

Constitution and Bylaws

of First Baptist Church Jefferson City, Tennessee April 2026

CONSTITUTION

PREAMBLE

A. History. On May 8, 1841, Black Oak Grove Baptist Church and Oakland Baptist Church met at Mossy Creek Ironworks to merge and become one. This Church was named Mossy Creek Baptist Church, which became First Baptist Church of Jefferson City on January 8, 1902, when the town changed its name. First Baptist Church has been incorporated since November 18, 1918. The charter filed with the State of Tennessee is the operative legal “constitution.”

B. Organization. First Baptist Church of Jefferson City is an organized body of baptized believers, equal in rank and privilege. The authority for decisions of the Church rests in the hands of the Church members. The Church may delegate authority to staff members, corporate officers, Church committees or teams, but all actions are subject to review by the whole Church. The Senior Pastor, Church staff, members, elected Deacons and officers are all servants of the Lord and of the Church. No individual or group has any authority to act for the Church. First Baptist Church of Jefferson City exists and ministers under the authority of the Lord Jesus Christ.

C. Purpose. The First Baptist Church of Jefferson City recognizes the Bible as the inspired Word of God and as a guide for ministry. Its purpose is to seek and to follow God’s will and to develop ministries that serve as a channel for God to work out God’s will through the membership, providing opportunities for the corporate worship of God (including the regular observance of the ordinances).

Missions are the heart of all Church ministries. Our mission includes benevolent ministry and evangelism to people at home and abroad. Additionally, the Church seeks to accomplish its purpose by providing programs for Christian development. Believing that God’s purpose is not accomplished in a vacuum, First Baptist Church of Jefferson City seeks to cooperate with other Churches and organizations whose purposes are consistent with the purpose of this Church.

D. Effect. Upon adoption, these bylaws will supersede all previous bylaws and/or constitutions, such previous documents being hereby revoked in full.

BY-LAWS

ARTICLE I Name and Privileges

Section 1. This Church is known as First Baptist Church of Jefferson City, Inc., located at 1610 Russell Avenue, Jefferson City, Tennessee. It is a non-profit organization incorporated under and by virtue of the laws of the State of Tennessee. Church property includes the cemetery located on Russell Ave, Jefferson City, Tennessee, identified as Parcel ID 023D A 017.02 purchased 07/11/1873.

Section 2. On all matters that come before the Church for action, each member is entitled to one vote.

ARTICLE II Church Membership

Section 1. Definition of Membership

Church membership shall consist of those persons who have made a public profession of their faith in Christ as Savior and Lord and have subsequently been baptized. The membership reserves the right to determine who will be members of this Church and the conditions of such membership.

A resident member is an individual who did not join as an associate or watch care member.

Section 2. Methods of Becoming a Member

Any person may present oneself as a candidate for membership in this Church. All such candidates will be presented for membership to the Church at any regular Church service in any of the following ways:

(1) By profession of faith in Christ as Savior and by requesting baptism. The mode of baptism administered by this Church will be immersion unless the candidate is physically unable to be immersed. In such cases the mode of baptism will be left to the Senior Pastor's discretion.

(2) By the transfer of membership from another Baptist Church.

(3) By statement of a previous conversion experience and baptism. If the candidate is coming from another denomination, any question regarding the candidate's previous baptism will be settled by the Senior Pastor in consultation with the candidate.

(4) In absentia. When the person desiring membership cannot be present for valid reasons and after consultation with the Senior Pastor, the person may be presented by a family member or a close friend.

(5) Watch Care: For individuals (such as students) who desire the fellowship and support of a Church without moving their Church letter (voting privileges do not come with watch care).

(6) Associate Member: For persons who live in this area for only a part of the year; membership can be left at their home Church and can, for the time in the local area, be a member at First Baptist Church (voting privileges do not come with associate membership).

Section 3. Rights of Members

1. A resident member of the Church is entitled to one vote in all elections and on all questions submitted to the Church in a business meeting, provided the member is present or provision has been made for absentee balloting. Approval of all questions require a simple majority except where otherwise indicated. All voting will be conducted as described in Article III.
2. Every member of the Church is eligible for consideration for elective office in the Church. Some elected offices may have additional requirements that will be applicable to that position.
3. Every member of the Church may participate in the ordinances of the Church, as administered by the Church.

