FIRST BAPTIST CHURCH
BROUSSARD, LA
CONSTITUTION and BYLAWS
As amended through March 2023

CONSTITUTION

BYLAWS

ARTICLE III – CHURCH STAFF AND OFFICERS

CONSTITUTION
PREAMBLE

We declare and establish this constitution for the preservation and security of the principles of our faith, and so that this body may be governed in an orderly manner. This constitution will preserve the liberties of each individual member of this church and the freedom of action of this body in its relation to other churches of the same faith.

I. NAME

This body shall be known as the First Baptist Church of Broussard, Louisiana.

II. STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000. We band ourselves together as a body of believers in Jesus Christ personally, committed to sharing the good news of salvation to lost mankind. The ordinances of the church are baptism and the Lord's Supper.

III. CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son and the Holy Ghost, 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; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and personal devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment. We should strive to 'avoid even the appearance of evil' while maintaining a strong Biblical witness, including the avoidance of gossip, unkind criticism, excessive anger, the use and marketing of intoxicating drinks as a beverage, illegal drugs, and the abuse of prescription drugs, and pornography. We should use our influence to support: the Sanctity of Life, Biblical Marriage, and Biblical gender identities (male or female as created by God), remaining faithful and zealous in our efforts to advance the Kingdom of our Savior.

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

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

IV. 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 Baptist churches. Insofar as is practical, this church will cooperate with and support the association and state convention affiliated with the Southern Baptist Convention.

Section 2. MARRIAGE

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, First Baptist Church of Broussard will only recognize marriages between a biologically born man and a biologically born woman. Further, the pastor and staff of First Baptist Church of Broussard shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of First Baptist Church of Broussard shall only host weddings between one man and one woman, as referenced in Mark 10:6-9.

Section 3. 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 other Southern Baptist churches.

BYLAWS

ARTICLE I: MEMBERSHIP

Section 1. GENERAL
This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 2. CANDIDACY
Any person may offer himself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular worship service for membership in any of the following ways:

1. By profession of faith and for baptism according to the policies of this church.

2. By promise of a letter from another Baptist church. In the event that the letter is not received in sixty (60) days after request another letter of request will be made. If no letter is received by another sixty (60) day period, the matter will be referred to the pastor and deacons for resolution.

3. By restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable.

4. By statement of a prior conversion experience, baptism by immersion, and acceptance of the statement of faith outlined in Section II of the Preamble of the Constitution.

Should there be a dissent as to any candidate, such dissent shall be referred to the pastor and the deacons for investigation and the making of a recommendation to the church within thirty (30) days at a business meeting. A three-fourths (3/4) vote of those members present and voting shall be required to elect such candidate to membership.

Section 3. TERMINATION OF MEMBERSHIP
A member shall be terminated in the following ways: (1) death, (2) dismission to another Baptist church, (3) exclusion by action of this church*, (4) erasure upon becoming affiliated with a church of another faith or denomination, (5) personal request of letter.

*Should a member become an offence to the church and to its good name by reason of immoral conduct or unchristian conduct, or by persistent breach of the church covenant, or nonsupport of the church, the church may terminate his membership by a three-fourths (3/4) vote, but only after written notice and attempted verbal communication and after faithful efforts have been made to bring such member to repentance and amendment.

ARTICLE II: FUNCTIONS

The New Testament clearly sets out the functions of a New Testament Church. There are only five (5) functions. The functions are Worship, Witness, Educate, Minister, and Application of Christian principles to everyday living.

ORGANIZATIONS

A Church must be organized in order to perform its functions. The multiplicity of tasks to be performed must be identified. The tasks are then grouped into Programs. Five (5) programs are needed to perform the church functions.

Program 1. Pastoral Ministries

The pastor is God's undershepherd of the church. His responsibility to be a leader is uppermost. He is to be the administrator of all its affairs. Should this responsibility be delegated to others, the pastor is still the one responsible to God and to the congregation. The deacons join the pastor in the Pastoral Ministries Program. Proclaiming the gospel and leading in worship are tasks which are readily seen, but leading the church to perform the functions is a full-time responsibility.

Program 2. Bible Teaching

There shall be a Sunday School, divided into departments and classes for all ages and conducted under the direction of a general director, for the study of God's Word. Sunday School is to be conducted each Sunday morning unless the congregation determines otherwise for some specific situation.

The task of the Sunday School shall be to teach the biblical revelation; lead in reaching all prospects for the church; lead all church members to worship, witness, learn, and minister daily; provide and interpret information regarding the work of the church and the denomination. Only church approved literature may be taught.

Program 3. Discipleship Training

There shall be a Discipleship Training program, divided into departments for all ages and conducted under the direction of a general director. Discipleship Training is to be conducted each Sunday evening unless the congregation determines otherwise for some specific situation.

The task of Discipleship Training shall be to teach systematic theology, Christian history, Christian ethics, and church policy and organization; give orientation to new members; to train all church members to worship, witness, learn and minister daily; train leaders for the church and the denomination; recruit and train potential leaders; provide for specialized training; provide organization and leadership for special projects of the church; provide and interpret information regarding the work of the church and the denomination. Only church approved literature may be taught.

Program 4. Missions

There shall be a Woman's Missionary Union and Brotherhood with such officers and such forms of organization as needed.

The task of the Woman's Missionary Union and Brotherhood shall be to teach missions; lead persons to participate in missions; provide organization and leadership for special mission projects of the church; provide and interpret information regarding the work of the church and the denomination.

Program 5. Music Ministry

There shall be a Music Ministry under the direction of the Music director. Such organization shall be included as needed.

The music task shall be to teach music and hymnody; provide music and musicians for the congregational services; lead persons to participate in hymn singing; provide and interpret information regarding the work of the church and the denomination.

ARTICLE III: CHURCH STAFF AND OFFICERS

1. PASTOR

a. He should be a loyal Southern Baptist with:
   i. Deep convictions in support of the Cooperative Program of the SOUTHERN BAPTIST CONVENTION.
   ii. A strong belief and practice toward convention approved missions, both home and abroad.
   iii. A strong belief and practice toward convention approved and church adopted ministries.
   iv. A strong belief and practice toward the Biblical practice of tithing.

b. The church feels that a strong Sunday School, Discipleship Training Program, Brotherhood, Woman's Missionary Union, Music program, Youth and Children's ministries are vitally important to the church & their ministries should be supported wholeheartedly.

c. He should be dedicated to his family and have a dedicated spirit to his calling as a pastor, with a deep feeling of responsibility to his fellow man and one who preaches the Word of God with liberty and convictions.

Duties:

1. Lead the church to determine and attain its mission.
2. Lead the church to perform its functions.
3. Proclaim the gospel to the lost and to the saved.
4. Provide leadership for worship, witness, educate, train, and apply Christian principles to daily life.
5. Serve as chairman of the church council.
6. Moderate at the church business meetings.
7. Administer the ordinances.
8. Supervise all church staff members in their work and delegate responsibilities as is expedient.
9. Serve as ex-officio member of all committees.
10. Provide counsel for individuals concerning spiritual or personal matters.
11. Counsel with and assist in training deacons for their responsibilities.

2. ASSOCIATE PASTOR

a. He should be a loyal Southern Baptist with:
   i. Deep convictions in support of the Cooperative Program of the SOUTHERN BAPTIST CONVENTION.
   ii. A strong belief and practice toward convention approved missions, both home and abroad.
   iii. A strong belief and practice toward convention approved and church adopted ministries.
   iv. A strong belief and practice toward the Biblical practice of tithing.

b. The church feels that a strong Sunday School, Discipleship Training Program, Brotherhood, W.M.U., Music program, Youth and Children's ministries are vitally important to the church and their ministries should be supported wholeheartedly.

Duties:

The Associate Pastor shall assist the pastor in hospital visitation, counseling and all other pastoral duties as requested by the pastor.

3. MINISTER OF MUSIC

a. The Minister of Music should be a loyal Southern Baptist with:
   i Deep convictions in support of the Cooperative Program of the SOUTHERN BAPTIST CONVENTION.
   ii A strong belief and practice toward convention approved missions, both home and abroad.
   iii A strong belief and practice toward convention approved and church adopted ministries.
   iv A strong belief and practice toward the Biblical practice of tithing.
b. The church feels that a strong Sunday School, Discipleship Training Program, Brotherhood, W.M.U., Music program, Youth and Children's ministries are vitally important to the church and their ministries should be supported wholeheartedly.

