

## **CITY CHURCH DEL RIO, INC. CONSTITUTION PREAMBLE**

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the church body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

### **I. NAME**

This body shall be known as the City Church Del Rio, Inc., Del Rio, Texas. The principal office shall be located in Del Rio, Texas.

### **II. PURPOSE**

The focus and mission of City Church Del Rio is to be led by the Holy Spirit, to share the gospel of Jesus Christ, to train all in Biblical truth, and to include each one in a community of faith and fellowship.

### **III. STATEMENT OF FAITH**

The Holy Bible is the inspired word of God and is the basis of our statement of faith. City Church Del Rio is committed, as a body of baptized believers in Jesus Christ, to share the good news of salvation to lost mankind. The ordinances of the church are baptism and the Lord's Supper.

City Church Del Rio affirms the 1963 Baptist Faith and Message.

Marriage is a biblical institution established by God as described by the Holy Scriptures. We believe the biblical ideal for marriage is the uniting of one man and one woman in covenant commitment for life. Accordingly, City Church Del Rio's pastors and staff will not approve of, affirm, or officiate in same-sex unions or same-sex marriages, on or off campus, nor will its property or resources be used for such purposes.

### **IV.**

#### **POLITY AND RELATIONSHIPS**

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute membership. All organizations created and empowered by the church shall report to and be accountable to the Elder Board. This church is not subject to the control of any other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist Churches.

City Church Del Rio will cooperate with and support the Del Rio-Uvalde Baptist Association, the Baptist General Convention of Texas, **and the Southern Baptist Convention** ~~and the Cooperative Baptist Fellowship~~, provided such cooperation does not conflict with the church's own best interests.

## **V. CHURCH COVENANT**

This covenant represents a goal which the church body should strive to attain. Therefore, 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 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, the relief of the poor, and the spread of the gospel through all nations.

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.

## **CITY CHURCH DEL RIO, INC. BY-LAWS**

### **ARTICLE I: MEMBERSHIP**

#### **SECTION 1: GENERAL**

City Church 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.

#### **SECTION 2: CANDIDACY**

##### **4 requirements for membership:**

1) A personal confession of Christ as Lord and Savior, **Romans 10:9-10** 2) Baptism by immersion as a public symbol of one's faith, **Matthew 3:13-17, Acts 8:26-40** 3) Completion of the membership class 4) A signed commitment to abide by City Church Del Rio's membership covenant.

##### **City Church Del Rio Membership Covenant**

Having received Christ as my Lord and Savior and been baptized, and being in agreement with City Church Del Rio's statements, strategy, and structure, I now feel led by the Holy Spirit to unite with City Church Del Rio church family. In doing so, I commit myself to God and to the other members to do the following:

##### **1. I WILL PROTECT THE UNITY OF MY CHURCH**

...By acting in love toward other members ...By refusing to gossip ...By following the leaders  
**\*Romans 14:19**—Let us therefore make every effort to do what leads to peace and to mutual edification. **\*Ephesians 4:29**—Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.

**\*Hebrews 13:17**—Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you.

##### **2. I WILL SHARE THE RESPONSIBILITY OF MY CHURCH**

...By praying for its growth ...By inviting the unchurched to attend ...By warmly welcoming those who visit **\*1 Thessalonians 1:2**—We always thank God for all of you and continually mention you in our prayers.” **\*Luke 14:23**— “Then the master told his servant, ‘Go out to the roads and country lanes and compel them to come in, so that my house will be full. **24** I tell you, not one of those who were invited will get a taste of my banquet.’” **\*Romans 15:7**—Accept one another, then, just as Christ accepted you, in order to bring praise to God.

### **3. I WILL SERVE THE MINISTRY OF MY CHURCH**

...By discovering my gifts and talents ...By being equipped to serve, by my pastors and leaders, through personal Bible study, life groups, and other disciple making opportunities ...By developing a servant’s heart.

**\*1 Peter 4:10**—Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms. **\*Ephesians 4:11-12**—So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, **12** to equip his people for works of service, so that the body of Christ may be built up

**\*Philippians 2:3-4, 7**—Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, **4** not looking to your own interests but each of you to the interests of the others. **7** Rather, he made himself nothing by taking the very nature of a servant, being made in human likeness.

