

BY-LAWS

Purpose of the By-Laws

The by-laws that follow are hereby set down to provide the specific means by which the intents of the Constitution may be accomplished.

ARTICLE I – MEMBERSHIP

Section 1. Reception of Members

- A. Any person desiring membership in this church shall make know his or her desire by coming before the church at any regular worship service in one of the following ways:
 1. By Profession of Faith. Any person confessing a personal faith in the Lord Jesus Christ, giving evidence of a regenerate heart, and adopting the covenant and the views of faith and practice held by this church, may upon immersion by Scriptural Baptism be received into the fellowship and membership of the church. Scriptural Baptism as used herein is defined as:
 - (a) Baptism where the candidate has been saved by the blood of Christ and who has been born spiritually. (Ephesians 2:8-9; John 3:1-13)
 - (b) Baptism by Immersion (Matthew 3:13-17; Acts 2:38, 41)
 - (c) Baptism with the understanding that baptism does not complete or have part in salvation; but is the first step in obedience and identifies the person with the Body of Christ (the church). (Ephesians 2:8-9; Romans 6:36; Matthew 3:15; and Acts 3:41)
 - (d) Baptism by an elected instrument (person) of the church. (Matthew 28:19-20; Acts 3:41)
 2. By Letter. A member from another church of like faith and order having had scriptural baptism may be received into this church membership by a letter of recommendation and dismissal from his or her church.
 3. By Statement. A person who has been a member of a church of like faith and order, but who cannot obtain a

church letter due to peculiar circumstances may be received into membership at this church upon giving a satisfactory statement of former church relationship, of his Christian experience, and Scriptural Baptism.

- B. All candidates for church membership shall be questioned concerning their spiritual relationship to Christ and to their understanding of and intention toward the faith and practice of this church. The Pastor or moderator shall conduct this counseling before the candidate is presented to the church.
- C. Each candidate for membership in this church shall be presented to the church by the Pastor or, in the Pastor's absence, by the Chairman of the Deacons with the recommendation as to membership. The church shall at that time vote on the reception or rejection of each candidate.

Section 2. Duties

It is the duty of each member to be faithful in all the duties essential to the Christian Life, to faithfully attend the services, to give regularly to its support, and to share in the organized work of the church.

Section 3. Rights to Vote

Any active member present may act and vote in the transactions of this church, except in the selection of pastor, full-time staff members, or deacons, in which case the member must be thirteen (13) years of age or older to vote.

Section 4. Discipline

- A. Should any unhappy differences arise between members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in Matthew 18.
- B. Should any case of gross breach of covenant, or of public scandal occur, the Deacons shall endeavor to remove the offense, and if such effort fail, shall report the case to the church.
- C. If the church votes to entertain a complaint, which must be in writing, it shall appoint a reasonable time and place of hearing and notify the person in question thereof, furnishing him or her with a copy of the charges.
- D. At such hearing the accused member may call to his or her aid any member of the church as counsel. If he or she is not present at the

appointed time without having given satisfactory reason for the absence, the church may proceed in his or her absence.

- E. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance, but should an adverse decision be reached, the church may proceed to admonish or declare the offender to be no longer in the membership of this church.
- F. In case of grave difficulty, the church will be ready, if requested, to ask the advice of an acceptable council from the associational leadership or a sister church's leadership.

Section 5. Termination

- A. Upon the request from another church of like faith and order for a transfer of membership letter for a member of this church who is in good standing, a letter of transfer will be granted by a vote of this church and the transferred member will be terminated from this church membership. A church letter of membership will not be granted to an individual.
- B. Membership shall be terminated by vote of the church when a member unites with a church of another denomination. No letter of dismissal is issued in such cases.
- C. Should a member become an offense to the church and its good name by reason of immoral or un-Christian conduct or by persistent breach of his or her covenant vows, the church may terminate his or her membership, by majority vote of the church, after due notice and hearing and faithful efforts have been made, but failed, to bring such member to repentance. This member shall be notified of his or her membership termination by mail.
- D. The church, after due notice and kindly effort to make such action necessary, may terminate by the majority vote of the church the membership of such persons who have not attended or supported the services of this church for a period of twenty-four months without a good reason.
 - 1. The deacons of the church shall constitute a standing committee to exercise benevolent oversight over the membership of the church.
 - 2. In the event that any person having been terminated from this church membership in this manner should unite with another church of like faith and order on promise of a letter of transfer and recommendation from this church, only a

statement will be granted by the vote of the church clearly stating the facts of their termination according to the by-laws of this church.

