

First Baptist Church, Poteau

Bylaws

TABLE OF CONTENTS

ARTICLE I	Church Membership
Section 1.	Eligibility for Membership
Section 2.	Admission to Membership
Section 3.	Rights of Members
Section 4.	Discipline of Membership
Section 5.	Termination of Membership
ARTICLE II	Church Officers and Committees
Section 1.	Deacons
Section 2.	Job Descriptions
Section 3.	Committee Descriptions
ARTICLE III	Church Organizations
Section 1.	Sunday School
Section 2.	Women on Mission
Section 3.	Brotherhood
Section 4.	Church Music Program
Section 5.	Preschool Ministry
Section 6.	Primary School Ministry
Section 7.	Upper Elementary School Ministry
Section 8.	Youth Ministry
Section 9.	Adult Program (Plenty Niners)
ARTICLE IV	Church Meetings
Section 1.	Worship Services
Section 2.	Special Services
Section 3.	Regular Business Meetings
Section 4.	Special Business Meetings
ARTICLE V	Amendments
ARTICLE VI	Hispanic Ministry

ARTICLE I Church Membership

Section 1. Eligibility for Membership

Under the Lordship of Jesus Christ, this is an autonomous, democratic, and congregational Southern Baptist church. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

To qualify for membership in this church, a person must be a believer in Jesus Christ who gives evidence of regeneration, who has been baptized by immersion in obedience to Christ, following his or her regeneration, and who wholeheartedly believes in the Christian faith as revealed in the Bible. Each member must agree to hold to the teaching of Scripture as expressed in the Baptist Faith and Message (2000) and must promise to strive to keep the commitments expressed in the Church Covenant.

Section 2. Admission to Membership

Any person may offer himself/herself for membership in this church. After consulting with the pastor, all such candidates shall be presented to the church at any regular church service and voted for membership in any of the following ways:

- (1) By profession of faith and for baptism according to the policies of this church.
- (2) By promise of a letter of recommendation from another Southern Baptist church of like faith and order.
- (3) By statement of prior conversion experience and baptism in a church of like faith and order when no letter is obtainable.

Should there be any question as to any candidate, such question shall be referred to the deacons for consideration in order to make a recommendation to the church within one week. A majority vote of those church members present and voting in the business meeting shall be required to elect such candidates to membership.

Section 3. Rights of Membership

- (1) Every member of the church present in the business meeting is entitled to vote at all elections and on all questions submitted to the church in the business meeting.
- (2) Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church.

Section 4. Discipline of Membership

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any member with trouble. The pastor, church staff, deacons, or other church members, are available for counsel and guidance. All matters of church discipline shall be guided by a concern for redemption, reformation, and reconciliation rather than punishment.

Should some condition exist which would cause a member to become a serious liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18:15-17 and other Scriptures. If it becomes necessary for the church to take action to exclude a member during a business meeting,

an 80% vote of the members present is required and the church may proceed to declare that person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The church may restore to membership any person previously excluded upon request of the excluded person and by a majority vote during a business meeting, upon evidence of the excluded person's repentance and reformation.

Section 5. Termination of Membership

Membership shall be terminated in the following ways: (1) death of the member, (2) transfer of membership to another Baptist church, (3) exclusion by action of this church as described in Section 4., (4) removal upon request by the member, or (5) proof of membership in another church.

ARTICLE II Church Officers and Committees

Section 1. Deacons

I. General Role and Responsibilities.

Deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministries of: (1) leading the church in the achievement of its mission, (2) proclaiming the Gospel to believers and unbelievers, and (3) caring for the church's members and other persons in the community.

II. Membership

A. Qualifications

1. Deacons shall meet the Biblical qualifications, the primary passage being 1 Timothy 3:8-13.
2. Deacons shall be adult male resident members, twenty-one years of age or older.
3. Should for some reason an active deacon's ability to serve come into question, the deacon body shall select three deacons to examine the issue, guided by Matthew 18:15-17, and report to the deacon body. If the deacon body determines the deacon should not continue to serve, such recommendation will be made to the church in a business session for a vote by the eligible members.

B. Number of Deacons

There shall be one active deacon for every 12 to 15 church families.

C. Election

The decision concerning the call of an election for deacons is made by the deacons. The call includes the number of deacons to be voted on and a time-line for carrying out the election. The schedule will be made in consultation with the pastor. The steps in the election shall be:

1. Presentation of qualifications of deacons to church members.
2. Posting the names of all male resident members twenty-one years of age and older with announcement and instructions for those who do not want to be considered to strike their names from the list.
3. An election conducted in a Sunday morning service.

4. The nominating and voting are carried out simultaneously on the same secret ballot on which eligible voters write the names of their choices. They may vote for as many persons as the number established in the election call.
5. The deacons conduct the balloting and count the votes.
6. Based on the number to be elected and the number of votes the various candidates receive, the deacons will determine those chosen by the congregation to become deacons.
7. Announcement of those chosen will occur after those voted by the congregation are conferred with and agree to serve.
8. Ordination service is planned and held.

III. Officers

The deacon officers are the chairman, vice-chairman and secretary. They are elected annually by the deacons. The chairman appoints a nominating committee of deacons which presents proposed officers to the deacons for election. Nominations may be made from the floor. Officers may be re-elected to the same office. Officer terms coincide with the church year which begins in September.

IV. Meetings

Regular meetings are held monthly. Additional meetings may be called as needed. Meetings may be called by the pastor, the chairman, the vice-chairman in the absence of the chairman, or by one-third of the members.

V. Deacon Ministries

A. Church Ordinances

1. Lord's Supper

a. Lord's Supper Committee

The Lord's Supper committee consists of two deacons and their wives who have the responsibility and duty of preparing the elements for each observation of the Lord's Supper. They work with church staff in this preparation. They also assist in cleaning and storing the utensils following the observance of the ordinance.

The committee members are selected through the following process: The chairman of the deacons formulates a nominating committee of three deacons. This committee nominates members who are presented to the deacons for approval. The nominees are then submitted to the nominating committee and approved by the church.

b. Deacons assist in the administration of the Lord's Supper.

2. Baptism

Baptism Committee

The baptism committee consists of two deacons and their wives. The committee has the responsibility and duty of assisting candidates for baptism prepare for the ordinance. In doing so, the committee coordinates with the pastor and other church staff.

