

INITIAL REVISION DRAFT
Constitution and Bylaws
First Baptist Church of Annapolis, Incorporated

CONSTITUTION

PREAMBLE

No Change

ARTICLE I - NAME

No Change

ARTICLE II - MISSION

Rewording of existing language with emphasis on individual development.

ARTICLE III - STATEMENT OF FAITH

This is the existing Article IV of current FBC Constitution. Exact language has been relocated.

ARTICLE IV - COVENANT

This is the existing Article V. Relocation of exact language.

ARTICLE V - CHURCH ORDINANCES

(New Article). Subject matter was not specifically addressed in existing document. Text added is on Baptism, Holy Communion, and Marriage and Sexuality.

ARTICLE VI – GOVERNMENT -

Old Article III Policy

Added Section 2 – operation when pulpit committee is activated.

ARTICLE VII – MEMBERSHIP

Moved from bylaws and expanded with specific definitions related to eligibility and membership requirements. Section 2 clarifies Membership Status

ARTICLE VIII - CHURCH OFFICERS

Reduced to 10 officers. The positions of Assistant Pastor, and Minister of Music were dropped as officers, because of position are not generally occupied.

Include RONR references on Removal. Defined vacancy due to an incomplete election.

ARTICLE IX – Ministerial Staff

New Article

ARTICLE X – Selection of a Pastor

Existing material relocated to the constitution.

ARTICLE XI - Meetings

Annual Business Meeting proposed to be held on the *third Saturday in January*
All meetings are addressed here.

ARTICLE XII – CHURCH PROPERTY

No Change

ARTICLE XIII – CHURCH YEAR

No Change.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

Latest edition of Robert’s Rules of Order Newly Revised

ARTICLE XV – AMENDMENTS

No Change.

BYLAWS

ARTICLE I – LICENSING AND ORDINATION

Rearranged Order; No Change in content

ARTICLE II – DUTIES OF MEMBERS

Eligibility and Requirements

Added: - *Such exempt Members shall advise a Deacon, or the Chairman of the Deacon Ministry, or the Pastor, who will advise the Financial Secretary, for the Member(s) to remain in Good Standing.* Now there is a proposed process for our extended sick members to remain in Good Standing.

ARTICLE III – CONDUCT OF CHURCH MEETINGS

No Major Changes –

some reordering (procedural); clarification of requirement for calling a Special Church meeting by the membership, i.e. by definition a quorum is always greater than 50% of the membership, if not otherwise specified.

ARTICLE IV – ELECTION OF CHURCH OFFICERS

Calling a Pastor –

- c) Term of office - **new approach.**
- e) Termination of Service (**procedural without cause**).
- f) Incapacity of the Pastor- **new language**

See Article VIII - Constitution for related language, Removal of a church officer.

Section 2.- Deacons (**Hiscox, pp. 88-89 – include male and female**)

Section 3 through Section 10

Clarification – To use consistent language throughout the document.

a. The “**Officer**” shall be nominated by the Nominating Committee and elected from the membership for a term of **three (---) years**, or until their successors are elected. **There is no limit on the number of terms the “Officer” may serve.** *All officers are elected, if “Terms are Limited” and there are no nominees, then FBC has no one to fill the vacancy, and there is no process in place to do so without redefining the appointing authority.*

Section 4 Trustees, Section 5 Treasurer, and Section 6 Financial Secretary extended the definition of family member to include blood relative.

Section 7 Church Clerk – If term is limited then wording to the effect; - A Church Clerk having served two (2) consecutive terms becomes ineligible to be nominated for a third consecutive term in that office, until one (1) year has elapsed since their last term in office. Will be required

ARTICLE V – CHURCH APPOINTMENTS WITH CONFIRMATION (NEW)

Section 1 - The Pastor's Assistant

Note change in name of position – Pastor's Assistant vs. Assistant Pastor
Rationale- no succession rights.

Section 1 - Minister of Music

Note change - position is proposed as a non-officer
Rationale- no longer required to be a member of the church to serve in this position

Section 3 - Chairperson of the Ministry of Christian Education

ARTICLE VI – MINISTRY OF CHRISTIAN EDUCATION

ARTICLE VII – WOMEN'S MINISTRY

What about Election of Officers ?
Dues if mandatory must be specified ?
Regular meeting date ?

ARTICLE VIII – LAYMEN'S MINISTRY

What about Election of Officers ?
Dues if mandatory must be specified ?
Regular meeting date ?

ARTICLE IX – ARMAOR BARER MINISTRY

What about Election of Officers ?
Regular meeting date ?

ARTICLE X – COMMITTEES

Do we need them All ?
Section 3 Auditing include a Proviso

ARTICLE XI – REPRESENTATION AT ASSOCIATIONS, CONFERENCES AND CONVENTIONS

No Change

ARTICLE XII - INDEMNIFICATION

No Change

ARTICLE XIII – LIABILITY PROTECTION

No Change

ARTICLE XIV - AMENDMENTS

No Change

References

The New Hiscox Guide for Baptist Churches / Everett C, Goodwin 1995

Reference Set of By-Laws on File

Google Search Parameters – Baptist Church By-laws

Second Level-Search: Black Baptist Church By-Laws

Eastside Baptist Church
Marietta, GA

Friendship Missionary Baptist Church, Inc.
Houston, Texas

New Hope Missionary Baptist Church
Southfield, MI

Mt. Olive Baptist Church
Woodstock, Georgia

Bethlehem Baptist Church
Minneapolis, Minnesota

Morning View Baptist Church

Faith United Baptist Church
St. Joseph, Missouri

Main Street Baptist Church
Alexandria, Kentucky

The Greater Saint John Missionary Baptist Church
Greenville, Mississippi

Saint James Missionary Baptist Church
Nashville, Tennessee

New Hope Baptist Church
Grand Rapids, Michigan

Grace Baptist Church
Knoxville, Tennessee

Grace Baptist Church
Bowie, Maryland

Grace Baptist Church
Cape Coral, Florida

The Abyssinian Baptist Church
City of New York

Shiloh Missionary Baptist Church (SMBC),
Fort Worth, Texas

PROPOSED REVISION SCHEDULE

23 November 2025

Provide Initial Draft of Revision to the Congregation, and template for any proposed amendments from the membership.

(Workshop)

10 January 2026

Deadline for submission of proposed amendments (6 weeks)

(Workshop)

10 January 2026 – 14 February 2026

20 January 2026, Church Annual Meeting provide proposed amendments from the congregation. During the committee report move by direction of committee to call a special church meeting for consideration of substituting the Revision for the current C&B of FBC, on 25 April 2026, and 2 May 2026.

(Workshop if necessary)

FIRST BAPTIST CHURCH OF ANNAPOLIS, INCORPORATED

CONSTITUTION

PREAMBLE

We the members of this Church, in order to preserve and promote the principles of our faith; to protect the liberties of each member; to ensure the freedom of action of this Church in its relationships with other church bodies; and to govern this Church body in an orderly manner, do enact and establish this Constitution and Bylaws for its members.

ARTICLE I - NAME

This organization shall be known as First Baptist Church of Annapolis, Incorporated, (FBC).

ARTICLE II - MISSION

The mission of this Church is to carry out the Great Commission given by our Lord Jesus Christ to His followers, which is to make disciples of others through teaching, evangelizing, and baptizing, (Matt. 28:19-20.) This Church seeks to fulfill this mission through:

Section 1 - Maintaining and encouraging congregational and personal worship, the preaching of the Gospel, and providing religious instruction based solely on the Holy Bible.

Section 2 - To religiously educate our membership and others in Christian doctrine.

Section 3 - To be a worshipping fellowship, experiencing the presence and power of God, and responding to that presence and power in obedience to his leadership.

Section 4 - To be a church which ministers unselfishly to persons in the community and the world in the name of Jesus.

Section 5 - To be a church whose purpose is to be Christlike in character by a total commitment of life, personality, and possessions to the lordship of Christ.

ARTICLE III - STATEMENT OF FAITH

Recognizing the Lord Jesus Christ and the Word of God as the absolute authority on matters of Christian doctrine, the Church subscribes to the Declaration of Faith as embodied in the Twenty Articles of Faith in the New Hampshire Confession as published in Hiscox Directory for Baptist Churches, latest edition.

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ARTICLE IV - COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son and of the Holy Ghost, we do now, in the presence of God, angels and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting and excessive anger; to abstain from the sale and use of intoxicating drink as a beverage and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior, to secure it without delay.

We moreover engage that, when we remove from this place, we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

And now unto Him, who brought again from the dead, our Lord Jesus, be power and glory forever. Amen.

ARTICLE V - CHURCH ORDINANCES AND CEREMONIES

Section 1 - Baptism

This Church may receive for Baptism all persons who have confessed Jesus Christ as their Savior by personal faith, who profess Him publicly at any worship service, and who indicate a commitment to follow Christ as Lord. Baptism shall be by immersion in water. The Pastor, or Associate Ministers shall officiate Church Baptisms. The Deacons and Deaconesses shall assist in the preparation and observance of Baptism. Baptism shall be administered as an act of worship during any worship service of the Church. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Pastor and/or staff or Deacons. If negative

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interest is ascertained on the part of the candidate, he or she shall be deleted from membership in the Church and from those awaiting Baptism.

Section 2 - Holy Communion

This Church shall observe Holy Communion and recommitment to the Covenants as adopted by the Congregation. The Pastor, Associate Ministers, Ordained Ministers, or Deacons shall Conduct the Holy Communion Service. The Deacons and Deaconesses shall be responsible for the preparations of Holy Communion.