Section 6. Restoration

Any person whose membership has been terminated, may be restored by vote of the church. If the removal was for offense, he or she may be restored upon evidence of his repentance and reformation; or if the removal was on account of continual absence or non-support, he or she may be restored upon satisfactory explanation.

ARTICLE II – OFFICERS

Section 1. Corporate Officers

The Corporate officers, as registered with the state of Missouri, shall be established and determined as follows:

- A. President – Chairman of the Trustees
- B. Vice President – Vice Chairman of Trustees
- C. Secretary – Secretary of Treasurer
- D. Treasurer – Church Treasurer

Section 2. General

All General Officers shall be nominated by the Nominating Committee during the third quarter of the calendar year in which their office is to be filled and shall be approved by church vote.

- A. Church Clerk – The duties of the Church Clerk are:
 - 1. Records – It shall be the duty of the clerk to record and maintain a permanent record of all church proceedings. The clerk shall have charge of all church records and papers of a permanent nature. All minutes and paper shall be open for viewing at members' request.
 - 2. Annual Associational Letter – The clerk shall prepare the letter and present it to the church for approval each year along with any other statistical data as may seem advisable.

The contents of the letter and any other data presented shall become part of the record after. The letter shall be presented at the August Business Meeting.

3. Letters Concerning Membership – The clerk shall be responsible for receiving and sending all letters concerning membership. The same shall be presented to the church for action when membership status is affected.
4. Other Duties – The Clerk shall be familiar with the Constitution and by-laws and shall call the moderator’s attention to any church action under consideration which is contrary to the Constitution, by-laws, or other previous church action.

B. Treasurer (also Treasurer of the Corporation)

The Treasurer’s Duties are:

1. The Treasurer shall be responsible for the receipt and deposit of all funds contributed through the church and its organizations. The Treasurer shall disburse the funds according to the church budget and as instructed by other church action. The Treasurer will be advised by the Finance Committee concerning the timely payments of items of the church budget. All payments shall be made by check. The Assistant Treasurer shall perform the duties of the Treasurer in the event of the absence or disability of the Treasurer.
2. The Treasurer shall prepare monthly and annual financial statements to the church membership for approval. The financial records of the church shall be available for audit at the end of each fiscal year or whenever called for by the church.
3. The Treasurer-Elect shall serve with the Finance Committee from May to September in preparation of the next budget and shall serve in the full capacity of Treasurer from September first (1st) to August thirty-first (31st).

C. Trustees

1. Number. The Trustees shall be composed of at least six (6) members.

2. Term of Office. The maximum term of office shall be three (3) years. Each year one-third of the members shall end their term of office. A member shall be eligible for an additional term if his previous term was less than two (2) years or if he has been inactive for one (1) year.
3. Qualifications. Individuals chosen to hold the office of trustees shall have been a member of this church for at least one (1) year, shall be a tither, and shall be active in at least two (2) phases of the church program.
4. Duties. It shall be the duty of the Board of Trustees to act as the legal custodians of the property of the church and to take all necessary measures for its protection, maintenance, and management. The Trustees shall have the duty to recommend to the church the purchase and sale of real property and the creation of debts and obligations binding upon the church. The Trustees shall have majority vote approval of the church members at a regular service after proper notice before executing the recommendation taken to the church. Proper notice of proposed church action shall be given seven (7) days prior to the date of the meeting, stating the purpose, time, and place for said meeting to consider the recommendation of the Board of Trustees. Such notice shall be read once at each of two (2) regularly scheduled church services.
5. Officers. The Trustees shall elect from their membership a President, Vice President, and Secretary. These officers must then be confirmed, these Trustee officers shall also assume the responsibilities of Corporate Officers according to Article II, Section I.

