

DRAFT September 27, 2016

CONSTITUTION
OF THE
ELAM EGYPT BAPTIST CHURCH, INC

AS APPROVED AT SPECIAL BUSINESS MEETINGS ON
_____, 201_

Church Covenant

Having been led 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 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.

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 doctrine; 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; 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 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 to make 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.

THE CONSTITUTION OF THE ELAM EGYPT BAPTIST CHURCH

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THE CONSTITUTION OF THE ELAM EGYPT BAPTIST CHURCH

Article I: Name and Origin

Section 1. Title

(a) Elam Egypt Baptist Church, Incorporated (GA non-profit Corporation Code and Section 501(c)(3) of IRS Code of 1986 or as it currently exists or may be hereafter amended)(church, corporation, and body when used in this constitution shall mean Elam Egypt Baptist Church, Incorporated)

Section 2. Dates of Organization

(a) Summer of 1870

Section 3. Date of Incorporation

(a) July 2008

Section 4. Adoption of Constitution

(a) This constitution was adopted by vote of the congregation on _____, _____ and supersedes all previous constitutions or Articles of Organization.

Article II: Purpose

Section 1: The purpose of this church shall be the advancement of the Kingdom of Jesus Christ through the public worship of God, preaching the Gospel, consistent Christian living by its members, personal evangelism, missionary endeavor and Christian education.

Article III: Articles of Faith

Section 1: Concerning the Word of God

2 Timothy 3:16-17; 2 Peter 1:19-21

(a) We believe that all Scriptures of the Old and New Testaments were verbally inspired of God and are without error in the original writings. We believe the Bible is the final authority for faith and conduct.

Section 2: Concerning the Way of Salvation

Ephesians 2:8-9; John 1:12-13; 1 Corinthians 15:1-4,34

- (a) We believe that salvation is the gift of God brought to man through grace and received by personal faith in the Lord Jesus Christ, who died for our sins according to the Scriptures as a substitutionary sacrifice and that all who believe in Him are freely justified and stand before God accepted in the character and merit of Jesus Christ.

Section 3: Concerning the Security of the Believer

Romans 8:1, 38-39; John 10:27-30; 1 John 5:13

- a) We believe that because of the eternal purpose of God toward His creation and because of His freedom to exercise grace toward the sinner on the ground of the finished work of Christ, all true believers in Christ Jesus are children of God and are kept by Him forever secure.
- (b) We believe it is the privilege of all who are born again to be assured of salvation. We do further believe that God is a holy and righteous Father and that since He cannot overlook the sin of His children, He will, when they sin, chasten them and correct them in infinite love (*Hebrews 12:5-8*).
- (c) We believe that a truly born again Christian is indwelt with the Holy Spirit, cannot be demon possessed and has been given all that is necessary to resist the Devil and make him flee.

Section 4: Concerning the Present Ministry of Jesus Christ

Acts 1:1-3, 9; Hebrews 4:14-16

- (a) We believe that the Lord Jesus Christ rose physically from the grave and that in His resurrected body He ascended into Heaven; that He is the head of the Church, the Lord of every individual believer, the High Priest over the House of God and the advocate in the Family of God.

Section 5: Concerning the Ministry of the Holy Spirit

John 16:7-13; Romans 8:13-14

- (a) We believe that the Holy Spirit of God was sent by the Father and the Son to indwell every believer in Christ Jesus and that those who yield themselves to His control find the perfect will of God for the course of their present life and conduct.

Section 6: Concerning the Church

Ephesians 1:22-34; Ephesians 5:25-27; 1 Corinthians 12:12-14

- (a) We believe that the Church, the Bride of Christ; (sometimes referred to in the Scriptures as the body of Christ, the Temple of God, etc.) is a spiritual organism made up of all truly born again persons in this Age of Grace, irrespective of their affiliation with Christian organization.
- (b) We believe that the local church is a company of baptized believers in Christ Jesus, who unite in worship, work and fellowship. The mission of the Church is to carry out the Great Commission of Christ Jesus (*Matthew 28:19-20*).