### **4. I WILL SUPPORT THE TESTIMONY OF MY CHURCH**

...By attending faithfully ...By living a godly life ...By giving regularly of my tithes and offerings

**\*Hebrews 10:25-26**—And let us consider how we may spur one another on toward love and good deeds, **25** not giving up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching. **\*Philippians 1:27**—Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ. Then, whether I come and see you or only hear about you in my absence, I will know that you stand firm in the one Spirit, striving together as one for the faith of the gospel **\*1 Corinthians 16:2**—On the first day of every week, each one of you should set aside a sum of money in keeping with your income, saving it up, so that when I come no collections will have to be made.

**\*Leviticus 27:30**—A tithe of everything from the land, whether grain from the soil or fruit from the trees, belongs to the Lord; it is holy to the Lord. **\*Malachi 3:10**—Bring the whole tithe into the storehouse, that there may be food in my house. Test me in this,” says the Lord Almighty, “and see if I will not throw open the floodgates of heaven and pour out so much blessing that there will not be room enough to store it.

### **SECTION 3: RIGHTS OF MEMBERS**

Every member of the church is entitled to vote at all elections and on all questions submitted to the church at a regular or special business gatherings, provided the member is present.

Every member of the church may participate in the ordinances of the church as administered by the church.

### **SECTION 4: TERMINATION OF MEMBERSHIP**

Membership shall be terminated in the following ways:

1. Death
2. Granting a letter to another church.
3. Erasure (upon request in writing or proof of membership in a church of another denomination)
4. Exclusion by action of this church.

### **SECTION 5: 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 elders are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist, which would cause a member to become a liability to the general welfare of the church, every reasonable measure should be taken by the pastor and the elders to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. Should it be determined that the welfare of the church will be best served by the exclusion of a member, the church may exclude such member by a three-fourths 3/4 vote of the voting members present at a properly called special business gathering called for this purpose.

Any person whose membership has been terminated for any reason, which has made it necessary for the church to exclude that person, may upon that person's request be restored to membership by a 3/4 vote of the church upon evidence of that person's repentance and reformation.

## **ARTICLE II: CHURCH OFFICERS AND STAFF**

### **SECTION 1: GENERAL**

All church officers must be members of the church. The officers of this church shall be the Pastor, a financial secretary, a treasurer, the elders, and the trustees. The staff of this church shall be those persons employed by this church, i.e., the Music Pastor, Youth Pastor, Missions Pastor, Minister of Children & Pre-School, nursery, secretarial, and custodial personnel, and other positions created to serve church needs. The person or persons serving as Pastor, church treasurer, financial secretary, and the ministerial staff positions at the time these Constitution and Bylaws are adopted shall be considered as elected by the church pursuant to the appropriate provisions of these By-laws.

### **SECTION 2: LEAD PASTOR**

#### Role of the Lead Pastor

- A. The Lead Pastor is responsible for leading the church to function as a New Testament Church. The Lead Pastor will lead the church, the church officers, staff, and organizations to accomplish the mission of the church. The Lead Pastor is the leader of the pastoral ministries of the church. As such, the Lead Pastor will work with the elders and staff to:
- B. Lead the church to engage in worship, discipleship, ministry, fellowship, evangelism, and missions.
- C. Proclaim the gospel to believers and unbelievers.
- D. Care for the church's members and other persons in the community.
- E. The Lead Pastor must be an ordained minister. The Lead Pastor shall be chosen and called by the church whenever a vacancy occurs.

#### Lead Pastor Selection Team

- A. Upon the office of Lead Pastor becoming vacant, the elders shall serve on the Lead Pastor Selection Team. The elders can elect church members to also serve on the Lead Pastor Selection Team.
- B. The Lead Pastor Selection Team shall seek out a suitable candidate for Lead Pastor. Any church member may make recommendations to the Lead Pastor Selection Team. The Lead Pastor Selection Team's recommendation will constitute a nomination. The team shall bring to the consideration of the church only one candidate at a time. The election shall take place at a church gathering called for

that purpose, of which at least one week's notice to the church has been given. The election shall be by secret ballot and an affirmative vote of at least three fourths (3/4) of those voting members present shall be necessary to extend a call to a candidate for Lead Pastor.