Section 4 Encouraged Behaviors of Members

Members should strive to conduct themselves according to Christian principles as revealed by Christ in Scripture. Members are encouraged to regularly attend the worship services of the Church, seek opportunities for Bible study and Christian education, watch over each other in Christian love and prayer, give regularly, participate in its service ministries, and share the message of the gospel with our community and world. As volunteers in ministry opportunities, members are encouraged to be faithful to their commitments. Participating in the ministries and activities of the church allows members to not only grow in their faith/Christian journey, but also to make informed decisions on issues that are brought to the church body for discussions.

Section 5. Termination of Membership

Membership will be terminated in the following ways:

- (1) By death of the member.
- (2) By request of transfer of letter to another Church.
- (3) Erasure upon request or proof of membership in another Church or denomination.
- (4) By voluntary request of the member, preferably in writing.
- (5) Exclusion by action of this Church in accordance with Section 6 below.

Section 6 Discipline

The basic disciplinary purpose of this Church will be to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Senior Pastor, other ministerial staff members and Deacons are available for counsel and guidance. Redemptive rather than punitive action will be the primary approach governing relationships between members. Should some serious condition arise that would cause a member to become a detriment to the general welfare of the Church, every reasonable measure will be taken by the Senior Pastor and by the Deacons to resolve the problem, in keeping with Matthew 18. All such proceedings will be pervaded by Christian kindness and forbearance. However, finding that the welfare of the Church will best be served by the exclusion of the member, the Church may take this action by a two-thirds (2/3) vote of the members present at a meeting called for this purpose; and the Church may proceed to declare the person to no longer be a member.

The Church may restore membership to any person previously excluded, upon request of the excluded person, and upon profession of the person's repentance and reformation.

ARTICLE III

Organizations, Ordinances and Meetings

Section 1. The Church provides meetings and organizations for worship, education, evangelism and benevolence ministries.

Section 2. The ordinances of the Church will be the Ordination of Deacons and Ministers, Lord's Supper and Baptism. The Ordinances will be observed at such times as determined by the ministerial staff.

Section 3. The regular business meetings of the Church will be held quarterly, in January, April, July and October; specific dates will be determined yearly by the Church Advisory Council (CAC). If circumstances necessitate a change in the schedule, reasonable notice will be provided to the membership. Financial, membership, and major organizations reports, such as Music and Worship, Christian Formation, and Mission Groups will be presented at these meetings.

Section 4. Except as otherwise set forth by these bylaws, the Church Advisory Council and/or the Trustees may request a called business meeting to consider matters of special nature and significance. A notice of at least ten (10) days will be given for the business meeting except for matters that require immediate attention. Additional notice must be allowed if absentee or voting by remote means is necessary or recommended.

Section 5. All questions will be settled by a majority of those members voting unless a different percentage is dictated by these bylaws or by Robert's Rules of Order.

Section 6. Should the Church Advisory Council determine that an emergency situation exists, they may arrange for Church members who cannot attend a business meeting to participate and vote by remote means. In such situations, the Church Advisory Council will determine the process for an emergency vote. Ballots by absentee must be in writing with a signature and printed name. Ballots will be delivered and picked up by the member's Deacon, or another appointed individual and placed in a sealed envelope. The CAC will designate who will verify and count the votes either during or immediately following the vote of the Church body. Any congregational vote that includes votes by

remote means must allow seven (7) days for the ballots to be distributed and picked up. All written ballots must be placed in a sealed envelope, initialed by counters and maintained for a minimum of one year following the vote. The sealed ballots will be placed in the church safe. Circumstances may dictate a different process for voting remotely.

Section 7. All questions of procedure not provided for in these bylaws will be determined according to the most recent edition of Robert's Rules of Order.

ARTICLE IV

Church Year and Corporate Officers

Section 1. The Church fiscal year will begin January 1 each year and continue through December 31.

Section 2. The Church officers are as follows: Trustees (3), Moderator, Assistant Moderator, Church Clerk, Assistant Clerk, Treasurer, Assistant Treasurers (2), Tellers (3, to include 2 and a substitute), and Parliamentarian. All positions are for a three-year term. The Church Advisory Council will present nominees for election. Rotation of members should be such that not every member rotates off the position in the same year.

