

CONSTITUTION

Preamble

Being a sovereign and democratic Baptist church, we declare and establish this constitution to preserve and secure the principles of our faith and to govern Oak Park Baptist Church in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

I. Name

This body shall be known as the Oak Park Baptist Church of Jeffersonville, Indiana, Inc., located at 1111 Allison Lane, Jeffersonville, Indiana.

II. Mission Statement

The purpose of Oak Park Baptist Church is to glorify God through loving Jesus; loving people, and helping people love Jesus in ways that are biblically consistent and relevant in a changing culture.

III. Our Mission and Process

Our process for loving Jesus, loving people, and helping people love Jesus is:

1. Connect:
 - a. We will strive to help those in our community and around the world connect to God through faith in Jesus Christ by proclaiming the gospel of Jesus Christ to all peoples at all times (Matthew 28:19-20; Acts 1:8).
 - b. We will plan to help the members of this church connect with one another through providing concrete opportunities to cultivate genuine relationships and experience biblical fellowship.
2. Grow:
 - a. We will labor to present all members mature in Christ (Col 1:28) through Bible-saturated preaching, teaching, and living.
 - b. We will offer avenues for both personal and corporate growth in the Christian life.
3. Serve:
 - a. We will intentionally seek to encourage the members of this church to serve the body of Oak Park, the community of Jeffersonville, and the world beyond (Acts 2:42-47; 4:32-35).

This process will help guide us as we seek to glorify God through loving Jesus, loving people, and helping people love Jesus.

IV. Statement of Faith

Oak Park Baptist Church subscribes to the doctrinal statement of *The Baptist Faith and Message* as adopted by the Southern Baptist Convention. This document can be viewed at our church website (www.oakparkbaptist.com/connect) or a copy can be requested from the church office.

V. Relationships

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 Southeastern Indiana Baptist Association (SEIBA) and The State Convention of Baptist in Indiana (SCBI) affiliated with the Southern Baptist Convention (SBC).

VI. 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 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, therefore, by the aid of the Holy Spirit, will seek to walk together in Christian unity and 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 this ministry, the expenses of the church and the spread of the gospel through all nations.

We also will commit to maintaining family and personal devotions; to biblically educate our children; to seek the salvation of our family and friends; to walk uprightly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our actions towards others; to avoid, backbiting, and sinful anger; and to be zealous in our efforts to advance the kingdom of our Savior.

We further commit to watching over and holding accountable to the Bible 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 commandments of our Savior to secure it without delay (Matthew 5:23-24).

We promise that when we move from this place we will, as soon as possible, unite church where we can carry out the spirit of this covenant and the principles of God's Word for the glory of King Jesus.

VII. Amendments

For changes to this constitution see Article VIII Section II of the accompanying By-Laws.

By-Laws

I. Membership

Section 1. General

Oak Park Baptist Church is a congregationally governed and elder led congregation. As a self-governing (autonomous) church, the membership reserves the exclusive right to determine who shall be members and who shall be allowed to remain as members of this church.

Section 2. Qualifications

To be considered for membership the following qualifications must be met: A candidate for membership at Oak Park Baptist Church must:

1. Be a person who has repented of their sins and placed their faith in Jesus Christ alone for their salvation and gives evidence of their new life in Christ.
2. Be a person who has followed the command of our Lord Jesus Christ by being baptized by immersion following their conversion.
3. Be a person who can in good conscience affirm the statement of faith (Baptist Faith and Message) of Oak Park Baptist Church and strive to keep the commitments expressed in the Church Covenant (see Article V of the Oak Park Baptist Church Constitution).
4. Be a person who has completed the new members class and membership interview.

Section 3. Inclusion of Members

All persons who meet the qualifications for membership shall be presented to the church at any family business meeting for membership in any of the following ways:

1. By profession of faith and for baptism according to the policies of this church.
2. By promise of a letter of recommendation from another church that practices believers baptism by immersion.
3. By restoration upon a statement of prior conversion experience and baptism in a baptistic church when no letter is obtainable
4. By baptism, after statement of prior conversion experience and membership in a denomination that does not practice baptism by immersion.
5. By watchcare if desiring to be part of our fellowship while in the community temporarily (for example a student or someone on temporary assignment). Watchcare members shall have full membership privileges except that they may not vote in regular or special family business meetings.

