

Constitution and By-Laws

Preamble

We, the members of First Baptist Church of Mt. Carmel, Illinois, do hereby declare and establish this Constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner consistent with the accepted tenets of the Holy Bible and the Southern Baptist Convention, to maintain the autonomy of this Church in freedom of action in relation to other Churches and organizations.

ARTICLE ONE

NAME

This body shall be known as the First Baptist Church of Mt. Carmel, located at 130 West 6th Street, Mt. Carmel, Illinois.

ARTICLE TWO

OBJECTIVES

To be a dynamic spiritual organism empowered by the Holy Spirit to communicate the Good News of salvation through faith in Jesus Christ with as many people as possible in our Church, community, and throughout the world, glorifying God in the following ways:

To be a worshiping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man.

To be a Church that ministers unselfishly to persons in the community and the world in Jesus' name.

To be a Church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Christ.

To carry out the Great Commission of our Lord Jesus Christ as recorded in Matthew 28: 19-20.

ARTICLE THREE

PRINCIPLES OF FAITH

We affirm that the Holy Bible is God's revelation to mankind, and that it is inspired by God, it is without error, it is an accurate record of the history and future of mankind, and that it depicts the birth, life, death and resurrection of the Savior of mankind, our Lord Jesus Christ, and is therefore the sole basis for our faith.

We regard the scriptures of the Holy Bible as authoritative in all matters of faith, practice, and principle. This Church affirms as our doctrinal statement *The Baptist Faith and Message* as adopted by the Southern Baptist Convention in 2000 (Attached hereto and made a part hereof).

The ordinances of the Church are Baptism and the Lord's Supper.

ARTICLE FOUR
PURPOSE OF THE CHURCH

We confirm that our primary purpose is the communication of the Good News of salvation through faith in Jesus Christ to all persons as stated in Romans 1:16-17 and Mathew 28:19-20. We endeavor to equip and enable each individual for this purpose through the provision of opportunities of worship, education, service, and fellowship as described in Ephesians 4: 11-16.

ARTICLE FIVE
GOVERNMENT OF THE CHURCH

The government of this Church is vested in the body of believers who comprise it, owing allegiance only to its head and founder, the Lord Jesus Christ.

Persons duly received by the members shall constitute the membership. These members shall be individuals who have in common with the members their spiritual union with the Lord Jesus Christ and their agreement on the principles of Faith contained in this document. These members, so bound together, regard one another as having equal rank and privilege as well as equal responsibility and obligation in fulfilling the purpose of this Church as stated in Galatians 3:26-28.

All internal or external groups created and empowered by the Church shall report to and be accountable only to the Church, unless otherwise specified by Church action under authority of this Constitution.

At the same time, this body recognizes the rightful place of the state and pledges itself to the support of federal, state, and local governments in accordance with Romans 13:1-7 and I Peter 2: 13-17. Therefore, the Church shall be incorporated in accordance with the laws of this State of Illinois, governing religious bodies, and the handling of property shall be in accordance with such laws.

ARTICLE SIX
RELATIONSHIPS

This Church is subject to the control of no other civil or ecclesiastical body. However we recognize the benefits and sustain the obligations of mutual cooperation, which are common among Baptist Churches, associations and conventions. Insofar, as practical, this body agrees to cooperate with and support the Greater Wabash Baptist Association, the Illinois Baptist State Association and the Southern Baptist Convention.

ARTICLE SEVEN
AMENDMENTS

This Constitution may be amended, modified or repealed under the following circumstances: the proposal must be presented in writing and read at one regular business meeting. The proposal must then be presented at the next regular business meeting for action by the Church. The proposal must be approved by two-thirds (minimum) of members present and voting

ARTICLE EIGHT
SOLE AUTHORITY

There shall be no worship, education, service by members or fellowship conducted which is in conflict with this Constitution. The Church shall not conduct any business transaction contrary to the Constitution.

All rules, regulations, bylaws and policies previously approved, if any, by this Church, in conflict with this Constitution are each and all hereby repealed, set aside and superseded.

This Constitution shall be and is, hereby established as the sole "Constitution" for this Church. No rules, regulations, bylaws or policies may be established which conflict with this Constitution.

