

First Baptist Church of Mandeville

Mandeville, Louisiana

Constitution & By-Laws

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(Fourteenth Version)**

First Baptist Church of Mandeville

Mandeville, Louisiana

Constitution

Preamble

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with the accepted tenets at the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual member of the church and the freedom of action of this body with respect to its relation to other Baptist churches of the same faith, we so declare and establish this Constitution and these By-Laws.

Article 1: Name

This body shall be known as First Baptist Church of Mandeville, Inc.

Article 2: Objectives

The objectives of this body are as follows:

- To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.
- To be a worshipping 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 which 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 Jesus Christ.

Article 3: Statement of Basic Beliefs

We affirm the Holy Bible as the divinely inspired Word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind.

Article 4: Church Covenant

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on 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, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

For the Advancement of This Church

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.

As Christian Stewards

To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, the spread of the gospel through all nations, and to strive to be faithful to the scriptures which teach the principles of tithing of time, talent, and money.

Alone and at Home

We also engage to maintain family and secret devotions; to educate our children in our stated basic beliefs; to seek the salvation of our kindred and acquaintances.

Before the World

To walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from activities and actions that would hurt our Christian testimony; to keep our minds and bodies pure in the eyes of God and the world; and to be zealous in our efforts to advance the kingdom of our Savior.

Toward One Another

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other 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.

When We Move

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 5: Relationships

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership.

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church 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, the state convention, and the Southern Baptist Convention.

Article 6: Amendments

This constitution may be amended by a three-fourths (3/4) majority vote of the members present at any regular business meeting of the church, or any meeting specifically called for that purpose, provided the proposed amendment has been presented at a prior regular monthly business meeting, or a prior specially called business meeting. Notice of any proposed vote on amendments will also require written notification in the Sunday morning services a minimum of two (2) Sundays prior to the vote.

By-Laws

Preamble

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The By-Laws, in conjunction with the spirit of the Constitution, are the basis for the membership and operation of the church. They are not for the purpose of establishing legalistic rules, but to establish order within the body so full attention can be directed to the spiritual well-being of the body and our evangelistic calling in the community and to the world around us.

Article 1: Statement of Faith

From the time of the Apostles to today, Christians have laid out doctrine (beliefs) in brief, definitive statements. As those who know God, we believe it is necessary to set forth in a concise fashion the cornerstone truths of our church as guided by the Scripture. Our Statement of Faith summarizes essential Christian beliefs, shows unity in Christ, and guards the church from error.

Southern Baptists have adopted a statement of faith at its annual convention in 2000 called *The Baptist Faith and Message*. This church has adopted it as its guide for faith and practice.

Section 1 – Statement of Authority

The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe (2 Timothy 3:16-17). For purposes of church doctrine, practice, policy, and discipline, our Senior Pastor, in consultation with our ministerial staff and deacon officers, is this church's final interpretive authority on the Bible's meaning and application.

Section 2 – Statement of Marriage, Gender, and Sexuality

We believe that the term marriage has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as the delineated in Scripture (Genesis 2:24, Matthew 19:4-6). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that any form of sexual immorality, such as but not limited to adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God (1 Corinthians 6:9-11, Galatians 5:19-21, Ephesians 5:5).

We believe that in order to preserve the function and integrity of this church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all employees, volunteers, and members of this church abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly. Because we believe that the biblical teaching that marriage is between one man and one woman, “marriages” outside those parameters will not be performed by church ministers or on church property.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. This church stands ready to provide loving ministry to anyone who struggles with sexual sin. We further believe that hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of this church.

Section 3: Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139:13-16, Jeremiah 1:4-5).

Article 2: Church Membership

Section 1 – General

The membership of this church shall be composed of believers in Jesus Christ who are actively pursuing and continuing in a vital fellowship with the Lord. The membership of this church shall have final authority in all matters of her governance, as set forth and described in the By-laws.