Duties:

1. Seek to lead a music program that supports the church's philosophy.
2. Give personal direction to the church music program.
3. Seek to find and develop musical talent among church members in singing, playing instruments, and conducting.
4. Plan and direct work of the youth and adult choirs.
5. Give general direction to the graded choir programs and to the enlistment and training of workers for the choirs.
6. Provide musical training opportunities.
7. Plan music for all worship services.
8. Supervise maintenance of and additions to the music library and equipment, musical materials and supplies for use in the church's program.

4. MINISTER OF EDUCATION

a. The Minister of Education should be a loyal Southern Baptist with:
   i. Deep convictions in support of the Cooperative Program of the SOUTHERN BAPTIST CONVENTION.
   ii. A strong belief and practice toward convention approved missions, both home and abroad.
   iii. A strong belief and practice toward convention approved and church adopted ministries.
   iv. A strong belief and practice toward the Biblical practice of tithing.
b. The church feels that a strong Sunday School, Discipleship Training Program, Brotherhood, W.M.U., Music program, Youth and Children's ministries are vitally important to the church and their ministries should be supported wholeheartedly.

Duties:

1. Seek to lead in the education program that supports the church's philosophy.

2. Work closely with the Nominating Committee in maintaining a full corps of workers for all program and service organizations.
3. Serve as educational resource person and advisor; coordinate and unify the various organizations to avoid conflict, and duplications, and overlapping.
4. Develop special education and training projects such as camps, retreats, mission projects, and seminars for various age groups.
5. Recommend suitable educational building space and equipment.
6. Develop and administer a Sunday School visitation program.
7. Maintain an adequate system of educational records.
8. Direct and promote the officers' and teachers' meetings.
9. Serve as editor of The Messenger and the weekly church bulletin.
10. Supervise maintenance of the church calendar of activities.

5. STUDENT MINISTER

a. The Student Minister should be a loyal Southern Baptist with:
   i. Deep convictions in support of the Cooperative Program of the SOUTHERN BAPTIST CONVENTION.
   ii. A strong belief and practice toward convention approved missions, both home and abroad.
   iii. A strong belief and practice toward convention approved and church adopted ministries.
   iv. A strong belief and practice toward the Biblical practice of tithing.
b. The church feels that a strong Sunday School, Discipleship Training Program, Brotherhood, W.M.U., Music program, Youth and Children's ministries are vitally important to the church and their ministries should be supported wholeheartedly.
c. The position of Student Minister shall be a full time position reporting to and under the leadership of the Pastor with the following:
   i. A strong, vibrant, and growing faith in the Lord Jesus and an adherence to the doctrines as expressed in the Southern Baptist Faith and Message.
   ii. A vision and desire to see students come to a saving faith in Jesus through evangelism and discipleship and is a strong supporter and active participant in the Sunday School.
   iii. Strong Leadership abilities and a desire to develop spiritual leadership growth within the Student Group and among the Adults and Parents.
   iv. A good Bible teacher and student, able to effectively present the Word of God to students and adults alike.
   v. A skilled counselor, able to minister to both students and their families.
   vi. Strongly support the mission outreach of the Church.

Duties:

1. Serve as an integral member of the pastoral ministry team, giving full support to the leadership of the Pastor.
2. Provide pastoral ministry to each student and his/her family through regular visitation, crisis intervention and counseling, and other ministries as required to develop mutual trust.

3. Coordinate the activities of all student ministries and outreach by working closely with Student Committee, developing and maintaining a quarterly calendar of events, and promoting student and adult participation in ministries of the church.
4. Develop and coordinate the overall student education curriculum for the Church by regularly meeting with Sunday School and other student workers, suggesting good study materials, and assist in the development of good teachers and leaders.
5. Develop, coordinate and administer the student ministry budget as approved by the Church
6. Develop and coordinate student related programs and events, which: enhance and develop spiritual growth and development; presents the glorious gospel; and directs individuals to the Lord Jesus for salvation.
7. Develop and coordinate outreach and evangelism programs for students and their families.
8. Provide missions and ministry opportunities for youth to facilitate and develop spiritual growth.
9. Coordinate the enlisting, training, discipling, and motivating of adults to serve in the student ministry.
10. Provide leadership and mentoring for any that sense a call to ministry as a vocation.
11. Share the gospel with lost students and parents on an ongoing basis, both individually and corporately.
12. Actively network with other Student Leaders and participate in the Southern Baptist Association's Student ministries.

6. MINISTER/DIRECTOR OF CHILDREN

a. The Minister of Children should be a loyal Southern Baptist with:
   i. Deep convictions in support of the Cooperative Program of the SOUTHERN BAPTIST CONVENTION.
   ii. A strong belief and practice toward convention approved missions, both home and abroad.
   iii. A strong belief and practice toward convention approved and church adopted ministries.
   iv. A strong belief and practice toward the Biblical practice of tithing.

b. The church feels that a strong Sunday School, Discipleship Training Program, Brotherhood, W.M.U., Music program, Youth and Children's ministries are vitally important to the church and their ministries should be supported wholeheartedly.

c. The position of Children's Minister/Director shall report to and adhere to the leadership of the Pastor with the following:

   i. A strong, vibrant, and growing faith in the Lord Jesus and an adherence to the doctrines as expressed in the Southern Baptist Faith and Message.
   ii. A vision and desire to see children come to a saving faith in Jesus through evangelism and discipleship and is a strong supporter and active participant in the Sunday School.
   iii. Strong Leadership abilities and a desire to develop spiritual leadership growth within the Children's Group and among the Adults and Parents.

iv. A good Bible teacher and student, able to effectively present the Word of God to children and adults alike.
v. Strongly support the mission outreach of the Church.

Duties:

1. Serve as an integral member of the pastoral ministry team, giving full support to the leadership of the Pastor.
2. Serve as Sunday School Director for children. Develop and coordinate the overall children's education curriculum for the Church by regularly meeting with Sunday School and other children's workers, suggesting good study materials, and assist in the development of good teachers and leaders.
3. Work closely with Children's Committee in all areas of Children related ministries.
4. Implement and maintain a yearly calendar of events, establish and promote a vision/mission for Children's ministry, and promote children and adult participation in the ministries of the church.
5. Develop, coordinate and administer the children's ministry budget as approved by the Church.
6. Work closely with Children's Committee in developing, coordinating, planning, and implementing a comprehensive and inclusive plan of ministry for all children-related activities and fellowship, which: enhance and develop spiritual growth and development; presents the glorious gospel; and directs children to the Lord Jesus for salvation.
7. Develop and coordinate outreach and evangelism programs for children and their families.
8. Coordinate the enlisting, training, discipling, and motivating of adults to serve in the Children's Ministry.
9. Actively network with other Children's Leaders and participate in the Southern Baptist Association's Children ministries.

7. CLERK

a. The church elected clerk shall keep in a suitable book, a record of all actions of the church.
b. He/She will assist the Administrative Assistant in keeping a register of the names of members, with dates of admission, dismission, or death, together with a record of baptisms.
c. He/She, on a quarterly basis at the regularly scheduled business meetings, shall present to the church any letters of dismission and issue letters of dismission as voted by the church.
d. He/She shall preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in these bylaws. The clerk may delegate some of the clerical work to the Assistant Clerk. All church records are church property and shall be filed in the church office.

8. ASSISTANT CLERK

a. In the absence of the clerk, the Assistant Clerk will perform the duties of the clerk.
b. He/She shall assist the clerk as requested.

9. TREASURER

a. The treasurer shall work with the finance committee to assure accountability for all church related financial affairs, activities, transactions, etc.
b. The treasurer shall maintain budgetary activities and render to the finance committee, one week prior to the monthly business meeting, a treasurer's report consisting of a budgetary status with an itemized report of the receipts and disbursements for the preceding month.
c. Upon rendering the annual account to the Finance committee at the end of each fiscal year, and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church Financial Administrator, who shall keep and preserve the account as a part of the permanent records of the church.
d. He/She shall attend Finance committee meetings, work with, and advise accordingly.