- The Moderator will lead all quarterly and special called business meetings of the church. The Moderator will also assist in developing the agenda for each meeting.
- The Church Clerk shall keep a record of all the actions of the Church and shall see that such records are secured in the Church Office.
- The Treasurer will serve as an ex-officio member of the Budget and Finance Committee.
- All Church officers will develop a policy and procedure manual. This manual will be reviewed on an annual basis. These Policies and Procedures will be maintained by the Church Administrator. A report will be made to the church on a yearly basis as to the latest review and/or revision of each Policy and Procedure.

Section 3. Officers are individuals who serve the business functions of the Church. Each officer will be approved by Church vote during a business session. As vacancies arise, it is the responsibility of the Church Advisory Council to nominate individuals for each vacant position as necessary. The term of each position is determined by the vacancy being filled, i.e. one-, two- or three-year term. Any individual agreeing to a term extension must be approved by the Church. In the event of a sudden officer vacancy, the Church Advisory Council can appoint a temporary interim until the next business meeting. The term for Church officers begins on January 1 of each year.

Section 4. The Trustees are the legal representatives of the Church. Three (3) Trustees, who are resident members, are nominated by the Church Advisory Council and elected by the Church. In addition to their corporate duties (which shall always be subject to the authority of the Church membership), the Trustees will be responsible for acquisition or sale of real and personal Church property (outside of budgeted items), borrowing money, signing legal documents (such as contracts) and other matters as requested and authorized by the Church. Trustees shall serve three-year terms with one member rotating off each year. The term of service begins on January 1 of each year.

ARTICLE V

Senior Pastor, Ministerial Staff and Church Staff

Section 1. Senior Pastor

The Senior Pastor is responsible for leading the Church to function as a New Testament Church. The Senior Pastor shall lead the congregation, Church committees, and program organizations of the Church. Along with the Personnel Committee, the Senior Pastor is responsible for the supervision of the ministerial staff and the Church staff; however, the Senior Pastor may delegate such responsibilities as Senior Pastor deems appropriate for effective organization and expedient operation. The Senior Pastor is the leader of Pastoral ministries in the Church. As such, the Senior Pastor works with the congregation, Church committees, teams and the ministerial staff to lead the Church in the performance of its tasks:

- (1) To engage in a fellowship of worship, witness, education, ministry, and proclamation.
- (2) To proclaim the gospel.
- (3) To care for the Church's members and other people in the community.

A Senior Pastor will be chosen and called by the Church whenever a vacancy occurs. The vote to extend a call will take place at a special business meeting called for that purpose. Notice of at least ten (10) days will be given of such meeting through public announcements at prior services and publication in any regular Church newsletter distributed to the membership.

A Senior Pastor Search Team will be elected by the Church to seek out a suitable Senior Pastor. Formation of the Senior Pastor Search Team will be as follows: The Church Advisory Council will nominate a minimum of 3 and no more than 5 at-large members of the Church. The Church Advisory Council may choose to open nominations to the Church. At-large members should reflect the congregation of the Church. At the point in the search process that the team has identified top candidates for the position, the Chair of the Budget and Finance Committee, the Chair of the Personnel Committee and the Chair of the Deacons will join the Senior Pastor Search Team as advisory members. If chairs are unavailable, then a person from their respective committees will be selected. These members will be added before a candidate is invited for an in-person interview.

Upon formation, the Senior Pastor Search Team will exercise all diligence in its task. The Senior Pastor Search Team will select a chairperson who shall report the Team's progress to the congregation. The chair of the search team will name a vice chair and secretary.

The recommendation of the Senior Pastor Search Team will constitute a nomination. The Team will bring only one name at a time to the Church for consideration. Election will be by ballot. An affirmative vote of two-thirds (2/3) of those voting will constitute a call and election of the Senior Pastor.

The Senior Pastor will serve until the relationship is terminated by the resignation of the Senior Pastor or by a two-thirds (2/3) vote of the members at a business meeting called for that purpose by the CAC or a minimum of 2 (two) Trustees.

