

BYLAWS

WESTBURY BAPTIST CHURCH

10425 Hillcroft Street, Houston, Texas 77096-4798

1992 Bylaws Committee:

Chairperson: Johnese Turner

Members: Jeanne Lancaster, Pauline Tom, Albert Wynn, Alan Ytterberg

Staff Representative: Randy Mitchell

Approved by Church, March 22, 1992

Revised April 26, 1992

Article IV, B, *Other Staff Positions*

Article VII, A, 2, *Administrative Council, Duties*

Revised November 28, 1993

Article VI, B, *Church Treasurer*

Article VII, C, 1A and 1C, *Election of Council Members, Nominating Committee*

Revised October 30, 1994

Article V, B, 1, *Qualifications of Deacons*

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Article II, F, *Privileges of Church Membership*

Article IV, A, 4, a, *Called Staff Search Committee Selection*

Article IX, A, *Regular Business Meetings*

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Article I, *Church Name, B, Purpose*

Article VII, C, 1, *Election of Council Members, Nominating Committee*

Article VIII, F, 1, *Council Temporary Committees*

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Article VII, B, *Church Life Council, 3, Membership*

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Article VIII, G, *Specialized Committees*

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Article VII, *Councils*, and Article VIII, *Committees: Membership, Temporary Committees, and Specialized Committees*

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Article II, *Church Membership: Forms of Admission, Types, Privileges, Termination*

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Article VII, *Councils: Church Life Council Purpose, Duties, and Membership*

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Article III, D, *Pastor Election*

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Article I, *Church Organization*, D, *Nondiscrimination*

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Article III, D, 3, *Selection of Guest Preachers or Interim Pastor*

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Article III, D, 1, *Selection of Pastor Search Committee*

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Article VII, 2, *Administrative Council Duties*, and Article XII, *Amendments to Bylaws*

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Article IX, A, *Regular Business Meetings*

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Article IX, D, *Parliamentary Rules*

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Article V, B, *Qualifications of Deacons*

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Article VII, *Councils: Membership* and Article VIII, *Committees: Duties*

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Article V, C, *Deacon Emeritus Tenure*

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Article I, C, *Doctrine*, 4, *Same-Sex Marriage*

WESTBURY BAPTIST CHURCH

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Article I

CHURCH ORGANIZATION

- A. Name** – This church shall be known as Westbury Baptist Church, located in Houston, Texas. Westbury Baptist Church was constituted on November 3, 1963, and incorporated on January 12, 1964.
- B. Purpose**
1. The purpose of Westbury Baptist Church is to proclaim the gospel of Jesus Christ throughout the world in adherence to the teachings of the New Testament. The purpose shall also be to disciple and train its members for Christian service and witness and to gather for worship and praise.
 2. The Corporation pledges its assets for use in performing its charitable religious function.
- C. Doctrine**
1. Westbury Baptist Church shall follow the Bible as its sole guide in all matters of faith and practice.
 2. The 1963 Baptist Faith and Message Statement constitutes a consensus of agreement for the general Christian instruction and guidance of our church membership. These are not complete statements of our faith having any quality of finality or infallibility.
 3. Westbury Baptist Church believes the ordinance of the Lord's Supper should be open to all Christians present regardless of denominational affiliation, since Jesus Christ is the host at the Lord's Supper table. Furthermore, the Lord's Supper shall be administered to shut-ins and the sick as often as is practical and may be observed at various retreats of Westbury Baptist Church members.
 4. Westbury Baptist Church believes that marriage is a biblical institution established by God as described by scripture. Accordingly, we believe biblical marriage can only occur between one man and one woman. Therefore, this church's ministers and staff will not officiate in same-sex unions or same-sex marriages, nor will its property be used for such purposes.
- D. Nondiscrimination Policy** - Westbury Baptist Church has a racially nondiscriminatory policy and therefore does not discriminate against applicants and students—or against participants in any of its programs or ministries—on the basis of race, color, and national or ethnic origin. (This statement appears in the bylaws in compliance with federal reporting organization requirements of the Internal Revenue Service.)

Article II

CHURCH MEMBERSHIP

- A. Members** - Members of this church shall be composed of persons who have made a public profession of their faith in Jesus Christ as Savior and Lord and have requested admission as a member into this group of believers. The membership of Westbury Baptist Church shall be composed of those persons listed on the church roll in the custody of the Church Clerk. The membership shall be referred to as "the church."
- B. New Members** - New members are all believers who unite with Westbury Baptist Church in any of the ways described in "C. Forms of Admission" and who have been received into this fellowship by vote of the members present and voting at any regular or special meeting of the congregation. The new members shall be properly introduced to the programs of the church and shall be given every opportunity to fulfill their stewardship obligations through worship, service, and financial giving.
- C. Forms of Admission**
- 1. Baptism**
 - a.** Anyone who expresses faith in Jesus Christ as Lord and Savior and accepts the doctrine and purpose of the church may be received as a candidate for baptism by immersion. Membership takes place after baptism and by vote of the members of the church at the next business meeting.
 - b.** Anyone from another denomination who has not been baptized by immersion but who acknowledges faith in Jesus Christ as Savior and Lord and expresses a desire to be a Baptist and a member of Westbury Baptist Church may be received as a candidate for baptism by immersion. Membership takes place after baptism and by vote of the members of the church at the next business meeting.
 - 2. Letter** – Any member from another Baptist church who has been baptized by immersion and who accepts the doctrine and purpose of Westbury Baptist Church may become a member of the church by vote of the members of the church at the next business meeting.
 - 3. Statement** – Anyone who has at one time been a member of a Baptist church, baptized by immersion after a profession of faith, but whose church has disbanded, whose church membership record has been lost, or whose membership has been placed in another denomination may be received without baptism as a member of the church by vote of the members of the church at the next business meeting.
- D. Types of Church Membership**
- 1. Resident Membership** – Members live within a geographical territory that allows them to attend church. The members may not attend, but the distance from their residences to

the church does not prevent attendance.

