

Bylaws

BROAD RIDGE BAPTIST CHURCH Orrum, North Carolina

Preamble

For the purpose of preserving, propagating and making secure the principles of our Faith, and to the end that this body of believing Christians may be governed in an orderly manner consistent with the accepted doctrines of Missionary Baptist Churches affiliated with the North Carolina Baptist State Convention and the Southern Baptist Convention, for the purpose of preserving the liberties inherent in each individual member of the church and in order to set forth the relationship of this body to other Baptist bodies, we do adopt and establish these Bylaws.

ARTICLE I. NAME

The name of this organization shall be BROAD RIDGE BAPTIST CHURCH and is located in Orrum, North Carolina.

ARTICLE II. PURPOSE

The BROAD RIDGE BAPTIST CHURCH is organized for the purpose of advancing and promoting the worship of God through the reading and study of the Holy Bible as the revealed word of God, the teaching and preaching of the Gospel of our Lord and Savior, Jesus Christ, conducting regular services of Worship for the spiritual training, development and benefit of each member and for the winning of souls to Jesus Christ. This church shall be missionary in spirit, extending the Gospel through our organized religious channels to the entire world. It shall promote and maintain the teachings and doctrines of that Christian denomination universally known and designated as the Southern Baptist Denomination. It shall exist to provide regular opportunities for public worship, to sustain the ordinances, doctrines and ethics set forth in the New Testament for the Church of our Lord Jesus Christ, and to channel its offerings to the support of the objects of the Kingdom of God.

ARTICLE III. ARTICLES OF FAITH

The articles of faith subscribed to by BROAD RIDGE BAPTIST CHURCH are identical to those published by the Sunday School Board of the Southern Baptist Convention in the tract "The Baptist Faith and Message", a statement adopted by the Southern Baptist Convention, June 14, 2001. A copy of this tract will be made available to each member of this church.

ARTICLE IV. COVENANT

Having been lead, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Saviour, and on the profession of our faith, having been baptized in the name of the Father, and of the Son and of the Holy Ghost, 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.

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

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

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

ARTICLE V. GOVERNANCE AND POLITTY

Section 1. Congregational Government

The government of this church shall be congregational in nature and shall be vested in the membership. The final authority for the operation and management of the affairs of this corporation, spiritual and temporal, shall be vested in the membership of the Church, which authority shall be exercised in the manner set forth in the Bylaws. Members alone shall have the authority to adopt and amend Bylaws, approve budgets, receive members and govern and conduct the affairs of the Church.

Section 2. Autonomy

This church is a free, autonomous, independent body, congregational in nature with authority to determine for itself in the manner set forth in these Bylaws, free from any outside control, authority or power, whether governmental or otherwise, the use of its property and all church policies.

Section 3. Association

The church recognizes the value and mutual helpfulness in the voluntary association of churches which are in such agreement in faith and practice as to make possible a spirit of

fellowship and good will. It is recognized that association and cooperation between such churches will influence the missionary, educational, and benevolent interest of each other. The church does, therefore, declare its intention as far as conscience will allow to work in mutual cooperation with other Baptist groups.

Section 4. Affiliation

Upon the adoption of these Bylaws this church shall be deemed to have affiliated itself with the Robeson Baptist Association.

Section 5. Cooperation

Upon adoption of these Bylaws this church shall be deemed to be in Friendly cooperation with the aims and purposes of the North Carolina Baptist State Convention and of the Southern Baptist Convention as set forth in the constitutions of these autonomous bodies and through duly elected messengers will participate in their deliberative assemblies, and shall as we are able, support the missionary, benevolent and educational programs of each.