Section 2. Ministerial Staff

The Ministerial Staff will be those Ministerial personnel elected by the membership of the Church at a business meeting. A job description will be written when the need for such a staff member is determined.

The Church Advisory Council will be responsible for nominating a search team to fill any such vacancies, permanent or interim, with guidance and consultation from the Senior Pastor, ministerial staff, and those committees or teams working most closely with the Ministerial Staff position that has been vacated. The search team will be no more than five (5) Church members that reflect the Church congregation. With Church Advisory Council approval, nominations for these teams may be accepted from the congregation. With Church approval, the Personnel Committee may function as the search team for either or both the permanent or the interim Ministerial Staff.

Permanent ministerial staff members will be presented to the Church by the search committee. The recommendation of that search committee will constitute a nomination. The committee will bring only one name at a time to the Church for consideration. Election will be by ballot, and an affirmative vote of two-thirds (2/3) of those voting shall constitute a call and election of the Ministerial Staff member.

A permanent Ministerial Staff member will serve until the relationship is terminated by the resignation of the staff member or by a two-thirds (2/3) vote of members at a business meeting called for that purpose.

Section 3. Church Staff

As previously stated, the Senior Pastor and the Personnel Committee are responsible for supervision of the Church staff but may delegate such duties as deemed necessary. The Personnel Committee is responsible for filling non-ministerial vacancies in the Church staff in consultation with the ministerial staff members and/or committees/teams with which the vacant staff position most closely works. Recommendations for resignations and terminations of Church staff members will be the responsibility of the Personnel Committee.

ARTICLE VI

Deacons, Other Church Officials, Committees and Teams

Section 1. Deacons

The Deacons are charged with ministering to the spiritual and physical needs of Church families. Through their personal example and compassionate service, they provide spiritual leadership to the Church and facilitate harmony and unity within the Church body. The Deacons are not a governing board and function as a permanent team.

The number of Deacons elected each year will be based on the number of family units in the Church so that each Deacon is responsible for approximately ten (10) families. Deacon terms will be

staggered so that approximately one-third of the Deacons rotate off each year. A Deacon nominee must be at least 21 years of age and a resident member of this Church for at least one year.

Deacons are elected in the following manner. Beginning no later than the first Sunday in September, Church members will be invited to nominate candidates to serve as Deacons. These nominations must be submitted in writing on the form provided by the Church. Nominations will be accepted in the Church office through the end of September. No member may nominate a candidate without first getting that candidate's permission.

A nominating team comprised of the Deacons scheduled to rotate off at the end of the year will confirm that a candidate will serve if elected and then present a slate of Deacon nominees to the Church. The nominees will be announced no later than ten (10) days prior to the October Church Ministries meeting and will be voted on at that meeting. Once elected, Deacons will begin their term of office on January 1 of the following year.

Once elected, a Deacon will serve a three-year term. Newly elected Deacons who have not been previously ordained will be ordained by the Church after beginning their term of service.

Section 2. Church Committees and Teams

Four Administrative Committees oversee the operational functions of the Church.

Each administrative committee will be comprised of at least three (3) members who serve a 3-year rotating term. The committee is responsible for nominating a new member each year. The nominee must be voted and approved by congregational vote during the October Church Ministries meeting. Members that wish to remain on a committee, beyond their initial 3-year tenure, must be re-elected or affirmed at the end of their initial term. Each Administrative committee will include one or more staff liaisons who are most closely related to the work of the committee. Each committee will annually elect its own chairperson. Each committee will develop, maintain and review the Policies and Procedures for their respective committees. As with the Church Officers, the Policies and Procedures will be maintained by the Church Administrator and annually reported to the church of the latest review and/or revision. Minutes will be kept for each committee meeting and a copy provided to the Church Administrator for record keeping. Due to the sensitive nature of the work of some committees, such as personnel, these minutes may have restricted access.

(A) The four Administrative Committees are:

(1) **Personnel Committee**

The primary function of the Personnel Committee is the hiring and support of the staff. While the Personnel Committee does not directly supervise staff and ministers, problems that arise with staff members may be handled by this committee. Staff liaison will be the Senior Pastor and/or Administrative Coordinator.

(2) **Budget and Finance Committee**

The primary function of the Budget and Finance Committee is to oversee the finances of the Church and the process of forming and presenting an annual budget.