ARTICLE NINE
CHURCH COVENANT

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior and Lord and on the profession of our faith, having been baptized by immersion 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 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 to the spreading of the gospel through all nations.

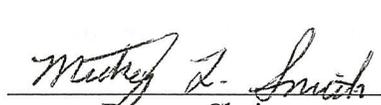
We also engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our conduct and to be zealous in our efforts to advance the kingdom of our Savior.

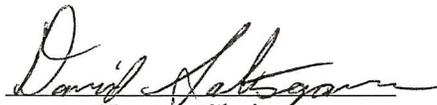
We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the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

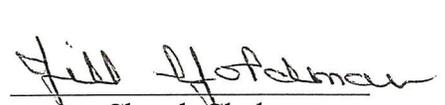
We moreover engage that when we remove from this place we will, as soon as possible, unite with some other Church where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE TEN
RATIFICATION

This Constitution is hereby ordained and established for First Baptist Church of Mt. Carmel, an Illinois not-for-profit corporation by vote of the membership on March 9, 2015.


Wesley L. Smith
Deacon Chairman


David Sabag
Trustee Chairman


Jill Hofelmaier
Church Clerk

BY-LAWS

PART I CHURCH MEMBERSHIP

Section 1: General

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains the exclusive right of self-government in all phases of the spiritual and temporal life of this Church. The Church Year shall begin on July 1st and run through the following June 30th.

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 themselves as a candidate for membership in this Church. All such candidates shall be presented at any Church business meeting for membership in any of the following ways:

- 1) By profession of faith and following scriptural baptism by immersion according to the policies of this Church.
- 2) By promise of a letter of recommendation from another Southern Baptist Church.
- 3) By restoration upon a statement of prior conversion experience and baptism by immersion in a Southern Baptist Church when no letter is obtained.
- 4) By statement of prior conversion experience, that was followed by scriptural baptism through immersion.
- 5) Ministerial candidates presented to the Church for a Call to our ministry, shall be deemed to have requested membership, which will be included in the vote for election to the position.

Section 3: Duties of Members

Members are expected to be faithful in all duties essential to the Christian life, to attend the services of this Church, to give regularly for its support and cause, and to share in its organized work. All members shall continue learning the faith through discipleship and Bible study.

Section 4: Rights of Members

- 1) Every member of the Church is entitled to vote at all Church business meetings provided the member is present.
- 2) Every member of the Church is eligible for consideration by the membership as candidates for, non-ordained elective offices in the Church.
- 3) Every member of the Church may participate in the ordinances of the Church as administered by the Church.

Section 5: Termination of Membership

Membership shall be terminated in the following ways:

- 1) Death of the member,
- 2) Transfer by letter of recommendation to another Baptist Church,
- 3) Exclusion by action of this Church

4) Removal upon request or proof of membership in a Church of another denomination.

Section 6: Discipline

It shall be the practice of this Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the Church staff, and Deacons will be available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption and restoration rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare and harmony of the Church the Pastor and the Deacons will take prayerful and reasonable measures to resolve the problem following the principles and procedures found in Matthew 18:15-17 and 1 Corinthians 5:1-13. If it becomes necessary for the Church to take action to exclude a member, a two-thirds vote of the members present is required. The Church may proceed to declare the person to no longer be in the membership of the Church. All such proceedings shall be bathed in prayer and exhibit a spirit of Christian kindness and patience.

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

Should there be a conflict within the Church that involves issues between Pastor, staff, Deacons, and the Church membership that could destroy or hinder the work of the Church, the Church shall follow the principles and procedures found in Matthew 18:15-17. If no resolution occurs the Church will call for an outside mediator to work with the parties involved to make every reasonable attempt to resolve the conflict. The Church should request a mediator before the problem escalates to the point it causes a break in the unity, harmony and fellowship of the congregation. Mediation services can be requested through the Illinois Baptist State Association.

PART 2

CHURCH OFFICERS, TEACHERS AND COMMITTEES

All who serve as officers of the Church, as teachers and as Church committee members, shall be members of this Church.