Section 3 - Marriage and Sexuality

We believe that God created men and women in the image of God (Genesis 1:27) and that marriage, as God ordained, has only one meaning and that is marriage sanctioned by God which joins one man and one woman spiritually and physically, in a single, exclusive union, as delineated in Scripture (Matthew 19:4-6). Men and women are uniquely designed to display the Glory of God in the gospel through marriage. God creates marriage (Genesis 2:18-25) and Paul tells us that when we embrace biblical headship and submission, we help to illustrate the gospel. As husbands and wives together pursue this gospel picture of Christ and the church, they personally pursue Christlikeness (Ephesians 5:22-33). We believe that God intends sexual intimacy to only occur between a man and a woman, as determined biologically at birth, within the confines of marriage (I Corinthians 7:2). We believe that sexual immorality, such as adultery, homosexuality, bisexual conduct, or any attempt to change one's sex, or disagreement with one's biological sex at birth, is sinful and offensive to God (Genesis 1:27-31; Leviticus 18:22; Romans 1:26-27; I Corinthians 6:9-11; Hebrews 13:4). We do not encourage, endorse, or condone acts of violence or intimidation against those that believe differently than we believe. Instead, we strive to live according to the Teachings of Christ as commanded in John 13:34 and love all people.

ARTICLE VI – GOVERNMENT

Section 1 – Church Governance

The government of this Church is vested in the Holy Bible, and in the members who compose it; as such, it is subject to the control of no other ecclesiastical organization. None of its Ministries, Committees, Organizations, or individuals shall usurp the executive, governmental, or policy-making powers of this body. All organizations, ministries, committees, and auxiliaries shall operate within the framework of the Constitution and Bylaws of First Baptist Church of Annapolis, Incorporated. All authority not expressly delegated by the Constitution and Bylaws to an identified entity shall be reserved to the active church membership exclusively.

Section 2 – Operations of the Church During Pastoral Search

During the search of a new pastor the continuation of Church programs and religious services shall be under the responsibility of the Ministry of Deacons. The Ministry of Deacons shall assign the pastor's assistant as the worship leader during the search period, if one has been appointed. Otherwise, one of the Associate Ministers, or ministerial staff shall, collectively as a team, perform the ecclesiastical functions assigned by the ministry of Deacons until a new pastor is called.

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Section 3 – Church Affiliations

First Baptist Church of Annapolis, Incorporated, may affiliate and co-operate with any ecclesiastical organization as approved by a vote of the congregation at an annual meeting or special meeting.

ARTICLE VII – MEMBERSHIP

Any person professing faith in the Lord Jesus Christ as his/her personal Savior may offer himself as a candidate for membership in this church. The members of this church are divided into two classes: active and inactive. Only active members shall have the right to vote, hold any elective office, or take part in the business concerns (transactions) of this church.

All new members with the exception of the Pastor shall attend new members' classes. The membership roll shall be inspected annually and presented to the church during the Annual Church Meeting by the Church Clerk. Persons shall present themselves to the church for membership in any of the following ways:

Section 1. Admission to Membership

- a. *By Profession of Faith and Baptism* according to the policies of this church. Persons coming from other denominations other than the Baptist Church, shall come as a candidate for baptism or,
- b. *By Transferal* through an official Letter of Recommendation and release from another Baptist Church stating that such a person is a member in good standing of that congregation or,
- c. *By Christian Experience*, publicly stated and corroborated, when it is not possible or not feasible to procure a Letter of Recommendation from another Baptist Church or,
- d. *By Restoration* upon a statement of prior conversion experience and baptism in a Baptist Church when no letter is obtainable or,
- e. *By Watch-Care*. Watch-care members are able to participate in all ministries, excluding holding an elected office, and /or appointed committee chairman positions. Watch-Care members are non-voting members

Section 2 – Membership Status

- a. **Active Member:** An active member is a member in good standing, with membership in FBC of Annapolis, and has met all requirements of Section 1, Duties of members of the Bylaws of FBC.

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- b. Inactive Member:** An inactive member is defined as a member who has not attended church in 360 days or more with exception given to those members who are *sick and shut-in, on active military duty, students attending college, care givers of a family member, or job furlough*. Before any member is placed on the “inactive membership list” he will be served with a notice of violation of this Section of these Bylaws.

Any member placed on the inactive membership list shall not be permitted to participate in the activities of any auxiliary of this church until he/she is renewed as a member in good standing as prescribed in this Article. Inactive members forfeit all voting rights and benefits offered by First Baptist Church of Annapolis, Inc., as long as they remain on the inactive list.

Section 3. Rights of Members

- a. All active members of this church are entitled to vote in all elections, and on all questions considered by the body during any authorized meeting, provided the member is present and voting.
- b. Every active member of the church is eligible for consideration by the membership as candidates for elective office, unless otherwise stated in the bylaws.
- c. Every member of this church may participate in the ordinances of the church as administered by the church.

Section 4. Termination of Membership

Membership shall be terminated in the following ways:

- a. By death of the member.
- b. By dismissal letter to another Baptist Church
- c. By exclusion by action of this church.
- d. Removal upon request or proof of membership in another church.
- e. When a member has not attended at least once in 365 days, unless sickness or extreme circumstances persist.

Section 5. Discipline of Members

The policy of church discipline and restoration is derived from the teachings of scripture (Matt. 18:15-17). Any member of the Church who (1) persists in serious behavior or doctrinal error contrary to scriptures, (2) no longer conforms to the qualifications for membership, or (3) willingly causes discord within the Church by word or action, in spite of repeated warnings and admonition, shall be subject to church discipline. No action shall be taken until patient and persistent effort has been made to win such member back to the standard of faith and conduct of the Church.

Section 6. – Voting of Members

The disposition of any question before the Church Membership shall be decided by a majority of the members present and voting at an annual, regular, special, or emergency business meeting, unless provided otherwise in the governing documents of FBC. Each member in Good Standing is entitled to one vote on all matters before the body. Voting by proxy is prohibited.

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ARTICLE VIII - CHURCH OFFICERS

All persons who serve as elected church officers, ministerial staff, and as committee chairmen and committee officers in church sponsored organizations, and committees must be active members of the church, and shall have subscribed to and shall abide by the Articles of Faith and Covenants.

Section 1 – Election of Officers and Committee Members

- a. Election of church officers and committee members, when specified, shall be by ballot. If there is only one nominee for an office, or one nominee for each vacant position on a committee, after ensuring that no member present wish to be nominated, the Chair shall declare the nominee elected by acclamation.
- b. There is no limit to the number of times an active church member can run for re-election.

Section 2 - Officers – Elected

- a. The elected officers of this Church shall be the Pastor, Deacons, Deaconesses, Church Clerk and Assistant Church Clerk, Treasurer, Financial Secretary, Trustees, Superintendent of Church School, and Director of Christian Education.
- b. Except in instances of removal for cause, all officers shall hold office for terms as prescribed in the Bylaws, or until their successors are elected. *That is, "Officers may be removed from office at the pleasure of the membership as provided in the parliamentary authority, RONR (12th ed.) 56:30, 62:16.*

Section 3 - The duties, responsibilities, and tenures of church officers shall be proscribed as outlined in Article IV of the Church Bylaws.

Section 4 - Conflict in Duties: To avoid the appearance and / or prevent conflict in duties between church positions where the duties require oversight functions, it shall be prohibited for one individual to concurrently occupy as:

Elected Officer and Committee Chair

1. Ministry of Trustees Chairperson and Finance Committee Chairman
2. Treasure and Audit Committee
3. Financial Secretary and Audit Committee

Section 5 - Removal of Church Officers

- a. At a regular or special meeting, duly called pursuant to Article XI, of the FBC Constitution, for such purpose, any church officer may be removed from office by a two-thirds vote in the affirmative of the members present and voting at said meeting.

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- b. Any church officer whose removal has been proposed based on documented failure to uphold the duties of that office, as delineated in these Bylaws, shall be given the opportunity to be heard at such meeting.

Section 6 - Vacancy in Elected Office.

a. Vacancy due to an unexpired term

In the event of a vacancy, **due to an unexpired term**, in an elective office the Pastor within seven (7) days, shall appoint a replacement to fill the **unexpired term**, until the next annual church meeting, at which time the **congregation** shall elect a successor in accordance with the election procedures for that particular office.

b. Vacancy due to an incomplete election

If a vacancy in a church office is due to **an incomplete election**, that is, the congregation failed to elect an officer, or no nomination(s) for the position, the congregation should complete the election as soon as possible and may do so at any time until the expiration of the term the election is to fill. Meanwhile, if the **term of office extends** until a successor is elected, failure to complete the election leaves the incumbent in office. If the incumbent resigns prior to the completion of the election, the Pastor may rotate individuals thru the position with confirmation of the congregation for a period not to exceed more than half the term until the expiration of the term the election is to fill.

ARTICLE IX - MINISTERIAL STAFF

Associate Minister – Associate Ministers of FBC are called by God and sent to preach the gospel of our Lord and Savior Jesus Christ in accordance with 1 Timothy 3:1-7, 4:6- 16, and 2 Timothy 4:2-5.

Section 1 - Qualification:

- a. Each member of the ministerial staff must be a member of the FBC and called by God to proclaim the gospel.
- b. A licensed or ordained minister joining FBC as a new member shall present to the Pastor, in writing, proof of licensing and ordination by another Baptist Church to be eligible for consideration to become a member of the Ministerial staff. Upon the recommendation of the pastor and congregation conformation by a majority vote, the licensed or ordained minister shall be eligible to serve on the ministerial staff.

Section 2 - Role and Duties

- An Associate Minister will serve under the direct authority of the Pastor. They will support the Pastor in all areas considered necessary and appropriate to enhance the spreading of the Gospel and making disciples

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- Associate Ministers will support the Pastor in his absence by spiritually carrying out his normal duties in such a harmonious manner that the congregation might not suffer any loss of continuity or spiritual growth
- Associate Ministers may assist the Pastor as a council in arriving at various decisions by providing input or recommendations as the Pastor requests; final authority is invested in the Pastor and Congregation. No authority should be assumed or implemented by the ministerial staff without the express permission of the Pastor.
- Associate Ministers are received as such by the aforementioned qualifications as accepted by the Congregation.
- Associate Ministers may be called to serve during a Pulpit Vacancy by the Ministry of Deacons

Section 3 – Ministerial Staff Tenure:

An Associate Minister will serve indefinitely, unless he or she is determined to be detrimental to the spiritual growth and welfare of the Pastor and the Church.

Section 4 - Conduct Incongruous: Any member may bring to the Pastor and the Church Officers a good faith concern regarding perceived incongruous conduct of an Associate Minister. The Pastor and Church Officers will determine if any investigation and/or disciplinary action towards the individual is necessary.