Section 6. Discontinuance of Affiliation and/or Cooperation

The calling of a church conference for the purpose of voting on withdrawal from the Robeson Baptist Association and/or discontinuance of cooperation with the North Carolina Baptist State and/or Southern Baptist Convention will require that written notice be sent to each member of the church, stating the purpose and time of said conference. Action to withdraw to be valid must be carried by vote of three-fourths of the members present and voting; in which case transferal of property shall be affected in accordance with the will of the three-fourths majority. In the event of serious rupture in fellowship at this point and necessity of such action as above set forth, it is expected that the various factions of the church will sit down in Christian love and in the spirit of prayer and seek to effectuate reconciliation or an agreeable basis of division, each being mindful of the Beatitude which says, "Blessed are the peacemakers, for they shall be called the sons of God."

ARTICLE VI. MEMBERSHIP

Section 1. Conditions of Membership

The membership of this church shall be composed of persons who have given evidence of regeneration by the Spirit of God, who have been baptized by immersion, and who have subscribed to the church covenant, articles of faith, and Bylaws of this church, and who have been received into membership by vote of the church.

Section 2. Means of Reception

A. By profession of Faith. An applicant may be received on profession of faith as a candidate for baptism, after the administration of which the applicant shall automatically enjoy the full fellowship of the Church.

B. By Letter. A member of another Baptist church may be received by a vote of the church upon promise of letter of transfer from the church where membership resides. The applying member will be in a watch-care relationship until letter of transfer is received from the other church.

C. By Statement. Any one who has once been a member of a Baptist church and in consequence of peculiar circumstances has lost that relationship or is not able otherwise to promise a letter of transfer may be received into the fellowship of this church upon statement to the membership and by a vote of the church.

D. Other Circumstances. Applications for membership under circumstances other than those described in Sections 1, 2, and 3 above will be considered by the church in conference and the decision of the church will be final in each case.

Section 3. Procedure

Any person may present themselves at a regular Church service for membership. At the discretion of the Pastor, the Church may, as set forth in these bylaws, call itself into special session and vote on the membership of the candidate, or the Pastor may acknowledge the desire and postpone the vote until some subsequent meeting.

Section 4. Duties of Members

The duties of the members of this Church shall be to be just in their dealings, faithful in their engagements, guarded in their conversation, exemplary in their deportment; to be faithful in all the duties essential to the Christian life; to regularly attend the services of the Church; to give regularly and systematically to its support and kingdom causes; and to share in its organized work.

Section 5. Rights of Members

A. Voting. Every member is entitled to vote at all elections and on all questions submitted to the membership.

B. Holding Office. Except as otherwise set forth in these Bylaws, every member is eligible for consideration by the membership as a candidate for elective offices in the Church.

C. Records. Members shall have access to the principle records of the Church including minutes of its governing body and principle financial reports. However, consistent with Baptist doctrine and practice, these rights shall not include the right to review or inspect individual donor records or personnel files.

Section 6. Termination of Membership

The methods of terminating the membership status of a member shall be as follows:

A. By letter. A letter of transfer to unite with another Baptist Church may be issued upon request to the church, which the member is planning to join providing

such member is in good standing. All such applications must be passed upon by the church in conference.

B. Removal from Roll. When a member joins another church, their membership in this church shall automatically terminate. Upon receipt of reliable information that a member has united with another Church, this Church shall terminate the membership status of the member and the Clerk shall remove the member from the roll.

C. By Exclusion. The church, after due notice and opportunity for hearing, and every possible kindly effort to make such action unnecessary, may upon majority of vote during an authorized business conference, terminate the membership of a person in this body for reasons it considers sufficient to warrant such action.

D. By Personal Request of the Member. Any member shall be removed from the roll and membership status of that member terminated upon request by that member to the Pastor and/or Deacons.

ARTICLE VII. MEETINGS

Section 1. Worship

This church shall hold regular meetings for worship, teaching, training and fellowship. The church shall hold regular services of worship on Sundays and Wednesday evenings unless otherwise agreed upon by the church. The Lord's Supper shall be observed at least once a quarter at a time approved by the church. Other meetings of the church as a whole or of authorized groups within the church may be set according to the needs of the congregation.