Section 7: Concerning Church Ordinances

1 Corinthians 11:2

- (a) We believe that water baptism and the Lord's Supper are the only ordinances of the Church and they are the scriptural means of testimony for the Church in this age.

A. Baptism (*Acts 8:26-29; Romans 6:3-5; Colossians 2:12*)

We believe that a person who has been born again by the Holy Spirit of God should be obedient to the Lord's commandment by being baptized (immersed in water). Baptism is that believer's testimony of his union with Christ, in His death, burial and resurrection.

B. The Lord's Supper (*1 Corinthians 11:23-30*)

We believe that the Lord's Supper is a commemoration of His death until He comes and it should be observed by all members of the Church. Baptized believers who are in fellowship with their brothers and sisters in Christ are eligible to partake of the Lord's Supper; each person examining himself in the light of Scripture.

Section 8: Concerning the Godhead

Deuteronomy 6:4; John 1:1-2, 14; Hebrews 1:1-3; 1 John 5:7

- (a) We believe there is only one true God, and that He is the creator of all things and man; that He exists in three persons, in a three-fold relationship, that of Father, Son and Holy Ghost; and that they are equal in every divine attribute, executing distinct, but harmonious offices in the plan of redemption.

Section 9: Concerning the Origin and Personality of Satan

Isaiah 14:12-14; Genesis 3:1-19; 2 Corinthians 4:3-5; Revelation 20:10

- (a) We believe in the personality of Satan; that he is the arch-enemy of God and man.

Section 10: Concerning the State of the Natural Man

- (a) We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death, but also the spiritual death which is separation from God; that Adam's sin is imputed to the whole race of mankind and that all human beings are born with a sinful nature.

Section 11: Concerning the Person and Work of Christ

Matthew 1:18-25; Romans 3:24-25; 1 Peter 1:3-5

- (a) We believe that the Lord Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary in order that He might come into this world and die for man's sins.

Section 12: Concerning Christian Conduct

1 Corinthians 6:19-20; 1 Corinthians 16:2; Colossians 3:17

- (a) We believe that all believers in Christ Jesus should seek to walk in such a manner as to avoid bringing reproach upon their Lord and Savior. We believe that it is the obligation of every believer to witness by life and word to the truths of Scripture; to pray and to support the ministry of the Church by their means as the Lord has prospered them.

Section 13: Concerning the Return of Christ

1 Thessalonians 4:13-18; Revelation 20:11-15

- (a) We believe in the personal, imminent and premillennial second coming of Christ; first to receive His Church to Himself; and later, to set up His earthly kingdom, ultimately to judge the wicked dead, and finally to establish new heavens and the new earth.

Section 14: Concerning the Word of God and Doctrine

2 Timothy 3:16-17

- (a) We believe that every true doctrinal teaching and church practices should be based upon the Word of God. (See Article III: Section: 1: (a))

Section 15: Concerning Marriage

Genesis 2:24

- (a) All marriages that are preformed within the church or on church grounds shall only be between one man and one woman.

Article IV: Denominational Cooperation

This church shall maintain local autonomy, while cooperating with sister churches of the Middle Baptist Association, Georgia Baptist Mission Board and the Southern Baptist Convention. Moreover, this church shall endeavor to further its spiritual purposes in fellowship with churches of the community for evangelism and Missionary outreach consistent with the doctrine of Christ (2 *John 9*) and the Baptist Faith and Message (2000).

Article V: Qualifications of Church Membership

Any person may be received as a member of this church upon approval of the Church:

1. By Baptism: Those believers who have not been previously baptized (immersed) may be accepted into our membership following their baptism by this local church. This includes: new Christians who have not been baptized or true believers who have been sprinkled under another denomination or believers who were immersed under the belief that the act saved them!.