2. **Nonresident Membership** – Members live outside the geographical location of the church and are therefore unable to attend regularly.
3. **Watchcare** – This is a relationship (not membership) that a person may have with a church. Students or military personnel who will be able to attend only a few months sometimes request to be received by watchcare. A person under watchcare does not have voting privileges.

E. Standard Termination of Membership - Membership in the church may be terminated by death, by transfer of membership to another Baptist church, or by affiliation with a church of another faith or denomination. Upon such action, the member's name will automatically be removed from the church roll.

F. Privileges of Church Membership

1. **Elected Office** – Active members of Westbury Baptist Church may be elected to serve in an elected office. Some offices require a person to have been a member of WBC for at least one year. A member serving in an “elected office” differs from a member of the “ministerial staff” by virtue of the voluntary nature of his or her position.

In the event of questions pertaining to a candidate’s suitability for elected office, the following guidelines shall apply.

- a. Questions that arise concerning a member’s suitability for service at Westbury Baptist Church shall be referred to the Deacon Fellowship and the ordained and commissioned ministerial staff prior to the member’s election to serve.
- b. The Deacon Fellowship and the ordained and commissioned ministerial staff shall constitute the deciding body on the matter. A hearing date shall be set, and a minimum of two weeks’ notice shall be given to all parties involved.
- c. A closed hearing of inquiry shall be convened under Christian behavior guidelines. The chairman of the Deacon Fellowship shall preside. With prayerful consideration, a simple majority vote of those present and voting shall decide the matter after all sides have been heard.
- d. The chairman of the Deacon Fellowship shall then report the decision regarding the church member to the parties involved. If the member in question is deemed unsuitable, the nominator shall be given the opportunity to withdraw the name from nomination. If the nominator does not withdraw the name, it shall be removed by committee action. If the nomination is deemed suitable, it shall stand and the election shall proceed. The deciding body may choose to make an explanation about the candidate at the time the candidate is recommended to the church.

- e. Questions of conduct unbecoming a Christian and involving a ministerial staff member shall be referred to the Personnel Committee for action under the personnel policy. (For more information about the ministerial staff, see Section IV, Church Staff.)

2. **Elections and Church Business** – Persons who have been received as church members under the conditions set forth in this document shall have the privilege of voting in church business meetings and elections of any kind.

G. **Judicial Termination of Membership** – Any member who disrupts the harmony of the church and behaves in a manner detrimental to the effective witness of the church shall be approached according to the biblical process set forth in Matthew 18:15-17—in view of restoring that person to full fellowship. If the individual refuses to respond in a positive manner to the process, the church shall have the right to remove that person’s name from the membership roll. The vote to remove a person from church membership shall be by two-thirds of those present and voting and shall be done only at a well-publicized business meeting.

Article III

PASTOR

- A. Qualifications** - The Pastor of Westbury Baptist Church shall be a minister of the gospel of Jesus Christ, ordained by this church or by a Baptist church of like faith and order. He shall meet the spiritual qualifications as set forth in 1 Timothy 3:2-7. He shall be chosen by a vote of the congregation, giving full consideration to his spirituality, missionary zeal, purity of doctrine, spirit of cooperation, and agreement with the policies of the church as herein stated.
- B. Responsibilities** - The Pastor shall be responsible for leading the church in functioning as a New Testament church. The Pastor shall lead the congregation, the organizations, and the church staff in performing their tasks. The Pastor shall be the leader of worship (proclaiming the gospel to believers and non-believers), of witnessing, and of education. The Pastor shall be the Senior Minister of pastoral ministries in the church and shall work with the Deacons and church staff to lead the church in performing its tasks. The Pastor shall be the leader in administering the business of the church and shall be a non-voting member of the Administrative Council, the Church Life Council, and all other organizations of the church. He (or his designee) shall administer the ordinances of baptism and the Lord's Supper.
- C. Tenure** - The Pastor shall be called by the church and shall serve under the leadership of God. The relationship may be terminated at the Pastor's request or at the request of the church. If the church concludes that the Pastor has become notably unfaithful to the specific qualifications, policies, and covenants set forth herein, the church shall attempt to win him back to service through careful Christian solicitation (in the spirit of the principle set forth by Jesus in Matthew 18:15-17). If he continues in his way and fails to voluntarily remove himself from the pastorate, then the church may request that the relationship be terminated. Such action shall take a vote of greater than fifty (50) percent of the votes cast by the church members present at a Sunday service or at a business meeting designated by the Administrative Council.
- D. Election** - In the event of a vacancy or pending vacancy in the pastorate, the Administrative Council chairperson, Church Life Council chairperson, and Deacon chairperson shall inform and lead the church through the process of selecting a Pastor Search Committee—according to church bylaws. The three chairpersons are eligible, if selected, to serve on the search committee.
- 1. Selection of Pastor Search Committee** - The Search Committee shall be comprised of nine (9) members of the church and shall include at least four (4) males and four (4) females.
- a. Nominees** - All adult church members shall be eligible for nomination to the Search Committee. The names of potential nominees shall be solicited from the church membership at a special Sunday morning business meeting. The meeting shall be announced to the church membership at least two weeks in advance. Each member present shall be able to nominate four males, four females, and one other male or female by written ballot. No ministerial staff member or spouse of

