

**Constitution**

**and**

**By-Laws**

**First Baptist Church**

**Of**

**Port Tampa**

**8306 Interbay Blvd**

**Tampa, FL 33616**

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**Constitution and By-Laws**  
**First Baptist Church of Port Tampa**  
**8306 Interbay Blvd.**  
**Tampa, FL 33616**

**CONSTITUTION**

**Preamble**

For the purpose of preserving and making secure the principles of our faith and to the end that this body be governed in an orderly manner. The church will be consistent with the word of GOD, and voluntary affiliation with the Tampa Bay Baptist Association, the Florida Baptist Convention, and the Southern Baptist Convention (SBC). For the purpose of preserving the liberties inherent in each individual member of the church, and to set forth the relationship of this body to other bodies of the same faith. We do declare and establish this Constitution.

**ARTICLE I — Name**

This body shall be known as the First Baptist Church of Port Tampa, 8306 Interbay Blvd, Tampa, Florida, 33616.

**ARTICLE II — Purpose**

The purpose of this body is to do as Christ commanded *“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost Teaching them to observe all things whatsoever I have commanded you”* as stated in Matthew 28:19-20 KJV.

**ARTICLE III — Character**

**SECTION 1. Policy.**

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 Convention churches and churches of like beliefs. The items contained in this constitution and bylaws are not all-inclusive, but are a guide and maybe changed, as the ever-changing role of the church deems necessary.

**SECTION 2. Doctrine.**

This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of the Southern Baptist Convention (SBC) as indicated in the Articles of Faith herewith, “The Baptist Faith and Message” as revised by the SBC, June 14, 2000

**ARTICLE IV — 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 the Son, and the Holy Spirit, we do now, in the presence of God, angels and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality, sustain its worship, ordinances, discipline, and doctrines; the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the Kingdom of our Savior.

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

We moreover engage that if we leave from this church we will, as soon as possible, unite with some other church of like faith and order where we can carry out the spirit of this Covenant and the principles of God's Word.

## **ARTICLE V — Adoption and Amendments**

### **SECTION 1.**

This Constitution and attached By-Laws shall be considered adopted and in immediate effect, providing two-thirds of the active members present approve.

### **SECTION 2.**

Upon 15 days notice, this Constitution and By-Laws may be amended, altered, or repealed by a two-thirds vote of the active members present at any called business meeting of the church. Once approved, changes will take effect immediately.

## **BY - LAWS**

### **ARTICLE I — Membership**

#### **SECTION 1.**

The membership of this church shall be composed of persons who believe in Jesus Christ as Savior, publicly confess him as Lord, baptized (i.e. "immersed") and accepted by majority vote.

#### **SECTION 2.**

Members are expected to be faithful in all the duties essential to the Christian life; to attend regularly the services of the church; to give regularly and systematically to the church and other Kingdom causes; and to share in church organized work.

#### **SECTION 3.**

For a member in good standing of this church, a Transfer of Letter may be granted to any SBC church or church "of like faith and order." When letters are granted, membership in this church will terminate. This action requires an affirmative vote during any business meeting.

#### **SECTION 4.**

When a member of this church joins a church of different faith and order, membership in this church will be terminated. In such case no Transfer of Letter will be granted.

#### **SECTION 5.**

All members are expected to follow these By-Laws, Article I, Section 2. If any member is habitually absent from the regular church activities, or neglects to keep in touch with the church, or whose whereabouts become unknown; then the Deacons will investigate the causes, and attempt to restore, or make recommendations to the church. If all efforts fail, the church may terminate the membership after twelve (12) months.

#### **SECTION 6.**

Any person whose membership has been terminated by church discipline, or Article I, Section 5 of these By-laws, must consult with the deacons and pastor in accordance with Mathew 18:15-20 and show evidence of repentance. The deacons will recommend to the church if membership is to be fully restored.

### **ARTICLE II — Church Officers**

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

The officers of this church shall be a Pastor and pastoral staff to include: deacons, corporation officers, clerk, treasurer, and others as required for the work of the church. All of these shall be members in good standing, recommended by the Nominating Committee, and elected by the church.

#### **SECTION 2. PASTOR:**

A Pastor shall serve at the will of the church. The Pastor is the spiritual leader and general overseer of the congregation. He is the moderator of the church. He shall preside at all meetings of the church except as hereinafter stated. The pastor will be an ex-officio member of all committees.