It is responsible for the management of restricted funds, receiving estate gifts, and monitoring giving and spending throughout the year. The Budget and Finance Committee will also provide oversight of the Church tellers and their processes. Staff liaison will be the Administrative Coordinator.

(3) Property Committee

The primary function of the Property Committee is to oversee the use and maintenance of the building, facilities, and property of the Church. Staff liaison will be the Administrative Coordinator.

(4) Christian Formation Committee

The primary function of the Christian Formation Committee is to oversee matters of spiritual formation including identifying and approving Bible Study teachers and maintaining ample discipleship classes and small groups. It is responsible for oversight of the curriculum and teaching in various discipleship groups, overseeing regular and ongoing spiritual formation groups, and leading/coordinating short-term options for spiritual formation. Staff liaisons will be any staff member related to the educational ministries of the Church.

(B) Ministry Teams

Ministry Teams are comprised of volunteers who agree to address specific needs of the Church and community and are not elected or voted upon by the Church (except for the Deacon team).

- (1) Team members do not have terms of service and may step away from service at will (except for the Deacon team). A new Team may have either an open membership where members join at any time, specific prerequisites before a member may join, or a closed membership at the time of its formation, and Teams can be long-term, short-term, or permanent. Team leaders are authorized to recruit or approve team members. All teams are ministry or service oriented and can form quickly to meet immediate or long-range needs or to pursue the calling and passions of the congregation. A Team may disband when their particular function is no longer a congregational need.
- (2) Teams may either form organically as a need with the congregation arises, or a Team may be appointed by the Church Advisory Council for a specific purpose. In the case of an appointed team, membership will typically be closed at formation, and such teams will be temporary for the purposes of specific tasks.
- (3) The Church Advisory Council has responsibility to approve new Ministry Teams. Any Church member may propose a new Ministry Team by submitting a written proposal to the CAC. Teams may have a staff liaison, but not all Teams will require one. A Team may have access to budget line items, and spending by a Team will be coordinated with the appropriate staff member and the Budget and Finance Committee. Any expenditure by a Team not in the current Church budget will require Church approval.
- (4) Teams have no policy making authority for the Church, but they do have the responsibility to form policies and procedures to govern the work of their Team. A Team wishing to bring a recommendation to the Church on policy changes will work with the Church Advisory Council prior to submitting recommendations for Church action.

Section 3. Terms of Office and Election Procedures

A. The term of officers and Church program leadership is three (3) years, unless specifically stated otherwise in these Bylaws or approved by the Church membership.

B. All Church Officers, Church program leaders and committee members will be elected in a Church business meeting.

C. The Church Advisory Council will annually present a slate of nominees for all committees and leadership (officer) vacancies before their term of office begins January 1. Nominations will also be open from the floor. All committee members and team leaders will be resident members of First Baptist Church of Jefferson City.

1. Each Church committee will have a designated number of members elected for a designated term except as otherwise specified in these Bylaws.

2. Vacancies occurring during the year will be filled by recommendation to the Church by the Church Advisory Council

D. Nothing herein will prevent any member from nominating individuals for any office or committee.

E. All nominees will be elected by a majority of the votes.

F. Church program, committee, and other vacancies which occur during the year may be filled by the Church membership as necessary in regular business meetings or special meetings called for that purpose.

ARTICLE VII

Church Advisory Council

Section 1. The Church Advisory Council (CAC) attends to the leadership functions of the Church. The CAC will serve as a catalyst and coordinator for the purpose of leading the Church in the performance of its ministries. In keeping with Church-approved priorities.

(A) The CAC is composed of the following: the Chair of each of the four Administrative Committees, the Chair of Deacons, the Ministerial Staff, and three (3) at-large members. If needed, one or all Trustees and the Church Administrator may be requested to attend a CAC meeting.

(B) The at-large members serve rotating 3-year terms, and the new member each year will be approved by the Church in a business session. At-large members will be nominated by the outgoing CAC for congregational approval. Terms of service for each at-large member

begins January 1 of each year. The chair of the CAC will normally be filled by the 3rd year member-at-large and cannot be a ministerial staff member.

