

***CONSTITUTION AND BYLAWS
OF
WAKE FOREST BAPTIST CHURCH
WAKE FOREST, NORTH CAROLINA***

CONSTITUTION

Adopted: June 27, 1990

Revised: August, 1997

Revised: January, 2017 to add reference to CBF

Preamble

We declare and establish this constitution to preserve and secure the principles of our Faith and to govern the church body in an orderly manner.

ARTICLE I. Name

This body shall be known as the Wake Forest Baptist Church, located in Wake Forest, Wake County, North Carolina.

ARTICLE II. Purpose

The purpose of the Wake Forest Baptist Church is to be a local embodiment of the Body of Christ--committed to serving God through worship, world missions, evangelism, the deepening of Christian thought and spiritual growth, discipleship, education, care for one another, and ministry to those in need.

ARTICLE III. Covenant

We believe that the Church is the living Body of Christ in the world, consisting of persons brought together by faith in Jesus Christ and His divine grace. We joyfully covenant with each other that:

- We will worship God as a congregation, as families, and as individuals;
- We will pray faithfully that the Holy Spirit will guide us in knowing God's perfect will in our lives and in congregational decisions;
- We will study the Bible and equip ourselves and one another for discipleship;
- We will live in Christ like love, forgiveness, humility, and concern in our families, our congregation, and our relations with all people;
- We will practice responsible stewardship of our time and possessions, and

- affirm the spiritual gifts of all;
- We will share the good news of God's love through personal witness and missions throughout the world;
 - We will respect and affirm our heritage of spiritual freedom, our belief in the priesthood of all believers, and the autonomy of this church;
 - We will participate actively in the life and work which God has called us to do in this community and throughout the world.

ARTICLE IV. Polity and Relationships

The government of this church is vested in the membership. Its organization is set forth in the Bylaws.

This church recognizes and accepts its need to cooperate with other church bodies, such as the Raleigh Baptist Association, the State Baptist Convention, the Cooperative Baptist Fellowship, the Cooperative Baptist Fellowship of North Carolina, and the Southern Baptist Convention, and to participate in other organizations whose objectives are consistent with our church's purpose.

ARTICLE V. Amendments

The church may amend any portion of the Constitution by a two-thirds affirmative vote of the members at a specified business meeting, provided that notice of the proposed amendment and its text shall be mailed to the household of each member at least thirty days prior to the meeting, to the address on file in the church office.

BYLAWS

Adopted: June 27, 1990

Revised: August, 1997; January, 2004; June, 2004;
October 2005; July 2007; May 2008; July 2008; January 2009;
Sept 2009; January 2012; October 2012

ARTICLE I. Membership

Section A. Admission to Membership. Persons may present themselves for membership by professing faith in Jesus Christ as Savior and Lord and by one of the following ways: (a) baptism by immersion, (b) transfer of letter from another church, or (c) the statement of their Christian experience and previous baptism.

Candidates for membership shall be visited by the Pastor or another Minister of the church. The candidates' names shall be submitted for membership by the Membership Committee during a regular business meeting. Candidates will be invited to and are strongly encouraged to attend a new member orientation.

Section B. Responsibilities of members. Each member shall seek spiritual growth, take seriously the call to discipleship, participate actively in the church, care for, assist and encourage fellow members, and support the ministry of the church through prayer, service, and faithful giving.

Section C. Rights of members. Members may take part in activities of the church, vote in business sessions, and hold elective office.

Section D. Counsel. It shall be the practice of this church to take every reasonable measure to assist any troubled member. The Pastor, other members of the church staff, and deacons are available to listen, counsel, and offer guidance. The attitude of members toward one another shall be guided by a concern for redemption, and any disputes shall be governed by the guidelines in Matthew 18. The congregation in business session shall be the final authority in any disputes not resolved through procedures listed in church manuals.

Section E. Watchcare. Watchcare is a temporary relationship exercised under the ministry of this congregation. Persons who do not wish to relinquish their membership in another church may be received under the watchcare of this church. Prior to admission to church membership, minor children of members shall be under the watchcare of the church. Persons under watchcare shall have the responsibilities and rights of members except the right of voting in church business meetings.

ARTICLE II. Organizations and Programs

The church shall establish such organizations and programs as are appropriate to its purpose and are administratively feasible. Priority shall be given to maintaining organizations and programs to promote study of the Bible, discipleship development, missionary involvement and support, and Christian living and service. The church may establish and disband other organizations or programs as needed.