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 service for membership in any of the following ways:

1. By profession of faith in Christ as their personal Savior followed by Believer’s Baptism (as defined in Article 4, Section 1) according to the policies of this church.

2. By promise of letter, followed by receipt of a letter of transfer, from another Baptist church of like faith and order.
3. Upon a statement of prior conversion experience and subsequent Believer's Baptism in a church of like faith and order, when no letter is obtainable.
4. Members of other Southern Baptist Churches who wish to formally participate in the ministry of the First Baptist Church without severing membership in their home churches may come under watch-care of the church. Watch-care members, while not officially members of the church, are welcomed to all ministries of the church except participation in church business meetings. Watch-care membership is usually temporary and is intended to provide a "home away from home" among fellow believers.

All new members are encouraged to participate in a new member orientation class, held on a regular basis. Membership duties and responsibilities of First Baptist Church of Mandeville will be outlined in the church's operations manual (Refer to the Operations Manual for Policy and Procedures).

Section 3: Rights of Membership

Every member enjoys the following rights:

1. Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.
2. Every member of the church is eligible for consideration by the membership as candidates for 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 4: Termination of Membership

Membership may be terminated in any one of the following ways:

1. Transfer in response to a letter of request to another Baptist church of like faith and order.
2. Erasure upon becoming affiliated with a church of another faith or denomination.
3. Death.
4. Exclusion by action of this church.

Should a member become an offense to the church and to her good name by reason of immoral or unchristian conduct, this church may terminate the membership by three-

fourths (3/4) vote after faithful efforts have been made to bring such a member to repentance. The Senior Pastor and the deacons will take reasonable measures to resolve the problem in accordance with Matthew 18:15-18. All such proceedings shall be permeated with a spirit of Christian kindness and forbearance.

5. Resignation.

Article 3: Church Officers and Staff

All who serve as Senior Pastor, Ministerial Staff, Deacons, Moderator, Clerk, Treasurer, Trustees and elected teachers shall be members of this church.

Section 1 - The Senior Pastor

The role of the Senior Pastor shall be that of equipping the membership to minister in the name of Jesus Christ. The Senior Pastor will lead the congregation, the organizations, and the church staff to perform their tasks. The Senior Pastor is leader of pastoral ministries in the church. As such he works with the Leadership Council and deacons to: (1) lead the church in the achievement of its mission, (2) proclaim the gospel to believers and unbelievers, and (3) care for the church's members and other persons in the community.

The qualifications of the Senior Pastor should be based on the Biblical principles for the leader in the church as laid out in 1 Timothy 3:1-7. He should be called by the Holy Spirit, be recognized by other ordained ministers, be an overseer, be above reproach, be the husband of one wife, be temperate, prudent, respectable, hospitable, and be able to teach. He should be gentle, un-contemptuous, free from the love of money, not addicted to wine, nor pugnacious. He should manage his household well and should have a good reputation with outsiders.

The Senior Pastor shall consult with and be accountable to the Executive Committee (Article 6, Section 3) regarding major issues, including hiring and termination of Ministerial Staff. The Executive Committee will also discuss Pastoral duties and provide counsel on matters of church conflict. Annually, the Executive Committee will provide a performance evaluation, which will be used by the Personnel Committee regarding compensation evaluation and adjustments.

It is expressly required that in matters of disciplining the Senior Pastor, the Executive Committee will coordinate actions with their respective committees, and secure approvals by simple majority of their respective committees of any recommendations. Approval will be secured with a minimum "3+1" vote of the Executive Committee. This means all three committees and at least one at-large member must concur for the recommendation to be approved. The Executive Committee members cannot be members of the Leadership Council.

The Senior Pastor may relinquish the office of Senior Pastor by giving at least two weeks' notice to the church.