The pastor shall be granted a vacation of three weeks each year after serving as senior pastor for five years. The pastor shall arrange for his replacement in the pulpit during his vacation time. The church will pay the expense of his replacement. The pastor shall arrange for the pulpit supplying during other absences. The pastor may be granted additional vacation time upon the recommendation of the personnel committee with the approval of the church.

The church shall provide for the pastor to attend denominational meetings, such as Southern Baptist Conventions, and etc. The pastor will be authorized two weeks of personal spiritual growth, i.e.: revivals, conferences, per year. Reimbursement will utilize the accountable reimbursement program.

In case of federal or state military activation, all fringe benefits, i.e.: parsonage, tenure & annuity will continue for the family as they are at the time of leaving.

The pastor may resign or be terminated after due notice of 90 days has been given by pastor or church. The church may elect to provide 90 days pay in lieu thereof. Termination shall require at least three-fourths of the votes cast at a regular or special business meeting, notice of which shall be given by the Chairman of Deacons two (2) Sundays prior to the date action is to be taken. This voting shall be by secret ballot.

In the event of termination and pastor is paid for the 90 days in lieu of serving, the pastor will have 45 days from the date of last service in which to vacate the parsonage.

In the event of the resignation or dismissal of a pastor, the church will call an intentional interim to serve the pulpit for a minimum contract period of six (6) months while the pulpit committee searches for a new pastor. The interim shall not serve longer than eighteen months.

A Pastor Search Committee shall be appointed by the church to seek out a suitable Pastor, and its recommendation will constitute a nomination. The committee shall bring to consideration of the church only one man at a time. His election shall take place at a meeting called for that purpose, of which at least one week's notice shall be given. Elections shall be by secret ballot, an affirmative vote of three fourths of those present being necessary to a choice, unless the pastoral candidate requests a greater majority.

The standards for the ministers (i.e. Senior Pastor, Associate Pastor...) are as stated in scripture from I Timothy chapter 3 verse 1-7, Titus chapter 1 verses 5-9, I Corinthians chapter 7 verses 7-9, and Romans chapter 12 verses 1-2 and not defile themselves as according to scripture in Leviticus chapter 18 and Romans chapter 1 verses 24-32. They also must endorse the Baptist Faith and Message as Revised June 14, 2000. (Appendix A)

**These By-Laws shall be explained to him prior to his acceptance.**

### **SECTION 3. ASSOCIATE PASTOR:**

An Associate Pastor shall serve at the will of the church and the Senior Pastor. The Associate Pastor will perform all duties and responsibilities of the Pastor during his absence and assist the Pastor in his responsibilities and those that are delegated with the supervision of the Pastor.

### **SECTION 4. PAID EMPLOYEES:**

Paid employees shall be approved by the church upon nomination of the church personnel committee. The duties and compensation shall be specified in writing by the committee, subject to the approval by the pastor and the church.

### **Section 5. DEACON FELLOWSHIP**

#### **A. Definitions**

- a. Ordained deacons or deacon - an individual duly ordained by a Southern Baptist Convention church.
- b. Active deacon - an ordained deacon serving this Church for an elected term.

#### **B. Qualifications.**

- a. Biblical qualifications (see 1 Timothy 3, among others)
- b. Church qualifications:

- (1) Be 21 years of age or older.
- (2) Have been a member of this Church for six months of the year preceding election. This condition may be waived with a church vote of approval.
- 3) Be an ordained deacon, providing, however, that any Church member meeting the other qualifications for deacon may be elected to this office subject only to being ordained as soon as practical following the election.
- (4) Be an active participant in, and loyal to, the Church, including the Church Covenant. The Church will also give consideration to the individual's commitment and faithfulness to the following:
  - (a) Being a tither through this Church.
  - (b) Deacon and his family being regular in attendance to worship services of this church.
  - (c) Being regular in attendance to all deacon meetings.
  - (d) Being willing to develop and use their God-given talents in service through this Church.

### **C. Number of Deacons**

a. The Church shall determine, from time to time as the need arises, the number of active deacons to serve this Church, provided however, that the number of active deacons to serve at any one time shall not be less than three (3). It is recommended there be one Deacon per twelve families.

### **D. Term of Deacon**

a. Active deacons shall be elected for a three-year term, at the end of which they shall not be eligible to serve as an active deacon for at least one complete year thereafter.

b. No deacon shall serve for more than three years consecutively.