2. By Letter: Those baptized believers who are members in good standing of another Baptist church may be accepted into fellowship by transfer of their letter.
3. By Statement: Those baptized believers, who cannot secure a letter or who come from another denomination, may be accepted into our membership following public profession of their faith in Christ as Saviour and Lord.

Article VI: Organization and Church Government

Section 1: Active membership

- (a) The government of this church, under the leadership of the Holy Spirit, is vested in the body of believers who compose it, whose vote shall be final. This authority shall rest in the ACTIVE RESIDENT MEMBERSHIP of the church. Non-active members have no vote. A non-active member may become active again by attending four (4) successive Sunday's. Any member not attending a Sunday service in six (6) months time will be considered a non-active member, unless for just reasons (such as illness or military service).

Section 2: Administrative Officers and Staff

- (a) The administrators of this Church shall consist of: Pastor, who shall be the Moderator; Deacons, whose chairman shall be the Vice Moderator; Board of Trustees; Church Clerk; and Church Treasurer. The CHAIRMAN of each committee will serve on the Church Council. The Council functions for the church body at Associational meetings when called upon by the Association.

For external legal and business consideration, the officers of this church shall be:

| | |
|----------------|----------------------------------|
| President | Chairman of Trustees |
| Vice-President | Vice-chairman of Trustees |
| Treasurer | Treasurer |
| Secretary | Church Clerk |
| Other | As designated by the church body |

- (b) The Pastor, with the approval of the Body of Deacons, is responsible, as led of God, to recommend to the church body the appointment of all church staff and employees. The position and person(s) being appointed must be approved by church membership at any Regular or Called Business Meeting.

- (c) The Body of Deacons shall be responsible for the management of all church staff and shall recommend salaries for inclusion in the annual budget.

Section 3: The Pastor

- (a) The Pastor shall be a believer in, and a preacher of the Gospel and of the basic doctrines of faith as held by the Southern Baptist Convention. He will cooperate with the local organized work of the church and with the Middle Baptist Association, Georgia Baptist Mission Board and the Southern Baptist Convention as long as these organizations follow the doctrine of the Holy Bible. (See also Article III: Section 15; (a))
- (b) The Pastor shall arrange for all speakers and special meetings and, in his absence, be responsible for pulpit speakers. These arrangements will be discussed with the Deacons before being announced or being canceled.
- (c) The Pastor in cooperation with the Deacon Body shall determine changes to or cancellation of any services or conferences.
- (d) In matters concerning the Pastor, he shall only perform weddings between one man and one woman. If he is found to perform same sex marriages he will be terminated immediately.

Section 4: Term for Officers, Chairpersons and Teachers

- (a) All officers, chairpersons and teachers of the Church shall be members of this Church in good standing. All officers, with the exception of the Pastor, Trustees and Deacons, unless otherwise stated shall be elected at the annual election of officers and committees for a period of one year and shall assume office at the beginning of the new church year.

Section 5: Vacating Offices and Positions

- (a) Any officer or member who, for a period of two (2) months, shall fail to faithfully perform the duties pertaining to his office or position without just cause, thereby automatically vacates said office. The Church has the power, for good and sufficient cause, to remove from office or position any officer or committeeman.

Section 6: Resignations

- (a) Resignation of Officers or members should be in writing to the Church and be effective on the date specified in the resignation.

Article VII Calling of a Pastor**Section 1: Pulpit Committee**

- (a) When it is necessary to call a Pastor, the Church shall select a representative Pulpit Committee of at least five (5) members in good standing. The committee shall consist of at least the following: two (2) members of the Body of Deacons (may be Deacon Emeritus), and three (3) members at large. (Consideration should be given to WMU, Brotherhood, Senior Adults and Youth as much as practical.) It shall be the duty of the committee to take the necessary steps to secure a pastor. The committee shall investigate the merits of every man under consideration regarding his personal character, education, ministerial record and preaching ability. When a suitable man is found, the committee shall recommend him to the Church for consideration. A woman shall not be considered as a pastor.