Section 3. Deacons

- A. Qualifications. A deacon or candidate for a deacon shall be a man who qualifies for the office of deacon according to the New Testament scriptures of Acts 6:3, I Timothy 3:8-13. He shall have been elected to service by this church and ordained by this church or another church of like faith and order. He shall be a tither and shall have been an active member of this church for at least one (1) year prior to the election. Unless providentially hindered shall attend worship services and deacon meetings regularly.
- B. Selection.

1. Annual Selection. The church shall elect the appropriate number of deacons annually to replace the one-third (1/3) which will rotate from active service and, if possible, provide the desired number.
2. Nomination. Nomination shall be completed by the first Sunday of August. Each church member thirteen (13) years old or older shall have the privilege of nominating the men to fill the vacancies. At nomination time the church membership shall be notified by letter stating the names of deacons rotating off the committee, names of the remaining deacons, the number of vacancies, and the eligible inactive deacons. Church members shall nominate any man in the church they feel is qualified either inactive-ordained or unordained men. The active deacon body and the pastor shall determine the nominee's qualifications and their willingness to serve.
3. Election. The election of deacons should take place not later than the first Sunday in September. Secret ballots may be cast by those active church members thirteen (13) years old and older. Eligible voters may cast a vote for no more men than the number of deacons to be elected. Those receiving a vote of two-thirds (2/3) or more of the ballots cast may be elected to active service or set aside for ordination. In the event that more men than are required receive votes by more than two-thirds (2/3) of the ballots, the men receiving the largest number of votes shall be deemed elected. The active deacon body shall count the votes.
4. Ordination. Previously unordained members elected to the Office of Deacon shall serve for one (1) year prior to being ordained. This delayed ordination shall serve both the new deacon and the church membership as a trial period during which the deacon's qualifications and willingness to serve are reaffirmed. During this one (1) year trial period, the deacon shall have all the duties, responsibilities, and authorities of an ordained deacon except that they shall not hold office within the deacon body.
5. Number. The active body of deacons shall seek to maintain a minimum of fifteen (15) deacons for the first five hundred (500) resident members. Provided that qualified and willing men can be found in the church, the number shall be increased at a rate of three (3) deacons to every one

hundred (100) resident members of the church according to the annual church letter to the association.

6. Duties. The deacons shall, with the Senior Pastor, assist the Pastoral Staff in the overseeing of the spiritual unity, ministry support and growth of the church. They shall serve as a council of advice and conference with the Pastoral Staff in all matters relating to the progress of the church, development of Christians and the extension and growth of the Kingdom of God. In council with the Pastoral Staff, they shall have oversight in the discipline of the church, in the administrations of which they are to be guided always by the principles set forth in Matthew 18:15-17; I Corinthians 5: 9-13; I Thessalonians 5:12-14. In a period when the church is without a Senior Pastor or Associate Pastors, unless the church shall provide a Pulpit Committee, the deacons shall arrange for an interim pastor or a temporary program for the church.
7. Period of Service. Deacons shall be elected to serve three (3) year terms, except one (1) and two (2) year terms to complete a term which was vacated. One-third (1/3) of the total number of active deacons shall rotate off active service annually. No deacon shall, after serving for three (3) consecutive years, be eligible to serve until he has been off active service for one (1) year.

C. Selection

1. Vacancies. Vacancies on the active committee shall be filled as soon as possible by election in the same manner as the annual deacon election or by church approval of an inactive deacon who has previously served in this church and is eligible for service.

Section 4. Staff Officers

It is expected that all staff officers will manifest a spirit of cooperation one with another in discharging their individual duties and responsibilities. They shall be unbiased and unprejudiced in supporting the church program. All staff officers shall be expected to follow the denominational program, unless the church specifies otherwise.