Section 5 – Dismissal:

An Associate Minister may be dismissed from the **Ministerial Staff** with previous notice, and by a majority vote of the Church Membership at a duly called special meeting.

ARTICLE X – SELECTION OF A PASTOR

Section 1. Selection of the Pulpit Committee

a. Purpose of Committee

The Pulpit committee shall identify candidates, interview them, examine their credentials, hear their preaching, and recommend to the church the best candidate(s) to fill the pastorate.

b. Composition of the Committee

1. The Pulpit committee shall be composed of three (3) deacons, including the chairman of the Ministry of Deacons, the chairman of the Ministry of Trustees, and four (4) active members appointed by the Church body.

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2. The four (4) active members appointed by the Church body shall consist of one deaconess, one additional woman, an active member of the church, and one young adult between the ages of 18 and 25 years. If no young adult is available, then the congregation shall elect another active member of the church to fill this position.

c. Selection of the Pulpit Committee

1. Upon occurrence of a vacancy in the pastorate for any reason other than death, the chairman of the Ministry of Deacons shall, on the Sunday following the occurrence of the vacancy, shall give a notice that in two weeks a meeting of the congregation shall assemble to elect a Pulpit Committee.
2. In the event that the vacancy is caused by death, the chairman of the Ministry of Deacons shall, on the Sunday two weeks after the Burial of the Pastor, give notice of a meeting of the congregation to elect a Pulpit Committee.

Section 2 - Identification of Candidates

a. Responsibility of the Pulpit Committee:

It is of utmost importance that the Committee be open-minded and discreet in obtaining the names of candidates and in dealing with each candidate throughout the process.

b. Options for obtaining names of candidates shall include:

Recommendations from the congregation; resources of the National/State Baptist Conventions; and divinity schools.

Section 3. Screening Procedures

a. Submission of Resumes

1. Each candidate shall submit a resume' with references to enable the Committee to verify qualifications. References on the resume' should be contacted to verify or validate the candidate's qualifications.
2. Resumes' may be accepted by the Pulpit Committee no later than six (6) months from the time of appointment of the Committee.

b. Background Check

Any candidate considered for recommendation to the Church shall be subject to a background check and acceptance by the Pulpit Committee.

c. Uniform Treatment and Confidentiality

1. Insofar as possible, the Pulpit Committee shall use uniform procedures in dealing with candidates. No interviews shall be conducted in the First Baptist Church building. Ministers under consideration shall be brought to the Church only for the preaching part of the selection process.

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2. The Committee shall establish procedures to ensure proper routing and confidentiality of all correspondence and related documents.
3. Before contacting a minister regarding candidacy, the Committee shall determine first whether the potential candidate meets the bylaw requirement of being “duly ordained, (Article V Section 1(b))

d. Interviewing Candidates

1. Once a possible candidate has been identified, contact shall be made by the Committee by letter or visitation to determine or confirm the potential candidate’s interest. Where applicable, and at the discretion of the potential candidate, appropriate officers of the candidate’s church may be notified of the Committee’s interest.
2. The Pulpit Committee shall schedule interviews with ministers expressing interest in the pastorate and whose credentials indicated possible acceptance by the congregation. Basic elements of the interview (questions) shall be established by the committee and used with all candidates interviewed.

e. Examination of Credentials

To ensure basic agreement as to what shall constitute credentials, the following areas are presented as being essential to promote and enhance the present spirit of First Baptist Church.

1. Ordination:

The candidate shall be a duly ordained Baptist minister, rooted in Baptist doctrine, and believing in the Articles of Faith based on the New Hampshire Confession.

2. Spirituality:

A Pastor must be one that “walks in the Sprit” for, as Paul said in Romans 8:9, “... if any man have not the Sprit of Christ, he is none of his.” A church only profiteth in the Sprit. John writes, “It is the sprit that quickeneth: the flesh profiteth nothing.

The candidate should demonstrate the unselfish commitment to referred to by Paul when he says “For though I preach the gospel, I have nothing to glory of: for necessity is laid upon me; yea, woe is me if I preach not the gospel! “

3. Leadership:

The Committee must determine whether the candidate has demonstrated ability and willingness to deal successfully with the complex problems facing the Black Church and community.

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4. Administration:

The candidate should present evidence of training or experience that would indicate potential for overseeing and supervising the spiritual and temporal interests of the church. This includes church policy and organization, conducting its affairs in business meetings, and working with committees, members, and officers.

5. Homiletics:

The candidate should demonstrate ability to preach a sermon that is clear, concise, and complete.

The Committee shall make visits to hear the preaching of the candidate in order to ascertain that the candidate can fulfill these requirements.

6. Education:

A candidate must present evidence of having attended a seminary or divinity school, or currently being in attendance. The academic achievements of a candidate should not be the overriding consideration in examining the educational background. Life experiences, Biblical knowledge, maturity, and the commitment to the role and responsibilities of a pastor should weigh heavily in the category of education.

Section IV- Amendments to Procedures for the Selection of a Pastor

Amendments to the procedures for selecting a pastor shall be prohibited upon the election of the pulpit committee for the search of a New Pastor. Upon the congregation's election of a New Pastor the assembly is authorized to amend this article, if deemed necessary.

ARTICLE XI - MEETINGS

Section 1 Regular Worship Service

The church shall have in person and virtual meetings of regular worship service every Sunday. However, upon agreement of the pastor and a majority of the deacons, the in person regular Sunday worship service maybe cancelled as a result of extreme weather conditions, as prescribed in the church policy.

Section 2 Annual Business Meeting

The Church Annual Business Meeting shall be held on the *third Saturday in January* for the purpose of transacting appropriate business, which shall include electing officers, receiving and approving the budget and annual reports, projecting goals for the coming year, and any other business that may come before the church body.

Section 3 Special Business Meetings

Special Business meetings may be called at any time by the Pastor or, upon his unavailability or incapacity, by the Chairman of the Ministry of Deacons. However, upon written request by **one-quarter** of the active members of the church body, the Clerk may issue a call for a special meeting

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of the body. Notice of such meeting and the object for which it is called shall be read from the pulpit at least two Sundays in advance of the meeting.

Section 4 Emergency Meetings

Under circumstances where time is of the essence and immediate action must be taken, an emergency meeting may be called by the Pastor, or upon his unavailability or incapacity, the Chairman of the Ministry of Deacons.

Section 5 - Meeting Quorum

- a) Except as otherwise stated, *ten (10)* percent of the active members of the congregation shall constitute a quorum for conducting business at the annual, special business meeting, or an adjourned meeting.
- b) If a quorum has not been reached within thirty (30) minutes after the appointed meeting time, the meeting shall be adjourned to a date and time not less than seven (7) days from the date and time of the original meeting. The Church Clerk shall publish in the church **notice** on the Sunday which immediately follows the adjourned meeting, the date, time, and location of the adjourned meeting.
- c) *For the calling of a Pastor, or Pastor Assistant, twenty-five (25) percent of the active members of the congregation shall be required for a quorum.*

Section 6 – Electronic Meetings

- a) All Ministries and standing committees established by First Baptist Church of Annapolis Incorporated, (including Special Church Event Ad-hoc Committees), are allowed to have approved electronic meetings to conduct and transact the business of the committees and /or Ministry providing the following measures are met:
- b) In order to preserve the character of a deliberative assembly, conditions for simultaneous aural communication among all participating members shall be equivalent to those of meetings held in one room or area.
- c) The meeting must be conducted by technologies (Internet, telephone, robotics, future technology, etc.) that will not exclude participating members of the said committee.
- d) The notice of an electronic meeting must include an adequate description of how to participate in it, date, time, and purpose. The meeting must use a procedure that establishes a quorum that includes the majority of the entire committee membership, voting procedures that allows for confirmation of quorum, and in accordance with the current edition of “Robert’s Rule of Order Newly Revised.”
- e) All business will be conducted in accordance with the Constitution and Bylaws of the First Baptist Church of Annapolis, Incorporated.

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ARTICLE XII – CHURCH PROPERTY

Section 1 First Baptist Church of Annapolis, Inc., shall have the power to receive, either through gift or purchase, and hold such real, personal, or mixed property as authorized by the laws of the State of Maryland and as deemed necessary to fulfill its purpose and to carry out the business of the Church, and shall have the power to dispose of such property by mortgage, deed, or otherwise.

Section 2 The Church Ministry of Trustees, with prior approval of the Church at a regular or called business meeting, shall have the power to receive, purchase, acquire, sell, lease, convey, mortgage, deed, or otherwise transfer property of the Church. All contracts, notes, mortgages, conveyances, assignments, leases, releases, and other documents and papers on behalf of the Church shall be executed by the Ministry of Trustees.

Section 3 - In case of a division of the Church (from which we pray to be spared by God's mercy to preserve us) all property of the Church shall remain with the congregation of First Baptist Church, Annapolis, Incorporated. Those members who terminate their membership with First Baptist Church, or whose membership has been terminated as provided herein, shall relinquish any and all rights to Church property.

Section 4 - In case of dissolution of the Church organization, the property shall be assigned as duly authorized by the membership at a Special Business Meeting called for that purpose.

ARTICLE XIII – CHURCH YEAR

The fiscal year of the Church shall begin on the first day of January and end on the last day of December.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the business meetings of First Baptist Church of Annapolis, Inc., and the meetings of all subordinate organizations, ministries, committees, and auxiliaries of the church. Where not specifically noted or outlined as a rule in this Church, its Constitution, or Bylaws, the parliamentary authority shall govern all actions and procedures of the Congregation and all units of the Church.

ARTICLE XV – AMENDMENTS

Section 1 - All proposed amendments to the Constitution shall be submitted to the membership in writing not less than sixty (60) days before the next succeeding annual business meeting.

Section 2 - Adoption of amendments to the Constitution shall require the affirmative vote of three-fourths of the members present and voting at the annual business meeting.

Section 3 - The Preamble and Article III, Statement of Faith, are irrevocable and unalterable.

