

CONSTITUTION AND BY-LAWS

for

RIDGEVIEW BAPTIST CHURCH - CHATTANOOGA, TENNESSEE

Originally adopted: 11/06/68

Revised and adopted: 10/05/77

Revised and adopted: 11/04/87

We declare and establish this constitution for the preservation and security of the principles of our faith, and that this body may be governed in an orderly manner. This constitution will preserve the liberties of each individual member of this church and the freedom of action of this body in its relation to other churches.

**ARTICLE I - NAME**

This body shall be known as the Ridgeview Baptist Church of Chattanooga, Tennessee, located at North Moore Road at Brainerd Road.

**ARTICLE II - STATEMENT OF FAITH AND PURPOSE**

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of the "Baptist Faith and Message", as adopted by the Southern Baptist Convention in 1963. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are baptism and the Lord's Supper.

Our purpose is to assemble ourselves together in love and in unity of the spirit, praising God and glorifying His name; to proclaim the gospel of Jesus Christ in such a way that it calls men to repentance and a belief in Jesus Christ; to minister unselfishly to all people in Chattanooga, Tennessee, and throughout the world, whatever the need, in Jesus' name; and to be a fellowship of maturing Christians, whose learning will result in Christ-like living.

**ARTICLE III - CHURCH COVENANT**

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Saviour and Lord and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, and this assembly, most solemnly and joyfully enter into this covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and

regularly to the support of the ministry, the expenses of the church, and the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealing, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to personally abstain from promoting the sale of, and use of, intoxicating drinks as a beverage: to abstain from the sale and use of illegal drugs or abuse of legal drugs; to be zealous in our efforts to advance the kingdom of our Saviour.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Saviour to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

#### **ARTICLE IV - CHARACTER**

##### **Section 1. POLITY**

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support the association and state convention affiliated with the Southern Baptist Convention.

#### **BY-LAWS**

#### **ARTICLE I - MEMBERSHIP**

##### **Section 1. GENERAL**

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

##### **Section 2. CANDIDACY**

Any person may offer himself as a candidate for membership in this church.

All such candidates shall be presented to the church at any regular worship service for membership in any of the following ways: (1) by profession of faith and for baptism, (2) by promise of a letter from another Baptist church, (3) by restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable, (4) believer's baptism. It is possible for one to have received believer's New Testament baptism, by immersion, without it necessarily having been performed by a Baptist church. There are other Christians who believe salvation is "by grace through faith" and baptism by immersion following professed faith is not essential to salvation but is an act of obedience to Jesus Christ who commanded it and to symbolize His death, burial, and resurrection. When one has been saved and baptized in the manner mentioned above and is in accord with the principles and policies of our church, they may be proposed for membership.

Should there be any substantial dissent as to any candidate, such dissent shall be referred to the Pastor and the deacons for investigation and the making of a recommendation to the church within thirty (30) days. A majority vote of those members present and voting shall be required to elect such candidates to membership.

### Section 3. TERMINATION OF MEMBERSHIP

Membership shall be terminated in the following ways: (1) death, (2) dismissal to another Baptist church, (3) affiliation with a church of another faith or denomination, (4) the church may terminate, without prejudice, membership of persons who are nonresident for the space of one (1) year or for the same space of time not habitually worshipping with the church, but only after faithful efforts have been made to locate and restore such members, (5) exclusion by action of this church. Should a member become an offense to the church and to its good name by reason of immoral or unChristian conduct or by persistent breach of his covenant vows or non-support of the church, the church may terminate his or her membership by a three-fourths (3/4) vote, but only after due notice and hearing and after faithful efforts have been made to bring such member to repentance and amendment. It shall be the policy of this church to deny the granting of a church letter to an individual member.

## ARTICLE II - CHURCH OFFICERS

### Section 1. GENERAL

All church officers must be members of the church. The officers of this church shall be as follows: Pastor, Active Deacons, Clerk, Treasurer, Trustees, and all other ministerial staff.