10. ASSISTANT TREASURER

a. In the absence of the Treasurer, the Assistant Treasurer will perform the duties of the Treasurer.
b. He/She shall assist the Treasurer as requested.
c. He/She shall attend Finance committee meetings, work with, and advise accordingly.

11. ADMINISTRATIVE ASSISTANT

The Administrative Assistant should be a loyal Southern Baptist with deep convictions in support of the Cooperative Program of the SOUTHERN BAPTIST CONVENTION, and have a strong belief and practice towards missions, both home and abroad.

Duties:

1. Assist the Pastor and Staff in Ministry.
2. Complete all activities of the church office including, phone answering, typing, filing, etc.
3. Assist Pastor, staff, and church members needs and/or ministry.
4. Maintain a church wide calendar.
5. Publish a regularly scheduled newsletter.
6. Publish a weekly Worship Guide for church services.
7. Attend all Church Council meetings.
8. Other related duties as assigned by the Pastor.
9. See Personnel Committee Job Description for details.

12. FINANCIAL ADMINISTRATOR

The Financial Administrator should be a loyal Southern Baptist with deep convictions in support of the Cooperative Program of the SOUTHERN BAPTIST CONVENTION, and have a strong belief and practice towards missions, both home and abroad.

Duties:

1. Assist Pastor, staff, and church members with needs and/or ministry.
2. Maintain accurate Sunday School, Membership and Financial Records for the Church.
3. To keep a register of the names of members, with dates of admission, dismission, or death, together with a record of baptisms.

4. Responsible for processing all Accounts payable/receivable/payroll with guidance from the church Treasurer as directed by the Church Finance committee.
5. Shall attend Finance committee meetings, keep minutes, and advise accordingly.
6. Maintain a prospect visitation list for use in church wide visitation ministry.
7. Other related duties as assigned by the pastor.
8. See Personnel Committee Job Description for details.

13. MODERATOR

The Moderator shall be the Pastor. In the absence of the Pastor, the Associate Pastor shall preside; or in the absence of both, the Chairman of the Deacons shall preside. In the absence of all three, the Clerk shall call the Church to order and acting Moderator shall be elected.

14. TRUSTEES

Three (3) trustees, one third (1/3) of whom shall be presented by the Committee on Committees and elected by the church body annually to serve for three (3) years; and until their successors shall be appointed, will hold in trust property of the church. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgaging, or purchase or rental of property or other legal document where the signatures of trustees are required. There will be a chairman, vice chairman, and member. Each year the chairman will retire, the vice-chairman will become chairman, the member will become vice chairman and newly elected trustee will become the member. The member position will be filled by the past president of the deacon body unless otherwise specified by the Committee on Committees.

15. DEACONS/YOKEFELLOWS

The deacon is one of the two offices of the church established by the Bible. Sincere and prayerful support should be given to those men who are called by God and set apart by the church to serve as deacons of the church. The task of the deacon is to serve the church and assist the pastor in performing pastoral responsibilities.

The deacons shall elect their officers and shall be organized to assist the pastor, and for consideration of problems related to their work. They may organize themselves to serve the church in the specific areas needed.

Deacons may retire to an inactive status at any time. Deacons may return to active status upon the approval of the deacon body.

The Yokefellow program is designed to train and instruct prospective Deacons. They are held to the same standards and expectations as the deacons and upon completion may be presented to the church for ordination as a deacon

A. DEACON QUALIFICATIONS

Deacons and deacon candidates should be members of the church for a minimum period of one year (12 months) to demonstrate their faith and commitment to the mission and vision of

the church. They should actively support the leadership of the church. They should participate in the various ministries of the church in accordance with their spiritual giftedness. In addition, they should demonstrate in their daily lives the spiritual maturity and behavioral qualifications specified by Scripture as interpreted and set forth below:

1. ***A man of honest (good) report*** (Acts 6:3) - possesses a good reputation in the community, as well as in the fellowship of the Church;
2. ***Full of the Holy Spirit*** (Acts 6:3) - has a lifestyle that demonstrates spiritual maturity and a committed walk with the Lord;
3. ***Full of wisdom*** (Acts 6:3) - applies Biblical principles in a way that honors the Lord and blesses the church;
4. ***Full of faith*** (Acts 6:5) - demonstrates, like Stephen, a living faith in a sovereign God without regard for apparent risk or consequences;
5. ***Sincere*** (I Timothy 3:8) - possesses Christian purpose and demonstrates great reverence for the will of God. One whose word carries weight and who knows the appropriate use of humor;
6. ***Truthfulness in speech*** (I Timothy 3:8) - a straight-talker, not 'double-tongued," and does not insinuate, manipulate, exaggerate, fabricate, or gossip. One whose word is his bond;
7. ***Not given to much wine*** (I Timothy 3:8, I Corinthians 8:9) - temperate in living, abstaining from the sale and consumption of intoxicating drinks as a beverage. In keeping with the spirit of this passage we also ask our deacons to be men who are not controlled by addictive substances.
8. ***Not greedy or pursuing dishonest gain*** (I Timothy 3:8) - demonstrates an appropriate attitude toward material possessions, not exploiting others, not obsessed with accumulating wealth, refraining from any form of gambling or games of chance and proves himself by tithing at least 10% of his income through the church;
9. ***A holder of the faith*** (I Timothy 3:9) believes the Word of God and demonstrates his belief through his conversation, his ministry, and his lifestyle. He possesses spiritual integrity beyond reproach. His presence gives strength to the church fellowship;
10. ***Tested and proven*** (I Timothy 3:10) has a long and proven track record that shows a growing faith, a consistent passion for the things of the Lord, and a steady commitment to the ministries of the church;
11. ***Blameless*** (I Timothy 3:10) a man against whom no credible charge of moral, ethical, legal, or theological wrongdoing can be levied; We expect our deacons to abide by Biblical morals in every area of their life.
12. ***Spiritual leader of the family*** (I Timothy 3:11-12) a man who is devoted to and conscientiously cares for his family, demonstrating by example the lordship of Christ. One who manages his children and household well. A man under consideration to serve the church as a deacon must have demonstrated that he is a "one-woman kind of man." In his conversation and demeanor there can be no word or deed with any woman that would convey inappropriate interest. He must also be a man who abstains from pornography and pornographic materials or other sexual sins. Another way to evaluate a man's commitment to his wife (i.e., a one-woman kind of man) is to consider his marital history. Divorced candidates will be considered on a case-by-case basis. If the church is willing to accept a divorced man as a potential candidate for deacon, the circumstances surrounding the divorce must be completely investigated to determine the man's responsibility and culpability (e.g., before his personal salvation; abandonment by his wife; adultery by his wife; etc). With the compassion and

tenderness of Christ, a married deacon should be faithfully devoted to his spouse, committed to the sanctity of the marriage bond, and should exercise Biblical authority in his home. His wife, likewise, should be a woman worthy of respect, not a malicious talker, but temperate and trustworthy in everything. She should be a role model for other women in the congregation. An unmarried deacon should have demonstrated that he is celibate according to the word of the Lord in Matthew 19:11-12 before he is selected to serve as deacon.

13. ***Bold in the faith*** **(**I Timothy 3:13) - having served well in his church, he demonstrates great assurance in his faith in Christ Jesus by regularly sharing the gospel with others.

B. DEACON EXPECTATIONS

The office of deacon is a high and holy office that, along with the pastor, demands the prayers and support of the congregation. Deacons should serve at all times as a council of advice in conference with the pastor on any matter pertaining to the welfare of the church and its members.

"For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many." **Mark 10:45**

The following list is not exhaustive but given to provide an idea of the types of service deacons are expected to participate in on a regular basis:

Attendance - Deacons are to model church attendance on a consistent basis.

1. Worship participation
2. Sunday school attendance
3. Mid-week prayer meetings
4. Special events

Obviously, 100% attendance at all possible services is unrealistic, but so is expecting our church and membership to grow without deacons leading the charge.

Visitation/Hospital Visits - We ask that the deacon be willing to make a hospital or home visit if called upon by the staff or requested by a church member. The Deacon should try to bring with him another deacon, a person he is discipling, or church member especially in the case of visiting a female alone.

Deacon Family Ministry Plan - Whenever a Deacon Ministry Plan is active we ask that you participate and make contact with your members for special events or activities, in times of crisis make yourself available to them, which include ongoing watch-care over the widows of our church.