FIRST BAPTIST CHURCH OF ANNAPOLIS, INCORPORATED

BYLAWS

ARTICLE I – LICENSING AND ORDINATION

Section 1 - Licensing: Any member heeding the call to preach shall be directed to notify the Pastor and Ministry of Deacons of such calling in writing. Within forty-five (45) days after such notification, the Pastor, after full consideration with the aspirant and the Ministry of Deacons, shall make this calling known to the Church along with a recommendation pertaining to a trial sermon. With the approval of the Church, a trial sermon shall take place within forty-five (45) days. If after the trial sermon licensing is approved by the Church, the Church Clerk shall prepare the license to preach and the same shall be presented to the licentiate by the Pastor within thirty-five (35) days after the trial sermon. In addition, any member heeding the call to preach should be directed to notify the Pastor and the Ministry of Deacons of such calling in writing and present evidence of attendance in or definite plans to attend a recognized School of Religion.

Section 2 - Ordination: The Church shall be prudent in approving the ordination of the licentiate. The licentiate, after a period of three (3) years, may request ordination by writing to the Pastor and the Ministry of Deacons. This request, with their recommendation, shall be forwarded to the Church within thirty (30) days for consideration. If approved by the Church the Pastor shall call for, within two (2) weeks, an Ordination Council to accomplish the ordination.

ARTICLE II – DUTIES OF MEMBERS

Section 1 – Duty of Membership

- a. The duty of each member, insofar as possible, is to attend this Church regularly and support it through tithing, offerings, and service. Members who regularly support FBC financially, but are unable to attend church in person or electronically, are considered to be active members and receive all rights of membership. **Such exempt Members shall advise a Deacon, or the Chairman of the Deacon Ministry, or the Pastor, who will advise the Financial Secretary, for the Member(s) to remain in Good Standing.** Members who are not in good standing will be placed on the inactive roster until “the requirements are met for active membership, as prescribed in these bylaws.”
- b. It is the duty of each member to subscribe to and, insofar as possible, live in accordance with the provisions of the Church Covenant.
- c. It is the duty of members to honor, esteem, and love their Pastor and to pray for him fervently and daily.
- d. It is the duty of each member to cultivate brotherly love for all members of the Church, and to show this love by using all proper measures to promote their spiritual benefit and prosperity.

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- e. Toward those who are not connected with the Church, it is the duty of members to be exact in fulfilling obligations and performing promises and, as opportunity and ability may enable, to commend the Gospel of Christ unto them.

Section 2 - Discipline - Proceeding Against a Disorderly Member

a. A disorderly member is one who is known to be living in disregard of his/her Biblical and Covenant obligations. It is vital to the testimony of the Church and the glory of our Lord that the purity of the Church be preserved and its peace protected. Therefore, it shall be the duty of the deacons, in coordination with the Pastor, to seek to reclaim those known to be living in disregard of their Biblical and Covenant obligations. This shall be done in keeping with Matthew 18: 15-17 and Galatians 6: 1-2. It shall be the duty of the deacons to move with promptness and vigor in dealing with anyone who is blatant and unrepentant in obstructing the work and disturbing the peace of the Church by being obnoxious, immoral, guilty of a criminal offense or of any unfair or unchristian acts.

b. Disagreement Between Members:

1. When an offense is given to one member of the Church by language or conduct of another, and if the offense relates only to the offended member and is known to none other, the offended shall, without consulting or informing any person, seek an opportunity to converse privately with the offender with an honest view of reconciling the difficulty, if possible. If satisfaction is given, the offended member shall complain of the offender to none.
 2. If satisfaction is not given, it shall be the duty of the offended to select one or two, or at most, three others, choosing such as he may deem best adapted to effect a reconciliation, with whom he shall again privately converse with the offending member; if satisfaction is given, he shall make no further complaint.
 3. If these efforts fail to secure reconciliation, it shall be the duty of the offended to lay the matter before the Church in writing through the Ministry of Deacons for further action.
- c. Public Offense: If a member of the Church be publicly guilty of any crime or gross impropriety, the matter shall be resolved in accordance with the applicable provisions for "Church Discipline" set forth in Hiscox Guide for Baptist Churches, latest edition.

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ARTICLE III – CONDUCT OF CHURCH MEETINGS

Section 1 - Devotional Meetings

- a. The Church shall meet each Sunday for worship, and on a regular basis for Bible Study and fellowship purposes.
- b. The Church shall observe the ordinance of Holy Communion on the first Sunday of each month during morning worship.
- c. Every Thursday night it shall be the duty of the members to meet for prayer under the auspices of the Deacons.
- d. The Church shall meet at such other times as it may deem necessary.

Section 2 – Manner of Conducting Meetings

1. The Pastor shall be the Presiding Officer of all Church meetings for the transaction of business. In his absence the chairperson of the Ministry of Deacons shall serve as the meeting Chairman.
2. All business meetings shall be conducted in accordance with the latest edition of Robert’s Rules of Order, Newly Revised.
3. Every meeting shall be opened with devotions and closed with prayer.
4. In the event of an adjourned meeting, the church clerk shall publish in the church bulletin, on the Sunday which immediately follows the adjourned meeting, that the meeting was adjourned; the date and time of the upcoming meeting; and that ten (10) percent of the church members shall constitute a quorum at such subsequent meeting.

Section 3 – Annual Business Meeting

The Order of Business for the annual meeting shall be as follows:

- | | |
|--|------------------------|
| 1) Minutes of Previous Meeting | 5) Special Orders |
| 2) Communications | 6) Unfinished Business |
| 3) In Memoriam | 7) New Business |
| 4) Reports of Officers, Boards, and Committees | |

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Section 4 - Required Written Reports

1. Any reports with recommendations for action shall be presented by the committee chairman. Organizations identified below shall submit annual written reports to the church clerk at least two (2) weeks prior to the annual meeting:

- (a) Ministry of Christian Education
- (b) Superintendent of the Church School
- (c) Church Clerk
- (d) Constitution and Bylaws Committee
- (e) Ministry of Deacons/Ministry of Deaconesses
- (f) Ministry of Trustees
- (g) Pastor's Report
- (h) Treasurer
- (i) Ministry of Music
- (j) Building Maintenance and Expansion
- (k) Auditing Committee

2. The Annual Church Report shall include the following items, and copies shall be distributed to the congregation at least one Sunday prior to the annual meeting by the church Clerk;

- 1) Proposed Agenda; 2) Reports listed above; 3) Nomination Slate; 4) Calendar of Annual Church Events; 5) Active Membership List; 6) Church Budget; and 7) Financial Status

Section 5 - Special Business Meetings

Upon written request by one-quarter (1/4) of the active members of the Church body, the Clerk may issue a call for a special meeting for the body. Notice of such meeting and the object for which it is called shall be read from the pulpit at least two Sundays in advance of the meeting.

Section 6 - Emergency Meetings:

Under circumstances where time is of the essence and immediate action must be taken, an emergency meeting may be called by the Pastor, or upon his unavailability or incapacity, the Chairman of the Ministry of Deacons. Notice of such meeting and the object for which it is called shall be given to the church membership at least five days in advance of the meeting.

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ARTICLE IV – ELECTION OF CHURCH OFFICERS

Section 1 - The Pastor

a. Calling a Pastor

1. When the pastorate becomes vacant, or a vacancy date is announced and confirmed in writing, the Church shall, without unnecessary delay, elect a Pulpit Committee
2. The Pulpit Committee shall examine credentials, interview, and hear the preaching of duly ordained ministers whose names have been suggested for the pastorate and make a recommendation to the congregation of the two highest rated candidates.
3. The committee shall, with the approval of the congregation, invite candidates to preach to the congregation at a regular Sunday worship service and to meet the members personally.
4. As soon as possible thereafter, at a business meeting, of which there has been at least two weeks of public notice, a ballot vote shall be taken on extending a call to the two top candidates. An affirmative vote of three-fourths (3/4) of the active members present and voting shall be required for the election of a Pastor.

b. Qualifications

The qualifications for Pastor shall include, but or not limited to; an Ordained Baptist Minister having graduated from a seminary or divinity school; demonstrated ability to preach a sermon that is clear, concise, and complete; demonstrated training or experience indicating oversight, and supervision of spiritual and temporal affairs of the church; and documented evidence of sound faith and good report with a Baptist church body.

c. Term of Office (New language, however still indefinite)

1. The Pastor's term of office shall be until the first Church Meeting following the Pastor's 70th birthday as long as the Pastor's services are satisfactory to a majority of the Church Members in Good Standing. In the event such relationship becomes unsatisfactory, either the Pastor or the Members in Good Standing may terminate this relationship upon three (3) months written notice. The action of the Church to vacate the Office of Pastor shall be taken up at an Annual Meeting or a duly called Special Meeting. In any event, the Pastor's salary shall continue during said period of three (3) months notification and upon the last date thereof, the Church shall pay him or her, in addition, a sum amounting to three (3) months of salary.
2. The salary of the Pastor shall be fixed by the congregation at a Church Meeting, and incorporated in the Annual Budget, and paid monthly on the last day of each and every

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month for services rendered that month, at the rate so fixed and voted upon by the Membership.

d. Duties of the Pastor

1. The Pastor must adhere to the basic doctrines of faith, as outlined in the Church Covenant and Statement of Faith and to historic Baptist principles. He shall be subject to qualifications in I Timothy 3: 1-13 and to further qualifications as authorized by the Church through the Pulpit Committee.
2. It shall be the duty of the Pastor to preach regularly at the Church; to administer the ordinances of the Gospel; to act as moderator, when present, in meetings for the transaction of Church business; and to perform the various duties incumbent upon the Pastor's office. Any authority granted to the position of Pastor by the Church, Constitution, or Bylaws is not transferable.
3. The Pastor shall visit the sick and indisposed.
4. The Pastor shall perform the rites of Holy Matrimony.
5. The Pastor shall be responsible for the representation of the Church at conventions and meetings within the limits of the Church Annual Budget.
- 6 The Pastor shall appoint all Committee Chairmen, except those elected or appointed by the Membership.
7. The Pastor shall supervise all spiritual activities of the Church.
8. The Pastor shall perform the rite of Funeral or Memorial Service, the rite of Laying on of Hands, and the rite of Blessing, as set forth in the ordinances of the Gospel.

e. Termination of Service (Note the difference associated with procedural)

In addition to Section 1c of this Article, the Pastor, or the FBC Membership may terminate the services of the pastor for any of the following reasons:

1. By failure to execute the duties of office to which elected.
2. By resignation with a written notice presented to the church at least two weeks in advance. The church may, but it is not obligated to, provide a severance package.
3. In accordance with **Article VIII, Section 1(b) of the Church Constitution**, by a vote of the congregation at an Annual, or duly authorized Special Business Meeting:

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- a) The vote to terminate the pastor shall be by secret ballot with an affirmative vote of two-thirds of the members present and voting is necessary to adopt the motion to remove.
- b) The chairman of the Ministry of Deacons will moderate this meeting. If the chairman of the Ministry of Deacons is unavailable, the church clerk will call the meeting to order and the congregation will elect a chair pro tempore.
- c) Except in instances of gross misconduct, the church will compensate the pastor with an amount not to exceed three (3) months of his annual salary.
- d) At the termination of the Pastor's service for any reason, the services of the Pastor's Assistant, if any, is terminated immediately with three (3) month's salary.
- e) In the case of gross misconduct, immorality, or criminal offense, in which case the salary will be terminated and the Pastor is dismissed from the Office of Pastor and the premises immediately.

f. Incapacity of the Pastor

Incapacity shall be defined as a physical or mental condition that renders the Pastor unable to perform the essential functions of their office for a period exceeding thirty (30) consecutive days, as determined by a licensed medical professional and confirmed by a two-thirds (2/3) vote of the Ministry of Deacons.