Section 2: Qualifications

- (a) Qualifications: The Pastor shall be a duly ordained Baptist minister of good report whose life and character correspond with Scriptural standards set forth in I Timothy 3:1-7 and Titus 1:7-9, and who is in full agreement with the policies and doctrinal statements of this Church. If at any time he shall depart from these essentials, he shall automatically disqualify himself as Pastor.
- (b) A current Interim Pastor shall not be considered by the church.
- (c) Calling of a pastor from within the Middle Baptist Association is not prohibited, but prayerful consideration shall be given.

Section 3: Notice to Church

- (a) The call of a Pastor shall come before the Church at a duly called Special Business Meeting. Only one candidate shall be presented to the Church at one time. A vote on calling that candidate will be made before a new candidate is presented to the church. If that pastor is not approved at that time, he shall no longer be considered.

Section 4: Period of Call and Salary

- (a) The Pastor shall be called for an indefinite period of time; the salary shall be fixed at the time of call.
- (b) The Pastoral salary, benefits and allowances shall be reviewed annually by the Body of Deacons/Trustees and recommendations presented to the church for approval in the annual budget.

Section 5: Dissolving of Pastoral Relationship

- (a) The dissolving of the pastoral relationship by the Church shall be by vote of the members present and qualified to vote at a Special Business Meeting.
- (b) The pastor may dissolve the pastoral relationship for reasons sufficient unto himself.
- (c) Closing of the pastoral relationship by either party shall be in writing thirty (30) days in advance except as may otherwise be mutually agreed. The Pastor may continue to preach thirty (30) days only if requested by the church.
- (d) Severance pay for the pastor when dismissed by the church shall be one (1) week for each year or partial year of continuous service at Elam Egypt Baptist Church, but not to exceed four (4) weeks.
- (e) Severance pay for voluntary resignation of the pastor will be at the discretion of the Body of Deacons with the approval of the church body, but shall not exceed four (4) weeks salary, nor shall it be compulsory.
- (f) Severance pay shall include salary only and not benefits nor allowances.

Article VIII: Body of Deacons

Section 1: Qualifications

- (a) Spiritual Qualifications
 - i Deacons shall be elected by the active church members and they must be spiritually qualified to hold office according to 1 Timothy 3:8-13. They must also have been a member of this church for one full year. Deacons will serve until they resign, move away, die or are removed by the church for scriptural reasons. Women shall not be considered to serve as a Deacon.

(b) On Deacon Qualification of Divorced Christian Men

- i If the divorce took place before the man came to the faith, the man is not disqualified. When we come to a saving knowledge of Jesus Christ, ALL sin is forgiven. Divorce is no worse or better than any other sin. It is sin. When Jesus forgave us, we became new creations. God does not hold us guilty of anything we did prior to our justification. To say someone is bound to a sin they committed before they come to faith in Jesus Christ nullifies the work of the cross in our lives. We cannot hold someone accountable to a divorce that happened before they came to know Jesus as savior.

(Eph. 2:1, II Cor. 5:17, I pet. 1:3, Rom. 8:1, Rom. 8:33-34, Rom. 3:20-24, Rom. 4:6-8, Ps. 103:12, Rom. 5:1, Gal. 2:16, Col. 1:22-23)
- ii If a man has several divorces and remarriages since becoming a Christian, he would be disqualified for service.
- iii If a man meets every other qualification for deacon, it is the responsibility of the Deacon Body to investigate the divorce. Things that must be looked at intently are:
 - A. Was the divorce one of the biblically allowable?
 - B. What steps were taken to save the marriage?
 - C. Has he repented of the sin?
 - D. If remarried, has he proven by the sheer longevity of his current marriage that he is committed to his wife?
- iv A Christian man that has a divorce for any other reason than those biblically allowed cannot serve as a deacon.