Section 2. PASTOR

A. DUTIES

The Pastor is responsible for leading the church in functioning as a New Testament church. The Pastor will lead the congregation, the organizations, and the church staff in performing their tasks. A major concern of the Pastor is to perform pastoral responsibilities. The Pastor is the leader of worship, proclamation, education, and pastoral ministries. He shall preside at meetings of the church. The Pastor shall be an ex-officio member of all boards, committees, and organizations of the church; his counsel and leadership is to be recognized in all of them, but he shall not be entitled to vote.

B. TERMINATION

The Pastor's relationship with the church may be terminated by his request or by request of the church. The "church request" shall be defined as a majority vote of those members present and voting by secret ballot at a regular or special business meeting of the church, after at least one (1) week public notice giving the purpose of the meeting. Notice by means of the church bulletins shall be deemed sufficient.

If the Pastor terminates at his own request, the church shall be given thirty (30) days notice from the date of his resignation.

C. PULPIT SUPPLY AND INTERIM PASTOR

The active deacons shall be responsible for obtaining speakers at the regular worship services in absence of a pastor due to resignation or incapacity. Further, the active deacons shall be responsible for seeking out and recommending to the church a suitable Interim Pastor who will serve until a new Pastor has been elected by the church or until his resignation or is terminated by the church, whichever comes first.

The Interim Pastor shall be elected by the church at a regular or a special meeting called for this purpose. An affirmative vote by a majority of those members present and voting shall constitute an election.

D. NOMINATION AND ELECTION

(1) Pulpit Committee

As soon as possible following termination of a pastor, a Pulpit Committee shall be nominated by the active deacons. The committee shall consist of a chairman and four (4) other members. Due regard shall be given in that both men and women of younger, middle-aged, and senior members will be represented.

The committee nominated by the active deacons shall be presented to the church as a slate in a called meeting expressly called for this purpose after a week's public notice.

The meeting called for this purpose shall be open to nominations from the floor provided that such nominees are present at the meeting and personally agree to serve, if elected.

(2) Nomination

Upon election, the Pulpit Committee shall proceed to seek out a suitable pastor. Their recommendations will constitute a nomination although any member has the privilege of making other nominations according to the policy established by the church. The committee shall bring to the consideration of the church only one (1) name at a time.

(3) Election

Election shall be by secret ballot. An affirmative vote of three-fourths (3/4) of those members present shall be required for election.

The pastor, thus elected, shall serve until the relationship is terminated as set forth in Section TWO (2), Part B hereof.

Section 3. DEACONS

A. Number: There shall be a minimum of twelve (12) deacons. B. Term of Office: Each deacon shall be elected to serve a term of three (3) years. Insofar as possible to arrange, the terms of one-third (1/3) of the active deacons will expire each year; after one (1) year, they will become eligible to return to active status. There is no obligation to constitute as an active deacon a person who comes to the church from another church where he has served as deacon.

C. How elected: Each year the active board of deacons, in cooperation with the Pastor, shall consider the inactive deacons who are still active in the support of the church and worthy; and which individuals desire to return to the active board. At the September church conference, the names of these inactive deacons to return to active status shall be presented to the church for approval. Those approved by the church shall serve in accordance with the rotation described above.

D. Deacons: When in the judgement of the Pastor and active deacons it becomes necessary or desirable to ordain new deacons, the active deacons in cooperation with the Pastor shall review the church roll to determine those men who are qualified scripturally for the office of deacon as outlined in I Timothy 3:8-13. At the September Church Conference, the names of the men selected by the active deacons shall be presented to the church body for its approval and authority to ordain them to the office of deacon. After ordination, these new deacons shall be installed as active deacons for a three (3) year term in accordance with the rotation schedule outlined above.