### **E. Election of Deacons**

a. The Deacon Board and Pastor is to submit a selection of qualified candidates to be elected by secret ballot by the general membership of the church.

b. A committee of deacons shall be announced to the Church prior to the October Church Conference. The function of this committee of deacons shall be to interpret and carry out the directions and guidelines as set forth by this Church in determining the qualifications of an individual for active deacon service. The committee shall also determine whether those meeting the qualifications are willing to accept the responsibility and serve as an active deacon if so elected by this Church.

c. This committee shall recommend all qualified and willing individuals.

d. Any and all nominations of qualified persons will be received by this committee in writing from any Church member prior to the October Church Business Meeting.

e. After due consideration, this committee of deacons shall then identify to the Church, before or at the October Church Business Meeting, the number of nominees, as required by the Church, who are qualified and willing to serve as active deacons.

f. The church shall during the October Church Business Meeting, elect by secret ballot those nominated who receive a majority of the votes cast to the office of active deacon. Each member is allowed to vote for as many of those nominated as there are vacancies

### **F. Quorum**

a. A *quorum* shall be not less than a majority of the active deacons present at a called deacon's meeting.

### **G. Meeting of Deacons**

a. The deacons shall meet quarterly or as often as necessary to fully serve the Church. A *quorum* shall be present in order to conduct business. However, in case of a *quorum* not being present at any scheduled or called deacon's meeting, those present may consider any matters in informal session, provided no official action is taken.

b. The chairman of deacons may call a deacon's meeting at any time, provided sufficient time is allowed to notify all active deacons prior to the called meeting. The chairman of deacons shall call a deacon's meeting at any time upon the request of a majority of deacons.

### **H. Officers of Deacons**

a. The active deacons shall elect their own chairman, vice chairman and secretary by secret ballot. Elections for these officers shall be held annually.

### **I. Vice Moderator**

a. One active deacon shall be elected by the deacons to act as Vice Moderator of the Church Business Meeting in event the Pastor and Associate Pastor are absent.

### **J. Removal of Deacons**

a. The Church may at any time remove a deacon "for cause" by action of the Church after "due notice" in the same manner as herein provided for the removal of a member. Notwithstanding the Church's authority to remove a deacon, however, the deacons shall also discipline their own. The deacon board shall not be granted the authority to remove a fellow deacon, except by specific action of the Church. Every effort shall be made to reconcile any or all deacons with each other prior to any action by the Church.

b. Any Deacon missing three consecutive Sunday Worship Services of this church or three regularly scheduled Deacons meetings without acceptable reason will automatically be removed from the Board of Deacons.

### **K. Function of Deacons**

a. The deacons shall counsel with the pastor and assist him in promoting the worship, out-reach ministries and educational activities of the Church.

c. The deacons shall serve the Lord's Supper.

d. The deacons shall be a servant unto the church and it's members.

## **SECTION 6. CORPORATION OFFICERS:**

The Church shall elect at least five (5) members to serve as Corporation Officers as provided in the State of Florida Corporation papers as filed with the Secretary of State Office. Officers shall serve for as long as the Church shall deem appropriate or until resignation by or departure from the church fellowship by the officer. The Corporation Officers shall be organized to provide a President, Vice-President, Secretary/Treasurer, and directors as necessary. These officers shall be reported to the Secretary of State annually in accordance with existing Florida laws of incorporation. The officers shall, as provided by law and the action of the church, hold in trust the title to all property of the church and represent the church in all matters of legal responsibility regarding the purchase, improvement, and disposal of church property. These officers shall NOT be responsible for any financial obligations of the church. They shall execute all legal papers relating to the church and to the community as the church may direct. They shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without a specific vote of the church authorizing such action; neither shall they have any control over the use of the church property except by vote of the church body.

## **SECTION 7. CLERK:**

The Clerk shall be elected annually. It shall be the clerk's duty to attend or be represented at all church business meetings, to keep an accurate record of all business transaction, to prepare the Annual Associational Letter, to notify all committees, and messengers of their election or appointment. The Clerk shall issue Letter of Transfer as authorized by the church; preserve all papers and valuable letters and records that belong to the church, and providing a true history of the church. It shall also be the duty of the clerk to keep an accurate roll of the church membership with dates and methods of admission and dismissal, name changes, correct addresses and other pertinent information, to include all members in the Armed Forces.

## **SECTION 8. ASSISTANT CLERK:**

The church shall elect one (1) Assistant Clerk whose duties shall be to assist the clerk and to act for him/her when needed.