Should there be any dissent as to any candidate, such dissent should be expressed the elders before the family business meeting in which the potential member should be voted on. The elders will then give further consideration. The elders will then bring a recommendation to the church.

Section 4. Voting Rights of Members

All members of the church that are present at a family business meeting, except watch-care members, are entitled to cast their vote in regard to issues that are before the church body at that time.

Section 5. Termination of Membership

Membership shall be terminated in the following ways:

1. Death
2. Transfer by letter
3. Voluntary resignation of membership while in good standing
4. Exclusion by action of this church.

Section 6. Discipline

1. It shall be the basic purpose of the Oak Park Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The elders, deacons, and other church members are available for counsel and guidance. Restoration rather than punishment should be the guideline which governs the attitude of one member toward another.
2. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the elders, the deacons, and the members to resolve the problem. All such proceedings shall be pervaded by the spirit of Christian kindness and forbearance. But, finding that the welfare of the church, the integrity of the gospel, and the interests of the member in question will best be served by the exclusion of said member, the church may take this action at the recommendation of the elders and a $\frac{3}{4}$ vote of the members present at a family business meeting, and the church may proceed to declare the person to be no longer in the membership of the church.
3. Any person whose actions have made it necessary for the church to exclude him/her, may upon his request and recommendation by the elders be restored to membership by a vote of the church upon evidence of his repentance and reformation.

Section 6.1 Discipline Process

1. *Formative*: this is inherent in the preaching, teaching, and discipleship ministries of Oak Park Baptist Church. We seek to build disciples who imitate Jesus in their living. It

is only when formative discipline has failed, and sin has occurred, that corrective discipline becomes necessary.

2. *Corrective*: when members wander from the path of truth (James 5:19-20), the elders, deacons, and members of Oak Park Baptist Church will seek to gently restore them (Galatians 6:1). Matthew 18:15-17 will serve as the guide to carrying out this part of healthy church ministry and membership.

3. The elders have the right to move through the discipline process at the appropriate speed. In the case of grievous and public sin, the steps of one-one confrontation, two-on-one confrontation, may happen quickly and recommendation for removal taken directly to the congregation.

II. Church Officers

Section 1. The Lordship and Headship of Jesus Christ.

We believe that Jesus Christ is the head of the Church (Ephesians 5). We operate under the kingship of Jesus as He rules primarily through His Word.

Under the Lordship of Jesus Christ, we believe that the Bible teaches there are two leadership offices mandated for New Testament churches. Those offices are that of elders and deacons. This section will deal with the qualifications, responsibilities, election, and removal of those who would hold those offices in this church.

For the purpose of this constitution it is also to be recognized that according to the laws of the State of Indiana, this organization will maintain the office of Trustee. This section will explain and outline that office in addition to the offices of elders and deacons.

All church officers must be members of this church and are as follows:

Section 2. Elders

The elders are men who are responsible for leading the church to function as a New Testament church according to the Scriptures. The elders will lead the congregation and the church staff to perform their tasks in a faithful and efficient manner.

Section 2.1 Qualifications and Responsibilities of Elders

The elders shall be men who meet the qualifications found in 1 Timothy 3:1-7 and Titus 1:6-9. These men shall shepherd the church through giving themselves to prayer and the ministry of the Word. The church will guard the elders from neglecting prayer and the ministry of the Word at all times. The elders shall take particular responsibility to oversee all, but not limited to, the following: weekly gatherings, the administration of the ordinances, equipping the membership for the ministry, the process of taking in new members, the process of church discipline, recommending and evaluating candidates for offices and positions in the church, guarding the church from error, and the development and direction of various ministries.