The responsibility for all studies and recommendations concerning organizations and programs shall be with the Leadership Council in consultation with the Diaconate and staff ministers.

Objectives and goals shall be developed and plans coordinated through the Leadership Council, following church-approved guidelines. Each area of work may establish its own organizational structure, including its own leadership council, to administer its work in cooperation with the Leadership Council and staff ministers.

Upon the recommendation of the Nominating Committee, the church shall elect officers, council leaders, and committee members of all organizations and programs. Class and group officers may be elected by the participants within those sub-units. The church year and term of service for officers, council leaders, committee chairpersons, and elected committee members shall begin January 1.

ARTICLE III. Officers

The officers of the church shall be the Pastor and other Ministerial staff, the Deacons, the Clerk, the Moderator, the Treasurer, and the Trustees.

Section A. Ministerial Staff

At the time a Pastor or other ministerial staff persons are called, the church, through a Search Committee or Personnel Committee, shall develop an appropriate Memorandum of Understanding setting forth a detailed description of duties, compensation, and all personnel matters. This Memorandum shall be included in the church's Personnel Manual.

1. Pastor

a. Duties: The Pastor shall provide spiritual and administrative leadership to the Church, conduct the worship services, administer the ordinances of baptism and the Lord's Supper, minister to the members of the church and be an ex-officio member of all church committees, and supervise staff ministers which shall include but not be limited to conducting annual appraisals; recommending for hire; recommending salary changes and/or termination; communicating administrative and personnel matters to staff, and serving as the

liaison to the Diaconate Executive Committee.

b. Calling a Pastor: When a vacancy occurs in the office of the Pastor, the church shall elect a Pastor Search Committee to seek out and recommend a Pastor. Election of a Pastor shall require a written notice sent to the congregation at least one week prior to the business meeting and an affirmative vote by ballot of three-fourths of those present and voting. Such notification is deemed to be met by use of the United States Postal Service or by use of electronic, digital, cable or telephonic means including, but not limited to, church newsletters of a timely manner, e-mail, text messaging, facsimile transmission, Facebook or other social media messaging to any such address on file in the church office.

2. Additional Ministerial Staff

At the recommendation of the Pastor, the church may call or employ other persons to serve as members of the ministerial staff team under the supervision of the Pastor. Calling and hiring staff ministers shall require affirmative vote of three-fourths of those present and voting at a church business meeting.

3. Termination of Service

On the issue of termination of service of ministerial staff, it shall be the responsibility of the Diaconate Executive to negotiate and oversee the appropriate process as follows:

a. On the issue of termination of the Pastor: If the Diaconate Executive Committee believes that termination is necessary, it shall refer the issue to the entire Diaconate. If the Diaconate shall decide, by a majority vote, that termination is necessary, the Diaconate shall report the same to the congregation, and the congregation shall vote on the termination at a called business meeting which is only for that purpose. Notice shall be given in writing to the congregation at least one week prior to the meeting. The Diaconate Executive Committee shall set the parameters for the process. Termination shall require a three-fourths vote of those present at said meeting. In addition to the matter of termination being heard on the motion of the Diaconate Executive Committee, the Diaconate may consider the matter on the motion of the one-fourth of the members in the congregation brought in the form of a written petition containing signatures of the requisite number of members. The process shall then mirror that set forth above.

b. On the issue of termination of other ministerial staff: If the Pastor, as supervisor of staff ministers, believes that termination is necessary, the Pastor shall refer the issue to the Diaconate Executive Committee. If the Diaconate shall decide, by a majority vote, that termination is necessary, The Diaconate shall report the same to the congregation, and the congregation shall vote on the termination at a called business meeting which is only for that purpose. Notice shall be given in writing to the congregation at least one week prior to the meeting. The Diaconate Executive Committee shall set the parameters for the process. Termination shall require a three-fourths vote of those present at said

meeting. In addition to the matter of termination being heard on the motion of the Pastor, the Diaconate Executive Committee may consider the matter on its own motion and shall follow the same process set forth in this paragraph.

c. Notifications to the congregation required in this section are deemed to be met by use of the United States Postal Service or by use of electronic, digital, cable or telephonic means including, but not limited to, church newsletters of a timely manner, e-mail, text messaging, facsimile transmission, Facebook or other social media messaging to any such address on file in the church office.