Section 1: Church Officers

The officers of this Church shall be: the Pastor, the Church ministerial staff as elected by the Church, the Deacons, a Clerk, a Treasurer, and Trustees.

Pastor

The Pastor is responsible for leading the Church to function as a New Testament Church. The Pastor has the responsibility to lead the congregation, the organizations, and the Church staff to perform their tasks. The Pastor will be expected to delegate appropriate responsibilities to others to insure the work of the Church is done in a consistent manner.

The Pastor shall be licensed and ordained by a Southern Baptist Church

The Pastor is leader of Pastoral ministries in the Church. As such he works with the Deacons and the Church staff to:

- lead the Church to carry out the mission and purpose of the Church;
- proclaim the gospel both inside and outside the Church;
- provide appropriate care for both Church members and persons in the community.

A Pastor shall be chosen and called by the Church whenever a vacancy occurs. A Pastor Search Committee shall be appointed to find a candidate for Church consideration. The election shall take place at a meeting called for that purpose of which verbal notice shall be made at least

one week in advance at a Sunday morning service. An affirmative vote of at least 80% of those present and voting is required to call a Pastor.

The man called to fill the Pastor's role shall serve until the relationship is terminated by his request or the Church's request. The Pastor shall preside at worship services of the Church unless another ministerial staff member or Deacon has been designated to fill that role.

The Pastor may relinquish the office of Pastor by giving two weeks' notice to the Church at the time of resignation.

The Church may declare the office of Pastor to be vacant. Such action shall take place at a meeting called for that purpose with at least one week's public notice given. Such meeting should take place only after the Church has followed the Matthew 18:15-17 and 1 Corinthians 5:1-13 principles and procedures. The Church may also seek mediation through the IBSA (Chairman of Deacons will contact). The meeting may be called upon the recommendation of a majority of the Personnel Committee and the Deacons or by written petition signed by not less than one fourth of the resident Church members. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two thirds of the members present being necessary to declare the office vacant. Except in instances of gross misconduct by the Pastor so excluded from office, the Church will compensate the Pastor with not less than one twelfth of the Pastor's annual compensation. The termination shall be immediate and the compensation shall be paid in not more than thirty days.

Ministerial Staff

The ministerial staff shall be called and employed as the Church determines the need for such positions. A job description shall be written when the need for a new ministerial position is determined. Those staff members must show evidence of a personal call of God to ministry and shall be recommended to the Church by the Personnel Committee and approved by Church action. An affirmative vote of at least 80% of those present and voting is required to elect a ministerial staff candidate.

At the time of resignation two weeks' notice shall be given to the Church. The Church may vote to vacate the position upon the recommendation of the Personnel Committee. The Personnel Committee is to follow the same principles and process used to terminate a Pastor. Such termination will be immediate and compensation conditions shall be the same as for the Pastor, except that the amount provided shall relate to the individual's annual compensation.

Non-Ministerial Staff

Staff shall be employed as the Personnel Committee determines need for their services and receives approval from the Church.

Administrative Assistant shall be directly supervised by the Pastor in the operation of the Church office. The duties will be covered in a job description prepared by the Personnel Committee.

Bookkeeper will maintain a record of Church offerings and disbursements, by budget categories. Also this employee will prepare the monthly Treasurer's Report to the Church. This position will be supervised directly by the Treasurer.

Deacons

The Church shall consider men of the Church, recommended by the Deacons, to be elected as Deacons (a minimum of 8) and ordain them to service, as servants of the Church, in keeping with the work and practice in the New Testament Church (Acts 6:1-6 and 1 Timothy 3:8-13). The Deacons are to serve as a council of advice and conference with the Pastor in all spiritual matters pertaining to the welfare of the Church. The Deacons are to organize as the Deacon Body to serve with the Pastor and staff in performing the Pastoral ministry tasks of: (a) leading the Church in the achievement of its mission, (b) proclaiming the gospel to believers and unbelievers, and (c) caring for the Church members and other persons in the community. As a Deacon Body is required to

expand to provide this service, the Deacons will prayerfully select, interview and present new candidates to the Church. The Church will elect these men as Deacon by ballot at regular business meetings of the Church. An affirmative vote of at least 80% of those present and voting is required to elect a Deacon.

