

UNIVERSITY BAPTIST CHURCH
BATON ROUGE, LOUISIANA

BYLAWS

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BYLAWS

ARTICLE I: MEETINGS

Section 1. Meetings for Worship

Regularly scheduled worship services shall be conducted on Sunday mornings and at other times deemed appropriate by the Pastor(s) with the advice and consent of the Governing Board. Conduct of the meetings shall be the responsibility of the Pastor(s) and the Ministerial Staff. Regularly scheduled services may be temporarily modified as to time and place by the Pastor(s), with the advice of the Governing Board, provided appropriate prior notice is given to the membership.

Section 2. Regular Business Meetings

A business meeting of the membership of the church shall be held each quarter on the third Sunday of the second month of each quarter. The Moderator shall prepare an agenda for publication prior to the meeting, which shall include opportunities for recognition of new church members and reports from ministry areas, committees and program organizations. A temporary change in the time and place for a regular business meeting may be made by the Moderator provided at least three weeks advanced notice is given through appropriate means such as announcements in the church worship bulletin, newsletters, and announcements from the pulpit at worship services. Meetings shall be conducted according to The Standard Code of Parliamentary Procedure, by Alice Sturgis. Proxy voting is not allowed.

Section 3. Special Called Meetings

A special meeting of the membership shall be called by the Moderator upon either of the following: (a) written application of any fifteen adult members (age 18 or above) specifying the object or purpose of such meeting or (b) a majority vote of the Governing Board. For all special called meetings, at least three weeks advanced notice shall be given through appropriate means such as announcements in the church worship bulletin, newsletters, and announcements from the pulpit at worship services. Meetings shall be conducted according to The Standard Code of Parliamentary Procedure, by Alice Sturgis. Proxy voting is not allowed.

ARTICLE II: MINISTRY TEAMS AND MINISTRY AREAS

Section 1. Ministry Team

A Ministry Team is a group of people who work together to provide ministry of a specific type to a particular target audience and do so out of a shared sense of calling or passion for this ministry. The main functions of a Ministry Team are to provide ministry effectively and efficiently, cooperate with other teams, and recruit and train new members.

Section 2. Ministry Area

A Ministry Area is a group of Ministry Teams which have something in common, such as those which deal with worship, Christian education, or missions.

(a) Responsibilities of Ministry Area leadership:

1. Oversee the Ministry Teams in the area to see that they are functioning effectively, and determine ways to improve the Ministry Area's ministry opportunities.
2. Contribute to the budget planning process.
3. Monitor Ministry Team and Ministry Area spending.
4. Make reports as required.
5. Keep the church database of teams and their leaders up to date.

(b) Authority of Ministry Area leadership:

1. Adjust Ministry Team membership and leadership if a Ministry Team is not functioning.
2. Adjust the allocation of money within the Ministry Area provided the budgeted amount for the Ministry Area is not exceeded. Spending in excess of the Ministry Area budget requires approval of the Pastor(s). Spending in excess of the overall Ministry portion of the church budget requires approval of the Governing Board.

ARTICLE III: MINISTERIAL AND SUPPORT STAFF

Section I. Ministerial Staff

The Ministerial Staff consists of the Pastor(s) and other persons employed by the church to give leadership in ministry, preach, teach, and provide pastoral care.

Section 2. Support Staff

The support staff consists of all regular employees of the church who are not ministers.

Section 3. Responsibilities of the Pastor(s)

In addition to the authority and responsibilities specified in the Constitution, the responsibilities of the Pastor(s) include:

- (a) Work in partnership with the Governing Board and others to help achieve the church's mission.
- (b) Supervise the other ministers and support staff which shall include:
 - 1. Creation and communication of applicable job requirements and expectations regarding conduct and work style.
 - 2. Evaluation of job performance and conduct of the other ministers and support staff.
- (c) Plan and conduct regular Sunday morning worship services and provide other opportunities for spiritual growth and development.
- (d) Assist with planning the church budget and implement the ministry portion of the budget. Under the direction of the Pastor(s), the ministers serving in specific ministry areas shall provide leadership for those areas and teams and shall have final authority over programming decisions.