## **SECTION 9. TREASURER:**

The treasurer shall be elected annually and be bonded. It shall be the duty of the treasurer to disburse, by check upon proper authority, all money in payment of obligations of the church, and keep at all times an itemized account of all receipts and disbursements using the Accountable Reimbursement Plan; rendering regular account to the church to be preserved by the church clerk. The Treasurer's books shall be audited as arranged by the church. All books, records, and accounts kept by him/her shall be considered the property of the church. The Treasurer shall upon invitation meet with the deacons, and shall be an ex-officio member of the Finance Committee. The treasurer shall make the Treasurer's Report at regularly scheduled business meetings.

The church secretary may assist the treasurer in preparing vouchers and reports as needed.

## **SECTION 10. ASSISTANT TREASURER:**

The church shall elect one (1) Assistant Treasurer whose duties shall be to assist the Treasurer and act for him/her when needed.

## **SECTION 11. FINANCIAL SECRETARY:**

The Financial Secretary shall receive the empty offering envelopes and from these shall give contributor individual credit as provided in the church record system. The Financial Secretary shall keep records of the receipts from envelopes and miscellaneous or special offerings and enter such data in the accounting system no later than Monday morning. The Financial Secretary shall be responsible for preparing and distributing statements to all contributors, annually. The Financial Secretary shall keep the envelopes two (2) years for future reference.

## **SECTION 12. EDUCATION DIRECTOR:**

The Education Director shall be responsible for the Sunday School and Discipleship training programs of the church. The Education Director shall be elected at the July business meeting, to allow participation in search/selections of other officers/workers. The church approved Accountable Financial Reimbursement Plan shall be utilized to cover expenses for the director.

### **A. Sunday School Director**

The Director of the Sunday school shall exercise general oversight of the entire school. He/She shall administer its affairs in corporation with, the pastor, the Educational Director and the church. He/She shall acquaint himself/herself with the best methods of religious education and endeavor to adopt them in this school. It shall be his/her duty to counsel with teachers and officers in the work of the school, give advice and receive suggestions from co-workers. He/She will report the work of the Sunday school to the church in the regular business meetings.

### **B Church Training Director:**

The Church Training Director shall have charge of the activities of the training program for New Members to the church. He/She shall see that a full and accurate report is given at the regular business meetings of the church.

## **SECTION 13. DIRECTOR OF MEN ON MISSION (M.O.M.):**

The Director M.O.M. shall promote the men's ministry of the church; seeking to enlist the men of the church in active ministries for Christ. Reports may be given at the regular church business meetings.

## **SECTION 14. DIRECTOR OF WOMEN'S MISSIONARY UNION (W.O.M.):**

The Director of Women's Missionary Union shall seek to enlist all the women and young people of the church in a program of missions, training, giving, and activity according to plans promoted by the Women's Missionary Union, Auxiliary to the Southern Baptist Convention. Reports may be given at the regular church business meetings.

### **SECTION 15. HISTORIAN:**

The Historian shall collect and record all available data related to the founding and progress of the Church.

### **SECTION 16. MUSIC DIRECTOR:**

The Director of Music shall direct the Sanctuary Choir, plan the presentation of special music at all worship services, lead the congregational singing and be responsible for acquiring musicians for the organ and piano to serve during the absence of the regular musicians and have general oversight of youth and children music programs.

### **SECTION 17. YOUTH PASTOR:**

The Youth Pastor shall coordinate all youth activities, bible studies and outreach ministries with the pastor and the church council. The Youth Pastor is the chairperson of the Youth Council and as such, proposes budget requirements for future youth ministries.

### **SECTION 18.**

#### **STANDARDS FOR CHURCH OFFICERS, LEADERS, TEACHERS, AND ANY OTHER LEADERSHIP TYPE POSITIONS IN CHURCH:**

The standards for Church Officers, Leaders, Teachers, and other leadership type positions in the church will be similar of that of a minister or deacon. Which are as stated in scripture from **I Timothy chapter 3 verses 1-13, Titus chapter 1 verses 5-9, I Corinthians chapter 7 verses 7-9 and Romans 12:1-2** and not defile themselves as according to scripture in **Leviticus chapter 18 and Romans chapter 1: 24-32**. They must also endorse the Baptist Faith and Message as Revised June 14, 2000. The exceptions are they do not have to be men or married and can be divorced. But they must not be living with another person in a sexual relationship outside of marriage. (Appendix C)

## **ARTICLE III — COMMITTEES / MINISTRIES**

### **SECTION 1. NUMBER OF COMMITTEES / MINISTRIES**

The church shall elect committees and ministries annually to carry on the various aspects of the church. The church shall at all times have the following standing committees: Nominating, Stewardship, Building and Grounds, Constitution and Church Personnel.