B. Benevolence

Benevolence Committee

The benevolence committee consists of two deacons and the pastor. The committee has the responsibility of helping people in need or giving support to others who are helping people in need. The committee approves expenditures from the budget account for benevolence. Any committee member, usually the pastor, who learns of a need or request that calls for an expenditure from the benevolence account, shall contact the other committee members. Support for the expenditures by at least two of the three members, authorize the expenditures so long as there is money in the account.

The committee members are selected through the following process: The chairman of deacons formulates a nominating committee consisting of three deacons. This committee nominates members who are presented to the deacons for approval. The nominees are then submitted to the nominating committee and approved by the church.

C. Family Ministry

The church membership is divided among the deacons so that each has a “family” of members to which he ministers, serves, supports and fellowships. Through the family ministry, a Christian concern for each member is demonstrated. Church members are helped in times of need. Times of joy are shared. Members are linked to other ministries of the church, helped to develop and maintain a healthy relationship to the church, and to grow in faith and commitment.

D. As individual Christians, deacons actively participate in the various church ministries, programs and committees, leading by example.

VI. Church Polity

Deacons participate primarily as individuals in church business, the exception being any involvement specifically assigned to the deacons by the Constitution and Bylaws. Deacons should stay informed about critical matters that might affect the welfare and mission of the church. Indirectly, the deacons as a body may be involved in church government by providing information and/or advice to the pastor, staff, or committees and in some instances, performing a coordinating and/or clarifying function. Church decisions are made by the membership in legally constituted business meetings.

A. Deacons are assigned the task of investigating questions that arise about accepting a person for membership.

B. Deacons, in joint meeting with the personnel committee, may recommend a vote to the church on vacating the pastorate.

Section 2. Job Descriptions

General Information

Job descriptions shall be written for church officers, ministerial staff, and non-ministerial staff. They shall be written or updated by the personnel committee with opportunity for input from the office holder or staff member and from related committees. Final approval shall be made by the church body in a business meeting.

Job descriptions shall generally follow the below outline.

First Baptist Church Letterhead

Title

Principal Function(s)

Qualifications

Selection

Terminations

Supervisor

Evaluation

Duties

Date adopted by the church

All church officers and ministerial staff shall be First Baptist Church of Poteau members.

Listing of Positions

Church Officers

1. Church Clerk
2. Assistant Church Clerk
3. Church Treasurer
4. Assistant Church Treasurer
5. Church Trustees
6. Church Moderator

Note: Deacons are described the Bylaws Article II, Section 1.

Ministerial Staff

1. Pastor
2. Hispanic Pastor (Casa de Restauración)
3. Family Minister
4. Minister of Music

Non-Ministerial Staff

1. Church Secretary

Date adopted by the church: October 2, 2016

First Baptist Church
Poteau, Oklahoma
Job Description

Title: Church Clerk

Principal Functions: The church clerk shall be responsible for recording and maintaining proper records of all church business meetings and making such reports as required of the office. The clerk shall be responsible for all correspondence relating to admission and dismissal of church members, and other official communication. Some of the responsibilities may be assigned to staff members.

Qualifications:

1. Must meet the qualifications to be bonded.
2. Ability to write proceedings of meetings so they can be understood without explanation.

Selection:

The clerk shall be elected annually by the church. The nominating committee will recommend nominees for church selection. The church secretary may serve as clerk.

Termination:

If problems arise that cannot be resolved by the pastor, the personnel committee shall become involved. If the problems reach a point that termination seems best, the personnel committee will recommend that action to the church in a business meeting. Otherwise a term ends with the church year and church officers may be reappointed.

Supervisor:

The pastor is the immediate supervisor of the clerk. The treasurer may exercise supervision in the area of financial records and work. The personnel committee or other committees may become involved if there is a concern relating to the performance of the clerk's duties. The church clerk is ultimately responsible to the church body.

Evaluation:

There is no formal periodic evaluation of the clerk.

Duties:

1. Serve as official recorder of all church actions.
2. Record all transactions in church business meetings and file them as official minutes.
3. Keep a register of names of members with dates of admission, dismissions, death or removal together with a record of baptisms.
4. Handle all correspondence related to admission and dismissal of church members and other official communication related to the work of the clerk.
5. Provide required notice of all meetings when notice is required by the bylaws.
6. Prepares the annual associational letter.
7. Oversees the work of the assistant church clerk.

Date adopted by the church: October 2, 2016

First Baptist Church
Poteau, Oklahoma
Job Description

Title: Assistant Church Clerk

Principal Functions: The assistant church clerk helps the clerk as needed.

Qualifications:

1. Must meet the requirements to be bonded.
2. Ability to write proceedings of meetings so they can be understood without explanation.

Selection:

The assistant clerk shall be elected annually by the church. The nominating committee will recommend nominees for church selection.

Termination:

If problems arise that cannot be resolved by the church clerk or pastor, the personnel committee shall become involved. If the problems reach a point that termination seems best, the personnel committee will recommend that action to the church in a business meeting. Otherwise a term ends with the church year and church officers may be reappointed.

Supervisor:

The church clerk is the immediate supervisor of the assistant clerk, but the pastor, treasurer, personnel committee and other committees may become involved if there is a concern relating to the assistant clerk's duties. The assistant church clerk ultimately is responsible to the church body.

Evaluation:

There is no formal periodic evaluation of the assistant clerk.

Duties:

1. Help the clerk.
2. Serve as clerk in the clerk's absence.

Date adopted by the church: October 2, 2016

First Baptist Church
Poteau, Oklahoma
Job Description

Title: Church Treasurer

Principal Functions: The church treasurer serves as financial officer of the church.

Qualifications:

1. Must meet the requirements to be bonded.
2. Ideally the treasurer will be an accountant and if not, the treasurer will be someone who by education and/or experience is knowledgeable of bookkeeping/accounting responsibilities and the duties of the office.

Selection:

The treasurer shall be elected annually by the church. The nominating committee will recommend nominees for church selection.

Termination:

If problems arise that cannot be resolved by the pastor, the stewardship and personnel committees shall become involved. If the problems reach a point that termination seems best, the personnel committee shall recommend that action to the church in a business meeting. Otherwise a term ends with the church year and church officers may be reappointed.

Supervisor:

The treasurer is an independent officer but works closely with the pastor, the church secretary and the stewardship committee. They may offer advice and assistance. The treasurer is ultimately responsible to the church body if problems arise concerning the performance of duties.

Evaluation:

There is no formal periodic evaluation of the treasurer.