ARTICLE IV: DEACONS

Section 1. Responsibilities

The responsibilities of the Deacons include the following:

- (a) Work in partnership with the ministerial staff to provide leadership through spiritual discernment and exemplary service to the mission of the church.
- (b) Collect the offering on Sunday morning, assist with the Lord's Supper, and make hospital visits. Collect the offering on Sunday morning, assist with the Lord's Supper, and make hospital visits.
- (c) Work with the Pastor(s) on special projects as needed.
- (d) Participate in the procedure to license or ordain a minister as specified elsewhere in the Bylaws.
- (e) Select individual(s), with the assistance of the Governing Board, to fulfill the responsibilities of the Pastor(s), in the absence of a full time Pastor(s).
- (f) Oversee the formation of a Pastor Search Committee.

Section 2. Meetings

Meetings of the Deacons may be called at such times and places as designated by the Deacon Chair.

Section 3. Structure

- (a) The Deacons are those persons selected by the church and ordained as Deacons. There is no limit to the number of Deacons.
- (b) Deacons will serve until they voluntarily remove themselves from active service, until they are physically or mentally unable to serve, or until they are removed by the Deacons pursuant to the policy referenced in Subsection (e) below.
- (c) Officers of the Deacons shall consist of a Chair, a Vice-Chair, a Secretary, and others, as the Deacons may deem advisable. Successive terms are permissible, but only up to three (3) successive terms.
- (d) The Deacons will develop and promulgate a Deacon Covenant. Annually, each Deacon will be asked to sign or reaffirm the Deacon Covenant, or remove themselves from active service for the year.
- (e) The Deacons will develop a policy providing for removal of deacons from active service in appropriate circumstances.

Section 4. Qualifications

Qualifications for Deacons are as follows:

- (a) Be at least 21 years of age and a full member of this church for a period of at least three (3) years as of December 31 of the year of nomination.
- (b) Be an active member who has demonstrated a commitment to Christian service and ministry in this church.
- (c) Be committed to financial stewardship by giving to this church.
- (d) Model the Christian values embodied by this church.
- (e) Be committed to carrying out the responsibilities of a Deacon.
- (f) Not be a member, or spouse, of the church ministerial staff.

Section 5. Selection Process

- (a) Deacon Election Committee.
 1. A Deacon Election Committee shall be formed annually by the Deacons and must be ratified by the church by majority vote of members attending a regular or special business meeting.
 2. The Committee shall consist of the Chair of the Deacons and three (3) other deacons. Successive terms are permissible, but only up to three (3) successive terms.
 3. Except as otherwise provided, church officers and members of the Governing Board will not be eligible for service on the Deacon Election Committee.
- (b) Any two (2) members of the church may nominate any other member to be ordained as a Deacon.

- (c) The Deacon Election Committee shall provide the church with appropriate forms and instructions on nominating people to be ordained as Deacons.
- (d) Upon receipt of a nomination, the Deacon Election Committee shall notify each nominee of their nomination and encourage each nominee to prayerfully consider continuing in the nomination process.
- (e) The Deacon Election Committee shall consider each nominee. It may reject or defer any nomination. For those nominations not rejected or deferred, the Deacon Election Committee and Pastor(s) will interview the nominee. This interview will address the specific qualifications and requirements of a Deacon.
- (f) Upon satisfying itself that a nominee should be ordained as a Deacon by the church, the Deacon Election Committee will present its nominations to the Deacon body.
- (g) Each nominee approved by the Deacons will be presented to the church for confirmation by majority vote. If approved by the church, the nominee will be ordained by the laying on of hands in a worship service, and upon signing the Deacon Covenant will begin active service as a Deacon.

