



FIRST BAPTIST CHURCH OF CENTRAL FLORIDA, INC.  
700 Good Homes Road, Orlando, FL 32818

**PROPOSED  
AMENDED & RESTATED BY-LAWS  
July 13, 2019**

**PROPOSED BY BY-LAWS REVISION COMMITTEE**

Sharal Henderson, Chairperson  
Tim Hughes, Vice Chairperson  
Pam Theobald, Secretary  
Dan Jones  
Keith Stiff  
Larry Wesner

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FIRST BAPTIST CHURCH OF CENTRAL FLORIDA, INC.  
\*\*\*AMENDED & RESTATED BY-LAWS\*\*\*

Preamble

We, the members of the First Baptist Church of Central Florida (the “Church”), believe that God has established this Church with the vision and call to lead all people to know Christ, grow in Christ, and go for Christ. To this end, we commit to the preservation and security of the principles of our faith and to the liberties of each individual member of this Southern Baptist church, that this body may be governed in an orderly manner as prescribed by the Word of God to be witnesses so that the Gospel of our Lord and Savior Jesus Christ might be made known. We therefore establish these Amended & Restated By-laws (the “By-laws”), realizing that the ultimate authority of the Church is the Scriptures: "All Scripture is given by the inspiration of God, and profitable for doctrine, for reproof, for correction, for instruction in righteousness: that the man of God may be perfect, thoroughly furnished unto all good works" (2 Timothy 3:16-17, KJV).

I. NAME

This Church will be known by its legal name: FIRST BAPTIST CHURCH OF CENTRAL FLORIDA, INC. This Church will also be known by its fictitious names registered with the Florida Department of State or such other authority as may be considered necessary from time to time: Church at the Cross, Central Florida Christian Academy, Preschool at the Cross, Clermont Central Church, and such other designations as may be considered necessary in the discretion of the Trustees (as defined in Article IX, Section 2).

II. ARTICLES OF FAITH

The Baptist Faith and Message, a statement adopted by the Southern Baptist Convention will serve as the Articles of Faith, and are incorporated herein by reference.

**Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

III. CHURCH COVENANT

We, the members of the Church, agree:

- to believe in the Gospel of our Lord and Savior Jesus Christ and the faith once for all delivered to the Saints;
- to participate in the community of believers;
- to express faithfully public worship to Almighty God in order to cultivate personal holiness and to practice family devotion to Jesus Christ;
- to contribute to the necessary expenditures of the Church;
- to serve the Church while expressing the gifts God has provided;
- to spread the Gospel to all nations;
- to exhort one another to Christian maturity for the growth of the whole body in Christian knowledge and holiness;

- and to behave blamelessly while governing our actions, conversations, and hearts in accordance with God’s Word.

We, the members of the Church, agree to honor, esteem, and love our Lead Pastor and staff, to pray for them constantly, and to manifest a tender regard for their reputation.

We, the members of the Church, agree that upon leaving this fellowship, we will quickly unite with another church of like faith and order.

#### IV. GOVERNANCE & ORDINANCES

##### Section 1. Government

The persons who are members will govern this Church.

##### Section 2. Doctrine

This Church receives the Scriptures as its sole authority in matters of faith and practice.

##### Section 3. Church Ordinances - Baptism and Lord's Supper

- A. The two ordinances of this Church will be baptism by immersion and the Lord's Supper.
- B. This Church will receive for baptism any person who has received Jesus Christ as Lord and Savior by personal faith, who professes Him publicly, and who indicates a commitment to follow Christ as Lord in such person’s daily walk.
  1. Baptism will be by immersion in water.
  2. The Lead Pastor, or other person authorized by the Lead Pastor and/or Church, will administer baptism.
- C. This Church will observe the Lord's Supper at a regularly scheduled time. The Lead Pastor, Deacons (as such term is defined in Article IX, Section 1), and other ordained men will administer the Lord's Supper. The Deacons will be responsible for the physical preparations.

