Senior Pastor and recommend staffing revisions when justified. Staffing revisions that will alter the current organizational structure are subject to the approval of the Church Council.

The Human Resources Council will facilitate the hiring process of ministerial staff, including the recommendation of a proposed search process and search team for final approval by the church council. The Human Resources Council will also assist in the termination process of an employee as outlined in the Employee Handbook and other Hiring/Termination Procedures.

The Human Resources Council will periodically review salary ranges and benefits for the staff. Any changes to the current salary ranges or benefits require Church Council approval. The Human Resources Council will propose a total personnel budget to the Church Council. Individual salary information will be maintained as confidential within the Human Resources Council. The Human Resources Council will annually provide the Church Council with a salary demographic report indicating by employee their salary range with recommended changes.

The Human Resources Council will establish and amend the operating policies through which it carries out its responsibilities, subject to the approval of the Church Council.





### **C. MEMBERSHIP MAKEUP & APPOINTMENT**

The Human Resources Council shall be composed of six members consisting of both men and women. Members will include a staff person and five lay persons, at least one of which will be a Deacon, provided that the Deacon has the professional skills and experience appropriate to the responsibilities of this Council. Due to the nature of their work, no lay member of the Human Resources Council can be an employee or contractor or be related to an employee or contractor of the Church. The staff person will be the Senior Pastor or his designee. All lay persons will be recruited by the Nominating Committee and all members will be approved by the Human Resources Council and a vote of affirmation of the congregation.

The Church Council will annually designate the chairperson and the vice-chairperson from among the lay members of the Human Resources Council.

### **D. TERM OF SERVICE**

All lay members of the Human Resources Council will serve a three-year term. Lay members cannot be re-appointed until one year has passed since the expiration of their previous term of service. To ensure continuity, terms of lay members will be staggered.

If a lay member's term is not completed, a replacement will be appointed by the Nominating Committee to serve the remainder of the term, subject to a vote of affirmation of the congregation.

### **E. QUALIFICATIONS**

Members of the Human Resources Council will be members of FBC. They will

- be individuals who possess spiritual gifts and professional skills in areas appropriate to the responsibilities of the Human Resources Council,
- be well known in the church,
- be spiritually mature,
- have demonstrated leadership ability,
- be willing to make decisions based on consensus,
- be willing to attend meetings regularly, and
- be willing to commit to the Lifestyle Covenant



## 7. DEACONS

### A. PURPOSE

The Deacons, under the direction of the Senior Pastor and the Church Council, will preserve and protect the spiritual integrity of FBC and its leadership. Their responsibilities include care for church members, peacemaking, and discipline. Deacons will be model servants for the congregation.

### B. RESPONSIBILITIES

The basic Deacon responsibility is one of servanthood rather than a position of authority or esteem. Deacons should always be open to ways to serve both the church congregation and its leadership.

Deacons are peacemakers as described in Ephesians 4:3: *"Make every effort to keep the unity of the Spirit through the bond of peace"* and should always seek to keep unity in the congregation. They should be both sensitive to the needs of the congregation and assertive in protecting the church. When issues of conflict arise that are not resolvable within the normal organizational structure of the Church, the Church Council will initiate Deacon involvement to settle the dispute. The Church Council will also call upon the Deacons if there is conflict involving the church and any group or individual in the community at large.

The Deacons serve as an extension of the pastoral staff, providing care to individual and family members of the church.

The Deacons serve as the liaison between members of the congregation and church leaders (both laity and clergy), assuring that lines of communication are always open.

Ministry to church widows and widowers is a particular service responsibility of the Deacons. Widows and widowers will be assigned to an individual Deacon who will be responsible to monitor their situation and ensure that their needs are ministered to.

Church benevolence funds will be administered by the Deacons, subject to review by the Executive Director and the Business Council. Church staff and members should bring benevolence needs to a Deacon's attention.

The Deacons are responsible for church discipline as described in Section 17 (Discipline).

Deacons will serve the Lord's Supper and may be assisted by other members.



The Deacons, under direction of the Church Council and in collaboration with ordained staff leadership, will be responsible for recommending a Senior Pastor Search Team for affirmation by the congregation as described in Section 12.