ARTICLE V: THE GOVERNING BOARD

Section 1. Responsibilities

The responsibilities of the Governing Board (the "Board") are as follows:

- (a) The Governing Board is the governing authority of the church.
- (b) The Governing Board is responsible for both ministry and governance.
- (c) The Governing Board shall delegate responsibility and authority to other persons and committees along with appropriate guidelines and shall provide the necessary oversight to ensure accountability.
- (d) The Governing Board shall select members and leaders of both standing and ad hoc committees which will assist the Governing Board in its governance functions, unless specified differently elsewhere in the Bylaws.
- (e) Prior to the last business meeting of the year, the Governing Board, considering the recommendation of the Board Election Committee, will select a slate of nominees for the church offices that must be elected by the church (Treasurer, Parliamentarian, and Sunday School Director). These nominations will be presented to the church for election on or before the last business meeting of the year.
- (f) The Governing Board will conduct an annual evaluation of the Pastor(s).

- (g) The Governing Board shall call a special business meeting for the purpose of discussing the proposed budget and shall present the budget to the Congregation for approval. This shall be done prior to the start of the new fiscal year.
- (h) Establish policies that ensure (1) the Corporate Records of the church and minutes of church business meetings and Governing Board meetings are stored and made accessible, (2) that the church membership roll is maintained and changes reported to the church at regular business meetings. When new policies are adopted, they shall be reported to the congregation at the next regular church business meeting with copies available.

Section 2. Meetings

The Governing Board shall meet monthly and a quorum consists of fifty (50%) percent of the Governing Board. Special meetings of the Governing Board may be called at such times and places as designated by the Chair.

Section 3. Structure

The Governing Board structure is as follows:

- (a) The Governing Board shall be composed of twelve (12) members.
- (b) Members shall be elected for three (3) - year terms on a rotating basis. At least one (1) year shall elapse before any member is eligible for re-election to the Governing Board. The term of office of each regularly elected member shall begin on January 1.
- (c) Officers of the Governing Board shall consist of a Chair, a Vice-Chair, and others, as the Governing Board may deem advisable. At the December meeting, the Governing Board shall elect officers, after consideration of the recommendations of the Board Election Committee.

Section 4. Qualifications for Governing Board Members.

Qualifications for Governing Board Members are as follows:

- (a) Be at least 21 years of age and a full member of this church for a period of at least three (3) years as of December 31 of the year of nomination.
- (b) Be an active member who has demonstrated a consistent pattern of Christian service and ministry in this church.
- (c) Be committed to financial stewardship by giving to this church as demonstrated by giving to the budget.
- (d) Has demonstrated the ability to work within a group with diverse opinions, and yet uphold the church Covenant.
- (e) Be committed to carrying out the responsibilities of a Governing Board member.

- (f) Not have served as a Governing Board member for a period of at least one (1) year as of December 31 of the year of nomination, except in the case of a person elected to fill an unexpired term, of one year or less.
- (g) Not be a member or spouse of the church ministerial staff.

Section 5. Election Process

- (a) The Governing Board Election Committee shall manage the Governing Board election process.
- (b) The Governing Board Election Committee shall prepare a "Nomination Form" which shall be distributed to every church member household no later than the third Sunday of August of each year. The distribution of this form shall signal the beginning of the election. The form will contain four blanks for nominees to fill vacancies due to rotation only, and a brief summary of functions and responsibilities, the names of people on the Governing Board Election Committee, and the deadline for returning the forms.
- (c) The Governing Board Election Committee shall consider each nominee. It may reject any nomination. For those nominations not rejected, the Governing Board Election Committee and Pastor(s) will interview the nominee. This interview will address the specific qualifications and requirements of a member of the Governing Board.
- (d) If fewer than the minimum number of nominees is obtained, then the Governing Board Election Committee is empowered to identify and enlist from the entire eligible membership enough nominees to fill the vacancies.
- (e) If only the minimum number of nominees is obtained, then this election process is finished and those names will be presented to the church in a regular or special business meeting for church confirmation.
- (f) If more than the minimum number of nominees is obtained, the Governing Board Election Committee shall prepare and distribute to every church member a ballot no later than the third (3rd) Sunday of October.
- (g) The four (4) nominees who receive the highest number of votes shall be elected.
- (h) In the event of a tie vote, a runoff election shall be held on ballots prepared for that purpose, which shall contain the names of the people receiving the same number of votes. If necessary, additional runoff elections may be held in the same manner until the specified number of new Governing Board members has been elected.
- (i) At the conclusion of each phase of the election process, the Governing Board Election Committee will notify each participant of the results of the election as it relates to them, and then announce those results to the church.
- (j) Those nominees receiving the highest number of votes on the runoff ballot shall be elected.
- (k) In the event of a tie vote, a runoff election shall be held on ballots prepared for that purpose, which shall contain the names of the people receiving the same number of votes. If

