

BY-LAWS AND DOCTRINAL STATEMENT
FIRST BAPTIST CHURCH OF WEST HOLLYWOOD

ARTICLE I

We, the members of the First Baptist Church of West Hollywood, Florida, do ordain and establish the following Articles of Faith and By-Laws to which we voluntarily submit ourselves.

NAME

This organization shall be called
the FIRST BAPTIST CHURCH
of WEST HOLLYWOOD, FLORIDA
(city) (state)

ARTICLES OF FAITH
(Attached elsewhere here)

ARTICLE II

Church Covenant
(Attached elsewhere)

ARTICLE III

Character of Government

SECTION 1 - POLICY

This church shall be informal in ritual and the government is vested in the body of believers of which the church is composed. It is subject to the control of no other ecclesiastical body, and no denominational or associational representatives shall ever sit in judgment or council over its affairs. It shall never become a member of the Federal Council, National Council or World Council of Churches, or any of its affiliated agencies. If an attempt should be made to do this, any five members, in good standing, can prevent it.

SECTION 2 - DOCTRINE

It receives the Scriptures as its authority in all matters of faith and practice.

SECTION 3 - SUPPORT

The budget of the church shall be raised primarily by voluntary, free-will tithes and offerings of God's people.

SECTION 4 - CHANGE OF BY-LAWS

The church may make any amendment in the By-Laws which seem necessary; but such amendments must be submitted to the members by the leadership of the church in a called business meeting and can be adopted by a simple majority of the membership present.

SECTION 5 - MISSIONS

Mission fields and missionaries supported by this church shall be recommended by the Pastor and confirmed by a vote of confidence expressed by the membership present. Missionaries will not be terminated except for resignation, retirement, preaching doctrinal errors, or lack of sufficient funds.

ARTICLE IV

SECTION 1

Membership in this church may be acquired in the following manner:

A) BAPTISM

Any person professing faith in the Lord Jesus Christ, and giving

evidence of a change of heart, may by vote of the church, baptism by immersion, and the extending of the hand of fellowship, be received into the membership.

B) LETTER

Any person to whom the ordinance of baptism by immersion has been administered, may be received from other churches of like faith and order, by letter upon vote of the church, and extending the hand of fellowship.

C) EXPERIENCE

Any person to whom the ordinance of baptism by immersion of the like faith has been administered, may be received upon the statement of his or her experience and faith in Christ, upon vote of the Church and extending the hand of fellowship.

D) RESTORATION

Any person whose membership has been terminated may be restored upon vote of the church, and extending the hand of fellowship if for any offense, upon evidence of his repentance and reformation.

SECTION 2

Membership to this church, various societies, and other organized bodies of the church, is not determined on the basis of race, color, or nationality.

ARTICLE V

Officers of the Church

SECTION 1

The officers of this church shall consist of a pastor, of at least three deacons, of at least three trustees (more, if desired), a clerk, a finance committee of at least three (more, if desired), a treasurer, financial secretary, a building committee (as necessary), and a pulpit committee (as occasion arises).

ARTICLE VI

Election of Officers

SECTION 1

The Pastor shall be elected by a 75% majority vote of the members present upon the recommendation of the Pulpit Committee. He shall hold office for an indefinite period. When either the Pastor or the Church wishes to terminate the pastorate, the party desiring such change shall give the other party at least two months' notice by the same procedure as above.

SECTION 2

The Deacons shall be elected at the annual meeting of the church for a term of one year.

SECTION 3

The Trustees shall be elected for a term of one year.

SECTION 4

The Finance Committee shall be elected for a term of one year.

SECTION 5

The Clerk, Financial Secretary, Treasurer, and all other members of the official board shall be elected annually by the church upon recommendation of a Nomination Committee. The Pastor is to act as Chairman of this Nomination Committee, composed of the Chairman of the Board of Deacons, and three other spiritually qualified members of the official church board to be appointed by the Church Board.

SECTION 6

No one person may hold the office of Deacon, Trustee, Finance Committee, simultaneously.

SECTION 7

A Pulpit Committee composed of two deacons, two trustees, and three other spiritually qualified members of the church, shall be elected by the church at the termination of a pastorate, and discharged when another pastor has been chosen.

SECTION 8

Vacancies may be filled at any annual or special business meeting.

SECTION 9

Sunday School Departments, superintendents, teachers, head ushers, organists, pianists, choir director, song leaders shall be appointed by the pastor for indefinite periods and shall fulfill their duties under his direction.

SECTION 10

The Building Committee shall be appointed by the pastor composed of at least three spiritually qualified members of the church with the experience and knowledge in the building trades. The committee will assist the pastor as necessary in all phases of building programs. All major decisions on building programs are to be approved by church board.