Section 2.2 The Pastor-Teacher

The Pastor-Teacher shall be an elder and carry-out the functions of an elder as described in Article II Section 2.1. He shall be recognized by the church as particularly gifted in the areas of leadership, preaching, and teaching. He shall be set aside, at the recommendation of the elder body, by approval of the church membership (see election of Pastor-Teacher below), to oversee the day-to-day operations of the church office, staff, and ministries. He will be responsible for making sure the preaching ministry of the church remains gospel-centered, biblically faithful, and Christ-exalting. He shall not serve as the Chairman of the Elders and is not to be seen as having a greater amount of formal authority than the other elders.

Section 2.3 Elders Meetings

The elders shall meet monthly to discuss the membership, ministries, finances, personnel, and mission of the church. They shall also spend time praying for the needs of the church in their monthly meetings. Any member may be present at a monthly elders meeting but may also be restricted from parts of elders meetings where confidential matters are discussed. To attend an elders meeting, a church member should contact the Chairman of the Elders and request permission and be placed on the agenda. These Elder Meetings are to be distinct from regularly scheduled church staff meetings.

Section 3. Deacons

In accordance with the meaning of the word deacon and the practice of the New Testament, deacons are to be men who serve (deacon) the church. The task of the deacons is to serve alongside of and subordinate to the elders in ministering to the needs of the church body:

Deacons are not responsible for the preaching, teaching, or spiritual oversight of the church (these responsibilities fall to the elders). The Deacons are accountable to the elders and this church as a whole and should perform the following duties:

1. The ministry of mercy: The aged, homebound, sick, and hurting are to receive special attention from the deacon body.
2. The benevolent ministries of the church are to be overseen and directed by the deacon body. They shall collect and disperse these funds at their discretion in keeping with the accounting procedures of the church. *Note: The deacons are to have a working guideline written to help themselves and future deacons determine how best to distribute these funds.*
3. Deacons should be involved in helping ensure corporate worship gatherings, the administration of the ordinances, and other gathering times are set up and ready to host the church.
4. It is suggested that Deacons take time among themselves to assign specific deacons to be tasked out to various areas of the church for support. (Ex: 1 or 2 Deacons assigned to support the Student/Children ministry, 1 or 2 Deacons assigned to support the Greeting/Welcoming ministries, 1 deacon to oversee the distribution of elements, etc). This will provide specific ways and areas that the deacon body can be actively serving the congregation.

5. Be actively praying for the elders, church membership, and community.
6. Assist the elders, staff, and ministry leaders in accomplishing their tasks.
7. Set an example in godliness, church attendance, family leadership, evangelism, and giving for the rest of the church body to follow.

Section 4. Election and Removal of Elders and Deacons

Section 4.1 The Election of Elders

The Elders of Oak Park Baptist Church shall, upon nomination and election by the church, serve until they are removed from this position according to the parameters set forth in this document. If the qualifications can be met there shall always be at least one more non-paid elder than paid elders.

Election of elders shall be by as follows:

1. The election of new elders shall be held as needed and on the recommendation of the elders.
 - a. **For election of the Pastor-Teacher, see II Section 4.2.**
2. The nomination for eldership should officially come from the elders and be presented to the church one month prior to the church body voting on the nominee. Any member of the church can, at any time, submit a nomination to the elder body to consider. Any person with reason to believe that a nominated candidate is unqualified for the office of elder should express such concern to the elders in private. Any member intending to speak in opposition to a candidate should express their objection to the elders as far in advance as possible before the relevant family business meeting at which the church votes on the candidates.
3. The vote shall take place at a regularly scheduled family business meeting. Election shall be done by secret ballot.
4. A $\frac{3}{4}$ affirmative vote must take place for an elder to be approved.
5. Each elder, with the exception of paid elders, shall be reaffirmed every three years by a vote of confidence from the church body.
6. The elders are to elect, if possible, a non-paid elder to serve as the Chairman of the Elders. The Chairman of the Elders will serve as the moderator for elder meetings and church family business meetings.

Section 4.2 The Election of the Pastor-Teacher

The Pastor-Teacher shall be elected in accordance with the Election of Elders except for:

1. He shall not be subject to reaffirmation every three years. He is to be evaluated on a yearly basis by the elder body.
2. In the event that the Pastor-Teacher resigns, is released, or reassigned, a search team shall be established that will seek out a man to fill this position.