Duties:

1. Develop and/or implement processes for the safe handling and recording of all church funds in cooperation with the church stewardship committee.
2. Allocate receipts according to the approved budget plan or instruction of the church in business meeting.
3. Follow approved procedures in the disbursements of all budget accounts according to income and budget allocations and other funds according to the wish of the donor.
4. Maintain adequate records of all monies received and disbursed.
5. Examine supporting data for all checks, then follow through in the co-signing process, assuming the request meets church criteria.
6. Oversee assistant treasurer and church clerk concerning all accounting procedures and operation of financial matters.
7. Provide monthly financial statements and present to stewardship committee, pastor, and the church in quarterly business meetings.
8. Assist, as needed, in preparation of church financial records for annual audit or review.

9. Work in close relationship with staff, church officers and committees who have responsibility in use of church funds.
10. Meet with the stewardship committee as an ex-officio member.

Date adopted by the church: October 2, 2016

First Baptist Church
Poteau, Oklahoma
Job Description

Title: Assistant Church Treasurer

Principal Functions: The assistant church treasurer helps the treasurer as needed.

Qualifications:

1. Must meet the requirements to be bonded.
2. Ideally the assistant treasurer will be an accountant and if not someone who by education and/or experience is knowledgeable of bookkeeping/accounting responsibilities and the duties of the office.

Selection:

The assistant treasurer shall be elected annually by the church. The nominating committee will recommend nominees for church selection.

Termination:

If problems arise that cannot be resolved by the church treasurer or the pastor, the stewardship and personnel committees shall become involved. If the problems reach a point that termination seems best, the personnel committee shall recommend that action to the church in a business meeting. Otherwise a term ends with the church year and church officers may be reappointed.

Supervisor:

The treasurer is the immediate supervisor of the assistant treasurer, but the pastor, personnel committee or stewardship committee may become involved. The assistant church treasurer is ultimately responsible to the church.

Evaluation:

There is no formal periodic evaluation of the assistant treasurer.

Duties:

1. Help the treasurer.
2. Serve as treasurer in the treasurer's absence.

Date adopted by the church: October 2, 2016

First Baptist Church
Poteau, Oklahoma
Job Description

Title: Trustees

Principal Functions: The trustees serve as legal representatives in all transactions related to the church. They shall hold in trust the church property.

Qualifications:

1. Preferably trustees shall be persons whose knowledge and experience have made them aware of the laws and transactions for dealing with property and financial matters.

Selection:

The trustees shall be composed of three members, one of whom will rotate off each year. The Nominating Committee shall recommend nominees annually to the church for election. A Trustee may be re-elected after one year's absence from service.

Termination:

Terms of Trustees are three years. If trustee problems arise that cannot be resolved by the pastor, the personnel committee shall become involved. If the problems reach a point that termination seems best, the personnel committee shall recommend that action to the church in a business meeting. Otherwise a term ends with the church year.

Supervisor:

The Trustees are ultimately responsible to the church body.

Evaluation:

There is no formal periodic evaluation of the trustees.

Duties:

1. Hold legal title to all church property and act only as directed by the church in regular business meeting.
2. Maintain an up-to-date inventory of all church property, mortgage loans, and insurance on the church property. All such documents shall be kept in a safe place. Trustees will coordinate their records with those of property committee. Church staff may be involved in the maintenance of church property records.
3. Affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property after approval by the church in regular business meeting.
4. Affix their signatures to other legal documents where such signatures are required and after approval by the church in a regular business meeting.

Date adopted by the church: January 15, 2017

First Baptist Church
Poteau, Oklahoma
Job Description

Title: Church Moderator

Principal Functions: The church moderator presides during church business meetings. In the absence of the moderator, the chairman of the deacons shall preside. In the absence of both the vice chairman shall preside. If all three are absent, the pastor shall preside except in matters related to his job performance. In that case, an election will be held in the meeting to select a present member for the duty.

Qualifications:

1. The church member selected as moderator should be chosen primarily for his or her ability to preside.
2. The moderator should be well informed of the church constitution and bylaws and of parliamentary procedure.

Selection:

The moderator shall be elected annually by the church. The nominating committee will recommend nominees for church selection.

Termination:

The term of the moderator is one church year, but he or she may be re-elected. If problems arise regarding the moderator that cannot be resolved by the pastor, the personnel committee shall become involved. If the problems reach a point that termination seems best, they would recommend that action to the church in a business meeting. Otherwise a term ends with the church year and church officers may be reappointed.

Supervisor:

The moderator is responsible to the church body.

Evaluation:

There is no formal periodic evaluation of the moderator.

Duties:

Preside over church business meetings.

Date adopted by the church: October 2, 2016

First Baptist Church
Poteau, Oklahoma
Job Description

Title: Pastor

Principal Functions: The pastor shall devote himself to prayer and the ministry of the Word (Acts 6:1-6) in order to shepherd the flock of God entrusted to him (1 Peter 5:1-4) so that he may present every member mature in Christ (Colossians 1:28-29). The pastor shall engage in pastoral care and provide administrative leadership in all areas of church life and function to perform its tasks as a New Testament church.

Qualifications:

1. Must meet the requirements for membership in the First Baptist Church of Poteau, Oklahoma and subsequently become a member upon acceptance of this position.
2. Must meet the requirements of 1 Timothy 3:1-7 and Titus 1:5-9.
3. Must possess the internal and external call to be an overseer (Acts 14:23; 1 Timothy 3:1; Titus 1:5).
4. Must be ordained by a Southern Baptist church.
5. A degree from a Southern Baptist seminary is preferred.

Selection:

A pastor shall be chosen and called by the church whenever a vacancy occurs. It is a full-time position.

The selection process begins with a church business meeting in which plans are made for establishing a pastor selection committee. The makeup of the committee in regard to the number of members, gender, age and other qualification shall be determined. Giving at least one week's notice, a date will be set for a business meeting to elect the pastor selection committee. Nominations of committee members and voting shall be done by church members writing proposed pastor selection committee members' names on a secret ballot. The number of names written will be up to the number of members to be on the pastor selection committee. Those receiving the most votes shall become members for the pastor selection committee. Deacons shall count the votes and announce the results after securing acceptance to serve from those with the most votes.

The committee shall elect its own chairman. It shall seek and evaluate applicants. The committee shall bring to the consideration of the church only one candidate at a time. Prior to recommending an applicant to the church, background and credit checks shall be conducted on the applicant. Election shall be by secret ballot, an affirmative vote of 80% of those present being necessary for a choice.