The church may wish to terminate the relationship with the Senior Pastor and can do so only after calling a meeting for that purpose. The meeting can be held only after at least two Sundays' public notice has been given. The meeting may be called (1) upon the recommendation of the Executive Committee, or (2) by written petition signed by not less than one-fourth of the resident church members. The moderator for this meeting shall be designated by majority vote of the members present at the called meeting, and this shall be someone other than the Senior Pastor. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of a simple majority of the members present is necessary to declare the office vacant. The termination shall be immediate, and the church will compensate the Senior Pastor with not less than one-twelfth of his total annual compensation.

When a vacancy of Senior Pastor occurs, the Executive Committee will appoint an Interim Senior Pastor Search Committee to search for and select an Interim Senior Pastor. This search committee should be comprised of the Executive Committee members, and those designated by the Executive Committee (for a minimum of five members) to help complete the search and selection process. The Executive Committee will also determine the nature of the Interim (such as "Transitional Interim"). Paid ministerial staff will not serve on the Interim Senior Pastor Search Committee.

At the appropriate time designated by the Leadership Council (Article 6, Section 2) and/or Interim Senior Pastor, a Senior Pastor Search Committee shall be instituted. The Senior Pastor Search Committee will consist of 7 to 12 members, and shall be elected by the church, and its recommendation will constitute a nomination. The election shall take place at a meeting called for that purpose, of which at least two Sundays' public notice shall have been given. Election of the Senior Pastor shall be by secret ballot, and an affirmative vote of three-fourths (3/4) of those members present will constitute a call. Paid ministerial staff will not serve on the Senior Pastor Search Committee.

Section 2: The Church Staff

A. Ministerial Staff

The church shall call or employ such staff members as the church shall need. A job description shall be written when the need for a staff member is determined. Each will serve following a job description prepared by the Personnel Committee, in consultation with the Executive Committee. The Personnel Committee, in consultation with the Executive Committee, will assist the Senior Pastor in the calling of ministerial staff. A call will be issued upon recommendation of the candidate by the Senior Pastor and Personnel Committee and approved by the Executive Committee. The Senior Pastor, in consultation with the Personnel Committee and approved by the Executive Committee, shall have the authority to dismiss any ministerial staff member.

It is expressly required that in matters of the hiring and termination of Ministerial Staff or the disciplining of the Ministerial Staff, the Executive Committee will coordinate actions with their respective committees, and secure approvals by simple majority of their respective commit-

tees of any recommendations. Approval will be secured with a minimum “3+1” vote of the Executive Committee. This means all three committees and at least one at-large member must concur for the recommendation to be approved. The Executive Committee members cannot be members of the Leadership Council.

Staff members may terminate employment by giving at least a two week notice along with the submission of a resignation.

B. Non-ministerial Staff

Non-ministerial staff members may be employed as the church determines the need for their services. The church Personnel Committee shall have the authority 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. Non-ministerial staff consists of all paid staff other than ministerial staff.

Section 3: The Deacons

A deacon shall be a male member of the church and at least twenty one (21) years of age. The church will strive to elect at least one deacon for every fifteen (15) families of resident membership.

A. Qualifications:

The character and qualifications of a deacon are given in 1 Timothy 3:8-13 and Acts 6:16:

1. He must be a man of serious demeanor, trustworthy, honest, not given to much wine, and not greedy of money.
2. He must be sound in the faith.
3. He should not be a new convert, but one that has been proved.
4. He must be full of the Holy Spirit.
5. He must be a man of honest report.
6. His wife must be a believer with a good testimony and his home well managed.

In addition, a deacon should ascribe to the basic beliefs as laid out in this constitution and *The Baptist Faith and Message* and have been a member of this church for at least one year.

B. The Service of the Deacon:

In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the Senior Pastor and staff in performing pastoral ministries; (1) proclaim the Gospel to believers and unbelievers, (2) care for the church members and other persons in the community, (3) lead the church to engage in a fellowship of worship, prayer, witness, education, ministry and application, (4) they shall be ready to do anything possible to relieve the Senior Pastor of secular responsibilities in order that he may give himself continually to prayer and the ministry of the Word.