The Deacons, under direction of the Senior Pastor and Church Council, will be responsible to form the Nominating Committee described in Section 8 (Nominating Committee) and designate its chairman.

The Deacons, under guidance of pastoral staff, will facilitate the affirmation and cancellation of membership, as described in Section 13, Membership.

The Deacon Body will establish and amend the operating policies through which it carries out its responsibilities, subject to the approval of the Senior Pastor and the Church Council.

## C. QUALIFICATIONS

Deacon candidates will be qualified based upon the criteria set forth in I Timothy 3:8-12:

- v.8 “Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain.”
- v.9 “They must keep hold of the deep truths of the faith with a clear conscience.”
- v.10 “They must first be tested; and then if there is nothing against them, let them serve as deacons.”
- v.11 “In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything.”
- v.12 “A deacon must be the husband of but one wife and must manage his children and his household well.”

The phrase “...the husband of but one wife...” in verse 12 is interpreted such that an otherwise qualified candidate would not be disqualified because of divorce or the death of his wife or remarriage following one of those events. Prospective Deacons will be:

- a male member of FBC,
- should be well known in the church,



- spiritually mature,
- willing to participate regularly in meetings,
- willing to make decisions based on consensus, and
- willing to commit to the Lifestyle Covenant.

#### **D. SELECTION PROCESS**

Upon the initiation of the Church Council or the Deacon body itself, the current active Deacons, with the advice of the Senior Pastor, will develop a list of men to be considered to serve as Deacon.

Further details regarding the process for Deacon nomination, selection, and ordination is described in the Deacon Operations Manual.

#### **E. TERM OF SERVICE**

Deacons will commit to serve on an annual basis when they indicate to the Deacon Chairman their desire to serve for the next year. Further details regarding the terms of service are described in the Deacon Operations Manual.

#### **F. SIZE OF DEACON BODY**

There will be no size limitation to the Deacon body.

#### **G. DEACON OFFICERS**

The Deacons will annually select a chairman and a vice chairman from among themselves who will organize and lead them to accomplish their responsibilities.



## 8. NOMINATING COMMITTEE

Spiritually mature leadership is essential to the proper function of FBC's ministry and operations. The Nominating Committee will be responsible to screen and recruit the chairperson for the various committees and ministry teams.

The Nominating Committee will be responsible to screen and recruit the members to fill vacancies on the Church, Business, and Human Resources councils per the guidance provided in respective sections on each council found in this Structure Document.

Additionally, the Nominating Committee will assist ministry staff and councils with identifying members to serve on committees and ministry teams. Such appointments are subject to a vetting process and a background check conducted by the church staff. Committee and Ministry Team job descriptions, the criteria for selecting committee members (including secular abilities and spiritual gifts), and the deadline for selection will be furnished by the various Councils and ministry staff in accordance with their respective committee and ministry team structures. The vetting process standards are recorded in the Nominating Committee's Operating Manual.

The Nominating Committee is composed of seven members, both men and women, with at least one but not more than three Deacons. Members will be diverse with the goal of representing a cross-section of the church membership. The Deacons, under direction of the Senior Pastor and Church Council, will search and recruit members of the Nominating Committee. The Deacons will also appoint its chairperson and vice-chairperson, only one of which can be a Deacon. These individuals will

- be members of FBC,
- be well known in the church,
- be familiar with the broad church membership,
- be spiritually mature, and
- be committed to the Lifestyle Covenant.

The term of service on the Nominating Committee will be three years. To ensure continuity, terms of service will be staggered.

The Nominating Committee shall solicit input from the congregation and staff as it carries out its responsibilities.



## 9. TRUSTEES

### A. RESPONSIBILITY

The trustees will execute legal documents on behalf of FBC. They will be furnished with documentation which provides evidence that such action has been properly approved and is consistent with the structural policies stated in this document.

### B. APPOINTMENT

Three trustees will be appointed by the Business Council, subject to the approval of the Church Council. When a trustee is no longer able to fulfill his responsibilities, the Business Council will appoint a new trustee to finish the trustee's term subject to approval by the Church Council.

### C. TERM OF SERVICE

The trustees will serve a one-year term, reviewed annually, and may serve successive terms.

### D. QUALIFICATIONS

The trustees will be members of FBC and will be individuals with reputations of integrity who are willing to commit to the Lifestyle Covenant.