3. The search team is to consist of:
 - a. 2 elders
 - b. 1 deacon
 - c. 3 at-large members (that are not deacons/elders, at least two of which must be a female member).
4. Appointment of a search team:
 - a. The Elders shall appoint the elder representatives
 - b. The Deacons shall appoint the deacon representative
 - c. The Church, at either a special called, or regular family business meeting, shall nominate and appoint the at-large member representatives.
5. The search team will prayerfully consider potential candidates to fill the vacancy and send their recommendations to the elder body. The elders will then consider the recommended candidate and determine whether or not to move forward.
6. Upon affirming the recommended candidate the elders will then guide the church through the normal election process for an elder. The election of the Pastor-Teacher will require a $\frac{3}{4}$ vote of all members in attendance of the family business meeting in which the election is held by secret ballot.

Section 4.3 The Removal of Elders

The removal of elders (including the Pastor-Teacher) may occur for any number of reasons. The process of removing a man from this position should be saturated with prayer and graciousness.

The removal of any elder (including the Pastor-Teacher) shall follow the guidelines below:

1. An elder may voluntarily resign his position.
2. An elder may be removed by a $\frac{3}{4}$ vote of the congregation. The reason for calling for removal of an elder by a church member must be brought to the elder and other elders at least two months prior to calling for the elders resignation/removal, unless an egregious offence is committed, of which the elders can move more quickly. Any action should be done in accordance with Matthew 18:15-17 and 1 Timothy 5:17-21.
3. If an elder is deemed unfit to serve, or in need of a break in service, then the elders may bring that recommendation to the church at any called family business meeting.

Section 4.4 The Election of Deacons

If the qualifications can be met, there shall be six or more men who serve as deacons and they shall be elected at a regular or special called family business meeting of the church by secret ballot.

Each deacon shall be reaffirmed every three years by a vote of confidence from the church body. There is no obligation to constitute as active deacons those who come to the church from other churches where they have served as deacons.

Election of Deacons shall be as follows:

1. Each year the church body will be given the chance to nominate men for the office of deacon. Nominations can be made by dropping a nomination form into a designated box/location.
2. The Elders and Deacons shall review the nominees to see if the biblical qualifications found in 1 Timothy 3:8-13 are met.
3. Upon review, those who meet the qualifications are to be presented to the church for approval at a special or regular business meeting. A $\frac{3}{4}$ vote is needed for affirmation.
4. If any nominee is not yet ordained, ordination of the nominee should follow as closely as reasonably possible to the election of the deacon.

Section 4.5 Removal of Deacons

The removal of a deacon may occur for any number of reasons. The process of removing a man from this position should be saturated with prayer and graciousness.

The removal of any deacon shall follow the guidelines below:

1. A deacon may voluntarily resign his position.
2. A deacon may be removed by a $\frac{3}{4}$ vote of the congregation. The reason for calling for removal of deacon by a church member must be brought to the elder and elder board at least two months prior to calling for the deacons resignation/removal. Any action should be done in accordance with Matthew 18:15-17.
3. If the elders or deacons deem a man unfit to serve, or in need of a break in service, the elder board may bring that recommendation to the church at a regularly called family business meeting.

Section 4.6 The Trustees

Three or more 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. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signatures of trustees are required. The term of office shall be indefinite as provided in the articles of incorporation, which currently designate three trustees.

III. Other Staff and Administrative Positions

All administrative positions and church staff must be members, or in the process of membership, of the church and are not eligible for watchcare membership. The other staff and administrative positions of this church shall be as follows:

Section 1. Church Staff

This church shall call or employ such staff members, as the church shall need. A job description shall be written by the elders with the assistance of the personnel team when the need for staff members arises. The job description shall be located in the appendix of the By-Laws. Staff members must be recommended by the elders to the church. The church must approve all non-elder staff positions. Staff members thus employed shall serve until the relationship is terminated by their request or the church's request. At least two weeks' notice at the time of resignation should be given.