a ministerial staff member shall be eligible to serve on the committee. Only one member of a married couple may serve on the committee. Under the direction of the Nominating Committee and church clerk, the nominees will be sorted by number of votes received and will be divided into the following categories. The Pastor Search Committee shall include a minimum of

- (1) Three adults of varying ages—younger adult, median age adult, and older adult;
- (2) One single adult and one married adult;
- (3) One adult in each of the four Sunday Bible study areas, who is a teacher or director of children, youth, single adults, or married adults.
- (4) One deacon;
- (5) Members at large.

Some nominees will qualify for more than one of the five categories.

Representatives from the Nominating Committee shall contact the potential search committee nominees to be sure they are willing and able to serve. Ex officio, non-voting members will include chairpersons of the Personnel Committee, Church Life Council, Administrative Council, and Deacons.

- b. Election** - The Nominating Committee shall submit the list of nine (9) nominees in a Sunday morning called business meeting. The meeting shall be announced at least two weeks in advance. The church shall vote by secret ballot. If vacancies later occur on the committee, replacements who meet the qualifications of the vacated positions will be made from the list of nominees.
- c. Tabulating Votes** - The chairpersons for the Church Life Council, Administrative Council, and Deacons shall be in charge of tabulating the votes. The Chairman of the Deacons shall not be entitled to vote except in the case of a tie. If a tie occurs, the Chairman of the Deacons shall cast his vote to break the tie (maintaining the requirements set forth in this article).

2. Duties of the Pastor Search Committee

- a. Selection of Officers** - The Pastor Search Committee shall elect its own chairman, vice chairman, and secretary.
- b. Compensation** - The Personnel Committee shall advise the Pastor Search Committee chairperson of acceptable ranges of compensation and benefits for the prospective Pastor. Matters of compensation and benefits for the prospective Pastor shall be negotiated by the chairpersons of the Pastor Search Committee and Personnel Committee. The Administrative Council shall have the final and sole authority to bind the church on such matters.
- c. Records and Reports** - The secretary of the Pastor Search Committee shall keep minutes of the meetings; however, the minutes shall be confidential and shall be destroyed at the successful completion of the search. After the Pastor has been called by the church, the secretary shall prepare a summary report of the

procedures used by the Pastor Search Committee. Such summary report shall be made a part of the church clerk's official church records. The Pastor Search Committee shall make periodic reports of its activities to the church.

- d. **Process of Calling a Pastor** - Although a unanimous recommendation is desirable, the Pastor Search Committee shall not make a recommendation for the Pastor without the support of at least seventy (70) percent of the Pastor Search Committee. Upon the recommendation of the Pastor Search Committee, the prospective Pastor coming in view of a call by the church shall preach in at least one Sunday morning worship service. It is recommended that the prospective Pastor meet with as many members as practical before the church vote is taken. The church shall be notified of any service at which the prospective Pastor will preach and of the business meeting at which the vote will take place. The Pastor Search Committee shall make its formal recommendation for a prospective Pastor in a called business meeting at the conclusion of a Sunday morning worship service. Immediately following the formal recommendation, the church shall vote by secret ballot. An affirmative vote of ninety (90) percent of those members present and voting shall constitute a call of the prospective Pastor.

3. **Selection of Guest Preachers, Interim Pastor**

- a. **Ministerial Staff** – The selection of guest preachers shall be the responsibility of the ministerial staff until a new pastor or an interim pastor is selected. Staff ministers have knowledge of and contact with many available preachers in churches, university and seminary positions, and other locations.
- b. **Personnel Committee** – The Personnel Committee may engage an interim pastor until the church calls a new pastor. The committee will determine honorariums for guest preachers and salary for an interim pastor in accordance with previously accepted guidelines. The committee will also be responsible for a job description and the supervision of the interim pastor.

