

**GUIDELINES FOR ALL BUSINESS MEETINGS
FIRST BAPTIST CHURCH OF BRYAN, TEXAS**

I. MODERATOR

- A. The Senior Pastor shall serve as Moderator for all business meetings unless he chooses not to fulfill that role.
- B. If the Senior Pastor chooses not to serve as Moderator, the Church will vote to elect the Moderator from nominee(s) supplied by the Committee on Teams and Committees for a three year term.
- C. The Moderator should be trained to conduct business meetings in an effective, efficient, and orderly manner. Training should be completed prior to assuming duties.

II. Parliamentary Rules

- A. The current edition of Roberts' Rules of Order shall be the guideline for parliamentary rules of procedure for all business meetings of the Church except as otherwise provided in Church Bylaws.
- B. The Church will vote to elect the Parliamentarian from nominee(s) supplied by the Committee on Teams and Committees for a three year term.
- C. The Parliamentarian should be trained to conduct business meetings in an effective, efficient, and orderly manner. Training should be completed prior to assuming duties.

III. Agendas and Notifications

- A. Agenda(s) shall be prepared by the designated staff member in consultation with the Ministerial Staff, the Senior Pastor, and the Moderator, if the Senior Pastor is not the Moderator.
- B. Any team or committee that requests that an item for action be placed on the agenda should submit in writing the item and relevant information at least ten (10) days prior to business meeting.
- C. Recommendations from the Personnel, Finance, Missions, Properties or other committees deemed by the Deacon Officers as significant to the harmony and fellowship of the membership will be submitted first to the Deacon Fellowship for endorsement, word of caution, or without remark. The Deacon Fellowship will not have the right to change any such recommendation.
- D. Any church member may request an item be placed on the agenda by submitting a proposal in writing fourteen (14) days in advance of a scheduled meeting to appropriate Ministerial Staff and/or committee for consideration.
- E. Agenda(s), relevant information, and contact information for any item on the agenda shall be communicated to church members at least seven (7) days prior to the scheduled meeting.
- F. Items not previously submitted for inclusion on the agenda may be brought before the Church during regular or called business meetings. Items brought from the floor shall be

referred to appropriate Ministerial Staff and/or committee for study for possible consideration for action at a future business meeting.

- G. When matters to be considered will have no foreseen financial impact(s), notification rules may be suspended so that a particular business item may be expedited (e.g., provision of recommendation for seminary applicant/candidate).
- H. Guidelines outlined above for all business meetings shall be followed except as provided in Church Bylaws or other Standard Operating Procedures.

IV. Voting

- A. Only members of First Baptist Church Bryan, as defined in the Church Bylaws, may vote.
- B. The Moderator shall determine the way a vote shall be taken following the current edition of Roberts' Rules of Order.
- C. A quorum of twenty percent of the previous month Sunday morning worship attendance and approval by $\frac{3}{4}$ ballot vote of the church members voting in a duly-called business meeting at all principal weekly worship services is required for consideration of :
 - Senior Pastor is to be called or dismissed
 - dissolution of Church
 - property acquisition or sale
 - plan to merge or consolidate with another church
 - amendments to Constitution or Bylaws
- D. Approval by majority vote of the church members voting in a duly-called business meeting is required for consideration of any other item not listed under C above.

REGULAR BUSINESS MEETINGS

I. Regular business meetings shall be held once each calendar quarter.

- A. Dates for regular business meetings shall be determined by the Ministerial Staff with input from all ministries and appropriate committees and included on projected Church calendar.
- B. All other Church activities will be suspended during regular meetings so that all ministerial staff and all church members normally engaged in other ministries may attend. Child-care during business meetings should be provided by qualified/approved persons (paid) so that all church members be given opportunity to attend business meetings.
- C. The projected yearly calendar, which shall include Church Office holidays, special events, regular business meetings, etc., shall be communicated to members by means of the communication medium currently being used. (Electronic or paper distribution)
- D. Guidelines outlined under Section I through IV above for all business meetings shall be followed.

SPECIAL/CALLED BUSINESS MEETINGS

- I. A special business meeting may be called by agreement of two (2) of the following: Moderator, Senior Pastor, Chairman of Deacons, Vice-Chairman of Deacons, Parliamentarian and/or the longest-tenured ministerial staff member.
- II. Guidelines outlined above for all business meetings shall be followed.
- III. Calling of emergency or catastrophic event-response meeting may be completed by agreement of two (2) of the following: Moderator, Senior Pastor, Chairman of Deacons, and/or Vice-Chairman of Deacons. In the event such a meeting is called, the 14 day advance notice requirement for submission of agenda items by Church members (Section III: Agendas and Notifications, Clause C) will be suspended.

GUIDELINES FOR STANDARD OPERATING PROCEDURES

All **Standard Operating Procedures** will be preserved in writing by the church administrative office and available to any church member upon request.

Any church member desiring further inquiry to matters related to Standard Operating Procedures (i.e. policies, handbook) should first acquire the document and seek clarification from the liaison or responsible individuals so noted. If the inquiry is not thus satisfied, the church member may escalate said inquiry to the individuals responsible. If after such attempts the inquiry remains unsatisfied, any church member may bring the inquiry to the attention of the Church as stated by the Constitution and Bylaws.

The following chart of documents (i.e. **Standard Operating Procedures**) is not exhaustive, but serves as the general guide to Church matters:

Document	Group of Reference and Interpretation	Responsible Individuals	Liaison
Administrative Policies	Administrative Staff	Pastor	Assoc Pastor/ Business Manager
Discipleship/Christian Education	Education Staff	Minister of Ed/Admin	Education Staff
Financial Policies	Finance Committee	Committee Officers	Minister of Ed/Admin
Mission Handbook	Missions Council	Council Officers	Missions Minister
Committee Handbook	Committee on Teams and Committees	Committee Officers	Minister of Ed/Admin
Personnel Handbook	Personnel Committee	Committee Officers	Pastor
Deacon Handbook	Deacon Body	Deacon Officers	Pastor

Final Approval in Business Meeting 04-27-2014