Termination:

The pastor may relinquish the office as pastor by giving at least two week's notice during a church service. At which time, the resignation shall be submitted in writing and shall be filed with the church minutes. If a written resignation cannot be secured, a statement shall be written by the chairman of deacons and/or the church clerk to describe the oral resignation and it shall be

filed with the minutes. There shall be no vote to accept a resignation. It will be announced in one or more church services after it occurs. Should a pastor resign and then withdraw a resignation for just cause, as determined by the personnel committee and deacons, the withdrawal shall be voted on in a business meeting.

Should any accusation be made against the pastor, the instruction of 1 Timothy 5:19-21 will be followed in its entirety.

The church has the right to declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon the recommendation of a majority of the personnel committee and deacons acting as a joint body or by written petition signed by not less than one-fourth of the resident church members. The moderator for the meeting to consider action on the recommendation shall be the chairman of the deacons, or in his absence, the deacon vice-chairman. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds of the members present shall be necessary to declare the office vacant. Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor with not less than one-twelfth of his total annual compensation. The termination shall be immediate and compensation shall be rendered in not more than thirty days.

Supervisor:

The pastor is responsible to the church body.

Evaluation:

The purpose of evaluation is to give the pastor reinforcement for things done well and information that may lead to improvements. The evaluation by the personnel committee is not a process to consider the pastor's continued employment. The personnel committee shall meet each July with the pastor, in an evaluation session. The job description shall be the basis for the sessions. Sessions may be held more frequently when justified by special conditions.

Duties:

1. Consult and inform prospective members regarding the gospel and First Baptist Church membership.
2. Advise and discuss with the nominating committee prospective candidates for all offices and positions.
3. Work with the deacons as well as any other appointed church agents and committees, in carrying out their functions and obligations.
4. Serve as administrator of the paid church staff, supervise the work of assigned paid staff workers, and conduct regular meetings with staff to plan and coordinate their work.
5. Conduct periodic personnel evaluations as outlined by the personnel committee.
6. Plan and lead corporate worship and other church gatherings, such as weddings and funerals.
7. Administer the ordinances; namely, baptism and communion.
8. Equip the membership for the work of the ministry (Ephesians 4:11-12).
9. Keep watch over the souls of the church's membership including visiting and caring for them. (Acts 20:28; Hebrews 13:17).
10. Set a worthy personal example of faithfulness (Hebrews 13:7; 1 Peter 5:3).

11. Teach and encourage sound doctrine and practice (Titus 1:9).
12. Admonish and correct error (1 Thessalonians 5:12; 2 Timothy 4:2; Titus 1:9).
13. Oversee the process of church discipline.
14. Develop leaders (2 Timothy 2:2).
15. Pray over the sick when called upon (James 5:14).
16. Coordinate and promote the ministries of the church.
17. Maintain current knowledge regarding church properties (buildings and contents, vehicles, money accounts, etc.) and manage them on a day by day basis. When appropriate, he shall refer business about church properties to relevant committees.
18. Guide partnerships with other like-minded churches and denominational affiliates.
19. Mobilize the church for world missions.
20. Do the work of an evangelist among outsiders (1 Timothy 3:7; 2 Timothy 4:5).
21. Ensure all who minister the Word to the congregation, including outside speakers, share the church's fundamental convictions.
22. Take any other action which shall be necessary and proper for faithfully overseeing and shepherding the church.

Date adopted by the church: January 15, 2017

First Baptist Church
Poteau, Oklahoma
Job Description

Title: Family Minister

Principal Functions: The family minister shall provide leadership focused on evangelism and discipleship with those from birth through college and their families.

Qualifications:

1. Must meet the requirements for membership in the First Baptist Church of Poteau, Oklahoma and subsequently become a member upon acceptance of this position.
2. Must meet the requirements of 1 Timothy 3:1-7 and Titus 1:5-9.
3. A bachelor's degree is preferred.
4. A passion to work with those from birth through college and their families.

Selection:

A family minister shall be chosen and called by the church whenever a vacancy occurs. It is a full-time position.

The selection process begins with a church business meeting in which plans are made for establishing a family minister selection committee. The makeup of the committee in regard to the number of members, gender, age and other qualifications shall be determined. Giving at least one week's notice, a date will be set for a business meeting to elect the selection committee. Nominations of committee members and voting shall be done by church members writing proposed selection committee members' names on a secret ballot. The number of names written will be up to the number of members to be on the selection committee. Those receiving the most votes shall become members for the selection committee. Deacons shall count the votes and announce the results after securing acceptance to serve from those with the most votes.

The committee shall elect its own chairman. It shall seek and evaluate applicants. The committee shall bring to the consideration of the church only one candidate at a time. Prior to recommending an applicant to the church, background and credit checks shall be conducted on the applicant. Election shall be by secret ballot, an affirmative vote of 80% of those present being necessary for a choice.

Termination:

The church has the right to terminate the position in a business meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon the recommendation of the personnel committee. The vote to dismiss the family minister shall be by secret ballot.

Should any accusation be made against the family minister, the instruction of 1 Timothy 5:19-21 will be followed in its entirety.

Supervisor:

The pastor is the supervisor of the family minister. The family minister is ultimately responsible to the church body.

Evaluation:

The purpose of evaluation is to give the family minister reinforcement for things done well and information that may lead to improvement. The family minister shall be observed informally throughout the year by the pastor. Suggestions and reinforcement may occur throughout the work year. A meeting with the pastor, specifically for the evaluation, will be held in June. Prior to the June evaluation by the pastor, the family minister shall conduct a self-evaluation. From that meeting the pastor may make recommendations to the personnel committee. The personnel committee shall meet each July with the family minister. The family minister's job description shall be the basis of that meeting.