Section 2. Church Conferences

This church shall hold regular business meetings for the disposition of all business matters not otherwise provided for, to hear reports from the various church organizations, and to consider other matters essential to the spiritual welfare and prosperity of the congregation.

A. Annual Meeting. The annual meeting shall be the August monthly meeting of each year for the election of Church Officers, Standing Committees, and Special Committees. The election of some officers may, at the discretion of the Church or as set forth in these Bylaws be held at some other regular or called meeting.

B. Monthly Meetings. A church conference shall be held on Wednesday night of each month following the regular meeting of the deacons. The church may reschedule such meeting with proper notice, and the Deacons may in the event of special circumstances, postpone a meeting for up to two weeks.

C. Special Called Meetings

1. At any regular meeting of the Church, the Pastor or Chair of the Deacons may call for an immediate business conference to act upon certain specific matters of business: those being the reception of members, appointment of messengers to meetings, the granting of letters, and the annual Church letter.

2. Special business meetings may be called at any time by the Pastor, the Chairman of the Deacons, a majority of the Deacons or upon thee written request of any twenty-five members of the Church. Notice stating the purpose, date and time of the meeting shall be provided to the membership. No matter shall be considered at the called meeting except that for which it was called and previously announced.

3. In the event of an emergency, the Pastor or Chairman of the Deacons may, with consent of two-thirds of the Deacons call an emergency meeting without full notice to the members. Such notice as is possible will be given to the membership, and action is limited to the items requiring the emergency meeting. Such emergency meetings shall not be subject to the special procedures set forth below. No meeting under this provision may be called in regard to personnel matters.

D. Moderator: The pastor of the church shall preside as church moderator; in his absence the chairman of deacons shall preside as vice-moderator; in the absence of the moderator and the vice-moderator, those in attendance may nominate and elect a temporary chair.

E. Quorum: A quorum shall consist of 25 adult (18 yrs. of age or older) members of the church.

F. Matters Requiring Special Procedures. On any motion properly before a business meeting dealing with the purchase or sale of real property, the employment terms or salaries of Church staff, the removal of officers, the modification in the overall expenditures exceeding \$1000, or the affiliation relationships of the Church, where the membership has not been given notice of the general subject and nature of the proposals to be voted upon at such a meeting, any member may, by request at such a meeting, require that the motion be referred to the Deacons and the appropriate committee, who will have up to thirty days to make a non-binding recommendation regarding the proposal. The congregation may vote upon the motion at the next special or regular business meeting.

G. Notice. Except where otherwise required by these Bylaws, any requirement of notice for a meeting or item of business to be presented shall be satisfied if announcement is made at a Sunday morning worship service one week in advance

of any meeting or action, or notice is provided in any regular or special Church newsletter mailed ten days in advance.

H. Voting. Unless otherwise designated, all matters of business shall be decided by a majority vote of the members present and voting. Voting by proxy or absentee ballot shall not be permitted. Except as otherwise set forth in these Bylaws, the moderator in his discretion shall designate the manner of voting, except that the members may by motion made and adopted require a written ballot.

I. Minutes. The church clerk shall keep minutes of each business meeting and shall record the approximate number present, whether a quorum was present and what actions were taken by the church.

J. Parliamentary Procedure. In business meetings good parliamentary law shall be followed, using Robert's Rules of Order as a general guide. The moderator may, absent objection of with the consent of the majority, deviate from such rules in the interests of full discussion and harmony.

ARTICLE VI. OFFICERS

Section 1. Officers.

The officers of this church shall be a pastor, deacons, clerk, treasurer, and such other officers as shall be required to do the work of the church in any of its departments or organizations. All of these shall be elected by the church, and shall be members in good standing at the time of election except that a pastor may not be a member until after his call. All officers serve at the pleasure of the church, and may be removed at any time in accordance with provisions of these Bylaws.

Section 2. Pastor.