There shall be no obligation to recognize as an active Deacon one who has been a Deacon in another Southern Baptist Convention Church; but in such instances his previous ordination by said Church shall be recognized by this Church. A Deacon joining from another Church shall not be a candidate for election as a Deacon until he has served as a member of this Church for one year.

When the Church is without a Pastor, the Deacon Body, represented by its elected Chairman, will assume the Pastor's leadership role. They will be responsible for pulpit supply, including recommending to the Church the calling of an Interim Pastor.

The Chairman of Deacons shall also serve as moderator of Church business meetings. In the absence of the Chairman of Deacons, the vice-Chairman of Deacons shall preside. In the absence of both, any Deacon shall preside.

Clerk

The Church shall elect annually a Clerk as its clerical officer. The Clerk shall be responsible for keeping a suitable record of all official actions of the Church, except as otherwise provided in these by-laws. The Clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissals, death or erasure, together with a record of baptisms. The Clerk shall preserve on file all communications and written official reports. The Clerk shall record the advanced verbal notices, as required in these by-laws, for all meetings where notice is necessary, in the minutes of the meeting. The Clerk shall be responsible for preparing the annual letter of the Church to the association, state and national conventions.

The Church may delegate some of the clerical responsibilities to an Administrative Assistant who may assist the elected Clerk. All Church records are Church property and shall be kept in the Church office when an office is maintained.

Treasurer

The Church shall elect annually a Church Treasurer as its financial officer. It shall be the duty of the Treasurer to receive, preserve, and payout, upon receipt of invoices or 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.

The Treasurer shall select 3 Assistant Treasurers for Church approval to assist in the duties. All checks shall be signed by two of these four personnel. None of these persons will be from the same immediate family.

It shall be the duty of the Treasurer to provide to the Church at each regular business meeting an itemized report of the receipts and disbursements during the period between business meetings.

On an annual basis, "agreed-upon procedures" are to be performed on the financial statements and *lor* financial processes by an independent, third party accountant or accounting firm. Upon acceptance and approval by the Church, these records shall be delivered by the Treasurer to the Church Clerk, who shall keep and preserve the work as a part of the permanent records of the Church.

The Treasurer and Assistant Treasurers shall be bonded, with the Church paying for the bonds.

Trustees

The Church shall annually elect seven Trustees to serve as the Board of Directors for the nonprofit corporation. The Nominating Committee will present candidates to the Church for election. Each year two serving Trustees must be rotated off.

They shall hold in trust and act as guardian the Church's property. They will organize and chose a Chairman, Vice-Chainnan and Secretary. These officers will be recorded in the Church

minutes by the Clerk, as legal officers for the Church

Upon a specific vote of the Church authorizing each action, these representatives of the Trustees shall have the power to buy, sell, mortgage, lease or transfer any Church property. When the signatures of the Trustees are required, they shall sign legal documents related to the above items only upon the approval and at the direction of the Church body in business meeting.

The Trustees shall be responsible for maintaining all Church properties for ready use, recommending policies regarding use of properties, consulting with the Personnel Committee and the Church staff regarding the need for, and the employment of, maintenance personnel, and regarding the assignment of supervisory responsibility to appropriate personnel.

Director of Sunday School

The Church shall annually elect a Director of Sunday School, who will lead the Sunday School program to communicate the Word of God and its applications in conformance with the Constitution and these By-Laws. The Nominating Committee will present a candidate to the Church for election. The Director shall have general oversight of the entire Sunday School and administer literature and methods in cooperation with Lifeway and the Southern Baptist Convention.

The Director shall recommend willing and capable teachers to the Nominating Committee and will work with the committee to fill these positions. The Director shall see that enrollment, attendance and other records are maintained and that an accurate report is given at each regular business meeting.

Section 2: Teachers

The Church shall annually elect Teachers to teach the Bible in Sunday School. All teaching positions shall be filled by active members, in good standing. They are to be presented to the Church for approval, by the Nominating Committee following recommendations from the related ministry leaders.