The terms of service, process for election, times and nature of meetings, and any other procedure for deacons operations will be established and maintained by the Deacon body (Refer to the Operations Manual for Policy and Procedures).

Section 4: The Moderator

The Senior Pastor shall be the moderator. In his absence, the chairman of the deacons shall preside, or in the absence of both, either may designate a moderator.

Section 5: The Church Clerk

The Leadership Council shall nominate and the church shall elect annually a clerk, who shall also be the corporate secretary of First Baptist Church of Mandeville, Inc. The clerk shall be responsible for the recording and maintaining the minutes of all church business meetings.

The church may delegate some of the clerical responsibilities to a church secretary who will assist the church clerk. All church records are church property and shall be kept in the church office.

Section 6: The Church Treasurer

The Leadership Council shall nominate and the church shall elect annually a church treasurer as its financial officer. The treasurer shall be responsible for the following:

1. Receiving, preserving, and paying 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.
2. Rendering to the church at each regular business meeting an itemized report of the receipts and disbursements.

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. The treasurer shall be bonded, if the Senior Pastor and Executive Committee deems it appropriate, with the church paying the bond.

Section 7: The Church Trustees

The Leadership Council shall nominate and the church shall elect annually five trustees to serve as legal officers for the church.

They shall hold in trust the church property. Upon a specific vote of the church authorizing such action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving

the sale, mortgage, purchase, or rental of property, or other legal documents related to church approved matters.

Article 4: Church Ordinances

Section 1: Baptism

Believer's baptism is defined as the total immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior; the believer's death to sin; the burial of the old life; and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to the believer's faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership.

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

1. Baptism shall be by immersion in water.
2. The Senior Pastor, or whomever the church shall authorize, shall administer baptism.
3. Baptism shall be administered as an act of worship during any worship service of the church.

Section 2: The Lord's Supper

The church shall observe the Lord's Supper regularly. The Senior Pastor, ministerial staff and deacons shall administer the Lord's Supper, the deacons being responsible for the physical preparations.

Article 5: Church Committees

Section 1: General

The Senior Pastor and ministerial staff will lead the church to organize in the church ministries following a plan that enables maximum participation of the membership. The Senior Pastor and ministerial staff will encourage each member to use his or her spiritual gifts, heart, abilities, personality, and experience through the various ministry opportunities thus helping every member to participate in ministry. No one will serve on two standing committees, except as designated in Article 6, Section 3.

Section 2: Leadership Council

The Leadership Council will be led by the Senior Pastor and be comprised of the ministerial staff, the various lay ministry directors, and a designated committee member from each committee and deacons. The lay ministry directors, who are charged with the duty of overseeing the operating of each church ministry, will be elected by the Leadership Council upon recommendation by the Senior Pastor and ministerial staff. The Leadership Council will coordinate and facilitate the primary activities of the church. Each lay ministry director, with the approval of the Leadership Council, will be assisted in their activities by individual church members who will be enlisted by the Leadership Council. Any action by the Leadership Council to create or eliminate a ministry within the church will be communicated to the church body before the ministry is created or eliminated. The Leadership Council will make recommendations, for approval by the church to fill any vacancies for the clerk, treasurer, trustees, or committees.

Section 3: Executive Committee

An Executive Committee will be established and comprised of the Chairman of the Deacons, Chairman of the Personnel Committee, Chairman of the Finance Committee, and two members at large, nominated by the Leadership Council for a one year term and approved with a majority vote of the church body at the next business meeting. The Executive Committee will provide oversight and accountability to the Senior Pastor, and provide guidance and oversight on hiring and termination of Ministerial Staff.

It is expressly required that in matters of the hiring and termination of Ministerial Staff or the disciplining of the Senior Pastor or Ministerial Staff, the Executive Committee will coordinate actions with their respective committees, and secure approvals by simple majority of their respective committees of any recommendations. Approval will be secured with a minimum “3+1” vote of the Executive Committee. This means all three committees and at least one at-large member must concur for the recommendation to be approved. The Executive Committee members cannot be members of the Leadership Council.