necessary, additional runoff elections may be held in the same manner until the specified number of new Governing Board members has been elected.

Section 6. Filling Vacancies

In case of a vacancy on the Governing Board, the Governing Board Election Committee will nominate a replacement from among the active Deacons. That nomination must be ratified by the congregation by majority vote of the members present at a regular or special business meeting.

Section 7. Reasons for Removal of a Governing Board Member

A Governing Board Member can be removed by the Governing Board for cause, including the following:

- (a) Repeated failure to attend Governing Board meetings or participate in Governing Board functions without adequate cause.
- (b) Immoral conduct.
- (c) Behavior that violates the Church Covenant.
- (d) Having a contentious attitude and/or advocating one's personal agenda resulting in a significant disruption of the Governing Board's ability to carry out its functions. Timely open discussion and courteous disagreement on matters of principle and policy are not considered disruptive behavior.

Section 8. Procedure for Removal

The Pastor(s) and two (2) or more Governing Board members will counsel with the offending member and attempt to bring reconciliation and restoration of a productive working relationship. Following this meeting, a report will be made to the Governing Board. If reconciliation is unsuccessful, the offending member shall be removed from the Governing Board by a three-fourths vote of the Governing Board. The Governing Board will report the removal of the individual from the Governing Board and begin the process of filling the vacancy.

ARTICLE VI: GOVERNING BOARD STANDING COMMITTEES

Section I. Finance Committee.

- (a) Responsibilities:
 - 1. Provide monthly financial operating statements.
 - 2. Select church auditing agency and review and report to the Governing Board on annual reports from auditors.
 - 3. Monitor income and expenditures of restricted funds.

4. Report finances on monthly basis to the Governing Board.
 5. Report finances on quarterly basis to the congregation.
 6. Investigate and report to the Governing Board on out-of-range expenses.
 7. Verify check reconciliations.
 8. Authorize and engage in banking relationships.
 9. Forecast and advise the Governing Board on cash flow problems, if necessary.
 10. Establish (forecast) annual receipts for budget.
 11. Will assist in preparation of the annual church budget, using guidelines established by the Governing Board.
 12. Prepare information for promotion of the budget.
 13. Solicit and review proposals from insurance providers, and report to the Governing Board.
 14. Determine applicable restricted funds for out-of-ordinary expenses.
 15. Determine options for investment of endowed funds.
 16. Provide for counting and deposit of offerings and contributions.
 17. Provide feedback/sounding board for financial secretary/bookkeeper.
 18. Advise the Governing Board on establishment of special funds.
 19. Present the Ministers' Housing Allowance to the church for approval at a special or regular business meeting annually.
 20. Perform other tasks as assigned by the Governing Board.
- (b) Authority. The committee has the authority to work with the financial secretary and others to carry out the responsibilities above. Its governance and policy making authority is limited to making recommendations to the Governing Board.
- (c) Structure. The committee shall consist of six (6) members selected by the Governing Board after consultation with the Treasurer, who will act as chair. Each member shall serve a three (3) year term, with two (2) members rolling off each year. Terms will begin with the church fiscal year.
- (d) Qualifications:
1. Member of UBC for at least three (3) years.
 2. Experience in banking, financial, and/or legal matters.
 3. Demonstrated behavior consistent with the church covenant.