1. Temporary Delegation of Authority

Upon a determination of incapacity, the Ministry of Deacons shall have the authority to assign pastoral responsibilities to one or more of the Associate Ministers, subject to oversight by the Ministry, until such time as the Pastor is able to resume duties or a permanent decision is made.

2. Review and Reassessment

The Ministry of Deacons shall reassess the Pastor's capacity at intervals not to exceed sixty (60) days, based on updated medical evaluations and other relevant factors. The Pastor shall be notified of all findings and afforded the opportunity to respond or provide further documentation.

3. Return to Service

If the Pastor is determined to have regained full capacity, as verified by appropriate medical documentation and confirmed by a majority vote of the Ministry of Deacons, the Pastor shall be reinstated to full pastoral duties.

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4. Permanent Incapacity

Should incapacity extend beyond six (6) months, or be deemed permanent by medical professionals and affirmed by a two-thirds (2/3) vote of the Ministry of Deacons, the Ministry shall initiate the pastoral search process in accordance with Article IV, Section 1 of these Bylaws.

5. Confidentiality

All proceedings and documentation related to the determination of incapacity shall be handled with the highest level of confidentiality and respect for the dignity of the Pastor and his family.

Section 2.- Deacons

- a. Deacons will seek out **male and female** candidates for the Ministry of Deacons from among the Church membership and make such candidates known to the Pastor. The Pastor shall make recommendations to the Church. The Church shall elect deacons by **three-fourths (3/4) vote of the members present and voting** at any regular or duly called meeting. Deacons shall be subject to the qualifications in I Timothy 3: 1-13.
- b. It shall be the duty of deacons to seek out members of the Church in need of financial assistance and to use the alms of the Church for their relief; to visit the sick; to administer the elements of the Lord's Supper; to undertake the general supervision of the temporal interests of the Church; and to cooperate with and assist the Pastor in the performance of his duties.
- c. Persons accepted by the Church as candidates for the Ministry of Deacons shall serve a one-year probationary period, which shall include undergoing training prescribed by the Ministry of Deacons. Following ordination, deacons shall continue in office as long as they faithfully discharge their duties.
- d. A person transferring their membership from another Baptist church to FBC who is an ordained Deacon, upon the recommendation of the Pastor may be exempt from the one-year probationary period. Then, the transferring Deacon shall be presented to the church for vote in accordance with sub-section **2(a) of this Article**. If elected the deacon shall continue in office as long as he faithfully discharges his duties.
- e. The Ministry shall elect annually a chairperson, a vice-chairperson, a secretary, and a treasurer. The Ministry shall meet monthly.
- f. The composition of the Deacon Ministry shall be five (5) members for the first one hundred (100) members and portion thereof and one additional Deacon for every thirty (30) members above the one hundred (100) members and portion thereof. If any deacon becomes unable to fulfill the responsibilities of the office, the Ministry of Deacons will take appropriate action.

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- g. A deacon failing to fulfill the obligations of the office, or found guilty of acts unbecoming the office, shall be recommended to the Church by the Ministry of Deacons for removal from office.

Section 3 - Deaconesses

- a. Deaconesses shall seek out candidates for the Ministry of Deaconesses from among the Church membership and make candidates known to the Pastor. The Pastor shall make recommendations to the Church. As often as it may be rendered necessary, the Church shall elect deaconesses by three-fourths (3/4) vote of the members present and voting at any regular or duly called meeting. Deaconesses shall be subject to those qualifications in I Timothy 3: 1-13.
- b. The Ministry of Deaconesses shall assist the Pastor in developing the spiritual life of the women and girls of the Church for the best possible Christian service. The Ministry of Deaconesses shall cooperate with the Pastor and the Ministry of Deacons in visiting the members; in the care of the sick, needy, and distressed members of the Church; and in the preparation for the observance of the ordinances of the Church.
- c. Persons accepted by the Church as candidates for the Ministry of Deaconesses shall serve a one-year probationary period that shall include undergoing training prescribed by the Ministry of Deaconesses. Deaconesses shall hold office so long as they shall faithfully discharge their duties. If any Deaconess becomes unable to fulfill her responsibility, the Ministry of Deaconesses shall take appropriate action.
- d. A person transferring their membership from another Baptist church to FBC who is a Deaconess, upon the recommendation of the Pastor may be exempt from the one-year probationary period. Then, the transferring Deaconess shall be presented to the church for vote in accordance with **sub-section 3(a) of this Article**. If elected the deaconess shall continue in office as long as she faithfully discharges her duties. If any Deaconess becomes unable to fulfill her responsibility, the Ministry of Deaconesses shall take appropriate action.
- e. The Ministry shall choose annually a chairperson, a vice- chairperson, a secretary, and a treasurer and shall meet regularly each month.
- f. The composition of the Ministry of Deaconesses shall be five (5) members for the first one hundred (100) members and portion thereof, and one (1) additional Deaconess for each fifty (50) members above the one hundred (100) members and portion thereof.
- g. A Deaconess failing to fulfill the obligations of the office, or found guilty of acts unbecoming the office, shall be recommended to the Church by the Ministry of Deaconesses for removal from the office.

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Section 4 - Trustees

- a. The Ministry of Trustees shall consist of five (5) members for the first one hundred (100) members or portion thereof, and one (1) additional Trustee for each fifty (50) members above the one hundred members. The Treasurer and Financial Secretary shall serve as ex-officio members of the Ministry of Trustees with full voting rights.
- b. Trustees shall be elected to serve for a term **of three (3) years, or until their successors are elected**. A trustee having served two (2) consecutive terms becomes ineligible to be nominated for a third consecutive term in that office, until one (1) year has elapsed since their last term in office. No two members of any immediate family, i.e., **mother, father, husband, wife, son, daughter, brother, sister, aunt, uncle, or blood relative** shall serve on the Ministry of Trustees at the same time.
- c. Nominees for the Ministry of Trustees must have held membership in First Baptist Church for at least one (1) year. Nominations to the Ministry of Trustees shall be in accordance with the provisions of these bylaws.
- d. Nominees for the Ministry of Trustees shall be submitted to the congregation through the Nominating Committee in accordance with provisions of these bylaws.
- e. The Trustees shall elect annually, at the January meeting, a chairperson, a vice chairperson, and a secretary. The Trustee Ministry shall meet regularly on the last Tuesday before the first Sunday of each month.
- f. A Trustee acting without the authority of the Ministry of Trustees, shall be personally liable for that action.
- g. The Ministry shall hold in trust all property belonging to the Church and shall take all necessary measures for its protection, management, and upkeep. It shall determine the use of the Church buildings and properties for all extra or secular purposes, but shall have no power to buy, mortgage, lease, or transfer any property without a specific vote of the Church authorizing such action. It shall designate the financial institution(s) where the funds of the Church shall be deposited. All bills authorized by the Church shall be cleared through the Ministry of Trustees before payment is made. It shall, when so instructed by the Church, secure the services of a custodian, and other employees authorized by the Church, at such salary as is authorized by the Church, and secure from such employee's acceptable services. It shall also, when instructed by the Church, secure the services of a Church secretary. It shall perform such other duties as are imposed upon it by the Church and state.
- h. The Ministry of Trustees shall make recommendations to the Church for the establishment of salaries and subsequent changes in salaries.

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- i. The Ministry of Trustees shall maintain an inventory of all legal documents and properties pertaining to the Church. Legal documents shall be kept in a safe deposit box with copies filed in the Church office. The Ministry shall consistently maintain availability of legal counseling in its deliberations as required and acquire and keep in force sufficient liability insurance coverage.
- j. A Trustee failing to fulfill the obligations of the office, or found guilty of acts unbecoming the office, shall be recommended to the Church by the Ministry of Trustees for removal from office.

Section 5 - Treasurer

a. The Treasurer shall be nominated by the Nominating Committee and elected from the general membership for a term of **three (3) years**, or until their successor is elected. A Treasurer having served two (2) consecutive terms becomes ineligible to be nominated for a third consecutive term in that office, until one (1) year has elapsed since their last term in office. No two members of any immediate family, i.e., **mother, father, husband, wife, son, daughter, brother, sister, aunt, uncle, or blood relative** shall serve as Treasurer and Financial Secretary at the same time.

b. The Treasurer shall be the custodian of the Church's funds, e.g., tithes and offerings, missionary and Church School contributions, gifts, endowments, and inheritances, and shall receive and deposit all monies; pay all orders authorized by the Church; and sign all checks and drafts in accordance with Church policy and procedure.

c. The Treasurer shall keep an accurate account of Church finances, and annually, at the said meeting for business in January, shall lay before the Church a statement of the monies received and paid and an entire financial record, which the auditing committee appointed by the Church shall examine, along with the necessary vouchers. A copy of the record shall be available for any member to review upon request.

d. The Treasurer shall serve as an ex-officio member of the Ministry of Trustees. The Treasurer shall attend meetings of the Ministry of Trustees and report the status of the Church's finances as requested.

e. For the protection of this officer and the Church, the Treasurer shall be sufficiently bonded.

f. The Treasurer shall seek professional growth by attending local, state and/or national workshops and training sessions pertaining to the office and through study of the scripture.

g. The Treasurer shall train the Assistant Treasurer to assume these responsibilities in case of absence or inability of the Treasurer to perform assigned duties.