Section 2: Deacon Officers

- (a) The Body of Deacons shall meet to select a Chairman, Vice-chairman, Secretary. These shall be reported to the Church at the next church service.
- (b) After age 65 and after five (5) years of service as a deacon of Elam Egypt Baptist Church, Deacons may elect to be considered Deacon Emeritus and as such may serve at their own volition. When at any Deacon meeting or function, they shall have all rights and privileges, including full voting, of all other deacons.

Section 3: New Deacons

- (a) Ordained Deacons uniting with this Church from another Southern Baptist Church after holding membership with this church for one year and meeting all qualifications, may at the recommendation of the Body of Deacons and the vote of the Church congregation become members of the Body of Deacons.
- (b) The Body of Deacons shall recommend to the Church, increases in the Deacon membership with the church approval. An announcement from the pulpit shall be made on two (2) or more successive Sundays for members to submit names of candidates. The Pastor and all Deacons will review the names submitted and bring back to the church the ones qualified for the church to vote on. New Deacons shall be ordained as soon as feasible.
- (c) Selection of Deacons shall be at a Special Business Meeting. However, that Special Business Meeting may be held in conjunction with any Regular Business Meeting provided the conditions for a Special Business Meeting have been met. (See Article XV, Sections 2 and 3)

Section 4: Body of Deacon Meetings

- (a) Deacons meetings shall be held once each month at a time set by the body.
- (b) Special meetings may be called at any time by the Pastor, Deacon Chairman or the Board of Trustees with appropriate notice.

Section 5: Duties

- (a) The Body of Deacons shall keep a record of all meetings and shall make reports to the church at Quarterly business meetings.
- (b) It shall be the duty of the Body of Deacons to share with the Pastor in the spiritual welfare of the church and assist the Pastor in his oversight of spiritual needs.
- (c) It shall cooperate with the Pastor in visiting the church members, in care of the sick, needy and distressed.
- (d) It shall receive and supervise the disbursement of the benevolent fund and shall assist in the observance of ordinances of the church.
- (e) The Body of Deacons shall serve as a committee to call an ordination council.

- (f) The Body of Deacons jointly with the Board of Trustees shall appoint a sub-committee to produce a "Child Protection Policy", obtain and maintain it's appropriate record and immediately report any and all violations of that policy to the Pastor and either Chairman of Deacon or Chairman of Trustee for handling. This committee will report jointly and directly to the deacons and the trustees and will not be handled through the Nominating Committee in any way. Membership on the committee shall be reviewed annually and changes made as the Body of Deacons and Board of Trustees jointly determine are appropriate. Appointments to fill vacancies on the Committee will be made as soon as feasible by the joint Body of Deacons and Board of Trustees.
- (g) The Vice-chairman of this body shall act as the Church Parliamentarian and in the case of special needs consult the entire Body for interpretation.
- (h) In the event that the position of Pastor is vacant; the Body of Deacons shall assume the responsibility of pulpit supply and pastoral care as fully as possible.
- (h) The Deacons shall serve as the Pastor's "cabinet", meaning that they will work together on making important decisions affecting the Church.

Article IX: The Board of Trustees

Section 1: Qualifications

- (a) The Board of Trustees shall consist of at least three (3) members: at least two (2) Deacons shall serve. The church may add members as needed. Members shall serve until they resign, move away, die or are asked by the church to step down as a Trustee. If a Trustee is removed for any reason, they must be nominated and elected by the church to be reinstated as a Trustee. New Trustees will be elected by the church as the need arises.

Section 2: Organization

- (a) The Board shall meet to select a chairman and a secretary. These shall be reported to the church at the next business meeting of the church