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

Upon recommendation of the nominating committee the church will elect the committees and ministries members in the October business meeting.

### **SECTION 3. DUTIES OF COMMITTEES:**

#### **A. Nominating Committee**

This committee shall select, interview, and enlist church committees/ministries leaders, and general officers; screen volunteers before they are invited to serve. Distribute volunteer leaders according to priority needs. Assist in discovering and enlisting persons to fill positions. Present volunteer leaders to the church. This committee will consist of the Pastor, Chairman of Deacons, Educational Director and four elected from the membership of the church at the July scheduled business meeting.

## **B. Finance Committee (Stewardship)**

The Finance Committee is to develop a program that includes budget development, budget subscription, and budget administration and promote stewardship education. This committee Chairperson shall serve on the church council and all other committees as necessary to provide financial input for current and future fiscal budgets. This committee shall submit a unified church budget to the church in business session two months prior to the beginning of the fiscal year.

## **C. Building and Grounds Committee**

This committee is to inspect all church properties periodically, provide guidelines in the use of facilities and properties; make recommendations concerning maintenance and repair of the properties, including the parsonage, equipment and space including parking areas. The committee shall prepare budget recommendations to the Finance Committee. The Church shall elect as many members as necessary for the committee to function..

## **D. Constitution Committee**

The church shall elect as many members as necessary (with a minimum of four). This committee will propose changes to the constitution on its own initiative or at the request of any church member or church organization. It shall be the duty of this committee to assist the church in providing interpretations of constitutional questions as required.

## **E. Church Personnel Committee**

This committee shall consist of: The Pastor, Chairman of the Deacons, and a minimum of three "members at large". The primary purpose of this committee is personnel administration. The committee shall be an advocate for the church staff, including the pastor and other staff, to protect the church's investment of time and money. As such, all meetings are closed. They shall be charged with screening, interviewing prospective employees, except as provided with regards to the calling of the Pastor. Their responsibility is to prepare and update job descriptions, develop and recommend salary programs for employees. With the approval of the church and the pastor, this committee is the hiring organization of the congregation. This committee is responsible for the termination of employees with a report to the church stating action only not content.

## **F. Search Committee**

If and when the need shall arise to call a regular pastor, the Nominating Committee shall recommend for election a committee of at least seven (7) persons. No family members shall be elected to this committee. When the committee has been elected it shall organize and elect officers and proceed prayerfully to look for a pastor whom they can and will unanimously nominate to the church. Guidelines for this committee are stated in BY-LAWS, Article II, section 2, paragraph 8.

## **G. Flower / Bereavement Ministry**

The church shall elect as many members as necessary. They shall be responsible for: placing flowers in the church for worship services, placing flowers for the bereaved, disposing of flowers, provide budget planning and recommendations to the Finance Committee. Provide meals for bereaved family members as needed

## **H. Church Greeters / Usher Ministry**

The church shall elect as many members as necessary. They shall greet people before and after worship, seat people during the service, provide information to persons concerning the church, distribute bulletins, receive offerings, be alert to the needs of persons conducting the service and help maintain order. It shall be the responsibility of the chairman to provide a schedule and supervise the work of the ushers.

## **I. Hospitality / Kitchen Ministry**

The church shall elect as many members as necessary. They shall have oversight of and care for the kitchen. All who use the kitchen shall always leave it clean. Nothing in the kitchen may be borrowed or used away from the church without the express permission of the chairperson or church office.

## **J. Nursery Ministry**

The church shall elect or hire as many people as necessary. This Ministry shall plan for the nursery and provide nursery for all stated services and special religious meetings as directed by the Pastor. This ministry will call upon the members of the church to assist as needed.

## **K. Multimedia ministry**

The church shall elect as many members as necessary. They shall study and recommend the appropriate multimedia systems, operate the sound systems, provide a maintenance program for upkeep of equipment, recommend changes to the multimedia systems, and make recommendation to the budget and planning committee.

## **L. Mission's Development Committee**

The mission's development committee leads the church to fulfill its outreach and mission's responsibility. The mission's development committee consists of a chairman and a representative from Women on Mission and Men on Mission and at least three church members at large. The mission's development chairman is a regular member of the Church Council. The duties of the mission's development committee is to; identify mission needs and opportunities, develop mission strategies to respond to unmet mission needs, establish new ministries, and support establishing and strengthening Women on Mission and Men on Mission.