Article IV

CHURCH STAFF

- A. Called Staff (Ministerial)** - The church may, whenever it chooses, call a full-time or part-time staff member. The called staff may include, but not be limited to, an Associate Pastor, Minister of Education, Minister of Music, Minister to Married Adults, Minister to Single Adults, Minister to Youth, Minister to Children/Preschool, and Minister of Recreation.
1. **Qualifications** - Each called staff member shall be chosen by a vote of the congregation, giving full consideration to the person's spirituality, missionary zeal, purity of doctrine, spirit of cooperation, and agreement with the policies of the church as herein stated.
 2. **Responsibility** - The called staff member shall lead in the position for which he or she was called by the church. The personnel policy manual includes job descriptions for each called staff position.
 3. **Tenure** - The called staff member shall be called by the church and shall serve under the leadership of God. The relationship may be terminated at the called staff member's request or at the church's request. The called staff member shall give two (2) weeks' notice at the time of resignation before terminating his or her responsibilities.
 4. **Selection** - In the event of a vacancy or a need in the ministerial staff, the church shall elect a Search Committee to recommend a called staff member to the church.
 - a. **Called Staff Search Committee Selection** - The Search Committee shall be comprised of seven (7) members of the church and shall include at least three (3) males and three (3) females. The Pastor, Chairman of the Deacons, Chairman of the Personnel Committee, and Chairman of the Church Life Council shall serve as ex officio, non-voting members of the committee.
 - (1) **Nominees** - All church members shall be eligible for nomination to the Search Committee. Under the direction of the Nominating Committee, the Search Committee nominees shall include three (3) adults of varying ages from the area to be under the minister's leadership, one (1) adult Sunday School teacher or director from this same area, one (1) deacon, and two (2) members at large from the church membership. Representatives from the Nominating Committee shall contact the potential Search Committee nominees to be sure they are willing and able to serve.
 - (2) **Election** - The Nominating Committee shall submit the list of nominees for the Search Committee in a regular or called business meeting. Additional nominations may be made by church members; however, the nominations must be compatible to the suggested makeup needs of the committee. The church shall vote by secret ballot.

- (3) **Tabulating Votes** - The Chairman of the Deacons shall be in charge of tabulating the votes, both for the potential staff nominees and the members of the Search Committee. The Chairman of the Deacons shall enlist members of the Deacon Fellowship and the Church Life Council to assist him in counting the votes. The Chairman of the Deacons shall not be entitled to vote except in the case of a tie. If a tie occurs in the voting for the potential nominees or for the members of the Search Committee, the Chairman of the Deacons shall cast his vote to break the tie (maintaining the minimum ratio of males and females set forth above and ensuring that a husband and wife are not elected).

b. Duties of the Search Committee

- (1) **Selection of Officers** - The Staff Search Committee shall elect its own chairman, vice-chairman, and secretary.
- (2) **Compensation** - The Personnel Committee shall advise the Search Committee of acceptable ranges of compensation and benefits for the prospective called staff member. Matters of compensation and benefits for the prospective called staff member shall be negotiated by the chairpersons of the Search Committee and the Personnel Committee. The Administrative Council shall have the final and sole authority to bind the church on such matters.
- (3) **Records and Reports** - The secretary of the Staff Search Committee shall keep minutes of the meetings of the Staff Search Committee; however, the minutes of the committee shall be confidential. After the ministerial staff member has been called by the church, the secretary of the committee shall prepare a report which details the process and procedures of the Staff Search Committee in its activities. Such report shall be made a part of the church clerk's official church records. The Staff Search Committee shall make periodic reports of the activities of the committee to the church.
- (4) **Process of Calling a Staff Member** - Although a unanimous recommendation is desirable, the Staff Search Committee shall not make a recommendation for the called staff member without the support of at least seventy (70) percent the Search Committee. Upon the recommendation of the Staff Search Committee, the prospective staff member coming in view of a call by the church should meet with as many members as practical before the church vote takes place.

The Pastor shall have the power to veto any called staff member proposed by the Called Staff Search Committee.

The church shall be notified of the business meeting at which the vote will take place. Such notification shall be in writing and shall be mailed at

least one week prior to such meeting.

The Staff Search Committee shall make its formal recommendation of a prospective called staff member to the church in a regular or called business meeting. An affirmative vote of ninety (90) percent of those members present and voting shall constitute a call of the prospective called staff member.

- B. Other Staff Positions** - Job descriptions, responsibilities, supervision, and benefits relating to each full-time and part-time position are delineated in the personnel policy, under the supervision of the Personnel Committee.

Article V

DEACONS

A. Purpose

1. Westbury Baptist Church believes that deacons were set apart in the New Testament for the primary purpose of ministry. In that regard, we believe that deacons serving Westbury Baptist Church shall
 - a. seek to lead lost souls to the Lord Jesus Christ;
 - b. minister to the believer and non-believer;
 - c. work and serve hand in hand with the Pastor, the staff, and fellow deacons in order to promote and encourage a high level of spiritual vitality among the members;
 - d. be men of prayer and students of the Word of God;
 - e. exemplify spiritual leadership in the fellowship of the church and in family and business relationships; and
 - f. encourage, support, and uphold the ministerial staff in their ministry.
2. The group of active deacons serving Westbury Baptist Church in any given calendar year shall be known as the "Fellowship of Deacons" or the "Deacon Fellowship" or the "Diaconate." The Deacon Fellowship does not exist for the purpose of carrying on the business of the church. However, it is expected that the Deacon Fellowship will be kept informed as to the work and ministry of the church.

B. Qualifications of Deacons

1. Any male over 26 years of age, whose membership has been at Westbury Baptist Church for at least two years at the time of election by the church, shall be eligible to be nominated to serve as a deacon.
2. The qualifications for those who serve as deacons are clearly set forth in Acts 6:1-7 and 1 Timothy 3:8-12.
3. As a guideline for the nomination of deacons, Westbury Baptist Church expects a deacon to
 - a. actively share his faith;
 - b. be a leader in stewardship and a tither (10 percent) to Westbury Baptist Church;
 - c. maintain sobriety (interpreted as belief and practice of total abstinence); and
 - d. maintain integrity in his business, purity in his life, and Christian courtesy in all his relationships.