#### V. MEMBERSHIP

##### Section 1. Church Membership Roll

The Church will maintain an official Church Membership Roll (the “CMR”) of all current members, adding and deleting members according to the following sections. A regular effort will be made to locate all members and update their addresses and other information.

##### Section 2. Adding Members

Persons seeking membership will be received into full fellowship and placed on the CMR under one of the following conditions:

- A. By Baptism. A person who comes for baptism as described in Article IV, Section

3.B. will be added to the CMR following the act of baptism.

- B. Other Means. Upon majority vote and approval of the active Deacons and Pastoral Staff, the following may be added to the CMR: 1) a person with a letter from another Baptist church of like-faith; 2) a person who has in the past received Christ as Savior, has been baptized by immersion and has renewed their faith in Christ; 3) a person who seeks restoration of their membership; or 4) other people seeking membership under circumstances not specifically addressed above.

### Section 3. Removing Members

A. A member's name may be administratively removed from the CMR of this Church for one of the following conditions:

1. Transfer. Upon receipt of a letter of transfer from another Baptist church of like-faith and order; a letter will be sent to such church.
2. Death. Upon the death of the member.
3. Personal Request. By personal request of the member in writing to the Church Clerk.
4. Conversion of Faith. When it has been confirmed that the member has become a member of another church with a different faith or practice.

B. Following appropriate investigation, determination of facts, and majority vote and approval of the active Deacons and Pastoral Staff, a member's name may be removed from the CMR of this Church for one of the following conditions:

1. Disciplinary Reasons. If a member brings reproach or offense upon Christ, the Church, and/or its covenant through their conduct; or
2. Extended Absence. If a member has been absent for an extended period of time, and it is apparent that the member has either moved away from the area, cannot be located, or no longer desires to be associated with the Church.

## VI. MEETINGS

### Section 1. Church Year

The Church year will operate for general and fiscal purposes from July 1 through June 30; such year will apply to the Church and all of its ministries.

### Section 2. Worship Services

- A. Public Worship. Public worship services will normally be held Sunday mornings, but may also be held at other times at the discretion of the Lead Pastor.
- B. Multiple Session Rule. When any one Church service is held in more than one session

(e.g. multiple morning services), all sessions will be treated as a single service. Voting at a Family Meeting may take place in multiple sessions with the cumulative total votes of those members present and voting tallied to determine results.

### Section 3. Family Meeting

- A. A Family Meeting will be held no less frequently than twice per fiscal year.
- B. The Church will conduct itself during the Family Meeting in a Christian manner following the Roberts Rules of Order 11<sup>th</sup> Edition.
- C. Family Meetings may be called by the Lead Pastor or the Chairman of the Deacon Body (or in their absence, the Vice Chairman of the Deacon Body), with at least one week's notice in advance of time and place of the meeting. In the event of an emergency, a Family Meeting may be called without prior notice if there is no objection by any member present.
- D. For purposes of this Article VI, notice shall mean a verbal announcement to the congregation at a public worship service or published announcement that is distributed or widely available at a public worship service.
- E. The Lead Pastor or the Chairman of the Deacon Body will serve as moderator of all Family Meetings. In the absence of the Lead Pastor and the Chairman of the Deacon Body, an officer of the Deacon Body will serve as moderator.
- F. A quorum for transaction of Church business matters will be those members (on the CMR) in attendance at the Family Meeting. Each member is entitled to one (1) vote, with no proxy votes. A member must be present to vote. Unless otherwise provided in these By-laws, a motion requires a vote of the majority of the members present at a Family Meeting to pass.

## VII. PASTORAL STAFF AND EMPLOYEES

### Section 1. The Pastoral Staff

The Pastoral Staff consists of the Lead Pastor and the Other Pastoral Staff.