4. Staff Grievance: If there are unresolved grievances, the affected staff person will consult with the Diaconate Executive Committee, which group would then initiate the grievance procedure.

Section B. Diaconate

1. Number, Term, Qualifications and Election: There shall be a total of fifteen Deacons, with five elected each year. Members shall be eligible for the office of Deacon if they are over 21 years of age and are spiritually mature as defined by scripture. A member who has rotated off the Diaconate shall not be eligible for re-election during the following year. Neither the spouse of a staff member nor a spouse of a current Deacon shall be eligible. Deacons shall be elected annually by the congregation for three year terms. On nomination election Sunday, which shall not be later than September 15, each member shall be privileged to nominate five people for the office of Deacon. The ten nominees who received the highest number of votes shall be notified by the Diaconate Chairperson or Vice-Chairperson to see if said nominees wish to serve and, if not, the person who has received the next highest number of votes shall become a nominee. A ballot listing the names of the ten nominees as determined above shall be mailed to the membership not later than October 1 and not later than one week ahead of the Sunday morning when the election shall be held. On election Sunday, which shall be no later than October 15, each member shall vote to elect five nominees to the office of Deacon. Absentee nominations or votes may be mailed or delivered to the church office so they are received prior to or on their respective nomination or election Sundays. The five nominees receiving the highest number of votes shall be elected; provided however, in the event that two members of the same family (parent, child, sibling, spouse) receive the qualifying number of votes, only the one with the higher number of votes shall be eligible to serve; and provided further, in the event they have the same number of votes, one of the family members shall withdraw. This process shall be supervised and votes tallied by the Diaconate

Executive Committee. Ordination of new Deacons shall follow election as soon as practical.

In the event that a Deacon cannot fulfill his or her term once elected, the person with the highest number of votes from the last Deacon election who is not currently serving as a Deacon and is also qualified pursuant to the requirements set forth herein shall fulfill the remainder of the unexpired term. If that person shall not desire to so serve, the person with the next highest number of votes shall be asked to so serve.

2. Duties. Deacons shall work with the Pastor and other ministerial staff members to help the church maintain its spiritual well being and fulfill its mission. They shall organize themselves to provide an active ministry to the membership, provide for pulpit supply or an interim Pastor when the church is without a Pastor, and receive and process requests for licensing and ordination to the ministry. Following the annual Deacon election, the Deacons shall elect a Secretary and a Vice Chair. The Secretary shall serve a one year term, and the Vice Chair shall serve a two year term, serving the second year as Chair. In the event that the Chairman cannot complete his or her term, the Vice Chair shall automatically become Chair, and the Deacons shall elect a new Vice Chair to fulfill the remaining unexpired term of the position. In the event the Vice Chair cannot complete his or her term, the Deacons shall elect a Deacon to fulfill the remainder of the Vice Chair's unexpired term. In the event the Secretary cannot fulfill his or her term, the Deacons shall elect a Deacon to fulfill the unexpired term of the remainder of the Secretary's unexpired position.

The Deacons will further be charged with supervision of the Pastor on management and personnel issues through the Diaconate Executive Committee made up of the Chair, Vice Chair, and three Deacons at large. One of the at large members shall be elected from each class of Deacons, based upon the year of election; once elected, the at large member shall continue service on the Diaconate Executive Committee until his or her Diaconate term shall expire. In the event that an at large member vacates his or her position for any reason, the Deacons shall elect a new at large member subject to the same requirements regarding Diaconate class representation. This supervisory relationship shall include the following:

- a. Advising and counseling the Pastor on congregational and staff matters.
- b. Conducting annual performance reviews of the Pastor.
- c. Recommending and/or reviewing personnel actions concerning the church staff such as: hiring, termination, compensation, discipline, development, and training. Termination shall require compliance with the procedure set forth in this Article, Section

A.

In providing spiritual oversight and general direction towards the mission of the church, reports will be heard periodically from the six councils responsible for the work of the church.

Section C. Moderator

The church shall elect annually a Moderator to preside at all business sessions. The Chair of the Diaconate shall preside in the absence of the Moderator. In the absence of both a Moderator pro-tem shall be elected by those present.

Section D. Clerk

The Clerk, elected annually, shall record actions of the church in business session and make such records available to the church. The Clerk shall also keep a register of names of members with dates of admission, baptism, granting of letters, or death.

The Clerk's records shall be the church's property and shall be deposited annually by the Clerk in a secure, fireproof location, and recorded in our denominational archives.