General Upkeep and Maintenance of Church Facilities

1. Lock/Unlock buildings
2. Be on call to respond to emergency needs of the facilities
3. Participate in church Work Days

Partnering With the Pastor/Staff in Leadership

1. Deacons should serve as co-laborers with the Pastor and staff in implementing the ministries of the Church.
2. Deacons serve under the leadership of the Pastor as partners in ministry.
3. Deacons should advise and assist the Pastor in the oversight of the spiritual interests of the Church.
4. Deacons should be committed to the mission and vision of the church and serve to positively influence the church goals and ministries.
5. Deacons should have a working knowledge of the church budget, contributions, and indebtedness
6. Deacons should model Tithing as an act of worship by personally contributing at least a tithe (10%) of their income to the general budget of the church and regularly practice giving of offerings to other ministries above their regular tithe giving.
7. Deacons should prepare for and assist in the administration of the ordinances of the Church with the Pastor.
8. Deacons should be on call weekly to respond to member needs along with the Pastor/Staff.

Proclaiming the Gospel

1. Deacons should work with the pastor to consider and formulate plans to evangelize the lost, disciple church members, and extend the Kingdom of God in the world.
2. Deacons should model personal evangelism in their lifestyles and should actively participate in the outreach ministry of the church.
3. Deacons should be men of prayer who practice a personal prayer life and who serve as positive, spiritual role models for the congregation.

Serve as a Model of Leadership to Church Members

1. Deacons should function as peacemakers – they are the guardians of the fellowship of the church. They should zealously guard the unity of the spirit within the church in the bonds of peace by working to prevent gossip, rumors, and conflict, and by exercising church discipline in accordance with Matthew 18, as necessary.
2. Deacons should strive to encourage others by being an example in conversation, in deed, in spirit, in faith, and in personal purity.
3. Deacons should seek to know the needs and burdens of members of the church and lead others in working to alleviate those needs if possible.
4. They should partner with the pastor to serve the entire church family in relieving, encouraging, and discipling every member as they walk through life as believers.

C. DEACON YOKEFELLOW ELECTION PROCESS

Deacons serve the church; therefore, the entire church should be given the opportunity to nominate men to be elected and ordained as deacons. The process for electing and ordaining deacons is described below. ***The goal is to make the election of deacons a meaningful spiritual experience that strengthens the fellowship of the church.***

1. Nominating a Candidate

a. The Deacon body will announce the date for deacon election to the Church.
b. The body will remind church members of the church's procedures for deacon selection, including qualifications and expectations for deacons.

c. In addition to nominations from the deacon body, each church member may also nominate one or more men to be considered for election to the Deacon body. A time limit of two weeks should be established to receive nominations.
d. Requests will be made during the worship services and via the worship guide (bulletin) and the monthly newsletter.
e. A nominee that is qualified must
    i. be a member of the church for at least twelve (12) months.
    ii. be an active member of the church during that time which includes ministries and tithing
    iii. fit the Biblical qualifications for a deacon (listed in Acts 6 and 1 Timothy 3)

2. Candidate Consideration

a. Each person nominated will be screened by the Pastor and deacon body to ensure that the individual qualifies to serve as a deacon. Those individuals deemed qualified by the Pastor and deacon body will be sent a Deacon Qualification Questionnaire (the individual must understand that receiving the questionnaire does not constitute a nomination to serve as deacon). A time limit of two weeks will be allowed for the return of the questionnaires to the Deacon Nominating Committee.
b. A formerly ordained deacon that has been nominated will need to be assessed by the current deacon body as well as the Pastor and staff after completing 6 months of active church membership. A letter of recommendation will be requested from their former church where they served as a deacon.
c. After careful and prayerful study of the questionnaires, the pastor and the deacon body will vote to determine if an individual will be given further consideration and given an interview.
    i. A nominee must receive a unanimous vote in order to be scheduled for an interview.
    ii. The pastor and the deacon body shall conduct this interview.

3. Interviewing Candidates

a. The interview will include
    i. A brief personal testimony from each nominee,
    ii. A brief question and answer session,
    iii. A review of the deacon qualification questionnaire,
    iv. A review of the Church Constitution and Bylaws and a review of the Baptist Faith and Message.
b. An individual must again receive a unanimous vote by the pastor and the deacon body to receive further consideration to serve as a yokefellow.
c. Individuals who were not subsequently approved unanimously by both the pastor and the deacons will be informed of this decision by the pastor and the chairman of the deacons.
d. For those individuals who are unanimously approved by both the pastor and the deacon body to serve as a yokefellow, the deacon body will complete follow up interviews. This interview is to inform the candidate of his nomination, to answer any questions he might have and to affirm his commitment to serve as a deacon yokefellow if subsequently elected by the church.
e. If the nominee accepts the nomination to serve as a yokefellow, his name will be brought to the congregation for a secret ballot vote of yes or no. The nominee must receive a majority vote to start the yokefellow program.

D. **TRAINING OF YOKEFELLOWS UPON APPROVAL**

Upon approval of the Pastor, Deacon Body, and Church Body a candidate will be entered into a 1 year Yokefellow program. The goal of this program is to assess how candidates handle themselves in the responsibilities of a deacon as well as provide training and instruction in the vision and expectations here at FBC Broussard. A candidate may bypass the yokefellow training if they have previously been ordained as a deacon in another Southern Baptist Church. (in the event of being ordained previously in a non-SBC church the candidate's previous experience as a deacon will be assessed on a case by case basis.)

a. Attend any training that might be offered by the deacons, staff and church.
b. Candidates will be yoked with a mentor to participate alongside him in the responsibilities of being a deacon
c. Upon successful completion of the Yokefellow" program (one year), our partner in ministry may be presented to the church body and recommended for approval to serve the office of deacon.

The Deacon Nominating Committee will present the slate of nominees to the church during a Sunday morning worship service(s). Nominees will be announced to the church body 1 week prior to the vote. The election will be by secret ballot, with each candidate being voted on by separate ballot. Ballots will be received through the morning worship services. The deacon body will collect the ballots and announce the results. Election of each candidate must be by 2/3 majority of church members present, with abstentions not counted. The deacon body will not disclose the number of votes a particular candidate receives. Upon approval by the church body, the pastor, deacon body and nominees will schedule ordination services.

E. COMMITMENT OF A DEACON

1. A deacon shall remain in active status as long as he annually indicates his desire and commitment to serve, is regular in attendance at services and participates in the ministries of the deacon body. He should support and encourage the work of the Pastor.
2. Fulfill the expectations of a deacon mentioned above in Section B.
3. If a deacon becomes inactive, he may be declared active again after notifying the deacons of his desire to become active again. If approved unanimously by the deacon body and pastor he must then complete an updated orientation. Once this orientation is completed he will then be approved by a vote of the church body at a regularly scheduled church business meeting.
4. Removal of a Deacon - Removal of a deacon will be by recommendation of the Deacon Body to the church in business session. The church would have to act to make the removal effective (2/3 majority of members present). Under these circumstances the church could ask that the man's ordination papers be returned to the church, if this church were the ordaining body. The process of considering a deacon's removal should follow church discipline guidelines found in the Bible and in Article V of the church's Constitution and By-Laws.
5. The office of a deacon demands a high level of commitment, a mature knowledge of the faith and dedication to fellowship and service. At this point our church limits the role of Deacon to men. Though we support and encourage women to serve faithfully in every other role in the church**.**

16. CHURCH COUNCIL

The church council will meet on a monthly basis. The meeting date will be scheduled for the second Sunday of each month. The council will reserve the right to re-schedule the meeting date in the event of schedule conflicts.

The primary functions of the council shall be to hear vision casting statements from the pastor and recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations, and committees; to recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives.

The council shall have as regular members the Pastor, who will serve as chairman of the council, and other professional staff, all program and service organization directors (as defined in Article II, Functions and Organizations), chairman of deacons and committee chairmen.

All matters agreed upon by the council, calling for action not already provided for**,** shall be referred to the church for approval or disapproval.