### Section 2. Lead Pastor

- A. The Lead Pastor will meet the qualifications stated in 1 Timothy 3:1-7 and Titus 1:6-8. He will be in full agreement with the Articles of Faith and the Church Covenant. By virtue of his calling and office, the Lead Pastor is the spiritual leader and managing director of the Church. He will be elected, as provided in Section 1.B. below, for an indefinite period of time and may terminate his position with the Church by a notice of thirty days. The Church removing the Lead Pastor requires a seventy-five percent (75%) vote of those members present and voting by secret

written ballot at a Family Meeting called for that purpose.

The Lead Pastor will serve as the Preacher and senior Bible teacher by virtue of his calling. The Lead Pastor or his designee will be considered an ex-officio member, without vote, of all committees. The Lead Pastor will oversee the total ministry of the Church.

The Lead Pastor is responsible for and governs the Other Pastoral Staff and other Church employees as described in further in this Article VII.

- B. Upon the death, resignation, or removal of the Lead Pastor, the Church, without unnecessary delay, will call to its pastorate a minister of good report, provided that public notice of such intention to vote on the call will be given one (1) week in advance by the Lead Pastor Search Committee (as described in Article XI, Section 5). The Church's vote to call a new Lead Pastor will be upon the recommendation of the Lead Pastor Search Committee, and will be at least seventy-five percent (75%) vote by those members present and voting by secret written ballot at a Family Meeting called for that purpose. Should the recommendation fail, the Lead Pastor Search Committee will seek another candidate without debate.
- C. The Lead Pastor is entitled to a two (2) consecutive month sabbatical, with regular compensation and benefits, every seventh year that he serves as Lead Pastor of this Church.

### Section 3. Other Pastoral Staff

- A. Other Pastoral Staff will meet the qualifications stated in 1 Timothy 3: 1-7 and Titus 1: 6-8. They will be in full agreement with the Articles of Faith and the Church Covenant.
- B. Each member of the Other Pastoral Staff will be called by the Lead Pastor with the assistance of the Personnel Committee and will serve under the Lead Pastor or his designee. Other Pastoral Staff will meet the qualifications for, and carry out the duties of their ministry according to the job description given them by the Lead Pastor.
- C. The term of office of a member of the Other Pastoral Staff may be terminated by resignation of such pastor himself, (with a 30-day notice, unless shorter notice is approved), or by the Lead Pastor with the approval of the Personnel Committee. In the absence of the Lead Pastor, the Deacon Body, with the assistance of the Executive Pastor and the approval of the Personnel Committee, may terminate a member of the Other Pastoral Staff by majority vote of such group.

### Section 4. Other Church Employees

The Lead Pastor may employ, as need and wisdom dictates, full-time or part-time non-ministerial Church personnel as required. Such paid employees are to work under the direct supervision of the Lead Pastor or his designee. Such paid Church employees,

the School Administrator, and other School employees, may be terminated by the Lead Pastor in his sole discretion. In the absence of a Lead Pastor, the Executive Pastor, with the approval of the Personnel Committee, may terminate other Church employees and the School Administrator. School employees, other than the School Administrator, may be terminated by the School Administrator in his sole discretion.

## VIII. LICENSING AND ORDINATION OF MINISTERS

### Section 1. License

- A. Granting of License. A man recommended by the Deacon Body and approved by the Lead Pastor, having given evidence that he is called to the work of the ministry, may be licensed to preach by at least a seventy-five percent (75%) vote by those members present and voting at a Family Meeting.
- B. Withdrawal of License. At a Family Meeting called for that purpose, with a seventy-five percent (75%) vote by those members present and voting by secret written ballot, the Church could withdraw a license it had previously granted.