These Teachers will teach from literature published by Lifeway for the Southern Baptist Convention. All other literature is to be in alignment with the "Baptist Faith and Message 2000" and requires approval of the Pastor and Director of Sunday School.

Section 3: Church Committees

The Church body shall determine the number and types of committees that are needed to fulfill the mission of the Church. Standing committees of the Church include: Personnel Committee, Finance Committee, Nominating Committee and Constitution Committee. Standing committees shall be elected annually, and shall include at least one Deacon. Each year the longest serving member will be replaced. The actions of the Standing Committees and any temporary committees are subject to approval of the Church

The Deacons will recommend candidates for election to the Nominating Committee. The Nominating Committee will recommend candidates for election to all other standing and temporary committees. All committee members shall be elected by the Church unless otherwise specified in these by-laws.

The Pastor shall serve as an Ex Officio, non-voting member of all committees

Personnel Committee oversees all Church matters related to employed personnel administration, including those called by Church actions. This committee is responsible for determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions, and personnel services. New staff positions will require approval by the Church.

The Personnel Committee shall have the authority, with approval of the Church, to employ and to terminate services of non-ministerial staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the Church. The Personnel Committee shall be composed of 5

members, excluding salaried staff employees and their immediate family.

Finance Committee develops and recommends an overall stewardship development plan, and a unified Church budget. It advises and recommends in the administration of the gifts of Church members and others, using sound principles of financial management. It works with the Treasurer in the preparation and presentation to the Church the required reports regarding the financial affairs of the Church.

The Finance Committee shall be composed of 7 members and the Treasurer and Chairman of Trustees as Ex-Officio, non-voting members

Nominating Committee coordinates the staffing of all Church leadership positions to be filled by volunteer workers, unless otherwise stipulated in these by-laws. The Nominating Committee shall be composed of 5 members.

Constitution Committee reviews the Constitution as required by the Church (annually as a minimum), to propose changes. The committee shall be composed of 5 members.

Pastor Search Committee shall be elected by the Church, after prayerful consideration, when the office of Pastor is vacant or as the need arises for Associate Pastors. The Nominating Committee will recommend five members to the Church, including 2 Deacons as a Pastor Search Committee and the Church will vote by ballot.

Adequate time should be given to the process to help the Church through the transition period. The Pastor Search Committee will have the responsibility for seeking the man that will fulfill the Pastor's role for the congregation. The recommendation of the Pastor Search Committee will constitute a nomination.

The committee shall bring for the consideration of the Church only one name at a time. Election shall be by ballot, an affirmative vote of at least 80% of those present and voting is required to call (elect) the Pastor.

The committee will continue as a support for the new Pastor until he has fully transitioned to the area. The Church will dismiss the committee, when their service is completed.

PART 3

CHURCH MINISTRY ORGANIZATIONS

The Church shall maintain programs of Bible teaching, Church member training, Church leader training, new member orientation; mission education, action and support; and music education, training, and performance. All organization related to the Church programs shall be guided by the Church body. All Directors and Coordinators shall be recommended by the Nominating Committee and elected annually by the Church. They are to report regularly to the Church. All program activities shall be subject to Church coordination and approval. The Church shall provide the human resources, the physical resources, and the financial resources for these programs.

Church ministries shall include but are not limited to: Men's Ministry, Women's Ministry, Vacation Bible School Ministry, Youth Ministry, Children's Ministry, Bus Ministry, and Outreach Ministry. The Church will appoint a Director for each Ministry, who will select assistance from the Church Membership and report these workers to the Church. These reports will be included in the Clerk's Record.

The Church shall appoint Coordinators to other Church ministries which include, but are not limited to: Multi Media, Bereavement, Homebound, Greeters, Nursery, Sign and Library. These are both service and outreach oriented and as such the Coordinators are encouraged to involve new members

PART 4
CHURCH MINISTRY LEADERS TEAM

The Church Ministry Leaders Team shall coordinate ministry events and programs to avoid calendar or other resource conflicts. The Pastor (Chairman of Deacons when the Church is without a Pastor) will call meetings and serve as moderator.