A. Call. Whenever a vacancy occurs, a pastor shall be called by the church to serve until the relationship is dissolved at the request of either the pastor or the church. The call of the pastor shall take place at a meeting especially set for that purpose of which at least one week's notice has been given the membership. The election shall be the recommendation of a special committee recommended by the deacons and approved by the church to seek out and nominate as pastor a minister of the gospel whose Christian character and qualifications fit him for the office. The committee shall bring only one name at a time for the consideration of the church and no nominations shall be made except by the committee. Election shall be by ballot only with an affirmation vote of three-fourths of those present and voting necessary for an extension of a call. Should the minister recommended by the committee fail to receive a three-fourths vote, the committee will be instructed to seek out another minister and the meeting at which the vote was taken shall be adjourned without debate.

B. Duties: The pastor shall have in charge the welfare and oversight of the church; he shall be an ex-officio member of all organizations, departments and committees; he may call a special meeting of the deacons or of any committee according to procedures which are set forth in the by-laws; he shall conduct religious services on stated and on special occasions, administer the ordinances, minister to the spiritual needs of the members of the church and community; he shall perform other duties that usually pertain to that office; he shall have special charge of the pulpit ministry of the church, and shall be in charge of all worship services, including funerals, weddings, or other special services held at the church; and shall, in cooperation with the deacons provide for pulpit supply when he is absent and shall arrange, with the concurrence of the deacons, for ministers to assist in revival meetings and workers to assist in other special services required by the church. It shall be his special responsibility to win the lost to Christ; to minister to the spiritual needs of the members of his congregation, and through prayer and study to render effective preaching and pastoral ministries.

C. Employment Policies. The Church shall establish and set forth appropriate employment policies in regard to the Pastor, and annually review such policies. Such policies shall not constitute a contract and are subject to modification by the Church at any time.

D. Termination. The Pastor is called to serve until the relationship is dissolved at the request of either the Pastor or the Church.

1. Resignation. The Pastor may resign but shall normally provide at least 30 days notice before the termination of his services. A written resignation or an oral resignation delivered on a Sunday morning service or business meeting of the Church, if without conditions, shall be final and binding. If any resignation is subject to conditions it shall be effective and binding when accepted by majority ballot vote of the Church.

2. Removal. A Pastor may be removed by a majority ballot vote of the members present and voting at a properly called meeting. Such a vote may be held only at a meeting in regard to which notice has been mailed to all Church members with a known address of the pending action, and the Pastor is provided an opportunity to be heard. Such a vote may be initiated by the recommendation of the Deacons or by the written request of twenty-five members, in which case the Deacons shall call a meeting to be held within 30 days. In the event of such a meeting initiated by member petition, no other member-initiated vote on the termination of the pastor may be called for a period of one year.

a. The officers and the members shall make every effort to follow biblical principles including the process set forth in Matthew 18 in dealing with conflicts regarding pastoral staff. An effort should be extended to permit

reconciliation of conflicts in a manner consistent with our Christian faith and doctrine.

b. Removal shall be effective immediately upon the adoption of a motion terminating the Pastor, but salary and benefits shall continue for not less than thirty days. Any resolution to dismiss may also contain recommendations concerning other financial aspects of the termination including severance pay.

Section 3. Deacons.

A. The church shall establish the number of active deacons, and the number to be elected. The church shall consider as a guideline that there shall be at least three deacons for the first 100 members of the church and one additional deacon for each 50 members there above.

B. The deacons shall be elected from among those male members, 21 years of age or older, who have proven themselves to have Scriptural qualifications according to 1 Timothy 3 and Titus 1. Deacons retiring from active participation by rotation shall retain their title of deacon and may be called upon for service by the church at any time but shall be ineligible for re-election to the active diaconry until at least one year has elapsed following their retirement from this service, except that persons filling an unexpired term of less than two years, shall not be barred from immediate nomination and election to a full term.