In the event through death, transferral, request to be relieved of duties, sickness or any other reason reduces the number of active deacons below twelve

(12), one or more of the inactive deacons shall be presented to the church for their approval at the next regularly stated church conference or at a specially called conference, if in the judgment of the Pastor and deacons, an emergency exists. E. Duties: In accordance with the meaning of the word and practice of the New Testament, deacons are to be servants of the church. 1. They must be zealous to guard the unity of the Spirit within the church in the bonds of peace. 2. They are to serve as a council of advice and conference with the Pastor in all matters pertaining to the spiritual and material welfare and work of the church. 3. They are to maintain personal oversight of all the membership of the church. They are to seek to know the physical needs and the moral and spiritual struggles of the brethren and sisters and to serve the whole church in relieving, encouraging, and developing all who are experiencing any such needs. 4. The deacons shall at their June meeting elect a chairman-elect, at their October meeting elect a vice-chairman and secretary, appoint such committees of its own as are necessary and to recommend to the Committee On Committees - one (1) active deacon to serve on the Finance Committee and one (1) active deacon to serve on the Personnel Committee. 5. Each deacon shall freely confer with the Pastor about all matters and cases which in his judgment would be most wisely and spiritually handled in private. 6. Generally, the function of the deacons shall be two-fold. First, to consider all matters pertaining to the welfare of the church, its individual members, to perform acts of benevolence to non-church individuals or families, and to make recommendations to the church. Second, to execute instructions given them by the church. 7. Deacons shall be responsible for pulpit supply and interim pastor as prescribed in Article II, Section 2C. 8. Any deacon who has reached the age of sixty-five (65) and who has served five (5) or more years as a deacon in this church, who requests retirement from the active deacon group may, upon recommendation of the deacons and approval of the church, receive the designation of deacon emeritus in recognition of loyal service. Or, any deacon who has served five (5) or more years and becomes incapacitated by reason of ill health or other causes, may upon recommendation of the deacons and approval of the church, receive the same title. The members holding such title shall have the right to actively participate in all ordination services; upon assignment may serve during the observance of the Lord's Supper, and shall have all other privileges of a deacon, except that of voting in the deliberations of the deacons.

#### Section 4. MODERATOR

The moderator shall be the Pastor. In the absence of the Pastor, the Chairman of the deacons shall preside; or in his absence, the vice-chairman of

the deacons; or in the absence of all of these, the Clerk shall call the church to order and an acting moderator shall be elected.

#### Section 5. CLERK

The Church Clerk shall keep in a suitable book a record of all the actions of the church, except as otherwise herein provided. The Clerk is responsible for keeping a register of names of members, with dates of admission, dismissal, or death, together with a record of baptisms. The Clerk shall issue letters of transfer voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary as indicated in these By-Laws. The church may delegate some of the clerical responsibilities to a church secretary. All church records are church property and shall be filed in the church office.

#### Section 6. TREASURER

It shall be the duty of the Treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the Treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month. The Treasurer's report shall be subject to audit.

In the absence or incapacity of the Treasurer, all duties of the Treasurer shall be performed by the Assistant Treasurer.

#### Section 7. TRUSTEES

(1) Three (3) trustees elected by the church will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. (2) It shall be the function of the Trustees to affix their signatures to legal documents involving the sale, mortgaging, purchase, or rental of property or other legal documents where the signatures of Trustees are required. (3) The Trustees are authorized to accept on behalf of the church any bequest or devise. (a) Any cash bequest received by the Trustees which has not been designated by the donor for any specific purpose or object shall be turned over by the Trustees to the Treasurer to be deposited with the general funds of the church. (b) Any cash bequest for a specific purpose or object shall be invested by the Trustees in such securities as may be approved by the church for the specific purpose or object for which bequeathed. (c) Title to any bequest other than cash, or to any property devised that has not been designated for any specific purpose or object by the donor, shall be taken in the name of the Trustees of the Ridgeview Baptist Church, Chattanooga, Tennessee, and

shall so be held until ordered disposed of by the church. (d) Title to any bequest other than cash or to any property devised for a specific purpose or object, shall be taken in the name of the Trustees of the Ridgeview Baptist Church, Chattanooga, Tennessee, and in both cases shall be so held until applied to the specific purpose for which bequeathed or devised, upon order of the church.