17. DIRECTOR OF MOTHER'S DAY OUT

a. Should be a loyal active member of a Southern Baptist church with:
    i. Deep convictions in support of the Cooperative Program of the SOUTHERN BAPTIST CONVENTION.
    ii. A strong belief and practice toward convention approved missions, both home and abroad.
    iii. A strong belief and practice toward convention approved and church adopted ministries.
    iv. A strong belief and practice toward the Biblical practice of tithing.
    v. A strong desire and ability to teach and nurture children in an environment that helps them understand that God loves them.
b. The church feels that the ministry of the Mother's Day Out program should be Christian based and a place where children can learn and grow to become all that God would want them to be.
c. The MDO ministry should provide an environment where the emotional and physical needs of each child are of primary importance.
d. The MDO ministry should provide a comfortable place for each child within both small and large groups.
e. The MDO ministry should provide an opportunity for each child to interact within his/her peer groups, as well as participate in activities that are conducive to their social and physical development.
f. The MDO ministry should serve the needs of not only children, but also support the families who live in the communities in and around First Baptist Church of Broussard.

Special Requirement: The Director of Mother's Day Out is also required to sign-off and adhere to the Job Description, Duties, and Responsibilities as detailed by a joint effort of both the Personnel and MDO Oversight Committees.

18. ASSISTANT DIRECTOR OF MOTHER'S DAY OUT

a. Shall meet all the requirements for the position of Director of Mother's Day Out as described in this Article, Section 17, Items A through F, and including the Special Requirement.
b. Shall have the responsibility to serve as Director of Mother's Day Out at those times when the current Director is unable or incapable of serving for the time required of her.

ARTICLE IV: CHURCH MEETINGS

Section 1. Worship Services
The church shall meet regularly each Sunday morning for preaching, instruction, evangelism, and for the worship of Almighty God and Wednesday evening for prayer and discipleship. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the Pastor.

Section 2. Regular Business Meetings
Regular business meetings shall be held on Wednesday Evenings or Sunday Evenings either quarterly, every other month, or monthly. If a schedule conflict exists, there shall be a one (1) week notice given to the membership prior to the next meeting.

Section 3. Special Business Meetings
The topic(s) to be addressed at a special business meeting shall be announced to the church at least one (1) week prior to the scheduled special business meeting.

Section 4. Quorum
The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

Section 5. Parliamentary Rules
Robert's Rules of Order is adopted as the authority for parliamentary rules of procedure for all business meetings.

Section 6. Fiscal Year
The fiscal year of the church shall run January 1 to December 31. The church year begins September 1 and ends on August 31.

ARTICLE V: DISCIPLINE

Section 1.
Should any unhappy differences arise among members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in the eighteenth (18) chapter of Matthew.

Section 2.
Should any case of gross of breach of covenant, or public scandal occur, the deacons shall endeavor to remove the offense; and if this effort fails, shall report the case to the church.

Section 3.
A spirit of Christian kindness and forbearance shall pervade all such proceedings, and should an adverse decision be reached, the church may proceed to Article I, Section III.

Section 4.
Any person whose membership has been terminated for any offense may be restored by vote of the church, upon evidence of his repentance and reformation; or, if on account of continued absence, upon satisfactory explanation.

ARTICLE VI: COMMITTEES AND MINISTRY TEAMS

The needs of the church shall be handled through committees and ministry teams. Committees will be composed of church members in good standing and ministry teams will be led by church members in good standing and may be composed of both members and non-members.

All committee members and ministry team leaders shall be selected by the Committee on Committees and then elected by vote from the church during a business meeting.

All members of committees and ministry team leaders, with the exception of the Committee on Committees, Nominating Committee, and Finance Committee, are asked to serve for a minimum period of three (3) years. However, because of the manifestation of Spiritual Gifts upon those who make up the body of believers, and if there is no objection from the Committee on Committees and the Nominating Committee, any person may serve on any of the other church committees for a longer period of time.

Temporary committees necessary for some specific task may be appointed by the Pastor or elected by the church. The temporary committee is limited to the specific task for which it is formed.

Committee Leaders and Ministry Team Leaders will report on any new business/projects as well as update the church on ongoing projects during regularly scheduled business meetings. If they are unable to attend, they should designate a representative (preferably a church member) to report in their absence.
Leaders are also expected to participate in Church Council meetings.

SECTION 1 - COMMITTEES

Committee on Committees

A. This committee, as a minimum, shall be composed of five (5) members.
B. It shall be elected by recommendation of the Nominating Committee by June 1, of each year.
C. The responsibilities are:
    a. Be responsible for filling all standing and special committees as needed.
    b. All committees shall be recommended prior to the new church year (September 1).
    c. This committee shall follow up the year on progress and productivity of the committees and suggest changes as they see the need. Such changes may include recommendation for personnel replacement on a particular committee or recommending a new committee to replace a non-operating one.

Nominating Committee

1. This committee, as a minimum, shall be composed of the ministerial staff plus two to three (2-3) members as needed for an odd number on the committee for voting purposes.
2. The responsibilities are:

A. Selection, interview and enlist the church program and service organization leaders and general church officers, excluding paid staff members.
B. Approve workers before they are invited to serve in church positions and present them to the church for election.
C. Discover and enlist qualified personnel to fill the church's elected positions of their respective organizations and replacement when vacancies occur.

Church Personnel Committee

1. This committee, as a minimum, shall be composed of five (5) members.
2. The responsibilities are:
   A. Survey the need for additional paid positions in conjunction with the Pastor.
   B. Prepare, and revise as needed, job descriptions for all church employees. The job description must include provisions as to paid time off (and revivals and conferences, when applicable) for that employee.
   C. Present the job description to Finance Committee for determination of recommended salary.
   D. Recruit and interview with Pastor prospective employees (except those whose selection is governed by Article VI Section 16) and recommend the employment of church employees, with consultation from the Finance Committee as to salary, for approval by majority vote of the church body.
   E. Review any complaints concerning and, at least once per year, perform an evaluation of all paid church employees and make recommendations to the Finance Committee concerning any salary adjustments. The pastor is to be consulted concerning any complaints and evaluations of other church employees.
   F. The Personnel Committee may recommend, to the church body, termination of any church employee which may include, in consultation with the Finance Committee, a proposed severance package, with both the termination and any severance package to be approved by majority vote of the church body. Alternatively, the Personnel Committee may request that any church employee resign in lieu of recommended termination and may include therewith, in consultation with the Finance Committee, a proposed severance package. If the employee agrees to resign, any proposed severance package must be approved by the church body at the next regularly scheduled or specially called business meeting. If the proposed severance package is not approved by the church body, the voluntary resignation of the employee is rescinded, and the church body may terminate the employee by majority vote.
   G. Retain, without church approval, in consultation with the Finance Committee, incidental contract labor or services as needed including but not limited to janitorial services, lawn care services and temporary services.
   H. The above applies to all paid employees including but not limited to the Professional Staff but does not apply to Mother's Day Out employees other than the Mother's Day Out Director.

Finance Committee

1. This committee, as a minimum, shall be composed of three (3) church members who are spiritually gifted in the areas of budgeting, finances, accounting, etc. and three (3) church members who are sensitive to the directives and movement of the Holy Spirit

within the body. Any potential conflicts of interest shall be resolved or resigned (for example, other committee or departmental activity as per Article II) prior to installation.

2. The Finance Committee, Church treasurer, assistant treasurer, and Financial Administrator shall meet, keep minutes, and report to the church at each regular business meeting. The treasurer's monthly report shall be presented at each business meeting.
3. The responsibilities are:
   A. Shall provide a written solicitation for all budgetary requests for the next fiscal year (January-December) prior to the second Sunday in September.
   B. Shall work with each department to establish a workable, unified budget.
   C. The proposed budget shall be presented to the church during the October business meeting for discussion. A vote for approval shall be called on the first Sunday in November.
   D. Shall authorize and/or re-direct funds for urgent needs or to relieve the church of emergency situations. Such actions shall be reported to the church body at the next business meeting. Expenditures that require temporary use of funds allocated to other purposes requires approval by the Finance committee. The membership shall be informed of the uses and the plan to restore the allocated funds.
   E. Shall authorize available budgetary funds for approved capital expenditures.
   F. Shall take all reasonable measures necessary to assure that the church operates within the approved budget and shall notify the church of any significant short-falls.
   G. The church shall determine the salary and any changes in salary of all paid personnel only after recommendation of this committee.
   H. Shall serve as consultant of fiscal responsibility to the church on proposed actions regarding property buildings and capital improvements requiring expenditures in excess of current budget allotments.
   I. Shall provide policies and procedures for accounts receivables, accounts payables, requests for funds, requests for re-imbursements, approval requirements, etc.
   J. Shall serve as a consultant of fiscal responsibility to the stewardship committee for plans of action to reduce and/or retire church debt.
   K. Ensure that current and accurate accounting records of revenue and expenses are maintained.
   L. Oversee financial aspects of the Mother's Day Out Program, including submission of the Program's budget to the church body for approval by the first Sunday of November.