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h. A Treasurer failing to fulfill the obligations of the office, or found guilty of acts unbecoming the office, shall be suspended immediately by joint action of the Pastor, the Ministry of Deacons, and the Ministry of Trustees who, as deemed appropriate, shall jointly recommend to the Church removal of the Treasurer from office.

Section 6- Financial Secretary

a. The Financial Secretary shall be nominated by the Nominating Committee and elected from the membership for a term of **three (3) years**, or until their successor is elected. A Financial Secretary having served two (2) consecutive terms becomes ineligible to be nominated for a third consecutive term in that office, until one (1) year has elapsed since their last term in office. No two members of any immediate family, i.e., **mother, father, husband, wife, son, daughter, brother, sister, aunt, uncle, or blood relative shall serve as Treasurer and Financial Secretary at the same time.**

b. The Financial Secretary shall be the recipient of all monies during and after service(s) for the Church; shall count receipts with the trustees; and turn over monies received to the Treasurer and obtain a receipt from the Treasurer.

c. The Financial Secretary shall keep an account of all monies received by category, e.g., tithes/offerings, building maintenance/ expansion, missionary, and scholarship.

d. The Financial Secretary shall furnish each member of the Church with envelopes for tithing/offering; shall keep a record of individual pledges made; and, if requested, shall provide each individual member a personal statement on an annual basis.

e. The Financial Secretary shall serve as an ex-officio member of the Ministry of Trustees. The Financial Secretary shall attend meetings of the Ministry of Trustees, and Finance committee, and render reports as requested.

f. For the protection of this officer and the Church the Financial Secretary shall be sufficiently bonded.

g. A Financial Secretary failing to fulfill the obligations of the office, or found guilty of acts unbecoming the office, shall be suspended immediately by joint action of the Pastor, the Ministry of Deacons and the Ministry of Trustees who, as deemed appropriate, shall jointly recommend removal of the Financial Secretary from office.

h. No two members of any immediate family, i.e., mother, father, husband, wife, son, daughter, brother, or sister shall serve as financial secretary and treasurer at the same time.

i. The Financial Secretary shall receive annual detailed financial reports from each organization.

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Section 7 - Church Clerk

a. The Church Clerk shall be nominated by the Nominating Committee, and elected from the membership for a term of **two (2) years**, or until their successor is elected. ~~A Church Clerk having served two (2) consecutive terms becomes ineligible to be nominated for a third consecutive term in that office, until one (1) year has elapsed since their last term in office.~~

b. The Church Clerk shall keep an accurate record of proceedings of Church business meetings; read the minutes of previous Church meetings; take charge of all Church records; at the annual church meeting provide the membership with a published listing of active members; prepare the Church bulletin; read special announcements each Sunday; prepare letters of transfer for those requesting them; receive annual reports, and keep the Pastor informed of all unfinished business.

c. The Church Clerk shall train the Assistant Church Clerk to assume these responsibilities in case of absence or inability of the Clerk to perform assigned duties.

d. The Church Clerk shall serve as a member of the Historical Committee. **(Article VI, Section 9-a)**

e. The Clerk shall have a copy of the Constitution and Bylaws of FBC, and a copy of the current edition of Robert's' Rules of Order Newly Revised at each Church meeting. **(Church must purchase a copy every 10 years)**

Section 8 - Assistant Clerk

a. The Assistant Clerk shall be nominated by the Nominating Committee, and elected from the membership for a term of **one (1) year**, or until their successor is elected. **There is no limit on the number of terms the Assistant Clerk may serve.**

b. In case of absence or inability of the Clerk to perform assigned duties, the Assistant Clerk shall assume those duties designated for the Clerk.

Section 9 - Superintendent of the Church School

a. The Superintendent of the Church School shall be nominated by the Nominating Committee and elected from the membership for a **term of two (2) years**, or until their successors are elected. **There is no limit on the number of terms the Superintendent may serve.**

b. As an elected officer of the Church, the Superintendent shall be responsible for providing administrative direction and spiritual guidance to a consecrated, well-administered, and well taught Church School that has as its purpose assisting the Church to carry out its mission through a ministry of teaching and evangelism.

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c. The Superintendent shall be responsible for providing spiritual leadership and guidance to Church school staff and members; for seeking personal improvement and knowledge of trends in Christian education; for initiating and encouraging the training of Church school workers; for assuring that curriculum is current and pertinent; and, for coordinating Church School activities with other Church activities and resources.

d. It shall be the duty of the Superintendent, at appropriate times, to inform the Ministry of Christian Education, the Pastor, and the congregation of the progress, status, and needs of the Church School and to bring to the Ministry and congregation recommendations for improving the Church School operation, its facilities, and its spiritual climate. The Superintendent shall represent the Church school on the Ministry of Christian Education and in other capacities as designated by the Pastor or the congregation.

e. The Superintendent shall seek professional growth through attending local, state, and/or national workshops and training sessions for superintendents at least once a year and through the study of scripture.

Section 10 - Director of Christian Education

a. The Director of Christian Education shall be nominated by the Pastor and elected from the membership for a **term of two (2) years**, or until their successors are elected. **There is no limit on the number of terms the** Director of Christian Education **may serve**.

b. The Director shall serve as an ex-officio member of the Ministry of Christian Education and as a member of the Transportation Committee.

c. Principal duties of the Director shall be:

1. Working with the Pastor and other staff members to formulate and interpret policies and decisions for an effective overall educational ministry for the Church

2. Leading in interpreting the Christian education program and its objective to the Church as a whole

3. Assisting in developing a comprehensive, co-ordinate, and unified Christian education program that is consistent with the teaching mission and objectives of the Church and the standards and programs of the Baptist denomination

4. Assessing needs and providing for programs, curriculum, personnel, training, and resources; making recommendations to the Pastor, Ministry of Christian Education, and the Church

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5. Facilitating coordination between the Ministry of Christian Education and the various ministries and organizations of the Church in the provision and improvement of educational services
6. Facilitating co-operation of the Church with efforts of local, state, and national Baptist groups active in promoting advancement in the Christian education ministry
7. Seeking professional growth through attending local, state, and/or national workshops and training sessions for Christian education workers at least once a year and through the study of scripture

ARTICLE V – CHURCH APPOINTMENTS WITH CONFRIMATION (NEW)

Section 1 - The Pastor's Assistant

a. Selecting the Pastor's Assistant.

1. When calling the "Pastor's Assistant" the Church shall appoint a Pulpit Committee as outlined in Section 1-a-1 of this Article. The candidate must satisfy the credential requirements for; Ordination, Spirituality, Homiletics, and Education as prescribed in the church procedures for the selection of a pastor.
2. The Pulpit Committee shall receive recommendations and shall select and present to the Pastor a list of two or more candidates for the position of Pastor's Assistant. A nominee will be selected from the list by the Pastor and presented to the Church for confirmation within a two week notice after selection.

b. Duties of the Pastor's Assistant

Except as otherwise provided in the Bylaws, the duties of the Pastor's Assistant shall be as designated by the Pastor, and such duties must not conflict with the Constitution and Bylaws, or any other governing documents of First Baptist Church of Annapolis, Inc.

c. Termination of Service

1. The position of Assistant to the Pastor serves at the pleasure of the Pastor, and thus maybe terminated at the pleasure of the Pastor.
2. By resignation with a written notice presented to the Pastor at least two weeks in advance.
3. Upon previous notice at an Annual, or Special Meeting an affirmative vote of two-thirds of the members present and voting, the Church can terminate payment of the

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Pastor's Assistant for any acts performed that are in conflict with the governing documents of First Baptist Church of Annapolis, Inc.

Section 2 - Minister of Music

- a. The Minister of Music shall be appointed by the Pastor with conformation by the Church.
- b. In the performance of assigned duties, the Minister of Music shall be responsible directly to the Pastor.
- c. Major responsibilities of the Minister of Music shall include:
 1. Insuring that appropriate and quality music is rendered at all worship services.
 2. Advising and assisting, where necessary, other choir directors. (We only have the one choir now. Is this still needed ?
 3. Seeking professional growth by attending local, state, and/or national workshops and training sessions for Church choir directors and musicians at least once a year, and through the study of scripture.
 4. Working with other organizations of the Church.
 5. Preparing and presenting the music budget.
 6. Maintaining music records and files.
 7. Evaluating the music program on a regular basis.
 8. Participating in national music associations.
- d. The Minister of Music shall serve as *Chairman of the Music Committee*, and as a member of the Ministry of Christian Education.

Section 3 - Chairperson of the Ministry of Christian Education

- a. The Chairperson of the Ministry of Christian Education shall be appointed in accordance with Appendix C by the Pastor from the Church membership and confirmed by the Church.
- b. As appointed by the pastor, the duties of the chairperson shall be:

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1. To counsel and give leadership in planning and implementing the educational ministry of the Church
2. To help correlate educational activities with other groups in the Church
3. To assist in finding potential members to serve in the educational ministry
4. To develop specific Church-wide educational goals and objectives for Christian education
5. To help the Church in long-range planning on the basis of needs in the community
6. To interpret to the Church the educational objective and the annual perspective program
7. To counsel teachers with special needs and problems

c. The chairperson shall seek professional growth through attending local, state, and/or national workshops and training sessions for Christian education workers at least once a year and through the study of scripture.

ARTICLE VI – MINISTRY OF CHRISTIAN EDUCATION

Section 1 – Objective of Christian Education: The objective of the church's educational ministry is that all persons be aware of God through their self-disclosure, especially their redeeming love as revealed in Jesus Christ, and, enabled by the Holy Spirit, respond in faith and love, that as new persons in Christ they may know who they are and what their human situation means, grow as sons of God rooted in the Christian community, live in obedience to the will of God in every relationship, fulfill their common vocation in the world, and abide in the Christian hope.