### ARTICLE III - CHURCH STAFF

#### Section 1. SELECTION

This church shall call or employ such staff members as the church shall need. A job description shall be written when the need for staff members is determined. Vocational staff members other than the Pastor and ministerial staff shall be recommended to the church by the Personnel Committee and employed by church action. Ministerial staff shall be recommended by a special search committee.

#### Section 2. SUSPENSION AND DISCHARGE

The Pastor shall have the authority to suspend any salaried staff member or employee immediately for gross neglect of duty, dishonesty, immoral conduct, or any other reason which would require suspension as a matter of good business practice. Such suspension will be with full pay. Upon such suspension, the Pastor will as soon as practicable, with all reasonable speed, call the Personnel Committee into session to consider the facts relating to the suspension. The Personnel Committee shall be empowered to change the status of the employee from suspended to discharged, and forthwith, report the matter to the active deacons and to the church body.

### ARTICLE IV - COMMITTEES

#### Section 1. GENERAL

All church committee members shall be selected by the Committee On Committees and elected by the church unless otherwise indicated.

#### Section 2. THE NOMINATING COMMITTEE

The Nominating Committee co-ordinates the staffing of all church leadership positions that are filled by volunteers. The Nominating Committee recommends persons for The Committee On Committees, The Church Program Directors, Church Officers and Teachers. The committee shall meet together with the Pastor and Chairman of deacons immediately following the church conference at which they are elected. After the Nominating Committee nominates and the church elects the Director of the Bible Study and The Church Training/Discipleship Program, they shall become members of the Nominating Committee.



Section 3. COMMITTEE ON COMMITTEES

The Committee On Committees coordinates the staffing, training, and evaluation of all committee positions that are filled by volunteers except when otherwise stated by these By-Laws. The Committee On Committees nominates the committee members to be elected by the church.

Section 4. BAPTISM COMMITTEE

The Baptism Committee is to assist in preparing for the ordinance of baptism. The committee is responsible for preparing the candidates and the baptistry for the ordinance.

Section 5. BUILDING AND GROUNDS COMMITTEE

The Building and Grounds Committee assists the church in matters related to properties administration. Its work includes such areas as maintaining all church properties for ready use, recommending policies regarding the use of properties, recommending and assigning responsibility to appropriate personnel for supervision. All suggestions, recommendations, or requests concerning changes in/or additions to the church properties or facilities, are to be referred to this committee for consideration. After consultation with the deacons, the committee will report their recommendations to the church.

Section 6. BUILDING SECURITY COMMITTEE

The Building Security Committee is to see that the church building is secure during regular church services.

Section 7. CHURCH TRANSPORTATION COMMITTEE

The Church Transportation Committee is responsible for providing or recommending purchase of transportation that will be of benefit to the church's spiritual endeavor. They will arrange schedules, qualify drivers and help establish policies for the use of vehicles. They are to coordinate and assist the bus ministry committee when the church adopts one.

Section 8. FINANCE COMMITTEE

The Finance Committee develops and recommends an overall stewardship information plan, and administers the gifts of church members, using sound principles of financial management. This committee shall consist of five (5) members. Two (2) members shall be the Treasurer and Assistant Treasurer. The other three (3) members shall include one (1) active deacon recommended by the active deacons and two (2) members nominated by the Committee On Committees.

Section 9. FLOWER COMMITTEE

The Flower Committee is responsible for securing, arranging, and disposing of floral arrangements for church services, and for providing flowers for sick and bereaved members.