Missions Committee

1. This committee, as a minimum, shall be composed of two (2) at large members, in addition to both of the Women's Ministry Team and Men's Ministry Team leaders.
2. The responsibilities are:
   A. Maintain close contact and supervise First Baptist's operations with respect to any mission that our church sponsors.
   B. Stimulate interest in missions by identifying and promoting local, state, national and international mission needs in which FBC Broussard can participate.
   C. Develop plans for meeting mission needs.
   D. Request and administer resources toward mission needs.

E. Establish and maintain communications with Association Missions and other appropriate groups outside the church.

Church Constitution and Bylaws Committee

1. This committee, as a minimum, shall be composed of five (5) members.
2. The responsibilities are:
   A. Draft a proposed constitution and bylaws to be presented to the church for approval.
   B. Make annual study of the constitution and bylaws to determine if revisions are necessary.
   C. Make necessary revisions and present them to the church in accordance with Article IX.

Long Range Planning Committee

1. This committee, as a minimum, shall be composed of five (5) members.
2. The responsibilities are:
   A. Discover long-range needs of the church.
   B. Set long-range goals.
   C. Present these long-range plans to the church.

Counting Committee

1. This committee, as a minimum, shall be composed of four (4) members.
2. The responsibilities are:
   A. Take responsibility for counting the monies received by the church. At least two of the committee members shall be present at all times when the money is counted and prepared for deposit.
   B. Take care of deliveries to the bank for deposit.

Mother's Day Out Oversight Committee

i. The MDOOC will oversee the policies and operation of the Mother's Day Out program. The Finance and Personnel committees will retain their current roles with respect to the MDO program. The MDOOC will consist of 7 members, the MDO director, the Associate Pastor and Pre-K Minister/Coordinator who will be non-voting members, as well as the Sunday School director, one church member from the Preschool Ministry Team, and two (2) members (three (3) if the Sunday School director is a staff member) at large from the church body will make up the voting members. If for any reason one of the above specified members is unable to serve, members may be selected from the church body to total 7 members.

ii. Responsibilities:
   A. Define and implement the policies of the MDO program.
   B. Coordinate building use issues between the church and MDO to the church body.
   C. Develop a budget for MDO.
   D. Prepare and present items requiring church vote concerning MDO to the church body.
   E. Ensure the Mother's Day Out program complies with state and local laws and Fire Marshall requirements.
   F. Prepare and update emergency procedures.

G. Develop and implement an employee evaluation tool to be used by the MDO Director.

Stewardship Committee

A. This committee, as a minimum, shall be composed of five (5) members.
B. The responsibilities are:
   1) Develop and recommend to church council an overall stewardship information plan.
   2) Plan and direct an annual stewardship campaign.
   3) Study monthly financial statements so as to keep abreast of the financial condition of the church.
   4) Shall study and recommend a plan of action for debt retirement programs. Upon church approval and in consultation with the Finance committee, shall initiate and oversee plans of action for the reduction and/or retirement of church debt.

Ad Hoc Ministerial Staff Special Committees

For the purpose of hiring ministerial staff members the church shall select an Ad Hoc Ministerial Staff Search Committee per each position needed after recommendation by Committee on Committees. These committees, as a minimum, shall consist of five (5) persons with three (3) alternates who shall attend the meetings as non-voting members. An alternate may be asked to make a visit or vote in the case of a committee member being unable to attend.

A. The Ad Hoc Ministerial Staff Search Committee shall be responsible for arranging for an interim person (e.g., pulpit supply or music leader) while seeking to find a potential candidate. The current staff may be requested to assist in securing said person.
B. These committees shall bring to the consideration of the church only one (1) candidate at a time for the specified position they were created for.
C. The potential candidate's election shall take place at a meeting called for that purpose, of which one (1) weeks' notice shall be given.
D. Election of the potential candidate shall be by ballot, an affirmative vote of at least 90% of those present being necessary for a selection.
E. Upon completion of the prospective candidate's presentation to the church, the candidate shall be asked not to be present on the church grounds during the discussion and electoral phases. The Search Committee shall notify them of the ballot results within 24 hours.
F. Once the specific ministerial position is filled the committee will then be dissolved.

SECTION 2 – MINISTRY TEAMS

Property and Grounds Ministry Team

1. This team shall be responsible for the maintenance and repair of all church property.
2. The responsibilities are:

A. This team shall meet as a group for work assignments and inspection of church properties at least once per quarter.
B. The team leader (with input from the team) shall present a yearly statement of specific goals and budget requirements to the Finance Committee in October.
C. The team leader shall present a progress report in March and a year-end report in October to the church. The October report should list accomplishments and items requiring action for the next year by the team leader taking office in October.
D. This team shall keep up to date a complete inventory of moveable church properties. A copy of this list is to be given to the trustees each October.
E. This team shall establish and follow a preventive maintenance program.
F. All expenditures by this team shall be coordinated with the Finance Committee to assure availability of funds.
G. In those cases where required maintenance/repair work is beyond the capabilities of this team, they shall secure and supervise professional help. The Finance Committee shall approve items above $200.00.
H. Distribution of keys to the facilities will be this team's responsibility.

Greeters and Ushers Ministry Team

1. This team shall be responsible for ensuring that people are available to serve at the Information Table and to serve as greeters and ushers before and during worship services.
2. The responsibilities are:
   A. Be aware of vacant seats in the sanctuary in order to seat late-comers with ~~a~~ minimum disturbance.
   B. Pass out church materials like Visitor's Cards and bulletins.
   C. Take up offerings and special donations as needed.
   D. Make sure lights and heating/AC are on in accordance with service requirements.
   E. Have at least one (1) usher outside before and during the first portion of the services to greet and direct visitors to the sanctuary and to see that all children are in worship.
   F. Have at least one (1) greeter at each door before services to welcome people into the building and provide directions if needed.
   G. Have at least one (1) person at the Information Desk to help visitors fill out Welcome Cards, provide information on current small groups, and answer other questions about the church and its ministries as needed.
   H. Provide welcome/information packets and ensure they are handed out to guests.

Security Ministry Team

A. This team shall be responsible for providing a sense of safety to our church staff, members, and guests during worship services and events. Due to the sensitive and dangerous nature of this team's responsibilities, preferred members should have prior experience with security, be mature, wise, and discerning in their decision making.
B. The responsibilities are:
   1) Recruit and train volunteers to help with security.
   2) Identify questionable behavior and respond quickly.
   3) Patrol grounds before, during, and after services and special events.

4) Be available at rear of church and/or atrium during all worship services to assess and deal with any situation which may arise during the worship service.
5) Immediately contact 911 if an incident threatens the safety of the congregation.
6) Conduct yearly evaluations of, as well as maintain appropriate evacuation plans for specific emergencies (e.g., bad weather, gunman, etc.)
7) Provide ongoing safety trainings for team members.
8) Use of Force - In the event that restraint of an individual becomes necessary to prevent further harm, be advised that the restrained individual is legally your responsibility, and this is not to be taken lightly. Use of force should never be considered routine and should be reserved only for the most unique of circumstances. Sound judgment and discretion are the foundation of the Safety Team. You should defuse any situation whenever possible to eliminate or reduce the need to use physical force to subdue any unruly person. The person should not be restrained if they attempt to leave the church property.

Benevolence Ministry Team

1. This team shall perform acts of benevolence to persons in the community in the name of Christ and His church.
2. The responsibilities are:
   A. A member shall consult at least one other member before any action is taken.
   B. Check on available community resources. Make a list for references.
   C. Decide on criteria for requests for help and investigate each request made.
   D. Work closely with church ministries on mission projects that are related to benevolence.
   E. Involve church ministries and members in benevolent causes whenever possible.
   F. Give no money directly to individuals.
   G. Collect or purchase food items for the pantry to be handed out as needed.