## **10. MODERATOR**

### **A. RESPONSIBILITY**

The moderator will lead the business meetings of FBC.

### **B. APPOINTMENT**

The moderator will be appointed by the Church Council. The Church Council will appoint an alternate to function as a stand-in in the event the need should arise.

### **C. TERM OF SERVICE**

The moderator (and alternate) will serve a one-year term of service, reviewed annually, and may serve successive terms.

### **D. QUALIFICATIONS**

The moderator and alternate will be church members who are knowledgeable of Robert's Rules of Order, knowledgeable of this document, and willing to commit to the Lifestyle Covenant.



## 11. COMMITTEES & MINISTRY TEAMS

Committees and Teams are formed to serve to accomplish the vision of a Council or Staff Minister. The Council or Minister will name and assign the scope and responsibilities for Committees and Ministry Teams.

**Committees** have a more formal structure which can include recurring meetings, chairpersons, term limits, and position descriptions for identifying individuals that fit specific needed roles. As such:

- Positions and qualifications for committee members should be developed for each committee by the ministry staff or council. The Nominating Committee will assist with the identification of individuals that meet the qualifications needed on these committees.
- Selection of the committee chairperson, co-chair, and members should reflect the agenda and scope of the committee / team.
- The term of service for committee members generally should be consistent with that of councils: three years on a committee and not eligible for reconsideration until one year has passed since the expiration of their previous term of service. There may be exceptions in situations and seasons where longevity of service may be less limited; this will result from consultation of the ministry staff or council with the chair of the Nominating Committee.
- Ministry staff can delegate budget expenditure responsibility to committees, but will retain responsibility for budget oversight, including budget development, approval of unplanned expenses, oversight of designated accounts, and management of budget category overspend.

**Teams** are organized as needed by the ministry staff or council, generally to accomplish a specific objective; as such, the rhythms of meetings, tenure of participants, and structure will reflect the purpose and timeline outlined by the ministry staff or council. Members will be selected by ministry staff or council appropriate to the specific objective requiring formation of a ministry team.

General qualifications for members of committees and ministry teams include active membership in FBC, demonstrated leadership ability, willingness to make decisions based on consensus, and commitment to the FBC Lifestyle Covenant.





## 12. SENIOR PASTOR SEARCH TEAM

### A. RESPONSIBILITIES

The Senior Pastor Search Team will be responsible to screen candidates for Senior Pastor of FBC in accordance with Scriptures such as 1 Timothy 3:1-7 and Titus 1:5-9 and select the man that they believe God is calling to serve in this position. Once a candidate has been selected, this team will expose that individual to the broadest possible representation of church leadership and membership to build consensus among the congregation. The team will be the liaison between the candidate and the church in all respects, working out the details of the hiring and transition of leadership. The chairman of the team will formally present the candidate to the congregation when the vote of affirmation occurs.

### B. MEMBERSHIP MAKEUP AND APPOINTMENT

The Senior Pastor Search Team shall be composed of seven members who are members of FBC, consisting of both men and women and diverse with the goal of representing a cross-section of the church membership. Candidate members of the team shall be recruited and recommended by the Deacons under direction of the Church Council and in collaboration with ordained staff leadership, subject to a vote of affirmation by the church membership and will be. Membership will include at least one but not more than three Deacons. The members of the committee will select a chairperson from among themselves.

### C. QUALIFICATIONS

Members of the Senior Pastor Search Team will be well known in the church, spiritually mature, willing to participate regularly in meetings and willing to commit to the Lifestyle Covenant.



## 13. CHURCH MEMBERSHIP

### A. BECOMING A MEMBER

Any person desiring church membership who makes a profession of and has been baptized by immersion is qualified to be considered for FBC membership. It is important that church members be committed to the mission statement of the church and understand the responsibilities of membership. The pastoral staff will submit new members to the Deacon body for confirmation of membership.

### B. RESPONSIBILITIES OF MEMBERSHIP

Church members are responsible to participate in the life and activities of the church by

- Attending worship services regularly,
- Participating in Growth Groups and/or other small groups for regular Bible study or some form of Christian education,
- Giving financially to support church ministries, programs, and activities, and
- Serving the Kingdom of God with their spiritual and natural gifts.