Section 10. HISTORY COMMITTEE

The History Committee is responsible to collect, preserve and safeguard documents (or copies there-of), incidents, pictures, vital records and the like for any future references and materials needed.

Section 11. KITCHEN FELLOWSHIP COMMITTEE

The Kitchen-Fellowship Committee shall be in complete charge of all usage of the kitchen and responsible in seeing that its purpose serves the church properly and orderly.

Section 12. MISSION COMMITTEE

The Mission Committee seeks to discover possibilities for local mission projects, shares findings with church program organizations, and serves the church in establishing and conducting such mission projects as may be assigned to it.

Section 13. PERSONNEL COMMITTEE

The Personnel Committee assists the church in matters related to employed personnel administration. Its work includes such areas as staff needs, employment, salaries, benefits, and personnel services. Such items will be outlined in a Procedure Manual and kept by the church secretary under the supervision of the Pastor. The Personnel Committee shall consist of one (1) active deacon nominated by the active deacons and two (2) members nominated by The Committee On Committees.

Section 14. PRE-SCHOOL COMMITTEE

The Pre-School Committee working with the Pre-School Coordinator is to coordinate the church's pre-school activities and to help pre-school parents and teachers work together. The committee will see that adequate provisions are made for pre-school children eachtime there are church-wide functions.

The Pre-School Coordinator will be an ex-officio member of this committee.

Section 15. PUBLIC RELATIONS AND PROMOTION COMMITTEE

The Public Relations and Promotion Committee is to know and discover the public relations needs and choose the means of communication to persons inside and outside the church. The committee is responsible for discovering what needs to be communicated and to communicate with the proper audience.

Section 16. SPECIAL COMMITTEES

Special committees, other than those listed in the foregoing By-Laws, may be elected by the church upon proper presentation to the church. Special committees generally are for a specific purpose and temporary continuity. If such a committee is to become a permanent committee, proper steps should be taken to place it in the By-Laws and its written duties placed in the Church

Operating Manual.

Section 17. TECHNICAL SUPPORT COMMITTEE

The Technical Support Committee is responsible for the installation, maintenance, and operation of all sound, lighting, and video equipment used in regular and special church services. They shall also work with and assist the Media Library when Media Library equipment, such as projection equipment, is used in such services.

Section 18 USHER COMMITTEE

Ushers are to greet people as they enter and leave the church. The ushers will be attentive to the needs of the congregation and the Pastor.

Section 19. WELCOMING COMMITTEE

The Welcoming Committee's responsibility is to promote and formulate its endeavors to create a warm, friendly atmosphere on church property.

Section 20. COMMITTEE CHAIRPERSON

Each chairperson of a committee will be appointed by the church and is to see that the committee functions by the required duties specified in these By-Laws and Procedure Manual of the Committee.

Section 21. CHURCH CO-ORDINATING COUNCIL

The primary function of the Church Co-ordinating Council shall be to recommend to the church body suggested objectives and church goals for the church's consideration and study; to review and coordinate program plans recommended by the church officers, organizations, and committees; to recommend to the church body the use of leadership, calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives.

The council shall have as regular members the Pastor, all other ministerial staff, all church program directors, chairman of deacons, church clerk, and church treasurer. Committee chairpersons, age-level coordinators and other church officers shall serve as ex-officio members.

**ARTICLE V - TERM OF OFFICE**

Section 1.

All church officers (except Pastor, other ministerial staff, and deacons), employees, teachers, council, and committee members shall be elected by the church for a term of one (1) year or until their successor(s) has been elected and qualified.

Section 2.

The term of office referred to in Section 1 shall commence on the first

Sunday of the church year and continue through the last Sunday of the church year.

Section 3.

In the event a vacancy shall occur in any office referred to in Section 1 during the church year (except for the Pastor, other ministerial staff, and deacons), the Nominating Committee, in the case of teachers, church officers, church program directors, and the Committee On Committees; the Committee On Committees for a committee member; The Personnel Committee in the case of paid personnel shall recommend a replacement to the church at a regular or called meeting by the church. The replacement shall serve until the end of the church year.