- C. The Lead Pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request.

#### Lead Pastor Resignation

- A. If the Lead Pastor wishes to resign from his position at City Church Del Rio, it is requested he give at least two weeks' notice.
- B. Supply and Selection of Interim Lead Pastor
- C. During such time as the church is without an elected pastor, the following procedure shall be followed:
  - a. The Elders shall be responsible for obtaining pulpit supply (person to fulfill the preaching ministry of the church).
  - b. The Elders may offer in nomination to the church a person to be named to the position of "interim pastor."

### **SECTION 3: CHURCH STAFF**

This church shall call or employ only such staff members as the church shall need. When the need for staff members is determined, the Elders shall prepare a job description for each staff position. Upon recommendations by the Elders, such staff positions will be created after being approved by the Elders and Trustees. The staff shall operate under the supervision of the Lead Pastor. During any such time as the church is without a Lead Pastor, the Elders shall designate a staff member to assume the ministry responsibilities ordinarily assumed by the Lead Pastor.

#### A. Ministerial Staff Positions

Ministerial staff members shall be employed by 3/4 vote of those voting members present at a church gathering called for that purpose, upon recommendation of the elders and Lead Pastor. Ministerial staff positions may include but are not limited to Music Pastor, Youth Pastor, Missions Pastor, Associate Pastor, Children's Minister, etc. These staff members may be terminated by a 3/4 vote of the voting members present at a church gathering called for that purpose, upon recommendation by the elders and the Lead Pastor. If a person in a ministerial staff position chooses to resign it is requested that they provide a two-week notice.

#### B. Non-Ministerial Staff Positions

Non-Ministerial Staff Members may be employed and terminated by the elders upon recommendation of the Lead Pastor. Non-Ministerial staff positions may include but are not limited to nursery, secretarial and custodial positions. If a person in a non-ministerial staff position chooses to resign it is requested that they provide a two-week notice.

#### **SECTION 4: MODERATOR**

The moderator shall be the Lead Pastor except when otherwise specified in these bylaws. In the absence of the Pastor, an elder chair shall serve as the Moderator. In the absence of both, another one of the Pastoral staff shall call the church to order and preside over gathering

#### **SECTION 5: FINANCIAL SECRETARY & CHURCH TREASURER**

The church shall elect a Church Treasurer as FINANCIAL OVERSEER. The Treasurer shall be elected for an ongoing period of service. He/she may serve until they resign or the Lead Pastor and elders see the need for a change of treasurer.

The treasurer shall work in unison as a second set of eyes over the church financial records kept by the church financial secretary. Monthly overview of financial records to the maximum extent practical to ensure good internal control over church finances is an integral part of the accounting system.

The following finance functions are the overall responsibility of the *church financial* secretary:

1. Deposit of all church receipts
2. Payment of all authorized church expenses
3. Maintenance of accounting records to support all receipts and disbursements
4. Preparation of all financial reports
5. Presentation of financial reports at business gatherings for the members of the church
6. Preservation of all financial reports and records as a part of the permanent church records
7. Making all records available bi-annually for audit (either by the Audit Team and/or outside independent auditors)

8. Always have 2 independent individuals to count weekly offerings
9. All church financial records are available at the biannual gatherings in print form

## **SECTION 6 ELDERS**

### **A. Purpose**

According to the New Testament, elders are responsible for the primary leadership and oversight of a church. Elders are married men of Christian virtue that lead the church [1 Tim 5:17; Titus 1:7; 1 Peter 5:1–2], teach and preach the Word [1 Timothy 3:1-8; 2 Timothy 4:2; Titus 1:9], protect the church from false teachers [Acts 20:17, 28–31], exhort and admonish the saints' in sound doctrine [1 Timothy 4:13; 2 Timothy 3:13–17; Titus 1:9], visit the sick and pray [James 5:14; Acts 6:4], and judge doctrinal issues [Acts 15:6]. In biblical terminology, elders shepherd, oversee, lead, and care for the local church.