Section E. Treasurer

Under the direction of the Finance Committee, the Treasurer, elected annually, shall oversee the receiving, preserving, and disbursing of money given to the church, the maintenance of itemized records, the submission of reports to the church, and the maintenance and distribution of contribution records. A financial secretary may be elected by the church to assist in the fulfillment of these duties.

Section F. Trustees

Five Trustees shall hold in trust the property of the church. One Trustee shall be elected each year for a five-year term.

Trustees shall have the power to buy, sell, mortgage, lease, or transfer any church property, which right shall be exercised only upon the specific vote of the church; no other person or body shall have these powers. In the case of a vacancy, the Nominating Committee shall recommend a replacement for the unexpired term.

Section G. Other Officers may be elected if needed.

Section H. Officers shall be elected and shall function according to the church's Officer and Committee Manual.

ARTICLE IV. Committees and Councils

Each year the Nominating Committee, nominated by the Leadership

Council and elected by the church, shall submit to the church in business session nominees to serve as church officers and members of standing committees and councils. The size of committees shall be determined by the nature and scope of their work. The number on each committee will ordinarily be divisible by three, as members shall be elected for three-year terms. Each committee shall organize itself to fulfill its responsibilities. Vacancies may be filled at any time by the normal Nominating Committee process specified in the church's Officer and Committee Manual.

Section A.- The Councils

To coordinate and facilitate the work of teams and committees, each team and committee shall be assigned to one of nine councils: Missions, Youth, Outreach, Assimilation, Administration, Education, Children, Worship, and Music. Each of the nine councils shall be led by a Council Team Leader. The Council Team Leader shall be nominated by the Nominating Committee, in coordination with the Staff member assigned to that Council, and shall be approved by the Church prior to the beginning of each calendar year. There are no term restrictions on serving as a Council Team Leader. Together, the assigned Minister and the Council Team Leader are responsible for insuring that the various functions of the ministries of that Council (teams and/or committees assigned) are performed, that they have adequate numbers of workers to perform stated objectives, and that there be leadership development on-going to provide for future leadership transitions.

Section B. Teams shall be led by Team Captains who are elected by team members. Teams shall be staffed through the voluntary commitment of church members. The tenure is at the discretion of the team member based on their assessment of where their personal gifts and talents may be best used. Team staffing shall not require church approval.

Any new teams added by a Council shall be approved by the Leadership Council. Any existing teams that a Council seeks to eliminate shall also be approved by the Leadership Council. The assigned Staff member and the Council Team Leader may seek the assistance of the Nominating Committee to help staff a team.

Section C. – The Committees - Each year the Nominating Committee, nominated by the Leadership Council and elected by the church, shall submit to the church in business session nominees to serve as church officers and members of standing committees to be effective the beginning of the calendar year. The size of committees shall be determined by the nature and scope of its work. The number of members on each committee will ordinarily be divisible by three, as members shall be elected for three-year terms, followed by one year of ineligibility. An individual committee member completing their third year of service may, due to extraordinary circumstances or because their knowledge and skills are needed at that time, be nominated by the Nominating

Committee to serve another consecutive term. Each committee shall organize itself to fulfill its responsibilities. Vacancies may be filled at any time by the normal Nominating Committee process specified in the church's Officer and Committee Manual. The standing committees of the church may include, but are not limited to, the following:

- Finance Committee – Develops budget, oversees church finances and tellers
- Food Service Committee – Oversees maintenance and use of church kitchen and all food related events.
- Personnel Committee – Develops and administers policy for ministerial and office personnel
- Facilities Management Committee – Oversees maintenance and use of church buildings, grounds, and vehicles
- Stewardship Committee - Educates members in stewardship of talents and financial drives
- Trustees Committee – Serves as legal representatives in all transactions related to the church.
- Long Range Planning Committee - Develops and administers the strategic planning process
- History Committee - Educates members on Baptist and Wake Forest Baptist Church history and maintains appropriate historical artifacts.
- Memorials Committee - Recommends appropriate use of memorials funds.
- Library/media Committee - Develops library system and promotes use.
- Nominating Committee - Fills vacant positions on standing committees and officers of the church.

- Stephenson Center Committee - Has oversight and general management of the center.
- Wee Care Committee – Serves as a liaison between WFBC and the Wee Care Preschool.