# **ARTICLE IV — MEETINGS**

## **SECTION 1. Regular Services**

The regular services of the church for worship, teaching training and fellowship shall be held on Sundays and Wednesday evenings, unless otherwise agreed upon by the church.

## **SECTION 2. Business Meetings**

The church shall hold regular quarterly business meetings on Wednesday night following the second Sunday of the quarterly month, at which time the committees, ministries and organizations will give a report. Quarterly business meetings are held in January, April, July, and October. Special business meetings may be called by the Pastor or the Chairman of the Deacons with reasonable notice of the time and place of meeting given to the congregation. The Pastor shall serve as moderator of the business sessions of the church. In the pastor's absence the Associate Pastor or Vice-Moderator as elected by the Deacon Board may serve as moderator.

## **A. Voting Members**

Only active members who have been present in the worship services on a consistent basis for the 90 day period prior to the business meeting are eligible to vote on any issue before the church.

## **SECTION 3. QUORUMS FOR BUSINESS MEETINGS:**

Those active members present shall constitute a quorum.

## **SECTION 4. Church Government**

The government of this church is vested in the body of active believers who compose it. In considering the rights involved, active members and active members only as outlined in Section 2A may act in the transactions of the church.

## **SECTION 5.**

Robert's Rules of Order shall be the guide for all business meetings.

# **ARTICLE V — CHURCH FINANCE**

## **SECTION 1.**

All monies collected by and/or through any church organization or activity shall be turned in to the Finance Committee to be counted and duly recorded by the church treasurer in the appropriate account.

## **SECTION 2.**

The Finance Committee shall be responsible for the counting and depositing of all the money collected by the church for the unified budget and/or special offerings or functions. The Finance Committee shall consist of a chairperson and at least four members elected at large from the congregation.

## **SECTION 3.**

Checks will not be written and issued which will overspend the budgeted amount of money for an account in the Annual Church Budget. If budget accounts near the point where it's necessary expenditures will obviously exceed the budget amount, the Church Treasurer will notify the Chairman of the Finance Committee, or his representative, who will call an emergency meeting of the Finance Committee to resolve the matter with all parties involved. No non-budget item may be purchased greater than the amount of fifty dollars without the finance committee approval. All emergency financial matters will be reported to the church.

## **SECTION 4.**

The church Financial Year shall be from January 1st thru December 31st.

# **ARTICLE VI — CHURCH COUNCIL**

## **SECTION 1.**

The church council shall consist of the Pastor, the pastor's staff, the Education Director, the Chairman of Deacons, the Clerk, the Chairman of Finance, Director of Music, Director of Women's Missionary Union, Director of Men on Mission, Youth Pastor, and two at large members elected by the general congregation.

## **SECTION 2.**

The Pastor, as moderator, shall act as Chairman of the Council, and the Church Clerk as Secretary. This council shall help the church understand its mission and define its priorities. The Council shall coordinate studies of church and community needs. The Council shall recommend to the church coordinated plans for evangelism, missions, Christian development, worship, stewardship, and ministry. Coordinate the church's schedule of activities, special events, and use of facilities. The council shall evaluate progress and the priority use of resources. The church council will report to the church during the regular business meeting.

### **SECTION 3.**

The church council has the authority over expenditures of the birthday/anniversary monies.

## **ARTICLE VII — YOUTH COUNCIL**

The Youth council shall be comprised of the Youth Pastor, youth members and youth parents. The Youth Pastor shall serve as moderator and report monthly to the Church Council.

The Youth Council will coordinate with the pastor and Educational Director regarding future plans of the youth ministry. The youth council can obligate their funds as required, but will not obligate church funds over total Youth Funds on hand or budgeted amounts without the approval of the church.

## **ARTICLE VIII — GENERAL**

### **SECTION 1. LICENSE**

If a member feels the "call to the ministry," the pastor and deacons will meet with him to counsel, train and encourage him. The pastor and deacons must recommend to the church the candidate for license into the Gospel Ministry. With the approval of the church, the Clerk of the church will furnish the member with a Certificate of License as his credential. It is understood that the performance of civil duties by the member shall be governed by the State of Florida laws.

### **SECTION 2. ORDINATION.**

The procedures for the church to ordain a licensed member who has been called to the Gospel Ministry shall be as follows: The pastor will call for an assembly of ordained men to form an ordination committee to interview the candidate. The committee shall make its recommendation to the pastor who will then present the candidate to the church. The church will express its approval by of three-fourths of the active members present at any business meeting. The same procedure will take place for those who desire ordination as a Deacon with the exception of the license requirement.