Duties:

1. Set a worthy personal example of faithfulness.
2. Teach and encourage sound doctrine and practice.
3. Equip children, students, and their families for the work of the ministry.
4. Seek to integrate students into all phases of church life.
5. Develop leaders.
6. Do the work of an evangelist among outsiders.
7. Promote a regular program of visitation for students and their families in cooperation with the overall church outreach program.
8. Prepare children, students, and families for world missions.
9. Build relationships with children, youth, and families, by contacting them in their homes, at school events, in the community, at church, etc. so parents experience a clear partnership in the discipleship of their children.
10. Direct the planning, conducting, coordinating, and evaluating of a comprehensive and cohesive training path from birth through college in consultation with the pastor and in cooperation with the appropriate organizational directors that complements and supplements their learning at home.
11. Lead in planning and conducting special activities and programs appropriate for the spiritual growth of the church's students such as camps, mission work, vacation bible school, etc.
12. Expand and lead mid-week youth ministry.
13. Study new materials, programs, curriculum, and educational methods for students and make recommendations when feasible.
14. Study and make recommendations for needed changes with the student division, such as organizational changes, space use changes, equipment and furnishing needs, and policies and procedures of operation.
15. Participate in regular one-on-one meetings with the pastor to enjoy friendship and mutual encouragement.
16. Perform duties and tasks as requested by the pastor, such as hospital visits, authoring a monthly newsletter article, assisting with weddings and funerals, participating in worship services, etc.
17. Serve as an ex-officio member of the nursery/children and youth committees.

18. Prepare the annual budget for their needs and administer the approved budget according to policy with assistance from the nursery/children and youth committees.
19. Maintain a list of children and adults by grade and age, recording attendance for students and teachers.
20. Assist the nominating committee and other organizational leaders in the enlistment, training, and guidance of leaders to achieve the purposes of the church from birth through college.
21. Undergo periodic personnel evaluations as outlined by the personnel committee.

Date adopted by the church: September 24, 2017

First Baptist Church
Poteau, Oklahoma
Job Description

Title: Minister of Music

Principal Functions: The minister of music develops, promotes and leads a comprehensive church music program.

Qualifications:

1. Shall become a member of First Baptist Church of Poteau upon acceptance of the position
2. Has earned a 4-year baccalaureate degree with a major in music or music education. A degree from a Southern Baptist seminary is preferable. Exceptions may be made under the leadership of the Holy Spirit.

Selection:

A minister of music will be chosen and called by the church when a vacancy occurs. It is a part-time position.

A minister of music selection committee shall be elected by the church members in a church business meeting. Nomination of committee members and voting will be done by writing proposed members' names on a secret ballot. Those receiving the most votes shall become members of the selection committee. The number on the committee shall have been determined by the personnel committee prior to the vote as shall have been any provision concerning the committee's make up. For example, the make-up might be a ratio of choir members to non-choir members. The selection committee shall bring to the consideration of the church only one name at a time. Election shall be by secret ballot, an affirmative vote of 80% being necessary for a choice.

A background check will be conducted.

Termination:

The church has the right to terminate the position in a business meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon the recommendation of the personnel committee. The vote to dismiss the minister of music shall be by secret ballot.

Supervisor:

The Pastor is the supervisor of the Minister of Music. The Minister of Music is ultimately responsible to the church body.

Evaluation:

The purpose of evaluation is to give the minister of music reinforcement for things done well and information that may lead to improvement. The minister of music shall be observed informally throughout the year by the pastor. Suggestions and reinforcement may occur throughout the work year. A meeting with the pastor, specifically for the evaluation, will be held in June. Prior to the June evaluation by the pastor, the minister of music shall conduct a self-evaluation. From that

meeting the pastor may make recommendations to the personnel committee. The personnel committee shall meet each July with the minister of music. The minister of music's job description and the pastor's evaluation shall be the basis of that meeting. It is recommended that the minister of music maintain a calendar or log book of some kind that records activities related to his position with comments about quality and suggestions for improvement if the activity is to be repeated.

Duties:

General

1. Assist the nominating committee to enlist and train leaders for the church music ministry.
2. Keep the church secretary informed of his/her schedule during work hours.
3. Following consultation with the pastor and various organizational leaders, prepare and submit a budget for music to the stewardship committee.
4. Coordinate music programs with other church activities to avoid conflicts.
5. Periodically inform the church body about music programs.
6. Coordinate with the publicity committee to inform the church and community about special music events.
7. Cooperate with the associational, state and denominational leaders in matters of mutual interest and concern.
8. Attend staff meetings and other meetings as directed by the pastor.
9. Perform other duties as assigned by the pastor.

Music

1. Be responsible for the administration of a graded music program to serve the entire church in the worship, proclamation, education and ministry functions of the church.
2. Coordinate the training and performance of soloist and groups, both vocal and instrumental.
3. Assist the pastor in planning congregational services, selecting music, promoting good congregational singing, and directing congregational singing.
4. Be available to counsel, arrange and/or provide music for weddings, funerals, and other special activities held in the church with such services being provided without charge for church family.
5. Maintain or supervise the maintenance of any additions to the music library, musical materials, supplies, instruments and equipment.
6. Keep informed of current music methods, trends and promotions, especially those within the Convention, utilizing them when appropriate.
7. Give direction to and participate in a music program plan of visitation and enlistment.
8. Supervise the work of all music leaders in the music program.
9. Administer the music budget.

Date adopted by the church: October 2, 2016

First Baptist Church
Poteau, Oklahoma
Job Description

Title: Church Secretary

Principal Functions: The church secretary performs the secretarial duties related to the church ministries and serves as personal secretary to the pastor.

Qualifications:

1. Must have accepted Jesus Christ as Savior and Lord.
2. Must have high school education or equivalency. Additional secretarial or business training is desirable.
3. Must have basic secretarial, bookkeeping, computer skills, operation of office machines, letter writing, command of English, accurate spelling, filing and human relations.

Selection:

The personnel committee has the authority to employ non-ministerial staff. As immediate supervisor of the secretary, the pastor shall be involved in seeking, screening, interviewing, and he shall make recommendations for employment.

A background check shall be conducted.

Termination:

The personnel committee has the authority to terminate non-ministerial staff. The pastor may recommend termination and be a part of the termination discussion.

Supervisor:

The pastor is the supervisor of the church secretary.

Evaluation:

Annual evaluation shall be performed by the pastor in June. That evaluation shall be reviewed by the personnel committee in July. The personnel committee with input from the pastor and the secretary shall develop the evaluation instrument and process. A self-evaluation shall be part of the evaluation process.

Duties:

1. Act as receptionist in the church office. Receive visitors, answer telephone and refer calls to proper persons, make appointments for ministerial staff, relay messages and be aware generally of where each staff member is.
2. Serve as personal secretary to the pastor.
3. Prepare items for mailing, sort and route mail to the proper persons and maintain church mailing lists.
4. Prepare and duplicate church publications. Under the direction of the pastor, collect material, organize, duplicate the weekly newsletter, church bulletin, reports to the church body, special programs, etc.

