

GUIDING PRINCIPLES MANUAL

First Baptist Church Mesa

INTRODUCTION AND ADMINISTRATION

This Guiding Principles Manual (GPM) contains all of the current Guiding Principles adopted by the Elder Council Servant Leadership of First Baptist Church (FBC) Mesa (hereafter referred to as the Elder Council or the Elders) since the approval of the initial GPM dated January 2008. Subsequent revisions will be made as needed and approved by the Elders.

IAA1.0 Reasons for Adoption

- The efficiency of having all ongoing Guiding Principles and policies in one place.
- The ability to quickly orient new Elders, Staff, Ministry Team Leaders, and interested Church Members to current Guiding Principles.
- The elimination of redundant or conflicting policies of the past.
- Ease of reviewing current Guiding Principles when considering new issues.
- Providing clear, proactive Guiding Principles to guide the Senior Pastor and Staff.
- Modeling an effective approach to church governance that other churches might use.

IAA1.1 Consistency

Each Guiding Principle in this document is expected to be consistent with the Law, the Articles of Incorporation, and the Church Bylaws, all of which have precedence over these Guiding Principles. Except for time limited or procedural only Elder Council decisions (approving the Minutes, electing an officer, etc.), which are recorded in regular Elder Council Minutes, all standing Guiding Principles shall be included or referred to in this document. The Senior Pastor is responsible for developing organizational and administrative policies and procedures that are consistent with this GPM.

IAA1.2 Transition

Whether adopted part by part or as a complete document, as soon as some version of the GPM is voted on as the “one voice” of the Elders, those Guiding Principles are deemed to supersede any past Guiding Principles that might be found in old Minutes or old editions of the Guiding Principles unless a prior Elder Council resolution or contract obligates FBC Mesa (hereafter referred to as FBC or the Church) with regard to a specific matter.

IAA1.3 Changes

- These Guiding Principles are to be reviewed frequently and refined by the Elders during their scheduled meetings. The Senior Pastor helps the Elder Council formulate new language in the GPM by distributing proposed changes to the Elders. When language is recommended for deletion, it is shown in ~~strike-through~~ format. Proposed new language is underlined. Each section with a proposed change will be italicized and highlighted to help readers quickly identify proposed changes.
- Any change to this GPM must be approved by the Elder Council. Proposed changes may be submitted by any Elder, as well as by the Senior Pastor. In some instances a new Guiding Principle formulation can be assigned to an appointed taskforce of Elders.

- Whenever new Guiding Principles are adopted, a new GPM should be dated, printed,
- and quickly made available to the Elders and Staff and available for review by interested parties. Previous versions of the GPM should be stored electronically by the Church Secretary for future reference if needed.

IAA1.4 Specificity

Each new Guiding Principle shall be drafted to fit in the appropriate place within the GPM. Conceptually, policies should be drafted from the "outside in"; i.e., the broadest policy statement should be presented first, then the next broadest, etc., down to the level of detail that the Elder Council finds appropriate for effective implementation.

IAA1.5 Oversight Responsibility

The Elders shall be responsible to see that these Guiding Principles are used to govern the ministry direction for FBC Mesa. The Senior Pastor is accountable to the Elders for effective and timely implementation of these principles. The Senior Pastor is responsible to report both progress and setbacks in writing to the Elders according to an agreed upon reporting schedule. When a questionable interpretation of a Guiding Principle might arise, the benefit of the doubt will be extended to the Senior Pastor regarding the procedures taken to implement a principle.

IAA1.6 Maintenance of Policies

The Elder Council Secretary shall ensure that the current GPM is on file in a three-ring notebook in the FBC office with all other standing documents. These documents are available for review by any interested person. A copy of all church documents will also be published on the church website. The Church Secretary under the direction of The Secretary for the Elder Council is responsible to maintain the Guiding Principles Manual (GPM) and provide updated copies to the Elders whenever the Guiding Principles change, or upon request.

MISSION PRINCIPLES

MP1.0 Comprehensive Mission Statement

FBC Mesa exists to glorify God by bearing much fruit so that every person God brings to us or sends to us will become a fully committed follower of Jesus Christ, thereby fulfilling the Great Commission. Everything done will be consistent with our stated purpose of "Encouraging non Christians to become Christians and Christians to become more like Christ".

FBC MESA EXISTS TO LIFT UP CHRIST THROUGH:

MP1.1 Praising God in Worship

A significant priority shall be placed on worshiping God in directed corporate worship and the encouragement of individual expressions of worship in truth and in Spirit and through acts of service. Worship will be encouraged in a way that embraces all ages and reaches across cultural barriers to lift up Jesus in a reverent way. Our worship, consistent with our Mission statement and principle will seek to be sensitive to the needs of the unchurched and will provide opportunity for people to respond in faith. We believe that Christ being lifted up in worship will draw all persons to Himself.

MP1.2 Bring People to Christ

A significant priority of FBC shall be reaching people who need to be welcomed into the Body of Christ by receiving His free gift of salvation. Considerable resources will be directed to engage our community and beyond with relevant ministry strategies to reach the lost with the transforming message of Jesus Christ.

