

GUIDEBOOK OF CHURCH **OPERATING PROCEDURES**

First Southern Baptist Church of Scottsdale

DECEMBER 8, 2019

Article 1: CHURCH PURPOSE AND CHARACTER

Section 1: Purpose

The mission of First Southern Baptist Church of Scottsdale (“FSBCS”) is to lead every generation to the life-changing hope of Jesus. We accomplish this mission through our four Core Values:

1. Believe – God’s Truth is the foundation to knowing, loving, and understanding Him.
2. Grow – Growth means change, and following God is moving where He takes us both personally and as a church.
3. Connect – Hope is proclaimed when we are in relationship with God, the church family, and our community.
4. Serve – We are committed to selflessly serving God and others in the church, community, and world.

Section 2: Church Character

This church is composed of a body of believers in the Lord Jesus Christ who have each been Scripturally baptized in the name of the Father, the Son, and the Holy Spirit. This Church receives Scripture as its sole authority in all matters of faith and practice. We believe that there are only two Christ-given church ordinances: baptism by immersion (as Baptists understand the ordinance) and the Lord's Supper.

The Head of this church is the Lord Jesus Christ.

This congregation is subject to the control of no ecclesiastical body other than its membership, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Southern Baptist churches through organized bodies. For this reason, this church cooperates with the Thrive Network of The Arizona Southern Baptists, the Arizona Southern Baptist Convention, and the Southern Baptist Convention.

This church honors Sunday as the Lord’s Day.

The local church, as an organized group of redeemed followers of Christ dedicated to the worship of God, is the primary agency through which a Christian should express stewardship. The church has the obligation to provide and maintain Scripturally-founded ministries of worship, evangelism, missions, Biblical education, and others that will provide worthy and challenging opportunities for personal stewardship.

Article 2: CHURCH BUSINESS

Section 1: Business and Authority

Final authority for church business and administration is vested in the members assembled in scheduled business meetings.

In case of a conflict between provisions in the Articles of Incorporation, the provisions of the Bylaws, and the provisions in this Guidebook, the Articles of Incorporation shall prevail, followed by the Bylaws. All officers, Elders, Deacons, staff, committees, groups, and other church officials shall be answerable to the church. They shall comply with the provision of the Articles of Incorporation, the Bylaws, and this Guidebook.

A majority vote of the members present at a special business meeting shall be required to amend or revise this Guidebook of Church Operating Procedures.

Section 2: Church Moderator

The church Moderator shall be the Lead Pastor, the Chairman of The Leadership Team, or other designated by the Lead Pastor. The Moderator shall preside at all church business meetings unless absent or temporarily relinquishing the position. If necessary, the Church Clerk may call a business meeting to order and a Moderator Pro Tem shall be elected by a majority of attending members.

Section 3: Church Meetings

A. Worship Services

The church shall meet regularly on Sunday mornings and other designated times to be determined by the staff and Elders for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for visitors and guests and shall be conducted under the direction of the Lead Pastor or his appointee.

B. Special Services

Special services, conferences, or other meetings essential in the promotion of the mission of the church shall be at the discretion of the Lead Pastor. These services shall be conducted under the direction of the Lead Pastor.

Article 3: ELDERS AND DEACONS

Section 1: General

Elders function as spiritual discerners and guardians of the church. They are not expected to oversee specific projects or ministry areas in their capacity as Elders. They function as overseers for the entire organization. Elders do not make decisions with respect to programming but are responsible for matters concerning the overall direction of the organization.

Deacons function to serve and not to be the administrative body of the Church. As servants of the Church Body, the role of the Council of Deacons is to assist the pastoral staff in ministering to the spiritual, emotional, and physical well-being of the members of the church and to care for the church body and their needs.

Section 2: Nomination and Ordination of Council of Elders

A. Nomination and Election

Approximately three months before the annual meeting of the church members, the Lead Pastor shall provide applications to anyone interested in applying or anyone recommending a person for the position of Elder. This opportunity to apply or recommend a nominee shall be promoted to the church for a minimum of three weeks. The deadline for application shall be no longer than eight weeks prior to the Annual Meeting of Church Members.

The Lead Pastor and Council of Elders shall interview each candidate to determine whether they are qualified to serve on the Council of Elders. Qualifications can be found in the Bylaws, Article 3 Section 5. Those candidates found qualified shall have their names placed in nomination before the church.

Approximately two weeks before the Annual Meeting, the list of Elder candidates shall be publicized.

In the Annual Meeting, each active member in attendance shall be given a list of Elder candidates and be requested to vote for up to the number of names needed to fill positions on the Council of Elders. After the vote, ballots shall be collected and given to the current Deacon officers for tabulating the votes. The Council of Deacons shall determine the candidates receiving enough votes to serve. Beginning with the candidate receiving the most votes and progressing toward the candidate receiving the least votes, open positions shall be filled in the order of highest votes received.