They shall also evaluate proposals involving multiple ministries or those proposed by Church Officers. These proposals will be presented to the Church for action

The Church Ministry Leaders Team shall include the Pastor, other Church staff members, Director of Sunday School, Director of Men's ministry, Director of Women's ministry, Director of Youth ministry, Director of Children's ministry, Chairman of Deacons, and Chairman of Trustees.

PARTS
CHURCH ORDINANCES

Section 1: Baptism

This Church shall receive for baptism any person who has publicly professed faith in Jesus Christ as Savior during any worship service, and who indicates a commitment to follow Christ as Lord.

- 1) Baptism shall be by immersion in water
- 2) The Pastor or any Deacon shall administer baptism. (Acts 8:35-38)
- 3) Baptism shall be administered as an act of obedience during any worship service of the Church
- 4) A person who professes Christ and is not baptized, at a sanctioned Church gathering, within a reasonable length of time shall be counseled by the Pastor, Deacons and/or staff. If the individual indicates that they are reluctant to follow the Lord in baptism their name shall be deleted from those awaiting baptism

Section 2: The Lord's Supper

The Church shall observe the Lord's Supper monthly, on the last Sunday of the month, unless otherwise scheduled by the Church. The Pastor and Deacons shall administer the Lord's Supper and the Deacons shall be responsible for the physical preparations.

The Church shall invite all believers who have been scripturally baptized, to share in the observance, after examination of themselves according to 1 Corinthians 11: 23-32

PART 6
CHURCH MEETINGS

Section 1: Worship Services

The Church shall meet regularly Sunday morning and Sunday evening for worship. The Pastor shall direct the services.

Section 2: Special Services

Revival services and other Church meetings essential to the advancement of the Church's objectives shall be placed on the Church calendar.

Section 3: Regular Business Meetings

The Church shall hold a regular business meeting monthly.

Section 4: Special Business Meetings

The Church may conduct special called business meetings to consider urgent matters. Notice of Special Called Business Meetings must be announced at two regularly scheduled worship services, at least one week before the meeting is to take place. The notice shall include the subject, date, time and place; and it must be given in a way that all resident members have opportunity to be made aware of the meeting.

Section 5: Quorum

The quorum consists of those members who attend the business meeting, provided it is a regularly scheduled meeting or a special meeting that has been properly called, under the provisions of Section 4.

Section 6: Voting

All Church votes will be decided by simple majority rule, unless otherwise specified in this document.

Section 7: Parliamentary Rules

Roberts Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the Church including committee meetings

PART 7 **CHURCH FINANCES**

Section 1: Budget

The Finance Committee shall prepare and submit to the Church for approval an inclusive budget, indicating by item the amount needed for local and other expenses. Offering envelopes will be provided for members.

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

Section 2: Accounting Procedures

All funds received for any and all purposes shall pass through the Church Treasurer or Assistant Treasurers, and be properly recorded. Those who have responsibility that involves actual handling of funds shall be bonded, the Church paying the bond.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Treasurer.

The Treasurer shall provide an accurate accounting at the end of each year to those who have contributed during the year.

PART 8 **CHURCH POLICY MANUAL**

The Church shall develop and keep updated a Church Policy Manual. This manual should include Church policies and procedures, organizational charts indicating lines of responsibility to be used in the administration of the Church. The manual shall be compiled by the Constitution Committee of existing

policies of the Church and updated as the church adds, deletes or amends policies. These shall be maintained in the Church office by the Administrative Assistant and made available for use by any member of the Church. The Constitution Committee, shall review the manual at least annually, and shall recommend review by the associated committee or ministry; for the Church to consider at any regular or a called business meeting for that purpose. Any Church member, Committee or Church organization may initiate suggested changes in the manual.

Addition, revision, or deletion of Church policies requires the recommendation of the Church officer or organization to whose areas of assignment the procedures or policies relate and approval by the Church.

PART 9
AMENDMENTS

The By-Laws may be amended, modified or repealed under the following circumstances: the proposal must be presented in writing and read at one regular business meeting. The proposal must then be presented at the next regular business meeting for action by the Church. The proposal must be approved by two-thirds (minimum) of members present and voting.