MP1.3 Building Mature Disciples

A significant priority of FBC shall be helping believers to become grounded in God's Word and sensitive to the Holy Spirit's refining and directing in their lives. We will endeavor to nurture the biblical maturing of believers in all aspects of their lives, encouraging them to become ever more like Christ. Specifically we desire people

- Learn the Word of Christ, the Bible, (Head)
- Develop the character of Christ (Heart)
- Do the Work of Christ (Hand)

MP1.4 Gathering Believers Together

A significant priority of FBC will be placed on maintaining the unity of the Body of Christ by embracing biblical principles and standards of relationship, forgiveness, and encouragement. Fellowship will be encouraged across ministry circles for the mutual edification of believers. Matthew 18 and the principles outlined for conflict resolution in that text will be followed.

MP1.5 Sending People into Service

A significant priority of FBC shall be equipping and deploying each believer for a significant ministry by developing their God-given gifts in ministries in our Jerusalem (Mesa), Judea, (Maricopa County) Samaria, (the Pacific Southwest), and the outer reaches of the world. A high priority will be placed on supporting missionaries, missionary endeavors, and empowering individuals in our church to connect to missions in the world. A high priority is placed on appropriately funding and serving in ministries and outreach strategies that are beyond the direct reach of our church to fulfill the whole of the Great Commission. We will endeavor to encourage missions and ministry as a vocation and encourage those within our shepherding to discover God's greater purpose in the ministry and mission of their lives.

LEADERSHIP BOUNDARY PRINCIPLES

LBP 1.0 Leadership Standard

Church leadership must meet a biblically based standard that is agreed upon by the Senior Pastor and Elder Council.

LBP 1.1 Leadership Integrity

Persons in leadership will endeavor to maintain their personal walk with God, attend church functions regularly, and model a Spirit-led life. (A Leadership Covenant outlines the clear expectations of all in leadership)

LBP 1.2 Comprehensive Boundary Statement

The Senior Pastor and Church Elder Council shall not cause or allow any practice, activity, decision, or organizational circumstance that is unbiblical, unlawful, imprudent, or unethical.

LBP1.3 Component: Biblical and Moral Integrity

With regard to the teaching, leadership, and membership of the Church, the Senior Pastor and Church Elder Council shall not fail to uphold the Church's Statement of Faith and the high standard of biblical teaching and morality that it implies

LBP1.4 Component: Financial Planning and Budgeting

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Elder Council's Mission Principles, risk financial jeopardy, or fail to be derived from a multiyear plan.

PASTORAL LEADERSHIP BOUNDARY PRINCIPLES

PLBP 1.0 Component: Treatment of Constituents

With respect to interactions with constituents or potential constituents, the Senior Pastor shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.

PLBP1.1 Component: Compensation and Benefits

With respect to employment, compensation and benefits to employees, consultants, contracted workers, and volunteers, the Senior Pastor shall not cause or allow jeopardy of fiscal integrity or public image.

PLBP1.2 Component: Treatment of staff

With respect to the treatment of paid and volunteer staff, the Senior Pastor shall not cause or allow conditions that are unfair or undignified.

PLBP1.3 Component: Communication and Support to the Elder Council

The Senior Pastor shall not permit the Elder Council to be uninformed or unsupported in its work.

PLBP1.4 Component: Financial Condition and Activities

With respect to the actual, ongoing financial conditions and activities, the Senior Pastor shall not allow the development of fiscal jeopardy or a material deviation of actual expenditures from Elder Council priorities established in Mission Principles and FBC's Bylaws/Constitution, or exceed the established summary budget bottom line total as approved by membership vote at the Annual Business Meeting of the Church, or as subsequently revised by membership vote.

PLBP1.5 Component: Emergency Senior Pastor Succession

In order to protect the Elder Council from the sudden loss of Senior Pastor services, the Senior Pastor shall have no fewer than two ministry leadership members (either paid staff or volunteers), as approved by the Elder Council, who are familiar with Elder Council and Senior Pastor issues and processes.

PLBP1.6 Component: Policy and Process for Volunteers

The Senior Pastor shall be responsible to establish policies and procedures that are consistent with biblical principles for volunteers serving in capacities of leadership or in areas of influence.

ACCOUNTABILITY PRINCIPLES

AP1.0 Comprehensive Accountability Statement

The responsibility of the Elder Council before God in reaching those who need to be led to Christ and nurtured in Him, on behalf of people in Mesa, the surrounding region, and its mission outreach beyond the community, is to see that FBC, through the leadership of its Senior Pastor: (1) achieves the fulfillment of its Mission Principles, and (2) avoids violation of its Boundary Principles.

AP1.1 Component: Stewardship to Christ for Those He Calls Us to Serve

The Elder Council shall maintain an active connection to the “moral ownership” of the Church and its mission, to Christ and the people He has called His church to serve.

AP1.1.1 Detail: Community Research and Public Relations

The Elder Council will invest resources periodically to enhance its understanding of the needs of people in the community and to enhance the Church’s reputation of service to the community.

AP1.1.2 Detail: Church Feedback and Assessment

The Elder Council will collect input and feedback from Church Members and Attendees to better understand how to minister to and serve them in biblically relevant ways.

AP1.1.3 Detail: Devotion to Prayer and the Word of God

Under the teaching and guidance of the Senior Pastor, the Elder Council will continually seek the wisdom and leading of Christ as the Lord of the Church. To this end, significant attention will be given to prayer and study of Scripture as a group.