C. They shall be elected for a term of three years.

D. Deacons shall at all times regard themselves as servants of the church. With the pastor, and as the Holy Spirit may direct, they are to consider and make recommendations to the church in all matters pertaining to its work and progress, including oversight of the discipline of the church and establishment and maintenance of spiritual fraternal relations with all members of the church. They shall assist the pastor in the observance of the ordinances; have general oversight over the upkeep, repair and use of property (with proper respect for the responsibilities of the other bodies and committees). They shall arrange for regular meetings and such committees as are necessary to the discharge of the duties. The pastor, or the chairman of the deacons, may call the deacons into special session whenever need for such arises.

E. Election of deacons. The nomination of men to serve on the deacon board will be held the last Sunday of July with each church member nominating one (1) man 21 years of age or over who is scripturally and spiritually qualified and is a regular attender and supporter of the church. (Before the nominations the pastor will read the biblical qualifications for deacons and lead in prayer). The five men receiving the highest number of nominations, and having been reviewed and approved by the active deacon board and visited by the pastor and Chairman of

Deacons to see if they are willing to serve the church, will then be placed on a ballot to be elected by the church on the second Sunday of August. Each member may vote for as many Deacons as there are positions to be filled, those receiving the highest number of votes shall fill the available positions.

F. Vacancies. In the event of a vacancy created by death, resignation or removal, the deacons shall call a special election and shall nominate from the candidates presented to the church in the last deacon election, a person to fill the unexpired term. The election to fill the term shall be by written ballot including the nominee and the congregation shall vote to approve the recommendation, a majority being required.

G. Organization. The Deacons shall elect their Chairman, Vice-Chairman, Secretary and such other officers as they deem appropriate and establish regular times of meetings.

H. Corporate Duties.

1. Function as Board of Directors. The currently serving members of the Deacons shall, meeting and acting together, constitute the Board of Directors of Broad Ridge Baptist Church. Such Board of Directors shall change by and in the same procedure as for the terms of members of the Deacons so that the Board of Directors shall perpetually be the same as the Deacons. In their capacity as Directors, they shall have the duties and responsibilities attendant to Directors, subject however to the limitations set forth in the Charter and Bylaws. The Directors shall not have power, except as expressly authorized by the congregation, to purchase or sell or encumber any real or personal property, to install or remove officers or staff, to amend the Bylaws or Charter, or to bind the corporation to any contract. Consistent with our spiritual principles, Baptist polity and long term practice, the congregation as a whole retains the authority to govern the affairs, spiritual and temporal, of the Church.

2. Corporate Officers. The Chairman of the Deacons shall, whenever required by law or practice, serve as the President of the Corporation, having however only such express powers as are granted by the congregation, and having no power absent such express authorization to bind the corporation in any matter or act for it. In a similar manner and subject to the same limitations, the Vice-Chairman of the Deacons shall be authorized to act as the Vice-President.

Section 4. Clerk.

The clerk shall be elected annually upon recommendation of the nominating committee. It shall be his/her responsibility to attend or be represented at all church business meetings, to keep an accurate record of all business transactions, to prepare the annual association letter and to see that it is properly transmitted to the associational clerk, and he/she shall notify all officers, members of committees and messengers of the election or appointment; he/she shall issue letters of dismissal as authorized by the church, preserve

all papers and valuable records and letters that belong to the church, and preserve a true history of the church, keeping same in a safe place. It shall be the duty of the clerk to see that an accurate roll of the church membership is kept, that dates and methods of admission and dismissal, change in name, correct mailing addresses of all active members. The Clerk shall serve as the Secretary of the Corporation.

Section 5. Treasurer.

The church shall elect a treasurer annually. One who has served previously in this position will be eligible for re-election. It shall be the duty of the treasurer to receive, keep in a bank, and disburse by check upon proper authority all money or things of value that are given to the church in accordance with instructions from the church. He shall keep at all times an itemized account of all receipts and disbursements; rendering an account regularly to the church to be preserved by the church clerk. The treasurer's books shall be audited at least once a year as arranged by the church, and all books, records, and accounts kept by him shall be the property of the church. The treasurer shall upon invitation meet with the deacons, and shall be an ex-officio member of the Finance and Budget Committee. The treasurer shall also keep a record of all contributions made by individual members and make available annual statements upon their request.