Section D. – The Leadership Council – The Leadership Council is made up of the Council Team Leaders, the Chair of the Diaconate, the Church Moderator, the Church Clerk, the Church Treasurer, and the Ministerial Staff. Effective January 1, 2010, the Leadership Council Chair shall be nominated by the Nominating Committee upon recommendation of the Leadership Council and elected by the church for a term of one year to be served in 2010. Effective January 1, 2010 the Vice-Chair shall be nominated annually by the Nominating Committee upon recommendation of the Leadership Council and elected by the church for a term of one year and thereafter will serve as Chair of the Leadership Council for a term of one year. The composition of the Leadership Council shall include the Chair and the Vice-Chair if not already so

designated by this section. The Leadership Council reports to the congregation.

The major functions of the Leadership Council are to plan, coordinate, and evaluate the work of the church, and provide oversight on the functioning of the various teams and committees. The Leadership Council may make operational decisions not reserved for church approval.

Section E. – Ad Hoc Committees – The church may create Ad Hoc Committees as needed.

Section F. Standing committees and councils serve at the pleasure of the church and may be established and deleted by vote of the congregation in a business session.

ARTICLE V: Meetings / Special Observances

Section A. Worship Services and Activities. The congregation shall hold regular meetings for worship, teaching, training, fellowship and observance of the ordinances. Other meetings of the church as a whole, or of authorized groups within the church, may be held according to the needs of the church. Special services shall be coordinated through the Leadership Council and shall be placed on the church calendar.

Section B. Regular Business Meetings. Business meetings shall be held in quarterly, at which reports will be made and consideration will be given to matters concerning the spiritual and material welfare of the congregation.

Section C. Called Business Meetings. The Pastor or the Chair of the Diaconate may call meetings to consider matters of a significant or urgent nature. A one-week notice must be given, stating the nature of the business, except as otherwise provided in the Constitution or Bylaws.

Section D. Quorum. Those members who attend a regular or called business meeting shall constitute a quorum.

Section E. Parliamentary Rules. Parliamentary procedure in business meetings shall be governed by the latest edition of Robert's Rules of Order.

ARTICLE VI. Financial Policies

Section A. Budget. The unified budget system shall be our method of finance. The Finance Committee, in consultation with church committees, councils, staff, and members, shall prepare and submit to the church a budget based on projected needs and historical data. Adoption by the church shall constitute authorization for the treasurer to pay approved budget obligations.

All designated gifts shall be sent to or used for the object designated unless disapproved by vote of the church. The church in a regularly scheduled or called business session may alter any portion of the current budget. Membership in this church assumes financial obligation to support its commitments. Under the leadership of the Stewardship Committee, all members will be asked annually to make a financial commitment to the church budget. Contribution envelopes shall be distributed to all members.

Section B. Accounting Procedures. Funds received for any purpose shall be properly recorded by the financial secretary under the direction of the treasurer. Bills and obligations shall be paid when due by check and recorded in keeping with generally accepted accounting practices. A monthly financial report shall be presented to the membership. The church treasurer shall be bonded, the church paying the bond. A sound system of accounting, including periodic audit, shall be maintained by the Finance Committee. All receipts shall be immediately deposited in a government-approved night depository.

Section C. Special Offerings. Solicitation of special offerings shall be upon the approval of the Finance Committee.

Section D. Statement of Gifts. The church shall provide quarterly to each member and to other regular contributors an official record of their contributions.

Section E. Fiscal Year. The church fiscal year shall begin January 1.

ARTICLE VIII. Amendments

The church may amend any portion of the Bylaws upon an affirmative vote of a majority of the members present at a business meeting, provided that notice of proposed amendment and its text shall be sent to the household of each member at least fourteen days prior to the meeting. Such notification is deemed to be met by the use of the United States Postal Service or by use of electronic, digital, cable or telephonic means including, but not limited to, church newsletters of a timely manner, e-mail, text messaging, facsimile transmission, Facebook or other social media messaging to any such address on file in the church office.

Adopted: Article III & IV, revised, church conference, June 2004
 Article IV, Preamble, revised, church conference, May 2008
 Article I, Section A, revised, church conference, July 2008
 Article IV, Section A,B,C,D,E,F, revised, January 2009 (as approved
 in church conference, May 2008, to become effective
 January 1, 2009)
 Article IV, Section D, revised, church conference, Sept. 2009
 Article III, Section A, 1(b), revised, church conference, January 2017
 Article III, Section A, 3(c), added, church conference, January 2017
 Article VIII, revised, church conference, January 2017