AP1.2 Component: Discipline of the Process of the Elder Council

The Elder Council shall conduct itself with discipline and integrity with regard to its own process of governance.

AP1.2.1 Detail: Elder Council Style

The Elder Council will govern with an emphasis on (1) outward vision rather than internal preoccupation, (2) encouragement of diversity in viewpoints, (3) strategic leadership more than administrative detail, (4) clear distinction of Elder Council and Staff roles, (5) collective rather than individual decisions, (6) future rather than past or present, and (7) proactively rather than reactively.

AP1.2.2 Detail: Elder Council Job Description

The essential job outputs of the Elder Council are linkage to the people served, definition of Guiding Principles, and monitoring of the Senior Pastor’s performance. In addition to these three essentials, the Elder Council shall exercise authority granted to it in the Bylaws and not delegated to the Senior Pastor.

AP1.2.3 Detail: Elder Council Member Codes of Conduct

The Elder Council commits itself and its members to the following codes of conduct:

- a. Members of the Elder Council must represent un-conflicted loyalty to the interests of Christ regarding those whom He has called His church to serve (Matthew 28:18-20). This loyalty supersedes any personal or group interest among, or outside, consumers of the Church’s services. An Elder Council Member must disclose any fiduciary conflict of interest and withdraw from any decision-making affected by it.
- b. Members of the Elder Council must honor the principles and decisions of the Elder Council acting as a whole. They may not foster dissent or attempt to exercise individual authority over the Staff or the organization except as explicitly stated in the Guiding Principles.
- c. Members of the Elder Council must respect the confidentiality of sensitive Elder Council issues and must avoid facilitating gossip or other “triangulation” against the practice of direct, biblical resolution.

AP1.2.4 Detail: Responsibility of the Chairperson for Integrity of Process

The Chairperson enforces the integrity and fulfillment of the Elder Council's process, including the monitoring of the Senior Pastor's performance. The Chairperson is authorized to use any reasonable interpretation of the Guiding Principles as he/she acts to ensure the integrity of the Elder Council's and Senior Pastor's process.

AP1.2.5 Detail: Responsibility of the Senior Pastor for Visionary Leadership

The Senior Pastor has the responsibility, authority, and accountability to serve as the primary leader of the Church at every level: Congregation, Elder Council, and Staff. With respect to the Elder Council, the Senior Pastor will envision the Elder Council on all actions except for monitoring the Senior Pastor's performance. If a question of process arises with regard to the Bylaws or Guiding Principles of the Church, the Senior Pastor will defer to the judgment of the Elder Council Chairperson. The Chairperson shall not permit the Elder Council to be uninformed or unsupported in its work.

AP1.2.6 Detail: Use of Elder Council Committees

Elder Council committees, if used, will be assigned so as to reinforce the wholeness of the Elder Council's job and never to interfere with the delegation from the Elder Council to the Senior Pastor or with the work of the Staff.

AP1.2.7 Detail: Cost of Governance

The Elder Council will invest amply in its own governance capacity through training, consultation, research mechanisms, and meeting costs.

AP1.3 Component: Monitoring the Performance of the Senior Pastor

The Elder Council's sole official connection to the operating organization of the Church, its achievement, and conduct shall be through the Senior Pastor.

AP1.3.1 Detail: Unity of Control

Only written decisions of the Elder Council acting as a whole are binding on the Senior Pastor.

AP1.3.2 Detail: Accountability of the Senior Pastor

The Senior Pastor is the Elder Council's only link to operational achievement and conduct so that all authority and accountability of the Staff, as far as the Elder Council is concerned, is considered the authority and accountability of the Senior Pastor, insofar as such authority and accountability is within the bounds of the Bylaws.

AP1.3.3 Detail: Delegation to the Senior Pastor

The Elder Council will instruct the Senior Pastor through written principles that prescribe the mission to be achieved and establish the boundaries to be avoided, allowing the Senior Pastor to use any reasonable interpretation of these principles. The Senior Pastor is delegated the authority to hire and terminate staff members. He will keep the Elder Council fully informed of the reasons for the hire or termination.

AP1.3.4 Detail: Performance of the Senior Pastor

Systematic and rigorous monitoring of the Senior Pastor's job performance will be solely against the only expected Senior Pastor job outputs: the Church's accomplishment of the Elder Council's Mission Principles and the Church's operation within the Elder Council's Boundary Principles.

AP1.3.5 Detail: Annual Goals of the Senior Pastor

The Senior Pastor will be required to write measurable goals each year that correspond to each of the Elder Council's Mission Principles. At least one of these goals for each Mission Principle must project growth in the number of, or depth of understanding of, people who benefit or participate.

AP1.3.6 Detail: Annual Review of the Senior Pastor

Each year, the Elder Council shall review the results achieved by the Senior Pastor on each of the annual goals. A merit raise, cost of living raise, corrective action, or request for resignation shall be based on the results achieved within the Elder Council's Boundary Principles.

BYLAWS of FIRST BAPTIST CHURCH OF MESA, MESA, ARIZONA

PREAMBLE

Resting our faith entirely in the Lord Jesus Christ for our eternal salvation, believing wholly in the teaching of the Scriptures, acknowledging the distinctive principles for which Christ honoring disciples have always stood, and operating in a partnership between the Pastoral Staff, the Leadership Board (hereinafter referred to as the Elders) and the membership and attendees. In this we band ourselves together as a body of baptized believers of the Lord Jesus Christ, and adopt for our government the following articles.