C. Tenure

1. **Active Deacons** - The term of office for a deacon shall be for one year, beginning on the first day of January after his election.
2. **Deacon Emeritus** - The Deacon Fellowship may nominate one or more of its members, whose Christian life has been exemplary and whose spirituality is above reproach in the eyes of the Deacon Fellowship, to serve as deacon emeritus. This nominee must have at least ten (10) years of service as a deacon in a Southern Baptist church. (Exceptions to the 10-year tenure may be approved by the deacons in special circumstances, including health or health of a spouse, which prevent a deacon from active service and deacon responsibilities. The emeritus candidate will then be considered for election by the church.) The term of office for a deacon emeritus is for life. A nominee for deacon emeritus shall be considered for election by the church at the same time that other deacon candidates are voted upon or in a special service as requested by the Chairman of the Deacon Fellowship and approved by the Church Life Council. The notice for the election and the percentage of votes required shall be the same as in a regular deacon election.
3. **Deacon Commitment Failure** - If the Deacon Fellowship concludes that one of their members has become inactive in the church or notably unfaithful to the specific qualifications, policies, and covenants set forth herein, the Deacon Fellowship shall attempt to win him back to service through careful Christian solicitation (in the spirit of the principle set forth by Jesus in Matthew 18:15-17). If he continues in his way and fails to voluntarily remove himself from the Deacon Fellowship, then the Deacon Fellowship may recommend to the church that he be dropped from the Deacon Fellowship. Such action shall take a vote of greater than fifty (50) percent of the votes cast by the church members present at a Sunday service or business meeting designated by the Church Life Council.

D. Selection of Deacons

1. **Nomination of Candidates** - Any member of Westbury Baptist Church may nominate a candidate to be considered to serve as a deacon. Nominations shall be received from the first Sunday in September through the last Sunday in September. The taking of nominations shall be announced at least once each Sunday in the month of September and through any other medium designed to notify the membership of the church. All nominations shall be in writing and shall be delivered to an officer of the Deacon Fellowship or placed in the offering plate. All active and inactive ordained deacons who previously have served Westbury Baptist Church and who desire to serve for the following term shall be nominated automatically. Any deacon already ordained in a church of like faith and order who is not an active or inactive member of the Westbury Baptist Church Fellowship of Deacons may also be nominated.
2. **Interviews** - The Deacon Selection Committee shall notify each nominated deacon candidate of his nomination. The Deacon Selection Committee shall interview all nominated deacon candidates who desire to serve for the next year. The purpose of the

interview is to determine whether such person meets the qualifications to serve as a deacon at Westbury Baptist Church for the following year. The Deacon Selection Committee shall be the sole and final arbiter on the question of whether a person is qualified to serve as a deacon at Westbury Baptist Church. The Deacon Selection Committee shall recommend to the church the election of those persons it finds to be qualified to serve.

- 3. Election of Deacons** - The names of those candidates who are determined to be qualified to serve as active deacons shall be placed before the church for election in the month of November. The slate of proposed candidates shall be published and made available to the church at least two weeks prior to the election. The election date shall be announced at least one week prior to the election. The election shall be conducted in a Sunday morning worship service. The vote shall be by written ballot, which shall contain the name of each deacon candidate. A person may vote (a) for the entire slate of candidates or (b) “for,” “against,” or “abstain” to each individual deacon candidate. An abstention will not be counted for or against a candidate. A person must be approved by at least ninety (90) percent of the votes cast for or against him in order to serve as deacon for the next term. The ballots shall be tallied by the non-deacon members of the Church Life Council and/or non-deacon designees of the Church Life Council.
 - 4. Ordination of Deacons** - Those persons who have been elected to serve as deacons at Westbury Baptist Church and have not been previously ordained at Westbury Baptist Church or at a church of like faith and order shall be interviewed by the Deacon Ordination Council at least two weeks prior to the deacon ordination service. The Deacon Ordination Council shall determine if each ordination candidate shall be ordained as a deacon. The Deacon Ordination Council shall be selected by the Deacon Fellowship.
- E. Internal Organization of the Deacon Fellowship** - The officers of the Deacon Fellowship shall consist of a Chairman, a Vice Chairman, and a Secretary-Treasurer. The officers shall serve for one-year terms, beginning on the first day of January. The Deacon Fellowship shall select its officers and shall prescribe the manner in which officers are selected.