Section 2 - Composition and Selection: The Ministry of Christian Education shall be composed of representatives from those groups which are involved in the teaching ministry of the Church, e.g., the Church School, Vacation Bible School, and those individuals, organizations and age-level groups which function to enhance the spiritual life of individuals and the congregation. Members shall be appointed annually by the Pastor and confirmed by the Church. A chairperson shall be selected as prescribed in Article IV, Section 12-a of these Bylaws

Section 3 - Duties: The Ministry shall be responsible for the teaching ministry of the Church, keeping in mind the objective of Christian education. (Appendix B) In carrying out its responsibilities it shall:

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1. Formulate policies for the Church's educational ministry;
2. Plan, formulate, and evaluate the Church's educational program;
3. Advise and assist the Director of Christian Education and the Pastor in the development and administration of a comprehensive program of Christian education;
4. Prepare and administer the budget for the educational ministry.

ARTICLE VII – WOMEN’S MINISTRY

The Women’s Ministry of First Baptist Church of Annapolis, Incorporated is a ministry of support, education, and edification open to all women, members and non-members. The women gather each month to discuss relevant life issues, to worship and to fellowship. Guest speakers and facilitators often are invited to give illumination to a particular issue.

What about Election of Officers ?
Dues if mandatory must be specified ?
Regular meeting date ?

ARTICLE VIII – LAYMEN’S MINISTRY

The Laymen’s Ministry of First Baptist Church of Annapolis, Incorporated is comprised of men of all ages who gather monthly for study, fellowship and to discuss relevant issues. Guest speakers occasionally come to facilitate the discussion of a specific subject.

What about Election of Officers ?
Dues if mandatory must be specified ?
Regular meeting date ?

ARTICLE IX – ARMAOR BARER MINISTRY

Section 1 – Qualities of an Armor-Bearer

- **Being a Watchman**
Being alert and kept guard in the face of likely dangers. So, when a bearer senses any problem, he needs to inform and consult with the Pastor and act accordingly.
- **Total Loyalty & Confidence**
They shall demonstrate unwavering trust in the Pastor and their decisions. Ready at any moment to stand by their side and endure what is to come.
- **Displaying Perseverance**

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An Armor-Bearer is expected to develop a long-term and steadfast commitment on the part of both the bearer and the Pastor. The tasks of an armor-bearers are demanding. The armor-bearer is dedicated to making sure the Pastor's weaponry is ready at all times and in peak working condition. Sometimes, the armor-bearers need to travel alongside and long distances with their Pastor to help them in other parts of service.

Section 2 – Responsibilities of an Armor-Bearer

- **Be Available**

Shall build relationships with the congregation and be aware of their needs. Be willing to take the focus off themselves and search to service others. Being an armor-bearer to others is not to be taken lightly, this role will take your time, energy and can be emotionally taxing. You must understand the level of commitment that is required and follow through on your commitment.

- **Be in Position**

Being in position is more than just showing up. It entails being present spiritually, mentally, and emotionally. You must show up alert, spiritually in tune, emotionally stable, and intact.

- **Be Willing**

Your willingness to serve goes a long way. Skill is great but when service comes out of a begrudging (resenting having to serve) heart it taints the gift even when coming from the most skillful (2 Corinthians 8:10-12).

- **Understand & Respect Boundaries**

Relationships must be established; this will take time...sometimes months or years to build the trust that is needed to be an armor-bearer. Trust comes with experience and proving yourself. The heart of a servant is patient and longsuffering.

- **Be Sensitive to the Needs of Others**

As stated, take the focus off me and search where you can serve others. It takes time to build trust.

- **Be Approachable**

(Romans 12:3) - be kind, friendly, and not judgmental towards others. Wear a smile and have a genuine interest in others.

- **Be Honest**

As an armor-bearer, it's imperative to give honest and accurate counsel about what you see and know. Inaccurate information/ council can lead to spiritual harm or death. When you take that role, you're telling others you will be upfront and honest about the situation.

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- **Prayer Warrior**

Prayer warriors are submitted to the Lord. They may have their own opinions, goals, and desires, but they are willing to set those down when it is a matter of obedience to the Lord. They are quick to pray when prayers are needed. Prayer is one of the most powerful tools/weapons of the armor-bearer.

What about Election of Officers ?

Regular meeting date ?

ARTICLE X – COMMITTEES

Section 1 - Standing Committees

a. Committees Maintained: The Church shall maintain the following standing committees; however, it may establish such additional standing committees deemed necessary.

1. Auditing Committee
2. Building Maintenance and Expansion Committee
3. Bulletin Committee
4. Constitution and Bylaws Committee
5. Finance Committee
6. Historical Committee
7. Hospitality Committee
8. Membership Committee
9. Music Committee
10. Nominating Committee
11. Outreach Committee
12. Policy Committee
13. Recommendations Committee
14. Scholarship Committee
15. Technology Committee
16. Transportation Committee

b. Duties of Standing Committees: The duties of standing committees are as outlined in Sections 3 through 18 of this Article. Committees shall function to assist the Church in the fulfillment of its task. All committees shall: operate within the framework of the Constitution and Bylaws of First Baptist Church of Annapolis, Incorporated; shall develop **standard operating procedures** consistent with the Church Constitution and Bylaws; and shall present such **standard operating procedures** and any amendments to the Constitution and Bylaws Committee for review and compliance with the church's governing documents, and for approval by the congregation.

c. Standing Committee Appointments: Unless otherwise provided herein, chairpersons, and members of standing committees shall be appointed by the Pastor and confirmed by, and serve

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at the pleasure of the general membership. Each standing committee chairperson shall represent the committee at such unscheduled meetings as the Pastor deems necessary and shall act as a principal advisor to the Pastor. No one person shall concurrently serve as chairperson of more than two standing committees.

d. Quorum: Unless otherwise provided herein, a majority of the members of a committee shall constitute a quorum.

e. Vacancies: If vacancies occur in a standing committee, the Nominating Committee shall act within thirty (30) days to present nominees to the Pastor who shall appoint from nominees presented a replacement to serve the duration of the term.

f. Meetings: Unless otherwise directed by the appointing or electing authority, each standing committee shall determine its meeting schedule.

g. All standing committees shall prepare and submit an annual budget to the Finance Committee.

h. Each standing committee shall include in its guidelines provisions for dealing with situations where members of the committee do not fulfill their obligations.

Section 2 - Special Committees

a. Special committees may be established for specific purposes as deemed necessary by the Pastor or the congregation and shall be discharged upon completion of their assigned tasks.

b. When appointing a special committee, the Pastor shall designate the chairperson. If the special committee is named by the congregation, that body shall designate the chairperson or charge the committee to elect its Chairperson.

c. Vacancies occurring in a special committee shall be filled by the appointing authority.

Section 3 - Auditing Committee

a. Selection and Composition

1. The Auditing Committee shall be composed of five (5) members, each of whom shall be nominated by the Nominating Committee, and elected by the Church membership at any annual meeting. The chairperson shall be elected by the committee membership at an organizational meeting within thirty (30) days after the Church annual meeting. The committee shall provide the Pastor and the Church membership with the name of the chairperson by the fifth consecutive Sunday following the annual meeting of the Church.

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Proviso:

There shall be no cumulative voting. At the first annual meeting of the Church after the adoption of these bylaws, the term of office of the two (2) nominees receiving the greatest number of votes shall be fixed for five (5) years. The term of office of the two (2) nominees receiving the next greatest number of votes shall be fixed for four (4) years. The term of office for the other nominee shall be fixed for three (3) years. At the expiration of the initial term of office of each respective committee member shall be elected as indicated in item 2 that follows.

2. The election of committee members shall be by vote of the church membership at an annual meeting. There shall be no cumulative voting. The candidate shall be elected to serve for a term of five (5) years, or until their successors are elected.
3. Upon completion of a term of office, a member of the committee shall not be eligible for re-election for a period of one year.
4. Membership on the Auditing Committee shall be independent of the Ministry of Trustees. No two members of any immediate family, i.e., mother, father, husband, wife, son, daughter, brother, or sister shall serve on the committee at the same time.

b. Duties

1. The committee shall conduct an annual audit of all Church accounts, make random audits of accounts of all organizational accounts and certify same, reporting annually at the January Church meeting. The period covered by the audit shall be from January 1 through December 31.
2. It shall be responsible for recommending the procedures and methods to be followed by the Treasurer, the Financial Secretary, and all organizations in maintaining the financial records.
3. The congregation may vote to authorize an audit of any accounts of the Church by a professional auditing firm rather than by this committee.

Section 4 - Building Maintenance and Expansion Committee

a. Selection and Composition - The committee shall be composed of two (2) Trustees, two (2) Deacons and three (3) at-large members of the congregation, nominated by the Nominating Committee and elected by the membership at the annual meeting. The candidate shall be elected to serve for a term of two (2) years, or until their successors are elected. This composition shall include the chairperson who shall be elected by the committee.

b. Duties - It is the duty of this committee to consider major repairs, renovations, and expansions and to recommend to the Church action to ensure the preservation and upgrading of facilities as needed for the Church's program.

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c. This committee shall report at the annual January Church meeting.

Section 5 - Bulletin and Printing Committee (IS THIS STILL NEEDED ?)

a. Selection and Composition - The Bulletin and Printing Committee shall be composed of the Clerk, Assistant Clerk, and no more than five (5) other members who shall serve for a term of two (2) years. The Clerk shall solicit membership from the congregation and present names to the Church for confirmation at the appropriate annual Church meeting.

b. Duties of the committee:

1. The committee shall be responsible for publishing a church bulletin for each Sunday morning worship service, and for other special programs and occasions upon request, and shall perform any other task which the committee deems appropriate. The committee shall operate, and train others in the operation and maintenance of the Church's copying, duplication equipment, and make recommendations for upgrades and new purchasers of printing equipment.