5. Conduct routine correspondence. Notify various church officers and members of duty schedules, meetings, health emergencies, deaths, etc. by voice, email or U.S. Mail. Write routine letters as needed.
6. Compile and maintain records and correspondence files. Among records kept current are Sunday School records, church membership roll, church business minutes, church handbook, baptismal records, deaths, and calendar of activities.
7. Perform other duties that may be assigned by the pastor or other relevant committees.

Date adopted by the church: October 2, 2016

Section 3. Committee Descriptions

General Information

Church committees have a major role in the congregationalist style of governance of First Baptist Church, Poteau. Each committee performs and/or oversees functions of the church that relate to the church area for which the committee was established. A committee description is developed to guide each committee in the performance of its duties. In some specified instances committees are given the authority to act for the church. Usually, when decisions are to be made by the church in a committee's sphere of responsibility, the committee's job is to make an informed recommendation about the matter in a church business meeting.

There are two types of committees. Standing committees have a continuing existence. Special committees go out of existence when they have completed the tasks for which they were established. All committee members shall be active members of the First Baptist Church, Poteau. The nominating committee annually recommends members of the committees to the church for its consideration. If a committee member becomes inactive in the business of the committee for whatever reason, after effort has occurred to encourage participation, the committee chair shall notify the nominating committee so that a replacement may be selected to complete the term.

Committees may be Rotating, or Non-rotating as determined in its committee description. Rotating committee members serve 3-year terms. Though unusual, a committee member on a rotating committee may be appointed for a successive term because of expertise in the committee's duties.

The number of members on committees may vary to fit the work. An odd number of members is preferable to avoid tie votes. The committees may recommend the number of members for their committee.

Members of non-rotating committees are appointed annually with no limits on how long they may serve. Terms start and end with the church year for both rotating and non-rotating committees.

Chairpersons are among the recommendations the nominating committee makes to the church. This is done so there will be someone to call the committees to its initial meeting and start it on its year's work. Descriptions should conform to the following outline:

First Baptist Church Letterhead

Title

Principal Function(s)

Duties

Type of Committee

Type of Terms

Date adopted by the church

First Baptist Church
Poteau, Oklahoma
Committee Description

Title: Adult Committee

Principal Functions: To plan adult activities for First Baptist Church.

Duties:

1. Gather information and ideas for trips and functions.
2. Provide activities throughout the year, the number being based on the desires and needs of adult members.
3. Consult with pastor/secretary so plans do not conflict with other activities of the church.
4. Post trips/activities on the bulletin board and in the newsletter.
5. Use the pastor as a resource and invite him to adult committee meetings.
6. Meet monthly or as needed.

Type of Committee: Standing

Type of Terms: Rotating

Date adopted by the church: August 27, 2014

First Baptist Church
Poteau, Oklahoma
Committee Description

Title: Hospitality/Kitchen Committee

Principal Functions: The hospitality/kitchen committee will be responsible for overseeing the kitchens and dining areas, their property and uses.

Duties:

1. Recommend policies, procedures and practices for the use and operation of the kitchens and dining areas.
2. Communicate kitchen policies to groups which use the facilities.
3. Enlist groups and or individuals, as needed, for preparing and serving meals or snacks.
4. Direct and supervise special occasion fellowships.
5. Maintain with staff assistance an inventory of kitchen equipment, appliances and property.
6. Make recommendations regarding major purchases of kitchen property.
7. Develop guidelines concerning food storage and disposal.
8. Address other kitchen related issues as they arise.
9. Assist, as needed, church staff in organizing funeral committees.
10. Oversee potluck meals.

Type of Committee: Standing

Type of Terms: Rotating

Date adopted by church: August 27, 2014

First Baptist Church
Poteau, Oklahoma
Committee Description

Title: Long Range Planning Committee

Principal Functions: To develop and update as needed, a long range plan for First Baptist Church of Poteau. Another function is to monitor the compilation of and updating of the Church Handbook.

Duties:

Long Range Plan:

1. Address goals for the church as a whole and for the components of the church as appropriate.
2. Describe, at least in a general way, where the church wants to be, how it wants to get there, and the indicators to be used to know if the goals are achieved.
3. Plan for the next five years or more.
4. Use the pastor as a resource and include him in meetings, at his discretion.
5. Consult the church members who have roles in the church that will be directly affected.
6. Submit the plan or updates in a business meeting to the church for approval.
7. Review plan as needed, but at least annually.
8. Work with the pastor and staff members to keep copies current.

Church Handbook:

1. Compile the present documents that describe church policies and procedures to make them current.
2. Develop new statements of policies and procedures as needed.
3. Review the Church Handbook at least once a year and update if needed.

Type of Committee: Standing

Type of Terms: Non-Rotating

Date adopted by the church: August 27, 2014

First Baptist Church
Poteau, Oklahoma
Committee Description

Title: Missions/Evangelism Committee

Principal Functions: To lead the church's involvement in International, North American and State Missions by providing education and promotion of special offerings. The committee is also involved in other ministries that extend church outreach.

Duties:

1. Oversee the Annie Armstrong offering in March, the Edna McMillan State Offering in September, and the Lottie Moon Christmas Offering. Lead, educate, set goals, order materials, etc. for each mission offering.
2. Organize outreach ministries; nursing home in January; A singing ministry at the Oaks from September through May; Lunch for Baptist Collegiate Ministries at Carl Albert State College in October; Conduct Operation Christmas Child/Shoe Box ministry in November.
3. Support and assist the Hispanic Ministry in its establishment and operation of the food pantry for the needs of families in this area.
4. Encourage and monitor evangelism and outreach as part of vacation bible school, mission trips and other outreach programs.

Type of Committee: Standing

Type of Terms: Non-rotating

Date adopted by the church: August 27, 2014

First Baptist Church
Poteau, Oklahoma
Committee Description

Title: Nominating Committee

Principal Functions: To consider all church members to fill positions necessary for the ongoing work of the church and to recommend nominees to the church for approval.

Duties:

1. Assist church program organization leaders and church committees to discover and enlist qualified personnel to fill and maintain church positions.
2. Select, review, and enlist church program organization leaders, committee members and chairmen, and general church officers.
3. Consult with the pastor about nominees to be considered.
4. Present names of nominees to the church for election.
5. Nominate special officers and/or committees as assigned by the church.
6. Meet as needed.

Type of Committee: Standing

Type of Terms: Rotating

Date adopted by the church: August 27, 2014

First Baptist Church
Poteau, Oklahoma
Committee Description

Title: Nursery and Children's Committee

Principal Functions: Coordinate the church's activities from birth through fifth grade assuming the responsibility for seeing that adequate provisions for teaching and care are made for nursery children each time they are at the church.