Section 3: Duties

- (a) The Board shall keep a record of all meetings and shall make reports to the Church at the quarterly business meetings.
- (b) They shall have legal custody and management of all property owned by the church. They shall arrange for maintenance and repair of church properties when needed. In matters involving major changes or improvements, the Board shall obtain authorization from the church congregation.
- (c) They shall supervise allocating any part of the building or grounds or vehicles for use by any organization or individual. At all times the building and grounds and vehicles must be used in accordance with the Constitution of this church.
- (d) They shall maintain a record of all church key holders. Keys will be allotted to positions held within the church and not to individuals. Keys shall be returned when a person vacates a position. Page 13
- (e) The Board of Trustees jointly with the Body of Deacons shall appoint a sub-committee to produce a "Child Protection Policy", obtain and maintain it's appropriate record and immediately report any and all violations of that policy to the Pastor and either Chairman of Deacon or Chairman of Trustee for handling. This committee will report jointly and directly to the deacons and the trustees and will not be handled through the Nominating Committee in any way. Membership on the committee shall be reviewed annually and changes made as the Body of Deacons and Board of Trustees jointly determine are appropriate. Appointments to fill vacancies on the Committee will be made as soon as feasible by the joint Body of Deacons and Board of Trustees.
- (f) The Trustees shall shall maintain adequate insurance on all buildings and equipment.
- (g) They shall regularly inspect the property and equipment of the church and make such recommendations for improvement as they deem appropriate.
- (h) The Trustees shall accept gifts of property on behalf of the Church only if they are given free and clear and without conditions.
- (i) The Chairman of the Board of Trustee shall be the President of the Church for legal matters.

Article X: Sunday School Director (Superintendent)

Section 1: Term of Office

- (a) The Director shall be elected each year at the annual election of officers and committees.

Section 2: Organization

- (a) The Director shall select, if needed, a Sunday School secretary and appoint such committees as they deem necessary to fulfill their duties.

Section 3: Meetings

- (a) Monthly meetings shall be held with the Pastor and as deemed necessary.

Section 4: Duties

- (a) The Director shall keep a record of all meetings and shall make reports to the church at the quarterly business meetings.
- (b) The Director is to initiate, promote and supervise and coordinate the phases of Christian education pertaining to the Sunday School Department.
- (c) The Director shall supervise the Sunday School and shall appoint department heads and teachers of all classes when a vacancy occurs. All teachers must be active members of the church.
- (d) The Director shall approve all literature to be used by each organization under his supervision.
- (e) The Director shall make special plans for special days as he deems appropriate.
- (f) The Director may appoint a librarian and a committee to assist in the development of library facilities for the use of church members and the constituency.
- (g) The Director is to provide a training program for teachers and meet with all his teachers at least once a quarter.
- (h) The Director shall be a member of the Nominating committee.

Article XI: Committees

Section 1: Primary Committees

- (a) The following committees shall be elected by the church body at the annual election business meeting and shall serve a term of one (1) year:
 - A. Nominating Committee
 - B. Finance Committee
 - C. Messengers to the Middle Baptist Association
 - D. Executive Committee to the Middle Baptist Association
 - E. Cemetery Committee

Section 2: Other Committees

- (a) The church may establish other committees as it deems appropriate to carry out the functions of this church.
- (b) The Pastor and Chairman of Deacons should be considered to be on every committee or organization of the church as an adviser and attend at his discretion. The Pastor should not chair any committees except those dealing directly with spiritual matters.
- (c) Committees shall, as appropriate, recommend procedures or policies. These policies and procedures will be presented to the Body of Deacons and the Board of Trustees for consideration and submittal to the body for approval.

Article XII: Auxiliary Organizations

Section 1: Brotherhood. This church shall maintain and support a Brotherhood Organization.

Section 2: Women's Missionary Union (WMU). This church shall maintain and support a Women's Missionary Union (WMU).

Section 3: Auxiliary Organizations shall operate in accordance with the constitution of Elam Egypt Baptist Church.

Section 4: The church may maintain and support other auxiliary organizations as appropriate.

Article XIII: The Church Clerk

Section 1: Election

- (a) The church clerk and an assistant shall be elected by the church annually and serve as many terms as the church deems.