These Bylaws are to provide general guidance on organization, governance and operation, based upon biblical principles and practices. However, the ultimate authority for First Baptist Church of Mesa's organization, governance and operation is the Bible.

ARTICLE 1: NAME AND PURPOSE (MISSION)

Section 1: Name

This church was duly incorporated on May 8th 1958 under the laws of the State of Arizona, under the corporate name of First Baptist Church of Mesa, Arizona, an Arizona Corporation, located in the city of Mesa, in the county of Maricopa, in the State of Arizona. The Church maintains its principal office at 4801 E. Brown Rd., Mesa, Arizona, 85205.

Section 2: Purpose (Mission)

The purpose of "First Baptist Church" (hereinafter referred to as FBC or the Church) is to "encourage non Christians to become Christians and Christians to become more like Christ." Our purpose encourages us to share our faith with those who do not yet know Christ and encourage those who have come to trust Him to become fully devoted followers of Christ in every aspect of their lives. The ministries and programs, which the church provides, at the present, and in the future, are specific expressions of our understanding of our calling and purpose as His disciples.

Section 3: Core Beliefs Statement Introduction:

As Members of FBC we recognize that confessions do not replace or supplement the Bible and its authority. Nor are they a substitute for the living, dynamic relationship, which we have in Jesus Christ. This confession attempts only to confirm some of what is central to the faith, and by intent it is silent on less weighty matters and peripheral issues. However, it is our conviction that what is written here represents a consensus of doctrine, which will aid in guarding the deposit of truth, which we believe is revealed in scripture.

- * That there is only one true and eternal God consisting of three co-equal persons: Father, Son and Holy Spirit. (Gen. 1:1; Deut. 6:4; John 4:24; John 14:6-13; Gal. 4:6; 2 Pet. 1:17; Psalm 2:7ff; Isa. 7:14; John 1:1-18; Heb. 1:8; Psalm 51:11; 1 John 4:13; Acts 5:3,4)
- That the Bible, the Word of God, is our final authority and is trustworthy for faith and practice when interpreted responsibly under the guidance of God's Holy Spirit within the community of faith. (Deut. 4:1-2; 2 Tim. 2:15, 3:16-17)
- That God created humankind in the divine image. Through Adam's fall all

became sinful, lost and condemned. Each human being by deliberate choice participates in sin and is in need of redemption through Christ's death and resurrection. (Gen. 1:26-30; Eph. 2:1-22; Rom. 1:19-32, 5:12-21)

- That Jesus Christ is God's Son, fully divine and fully human, the eternal and pre-existent Word. By His death Christ made full atonement for our sins and by His resurrection showed Himself to be the giver of life to all who believe. (Heb. 1:1-3, 4:14-15; John 1:1-3,14)
- That the Church is a community of faith consisting of regenerated believers with Christ as Lord. Such believers claim a personal relationship to God through Jesus Christ, follow the Lord in believer's baptism, share in the Lord's Supper, gather regularly for worship and covenant for mutual edification and care-giving. (Matt. 16:15-19; Rom. 10:9-10; Acts 16:30-33; 1 Cor. 11:23-26; Eph. 1:22-23; Heb. 10:23-25)
- That the Church is called in loyalty to Jesus Christ to proclaim in the power of the Holy Spirit the Good News of God's reconciling grace, inviting persons to receive salvation and follow Christ as His disciples. As disciples, we seek justice for all persons and the reform of society. (Matt. 28:18-20; Acts 1:8; Gal. 3:26-28; James 1:27, 2:8)
- That Jesus Christ will return visibly, at which time He will raise the dead and judge all people. Believers will enjoy eternal fellowship with God as they participate in the fullness of His eternal reign, while unbelievers will suffer eternal separation from God. (Matt. 24:29-31, 25:31-46; 1 Thess. 4:14-18; Rev. 20:4-6, 11-15)

ARTICLE 2: AUTHORITY, ASSOCIATION, AND STRUCTURE

Section 1: Authority

The supreme authority of and for the Church is Jesus Christ Himself. The Word of God, the Holy Bible, will be embraced as God's inerrant Word, and therefore the final authority in all matters concerning our faith and its practice in our daily lives. The Senior (Lead) Pastor is our Servant Leader who exercises his leadership, recognizing the supremacy of Jesus Christ and the pastoral responsibility to yield to the authority of God's Word, and to make the motive of his preaching the faithful, clear, and practical expression of its truths.

Section 2: Government

The government of this Church is vested in the body of believers who compose it, with the structure to provide a stable and effective organization to aid the Church in accomplishing its mission.

Section 3: Structure

The structure model (refer to organizational chart) is to keep the roles of the Senior Pastor (hereinafter referred to as the Pastor), Elders, Staff, Ministry Team Leaders, Group Leaders, and Members distinct and effective.