Section 4: Finance Committee

The Finance Committee will have six members who serve three-year terms. The term ends in December of each year. Each year two three-year terms shall be filled to provide the rotation. After a person has served a complete three year term, they may not serve on any other administrative committee for one year. A replacement would serve the remaining term of the person replaced and still be eligible for a complete 3 year term without sitting out for a year.

The Finance Committee, along with the Treasurer shall complete the following responsibilities:

1. Develop, approve and present to the church an annual budget.
2. Supervise all financial transactions of the church.
3. Help to promote a spirit of scriptural giving in all departments of the church.
4. Arrange for bonding when necessary.

5. Work in conjunction with the Senior Pastor and ministerial staff in supervising the overall financial affairs of the church.
6. Develop and recommend to the church a general plan for the support of the church budget.
7. Consider all proposals for special offerings and emergency financial matters and make appropriate recommendations to the church.
8. Make a monthly review of the financial status of the church and insure that all expenditures of the church are made within the budget.
9. Recommend any needed adjustments in the budget.

Section 5: Personnel Committee

The Personnel Committee will have six members who serve three-year terms. The term ends in December of each year. Each year two three-year terms shall be filled to provide the rotation. After a person has served a complete three year term, they may not serve on any other administrative committee for one year. A replacement would serve the remaining term of the person replaced and still be eligible for a complete 3 year term without sitting out for a year.

The Personnel Committee assists the Senior Pastor in matters related to personnel administration and managements. Responsibilities include:

1. Prepare and update job descriptions for church personnel.
2. Assist any Search Committees or appropriate ministerial staff members in filling vacancies.
3. Develop and recommend a compensation plan for all church staff. This includes salaries, expenses, housing allowance, car allowance, sick leave, annual leave, and time away from the field for conferences, leading revivals, etc.

Section 6: Child Development Center (CDC) Committee

The CDC Committee will have six members who serve three-year terms. The term ends in December of each year. Each year two three-year terms shall be filled to provide the rotation. After a person has served a complete three year term, they may not serve on any other administrative committee for one year. A replacement would serve the remaining term of the person replaced and still be eligible for a complete 3 year term without sitting out for a year.

The CDC committee assists the CDC Director in evaluating and formulating policies and procedures in matters related to CDC staff administration and to management they relate to the operations of the church CDC. Responsibilities include:

1. Evaluate existing and formulate new guidelines concerning the CDC.
2. Approve the budgets of the CDC.
3. Prepare and update the job descriptions of the CDC staff.
4. Evaluate and maintain an age appropriate and adequate curriculum for the CDC program.

Section 7: Building and Grounds Committee (BGC)

The BGC will have six members who serve three-year terms. The term ends in December of each year. Each year two three-year terms shall be filled to provide the rotation. After a person has served a complete three year term, they may not serve on any other administrative committee for one year. A replacement would serve the remaining term of the person replaced and still be eligible for a complete 3 year term without sitting out for a year.

The Building and Grounds Committee oversees all activities associated with the operation, maintenance, safety, and security of all buildings, grounds, furnishings, and equipment owned by the church, except items expressly the responsibility of another committee. As needed, the Building and Grounds Committee assists the Senior Pastor and ministerial staff on matters relating to the building, facilities, and grounds.

1. Reviewing requests regarding buildings, grounds, furnishings and equipment owned by the church and determine what, if any, action should be taken. Hiring, firing, providing job descriptions, task lists, supervisory methods and agreements related to any contracted maintenance and other services that may be needed from time to time.
2. Maintaining an inventory of furniture and fixtures.
3. Performing a detailed quarterly inspection of the building, grounds, furnishings and equipment of the church and determine if any action is needed.
4. Perform or arrange all needed purchases or maintenance work.
5. Reviewing, recommending and approving the decorating, painting, structural changes or remodeling of any part of the church facilities.
6. Plan and execute an "All Church Work Day" as needed.
7. Report Committee activities at the regular business meetings.