ARTICLE VIII. OTHER CHURCH OFFICERS

Section 1. General Provisions.

The church may establish such programs and officers to direct them as the church shall deem appropriate. For all such programs and leadership, the church shall establish duties, means of selection, and accountability. All departments and programs are under the direction of the church, and the subject to its decisions and direction.

Section 2. Election

All church officers subject to annual election shall be elected during the month of August.

Section 3. Officers

In addition to those named in the body of the constitution, other officers of the church shall be a Sunday School Director, Discipleship Training Director, Brotherhood Director, Woman's Missionary Union Director, Church Music Director, pianist-organist, and such officers as may be necessary and desirable. All officers of the church and its organizations, unless otherwise specified, shall be elected for a term of one year, and upon the recommendation of the Nominating Committee, it being understood, of course, that members of the church may offer substitute nominations for any position for which the Nominating Committee makes nominations.

Section 4. Sunday School Director.

The Sunday School Director shall have general oversight of the entire school and shall administer its affairs in cooperation with, and according to, the plans and methods of the Sunday School Board of the Southern Baptist Convention, subject to the approval of the local church. He shall acquaint himself with the best methods of religious education and

endeavor to adopt them in this school. It shall be his duty to counsel quarterly with his teachers and officers through officer's and teachers meetings, give advice and receiving suggestions from his co-workers. He shall see that a full and accurate report is made of the work of the Sunday School in the regular business meetings of the church.

Section 5. Discipleship Training Director

The Discipleship Training Director shall have charge of the activities of the Training Union. He shall acquaint himself with the program and methods outlined by the Sunday School Board of the Southern Baptist Convention for this organization and shall endeavor to adopt such programs in this church, subject to the approval of the church. He shall see that a full and accurate report is given at the regular business meetings of the church.

Section 6. Brotherhood Director

The Brotherhood Director shall promote the work of the Brotherhood as outlined by the Brotherhood Commission of the Southern Baptist convention, seeking to enlist the men of the church in an active program for Christ. He shall see that a full and accurate report is given at the regular business meetings of the church.

Section 7. Woman's Missionary Union Director

The Woman's Missionary Union Director shall seek to enlist all the girls and young women of the church in a program of missionary training, giving and activity according to plans promoted by the Woman's Missionary Union, Auxiliary to the Southern Baptist Convention. She shall see that a full and accurate report is given at the regular business meetings of the church.

Section 8. Music Director

The Music Director shall be responsible for providing worshipful music at all services. He/she is to train and direct the choir, or choirs, and is to cooperate with the pastor and other church leaders in the selection of suitable music, and the devising of appropriate musical programs for all occasions where such services are needed.

Section 9. Pianist- Organist.

The Pianist-Organist shall play for public services and shall assist the Music Director in a suitable program of music for the church.

Section 10. Sexton.

The Sexton shall be responsible for the janitorial services of the church and is overseen by the Building and Grounds Committee. He/she is responsible for ringing of the bell prior to church services; for unlocking the doors of the church for all services, and seeing that the proper heating/air conditioning systems are functioning. He/she is responsible for keeping the grounds around the church as neat as possible and when needed recommend a workday.

Section 11. Church Secretary

He/she is responsible for the printing of the church bulletin, for assisting the pastor and other church officers in general secretarial matters that include typing, filing, mimeographing, etc. He/she is under the supervision of the pastor.

Section 12. Ushers

The church Nominating Committee shall nominate for church election a minimum of ten and maximum of twelve men to serve as ushers during the worship services of the church. These men shall be members of good standing and of good report. The ushers shall be responsible to greet worshippers at both entrances of the church, distribute bulletins and visitor cards, insure that adequate seats are available, seat the worshippers, receive the offerings, observe movements during worship services always being alert to possible needs, and being ready to assist. At the beginning of each year the men elected by the church shall elect one from their number to serve as chairman.