- A. The role of the Elders is to **govern** the church by being the primary stewards of its mission. It is the elders' duty to exercise personal holiness. Elders shall oversee, lead, shepherd, and care for the spiritual condition of the

- B. Church, as set forth in Scripture (I Timothy 5:17; Titus 1:9; I Peter 5:1-2). Elders like Church members, have no individual authority but must act together as a Council to represent the best interest of the Church.
- C. The role of the Pastor is to **lead** the Church to be faithful to its mission and accomplish its vision. The Senior Pastor is primarily to be a teacher of the Word of God — the Bible. He is to teach and exhort by precept and example.
- D. The role of the Staff and Ministry Team Leaders is to **manage** the ministries of the Church led by the Pastor. Staff and Ministry Team Leaders can act individually to enter into transactions regarding their specific area of ministry, conditioned upon budgetary constraints, but they are subject to the oversight of the Council of Elders and authorization levels given to them by the Senior Pastor.
- E. The role of the Group Leaders is to serve as the primary **ministers** of the Church. A Group Leader oversees a small group of people with complementary skills committed to a common purpose or goal and for which they are willing to be mutually accountable. Groups are an effective way to help people identify their spiritual gifts and to empower them with a passion for ministry. They are the “hands and feet” of the body of Christ.
- F. The role of a Member is to be a committed **servant** of the Church, serving Christ.

Section 4: Association

The Church recognizes the value of association and cooperation with other Baptist Churches and ministries of like faith. At the recommendation of the Pastor, the Church may partner with other local or Regional evangelical ministerial organizations for the advancement of the ministry of the Lord Jesus Christ. As an autonomous body, the Church has currently entered into an association and covenant with Transformation Ministries.

ARTICLE 3: MEMBERSHIP

The New Testament presents a picture of definable groups of people who, once committed to the Lord, identified themselves with and committed themselves to a particular local body. (Rom. 16:1; 1 Cor. 1:2; 2 Cor. 8:1; Phil. 1:1; Acts 11:26)

Section 1: Steps to Membership

The membership of First Baptist Church of Mesa for purposes of these Bylaws shall consist of baptized believers in the Lord Jesus Christ who are recommended to the Elders by the Senior Pastor. Membership confers the right to vote, serve in leadership, and elect representative leadership according to the stipulations and limits delineated in Article 7.

The Membership shall be considered Church Members as defined in these Bylaws; as provided in the Arizona Corporations Code. Membership shall entail no definitions, rights, or responsibilities other than those explicitly stated in these Bylaws. The Senior Pastor is responsible to provide and promote an Elder-approved process for recruiting and receiving Church Members.

Section 2: Designations of Membership

To properly reflect the membership of the Church, the following three designations shall be used. These rolls shall be updated periodically.

1. **Active/Resident Members**: All members who reside within the Church's ministry area and are currently active in the Church. Active status is those individuals who have participated within the past six months in attendance, tithing, or Church program.
2. **Inactive Church Membership**: Those individuals who have not participated in the last six months in any Church programs, attendance, and/or tithing are disqualified from voting on Church Business.
3. **Associate Membership**: Any person who makes a public confession that Jesus Christ in their Lord and Savior, and that the Holy Bible is the true and inspired Word of God, but cannot maintain active membership due to temporary residence, may be received into membership of this church as an Associate member upon statement of faith. Associate members shall enjoy all privileges of membership, except for the right to vote on church matters and the right to hold elected office. Suggestions, informational input and participation in various programs are encouraged.

Section 3: Release from Action Status and/or Membership

Release from membership in this Church shall be by:

1. Death
2. Transfer of membership to another church
3. By personal request of the member
4. Recommendation of the Senior Pastor to the Elders.

Section 4: Discipline of Members

Members and all other professing Christians who regularly attend or fellowship at FBC who err in biblical doctrine or conduct shall be subject to discipline according to Matthew 18:15-18. The Elders will appropriately investigate any allegation. Discipline action will be administered by the Senior Pastor and Elders.

ARTICLE 4: SENIOR PASTOR

Section 1: The Senior Pastor shall be an ordained Baptist Minister whose credentials are recognized by Transformation Ministries. He will freely execute and accept the Pastor and Leader's Covenant and will seek to faithfully live out its directives.

Section 2: Accountability

The Senior Pastor shall be accountable to the Scriptures and the Elders for the faithful discharge of his duties as described in the Guiding Principles.

Section 3: Responsibility

- A. Worship Services of the Church.
- B. Be the primary catalyst for the vision, direction and ministry of the Church.
- C. Give leadership to/in prayer, teaching, preaching, leadership and equipping the saints for the work of ministry according to scripture.
- D. Serve on the Council of Elders as the only staff elder, being accountable for and a representative of all staff positions.
- E. Managing and leading all staff, ministry leaders and workers, employed and volunteer.
- F. The Senior Pastor, through the Staff and Ministry Team Leaders, shall oversee the day-to-day business of the church.
- G. In coordination with the Treasurer or CFO, a recommended budget will be prepared and recommended to the Elders.

- H. Is an ex officio member of all teams, committees, task forces, and auxiliary organizations.
- I. The Senior Pastor has the authority to hire and terminate staff members. He will keep the Elder Council fully informed of the reasons for the hire or termination”

Section 4: Additional Relationships

The Senior Pastor and Elders will establish a salary package for each classification of pastoral staff recommended by the Senior Pastor based on specific job descriptions developed and presented to the Elders by the Senior Pastor. Termination of paid pastoral staff shall be at the discretion of the Senior Pastor. Dissolution of relationship may be given consideration for severance payments upon approval of the Elders, not to exceed one week for each full year of service, and not to exceed a maximum of three months. All paid staff will report to the Senior Pastor or to another person designated by the Senior Pastor. The Senior Pastor reserves the right to terminate staff for cause.