Article VI

GENERAL CHURCH OFFICERS

- A. Church Clerk** - The Clerk shall (1) record minutes of all church business meetings; (2) maintain an accurate record of all church business; (3) provide the History Committee with all items, records, etc. that have historical value to the church; and (4) perform the usual duties performed by a clerk in a Baptist church of like faith and order. The Church Clerk shall delegate any routine functions described above as he or she determines appropriate. The Church Clerk shall be elected annually. His or her term of office shall be for one year, beginning January 1 and ending on December 31.
- B. Church Treasurer** - The Church Treasurer shall be an ex officio member of all church committees relating to the financial matters of the church, and will have no voting powers on those particular committees. The Treasurer shall monitor the church books and records of all receipts and disbursements. The Treasurer, the Finance Committee chairperson, or their designee shall submit a monthly financial statement to the Administrative Council and to the church at the regular business meeting. The Church Treasurer shall have no access to the giving records of the church membership. The treasurer shall be elected annually at the same monthly business meeting in which all church officers are elected. The term of office shall be for one year, beginning January 1 and ending December 31.
- C. Moderator** - The Moderator shall be the Chairperson of the Administrative Council. The function of the Moderator shall be to conduct the business meetings of the church. The Vice Chairperson of the Administrative Council, another Administrative Council member, or the Church Life Council chairperson shall act as Moderator in the absence of the Moderator. The Moderator or the acting Moderator shall be excused from presiding over any issue at a business meeting if he or she is personally involved in the matters to be discussed.
- D. Trustees** - The church shall elect five (5) Trustees. The Trustees shall hold the property of the church in trust. The Trustees shall have no power to buy, sell, mortgage, lease, transfer, or dispose of any property of the church without the specific authorization of the church as determined at a regular or called business meeting. It shall be the function of the Trustees to sign legal documents involving the sale, mortgage, purchase, rental, or disposal of church property as well as other legal documents which require the signatures of officers authorized by the church. The Trustees shall have no power to sign documents without the specific authorization of the church. The Administrative Council shall consult with the Trustees on matters of property and liability insurance. It is anticipated that all five (5) Trustees shall act on church matters; however, the signatures of only three (3) of the Trustees shall be required. The Trustees shall serve without bond. One of the Trustees, as selected by majority vote of the Trustees, shall serve on the Administrative Council. The term of office for each Trustee shall be ten (10) years. The term year begins January 1 and ends December 31. A partial year shall be considered to be a full year.
- E. Vacancies in Office** - If a vacancy occurs in any of the foregoing offices, the church may elect a

replacement at the next regular or called business meeting. A partial term shall be considered to be a full term. Terms begin January 1 and end December 31. The Administrative Council may declare a vacancy in office if a church officer becomes physically or mentally disabled to the extent that he or she cannot fulfill his or her duties as determined by the sole and absolute discretion of the Administrative Council. A provisional officer may be appointed by the Administrative Council to serve until the official officer recovers and returns to office. If there is no expectation of the official officer returning to office, a new officer shall be elected by the church.

- F. Qualification and Election of Officers** - All church officers who are elected as described above shall be elected at the designated business meeting by majority vote of those church members present and voting at such business meeting. Possible nominees should be contacted before his or her name is placed in nomination. All church officers shall be members of the church.

- G. Removal from Office** - A church officer shall be removed from office if seventy-five (75) percent of the votes cast at a regular or called business meeting favor his or her removal. At least one week prior to the meeting, the church officer shall be notified in writing of the meeting time and place and the alleged grounds for his or her removal. A motion for removal shall be communicated in writing to all members of the Administrative Council and shall state the specific alleged grounds for removal.

Article VII

COUNCILS

A. Administrative Council

- 1. Purpose** - The Administrative Council shall carry out the business matters of the church, including, but not limited to, property management and maintenance, personnel matters, and financial matters. The Administrative Council shall consider long-range financial planning of the church.
- 2. Duties** - The Administrative Council shall be responsible for the routine business operations of the church. The Administrative Council may delegate responsibility for any routine business operations of the church to the staff administrator/financial position.

The Administrative Council shall have the authority to bind the church on contract matters contemplated in the church budget as previously approved by the church. For all contract matters not contemplated in the church budget, the Administrative Council shall have the authority to act only with the majority vote of the church at a regular or called business meeting. The Administrative Council shall have no power to bind the church on extraordinary contract matters such as deeds, promissory notes, deeds of trust, or liens. These items shall be the province of the Trustees, who shall act only with the authority of the church as provided in Article VI, D.

- 3. Membership** - The membership of the Administrative Council shall consist of at least three (3) female and at least three (3) male members of the church with the following possible (but not limited) positions. The positions may vary as the church's committee structure and/or needs vary.

Administrative Council Chairperson

Trustees Representative

Finance Committee Chairperson

Maintenance Representative

Personnel Committee Chairperson

Members At Large (variable number to complete a 9-person council)

A quorum shall be a simple majority of all filled council positions. If a council member cannot attend a meeting, that member may designate another person to attend from the committee or group represented by the member. That designated attendee will have all voting rights of the member. In addition, the Pastor, Church Treasurer, and Administrator/financial staff member shall be non-voting members of the Administrative Council.

- 4. Meetings** - The Administrative Council may meet monthly or as needed. Any church member wishing to present an item may do so by contacting the Administrative Council chairperson in advance.