2. Within forty-five (45) days following the annual Church meeting, the committee shall meet and develop guidelines and procedures for accomplishing the printing needs of the Church and communicate these guidelines and procedures to the Church congregation, Ministries and Committees. (

Section 6 - Technology Committee

The committee shall consist of a chairman, three (3) at-large-members, and one member of the finance committee appointed by the Pastor and confirmed by the membership at the annual meeting. The candidate shall be appointed to serve for a term of two (2) years, or until their successors are appointed. There is no term limit for committee membership. The function of this committee is to seek input from each ministry; to address technology issues throughout the church and provide strategic direction to the Congregation on the effective utilization of technology to increase communication and connection throughout the church membership. The committee shall oversee the access, usage, and update of communication platforms including but not limited to the website, access to the virtual meeting products such as Zoom or Microsoft Meeting as utilized by the various church organizations.

Section 7 - Constitution and Bylaws Committee

a. Selection and Composition - The Constitution and Bylaws Committee shall consist of at least five (5) and no more than eleven (11) members, including the chairperson. Members must have held membership in First Baptist Church for at least two (2) years. The candidate shall be appointed to serve for a term of two (2) years, or until their successors are appointed. There is no term limit for committee membership. Appointments to the committee shall be made by the Pastor with concurrence of the congregation at the annual meeting.

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b. Duties - The committee shall meet at least every five (5) years to review the Constitution and Bylaws of the Church, or earlier if necessary. It shall receive and process suggested modifications to the Constitution and Bylaws and propose a draft revision make recommendations to the church regarding revisions.

Section 8 - Finance Committee

a. Selection and Composition - The committee shall consist of a chairperson appointed by the Pastor, and three (3) Trustees, one (1) Deacon, and two (2) at-large members. The Financial Secretary shall be an ex-official member. Nominees shall be presented to the Church by the Nominating Committee at the annual meeting.

b. Duties – The Finance Committee shall prepare and submit a draft budget to the Ministry of Trustees for review and recommendations. The chair of the Finance Committee shall present at the January annual meeting the proposed budget to the Church for adoption. The proposed budget shall be made available to the congregation no later than the first Sunday in January.

Section 9 - Historical Committee

a. Selection and Composition - The chairperson shall be appointed annually by the Pastor and confirmed by the congregation. The chairperson shall be responsible for selecting members, including the Church Clerk, to fulfill the purposes of this committee.

b. Duties - The primary function of this committee shall be to record the history of First Baptist Church and to maintain a chronology of all events and activities deemed to be of historical significance to the Church.

Section 10 - Hospitality Committee

a. Selection and Composition - The Hospitality Committee shall consist of the chairperson and seven (7) members from the congregation appointed by the Pastor and confirmed by the congregation. An assist ant pastor shall be a member of this committee.

b. Duties - The Hospitality Committee shall welcome visitors, assist in the channeling of new members into the corporate life of the Church, and assist in the preparation of a repast to be served at the Church for bereaved families of members of the Church.

Section 11 - Membership Committee

a. Selection and Composition - The Membership Committee shall be composed of the chairperson and three (3) at-large members of the congregation, appointed annually by the Pastor and confirmed by the congregation.

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b. Duties – This committee will periodically review the composition of the Church Congregation to identify active members, inactive members, and those members who are or should be identified as sick and shut-in. This information will be provided to the Pastor and Ministry of Deacons to ensure appropriate spiritual care is provided.

Section 12 - Music Committee

a. Selection and Composition - Representation on the Music Committee shall include members from Christian Education, the congregation, and youth appointed annually by the Pastor and confirmed by the congregation. The Pastor shall be ex-officio member, and committee shall elect a vice chairperson.

b. Duties - The committee, with the guidance of the Minister of Music, should:

1. Be sensitive to the musical levels and tastes of the Church; consider them when planning special programs; and strive to maintain an appreciation of traditional church music by ensuring that certain portions of the worship service shall be delegated to traditional hymns and anthems.
2. Have a voice in deciding on the church music budget, both as to how much money is required by each group sponsored and as to how the funds are to be spent.
3. Make recommendations as to how many and which groups should be sponsored by the Church.
4. Have the responsibility for auditioning and investigating prospective candidates for music positions in the Church.
5. Set the policy for the use of church instruments.
6. Assist the Minister of Music in striving to achieve smooth functioning of the music program.
7. Upon the vacancy of the Minister of Music, the **Vice** chairman of the music committee shall assume the responsibilities of this office until such time the vacancy is filled.

Section 13 - Nominating Committee

a. Selection and Composition - A nominating committee composed of seven (7) members, including the chairperson, shall be nominated annually from the membership by the Pastor and elected by the Church at the annual Church meeting in

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January. Members of the committee must have been active members of First Baptist Church for at least two years immediately preceding their election.

b. Duties:

1. It shall become familiar with committee policies and procedures in order to present the best nominees to the Church.
2. It shall receive and consider nominees from the membership.
3. It shall interview each nominee and ascertain the nominee's willingness to serve.
4. It shall prepare a list of those qualified to fill the various offices. The committee shall nominate one (1) person for each office to be filled and present the names to the Church at the annual meeting.

Section 14 - Outreach Committee

a. Selection and Composition - The Outreach Committee shall consist of a chairperson and nine (9) members-at-large from the congregation, appointed by the Pastor and confirmed by the Church. Membership is subject to increase based upon need.

b. Outreach activities - shall be supported by missionary funds of the Church.

c. Duties - The committee shall be responsible for:

1. Preparing and serving food for those who come in during the "food sharing time."
2. Assessing and coordinating attention to other needs such as clothing, housing and, most of all, spiritual with other Church officers as necessary to preclude duplication of effort and to provide appropriate support.
3. Seeking the Lord's leading and guidance in meeting these and other needs while sharing the Lord's love.

c. Term of Office - Members shall serve at the pleasure of the congregation.

Section 15 - Recommendations Committee

a. Selection and Composition - The Recommendations Committee shall consist of a chairperson, two (2) at-large members from the congregation, and two (2) Deacons, appointed by the Pastor and confirmed by the Church.

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b. Duties - The committee shall receive all recommendations, excluding proposals for amendments to the Constitution and Bylaws, by the first of October and the first of March for study and presentation to the congregation for its review two (2) weeks prior to the Church meetings in January and June respectively. Recommendations approved by a vote of the congregation shall become effective immediately unless otherwise specified by the congregation.

Section 16 - Scholarship Committee

a. Selection and Composition - The Scholarship Committee shall consist of ten (10) or more members, including the chairperson, selected by the Pastor and confirmed by the congregation at the annual meeting.

b. Funding - for scholarships shall come primarily from the general funds of the Church and may be supplemented by funds from other sources.

c. Duties - The committee shall develop and implement procedures for awarding scholarships to youths of the church entering post-secondary education and for encouraging students and others to strive for excellence in scholarship and leadership. The committee shall:

1. Develop and implement procedures for establishing and maintaining a scholarship fund.
2. Develop guidelines and procedures for selection of candidates and issuance of scholarships.
3. Establish procedures for recognizing and encouraging scholastic excellence in achievement among students and others in the congregation.
4. Assist students in securing other scholarships and financial aid.

Section 17 - Transportation Committee

a. Selection and Composition - The Transportation Committee shall consist of a chairman and two (2) at-large members from the congregation, one (1) Trustee, and the Director of Christian Education appointed annually by the Pastor and confirmed by the Church at the annual meeting.

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b. Duties - The committee shall be responsible for:

1. Reviewing needs of the Church as they relate to the Church's programs
2. Monitoring maintenance of the Church's vehicles
3. Making recommendations to the Church regarding transportation requirements
4. Ensuring availability of qualified drivers to operate the Church's vehicles

Section 18 - Policy Committee

a. Selection and Composition - The Policy Committee shall consist of five (5) members including one (1) Deacon, one (1) Deaconess, one (1) Trustee, and two (2) members-at -large from the congregation. The pastor shall designate the chairperson from among the committee members.

b. Duties - The Policy Committee shall be responsible for:

1. Receiving and reviewing ideas and suggestions for needed policy coming from the congregation and drafting pertinent policy for the Pastor's consideration.
2. Formulating and recommending to the Pastor policy based on observed or assessed needs of the Church.
3. Ensuring maintenance of policy files that are current and available to the membership
4. Ensuring publication in the Church Bulletin of new and changed policies

c. Term of Office - Members shall serve for a term of three (3) years.

ARTICLE XI – REPRESENTATION AT ASSOCIATIONS, CONFERENCES AND CONVENTIONS

Section 1 - As approved by the Church and provided for in the budget, delegates or representatives may be sent to those with which the Church may affiliate or cooperate under Article III, section 2 of the Constitution, provided, however, that funds for additional delegates may be allocated with the approval of the Church.

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Section 2 - Each year, not more than three (3) delegates may be selected by the Ministry of Christian Education to represent the Church at the National Baptist Convention, USA, Inc. National Congress of Christian Education, United Missionary Baptist Convention of Maryland, and any other conferences, conventions, and associations deemed necessary by the Ministry.

ARTICLE XIII - INDEMNIFICATION

Section 1 - Definitions: As used in this Article XII, any word or words that are defined in Section 2-418 of the Corporations and Associations Article of the Annotated Code of Maryland, as amended from time to time, (the "Indemnification Section") shall have the same meaning as provided in this Indemnification Section. In addition, the definition of the word "Director" shall include "Trustee" of the Corporation. Wherever the word Director is used in Section 2-218 and 2-219, it shall also mean Trustee.

Section 2. Indemnification of Trustees: The Corporation shall indemnify and advance expenses to a trustee of the Corporation in connection with a proceeding to the fullest extent permitted by and in accordance with the Indemnification Section.

ARTICLE XIV – LIABILITY PROTECTION

Section 1 - The Church shall provide liability protection for Church members appointed by the Pastor, the Ministry of Deacons, or the Church as official representatives in sanctioned activities.

ARTICLE XV - AMENDMENTS

Section 1 - All proposed amendments to the Bylaws shall be submitted to the membership in writing not less than sixty (60) days before the next annual business meeting.

Section 2. - Adoption of amendments to the Bylaws shall require the affirmative vote of two-thirds of the members present and voting at the annual business meeting.