Section 5: Tenure of Senior Pastor

The tenure of the Senior Pastor may be terminated at any time by the Senior Pastor or the Church. If the Senior Pastor relinquishes the office, he may do so by giving at minimum of sixty (60) days notice at the time of resignation.

The Elders may terminate the Senior Pastor if circumstances dictate upon the consensus of the Council of Elders. A special meeting will be held at the earliest date to inform the congregation.

Section 6: Calling of the Senior Pastor

When a vacancy in the Senior Pastor position exists, a Pastoral Search Committee of up to 12 members (consisting of at least 2 Elders but no more 3) shall be established with Church membership approval. The Pastoral Search Committee will be responsible for screening all resumes, interviewing applicants, and confirming the qualifications and experience of top candidates. As the Spiritual leaders of the church and the guardians of its mission and ministry, the Elders will be kept informed and updated of the process status during the search process. The Pastoral Search Committee will recommend a candidate to the Elders. Upon Elders approval the recommendation will constitute a nomination to the Church Body.

The interim pastor is not to be considered as a candidate for the Senior Pastor position of the church. It is very important the Pastoral Search Committee complete the process of selection they were charged to do. If, however, after reviewing resumes and interviewing candidates they still feel the interim pastor may be the best choice they should first seek counsel from Transformation Ministries to discuss the possibilities and consider the guidelines presented. An interim pastor will only be considered if there is a consensus agreement between the Pastoral Search Committee and the Council of the Elders.

ARTICLE 5: ELDER DUTIES AND QUALIFICATIONS

Section 1: Council of Elders.

Each Elder must be a member of the Church, execute and freely accept the Church documents of “Elder Qualifications”, “Affirmation of Faith”, and “Pastors and Leaders Covenant”.

The governing Board of the Church shall consist of a minimum of 5 Elders and no more than 13 Elders, including the Senior Pastor. The names of the Council of Elders and the Corporate Officers will be presented to the Church at each Annual Business Meeting. Any changes in status of the Elder Board or Corporate Officers will be conveyed to the Church within 30 days of change.

Matters required by law or these Bylaws shall be discussed and voted upon by the Elders at any regular or specially called meeting. A minimum of 2/3rds of Elders must be present to conduct a meeting. All Elders shall be notified of meetings at least 24 hours before every meeting by electronic, verbal, or written means.

Section 2: Additional Duties and Qualifications for Elders

- A. Shall strive to exemplify the values and ideals expressed in Titus 1:5-9.
- B. Shall exemplify spiritual maturity, and demonstrate faithfulness to the framework of the Church by being faithful to Worship Service attendance, being part of a small group experience, and being involved in a Ministry of the Church.
- C. Shall, within the framework of these Bylaws, establish, evaluate and revise the "Guiding Principles" for the leadership of the Pastor and hold him responsible accordingly.
- D. Shall be accountable to the Membership for the faithful discharge of their responsibilities.
- E. Shall be responsible for the estate and property belonging to the Church.
- F. Shall meet minimally at least quarterly for prayer, devotions and the work of the Church.
- G. Shall partner with the Pastor, to oversee the vision and direction of the Church.
- H. Shall freely accept and execute the challenge of the Pastors and Leaders Covenant.
- I. May be dismissed by consensus of the Elders if he is not fulfilling expected requirements.
- J. Shall determine each year the Church's Corporate Officers (i.e., the Chairman/President, Vice-Chairman, the Chief Financial Officer, and the Secretary). Minimum of 2 Corporate Office positions must be held by Elders. The Chairman of the Elders will serve as the Chairman/President of the Corporation.
- K. Shall maintain a rotation system, so that Elders (exclusive of Pastor) do not serve an indefinite number of years. Unexpected vacancies may be part of the rotation process. After an Elder has served a minimum of 3 years he will be moved to hiatus status for at least 1 year. However, only a maximum of 1/3 of active Elders may be moved to hiatus status in any given calendar year.
- L. Shall fill unexpected Elder vacancies at the recommendation of the Senior Pastor, until the next scheduled Annual Business Meeting.
- M. Elders shall be encouraged to mentor and train additional elders and have the right to nominate persons trained to the Elder Board for approval. In addition, any member of the Church may identify to the Senior Pastor or to an Elder names of persons who he/she feels meets the qualifications of Elder, for consideration towards a Senior Pastor's or an Elder's recommendation. Elders will be elected by a "yes" or "No" secret ballot by the Church Members at the Annual Business Meeting.
- N. Pray for the sick. Elders are to pray for the spiritual and physical well being of members of the congregation. (James 5:14-15)

Section 3: The Pastor and Eldership

The Pastor is an Elder in the church and is entitled to participate fully in all deliberations of the Elders with the right of vote except as noted below:

1. Setting of the Pastoral Compensation Package
2. The dismissal of the Pastor
3. Sale or Acquisition of Real property
4. The encumbrance of indebtedness
5. Any area where there is an actual or perceived conflict of interest

Section 4: Corporate Officers

The duties and qualifications of the Corporate Officers and all other leaders shall be at minimum as defined within these Bylaws, as long as they are not in conflict with laws of the State of Arizona. As officers of the Corporation, they are legal agents of the Church authorized to execute required legal documents to fulfill the mission and business of the Church as allowed by membership vote, Elder vote, governing laws and the Church Bylaws. Single signature execution of legal documents shall be any one of the Corporate Officers. Double signature execution shall be the responsibility of any two of the four Corporate Officers.