A man in this office should possess a competency of human learning and be blameless in life, sound in the faith, and have the ability to teach. He should exhibit a sobriety and holiness of life becoming the Gospel. He should rule his own house well and should have a good report of them that are outside the Church.

An elder is charged with watching diligently over the flock under his responsibility, that no corruption of doctrine or of morals take root. They must exercise government and discipline, and take oversight of the spiritual interests of the church. They should visit the people at their homes, especially the sick. They should instruct everyone with love, comfort the hurting, nourish and guard the children of City Church Del Rio. They should set a worthy example to the members entrusted to their care by their zeal to evangelize the non-believers and make disciples. All those duties which private Christians are called to do by the law of love are especially incumbent upon them by divine vocation, and are to be discharged as official duties. They should pray with and for the people, being careful and diligent in seeking the fruit of the preached Word among the church body.

### **B. Membership Elder**

The elders are selected by City Church Del Rio, under the recommendation of the Lead Pastor and staff. Every Ordained Pastor employed by City Church Del Rio will automatically be a member of the elder board. In case of death, resignation, reclassification, or termination, the church may elect an elder to fill the vacancy.

## **NOMINATION AND ELECTION OF ELDERS**

## **Elder Elections**

- A. The Board of Elders shall consist of the Lead Pastor and the pastoral staff, along with elected Elders.
- B. The Board of Elders shall determine if additional elders are needed, and if so, the number of elders that are needed. Upon making such determination, the Board of Elders shall recommend to the Church the names of the candidate(s).
- C. Once the Church approves an elder nomination, the following steps shall be taken:
- D. The Board of Elders shall select, interview, and nominate qualified potential elders. The Board of Elders shall determine if each individual meets the following qualifications:
  - a. That the candidate meets the scriptural qualifications of an elder;
  - b. That the candidate is sufficiently grounded in the doctrines of the Bible as accepted by City Church Del Rio;
  - c. That the candidate has been a member of City Church Del Rio for at least 6 months.
  - d. That the candidate agrees to fulfill the responsibilities of an elder as outlined by these Bylaws.
  - e. The Board of Elders shall then prepare in ballot form the list of nominees selected in the above- described manner. The Board of Elders shall then give the Church at least two (2) weeks' notice that an elder election will be held at a special business gathering called for an upcoming Sunday.
- E. Voting members that are present at this special business gathering will be given a ballot and an opportunity to vote for each of the nominated elders to be.
- F. The Elder Board shall count the ballots. The nominees who receive a 3/4 vote shall be elected to the Board of elders.

## **RESPONSIBILITIES OF THE ELDER**

- A. Attendance
  - a. Each elder shall be expected to be in attendance at each regular elder meeting. The elder may request to be excused from attending a meeting.
- B. Ministry
  - a. Each elder shall participate fully in the life of the church.
  - b. Each elder shall serve on the Lord's supper Sundays.
  - c. Each elder shall support the various programs of the church.
- C. Training
  - a. Each elder shall participate in the training opportunities established by the Lead Pastor

## **Discipline**

Elders who are absent (unexcused) from three (3) consecutive elder meetings, or who are absent (unexcused) from one half (1/2) of the elder meetings for the calendar year, or who fail or are unable to fulfill the responsibilities of ministry and training, shall be requested to be classified as an elder reserve. The elder reserve may request to be placed back into full elder status upon the Lead Pastor's evaluation and approval.

## **ELDER CHAIRMAN**

The Elder Board shall elect annually to one (1) year terms a Chairman, Vice Chairman, and Secretary. No elder officer shall serve more than two (2) consecutive terms in any one office.