Article 6: Church Meetings

Section 1: Worship Services

The church shall meet regularly each week for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The Senior Pastor shall direct the services for all persons in attendance, except in cases specially authorized by the Senior Pastor. The ordinances of the Lord's Supper and of Baptism shall be observed at a worship service with such frequency as the church determines.

Section 2: Special Services

Any church meetings essential to the advancement of the church's objectives shall be placed on the church calendar (i.e. revivals, trainings, evangelism rallies, worship rallies, etc.).

Section 3: Regular Business Meetings

The regular business meeting of the church shall be held quarterly. Generally, these meetings are held on the third Sunday evening in January, April, July and October. The meeting day may be moved to avoid conflict with special events.

Section 4: Special Business Meetings

The church may conduct specially called business meetings to consider matters of special nature and significance. Notice must be given for the specially called business during all regular worship services, starting at least 14 days prior to the meeting. The notice shall include the subject, the date, the time, and the place; and it must be given in such a manner that all resident members have opportunity to know of the meeting. Special business meetings may be called by the Senior Pastor, the deacons, the trustees, or by vote of the church.

Section 5: Quorum

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

Section 6: Parliamentary Rules

Robert's Rules of Order, Newly Revised, is the guidelines of procedure for all business meetings of the church.

Article 7: Church Finances

Section 1: General

The Finance Committee will be responsible for interpretation and implementation of policy and procedures concerning church finances (Refer to the Operations Manual for Policy and Procedures).

Section 2: Budget

The Finance Committee, via letters and in consultation with staff members, organization leaders, and various chairmen charged with fiscal responsibility, shall prepare and submit to the church for approval an inclusive annual budget, indicating by items the amounts needed and sought for all expenses and causes. The budget will be distributed to the church at least two weeks prior to the business meeting where it is presented for discussion. It will then be acted upon by the church in a regular Sunday service before the beginning of the fiscal year on January 1.

Section 3: Procedures for Handling Contributions

Offering envelopes shall be provided for members' use to submit their offerings and contributions. A teller team will be responsible for counting and depositing offerings.

Section 4: Purchase--Authorization Procedures

All finance committee members and trustees are authorized to sign checks. Under no circumstances shall a check be signed by an authorized signatory with payee designated to themselves or any family member.

Section 5 – Church Organizations With Separate Financial Accounts:

Any organization such as the Child Development Center, etc., may require separate financial procedures, as determined by the finance committee.

Section 6 – Requirements for Inventory of Assets:

A periodic inventory of tangible assets will be conducted by the responsible committee led by the appointed chairperson or his designee and submitted to the church secretary for record purposes.

Section 7 – Requirements for Periodic Audits:

An audit shall be conducted by an ad-hoc committee elected by the church at the discretion of the Finance Committee.

Article 8: Church Program Organizations

Section 1 – General:

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 organizations related to the church programs shall be under church control, all officers being elected by the church and reporting regularly to the church and all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

The number and nature of each program will be established by the Senior Pastor and the Leadership Council, and will be evaluated on a regular basis to ensure effectiveness, and consistency with the Church's mission and vision. Adjustments, additions, deletions of individual programs will be made by the Senior Pastor and the Leadership Council.

Article 9: Church Operations Manual:

The church shall have an operations manual which includes policies and procedures that are in effect in the church. The manual shall be made available for use by any member of the church. The church office will maintain the manual.

Addition, revision, or deletion of church policies and/or procedures requires:

1. Recommendation from a member of the Leadership_Council or organization whose area of assignment to which the policy or procedure relates.
2. Discussion and approval by the Leadership Council.
3. Approval, by a simple majority vote, of the church at a regular business meeting or a special called business meeting.

Article 10: Amendments

Changes to the By-Laws may be made at any business meeting of the church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting.

Amendments to the By-Laws shall have a concurrence of a majority of the members present and voting.