A. Pastor

1. Selection. When the church becomes pastorless, a Pulpit Committee of five members shall be nominated by the

deacons and presented to the church. Church staff personnel and members of their immediate family shall not be eligible to serve on this committee. The Pulpit Committee shall be limited to seven (7) members. In the event additional nominations are made from the floor, election of the committee shall be made by ballot. The deacons shall be responsible for supplying the pulpit with acceptable men or recommend the selection of an Interim Pastor until a Pulpit Committee is formed.

The Pulpit Committee shall recommend the nominee for Pastor, considering only one (1) man at a time. A meeting of the church for the purpose of calling a Pastor must have at least one (1) week's public notice prior to the vote of three-fourths (3/4) majority of the active members thirteen (13) years old or older present and voting shall be necessary to carry such elections. When so elected, the Pastor shall hold office at the pleasure of the church, or until his resignation.

2. Duties. It shall be the duty of the Pastor to conduct the public worship services and preach at the appointed time and regular place of worship; to invite speakers for pulpit supply when necessary; to act as moderator; to serve as Chairman of Church Council; to administer the ordinances; to always be ready to assist with his counsel, in both temporal and spiritual welfare of the church; to have special watch-care over all church functions; to have a kindly interest in the work of the Kingdom; and to perform the various other duties pertaining to his office as set forth in the Word of God. He shall serve as ex-officio member of all committees of the church. His office and place of leadership should be respected and honored at all times.

He shall be church staff supervisor. It shall be his responsibility to lead the church and direct in the coordination of its program. Should any questions arise relative to the routine responsibilities or privileges of the regular staff employees of the church, they shall be referred to the Pastor for decisions.

3. Termination. In the event consideration shall be given to the termination of the Pastor's services, it shall be brought to the attention of the Personnel Committee. This Committee shall consider and review all available information and present its recommendations, if any, to the deacons. Recommendation for the termination of the

service of the Pastor shall be considered and approved by the deacons before presentation to the church. The Pastor shall give at least two (2) weeks notice of resignation prior to the termination of his services. A two-thirds (2/3) majority vote by secret ballot of the active members thirteen (13) years old and older present and voting shall be required to terminate this relationship. The church shall give a thirty- (30) day written notice of termination. The pastoral relationship may be officially terminated at any time prior to the end of thirty (30) days provided sufficient severance pay is given to compensate for a total of thirty (30) days salary and benefits less car allowance from the date of church action. Any church-owned residence occupied by the Pastor shall be vacated within sixty (60) days after notice of termination.

B. Worship Pastor

C. Associate Pastor, Youth

D. All Other Church-called Paid Personnel

1. Determined Need. In the event that the program of the church should indicate the need for additional staff personnel, it shall be the responsibility of the Personnel Committee to make a study of the situation.
2. Selection. In the event of a need for additional staff, or the filling of a vacancy in the staff, the Personnel Committee, in cooperation with the Pastor, shall make recommendations to the church. A two-thirds (2/3) majority vote of those active church members thirteen (13) years old and older present and voting shall be necessary to carry such an election.
3. Termination. In case a staff member wishes to resign, he shall submit his written resignation to the Pastor or Chairman of the Personnel Committee at least two (2) weeks before termination of services. In the event of alleged inefficiency, incompetence, insubordination, or any other reason constituting a cause for dismissal, the employee, together with the Pastor, shall appear before the

Personnel Committee. If, after making a study of the problem, the Personnel Committee deems it is advisable, it shall report its findings along with a recommendation to the deacons. The deacons shall consider the findings and recommendations of the Personnel Committee and shall make recommendations to the church for final disposition. A two-thirds (2/3)-majority vote of active members thirteen (13) years old or older, present and voting in favor of termination shall be required to terminate a staff member. Notification shall be made to the terminated staff member in writing thirty (30) days prior to termination date.