B. Church Life Council

- 1. Purpose** - The Church Life Council shall formulate and carry out the goals and long-range plans regarding the spiritual activities of the church. These shall include, but not be limited to, the areas of discipleship, evangelism, prayer, missions, stewardship, and worship.
- 2. Duties** - In carrying out goals, the Church Life Council shall
 - a.** promote discipleship, evangelism, prayer, missions, stewardship, and worship;
 - b.** advise and assist the staff with any changes affecting worship services and/or Bible Study;
 - c.** be responsible for the activities relating to baptism, flowers, special events, greeters/ushers, sound/light, library, family life, weddings, and prayer room;
 - d.** when necessary, conduct the election of messengers to any annual meeting.
- 3. Membership** - The membership of the Church Life Council shall include but not be limited to three (3) female and three (3) male members of the church with the following possible (but not limited) positions. The positions may vary as the church's committee structure and/or needs vary.
 - Church Life Council Chairperson
 - Deacon Chairman (or representative)
 - Missions Committee Chairperson
 - Singles Council Representative
 - Stewardship Committee Chairperson
 - Women's Ministry Representative
 - Youth Team Representative
 - Members At Large (variable number to complete a 9-person council)

A quorum shall be a simple majority of all filled council positions. If a council member cannot attend a meeting, that member may designate another person to attend from the committee or group represented by the member. That designated attendee will have all voting rights of the member. In addition, all ministerial staff and age group coordinators shall be non-voting members of the Church Life Council.
- 4. Meetings** - The Church Life Council may meet monthly or as needed. Any church member wishing to present an item may do so by contacting the Church Life Council chairperson in advance.

C. Election of Council Members

- 1. Nominees** - A nominee for each elected position on the Administrative Council and the Church Life Council shall be selected by the Nominating Committee. The name of any current council member who is eligible for re-election and who wishes to serve another term shall automatically be placed in nomination for the specific position he or she currently holds. This shall not prevent the Nominating Committee from nominating additional persons for a position.

2. **Election** - The church annually shall elect council members, except for those who are on a council by virtue of their office (e.g., deacon and trustee representatives). The election shall occur at the November business meeting. When a vacancy occurs within a term, the Nominating Committee shall select a nominee and present the council candidate to the church for election at a regular or called business meeting. Nominations from the floor will be accepted.
 3. **Simultaneous Council Service** - A person may not serve on the Administrative Council and the Church Life Council simultaneously.
- D. Terms of Office** - Council members shall serve for a term of one (1) year. No person shall serve on a council in one position for more than three (3) consecutive terms. A partial term shall be considered to be a full term. Council members who have served in one position for three (3) consecutive terms shall not be eligible for re-election to the same council position until a lapse of at least one (1) year. Terms of office begin on January 1 of each year.
- E. Council Chairperson** - The council chairperson shall preside over all meetings of his or her respective council. The chairperson shall not serve as chairperson of any committee. However, each council chairperson shall be a non-voting member of each committee in his or her respective council. If a council chairperson is absent from a council meeting, the council shall select a chairperson to preside over the meeting.
- F. Council Members** - Each council shall elect a secretary from its members. Minutes shall be taken of each meeting, and a copy shall be placed in the church clerk's files. Council members, except for members at large, may only serve on the one specific committee they represent.
- G. Communications** - The Administrative Council and the Church Life Council shall inform the church of their activities from the pulpit, the newsletter, the worship bulletin, or at regular or called business meetings.

Article VIII

COMMITTEES

- A. Purpose** - Committees perform the tasks assigned by the Administrative and Church Life Councils according to the needs of Westbury Baptist Church.
- B. Election of Committee Members**
1. The Administrative Council and the Church Life Council annually shall select a nominee for each position on all committees on their respective council. Consideration should be made of any current committee member who is eligible for re-election and who wishes to serve another term. Consideration should also be made of any recommendation made by any member of the church. The church annually shall elect committee members at a regular business meeting.
 2. If a committee vacancy occurs during a year (other than a vacancy of a committee chairperson who is a member of a council), the vacancy shall be filled by the majority vote of the members of the council which oversees the committee and will be presented to the church at the next regular business meeting.
 3. A person may not serve on more than one (1) committee at a time, excluding any temporary or specialized committee.
 4. There should be a minimum of five (5) on all committees, including the chairperson. The maximum number of members shall be nine (9).
- C. Term of Office** - Committee members shall serve for a term of one (1) year. No person shall serve on any committee for more than three (3) consecutive terms. A partial term shall be considered to be a full term. Committee members who have served three (3) consecutive terms shall not be eligible for re-election to the same committee until a lapse of at least one (1) year. Terms of office begin on January 1 of each year.
- D. Duties of Committees** – Job descriptions are on file for each committee. These are reviewed annually by committees. Any proposed revisions are considered by councils. Major revisions are referred to the church body in business meeting. Each committee shall be responsible for formulating and submitting a budget request for its area, if appropriate.
- E. Temporary Committees**
1. **Council Temporary Committees** - The Administrative Council or Church Life Council may, in its discretion, establish one or more temporary committees to deal with a specific area or issue which falls under the respective area of responsibility. Once the assigned task is completed or the responsible council votes to discontinue the temporary committee, the temporary committee shall cease to exist. The Budget Preparation

Committee is an annual temporary committee. The Insurance/Contracts Committee is a temporary committee.

- 2. Ad Hoc Temporary Committees** - In addition to committees which are responsible to the Administrative or Church Life Councils, additional committees may be proposed to the church to study and make recommendations on important issues relating to the church. The proposal for an ad hoc temporary committee shall be presented to the church at a regular or called business meeting to determine if a necessity exists for the proposed committee. If the church determines that a necessity exists for a committee, the membership of the committee shall be elected at a regular or called business meeting. An ad hoc temporary committee shall continue to exist until its task is completed or until the church votes to disband it.

F. Specialized Committees – Librarians, sound/lighting technicians, prayer room intercessors, landscape workers, kitchen workers, baptism assistants, flower coordinators, church history assistants, and money counters shall be trained and advised for their specialized tasks; they are *specialized* committees, as opposed to *standing* committees.