### **SECTION 3.**

The church year shall be from October 1st thru September 30th. All elected officers and committees of the church shall take office at the October business meeting unless otherwise provided for.

## **ARTICLE IX — USE OF BUILDINGS, FACILITIES AND EQUIPMENT**

### **SECTION 1. PURPOSE.**

All First Baptist Church of Port Tampa property is set aside for worship, evangelism, Christian education, world missions and the development of Christian character and life. Any use of these facilities shall reflect this purpose to the glorification of God.

### **SECTION 2. CONDUCT.**

Reverence and respect shall be shown by all people using the facilities. Social activities shall be confined to areas provided for this purpose. There is no smoking or alcoholic beverages allowed anywhere in the buildings or on the church property.

## **ARTICLE X — SPECIAL COMMITTEES**

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

## **ARTICLE XI — ADOPTION AND AMENDMENTS**

### **SECTION 1.**

This Constitution, attached By-Laws and Addendums shall be considered adopted and in immediate effect, providing two-thirds of the active members present approve.

(Approved: \_\_\_\_\_)

### **SECTION 2.**

Upon 15 days notice, this Constitution and By-Laws may be amended, altered, or repealed by a two-thirds vote of the active members present at any called business meeting of the church. If approved, changes will take effect immediately.

### **SECTION 3.**

A copy of this Constitution, By-Laws and Addendums shall at all times be kept by the clerk among the records and another copy shall be kept in the church office with all current amendments or revisions.

## **Appendix A The Standards for the Ministers.**

The standards for the ministers (i.e. Senior Pastor, Associate Pastor...) are as stated in scripture from I Timothy chapter 3 verses 1-7 , Titus chapter 1 verses 5-9, I Corinthians chapter 7 verses 7-9 , Romans chapter 12 verses 1-2 , Leviticus chapter 18:1-30 Romans chapter 1 verses 24-32 They also must endorse the Baptist Faith and Message as Revised June 14, 2000.

## **Appendix B The Standards for Deacons.**

The standards for the deacons are as stated in scripture from I Timothy chapter 3 verses 8-13, I Corinthians chapter 7 verses 7-9 , Romans chapter 12 verses 1-2 , Leviticus chapter 18:1-30 They also must endorse the Baptist Faith and Message as Revised June 14, 2000.

## **Appendix C The Standards for Church Officers, Leaders, Teachers, and any other leadership type positions in the church.**

The standards for Church Officers, Leaders, Teachers, and any other leadership type positions in the church will be similar of that of a minister or deacon. Which are as stated in scripture from I Timothy chapter 3 verses 1-13 , Titus chapter 1 verses 5-9 I Corinthians chapter 7 verses 7-9 Romans chapter 12 verses 1-2 Leviticus chapter 18:1-30 They also must endorse the Baptist Faith and Message as Revised June 14, 2000. The exceptions are they do not have to be men or married and can be divorce. But they must not be living with another person in a sexual relationship outside of marriage.



# FACILITY USE REQUEST FORM

## UTILITY AND CUSTODIAL FEES FOR USE OF CHURCH FACILITIES

	Member	Non-Member
Sanctuary	\$100	\$250
Fellowship Hall	\$ 75	\$125
Wedding facility coordinator	\$ 50	\$ 75
Deposit required (refundable)	\$ 75	\$100
Musician Fees	\$ 35	\$ 50
Keyboard person carrying the major part of the wedding (prelude, postlude)	\$ 35	\$ 50
Keyboard person carrying lesser responsibilities	\$ 25	\$ 35
Vocalist	\$ 35	\$ 50
Sound person	\$ 25	\$ 35

All moneys are due and payable to the church. Payment should be made in full two weeks before the activity. Please give to church secretary.

**NO WEDDING WILL BE SCHEDULED ON SUNDAY. NO WEDDING WILL BE SCHEDULED AFTER 3 P.M. ON SATURDAY. NO EXCEPTIONS.**

Your security deposit will be returned to the person in charge of the wedding no later than two weeks following the wedding, if the church is left in good condition.

To prevent scheduling conflicts, the following form should be filled out and returned to the church immediately.

-----

### REQUEST FORM

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Rooms Needed:     Sanctuary     Atrium     Fellowship Hall

Date Needed \_\_\_\_\_ Number Expected \_\_\_\_\_

Will you need to decorate the building in advance? \_\_\_\_\_ When? \_\_\_\_\_

I understand this is a building designed for Christian usage, and I pledge to abide by the rules of the church.