Section 2. Properties Committee

- (a) Responsibilities:

1. Maintain the physical plant, including both movable and immovable property.
 2. Monitor utility costs, condition of church equipment, and make recommendations for future needs.
 3. Work with the church business manager to see that routine maintenance matters are handled appropriately.
 4. Help prepare the operations portion of the annual church budget.
 5. Perform other tasks as requested by the Governing Board.
- (b) Authority. The committee or its designee can spend budgeted funds in the church operations budget in accordance with policies established by the Governing Board.
- (c) Structure. The committee shall be selected by the Governing Board. The number will be adjusted according to need.
- (d) Qualifications. The qualifications of the Properties Committee are as follows:
1. Demonstrated commitment to the church through service and stewardship.
 2. Possesses some skills in management of physical facilities.
 3. Demonstrated behavior consistent with the church covenant.

Section 3. Personnel Committee

- (a) Responsibilities:
1. Assist the Governing Board in evaluating the Pastor(s) performance and assist, if necessary, in the Pastor(s) evaluation of the other ministers and support staff.
 2. Help prepare the church budget regarding personnel expenses.
 3. Make recommendations to the Governing Board regarding any personnel changes or employee policy changes.
 4. Develop and maintain the Staff Handbook which will include a policy, consistent with current law, regarding discrimination, sexual harassment, and child molestation. This policy shall apply to the ministerial staff, support staff, and all officers or other representatives of the church.
 5. Investigate ways to improve benefits offered to the staff.
 6. Investigate and make recommendations, if necessary, regarding disciplinary action for any church employee.
 7. Keep confidential minutes of meetings in a locked storage area. Deliver general descriptions of the committee's work to the church secretary.
 8. Perform other tasks as assigned by the Governing Board.
- (b) Authority:
1. Make recommendations to the Governing Board regarding policy changes.

2. Conduct a confidential, closed meeting, by majority vote of the committee.
- (c) **Structure:** The committee shall have six (6) members selected by the Governing Board. Each member shall serve a three (3) - year term, with two (2) members rolling off each year. Terms will begin with the church fiscal year. The chair of the committee will be selected by the Governing Board.
- (d) **Qualifications:** The qualifications of the Personnel Committee are as follows:
1. Member of UBC for at least three (3) years.
 2. Demonstrated commitment to the church through service and stewardship.
 3. Possesses some skills in personnel management or have human resource experience.
 4. Demonstrated behavior consistent with the church covenant.
 5. Cannot have served more than six (6) consecutive years on the committee.
- (e) **Meetings:** The committee will typically meet once a month but may meet at other times as appropriate or as called by the chair.

ARTICLE VII: PASTOR SEARCH COMMITTEE

Section 1. Structure

The Deacon Body will call for the formation of a nine (9) member Pastor Search Committee. Six (6) members shall be elected by the congregation, two (2) from each of the following age categories: 21-35, 36-55, 56 and older. Three (3) "at-large members" will be selected by the Deacons to ensure a balanced committee regarding age, gender, experience and representation from a variety of areas within the church. All reasonable expenses incurred by the Pastor Search Committee will be paid by University Baptist Church.

Section 2. Eligibility Requirements

Prospective committee members must be at least 21 years of age and have been a member of the church for at least three (3) years.

Section 3. Pastor Search Committee Election Committee

The current Deacon officers will establish a Pastor Search Committee Election Committee.

Section 4. Election of Members in Age Categories

- (a) The Pastor Search Committee Election Committee shall notify the congregation that they have two (2) weeks to submit the names of church members to serve as nominees for the Search Committee in each of the three (3) age categories.
- (b) The Pastor Search Committee Election Committee shall determine the age of each nominee at the end of the two (2) - week nomination period and group nominees by age category.