G. Nominating Committee

- 1.** The Nominating Committee shall be an ad hoc committee comprised of nine (9) members, with a minimum of at least four (4) men and at least four (4) women. The Nominating Committee shall be nominated in a combined meeting of the Administrative Council and the Church Life Council in October of each year. Members of the councils are not permitted to serve on the Nominating Committee. Nominees must have been members of the church for one year prior to the date of their election. Nominees shall be presented to the church in the November business meeting. Their term of office shall be from January 1 to December 31. No person may serve on the Nominating Committee for more than two consecutive years.
- 2.** The Nominating Committee shall select nominees for all elected positions on the Administrative Council and the Church Life Council at least two (2) weeks prior to the November business meeting. Additionally, if requested by a council, the Nominating Committee shall select a nominee for any vacant position on the Administrative Council or the Church Life Council at least two (2) weeks prior to the regular or called business meeting at which such vacancy will be filled.
- 3.** The Nominating Committee shall annually select a nominee for chairman of the Budget Preparation Committee, which is a temporary committee. When other temporary committees are required, the chairperson shall be selected by the Nominating Committee. The nominee will be presented to the church for approval in business meeting.
- 4.** Any member of the Nominating Committee may nominate one or more persons for any position. Each Nominating Committee member may solicit recommendations from any church member prior to any meeting of the Nominating Committee. Consideration should be made of each potential nominee's gifts and talents and of his or her desire for

the spiritual growth of the church. Possible nominees should be contacted before their names are placed in consideration for nomination.

- 5.** The Pastor (or his designee) shall begin the first meeting of each year by conducting an election for the position of chairperson of the Nominating Committee. Such chairperson shall then conduct the meeting. A vote of more than fifty (50) percent of the votes cast shall be required to be selected as a nominee of the Nominating Committee. If such a majority is not achieved, those potential nominees receiving the top one-half of the votes cast shall be included in the next vote until a nominee receives more than fifty (50) percent of the votes cast.
- 6.** The chairperson of the Nominating Committee shall appoint Nominating Committee members to contact each nominee to confirm a willingness to serve. If a chosen nominee declines, then the nominee who received the next highest number of votes for the position shall be contacted.

Article IX

CHURCH MEETINGS/CHURCH YEAR

- A. Regular Business Meetings** - Regular business meetings shall be held on a quarterly basis following a Sunday worship service (except as otherwise scheduled by the Administrative Council). Notice of rescheduled meetings shall be announced in two Sunday morning services prior to the meetings. Printed agendas for the meetings shall be available in the morning of the scheduled meeting day. Reports of activities of the church shall be made, and approval of business matters shall be presented. Any member may place any business on the agenda by notifying the Pastor's office or the Moderator prior to the distribution of the agenda. New business may be brought up by any church member at any church business meeting. The Church Clerk or a designee shall keep minutes of all business meetings.
- B. Called Business Meetings** - Business meetings may be called by the Pastor or the Chairman of the Administrative Council to consider special matters of significance to the church. Notice of called meetings shall be given on the Sunday prior to the called meeting.
- C. Moderator** - The chairman of the Administrative Council, or his designee, shall preside at all business meetings of the church. (See Article VI, General Church Officers.)
- D. Parliamentary Rules** - The latest edition of *Roberts Rules of Order* shall be the authority for all meetings of the church, including conferences and meetings of deacons, councils, and committees. Exception to *Roberts Rules of Order*: *ex officio* committee members shall be non-voting members.
- E. Motions** - A simple majority vote shall determine all motions at business meetings. Each member shall have one vote and must be present to vote. Voting shall be by show of hands unless a secret ballot is requested.
- F. Church Year** - All records (except contribution and attendance records) shall be kept on a church year beginning on the first day of October and ending on the last day of September of the ensuing year. Contribution records will be kept on a January through December basis to coincide with members' income tax accounting.
- G. Fiscal Year** - The fiscal year of the church shall begin on October 1 of each year. Financial records shall be kept by fiscal year.

Article X

ORGANIZATIONS/OFFICERS

The church shall institute, maintain, and adopt such organizations as it feels essential to the fulfillment of its purposes. Officers for any such organizations shall be elected annually by the church.

Article XI

DENOMINATIONAL AFFILIATION

Westbury Baptist Church shall work in cooperation with the Union Baptist Association, Baptist General Convention of Texas, and the Southern Baptist Convention. Once each year, messengers shall be elected to represent the church at the annual meeting/convention of these organizations. The church recognizes that these relationships are voluntary and that the actions of the Association or Convention shall not be binding upon the church, except by consent of the church.

Article XII

AMENDMENTS TO BYLAWS

Proposals to amend bylaws may be submitted at any regular or called business meeting of the church.

Amendments may be proposed by Westbury Baptist Church councils, committees, deacon fellowship, or individual members.

Amendments proposed by committees and individual members shall be referred to the appropriate council or deacon fellowship for review.

The reviewing group will take the proposed amendment back to the church for a vote within a time period of two regular business meetings. They will present the proposed amendment with their recommendation for or against it.

A two-weeks' notice must be given to the church prior to a vote on an amendment.

A proposed amendment must be approved by a two-thirds' vote of members present and voting.