It shall be the responsibility of the Chairman of the Council of Elders and the Lead Pastor to publicize the new members of the Council.

B. Ordination

All men chosen by the church to serve on the Council of Elders shall, unless already ordained in a Baptist church of like faith and order, be ordained and thereafter listed as a member of the Council of Elders.

Section 3: Nomination and Ordination of Council of Deacons

A. Nomination and Election

Approximately three months before the annual meeting of the church members, the Lead Pastor shall provide applications to anyone interested in applying or anyone recommending a person for the position of Deacon. This opportunity to apply or recommend a nominee shall be promoted to the church for a minimum of three weeks. The deadline for application shall be no longer than eight weeks prior to the Annual Meeting of Church Members.

The Council of Deacons shall interview each candidate to determine whether they are qualified to serve on the Council of Deacons. Qualifications can be found in the Bylaws, Article 3 Section 7. Those candidates found qualified shall have their names placed in nomination before the church.

Approximately two weeks before the Annual Meeting, the list of Deacon candidates shall be publicized.

In the Annual Meeting, each active member in attendance shall be given a list of Deacon candidates and be requested to vote for up to the number of names needed to fill positions on the Council of Deacons. After the vote, ballots shall be collected and given to the current Deacon officers for tabulating the votes. The Deacon officers shall determine the candidates receiving enough votes to serve. Beginning with the candidate receiving the most votes and progressing toward the candidate receiving the least votes, open positions shall be filled in the order of highest votes received.

It shall be the responsibility of the Chairman of the Council of Deacons and the Lead Pastor to publicize the new members of the Council.

B. Ordination

All men chosen by the church to serve on the Council of Deacons shall, unless already ordained in another church of like faith and order, be ordained and thereafter listed as a member of the Council of Deacons.

C. Deacon Emeritus

A Deacon no longer able to perform his responsibility and who has served the church faithfully may be elected by the church as Deacon Emeritus. The Deacon Emeritus shall be entitled to attend all meetings of the Council of Deacons, but shall not have voting privileges in these meetings. The election of a Deacon Emeritus is for life.

D. Ex-Officio Members

The Lead Pastor, Associate Pastors, and any Deacon elected Deacon Emeritus shall be ex-officio members of the Council of Deacons. Ex-officio members shall be entitled to attend all meetings of the Council of Deacons, but shall not have voting privileges in the meetings.

Article 4: LICENSING AND ORDINATION OF MEMBERS

Section 1: Licensing

Licensing is a process of confirmation for ordination. During the period of licensure, the candidate for ordination will be trained and tested for his qualification as an ordained minister of the Gospel of Jesus. This church believes that any member who, in the judgment of the members, gives evidence of his piety, zeal, and fitness to preach, and who believes that God has called him to the work of the ministry, and who has been examined and recommended by the Lead Pastor, Council of Elders, and Council of Deacons, may be licensed to preach the Gospel. Upon request from his own membership or another Southern Baptist congregation, a member of this church who has met the qualifications for licensing outlined above, may be licensed to the Gospel ministry by this church.

Section 2: Ordination

Upon request from his own membership or another Southern Baptist congregation, a member of this church who has met the qualifications for licensing outlined above,

completed the training and testing, confirmed by the Lead Pastor, Council of Elders, and Council of Deacons, may be ordained to the Gospel ministry by this church.

Article 5: CHURCH MINISTRIES

Section 1: General

All ministries of the church shall be under church control with all ministry leaders being presented to the church and reporting to the church. No person shall lead any ministry unless he or she is a qualified, Active Member of this church. Each individual ministry shall be structured with an identified ministry leader, function through an appropriate leadership group identified by that ministry, and utilize ministry workers. Non-members who regularly attend the church or ministry partners from other churches may assist with church ministries when appropriate, but shall not lead or teach in any ministries.

Section 3: Other Ministries

The church shall provide other ongoing ministries as it decides necessary.

Article 6: CHURCH TEAMS AND OTHER GROUPS

Section 1: General

The church shall maintain certain committees, teams, or other groups made up of its members for the purpose of aiding the body in serving Christ, one another, and the community for Christ. Each church committee, ministry, or team shall be responsible for accomplishing the purpose for which it was established. Each such group shall choose its own leader unless the Bylaws direct otherwise. The leader or his or her designee shall act as the official representative for the group. Each Committee shall present to the church at least annually a report of its activities over the past year. A full outlining of the Church's Committees can be found in the Bylaws, Article 3 Sections 13 through 17.