### Section 2. Ordination

- A. Granting of Ordination. When the Church has been requested to ordain a man who has been called as a minister, or upon request of one of our ministries, the following procedure will be followed: The Lead Pastor will possess the sole right to convene, at his discretion, an ordination council utilizing some of the Other Pastoral Staff and Deacons, and may also invite ordained ministers from outside the Church. The council will examine the candidate concerning his fitness for the ministry. If the report of the council is favorable, the Lead Pastor may present him to the Church. The Church may express its approval by a vote of seventy-five percent (75%) by the members present and voting. With all things favorable, the ordination will be completed.
- B. Withdrawal of Ordination. At a subsequent Family Meeting called for that purpose, with a seventy-five percent (75%) vote by those members present and voting by secret written ballot, the Church may withdraw an Ordination it had previously granted.

## IX. CHURCH OFFICERS - SELECTION & DUTIES

### Section 1. Deacons

- A. The deacons of this body (each, a “Deacon”, collectively the “Deacons” or the “Deacon Body”) will be elected by the Church upon the basis of qualifications set forth in the New Testament in I Timothy 3 and Acts 6, and the following requirements:

Deacons will be men twenty-one years of age or older, never having been divorced, and who have proven faithful to Christ and the Church. Each Deacon is expected

to participate in and support the programs and ministries of the Church. Support includes attending the regular services of the Church, unless providentially hindered. Each Deacon is to tithe his income to the Church, and is to be a consistent personal witness to the unsaved. He should be fully cooperative with the Lead Pastor, as God's under-shepherd, and be ready always to lighten the load of the Lead Pastor and the Other Pastoral Staff, that they may give themselves to ministry, prayer, and the Word.

B. The Deacon Body will consist of qualified men with a true servant's heart, approved by at least a seventy-five percent (75%) vote of those members present and voting at a Family Meeting. To remain active, Deacons are required to annually re-affirm their qualifications and commitment to serve via a Deacon questionnaire. A Deacon may remain in active status as long as he annually indicates his desire and commitment to serve and he continues to meet the qualifications of a Deacon. The Deacon Officers (as defined in subparagraph D of this Section 1 below), in concert with the Lead Pastor, may remove a Deacon at any time upon a finding (as evidenced by a majority vote of the Deacon Officers and Lead Pastor) that such Deacon no longer meets the qualifications to serve as Deacon.

C. Nomination of Deacons

1. Annual Deacon Nomination Process.

a. Annual Deacon nominations will be received from the Church membership during the month of September. Such recommendations will be reviewed at a Deacons meeting in October. Those deemed qualified, and their wives, will be further interviewed by a subset of Deacons (which is determined by the Deacons) to ascertain the nominees' willingness and spiritual qualifications to serve.

b. The men who are willing and found spiritually qualified to serve (each, a "Deacon Candidate") will present their testimony to the Church at a public worship service. Not later than November, the Church will vote on each Deacon Candidate by secret ballot at a Family Meeting. Those Deacon Candidates approved by at least seventy-five percent (75%) vote will be appointed to the position of Deacon and will assume office either (i) if not previously ordained, upon ordination, which will follow as soon as practical after election, or (ii) if already ordained, immediately.

2. Special Deacon Nominations. If there is a need to elect a Deacon or Deacons to fill vacancies or to help meet the ministry needs of the Church outside the annual deacon nomination process, the Deacon Body may receive recommendations of qualified men from the Church using the same process as described in paragraph 1 above; *provided, however*, the dates for completing each part of the nomination process so described will be modified by the Deacons in their discretion.

D. Deacon Officer Election

The Deacon Body will elect annually at its first meeting of the calendar year, a Chairman, Vice-Chairman, Secretary and such other Deacon officers as deemed necessary to carry out their ministries. Deacon officers will be elected annually and may serve up to a maximum of three (3) consecutive years in any given office.

E. Duties.

1. The Deacon Body will serve as a Disciplinary Committee. Any grievous complaints, cases of gross sin, or doctrinal error will be referred to the Deacons for consideration. Recommendations may be made to the Church by the Deacons.
2. Deacons shall serve in the capacities noted in Article V related to Church membership.
3. Deacons shall perform other general duties as may be necessary to serve the needs of the Church.