- A. The **Chairman** shall preside at all Business Meetings of the Church and shall be an ex officio member of all church auxiliary organizations, teams and/or committees. Because of the position, the Chairman of the Elder will be the Chairman of the Corporation. In the absence of the Chairman the order of presiding succession shall be the Vice Chairman, Chief Financial Officer, Secretary, or other Elder selected to chair that meeting.
- B. The **Vice-Chairman** will serve in the absence of the Chairperson and perform other duties delegated by the Chairman.
- C. The **Chief Financial Officer** (CFO) shall be responsible for disbursements and keeping of records of all receipts and disbursements. The CFO shall oversee and recommend to the Elder for approval any necessary personnel to carry out the duties of the office (i.e., Treasurer, Financial Secretary, Property Administrator) and shall make a monthly report to the Elders.
- D. The **Secretary** shall be responsible for the recording of all proceedings of the Church, preparing official correspondence and preserving all official documents coming into the Secretary's hands during the term of office. The Secretary shall oversee, appoint, and recommend to the Elder for approval any necessary personnel to carry out the duties of the office (i.e., Church Clerk).

ARTICLE 6: OTHER LEADERS DUTIES AND QUALIFICATIONS

Section 1: Deacons and Their Qualifications

A deacon or deaconess is recommended to the Elders by the Senior Pastor, and serves by the nomination of the Senior Pastor. Deacons/deaconesses serve the developmental, pastoral and practical matters of church life, and operate under the Senior Pastor's direction.

Qualifications to be a deacon/deaconess are as follows:

- A. They must express a clear profession of faith in Jesus Christ as Lord and Savior.
- B. They must have been scripturally baptized by immersion.

- C. They must be faithful in the public worship services of the Church.
- D. They must demonstrate active membership at the Church prior to becoming a deacon/deaconess.
- E. They must regularly participate in Small Group Bible Study experiences.
- F. They must demonstrate, in an observable way, the qualifications of a deacon as found in 1 Timothy 3:8-13.
- G. They must be willing to faithfully discharge their duties as a deacon as defined in the Deacons Ministry Description
- H. They accept and seek to live by the terms of the "Pastors and Leaders Covenant"

Section 2: Ministry Team Leaders

Definition:

A Ministry Team Leader (MTL) is any member appointed and approved by the Senior Pastor and Elders given the authority and responsibility and accountability for any ministry in the church.

Service Terms:

- A. Ministry team leaders are the primary catalyst for delivering ministry to the church and to the community God has called us to serve.
- B. Ministry Team Leaders are seeking to live out the Pastors and Leaders covenant in their own lives and as such are:
 - Faithful in worship
 - Participating in a Bible Study or Sunday School Class
 - Giving (tithing) to support the work and ministry of the church
 - Seeking to win others to Christ by intentionally reaching out to their "Oikos"
 - Participating in one or more of the regular prayer services of the church
 - Faithfully discharging their responsibility by seeking to develop the ministry to its full potential.
- C. Ministry team leaders function best when their **SHAPE** matches their ministry. So every effort will be made to help persons discover a ministry that;
 - Recognizes their spiritual gifts
 - Taps into their heart (Passion) What we love to do
 - Takes seriously the unique abilities each person has
 - Operates so that your personality shaped by Christ can shine
 - Utilizes the experiences of your life to help others
- D. Ministry Team Leaders have authority to exercise and develop their ministry within clear boundary principles and are expected to accept accountability for their ministry. The effectiveness of a ministry will be evaluated against clearly defined goals achieved without violation of the written boundary principles.

Section 3: Other Employees

All regular employees of the Church must express a clear profession of faith in Jesus Christ as Lord and Savior, demonstrate careful consideration of the reputation of the Church in our community, be an active member of FBC Mesa or a church of like faith and devotion to the purpose of reaching our city for Christ. Each employee serves under the direction of the Senior Pastor.

ARTICLE 7: MEETINGS AND VOTING

The following decisions affecting the Church shall require the approval of the membership:

- A. Calling or dismissing the Senior Pastor
- B. Amending the Articles of Incorporation
- C. Amending the Bylaws
- D. Electing Elders at the Annual Business Meeting
- E. Ratifying the annual summary budget at the Annual Business Meeting
- F. Purchasing or selling primary Church facilities
- G. Indebtedness in excess of \$50,000.00 (maximum either singular or accumulative)
- H. Dissolving the corporation/church
- I. Merging of church or changing of church affiliations and associations

Section 1: Date of Annual Business Meeting

The Annual Business Meeting will be held within the last six weeks of each calendar year.