All committee members shall be actively fulfilling their commitment to all commitments within the Membership Covenant. No person shall serve concurrently on more than one of the following groups nor shall the Chairmen of the Council of Elders or the Chairmen of the Council of Deacons serve as the chairperson of the following groups: Ministry Placement Team, Personnel Committee, or Stewardship Committee. Any committee member may be recalled from any position by a majority vote of the church members upon recommendation of the Lead Pastor or the Council of Elders.

Section 2: Counting Team

The Counting Committee shall consist of a Chairperson and at least four other members. The Chairperson and members of the committee shall be recommended by the Ministry Placement Team and elected by the church at the annual business meeting.

The purpose of the Counting Committee is to aid the Treasurer in the orderly counting of all tithes, offerings, and other giving to the church. The committee shall also prepare bank deposit slips and sign receipt slips. The committee may also assist in the deposit of weekly receipts. The committee shall verify the amount shown on the giving envelopes with its contents. All giving envelopes and a listing of all checks not registered on an offering envelope shall be forwarded to the accountant for posting on individual

contribution financial records. Receipts arising from revival meetings and other special services shall be handled in the same manner. A minimum of three (3) committee members should be present when the committee performs its counting responsibility. Other than for the purpose of counting, the Counting Committee shall not have access to individual financial giving records.

Section 3: **Pastor Search Committee**

The Pastor Search Committee shall be formed to bring a recommendation to the church concerning the calling of a Lead Pastor when a vacancy exists and to assume the responsibilities of securing a pulpit supply preacher and/or interim pastor.

The Council of Elders shall meet, if possible, within 48 hours of the Lead Pastor's submitted resignation (or any other reason for vacating the office), prayerfully discuss the situation, and begin the process of selecting the Pastor Search Committee.

The Chairman of the Council of Elders shall assume responsibility for pulpit supply until the committee is elected.

Nominations for the Pastor Search Committee shall be obtained in the following manner:

- a. The Council of Elders shall receive recommendations for the Pastor Search Committee from the Ministry Placement Team and the TLT. Upon receiving recommendations, the Council of Elders shall compile a list of ten persons for nomination.
- b. The Council of Elders shall present, in a regularly scheduled or special business meeting, nominations of at least ten persons. These nominees will have been contacted concerning their willingness to serve if elected. No staff member of the church or member of a staff family shall be nominated.
- c. Nominations from the floor will be accepted during the business meeting.
- d. At the next regularly scheduled or special business meeting, the name of all nominees shall be presented in writing to the congregation.
- e. Voting will be by secret ballot. The moderator shall appoint three members who are not nominees as the tally committee.
- f. Those five receiving the highest vote will be elected with the next two designated as alternates. In case of a tie, a second ballot will be taken among those tied.

The Pastor Search Committee shall organize itself by electing a chairperson, vice chairperson, and secretary.

The Pastor Search Committee shall bring for church consideration as Lead Pastor only one recommendation at a time. It shall arrange for this person to preach before the congregation during a Sunday morning service in view of a possible call. The congregation will be notified no later than two weeks in advance of this service. If the Committee agrees to recommend an individual as Lead Pastor, a special business meeting will be held following a Sunday service to hear the nomination and recommendation of the Committee regarding condition of the call. The Pastor Search Committee is responsible for recommending the date for this special business meeting. At the meeting held for the purpose of issuing a call to a Lead Pastor, no name shall be considered or nomination proposed except that presented by the Pastor Search Committee.

The vote for Lead Pastor shall be taken by secret ballot after the report and

recommendation of the committee. If three-fourths of the active members present and voting approve the recommendation, the Moderator shall declare that the church has issued a call. The Pastor Search Committee shall transmit the message to the man elected requesting that he reply within two weeks after receiving all information regarding his job description and compensation package. If the church fails to adopt the Pastor Search Committee's report and recommendation, the Moderator shall declare that the church has not issued a call and shall instruct the committee to continue in its assignment.

When the church has called a Lead Pastor and the call has been accepted, the committee shall be dissolved.

Section 4: **OTHER COMMITTEES**

The church may provide other committees, teams, or groups for the purpose of serving Christ, the church body, and the community as needed. An appropriate committee or team shall be formulated by the Ministry Placement Team for each ministry-level staff position, according to the discretion of the Lead Pastor, to ensure assistance, prayer support, and accountability for such staff members. The establishment of these groups shall be according to policies related to the Ministry Placement Team.

Article 7: **BUDGET AND SPENDING**

Section 1: **General**

The Lead Pastor or his designee shall be responsible for authorizing expenditures of General Fund receipts, subject to the limits of the church approved budget and to the availability of funds. The Stewardship Committee shall be responsible for establishing the general limits of expenditures that can be made in each month, and the Lead Pastor or his designee is responsible to see that these limits are not exceeded. Other than specifying and maintaining these expenditure limits, the Stewardship Committee shall not approve or disapprove specific ministry programs or expenditures unless so authorized by the church. The Stewardship Committee shall monitor and review all expenditures from the General Fund at least monthly and shall approve the signatories on the church bank accounts. Two signatures shall be required on each check.