**ARTICLE VI - PROGRAM ORGANIZATIONS**

Section 1. GENERAL

All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. It is understood that the Pastor is an ex-officio officer of all the organizations named and his leadership is to be recognized in them.

Section 2. BIBLE STUDY PROGRAM

There shall be a Bible Study Program under the direction of a director. The program shall be conducted every Sunday morning and at such other times as needs and opportunities warrant.

The purpose of the Bible Study Program shall be to teach the biblical revelation; lead in reaching all prospects for the church; lead all church members to worship, witness, learn, and minister daily; provide and interpret information regarding the work of the church and the denomination.

Section 3. CHURCH TRAINING/DISCIPLESHIP PROGRAM

There shall be a Church Training/Discipleship Program under the direction of a director. It shall be conducted as needs and opportunities warrant.

The tasks of the Church Training/Discipleship Program shall be to teach systematic theology, Christian history, Christian ethics, church polity and organization; give orientation to new church members; train all church members to worship, witness, learn, and minister daily; train leaders for the church and the denomination; discover, recruit, and train potential leaders; provide for specialized training; provide organization and leadership for special projects of the church; provide and interpret information regarding the work of the church and the denomination.

Section 4. WOMAN'S MISSIONARY UNION

There shall be a Woman's Missionary Union with such officers and such forms of organization as needed. The tasks of the Woman's Missionary Union shall be to teach missions, lead persons to participate in missions, provide organization and leadership for special mission projects of the church; provide and interpret information regarding the work of the church and the denomination.

Section 5. CHURCH MUSIC PROGRAM

There shall be a music program under the direction of the Minister of Music. Such officers and/or organizations shall be included as needed. The music tasks shall be to teach music and hymnody; provide music and musicians for the congregational services and the organizations of the church; lead persons to participate in hymn singing; train persons to lead, sing, and play music; provide organization and leadership for special projects of the church; provide and interpret information regarding the work of the church and the denomination.

Section 6. BAPTIST MEN PROGRAM

There shall be an organization known as "Baptist Men" with such officers and such form of organization as needed. The membership shall consist of all adult male members of the church body. The purpose of the Baptist Men shall be to teach missions; initiate mission projects; promote the personal involvement of its members in such projects; provide organization and leadership for male youth mission organizations; provide and interpret information regarding the mission efforts of the church body, association, state, and Southern Baptist Convention.

Section 7. MEDIA LIBRARY PROGRAM

There shall be a Media Library Program under the direction of the Media Library Director with such forms of organization as needed. The purpose of the Media Library shall be to administer the library, to provide equipment for the church's use, and to promote and develop calendar and budget items for this program and to provide support to other church organizations.

Section 8. RECREATION PROGRAM

There shall be a church recreation program under the direction of the Church Recreation Director. This program is to provide meaningful recreation events for all age groups. The task of the Recreation Program is to plan, conduct, evaluate, and recommend church recreational events; oversee the use of the Smith Activity Center; provide opportunities for intramural and league sporting events; and to plan and develop a calendar and a budget program.

**ARTICLE VII - CHURCH MEETINGS**

**Section 1. WORSHIP SERVICES**

The church shall meet regularly each Sunday morning and evening for preaching, instruction, evangelism, and for worship, and on Wednesday evening for prayer. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the Pastor.

**Section 2. REGULAR BUSINESS MEETING**

Regular business meeting shall be held monthly and when possible on the first Wednesday after the first Sunday of each month. Any change shall be recorded in the church calendars. Should there be any unusual business or matter to be brought before such regular monthly meeting, notice shall be given the membership one (1) week prior to the meeting.