Duties:

1. Become familiar with relevant procedures.
2. Formulate and recommend policies for church adoption.
3. Inform church members of corresponding policies.
4. Work with appropriate persons to obtain needed nursery equipment and facilities.
5. Make recommendations pertaining to cleanliness and care of nursery rooms and equipment.
6. Assist in the enlistment of childcare workers when needed.
7. Strengthen home-church relationships.
8. Work with appropriate persons in securing and training paid nursery workers as needed.
9. Oversee and/or conduct events, activities and teaching of children.
10. Request budget funds from the stewardship committee.
11. Support, advise and work with the staff members and others whose responsibilities include conducting children's activities.

Type of Committee: Standing

Type of Terms: Rotating

Date adopted by the church: September 24, 2017

First Baptist Church
Poteau, Oklahoma
Committee Descriptions

Title: Personnel Committee

Principal Functions: See that the personnel policies and procedures approved by First Baptist Church are implemented and make recommendations to the church membership concerning the church staff.

Duties:

1. Prepare and update, as necessary, job descriptions for all employed personnel.
2. Survey the need to add, reduce or combine church staff positions.
3. Recommend clerical, custodial, and other support staff to the church for employment. The pastor shall be involved.
4. Conduct evaluation sessions annually with each member of the ministerial staff.
5. Recommend to the stewardship committee salaries and benefits for all personnel employed by the church. It is understood that salary recommendations may be modified based on the stewardship committees budget requirements.
6. Recommend as requested, or when the need exists, policies or practices related to personnel, such as work hours, vacation, sick leave, in-service education, and professional absence.
7. Conduct or be involved in other personnel matters as assigned by the church.
8. Develop job descriptions and update them as needed.

Type of Committee: Standing

Type of Terms: Rotating

Date adopted by church: August 27, 2014

First Baptist Church
Poteau, Oklahoma
Committee Descriptions

Title: Property Committee

Principal Functions: The property committee assists the church in all matters related to the administration of all church properties. Its work includes such means as: maintaining all church property ready for use; recommending policies to the church regarding use of properties and equipment; determining needs for maintenance personnel and making recommendations to the personnel committee; determining operational and maintenance budget needs and making recommendations to the stewardship committee annually, according to church policy.

Duties:

1. Study the insurance needs and make recommendation of such needs to the church.
2. Be responsible for the janitorial work and all other persons employed in the capacity of caring for the buildings and grounds.
3. Give attention to and study the condition and state of repair and appearance of the buildings and grounds, making such repairs and improvements as authorized by the church and included in the church budget.
4. Provide supervision and inspect all work done by outside contractors related to facilities or assignment, and report completion and approval to the whole committee and to the church.
5. Determine the need to procure or dispose of major equipment or properties of the church.
6. Work with appropriate church staff member(s) concerning any purchase, remodel, or adjustment in any equipment or facility.
7. Recommend policies for the use of church facilities, furniture, and equipment.
8. Secure and enforce warranties where appropriate.

Type of Committee: Standing

Type of Terms: Rotating

Date adopted by church: August 27, 2014

First Baptist Church
Poteau, Oklahoma
Committee Descriptions

Title: Publicity Committee

Principal Functions: To publicize upcoming church events throughout the community using various types of advertising media such as radio, television, newspaper and flyers.

Duties:

With Committees:

1. Present an annual budget proposal to the stewardship committee for financial resources needed by the publicity committee to meet objectives.

With Church Officers:

2. Present committee reports to the church secretary prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
3. Provide copies of business meeting reports to the church clerk for recording activities.

With Church Staff:

4. Consult with the appropriate staff members regarding planning, scheduling and budgeting of church events in order to plan their publicity.
5. Seek approval of the pastor or his designee before finalizing the publicity of an event.

With Church Business Meetings:

6. Make periodic reports on the work of the publicity committee.
7. Answer questions about the work of the publicity committee.

With the Church Body:

8. Enlist volunteers to prepare flyers for mailing.
9. Enlist volunteers to distribute flyers to area businesses, schools, and door to door when appropriate.

Type of Committee: Standing

Type of Terms: Non-rotating

Date adopted by church: August 27, 2014

First Baptist Church
Poteau, Oklahoma
Committee Descriptions

Title: Stewardship Committee

Principal Functions: Develop a church budget annually for the ensuing fiscal year and recommend it to the church members for consideration in a church business meeting. Once adopted, the committee monitors the budget and makes recommendations for adjustments as needed.

Duties:

1. Estimate anticipated income based on previous years' income and other relevant factors.
2. Request church leaders to submit budget needs for the coming year for their areas of responsibility.
3. Ask, if needed, church leaders to present their request at a committee meeting so that questions may be answered.
4. Make copies for church members of the proposed budget with explanations to church members at least 10 days prior to church business meeting to consider the budget.
5. Meet during the year, according to need, to make adjustments to the budget. If a change requires adjusting the total budget revenue requirement or expenditures, the budget change will be presented to the church for approval.
6. Monitor the financial transactions throughout the fiscal year to ensure they conform to the budget and to good business practices.
7. Designate persons who are authorized to spend budgeted funds.
8. Monitor the weekly, monthly, and other financial reports made by the church secretary, or whomever, in the newsletters, bulletins and church business meetings.
9. Provide for an annual audit by a church committee or by an accountant.
10. Develop programs as needed to give emphasis to stewardship education in the church.
11. Develop and recommend policies or practices regarding receipts, expenditures and accounting of church funds.

Type of Committee: Standing

Type of Terms: Rotating

Date adopted by church: August 27, 2014

First Baptist Church
Poteau, Oklahoma
Committee Description

Title: Transportation Committee

Principal Functions: To carry out the church's mission by providing transportation to church sponsored services and activities.

Duties:

1. Recruit and assign drivers for transportation to church organized activities.
2. Determine each driver holds valid licensing, appropriate for the vehicle.
3. Coordinate with the church secretary to compile and update approved drivers for the church vehicles.
4. Advise the property committee on insurance for vehicles and drivers.
5. Conduct general and preventative maintenance on church vehicles.
6. Assist to keep vehicles cleaned, fueled, and ready for trips.
7. Establish/communicate van bus rider guidelines.
8. Instruct driver to keep a mileage log and fuel records for each trip.
9. Advise the stewardship committee on mechanical and vehicle replacement needs.