Section 2. Trustees

- A. The Trustees will be seven (7) members of the Church whose terms of office will expire at the end of each church year. Trustees will be elected by the Church annually by at least seventy-five percent (75%) vote of those members present and voting at a Family Meeting called for this purpose. The Trustees will have the duty and power, subject always to the approval by at least seventy-five percent (75%) vote by those members present and voting by secret written ballot at a meeting called for this purpose as provided herein, to purchase, hold, maintain, convey, mortgage or otherwise encumber the property of the Corporation, and to make and execute all contracts, deeds, bonds, notes, mortgages and other instruments as may be necessary for the performance of these duties. The signature of any two Trustees will be required to make any transaction.
- B. The Trustees will be responsible for ensuring that all Church property and equipment is properly acquired and maintained. The Trustees are responsible for maintaining and updating the Church's Facilities Use Plan. The Trustees, in cooperation with the Facilities Director, will annually submit to the Executive Pastor and the Finance Committee an updated long-range capital reserve, a capital budget, and a repair and maintenance operating budget for the Church.
- C. The Trustees will be responsible for maintaining adequate insurance to protect the Church interests against loss.

Section 3. Corporate Officers Generally

- A. There will be six (6) corporate officers who will have power of attorney upon officially recorded instructions of the Church. All powers and duties of the officers will be conformable with the laws of the State of Florida.

- B. The corporate officers will consist of the following:
  - 1. The Chairman of the Deacon Body
  - 2. The Executive Pastor
  - 3. The Secretary of the Deacon Body
  - 4. The Church Treasurer
  - 5. The Chairman of the Trustees
  - 6. The Church Clerk
  
- C. All corporate officers of the Church will serve for a period of one year (1) or until their successors have been elected and take office according to the provisions of these By-laws.
  
- D. The Lead Pastor will be the managing director of the Church and will have general and active management of the operation of the Church. He will be responsible for the administration of the Church, including general supervision of the policies of the Church. Upon death, incapacity, unavailability or removal of the Lead Pastor, the Executive Pastor will, in the interim, be the managing director.

Section 4. Appointed Corporate Officers

The Chairman of the Deacon Body will serve as President of the Church, the Executive Pastor will serve as the Vice-President of the Church, and the Secretary of the Deacon Body will serve as Secretary of the Church.

Section 5. Elected Church Officers

- A. All Church officers other than the President, Vice-President, and Secretary, as provided in Section 3 above, will be voted on and approved by at least seventy-five percent (75%) vote by those members present and voting at a Family Meeting called for that purpose, and will take office based on the schedule below.
  
- B. Members of the Church may offer nominations to the Nominating Committee (as described in Article XI below) for any of the following positions, on or before the nominating deadline. The nominating deadline is as follows:

Office	Nominating Deadline	Election Deadline	Term of Office	
			Begins	Ends
Church Treasurer	6/1	6/30	7/1	6/30
Chairman of the Trustees	6/1	6/30	7/1	6/30
Church Clerk	6/1	6/30	7/1	6/30

- C. Elected Officer Description and Duties:

- 1. Chairman of the Trustees.

The Chairman of the Trustees will be the lead member of the Trustees.

2. Church Clerk.

The Church Clerk will keep correct records of all proceedings of Family Meetings of the Church. The Church Clerk will sign letters of dismissal of members and cooperate with the Church office in keeping a correct CMR.

3. Church Treasurer.

- a. The Treasurer, upon election as described in Section 4.A. of this Article, will serve as Chairman of the Finance Committee and will supervise the payment of all accounts consistent with the budget of the Church or special vote of the Church.
- b. The Treasurer will work with the Finance Committee and Church business operations staff to develop and maintain financial policies.
- c. The Treasurer will, no less frequently than semi-annually, ensure a written summary report of all income, expenses, liabilities, and cash balances under the control of the Church is prepared and presented to the Church for vote at a Family Meeting.