## **SECTION 7: DEACONS**

### **A. Purpose**

As City Church Del Rio develops and increases in membership, a need to elect deacons to serve the members of the body may occur. According to the New Testament, deacons are to be married men who are upstanding examples of Christian virtue. The office of deacon is one of sympathy and service, after the example of the Lord Jesus; it expresses also the communion of saints, especially in their helping one another in time of need. It is the duty of the deacons to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress. It is their duty also to develop the grace of giving freely of oneself among the flock, to devise effective methods of collecting the gifts of the people, and to distribute these gifts among the objects to which they are contributed. They shall have the care of the property of the congregation, both real and personal, and shall keep in proper repair the church edifice and other buildings belonging to the congregation. In matters of special importance affecting the property of the church, they cannot take final action without the approval of the Board of Elders.

Deacons may serve specific functions in overseeing the maintenance of the church. As needed this may come in the form of individuals serving specific needs, or committees of deacons being formed to provide ongoing oversight of specific church needs.

### **B. Membership**

The deacons are selected by City Church Del Rio, under the recommendation of the Lead Pastor, ministry staff, and elders. In case of death, resignation, reclassification, or termination, the church may elect a deacon to fill the vacancy who have wives that are equally examples of Christian virtue. [1 Tim 3:1-13]

C. Deacons are to serve the church body in ways that allow elders and ministry staff to focus on the ministry of the church. [Acts 6:1-6]

D. NOMINATION AND ELECTION OF DEACONS

**DEACON ELECTION**

The Board of Elders shall determine if deacons are needed, and if so, the number of deacons that are needed. Upon making such determination, the Board of Elders shall recommend to the Church the names of the candidate(s).

1. Once the Church approves a deacon nomination, the following steps shall be taken:

- a. The Board of Elders shall select, interview, and nominate qualified potential deacons. The Board of Elders shall determine if each individual meets the following qualifications:
- b. That the candidate meets the scriptural qualifications of a deacon
- c. That the candidate is sufficiently grounded in the doctrines of the Bible as accepted by City Church Del Rio;
- d. That the candidate has been a member of City Church Del Rio for at least 6 months
- e. That the candidate agrees to fulfill the responsibilities of a deacon as outlined by these Bylaws.
- f. The Board of Elders shall then prepare in ballot form the list of nominees selected in the above- described manner. The Board of Elders shall then give the Church at least two (2) weeks' notice that an elder election will be held at a special business gathering called for an upcoming Sunday.
- g. Voting members that are present at this special business gathering will be given a ballot and an opportunity to vote for each of the nominated elders to be.
- h. The Elder Board shall count the ballots. The nominees who receive a 3/4 vote shall be elected as deacons.

D. RESPONSIBILITIES OF THE DEACON

1. Ministry

- a. Each deacon shall participate fully in the life of the church.
- b. Each deacon shall serve in support of worship services as needed.

- c. Each deacon shall support the various programs of the church.

## 2. Training

Each deacon shall participate in the training opportunities established by the Lead Pastor

## 3. Discipline

Deacons who are regularly absent from their duties, or who fail or are unable to fulfill the responsibilities of ministry and training, shall be classified as a reserve deacon. The reserve deacon may request to be placed back into full deacon status upon the Lead Pastor's evaluation and approval.

## **SECTION 8: TRUSTEES**

### A. Duties

Three (3) trustees, elected by the Lead Pastor and elders, will serve as legal officers of the church. They shall hold in trust the church property and shall serve as directors of City Church Del Rio. 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 on behalf of City Church Del Rio involving the purchase, sale, mortgage, rental, or transfer of property, or to other legal documents where the signatures of trustees or directors are required.

### B. Selection of Trustees

The Lead Pastor and elders shall place at an appropriately held church business gathering, the names in nomination for office of trustee. Duly elected trustees shall serve 3-year terms on a rotating basis with one third (1/3) of the trustees being elected each year.

Upon adoption of this Constitution and By-Laws, the current trustees shall continue to serve in that capacity until such time as the elders have nominated and the church has elected its new church trustees. The first Board of Trustees shall rotate off the board alphabetically, by the last name, at the end of the first, second and third year.

## **ARTICLE III: CHURCH MINISTRIES**

The church shall maintain ministries of Bible teaching; covenant church membership, church leader training, mission education, and mission support. All ministries of the church shall be under church control, and shall report bi-annually to the church. The church shall elect annually

from its membership persons to fill the various offices and places of leadership and instruction within the church ministries, i.e. Sunday school teachers.