The Ordinance Ministry Team

1. This team shall make the necessary preparations for the ordinances of Baptism and The Lord's Supper. The Church Clerk and Assistant Clerk will serve as at-large members of this team.
2. The responsibilities are:
   A. Be on hand to assist during ordinances and clean up following the ordinances.
   B. Assist the candidates for baptism during the ordinance.
   C. Arrange for gowns to be cleaned after each baptism.
   D. Prepare the elements for the Lord's Supper as needed.
   E. Recommend the purchase of new equipment or materials when needed and be responsible for making the purchases.

Worship Ministry Team

A. This team will be led by the Minister of Music or Music Director and shall be composed of the praise team members and sound booth technicians. They will ensure that worship is provided for each service and other church events as needed.
B. Foster an attitude of worship among the church body.
C. Develop a theologically appropriate worship that aligns with Scripture.
D. Be available for practices each week as well as Sunday worship services.

E. Praise Team Singers are to be members of the church and are expected to model a lifestyle of spiritual maturity in their personal lives.
F. Other members of the Worship ministry are not expected to be church members but are encouraged to model a lifestyle consistent with the values of FBC Broussard.
G. Learning songs and preparing ahead of time for practices.
H. Learning “best use” practices for the equipment used in your area.
I. Developing vocal and instrumental abilities
J. Monitoring sound equipment, projectors, lights, and computers during services and events to ensure a smooth audio/visual presentation.
K. Provide a medium of communication to prevent overlapping and duplication in the use of audio-visuals by leaders of organizations.
L. Work with the church staff in the maintenance, use, and purchase of sound equipment for the church facilities.
M. Assist in recording of worship services for distribution to shut ins.
N. Help set up equipment and return it to the proper storage area following services and events.
O. Be alert to new opportunities of teaching through audio-visuals and assist in ~~promoting~~ developing the use of these materials throughout the program of the church.
P. Work closely with the Minister of Music or Music Director in these areas:
    1) Presenting a quality worship presentation each week.
    2) Developing a catalogue of Scriptures and theologically appropriate songs, videos etc. to be used in worship.
    3) Decisions concerning the purchase of equipment, including materials to be used by more than one group.
    4) Recommendations to the budget committee for an annual audio-visual budget.
    5) Recommendations related to proper building facilities for audio-visual presentations.
    6) Assistance in repair and maintenance of equipment presently owned by the church.
    7) Assistance in the physical handling of equipment and the proper usage of this equipment when needed.

IT (Information Technology) Ministry Team

A. This team shall be responsible for installation, maintenance, and repair of all church computers, digital signage, network, software and peripherals.
B. The responsibilities are:
    A. This team shall present a yearly statement of specific goals and budget requirements to the Finance Committee in September.
    B. This team shall keep up to date a complete inventory of all computers, software licenses, and peripherals.
    C. This team shall establish and follow a regular virus and security update schedule.
    D. This team shall maintain network and administrator passwords. These passwords will not grant access to financial or personal information.
    E. This team shall repair or replace computers and peripherals as necessary.
    F. This team shall maintain the church network, ensuring privacy of church data as well as availability of classes and congregation to access network peripherals and the internet as needed.
    G. Handle repairs of the interior and exterior digital signage when possible or contacting vendors if needed.

H. Working with Worship Ministry Team as needed to handle computer and network needs in their ministry.

Prayer Ministry Team

A. This team will develop and direct the prayer ministries of the church.
B. The responsibilities are:
   1) Prepare and present to the finance committee the budget requirements of the prayer ministry.
   2) Recruit volunteers to man the various prayer ministries and coordinate activities.
   3) Maintain confidentiality and discretion of requests.
   4) Share requests as needed with ministry staff.

Preschool Ministry Team

A. This team will be led by the Preschool Minister or Director and maintain the church's preschool activities, assuming the responsibility for seeing that adequate provisions for teaching and care are made for children during Sunday School, regular worship services, and other times and events as needed.
B. The responsibilities are:
   1) Develop and implement age-appropriate teaching materials and activities for preschoolers and their families.
   2) Formulate and recommend appropriate preschool policies for church adoption.
   3) Recommend purchase of equipment and supplies.
   4) Make recommendations to the Property and Grounds Ministry Team pertaining to cleanliness and care of nursery and equipment.
   5) Make recommendations to the Property and Ground Ministry Team pertaining to the maintenance and upkeep of the playground.
   6) Submit budget request to Finance Committee in September.
   7) Coordinate the use of classrooms, equipment, and cleaning of pre-k area with Mothers Day Out Ministry

Children's Ministry Team

A. This team with be led by the Children's Minister or Director and oversee the spiritual development of all children grades 1-5.
B. The responsibilities are:
   1) Ensure adequate children related provisions for teaching and care for all adult activities such as Sunday School, regular worship services, and other events as needed.
   2) Formulate and recommend policies and children's related new ministry programs for church adoption.
   3) Recommend purchase of equipment and supplies.
   4) Supervise and provide chaperones for all children's functions.
   5) Develop and plan a yearly children's ministry calendar.
   6) Make recommendations to the Property and Grounds Ministry Team pertaining to cleanliness and care of children related equipment.
   7) Submit budget request to Finance Committee in September.

Student Ministry Team

A. The Student ministry team shall be led by the Student Pastor or Director and composed of student ministry workers in order to minister alongside the Student Pastor in meeting the spiritual needs of students and their families
B. The responsibilities are:
    1) To be examples and partners with the Student Leadership Team in Ministry and Work.
    2) Assist in planning and implementing a yearly Student Ministry calendar.
    3) Prepare a yearly financial budget for Student ministries and supervise expenditures of funds.
    4) Supervise and provide chaperones for all student ministry functions.
    5) Promote and publicize the Student Ministries of the church.
    6) Regulate church approved use of church facilities and supervise enforcement thereof.

Senior Adult Ministry Team

A. This team will coordinate the church's senior adult activities, assuming the responsibility for seeing that adequate provisions for teaching and care are made for senior adults during all church activities.
B. The responsibilities are:
    1) Develop appropriate Senior Adult activities for the church calendar.
    2) Formulate and recommend Senior Adult policies for church adoption.
    3) Recommend purchase of equipment and supplies related to senior adult needs on the church campus.
    4) Make recommendations to the Property and Grounds Ministry Team pertaining to senior related issues.
    5) Submit budget request to Finance Committee in September.

The Café Missions Ministry Team

i. This team will run the Café Missions Coffee Bar and handle the donations made through the café for use in other ministries and mission projects. The goal of this ministry is to use donations made to purchase drinks to be used in the mission projects of FBC Broussard.
ii. The responsibilities are:
    1) Develop a menu of drinks and other items that donations can be made toward.
    2) Maintain the equipment and supplies for the Café.
    3) Cleaning of the café and nearby seating area
    4) Coordinate with Finance Committee to order supplies and donate funds to appropriate mission projects and ministries.
    5) Report activities in the business meetings.

Men's Ministry Team

1. This team will head up discipling men to become mature believers and coordinate activities and projects for men in our church and community.
2. The responsibilities are:
   A. Promote discipling and evangelism programs that involve men of all ages at FBC Broussard.
   B. To coordinate with the Property and Grounds Ministry team to plan workdays at the church and help maintain facilities.
   C. Plan a calendar of activities that engages and involves men in our church and community.
   D. Develop teaching opportunities that build strong marriages and families, promotes sexual purity, understanding Biblical guidelines for men, and supports the ministries of FBC Broussard.
   E. Work alongside the Women's Ministry Team to meet the ongoing needs of the church and church families during worship and events.
   F. Communicate with ministry staff the needs of the men of the church.
   G. Submit a budget to the Finance Committee in September.
   H. Work with Property and Grounds Ministry team in keeping the church looking up to date through painting, cleaning, etc.
   I. Help move and set up furniture/equipment for church events.