4. Duties. The duties of the church-called paid personnel shall be defined by the Pastor and the Personnel Committee.

ARTICLE III – COMMITTEES

The following standing committees shall be elected by the church to serve from September first (1st) through August 31 (31st) except as noted. Nominees for committees beginning service on September first (1st) shall be presented to the church for approval not later than the annual business meeting in July. Unless otherwise noted, the Chairman or Director of a committee and committee members shall be nominated by the Nominating Committee and approved by the church. All committee meetings shall be open to observation by membership except where personnel or church discipline is involved.

Section 1. Nominating Committee

- A. The Nominating Committee shall be composed of a Chairman and six (6) members.
- B. The Chairman and four (4) members shall be elected at the March business meeting. This five (5) member Nominating Committee shall nominate a Sunday School Director and a Training Union Director preferably at the April business meeting. After church approval, the two (2) directors shall be added to the original committee for a total of seven (7) members.
- C. At the May business meeting, the Nominating Committee should Present the Associate Directors and Division Directors for Sunday School and Training Union and Baptist Men and Baptist Women.
- D. In July, the Nominating Committee should submit nominees for Trustees, Church Clerk, Treasurer, Assistant Treasurer, and Finance Committee Chairman.

- E. By the August business meeting, nominees should be submitted to fill all vacancies to take office September first (1st).
- F. All nominees shall be contacted prior to presenting their names to the church to ascertain their willingness to serve.

Section 2. Nursery Committee

- A. The Nursery Committee shall be composed of a Chairman and four other members: a representative from the nursery departments of the Sunday School, Church Training, and a representative from the Women's Missionary Union and the church choir. The Minister of Education and Nursery Coordinator shall be ex-officio members of this committee.
- B. The Nursery Committee shall:
 - 1. Recommend selection of a Nursery Coordinator. If the Coordinator is a regular paid employee, the recommendations shall be made to the Personnel Committee. The Nursery Coordinator shall have general supervision of all nursery activities and personnel, both paid and volunteer. Paid workers shall be selected by the Personnel Committee, and approved by the Nursery Coordinator. Volunteer works may be selected by the Nursery Committee.
 - 2. Be responsible for health and safety of babies and for conservation and sanitary care of equipment.
 - 3. Recommend to the Trustees the purchase of necessary new permanent equipment.
 - 4. Promote good will between parents and nursery personnel.
 - 5. Draft policies, rules, and regulations for effective and efficient operation of the nurseries. These policies, rules, and regulations shall be recommended to the church for approval. Upon approval, these policies shall be conspicuously posted in the nurseries. The Committee shall be responsible for the enforcement of these rules.

Section 3. Personnel Committee

- A. The Personnel Committee shall be composed of a Chairman and four other members. The undergirding principles of Christian understanding, love, and devotion should always characterize the ministry of this committee; the choosing of its members should be done with much prayer and careful deliberation.
- B. The Personnel Committee shall:
 - 1. Work with the Pastor in matters relating to staff personnel administration and management.
 - 2. Be responsible for the position responsibilities of each staff member with the exception of the Pastor. These responsibilities should be reviewed and possibly amended from time to time.
 - 3. Recommend the starting salaries of the church employees, other than the Pastor. (The starting salary for the Pastor shall be recommended by the Pulpit Committee.) Prior to adoption of the annual budget, the Personnel Committee shall review and recommend salaries of the Pastor and all other employees and shall recommend policies relating to vacation pay and fringe benefits.
 - 4. Be responsible for hearing personnel grievances.
 - 5. This committee shall be responsible for the updating and maintenance of the church control procedures regarding personnel. The church control procedures may be revised by the church at a regular business meeting after recommendation by the Personnel Committee.

Section 5. Lord's Supper Committee

- A. They shall be responsible for the Lord's Supper equipment and supplies and make recommendations to the Trustees for the purchase of additional or replacement items.
- B. The Active Deacon body shall be responsible with the Pastor for serving the Lord's Supper.