### C. CANCELLATION OF MEMBERSHIP

Church membership may be cancelled for the following reasons: no evidence of participation in church activities, request for transfer of membership, relocation from the area, disciplinary action, or death. The Deacon body will affirm cancellation of membership. Further details regarding the process of membership cancellation are described in the Deacons Operations Manual.



## 14. CHURCH BUSINESS MEETINGS

The purposes of business meetings are:

1. For FBC membership to act on any item requiring its vote of affirmation,
2. To communicate activities, important issues and decisions to the congregation, and
3. To provide a forum for church members to express their ideas, issues, or opinions.

Regular business meetings will be scheduled annually for the purposes of presentation and affirmation of the church budget and appointments to councils. The Church Council will have the discretion to call a special business meeting for a vote of affirmation as issues requiring such decisions arise.

The Church Council will be responsible for establishing and publishing the agenda for a business meeting.

The Church Council will use the appropriate church communications resources to formally announce church Business Meetings. These formal announcements are required to be made two weeks in advance, no less than two times, providing the meeting date, time, location, and agenda.

The Moderator (described in Section 10) will call to order and conduct the business meeting. Votes will normally be taken by voice. A written secret ballot will be used at the discretion of the Church Council or moderator. Only church members in attendance are eligible to vote.

A membership quorum consists of those in attendance at the business meeting.



## 15. DECISIONS REQUIRING AFFIRMATION OF CHURCH MEMBERSHIP

The following decisions require an affirmative vote of 80% of church members in attendance at a properly called business meeting:

- Senior Pastor Search Committee selection (Section 12)
- Hiring the Senior Pastor
- Hiring ordained clergy
- Disciplinary action (Section 17) – subject to potential revisions of Section 17 and/or Deacon Operations Manual
- Annual budget
- Changes in the annual budget over 10% in aggregate
- Individual capital expenditures exceeding 3% of the annual budget
- Asset dispositions exceeding 1% of the annual budget
- Debt to be incurred exceeding 1% of the annual budget
- Church Council selection (Section 4)
- Business Council selection (Section 5)
- Human Resources Council selection (Section 6)
- Deacon selection (Section 7)
- Changes to the structural policies stated in this document (Section 1)



## 16. COUNCIL, DEACON, COMMITTEE & MINISTRY TEAM MEETINGS

The Church Council, Business Council, Human Resources Council, Deacons and their respective committees and ministry teams will meet regularly. Each council will keep minutes, recording significant discussions, recommendations, and decisions. The original of the minutes will be kept in a secure location by the Executive Director. The church office staff will be kept informed concerning the dates, times, and location of these meetings. All significant decisions made at these meetings will be communicated to the congregation in the most appropriate manner.

If a member of FBC would like to have input to express an opinion or share an idea, that member should contact their assigned deacon or the appropriate ministry leader. Then, if desired by the member and deemed appropriate, the ministry leader may seek to add the item to the agenda of the appropriate committee or council. In such instances, the respective committee or council is obligated to consider the member's input and give the member timely feedback concerning the action taken.

## 17. DISCIPLINE

Discipline is one of the most sensitive responsibilities in the church. Church member (non-employee) discipline is assigned to the Deacons. In this respect, the purpose of discipline is to protect FBC in the areas of (1) moral integrity of leadership or (2) divisiveness within the church. Concerning moral issues, the Lifestyle Covenant serves as the standard. The Church Council is responsible for initiating Deacon involvement. If the subject of discipline is a member of the Church Council, the Deacons may initiate action on their own. Deacon intervention is appropriate only if one of the two areas cited above is involved.

The objective of discipline is always twofold: (1) protecting the spiritual integrity of the church; and (2) restoration of the individual. This responsibility should be undertaken cautiously and prayerfully, yet decisively and boldly, following scriptures such as Matthew 18:15-17. All action should be in accordance with the Deacon Operations Manual and be based upon prayerful consensus of active Deacons and consultation with the Church Council. If a discipline issue involves a staff member, it should be referred to the Human Resources Council for disposition.

## 18. CHURCH YEAR

The church year will be the calendar year for the purposes of this document, January 1 to December 31. The calendar year will be used for all administrative and ministry calendars and actions of the church, including membership terms of service and all budgetary and financial accounting purposes and processes.