Women's Ministry Team

A. This team will head up discipling women into mature believers and coordinate activities and projects for women in our church and community.
B. The responsibilities are:
   1) Promote discipling and evangelism programs that involve women of all ages at FBC Broussard.
   2) Develop teaching opportunities that build strong marriages and families, promotes fellowship, support, and accountability among women, understanding Biblical guidelines for women, and supports the ministries of FBC Broussard.
   3) Plan a calendar of activities that engages and involves women in our church and community.
   4) To coordinate church-wide fellowships and meals and recruit church members to help with preparations, serving, and cleaning up.
   5) Make requests for supplies and paid workers as needed to accommodate church social activities and meals.
   6) Help coordinate the use of kitchen and its equipment for church events.
   7) Submit a budget to the Finance Committee in September.
   8) Work alongside the Men's Ministry Team to meet the ongoing needs of the church and church families during worship and events.
   9) Communicate with ministry staff the needs of women in the church.
   10) Make arrangements for flowers in the church during special events.
   11) Work with Property and Grounds Ministry Team in keeping the interior of the church looking up to date through art, decorations, etc in the common areas of the church.

ARTICLE VII: PROGRAM SERVICES

Section 1. Library/Media Services

1. The staff shall be composed of one (1) director and two (2) assistants. These shall be enlisted through the Nominating Committee and elected by the church.
2. The responsibilities are:

A. Maintain an adequate church Media/Library of materials and equipment for all church activities and programs.
B. Actively promote the use of library service materials and equipment for all church activities and programs.
C. Select, catalogue, and keep in good condition all books, periodicals, library and visual aids materials and equipment.
D. Provide and coordinate training programs as necessary to prepare all church workers in the proper use of library service aids.
E. See that the library is properly organized. Keep books, periodicals, visual aids, and library service equipment properly arranged.
F. Schedule, announce and keep definite hours.
G. The director shall request additional workers as needed.
H. Policies shall be set by Media/Library staff.

Section 2. Mother's Day Out Program

1. The Mother's Day Out Oversight Committee shall assist the Church Personnel Committee in securing a director who is then elected by majority vote at a church business meeting. The director is responsible for the administration of the Program and without church approval, shall interview and hire staff as needed. By October the MDOOC shall submit the MDO budget to the Finance Committee for review and feedback, who in return submits it to the church as a part of the church budget. Financial aspects of the Program are overseen by the Finance Committee.
2. The responsibilities are:

A. To provide mothers of the church and the community with a regular block of time, away from their children, to meet personal and family needs. B. To provide parents with quality child care.

C. To provide opportunities for preschoolers to enjoy happy learning experiences at church.
D. To express living interest and friendliness to families in the community.
E. To enable children to grow in understanding and love for themselves, their families, and others in their world.
F. To enable children to grow in the awareness that God loves them and that Jesus is a special friend.
G. To enable children to grow in the ability to think, solve problems, and develop language skills.
H. To enable children to enjoy creative expressions in music, art, and play.

ARTICLE VIII:
POLICIES AND REGULATIONS GOVERNING THE USE OF CHURCH PROPERTIES

Section 1. General Policies

1. Consideration of special uses of property of First Baptist Church will be guided by the fact that it has been dedicated to worship, teaching the Bible, evangelism, character building, and related activities.
2. Regularly scheduled meetings and services shall have prior claim to space, facilities, and equipment ordinarily used by them.

Section 2. Scheduling

1. Before scheduling an activity requiring a meeting room or other space assignment, a request for such space shall be made with the church office, so that all assignments may be coordinated and recorded on the church calendar of activities. It is particularly important that the scheduling of wedding rehearsals, ceremonies, and receptions be done well in advance.
2. Organizations, groups, or individuals not a part of the First Baptist Church shall channel their request for space to the church office.

Section 3. Directives on Use of the Buildings

1. The policy of First Baptist Church shall be to use the total church facilities to the best advantage of the church in carrying out the purpose and the spirit of the church. As long as policies are kept we shall endeavor to bring as many people as possible inside the church building in order to, in some way, influence them toward Christ.
2. The organ, pianos and P.A. System are under the care and supervision of the Minister of Music and may not be used without his consent. The public address system of the sanctuary is carefully designed; therefore, no additions or changes in the facilities shall be made without approval of the church.
3. No temporary structure will be built anywhere on the premises without the consent and supervision of the properties committee. This refers to such structures as platforms; structures or devices that attach to the floor, wall, or ceilings; or those that may damage coverings.
4. Use of any portion of the property shall conform to city fire and safety ordinances.
5. The janitors and/or church members who use the facilities are responsible for moving all equipment and furniture, when it is necessary, to its proper place for regular meetings.
6. Use of kitchen and its equipment may not be made except with prior arrangement with the Hostess Committee.

Section 4. Guidelines for Use of the Buildings

1. Request must be made through the church office.
2. Use of alcoholic beverages, illegal drugs, and tobacco products is not allowed on church property.
3. No smoking allowed in building, including restrooms.

4. Care of all buildings is required and breakage or damage must be paid by the group using the building.
5. When youth or children use the facilities, adequate adult supervision must be provided by the sponsoring group.
6. Clean up is the responsibility of the party using the facility.
7. Pornographic material will not be allowed in any building or on the premises.

Section 5. Guidelines for Use of the Church Bus

1. The Property / Grounds Committee will serve as administrator of the Church Bus.
2. The committee will qualify all potential drivers of the bus. Driver qualification files on approved drivers will be maintained. All drivers must hold a valid Commercial Driver's License (CDL), with a Passenger (P) endorsement.
3. A pool of church members with the necessary qualifications as noted in #2 above will be maintained.
4. Unauthorized / Unapproved drivers will not be permitted to operate the vehicle at any time and under any circumstance including the unavailability of a qualified driver.
5. Requests for bus usage should be submitted to the church office, which will then notify property / grounds to ensure that a suitable driver is available. The operating range of the bus should be limited to a 100-mile radius of Broussard, LA.
6. The bus is to be used for church related functions only and on a first come, first served basis.
7. Alcoholic beverages will not be allowed on the bus at any time.
8. No use of tobacco products of any kind allowed on the bus at any time.
9. When youth or children will be using the bus, the sponsoring group must provide adequate adult supervision.
10. Pre trip and post trip mechanical inspections will be the responsibility of the driver.
11. Post trip cleaning (interior) is the responsibility of party using the bus and should be accomplished within 24 hours of return.
12. The bus driver should pay for operating expenses (fuel, oil). Receipts for all expenses incurred must be retained and submitted in the form of an expense reimbursement request to the treasurer.

ARTICLE IX: ADOPTION AND AMENDMENTS

Section 1.
The Constitution and Bylaws shall be considered adopted if and when two thirds (2/3) of the membership present and voting shall vote in favor of the same. This vote shall be taken not less than thirty (30) days after formal presentation to the church and notice of the meeting for the purpose of voting on the Constitution and Bylaws shall be given at least three (3) days in advance.

Section 2.
The Constitution and Bylaws may be repealed, amended, or suspended only by a two thirds (2/3) vote of members present and voting at any regular or called business meeting of the church, providing, however, that notice of proposal of such amendment, alteration, or repeal shall have been presented in writing at a previous meeting at least twenty-eight (28) days prior to the vote.

ARTICLE X: VALIDATE

Section 1.
The adoption by the church of this Constitution and Bylaws shall repeal all previously adopted rules in conflict here-with.

Section 2.
A copy of this Constitution and Bylaws shall be kept by the church clerk at all times among his/her records and another copy shall be kept in the church office. All amendments to or revisions thereof shall be prepared by the church clerk and attached to copies of the Constitution and Bylaws and made available to the church membership upon their request.

ARTICLE XI: LICENSING AND ORDINATION

Section 1: Licensing to Preach
The church shall have the privilege and authority to license a man to exercise his gifts in the preaching of the Gospel when the church is convinced of his Christian character and of his evident call to the ministry. He should be a member of the church, unless there is an applicable exception (away at school, military, or serving in another church, etc.). Licensing is an approval and recommendation of the church that the name might be received as a Minister of the Gospel. It is a requirement for, and distinct from, Ordination.

Section 2: Ordination to the Gospel Ministry
The church shall consider a man as a candidate for ordination if he fulfills the following qualifications:

1. He must have received a specific calling to a definite ministry in the Kingdom of God such as:
   (a) to be a Pastor of a church
   (b) to be a Chaplain
   (c) to the ministry of an Evangelist or
   (d) to fill a specific assignment in the work of our Lord that requires ordination.

2. He must demonstrate a deep conviction and personal knowledge of the doctrines of the church and a proficiency in expressing them as a preacher and/or teacher of the faith.

3. He must be a member of the church unless the candidate has an applicable exception (away at school, military, or serving in another church, etc.).