Section 6. Media Center Committee

- A. The Committee shall consist of a Media Center Director and a minimum of two additional members. The Committee shall be responsible to build and maintain a working library in the church, to collect, to conserve, and circulate educational media materials, including books, films, filmstrips, and similar materials.
- B. The Media Center shall be responsible for the upkeep and general maintenance of all audiovisual equipment belonging to the church, such as projectors, screens, portable speaker systems (not standard equipment used as furnishing in the sanctuary), tape recorders, and other sound or film equipment. The Media Center shall offer aid to the various organizations in the necessary use of the equipment according to their needs.
- C. The Education Committee shall determine the church's resource and audio-visual aid needs and recommend specific purchases for resource additions to the center.

Section 7. Grounds Committee

- A. The Grounds Committee shall, whenever possible, have a member of the Trustees as Chairman.
- B. The Committee shall be responsible for the general upkeep and Maintenance of the property grounds (including the parking areas), but not including the parsonage (if applicable).
- C. Snow and ice clearance from the sidewalks and parking areas shall be provided for by this Committee.
- D. This Committee shall be responsible for the maintenance and upkeep of the church-owned equipment used in their work.
- E. They shall make recommendations to the Trustees for the repair, purchase, and sale of their equipment. They shall also make recommendations to the Trustees for routine operating expenses.

Section 8. Building Committee

- A. The Building Committee shall, whenever possible, have a member of the Trustees as Chairman.
- B. The Committee shall be responsible for the maintenance and upkeep of all church-owned buildings. These responsibilities do not include custodian services which are maintained through the Personnel Committee. The Building Committee shall, however, make recommendations to the Personnel Committee regarding the custodial practices.
- C. The Committee shall be responsible for the routine upkeep and servicing of equipment in the building according to the schedule established by the Trustees.
- D. The Committee shall make recommendations to the Trustees regarding necessary expenditures and the repair and purchase or sale of equipment.

Section 9. Kitchen Committee

- A. The Kitchen Committee shall be composed of a Chairman and five other members.
- B. The Kitchen Committee shall:
 - 1. Be responsible for the kitchen and all related equipment as pertaining to maintenance and sanitation.
 - 2. Be responsible for recommending to the Trustees the purchase of necessary new permanent kitchen equipment.
 - 3. Be responsible for drafting of rules and regulations for the effective and efficient use of the kitchen and related equipment. This Committee shall be responsible for the enforcement of the rules and regulations following adoption by the church.

Section 10. Greeting Committee

The Greeting Committee shall be responsible for greeting visitors and members at the church doors prior to the Sunday School hour and at such times as the Church Council may request. Bulletins and other information and assistance may be offered.

Section 11. Recreation Committee

- A. The Recreation Committee shall be responsible for the promotion and organization of any athletic or recreational activities of the church.
- B. Recommendations for regularly scheduled activities shall be made to the Church Council. The Church Council shall advise the church regarding the activities.
- C. The Committee shall be responsible for advising the Trustees Regarding the need for special insurance coverage and subject to Trustees' decisions regarding same.

Section 12. Bereavement Committee

- A. The Bereavement Committee shall consist of at least four people who may be readily notified when a death occurs in the church family.
- B. The Committee shall be responsible to coordinate assistance, meals, and help from other church members in that time of need. They will also be sure that the family deacon is notified.

Section 13. Flower and Decoration Committee

The Committee shall consist of at least two people who will arrange for flowers and decorative arrangements where appropriate in the church for regular services.

Section 14. The Music Committee

The Music Committee shall consist of the church musicians and at least four members representing a cross section of the church family who may provide counsel with the Music Director regarding the church music program. The Music Director shall be the Chairman and shall schedule such meetings as may be helpful.

Section 15. Education Committee

The Educational Director or someone elected by the church shall be the Chairman of this Committee. The Committee shall be composed of the following leaders and six additional members: Sunday School Director, Church Training Director, and Media Center Director. The Committee shall develop a concern for Christian education and promote cooperation toward better Christian education and promote cooperation toward better Christian education in the homes and in the church. They shall develop a

plan for a comprehensive program and policies for the consistent execution of it.