Type of Committee: Standing

Type of Terms: Non-Rotating

Date adopted by the church: August 27, 2014

First Baptist Church
Poteau, Oklahoma
Committee Description

Title: Welcoming Committee

Principal Functions: Meet and greet members and visitors before, during and after all services.

Duties:

1. Organize and provide instructions to the committee members.
2. Assure bulletins and/or other needed supplies or aids are in their proper places.
3. Greet the people and provide each person with a bulletin.
4. Seat the people if requested, or assist in locating the party with whom they wish to sit.
5. Give directions and answer questions as requested.
6. Assist in receiving offerings if requested.

Type of Committee: Standing

Type of Terms: Non-Rotating*

Date adopted by the church: August 27, 2014

*Committee members volunteer to serve the number of times they want during the year.
Members volunteer for one year, then rotate off.

First Baptist Church
Poteau, Oklahoma
Committee Description

Title: Youth Committee

Principal Functions: To assist and advise the family minister in developing a comprehensive program for youth to carry out the church's mission.

Duties:

1. Plan and coordinate the overall program for middle and high school youth, including Sunday School, evening, and special events.
2. Organize and carry out functions needed for the middle and high school youth programs.
3. Teach, lead, and/or sponsor middle and high school youth programs and activities as needed.
4. Recruit youth workers and sponsors to fully carry out the middle and high school youth programs.
5. Evaluate impact of the overall program for middle and high school youth and implement needed changes to improve services.

Type of Committee: Standing

Type of Terms: Rotating

Date adopted by the church: August 27, 2014

ARTICLE III Church Organizations

The church shall offer Bible teaching and membership training, as well as missions, music, and youth education as needed. All organizations shall be under church control, all officers being elected by the church and reporting regularly to the church. The church shall provide the human, physical, and financial resources for the appropriate advancement of these programs.

Section 1. Sunday School

The Sunday School shall be the basic organization for Bible teaching. Its tasks shall be to teach the Bible, reach people for Christ and church membership, perform certain functions of the church, and provide information regarding the work of the church and denomination.

The Sunday School shall be organized by departments and/or classes, as appropriate for all ages. It shall be conducted under the leadership of the Sunday school director.

Section 2. Women on Mission

Women on mission shall be the mission education, action, and support organization of the church for women and girls of all ages. Its tasks shall be to teach missions, engage in mission action, support world missions through praying and giving, and provide information regarding the work of the church and denomination.

Women on mission shall have such officers and organizations as required.

Section 3. Brotherhood

Brotherhood is made up of the men and boys of the church. It participates in LeFlore Baptist Associational Brotherhood meetings and periodically hosts such meetings.

Section 4. Church Music Program

The Church Music Program consists of music education and Spirit-led performances. The Music Minister will provide coordination and leadership.

Section 5. Preschool Ministry

The preschool ministry consists of newborn babies through children who are four years old. The preschool ministry provides proper care and teaching for preschool aged children while on church property. The preschool ministry is overseen by the nursery and children committee and it follows church policy regarding family ministry. The family minister will provide coordination and leadership.

Section 6. Primary School Ministry

The primary school ministry consists of children who are in kindergarten through second grade. The primary school ministry provides proper care and teaching for primary school aged children while on church property. They meet on Wednesday evening to learn and fellowship. The primary school ministry is overseen by the nursery and children committee and it follows church policy regarding family ministry. The family minister will provide coordination and leadership.

Section 7. Upper Elementary School Ministry

The upper elementary school ministry consists of children who are in grades three through five. The upper elementary school ministry provides proper care and teaching for upper elementary school aged children while on church property. They meet on Wednesday evening to learn and fellowship. The upper elementary school ministry is overseen by the nursery and children committee and it follows church policy regarding family ministry. The family minister will provide coordination and leadership.

Section 8. Youth Ministry

Youth are defined as those who are in school grades six through twelve. Youth ministry consists of Christian education and fellowship. The youth ministry is overseen by the youth committee and it follows church policy. The family minister provides coordination and leadership.

Section 9. Adult Program

Activities for senior adults (Plenty Niners) are carried out under the oversight of the adult committee.

ARTICLE IV Church Meetings

Section 1. Worship Services

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor or his designee shall direct the services.

Section 2. Special Services

Special services essential to the advancement of the church's objectives shall be placed on the church calendar with the pastor's approval.

Section 3. Regular Business Meetings

In every meeting together, members shall act in that spirit of mutual trust, openness, and loving consideration which is appropriate within the body of our Lord Jesus Christ. There shall be a regular business meeting held quarterly, scheduled by the pastor with at least two weeks' notice.

Section 4. Special Business Meetings

The church may conduct called business meetings to consider matters of special nature and significance. One week's notice shall be given for the special business meeting unless extreme urgency renders such notice impractical. The notice shall include the purpose, the date, and the time. Special business meetings may be called by the pastor, the deacon chair, one-third of deacon body, or a signed petition by at least twenty members.

Section 5. Quorum

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

Section 6. Parliamentary Rules

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

ARTICLE V Amendments

These bylaws shall be amended by a majority vote at any called business meeting, provided the amendment shall have been offered in writing at any previous corporate gathering, and shall have been announced at all Sunday morning and Sunday evening services of the church for at least two weeks immediately prior to final consideration.

ARTICLE VI Hispanic Ministry

The Hispanic Ministry was implemented in May 2007 when the church accepted a request to sponsor it. Funding has been provided by the Baptist General Convention of Oklahoma, LeFlore Baptist Association and several LeFlore County Southern Baptist churches. First Baptist Church, Poteau has provided its facilities and some funding from the start. First Baptist Church contributions have increased as outside funding has been reduced.

The relationship of Casa de Restauración and First Baptist Church has evolved to be similar to a mission church and a sponsoring church. First Baptist Church provides facilities, funds, equipment, supplies, vehicles, clerical help, and broad oversight.

Casa de Restauración operates within First Baptist Church policies and practices in regard to facilities, business and finance, transportation, work schedules, and holidays, and most Family Ministry guidelines. Other than coordinating space use, the Hispanic Church determines its own ministries, the number and times of worship services, and special meetings, outreach, etc. as long as what is done is within Southern Baptist doctrine and tradition.

The pastor is a First Baptist Church staff member and may be given general duties that serve both churches. Questions over how certain policies apply to Casa de Restauración will be resolved by the First Baptist Church pastor. He may refer them to the church for a decision.

Date adopted by the church: September 24, 2017