- (c) If fewer than two (2) nominees are obtained for an age category then the vacancy becomes an "at large" position to be filled by the Deacons in the manner described below. If only two (2) nominees are obtained for an age category then the nominees for that age category will be considered filled.
- (d) The Pastor Search Committee Election Committee will prepare and distribute to every church member a ballot with the nominees in each age category.
- (e) The two nominees in each age category who receive the highest number of votes shall be elected.
 1. The runoff ballot will contain, if possible, twice the number of nominees as vacancies remaining. These nominees shall be those receiving the most votes on the initial ballot, but who did not receive a majority.
 2. Those nominees receiving the highest number of votes on the runoff ballot shall be elected.

Section 5. Selection of At-Large Members

- (a) Within two (2) weeks after the election of Search Committee members in the age categories, the Deacons Body will select three individuals from the eligible church membership to serve as at-large committee members. At-large members will have the same rights and responsibilities as the elected members.
- (b) The names of at-large committee members will be presented to the church at a regular or special business meeting for church confirmation.

Section 6. Responsibilities:

- (a) Become familiar with the church's Mission Statement, Statement of Core Values, and current ministries.
- (b) Seek the leadership of the Holy Spirit through continual prayer.
- (c) Elect a chair, vice-chair, and secretary from its membership and adopt internal operating policies and procedures for the committee.
- (d) Be receptive to suggestions from the membership concerning prospective pastors.
- (e) Compile a list of potential candidates using formulated criteria.
- (f) Conduct a thorough investigation of the most likely candidates.
- (g) Visit candidates and listen to them preach.
- (h) Keep the church informed of progress.
- (i) Have sole responsibility for discussions and deliberations with the prospective Pastor.
- (j) Work with and through the Deacons and the Governing Board to bring a final recommendation to the church for approval.

- (k) Work with the Governing Board to establish a salary and benefit package.
- (l) Apprise a prospective pastor that other changes in the existing Ministerial Staff are subject to approval in accordance with the Constitution and By-laws.

Section 7. Termination

- (a) The Search Committee is terminated when the church hires the recommended pastor.
- (b) In the event the church does not call the recommended Pastor, the Pastor Search Committee shall be released from its duty, and a new committee shall be elected according to the procedure defined above. Formation of a new search committee may be waived by a majority vote of the church members present and voting at a regular business meeting or special meeting called for this purpose.
- (c) If the committee does not make a recommendation within one year of its election, it shall be released from its duty and a new committee elected according to the procedure defined above. The one-year limitation may be waived by a majority vote of the church members present and voting at a regular business meeting.

ARTICLE VIII: AD HOC COMMITTEES

Section 1. Ad Hoc Committees

Ad hoc committees may be established by the church, Deacons, Governing Board, Pastor, or Moderator to carry out specific activities or responsibilities that are within their authority and are not the duties of an existing committee or Ministry Team. Such committees shall serve until their responsibilities have been carried out and their activities or projects are completed; then the committee shall be dissolved.

ARTICLE IX: LICENSING OR ORDAINING MINISTERS

Section 1. Ordination of Ministers

In the event the church is requested to license or ordain applicants to the ministry, the applicant shall present to the Pastor(s) a written application, including explanation of both personal conversion experience and call to the ministry. The applicant should attach a record of education and provide a list of three references. The Pastor(s) shall investigate, as he deems necessary. The Pastor(s) shall appoint a committee of three (3) church members to aid in the investigation. Their findings and recommendations will be presented to the Deacons. Upon approval, the applicant will be presented to the church for a final decision. Upon approval of the church, the Pastor(s) is authorized to implement Licensing and Ordination.

ARTICLE X: AMENDMENTS

Section 1. Amendments

These Bylaws may be amended (changed, modified, and additions or deletions made) by adoption, upon majority vote of the membership in attendance and voting at any regular or special business meeting. At least three (3) weeks advanced notice shall be given through appropriate means such as announcements in the church worship bulletin, newsletters, and announcements from the pulpit at worship services.