Section 16. Ushers Committee

The Chairman and Assistant Chairman of Ushers shall be nominated by the Nominating Committee and elected by the church. The number of ushers shall be sufficient to care for the needs of the congregation prior to, during, and following any regularly scheduled service in the sanctuary.

The ushers shall be responsible for receiving the offerings taken in the sanctuary service and immediately transferring it to the appropriate Counting Committee group. The Chairman of Ushers will direct the ushers in the seating comfort of the congregation, the greeting of visitors to the sanctuary, handing out the bulletins there, the prevention of distractions and interruptions, and similar needed services. The number of ushers required shall be recommended by the Usher Chairman to the Nominating Committee. The members shall be nominated by the Nominating Committee and elected by the church.

Section 17. Counting Committee

- A. The Counting Committee shall consist of four counting groups, each consisting of three or more members and a Group Captain, with the Church Treasurer serving as chairman.
- B. The Treasurer shall recommend the four Group Captains to the Nominating Committee and coordinate the alternate scheduling of the groups for counting.
- C. The captains, members, and alternate members shall be nominated by the Nominating Committee and elected by the church.
- D. The Counting Committee shall arrange for counting and appropriate deposit of the offerings received by the church in group meetings.

Section 18. Finance Committee

- A. Membership. The Finance committee shall be composed of a Chairman and Vice Chairman, neither of whom shall be the Corporate Chairman, Deacon Chairman, or Treasurer, to be elected annually by the church, and the following members.

1. Corporate President (Chairman of Trustees)
2. Chairman of Deacons
3. Treasurer
4. Two or more at-large members to be elected by the church

B. Term of office. The maximum term of office shall be three (3) years. Each year one-third of the members shall end their term of office. A member shall be eligible for an additional term if his previous term was less than two (2) years or if he has been inactive for one (1) year.

C. Duties. The Finance Committee shall be responsible for the following functions:

1. Prepare and publish a proposed Annual Church Budget for the coming fiscal year. The fiscal year shall begin January 1 and end December 31 of each year. The proposed budget shall be published and made available for the church at large no later than the first Sunday in November.
2. Perform cash flow planning, with monthly updating, using suitable accepted practices to project future cash inflows, outflows, surpluses, and deficits.
3. Develop recommendations to the church membership for disposition and handling of all deficits not previously arranged for and surpluses in excess of \$5,000.
4. Approve bookkeeping, accounting, and report procedures and assume adherence to practices prescribed by the church.
5. Arrange for audit of church financial records once each year
6. Approve purchase requests and bills for payment to the extent authorized by the church budget. Nonbudgeted disbursements and disbursements in excess of the budget must be approved by the church.
7. Oversee the activities of the Budget Promotion Subcommittee

Section 19. Stewardship Committee

- A. The Stewardship Committee shall consist of a Chairman elected by the church, one of the Finance Committee members, and two other members to be selected by the Chairman from the church membership.
- B. The Stewardship Committee will:
 - 1. Devise and direct, with the Pastor, a stewardship campaign during the month of May.
 - 2. Publicize and promote the proposed budget.
 - 3. Distribute offering envelopes.
 - 4. Generally promote stewardship and tithing

Section 20. Missions Committee

- A. The Committee shall consist of a Chairman and five members who are active members in the church.
- B. The Committee shall keep abreast of mission opportunities at home and where special opportunities present themselves away from home.
- C. Recommendations shall be made regarding the annual budget allotment for mission efforts and contributions to the Southern Baptist Convention.
- D. The Committee shall make recommendations to the church for the general direction and function of the Bus Ministry of the church.

Section 21. Benevolence Committee

- A. The Pastor, Chairman of Deacons, and the Chairperson of the Finance Committee shall constitute an emergency committee with the authority to approve the immediate disbursement of up to one hundred dollars (\$100) per needy case.
- B. The Deacons shall constitute the Benevolence Committee and be authorized to disburse up to five hundred dollars (\$500) per needy case. Any need beyond five hundred dollars (\$500) must be brought to the church for approval.