Section 2. Clerk

The elders shall nominate an at-large church member to hold this position. Upon the nomination of an individual by the elders, the church shall elect a clerk who 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 the names of members, with dates of admission, dismissal or death, together with a record of baptisms. The clerk shall issue letters of dismissal voted by the church, preserve on the 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 should be filed in the church office.

Section 4. Treasurer

The elders shall nominate an at-large church member to hold this position. Upon the nomination of an individual by the elders, the church shall elect annually a church 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 shall also provide financial reports to the elders for their meetings. The treasurer shall be bonded.

Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as part of the permanent records of the church.

Section 5. Financial Secretary

The elders shall nominate an at-large church member to hold this position. Upon the nomination of an individual by the elders, the church shall elect annually a financial secretary. It shall be the duty of the financial secretary to record all monetary contributions, prepare bank deposits, issue contribution envelopes, and provide a statement of contributions to members annually or as requested by the church. The financial secretary shall be bonded.

Upon rendering the annual account at the end of each fiscal year, the records shall be delivered by the financial secretary to the church clerk, who shall keep and preserve the account as part of the permanent records of the church.

IV. Teams

Section 1. General

A team is a group of interdependent people committed to a common purpose who choose to cooperate in order to achieve exceptional results. We at Oak Park Baptist Church encourage people serving together (team strategy) for the purpose of bringing more glory to God by being more effective in fulfilling the vision that God has given us to love Jesus, love people, and help people love Jesus.

Section 1.2 Necessary Teams

There shall be four teams that shall exist perpetually and necessarily at Oak Park Baptist Church:

1. The Collaborative Team
2. The Stewardship Team
3. The Personnel Team
4. The Property and Space Team

Section 1.3 Election of Team Members

Election to these teams is to be as follows:

1. Nominations are made by elders or the church body and approved by the church once a year (it is recommended this happen close to the start of a new fiscal year).
2. Nominees are reviewed by the elders and relevant teams (Stewardship team members should review stewardship nominees with the elders, etc.).
3. Nominees are then elected at the following special or regular called business meeting.
4. Teams must have a minimum of three members.

Section 1.4 Collaborative Team

The purpose is to work with the elders and deacons to think through suggested plans, ministries, and church related issues.

The Collaborative team shall have as regular members: Pastor-Teacher, Chairman of the Deacons, 1 adult and 1 student/children Sunday School teacher, three at-large members, Property and Space team lead, and Stewardship team lead. The at-large members shall be nominated by the church and yearly and approved by a vote of the church.

In order to serve on the Collaborative Team the following qualifications must be met:

1. Church member at least one year
2. 21 years of age
3. Regular participant in the life of the church
4. Involved in the ministries of the church in some tangible way

The Pastor-Teacher will be the facilitator of the Collaborative Team.

The Collaborative Team will, if possible, meet quarterly.

Section 1.5 Personnel Team

The personnel team assists the church in matters relating to staff administration and management. The Personnel Team will work with the elders in determining, and recommending, pay scales and increases. They will also help track vacation, sick, and personal days.

The Personnel Team will consist of a minimum of five members and one elder. There shall be one deacon, four at-large members, two of which must be women.

The elders shall appoint a representative of the elder body to serve on this team.

Section 1.6 Stewardship Team

The elders shall develop and recommends an overall stewardship plan and present to the Stewardship Team for review and further recommendation.

The Stewardship team shall consist of the treasurer, financial secretary, an elder, a deacon, and two at-large members. The at large members are to be recommended by the stewardship team to the church at any family business meeting and approved by the church by a $\frac{3}{4}$ vote.

Section 1.7 Property and Space Team

The Property and Space team shall assist the church in matter relating to the facilities, grounds, and physical assets of the church.

Section 1.8 Other Special Team(s)

As approved by the Elders, other teams will be established to handle specific needs of the church. As teams are determined to have ceased being needed, they can be disbanded at the recommendation of the elders.