SECTION 11

An auditing committee composed of the finance committee, Chairman of the Board of Deacons and the church business manager (if applicable) shall fulfill their duties under the direction of and at the discretion of the pastor.

ARTICLE VII
Duties of Officers

SECTION 1

It shall be the duty of the Pastor to preach regularly at the church, to administer the ordinance of the Gospel (baptism and the Lord's Supper), and to perform the various duties incumbent on his office. He shall be the moderator of the church and preside at its business meetings. He shall be ex-officio member of all the committees and organizations, which includes the privilege of voting. The pastor is responsible and in charge of the Pulpit and various services and supplies of this church.

SECTION 2

It shall be the duty of the Deacons to visit the sick, to prepare and distribute the elements of the Lord's Supper, to help the Pastor in the general supervision of the spiritual work of the church, to assist the Pastor in the performance of his duties. It shall also be the duty of the Deacons to help the Pastor in the oversight of the membership discipline.

SECTION 3

It shall be the duty of the Trustees to have charge and care of all church properties. They shall, in conjunction with the Finance Committee, work out the payment of all church expenditures for carrying on of its general work. No debt involving the property (real estate) shall be incurred by the Trustees or Finance Committee except by vote of the Church.

SECTION 4

It shall be the duty of the Clerk to keep a correct record of the proceedings of the Church, take charge of the records, keep a register of the church membership, and dispatch all letters and correspondence authorized by the church. All records and membership files are to be kept at the church office.

SECTION 5

It shall be the duty of the Treasurer to oversee the collection and distribution of all funds of the church on order of the finance committee and to give a report of the same monthly. The Treasurer shall be assisted in his duties by the church business manager (if applicable) and such other spiritually qualified members of the official church board as may be necessary.

SECTION 6

It shall be the duty of the Sunday School Department Superintendents to have general supervision of their Sunday School Department, to strive for the salvation of all unsaved members of their department and to work under the Pastor with full cooperation of the Sunday School and church activities.

SECTION 7

It shall be the duty of the ushers to be present at least 30 minutes before the opening of each worship service of the church, to see that all persons attending are welcomed, properly seated, and provided with hymn books.

It shall also be their duty to see that the audience is made as comfortable as possible with regard to proper ventilation of the building. It shall further be their duty to wait upon the congregation for their offerings. The Head Usher will apportion the work to the ushers for the regular services of the church.

SECTION 8

It shall be the duty of the auditing committee to audit the financial records at the close of the fiscal year and report their findings at the annual business meeting of the church.

SECTION 9

It shall be the duty of the Pulpit Committee to supply ministers for services between pastorates, and to secure and recommend to the church pastors who are available for the full-time work.

SECTION 10

In order to promote and hold a high spiritual standard of our church, it shall be the duty of all officers and committeemen to attend the spiritual services of the church (including morning worship, evening service, and mid-week prayer service). If any shall fail to attend for reasons other than sickness or providential hinderance, his office shall be considered vacant after one (1) month of such delinquency.

ARTICLE VIII Miscellaneous

SECTION 1

Regular Sunday services (morning and evening) shall be maintained at all times. The ordinances of the baptism and the Lord's Supper shall be administered at the discretion of the Pastor.

SECTION 2

Regular prayer services will be held on one of the week nights, the night to be decided upon by the church.

SECTION 3

The annual business meeting of the church shall be held in January of each year. It shall be the duty of all officers of the Church, and heads of departments to give reports of their transactions at this annual business meeting.

SECTION 4

Special meetings for business may be called at any time by the Pastor.

SECTION 5

No secret business meetings are valid. No business beyond that of routine weekly affairs shall be carried on in the absence of the Pastor.

SECTION 6

One hundred (100) adult members shall constitute a quorum to transact business, except in the matters pertaining to calling a Pastor, or for the mortgaging or selling of church property. Then it will require 200 adult members present at meeting to constitute a quorum. (By an adult is meant a person whether male or female who has passed his 18th birthday.) These members must be in regular-standing with the church.

SECTION 7

Business meetings pertaining to the calling of a pastor or the mortgaging, buying or selling of church property, must be announced seven (7) days prior to the meeting.

SECTION 8

All Funds and properties of disbanded or dissolved organizations or classes of this church and Sunday School shall automatically become the property of the Church or Sunday School to be disbursed as they see fit.

SECTION 9

All newspaper advertising, whether as a paid advertisement or a free news item, must first receive the approval of the Pastor, who is the director of all publicity for this church and its various organizations.