Section 22. Youth Council

A council of youth representing the cross section of youth seventh grade through senior high shall be nominated and elected each year by those youth to serve in this capacity. The means of nominating and selecting these youth shall be determined by them. The council shall serve to represent the thoughts and interests of the youth in church programs and planning where they are involved.

ARTICLE IV – MEETINGS

Section I. Worship

- A. Public worship shall be held on Sunday morning and evening.
- B. Wednesday night shall be designed for Bible study and prayer.
- C. The worship, praise, prayer, and study times may be cancelled by vote of the church or by the Pastor in the event of unusual hazardous weather conditions.
- D. The Lord's Supper shall be observed at least once each quarter. At least once a year preceding this observance, the church covenant shall be read publicly.
- E. Other planned meetings may be requested by the Church Council and by the vote of the church.

Section 2. Business

- A. Regular business meetings shall be held on the second Sunday of each month, unless changed by a vote of the church. These meetings will be open for the entire membership of the church. Any member can be heard from at any business meeting.
- B. The Senior Pastor shall preside at all meetings of the church for worship or business. In his absence, the senior Associate Pastor (in seniority) shall be moderator with other Pastors to follow. In the absence of all Pastors, the Chairman of the Deacons shall be moderator. In absence of both, the Church Clerk shall call the meeting to order, and a moderator pro-tem shall be elected.
- C. At any regular meeting for worship, the church may, without notice, act upon the reception of members and upon appointment of delegates to councils, conventions, or seminars. No other business

may be conducted during regular worship services except by prior public announcements.

- D. Special business meetings may be called by the Senior Pastor, Associate Pastors, or Chairman of Deacons, to handle any pertinent matters specified in the announcements, provided three previous public announcements have been made.
- E. The annual letter to the Association shall be read to the church before submitting it to the Association.
- F. Robert's Rules of Order (revised) shall be the final authority in conduct of all meetings; only member of the active church roll may act and vote in the transactions of the church.
- G. Ten percent of the active members shall constitute a quorum. The call or dismissal of those on an indefinite call shall require a twenty-five percent quorum.

ARTICLE V – PAID PERSONNEL

Section 1. Definition

One who receives monetary compensation for performing a specific job.

Section 2. Policy

All functions pertaining to personnel policies and administrations shall be in accordance with the church Control Procedures on Personnel

ARTICLE VI – CHURCH COUNCIL

Section 1. Members

The Church Council shall be composed of the following:

- A. Pastor (Chairman)
- B. Church Clerk
- C. Treasurer

- D. Sunday School Director and Division Leaders
- E. Training Union Director
- F. Education and/or Youth Director
- G. Music Director
- H. Deacon Chairman
- I. President of the Baptist Men
- J. Director of Baptist Women
- K. President of the Youth Council
- L. Media Center Director
- M. Church Social Fellowship Director

Section 2. Purpose

The purpose of the Church Council shall be:

- A. To coordinate activities of the church.
- B. To formulate and recommend to the congregation suggested church objectives and goals.
- C. To develop and recommend to the congregation strategies for reaching church goals.
- D. To review and report as appropriate to the congregation the use of resources in terms of the needs of the church programs as they work toward the objectives and goals.
- E. To evaluate program achievements in terms of church objectives and goals and report evaluation of the church.

Section 3. Meetings

Church Council meetings shall be held quarterly or at the call of the Pastor. When members of the Church Council are unable to attend, alternate representatives from their organizations should be assigned to attend.

Section 4. Authority

- A. Matters agreed upon by the Church Council shall be approved by the church.
- B. The Church Council acts in an advisory capacity only.

ARTICLE VII – AMENDMENTS

The by-laws may be changed by a two-thirds (2/3) vote of the active members present and voting at any annual meeting of the church, at any regular business meeting of the church provided the proposed changes are announced three (3) times publicly prior to the regular business meeting, or at a meeting specifically called for that purpose provided the proposed change (s) is stated in each of the required three notices of the called business meeting.