Section 2: **Budget Establishment**

On or before September 15th of each year, the Stewardship Committee shall begin preparation of the budget for the next year. The committee should receive budget information from responsible church staff, church officers, committee chairmen, and other church officials concerning their recommendations and budget needs for their ministries, activities or organizations. After consultation and consideration of these requests, the Stewardship Committee shall prepare and submit to the church for approval an inclusive budget for all church expenses, indicating by budget line item the amount believed needed during the next fiscal year. At least one week prior to the annual meeting, the Stewardship Committee shall distribute to the members of the church copies of the final draft of the proposed budget in detail.

In the annual meeting, the church shall adopt its annual budget. Approval of the budget by the church membership shall represent the church's authorization for the Stewardship Committee to approve payment of the designated amounts if, and only if, church receipts are adequate to afford the budgeted item.

After the church has adopted its budget, the Stewardship Committee shall be responsible for the direction of the promotion and pledging effort to underwrite it.

The Stewardship Committee shall recommend to the church, as the need arises, adjustments of, additions to, or deletions from the amounts of the approved budget line items.

Section 3: **Salaries**

The church's Personnel Committee shall consult with the Stewardship Committee on availability of funds for the Personnel Committee's responsibility of maintaining the church's salary program for paid church staff, ministerial and administrative staff personnel, and other employees. The Stewardship Committee does not specifically approve or disapprove the church's salary program.

Section 4: **Miscellaneous**

No one shall incur a financial obligation for the church, which is not included in the approved budget or which has not been authorized by church action. Persons responsible for budgeted items must receive approval of the Lead Pastor or his designee before incurring obligations in the name of the church.

The Stewardship Committee shall have access to all financial records of the church, except individual financial giving records.

The fiscal year of the church shall run from January 1st to December 31st.

Article 8: MEMBERSHIP COVENANT

As those who have experienced the life-changing hope by the gospel of Jesus Christ, and having been baptized upon our profession of faith, and having understood the nature and purpose of His Church, we solemnly and joyfully covenant with one another...

We will build our lives and families upon the foundation of the Scriptures and will hold fast to sound doctrine in keeping with the biblical text by pursuing intimacy with God as our highest priority while striving to consistently display our four values. (2 Tim. 3:16-17; Ps. 19:7-14; Ps. 63:1-8; Ps. 73:25-26)

We will refrain from such activities that the Scriptures would deem foolish and take seriously the responsibility of Christian freedom, especially actions or situations that could present a stumbling block to another (1 Cor. 8:1-13; Rom. 14:14-23).

We will seek to live out, as seen in Scripture, our God-given roles and responsibilities in the context of the family, and we will honor any marriage vows that have been made before God. (Eph. 5:22-6:4)

We will seek to live, as the family of God, in authentic, biblical community, rejoicing in each other's successes, carrying each other's burdens, and challenging each other to a more intimate and mature relationship with Jesus Christ, each one serving and operating in his or her personal mission. (Acts 2:42-47; Gal. 6:2)

We will take the initiative to pursue a brother or sister in Christ who is sinning, who has wronged us, or is in danger of abandoning the faith, hoping for restoration and reconciliation, and we submit ourselves, out of reverence to Christ, to church discipline when deemed necessary by the leadership of the church. (Matt. 18:15-17; Gal. 6:1; 1 Cor. 5:1-13)

We will submit to the appointed leaders of the church and diligently strive for unity and peace within the church (Eph. 4:1-3; Heb. 13:17; 1 Pet. 5:5).

We will uphold the mission of First Southern Scottsdale in leading every generation to the life-changing hope of Jesus. (Matt. 28:18-20)

We will seek to live our lives on mission, actively engaging those outside of a relationship with Christ, serving those in our community, praying for and anticipating the spread of the Gospel throughout our region and world, and responding to God's initiation in our lives. (2 Cor. 5:13-21)

We will regularly participate in the life of First Southern Scottsdale by attending weekly services, partaking in the Lord's Supper with the Body of Christ, engaging in gospel-centered community, and serving those within and outside of this church (Acts 2:42-47; 1 Cor. 11:17-34; Heb. 10:23-25; Titus 3:14).

We will give generously, cheerfully, and regularly of our time, talents, and finances to the support of the mission, the expenses of the church, the relief of the poor and unprotected, and the spread of the gospel throughout our community, nation, and world. (Eph. 4:11-12; 2 Cor. 8-9)

We will, if or when, upon leaving this church body, seek to worship and unite with another church where the Gospel is proclaimed according to the biblical text. (Heb. 10:24-25)