Section 2: Notice of Meetings, and Acceptable Motions

Notice and purpose of all Business Meetings shall be given during the Sunday morning Worship Services on two consecutive Sundays prior to the meeting, as well as appearing in the Church bulletins. Only motions that have been communicated to the Elders in advance may be presented at the Business Meeting. No new motion may be presented without it first being processed through the Elders for review consideration and comment. No motions that violate the existing Mission, Boundary or Accountability principles will be considered.

Section 3: Eligible Voters

- A. Only active members of the Church, 18 years of age or over, shall be eligible to vote on any question presented at a Business Meeting. Voting by proxy is prohibited.
- B. All active members in good standing may vote on all matters presented to the Church.
- C. The Elders shall be required to review the roster of church members at least 6 weeks prior to the annual business meeting and post active members eligible to vote. Members shall review list and bring any corrections to the Elders at least 3 business days prior to the Annual Business meeting
- D. Members whose lifestyle or pattern of spiritual behavior is not in harmony with the mission and purpose of the church, may be excluded from voting by the Elders, provided such persons are given an opportunity to respond to the denial. The principles of Matthew 18 will be followed.
- E. The decision of the elders regarding the spiritual life of members as it relates to governance after due process shall be considered binding and confidential.

Section 4: Voting

For voting, a quorum shall be those active members present and voting at a regular or special Business Meeting, with a minimum requirement of 40 unless the active membership is 40 or less. If active membership is 40 or less, then a voting quorum shall be 75 percent of the active membership. Exceptions are other defined areas within these Bylaws.

- A. Unless otherwise stated, all voting of the membership shall be by open ballot. Secret ballot will be used for all Elections, by request of Elders, or by request of church member at least 3 business days prior to the meeting.
- B. Unless otherwise stated, the simple majority of eligible voter's casting votes at any Business Meeting shall be required.
- C. The calling of a Senior Pastor will be by secret ballot, and shall require an 85 percent vote of those present and voting. For the purpose of calling a pastor, a quorum of 25 percent of the active resident membership will be required.
- D. A Candidate for the position of Senior Pastor may after consensus of the Board of Elders be presented to the church as a Candidate for the position.
- E. The termination of the pastoral relationship shall be validated (the pastor is accountable to the Elders) by a majority vote of those present and voting, and a quorum of 25 percent of active membership will be required.
- F. On matters pertaining to the amendments, modification, rescinding or adoption of new Bylaws, such action shall require the approval of 60 percent of those present and voting.
- G. No mortgage may be placed upon the property by the Elders, nor shall any portion of it be sold, without the approval of 60 percent of active members present and voting.

ARTICLE 8: PARLIAMENTARY AUTHORITY

Except where these Bylaws state otherwise, Robert's Rules of Order shall be the accepted pattern for the transaction of all Church business. The elders shall retain the right to appoint parliamentarian to help in all Church meetings.

The Moderator for all Church meetings shall be the Chairman of the Council of Elders or the designated substitute determined by the Elders.

The Church Clerk will be responsible for recording the minutes of the meeting. The minutes shall include who presided over the meeting; quorum of members, summary of actions taken at the meeting but in sufficient detail to clearly describe what was discussed and agreed upon to avoid any subsequent disputes.

Church meetings are open to any Church member desiring to attend. Visitors and nonmembers will be dismissed before meetings commence.

ARTICLE 9: AUXILIARY AND OTHER ORGANIZATIONS

Section 1:

The Church regards as integral parts of itself all organizations formed for the purpose of carrying out any of the Church activities. The officers of the various auxiliary organizations shall be members of this Church and elected by their organizations. No auxiliary system or organization shall be formed in the Church without first obtaining the approval of the Elders. Such organizations may function under their own Bylaws. Such Bylaws and the future amendments thereto shall be approved by the Elders, and may not contain any provision out of harmony with the Bylaws of the Church. Failure to work in harmony with the Church shall be cause for disbanding such auxiliary organizations by a two-thirds vote of the Elders. All auxiliary organization shall on an annual basis submit a report of their activities to the pastor to review with the elders along with a plan for the next year including specific goals.

Section 2: Standing Committees, Task Forces, and Work Groups

The Elders may at their sole discretion form such Standing Committees, Task Forces and Work Groups as may be found necessary for the church and the fulfillment of its mission. All so formed groups are accountable to the Elders. The Elders shall in establishing such groups insure that a clearly defined mission is agreed upon and that such groups function within the existing Guiding Principles and Bylaws.

ARTICLE 10: STAND ALONE DOCUMENTS AND GUIDING PRINCIPLES

Section 1: Stand Alone Documents

Listed below are the stand-alone documents that serve to help govern First Baptist Church of Mesa's ministry. These documents are available in the Church office, and are published on the Church website.

- A. Affirmation of Faith
- B. Leadership Covenant
- C. Deacons and/or Ministry Team Leaders Descriptions
- D. Church Membership Process Document

Section 2: Guiding Principles of First Baptist Church

The Elders govern the Church by composing and enforcing Guiding Principles that authorize the Senior Pastor to lead the Church toward fulfilling its mission. The currently approved Guiding Principles document is available for review in the Church office and is published on the Church website. The Guiding Principles is a working document that is reviewed and updated as needed by the Elders during their regularly scheduled meetings. The Guiding Principles reflect the unified voice of the Elders on matters of Church mission, governance, expectations, directions, and boundaries.

Any changes to these Bylaws may only be submitted by the Elders to the Membership.