## X. OTHER CHURCH MINISTRIES

While ministries will strive to be financially self-supporting and, where possible, to offset the costs of ministries unable to be self-supporting, the Church does not engage in business for the purpose of making a profit.

## XI. COMMITTEES

Unless otherwise noted, membership in all standing committees will be recommended by either (A) the Nominating Committee to the Church for approval by a majority vote of the members present and voting at a Family Meeting, or (B) following Roberts Rules of 11<sup>th</sup> Edition, nomination and the vote of a majority of the members present and voting at a Family Meeting.

All standing committee members will serve on a rotational basis. With the exception of the Finance Committee Chairman, who is always the Church Treasurer and therefore may serve as a committee member for so long as the Church Treasurer position is held, each committee member is subject to election as follows.

Standing committee members will be categorized in three (3) staggered classes, consisting of two (2), up to three (3),<sup>1</sup> and two (2) committee members, respectively, with each such class expiring in successive years, in perpetuity. Successor committee members whose terms expire in a given

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<sup>1</sup> In the case of the Finance Committee, this would likely be two people because the Finance Committee will have the Treasurer as its seventh person.

year shall be elected to hold office for a term of three (3) years. Notwithstanding the three year term, each committee member shall be subject to re-election by the Church annually. In the event a committee member is unable, unwilling, or not re-elected to complete his or her three (3) year term, as soon as practical, a successor committee member will be nominated and presented to the Church for vote to complete such term.

A member may serve a maximum of three consecutive one (1) year terms on any one committee; and must then rotate off; such committee member may become a candidate for re-election to such committee after a one (1) year absence from serving on such committee.

The Lead Pastor (or his designee) will be considered an ex-officio member, without vote, of all committees.

Except for the Finance Committee, whose Chairman is the Church Treasurer, all committees must annually elect a Chairman. All committees must annually elect a Vice-Chairman and a Secretary.

The Chairman of each committee will have the responsibility to lead the committee and to protect the integrity of the committee, including, but not limited to, ensuring the members of such committee participate, are committed to supporting the Church, are Church members in good standing, and are not excluded from service due to conflict of interest as described below. Committee members who are the subject of discipline, are attending other churches, are failing to regularly attend the Church's Worship Services, or have otherwise demonstrated behavior inconsistent with a commitment to follow Christ may be suspended or removed from the Committee upon motion by the Chairman, the Lead Pastor or the Lead Pastor's committee designee followed by majority vote approving the same.

The Vice-Chairman of each committee will act in the absence of such committee's Chairman.

The Secretary of each committee will be responsible for ensuring correct records of all committee meetings are maintained and provided to the Church Clerk.

All committee members will be required to comply with the Conflict of Interest Policy adopted by the Finance Committee. In addition, individuals are excluded from serving on a committee if they or their immediate family members are paid employees supervised by such committee.

<b>Committee/Position</b>	Nominating	Election	Term of Office	
	Deadline	Deadline	Begins	Ends
Benevolence	6/1	6/30	7/1	6/30
Finance	6/1	6/30	7/1	6/30
Missions	6/1	6/30	7/1	6/30
Nominating	6/1	6/30	7/1	6/30
Personnel	6/1	6/30	7/1	6/30
School	6/1	6/30	7/1	6/30
Lead Pastor Search	As needed			
Special Committees	As needed			

### Section 1. Benevolence Committee

The Benevolence Committee will consist of seven (7) members. This committee will be empowered to care for the benevolent needs as authorized by the policies of the Church.