V. Ordinances

Section 1. Baptism

A person who has placed their faith in Jesus Christ as Savior and Lord and met with an elder shall be received for baptism. It is understood that as a Baptist church, we believe that baptism is for those who have repented of their sins and placed faith in Jesus. It is a prerequisite for church membership. We also reject any claim or teaching that a person must be baptized to be saved. Baptism is the public profession that a person has died to sin and now is alive to Christ.

1. Baptism shall be by immersion in water.
2. Baptism shall be administered by the elders or whomever the elders shall authorize. The deacons shall assist in the preparation for, and observance of, baptism.
3. Baptism shall be administered as an act of worship in view of representative membership of this church.

Section 2. The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of the Body of Christ, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate his second coming. It is the belief of this church that:

1. The Lord's Supper shall be observed regularly.
2. The elders shall be responsible for the administration of the Lord's Supper.
3. The deacons shall be responsible for the physical preparations of the Lord's Supper.

VI. Church Meetings

Section 1. Worship Services

The church shall meet regularly each Sunday morning for the worship of God. 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 elders. No other regular activities shall be held at these times.

Section 2. Special Services

Any other church meetings, which will be essential in the promotion of the objectives of the church, shall be placed on the church calendar as directed by the elders.

Section 3. Regular Family Business Meetings

Regular family business meetings shall be held quarterly on a designated night. The moderator for all meetings will be the Chairman of the Elders. The Vice-moderator, who will preside at Business Meetings in the absence of the moderator, shall be the Chairman of the Deacons. In the absence of the moderator and vice-moderator, the Chairman of the Personnel Team shall act as the moderator. In the absence of all of the preceding, any member can call the church to order and nominations for an acting moderator can be made from the floor and voted upon.

Section 4. Special Called Family Business Meetings

A special called family business meeting may be held to consider special matters of significant nature. A one-week notice of the subject, date, time, and location must be given for the special called business meeting unless extreme urgency renders such notice impracticable. Any member can call for a special family meeting as long as proper notice is given and have the approval of the elders.

Section 5. Parliamentary Rules

Robert's Rules of Order, Revised, is the recommended for parliamentary rules of procedure for all meetings of the church.

All motions are required to have a second except those motions brought by a church approved team or committee.

VII. Church Finances

Section 1. Budget

The elders and stewardship team shall prepare and submit to the church for approval an inclusive budget, indicating the amount needed and sought for all expenses. Offering envelopes will be provided for members' use. It is understood that membership in this church involves financial obligation to support the church and its causes with tithes and offerings.

Section 2. Accounting Procedures

All funds for any and all purposes shall pass through the church's books and be properly recorded by the church treasurer and financial secretary. The treasurer and financial secretary shall be bonded. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the stewardship team. The books shall be audited annually by the stewardship team and public accountant. During this process the financial secretary and treasurer shall excuse themselves from the Stewardship Team.

Section 3. Fiscal Year

The fiscal year of the church shall run concurrently with the church year, which begins on October 1 and ends on September 30.

VIII. Church Operations Manual

Section 1. General

The manual shall contain the following: articles of incorporation, constitution, by-laws, Baptist Faith and Message, job descriptions, policies and procedures, and other information deemed necessary by the church. 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.

Section 2. Changes to the Constitution and By-Laws

Changes in the Constitution or By-laws may be initiated by any church member or team. Addition, revision, or deletion of constitution or by-laws requires:

1. The church officer or team, impacted by the changes shall have reasonable opportunity to review and make recommendations.
2. Review by the Collaborative Team
3. Discussion by the Elders and Deacons
4. Physical copies of changes distributed at least one week prior to the first presentation at a business meeting.
5. Approval by the church at two successive regular family business meetings by a $\frac{3}{4}$ vote.

Changes to any other area of the Operation Manual outside of constitution and/or by-laws may be initiated by any church member or team. Addition, revision, or deletion of these changes requires:

1. The church officer (Elders, Deacons, or Trustee's) or team to whose area of assignment the policy relates shall have reasonable opportunity to review.
2. Review by the Collaborative Team.
3. Discussion by the Elders and Deacons.
4. Approval by the church at any family business meeting.
5. Changes require a majority vote of members present.