**Section 3. SPECIAL BUSINESS MEETING**

A specially called business meeting may be held to consider special matters of significant nature. A one (1) week notice must be given for the specially called business meeting. Such notice shall state the purpose of the meeting. Notice by means of church bulletins shall be deemed sufficient. Business of the special business meeting shall be limited to the stated purpose of the meeting.

**Section 4. QUORUM**

The quorum consists of those members who attend the business meeting, provided it is a stated business meeting or one that has been properly called.

**Section 5. PARLIAMENTARY RULES**

ROBERT'S RULES OF ORDER, REVISED is the authority for parliamentary rules of procedure for all business meetings of the church.

**Section 6. CANCELLATION AND POSTPONEMENT**

The cancellation or postponement of meetings and services due to emergencies or weather will be determined by the joint consent of the Pastor and Chairman of deacons; also, upon common consent of the church body.

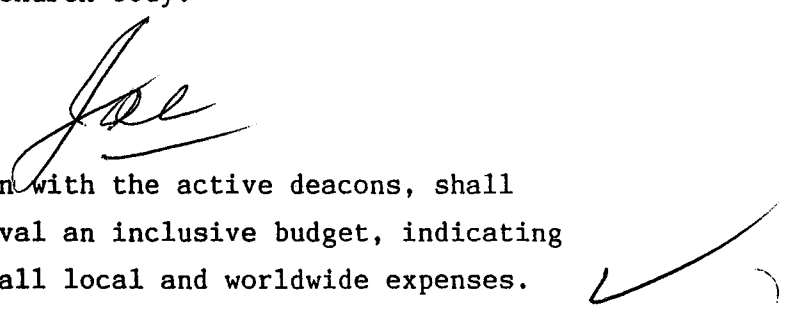
**ARTICLE VIII - CHURCH FINANCES**

**Section 1.**

The Finance Committee, in consultation with the active deacons, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and worldwide expenses.

**Section 2.**

All funds for any and all purposes shall pass through the hands of the

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(14)

Church Treasurer and be properly recorded on the books of the church.

Section 3.

It's understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts.

**ARTICLE IX - DISCIPLINE**

Section 1.

Should any unhappy differences arise among members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in the Eighteenth Chapter of Matthew.

Section 2.

Should any case of gross breach of covenant or of public scandal occur, the active deacons shall endeavor to rectify the problem, and if this effort fails, shall report the case to the church.

Section 3.

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 the church.

Section 4.

Any person whose membership has been terminated for any offense may be restored by vote of the church, upon evidence of his/her repentance and reformation; or, if on account of continued absence, upon explanation.

**ARTICLE X - AMENDMENTS**

Section 1.

Changes in this Constitution and By-Laws may be made at any regular business meeting of the church, provided such amendments shall have been presented in writing at a previous regular meeting and copies of the proposed amendments be furnished to each member present. Amendments to the Constitution shall be by two-third (2/3) vote of all members of the church present entitled to vote; amendments to the By-Laws shall have a concurrence of a majority of the members present and voting.

**ARTICLE XI - MISCELLANEOUS**

Section 1. FISCAL YEAR

The fiscal year of the church shall be January 1st to December 31st.

Section 2. PROCEDURE MANUAL

(A) An organization chart shall be prepared which will depict lines of responsibility in the administration of the church. This chart shall be revised periodically and shall be revised as needed. (B) Church policies and procedures shall be described in the Church Procedure Manual. The manual shall be kept in the church office and made available to any member of the church. The manual shall be maintained by the church secretary. Changes in policies and procedures may be initiated by any church member or organization. Additions, revisions, or deletions of church policies requires:

- (1) the recommendation of the church officers or organization including committees to whose areas of assignment the policy relates,
- (2) discussion by the Church Council, and
- (3) approval by the church.

Procedures may be added, revised, or deleted by:

- (1) recommendation of the appropriate officer or group,
- (2) approval by the church council, and
- (3) approval of the church if deemed necessary by the church council.