## **ARTICLE IV: CHURCH ORDINANCES**

### **SECTION 1: BAPTISM**

City Church Del Rio 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.

- A. Baptism shall be by immersion in water.
- B. Baptism shall be administered as an act of worship during any worship service of the church.
- C. Baptism shall be administered by the Lead Pastor or whomever the Lead Pastor shall authorize.
- D. A person who professes Christ shall meet with the Lead Pastor and be baptized as soon as possible.

### **SECTION 2: THE LORD'S SUPPER**

The Lord's Supper is a symbolic act of obedience whereby members of the church and other Christians, through partaking of bread and fruit of the vine, commemorate the death of Jesus Christ who died for our sins.

- A. The church shall observe the Lord's Supper at least quarterly.
- B. The Lead Pastor and elders shall be responsible for the administration of the Lord's Supper.

## **ARTICLE V: CHURCH SERVICES**

### **SECTION 1: WORSHIP SERVICES**

The church shall meet regularly on Sunday mornings and Wednesday evenings for preaching, prayer, Bible study, evangelism, and for the worship of Almighty God. The gatherings will be open for the entire congregation and membership of the church, for all people, and shall be

conducted under the direction of the Lead Pastor or as the church may direct under Article II, Section 2 (D) of these Bylaws.

## **SECTION 2: SPECIAL SERVICES**

Special services which will be essential in the promotion of the objectives of the church shall be placed on the church calendar as desired.

## **SECTION 3: BUSINESS GATHERINGS**

Business gatherings shall be 2 times a year or unless specifically called business gatherings. An agenda may be published and distributed to the membership prior to each business gathering.

## **SECTION 4: SPECIAL BUSINESS GATHERINGS**

Special business gatherings may be called by the Elders and held to consider special matters of significant nature. A one-week notice to the church must be given concerning the subject, date, time, and location unless extreme urgency renders such notice impractical or unless otherwise specified by these By-laws.

## **SECTION 5: QUORUM**

In all business gatherings, the quorum shall consist of those voting members present who attend, provided it is a regular business gathering or a properly called special business gathering.

## **SECTION 6: PARLIAMENTARY RULES**

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all regular and special business gatherings of the City Church Del Rio.

## **ARTICLE VI: CHURCH FINANCES**

### **SECTION 1: BUDGET**

The financial secretary and treasurer shall annually prepare and submit to the church for approval by a 3/4 vote at a church gathering, an inclusive budget, indicating by item the amount needed for all church expenses. The church staff and Elders will review the annual budget prior to the church gathering.

It is understood that membership in the church involves financial obligation to support the church and its causes with regular proportionate gifts. At least annually, each member shall be given an opportunity to indicate support of the church's unified budget.

## **SECTION 2: HANDLING OF FUNDS**

The financial secretary shall account for all church receipts as set forth in Article II, Section 5.

Deposits of funds shall be made by the financial secretary, treasurer, or appointed trustees of the church. Individuals selected for this duty by the financial secretary and Lead Pastor jointly.

All funds thus received will be subject to audit as set forth in Article II, Section 5

## **SECTION 3: FISCAL YEAR**

The church fiscal year shall begin on January 1 and end December 31 of each year.

## **ARTICLE VII: AMENDMENTS**

### **SECTION 1**

The Constitution and these Bylaws may be amended, modified, or repealed only by 3/4 vote of the voting members present at any duly convened business gathering of the church, provided the proposed amendment shall have been presented to the church in writing at any regular or duly called business gathering of the church at least thirty (30) days prior to the date established for voting on said amendment. The proposed amendment shall be printed and posted in the church office at least fifteen (15) days before the proposed amendment is to be acted upon. When an amendment is proposed, and has been rejected by the church, that amendment, or any amendment embodying the substance thereof, shall not be proposed again for at least six months from the date of the rejection of such amendment. *When there is no church office, electronic mail will be the considered print form.*

### **SECTION 2**

Any amendments to the Constitution or Bylaws shall immediately go into full force and effect from and after their adoption.

*Revised Feb 19, 2018 **added words** **deleted words***