ARTICLE VIII. COMMITTEES

Section 1. Committees

The church shall elect such standing and temporary committees as may be deemed necessary to carry out the various phases of the program of the church efficiently and effectively. These committees shall be elected by the Church upon the recommendation of the Nominating Committee, unless the Church directs their appointment in a different manner. All committees serve at the pleasure of the Church, and shall in no event have any authority to act for the Church except where specifically authorized.

Section 2. Standing Committees

The church shall have at all times the following standing committees: nominating (Chairman of the Deacons, the four department heads, two laymen elected by the church, and the pastor as an ex-officio member). Budget and Finance (Chairman of the Deacons, the four department heads, two laymen elected by the church, and the pastor and church treasurer as ex-officio members), Building and Grounds, Cemetery, Recreation, Baptismal, Flowers, and any additional committees deemed necessary for the proper function of the church.

Section 3. Composition, Duties and Election of Committees

The composition, duties and means of election of all committees, standing and special, shall be established by the Church and set forth in a Committee Handbook made available to all Church members.

ARTICLE IX. STAFF

Section 1. Ministerial Staff

The Ministerial Staff shall be composed of the Pastor and other persons who fill ministerial positions as may be created from time to time by vote of the membership. Members of the ministerial staff other than the Pastor shall be elected or terminated by

the membership upon recommendation of the Deacons Committee in consultation with other appropriate committees and the Pastor.

Section 2. Church Staff

The Church Staff shall be composed of all persons employed by the Church except the Ministerial Staff and the Pastor. Members of the Church Staff shall be employed or terminated by action of the church, except that the church may delegate to a Committee or others such responsibility.

Section 3. General Provisions

A job description for each staff position shall be prepared and shall be revised periodically by the Pastor and appropriate Committees and given to all candidates being considered for that position or to the person filling that position. The Church shall for all staff positions establish appropriate employment policies including job descriptions, benefits and other policies. Such policies shall not constitute an employment contract and may be terminated or modified at any time by appropriate Church action.

ARTICLE X. FINANCES

Section 1. Budget

The Budget and Finance Committee shall prepare and submit to the Church for approval an annual budget.

Section 2. Accounting Procedures

All funds for any and all purposes shall be handled in accordance with procedures established by the Budget and Finance Committee, be reported to the Church Treasurer or Financial Secretary, and be properly recorded on the books of the Church. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Budget and Finance Committee.

Section 3. Fiscal Year

The fiscal year of the Church shall run from September 1 to August 31. The fiscal year may be changed by a majority vote of the Church in conference upon recommendation of the Budget and Finance Committee.

Section 4. Expenditures and Receipts of Funds

A. No funds shall be disbursed without the express authorization of the Church as provided for in the budget or separate authorization.

B. The receipt of gifts of real estate or personal property must be approved by the appropriate authorities.

ARTICLE XI. CHURCH POLICY MANUAL

The officers shall assure the creation and maintenance of a Policies and Procedures/Operations Manual which shall contain all currently controlling policies and procedures governing any aspect of the Church's affairs including policies regarding the handling of funds, use of facilities, and employment policies and practices.

ARTICLE XII. AMENDMENTS

Section 1. Amendment

These Bylaws may be amended, altered or repealed by two-thirds vote of the members present at any regular business meeting of the church; provided, however, that such amendment, alteration or repeal shall have been given to the clerk in writing; and the proposed change shall have been presented to the church at least thirty days prior to the time the vote is taken.

Section 2. Copies

A copy of these Bylaws shall be kept by the clerk at all times among his records and another copy shall be kept in the church office and all amendments to or revisions thereof shall be prepared by the clerk and attached to copies of the Bylaws and made available to the church members generally upon request.