- (C) It is not the duty of the CAC to set Church policy. Rather, the CAC is expected to make recommendations to the Church, cast vision and set goals for the Church, lead new initiatives, and serve as a mediating council if other areas of the Church find themselves unable to do their work or are uncertain of how best to do their work.
- (D) Any policies that do not fall under the work of other groups will be the responsibility of the CAC. The CAC will then make recommendations to the Church.
- (E) If a committee is not self-perpetuating, it is the responsibility of the CAC to nominate individuals to the Church for approval.
- (F) The CAC has the authority to form ministry teams as needs arise. Other than staff search teams a congregational vote will not be required. However, the congregation should have knowledge of each ministry team that is formed.
- (G) The CAC will conduct an annual check-in with teams to assess which teams are still active, when a team might need additional support, or when a team is no longer functioning.

Section 2. The CAC should also present any recommendations from a Ministry Team to the Church. The CAC, in coordination with the Church Moderator and the Church staff, is responsible for setting and maintaining the agenda for all business meetings.

ARTICLE VIII

Offerings

Opportunity will be given in suitable ways for the members and congregation to give tithes and offerings to the Church. Any offering given to the Church must be contributed for causes endorsed by the Church. Information about all contributors will be kept confidential. The specifics of handling this procedure will be determined by the Budget and Finance Committee and the Tellers. Offerings to other organizations, outside those listed as a budget line item or a Church ministry cannot come through the Church. The Church will carry dishonest and theft insurance coverage to cover individuals who handle the finances of the Church.

ARTICLE IX

Cooperating Relationships

Because the Church is a cooperating Baptist Church, the Church shall undertake to send church members to the conventions or bodies it supports. Any Church member who notifies the Church Office of their intention to attend any given denominational meeting will be deemed duly elected by our Church. The Church's quota of members attending will be filled on a "first come" basis. Any person expressing intent to attend after the quota is filled will attend as a substitute. A substitute may fill in for a member that is unable to attend. A church member attending a meeting may not speak for or vote for the church on an issue unless previously approved by the church body.

ARTICLE X Miscellaneous

Section 1. The Church may not sell, purchase or lease real property, borrow money, or voluntarily encumber its assets without approval of a majority of members voting at a regular business meeting or at a special called business meeting for that purpose.

Section 2. Unless the Church is dealing with a matter requiring immediate attention, no motions affecting Church procedures are eligible for final approval at any business meeting unless notice of said motion has been given to the membership by all appropriate means. The determination of “a matter requiring immediate attention” will be made by a consensus of the Church Moderator, the CAC and the Trustees.

Section 3. An expenditure of funds greater than 1 percent of the total Church budget and not included in the current year's budget must be brought to the Church for approval.

Section 4. All Church financial records will be audited during the first quarter of every third year by an independent Certified Public Accountant.

ARTICLE XI Dissolution

The members of First Baptist Church of Jefferson City may voluntarily dissolve the Church by distributing the assets of the Church in accordance with a plan of distribution whereby the assets are distributed to one or more organizations which are not for profit, which are exempt under the provisions of Section 501 (c) (3) of the United States Internal Revenue Code, as amended, and which agree to utilize such assets for Christian purposes consistent with Article II.

ARTICLE XII Amendments

Changes in the bylaws may be made at any regular or called business meeting of the Church, provided each amendment is presented in writing at a previous business meeting. Copies of proposed amendments will be made available to the congregation one month prior to the business meeting at which the vote takes place. Amendments to the bylaws shall have the concurrence of two-thirds (2/3) of the members voting at said business meeting.

Amendments to these Bylaws were presented as a motion from the Church Advisory Council, at the Church Ministries meeting on . This document contains the Constitution and Bylaws of First Baptist Church, Jefferson City, TN, as amended by vote of the Church membership on .

Senior Pastor: Major Treadway

Members of the Amendment Team: Bill Ellis, Angie France, Clark Measels

Members of the Church Advisory Council: Bethany Davenport, Bruce Davenport, Kevin Davenport, Angie France, Susan Garber, Chad Hartsock, Ricke Hester, Jean Love, Ken Morton, Clark Measels, Nenette Measels, Major Treadway, Karen Treadway

Draft as of 02/25/2026

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