### Section 2. Finance Committee

- A. The Finance Committee will consist of seven (7) voting members, one of whom will be the Church Treasurer (which is elected pursuant to Article IX, Section 4.)
- B. It will be the duty of this committee to coordinate with the Lead Pastor and Executive Pastor in overseeing the preparation of the Church and Central Florida Christian Academy (the “School”) operating budgets and, with the assistance of the Trustees, compiling the capital budgets for the Church. The operating budget for the Church will be presented to the Church by department. Copies of the Church operating budget and the School operating budget will be presented to the Church at a worship service at least one (1) week prior to a Family Meeting. Approval by at least seventy-five percent (75%) of those members present and voting at a Family Meeting called for this purpose will be required to adopt the budgets.
- C. This committee, in cooperation with the Lead Pastor and the Executive Pastor, may submit revised budgets for the Church and/or the School at any time during the year for approval by the Church. Any proposed budget revision will be presented to the Church at a worship service at least one (1) week prior to a call for vote.
- D. It will also be the duty of this committee to evaluate and administer the adopted budgets for the Church and School in cooperation with the Executive Pastor, acting as a comptrolling committee. Extra budgetary items (i.e., expenditures in excess of those budgeted in the operating budget) require approval by at least seventy-five percent (75%) of those members present and voting at a Family Meeting called to approve any such extra budgetary items.

### Section 3. Missions Committee

- A. The Missions Committee will consist of seven (7) members.
- B. The Committee will present a budget of mission needs to the Budget and Finance Committee for incorporation into the proposed annual church budget.

### Section 4. Nominating Committee

- A. The Nominating Committee will be a committee of seven (7) members and will remain active throughout the Church year, or until a new Nominating Committee

is appointed, to nominate for office those needed or for officer or committee vacancies which may occur.

- B. This committee will bring nominations to a Family Meeting for (1) the offices of Trustees, Church Clerk, Church Treasurer, any other Church officers needed for election at that time, (2) candidates to fill vacancies on regular Church committees (to include the Nominating Committee), and (3) appointment of committee members to (or filling vacancies in) special Church committees.

#### Section 5. Personnel Committee

- A. The Personnel Committee will consist of seven (7) members.
- B. This committee will assist the Executive Pastor in human resource matters, including but not limited to compensation, benefits, and budgeting.

#### Section 6. School Committee (Academy)

- A. This committee will consist of seven (7) members of the Church.
- B. The Lead Pastor or his designees will be ex-officio (non-voting) members of the committee.
- C. This committee, and the Lead Pastor, will recommend an administrator to the Church for approval.
- D. This committee upon the recommendation of the School administrator will adopt such rules and regulations as it deems necessary or reasonably desirable and will approve employment of teachers and other School personnel, approve salary recommendations and School policy for the general operation of the School.
- E. The School administrator will prepare the School operating budget, submit it for approval to the School Committee, and submit the approved budget to the Finance Committee by May 31 of each year.

#### Section 7. Lead Pastor Search Committee

- A. In case of death, resignation, removal of the Lead Pastor, or other emergencies, a Lead Pastor Search Committee will be elected.
- B. This committee will consist of nine (9) members, four of whom will be Deacons, elected by the Deacon Body, and five (5) others (both men and women) to be elected by the Church from a slate of candidates established by the Nominating Committee as described herein. Candidate nominations will be taken from the floor at a Family Meeting called for that purpose. The Nominating Committee will vet each nominated candidate per its usual processes. The Nominating Committee

shall add properly vetted candidates to the candidate slate on its own accord, particularly those who would enhance the diversity (gender/race/ethnicity) of the candidate panel in a way that reflects the Church population. The Nominating Committee shall endeavor to finalize the candidate slate within three weeks of taking nominations from the floor. Five Candidates will be elected from this slate of candidates at a Family Meeting called for that purpose.

- C. The Executive Pastor shall be responsible for securing pulpit supply until the Lead Pastor Search Committee is formed. Once formed, the Lead Pastor Search Committee shall secure pulpit supply and will thoroughly investigate possible pastors.
- D. This committee will make a recommendation to the Church concerning the calling of a Lead Pastor.
- E. This committee, in conjunction with the Personnel Committee and the Executive Pastor, will establish a compensation package agreeable to both the perspective candidate and these committees.
- F. Upon the Church's approval of a Lead Pastor, this committee will be dissolved.