Signed \_\_\_\_\_

-----  
For Office Use Only  
-----

Amount Charged \_\_\_\_\_ Amount of Deposit Received \_\_\_\_\_

Amount of Deposit Returned \_\_\_\_\_ Approved by \_\_\_\_\_

# WEDDING CHECKLIST FORM

Time music is to begin \_\_\_\_\_

Number expected to attend wedding \_\_\_\_\_ Reception \_\_\_\_\_

Open church: Wedding \_\_\_\_\_ Reception \_\_\_\_\_

Double-ring ceremony  Communion  Unity candle

Florist \_\_\_\_\_ Delivery time \_\_\_\_\_

Who presents bride \_\_\_\_\_

Who distributes flowers \_\_\_\_\_

Guest book placement: Who \_\_\_\_\_ Where \_\_\_\_\_

Where is the reception Line \_\_\_\_\_

Dressing area for bride \_\_\_\_\_

Dressing area for groom \_\_\_\_\_

Where groom enters \_\_\_\_\_

Usher assignments: Escort bride's mother \_\_\_\_\_

Escort groom's mother \_\_\_\_\_

Escort grandparents \_\_\_\_\_

Light candles \_\_\_\_\_

Pull aisle runner \_\_\_\_\_

Dismiss guests \_\_\_\_\_

Music for entrance of: Grandparents \_\_\_\_\_

Parents \_\_\_\_\_

Groom and groomsmen \_\_\_\_\_

Bride and bridesmaids \_\_\_\_\_

Are there special plans for wedding vows and ceremony other than a traditional ceremony? \_\_\_\_\_

Details \_\_\_\_\_

Do you want the pastor to attend rehearsal dinner? \_\_\_\_\_

If reception is at the church, please give details of arrangement of chairs, tables, and so forth, to the secretary. Chart basic positions for service.

Remember: Arrange to have someone unlock the church for you and lock up afterward. Make sure certificate of marriage is presented to the pastor the night of the wedding rehearsal.

Any special features desired \_\_\_\_\_

## Details of Wedding

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Counseling Date \_\_\_\_\_ Time \_\_\_\_\_

Wedding of: Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

Parent's Name (Bride) \_\_\_\_\_

(Groom) \_\_\_\_\_

Matron of Honor \_\_\_\_\_ Best Man \_\_\_\_\_

Bridesmaids \_\_\_\_\_

Ushers \_\_\_\_\_

Organist \_\_\_\_\_ Pianist \_\_\_\_\_

Soloist \_\_\_\_\_ Photographer \_\_\_\_\_

Ring Bearer \_\_\_\_\_ Flower Girl \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Place of Dinner \_\_\_\_\_ Time \_\_\_\_\_

Wedding Place  Sanctuary  Other \_\_\_\_\_

Place of Reception \_\_\_\_\_

Plans for Decorations \_\_\_\_\_

# THE UNITY IN CHRIST OF

\_\_\_\_\_ and \_\_\_\_\_  
Date of Wedding \_\_\_\_\_ Date of Rehearsal \_\_\_\_\_

## ORDER OF SERVICE

The Worship of God in Sacred Music .....

Seating of Family and Friends by Ushers:

Ushers' Names  
\_\_\_\_\_  
\_\_\_\_\_

Mother and Father of Groom Seated by Usher:

Usher's Name \_\_\_\_\_

Mother of the Bride Seated by Usher:

Usher's Name \_\_\_\_\_

The Lighting of Candles

Time \_\_\_\_\_

Solo " \_\_\_\_\_ "

Singer \_\_\_\_\_

The Bridal Procession:

Maid of Honor \_\_\_\_\_

Bridesmaids \_\_\_\_\_  
\_\_\_\_\_

Best Man \_\_\_\_\_

Groomsmen \_\_\_\_\_

The Unrolling of the Bridal Carpet.....by Usher

Entering of the Flower Girl and Ring Bearer

Flower Girl \_\_\_\_\_

Ring Bearer \_\_\_\_\_

Entering of the Bride ..... Pastor

Solo " \_\_\_\_\_ "

Singer \_\_\_\_\_

The Marriage Ceremony Addressed to the Couple

Solo " \_\_\_\_\_ "

Singer \_\_\_\_\_

Lighting of the Unity Candle.....The Couple

Kiss of Unity and Devotion

Introduction of the Couple to the Congregation as Husband and Wife

Recessional