#### Section 8. Special Committees

Other committees (e.g. By-laws and Building Committees) will be appointed or elected whenever needed to attend to any matters requiring Church action that does not fall within the scope of any of the regular committees.

## XII. FINANCIAL POLICIES

#### Section 1. Tithes and Offerings

Tithes and offerings will be recognized as our plan of finance. All members will be encouraged to give at least a tenth of their income to the Lord's work through this Church.

#### Section 2. Budgets

Separate Budgets will be prepared for the Church and School. All funds for any and all Church purposes will be deposited promptly in the Church bank account and be properly recorded on the books of the Church. All funds for any and all School purposes will be deposited promptly in the School bank account and be properly recorded on the books of the School.

#### Section 3. Special Offerings

Special offerings may be taken in the Church for revival meetings, three (3) annual mission offerings (State, North American, and International), and such as the Lead

Pastor recommends.

#### Section 4. Business Policies

In the interest of sound business policy, the following measures will be observed:

- A. All bills and obligations of the Church and its organizations will be paid promptly. There may be a petty cash fund set up by the Finance Committee to be used by the administrative office of the Church.
- B. The Church and Central Florida Christian Academy's financial records will be audited annually unless voted otherwise by the Church. Upon completion, the audit will be available at the Church office for review by Church membership. All books, records and accounts kept by the Treasurer will be the property of the Church.
- C. The Executive Pastor and the Finance Committee will establish policies and procedures for collections, disbursements, and reporting.
- D. All undesignated receipts will be placed in the general fund. All designated funds will be disbursed to the cause designated. All designated funds remaining after the purpose for which the funds were designated has been satisfied or no longer requires funding will be placed in the general fund.
- E. Any major extra-budgetary expenditure will require approval of the Church in Family Meeting, except in emergency situations as determined by the Deacon Body with the assistance of the Executive Pastor and the Finance Committee. Approval by at least seventy-five percent (75%) by those members present and voting at a Family Meeting called for this purpose will be required to adopt the revised Budgets.

### XIII. BY-LAWS - ADOPTION AND AMENDMENTS

#### Section 1. Prior Rules

These By-laws supersede all prior rules, orders, laws, regulations, constitutions, or By-laws, whether general or specific, heretofore passed or enacted by the Church relating to the government functions or regulations of the said Church in conflict with these By-laws.

#### Section 2. Amendments

These By-laws may be amended, altered or repealed by vote of at least eighty percent (80%)<sup>2</sup> by those members present and voting at a Family Meeting called for this purpose, provided that the proposed amendment will have been submitted in writing at a preceding Family Meeting. All such amendments, alterations, or repeal proposals will first be submitted in writing to the Church Clerk, then presented by the Church Clerk to the By-laws Committee for study and recommendation. A period of at least thirty (30) days must elapse before a report can be called for from the By-laws Committee. Notice of such meeting in which the vote is to be taken will be given at least one (1)

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<sup>2</sup> This revision was made to conform to the Articles of Incorporation.

week in advance.

#### XIV. DISSOLUTION AND LIQUIDATION

Section 1. In the event of dissolution of the Church, no liquidating or other distribution of property owned by the Church will be paid to any private individual, but the net assets of the Church will be distributed as follows:

- (1) All liabilities and obligations of the Church will be paid, satisfied, and discharged, or adequate provision shall be made therefor;
- (2) Remaining assets will be distributed to a church or missions agency of like faith and belief upon an eighty percent (80%) vote of those members present and voting by secret written ballot at a Family Meeting called for that purpose.<sup>3</sup>

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<sup>3</sup> The plan for distribution of assets upon dissolution is typically provided in the Articles of Incorporation. The external auditors have previously recommended a revision to the Church Articles of Incorporation to include this provision. The By-Laws Committee has included such provision in this document rather than revise the Articles of Incorporation.