Section 2: Duties: The church clerk shall:

- (a) Keep accurate minutes of the business proceedings of the church and all business transactions by the church, including the reception and dismissal of members, giving the conditions under which they were received or dismissed;
- (b) Issue letter of transferal and certificates of Christian standing as authorized by the church;
- (c) Conduct all official correspondences;
- (d) Preserve and properly file all letters, reports and other documents pertaining to this office;
- (e) Assist in preparing the denominational reports to the Middle Baptist Association, Georgia Baptist Mission Board and the Southern Baptist Convention.

Article XIV: The Church Treasurer

Section 1: Election

- (a) The Church Treasurer and an assistant shall be elected annually by the church and shall serve as long as the church deems their work is adequate.

Section 2: Duties: The Church Treasurer shall:

- (a) Have custody of all moneys of the church;
- (b) Keep a record of all deposits and expenditures;
- (c) Pay by check all bills approved by the church budget;
- (d) Make quarterly reports of moneys received and disbursed, giving a report in writing to all church members present at the quarterly business meeting;

- (e) For all legal matters concerning the church serve as a cooperative officer of the church.

Section 3: Designated Funds

- (a) The Treasurer shall establish Designated Funds as directed by the church body during a Regular Business Meeting.
- (b) Pay by check appropriate expenses using Designated Funds
- (c) Should a gift be designated for which a Fund is not established, the funds shall be held until such Fund is established by the body in a Regular Business Meeting. Should the church not approve the Fund, the gift will be returned to the giver.
- (d) Once Designated Funds have fulfilled the purpose, the treasurer shall inform the Body of Deacons and The Board of Trustees and recommend the use of any remaining monies. The Body of Deacons and The Board of Trustees will take the recommendation to the church at a Regular Business Meeting for approval. Upon approval and transfer of Funds, the completed Designated Fund shall be eliminated. Should a similar need appear in the future, a new Designated Fund will be established with church approval. Should the body of the church not approve the recommendation, the Designated Fund shall remain as is until there is an approved action.

Section 4: Miscellaneous

- (a) Any expenditure other than the budget or previously dedicated funds will require a vote at a regular or called business meeting.
- (b) All church checks shall have the signature of two persons. Those qualified to sign checks will be the Treasurer, Assistant Treasurer and a Deacon or Trustee.
- (c) No two members of the same household shall be authorized to sign checks.
- (d) Church giving records are to be kept strictly confidential and should not be discussed with or revealed to any other church members including deacons, trustees and the Pastor.

Article XV: Meetings

Section 1: Devotional Meetings

- (a) Services of worship shall be held regularly every Sunday throughout the year both morning and evening. There shall be a mid-week service for prayer, testimony, Bible study, fellowship and conference.
- (b) The church shall conduct a Sunday School for Christian education purposes.
- (c) The Lord's Supper shall be observed upon the first Lord's Day of each quarter or at such times as the Pastor and Deacons shall decide.

Section 2: Business Meetings

- (a) Regular Business Meetings shall be held for the following:
 - A. The election of officers for the coming year shall be held before the beginning of the new church year.
 - B. Consideration of the new budget shall be at a meeting before the beginning of the new church fiscal year.
 - C. The Regular Business Meetings of the church shall be held near the beginning of each quarter of the church year.
- (b) A simple majority of the active members present shall be required to pass any business.

Section 3: Special Business Meetings

- (a) Special Business Meeting shall be held for the following purposes:
 - A. Call of a Pastor or Dissolving of Relationship (See Article VII, Section 3, Paragraph (a): Notice to Church and Article VII, Section 5: Dissolving of Pastoral Relationship).
 - B. Selection of Deacons (See Article VIII, Section 3: Returning and New Deacons, Paragraph (c))
 - C. Amendment of Constitution (See Article XVII: Amendments)

- (b) A notice of a Special Business Meeting and its purpose shall be read from the pulpit on two successive Sundays. A vote of two-thirds (2/3) of the members present, and qualified to vote, provided there be present and voting twenty-five (25) active members as verified by the Church Clerk (or a designate) and noted in the Minutes, shall be necessary to pass any business at a Special Business Meeting.

Section 4: Called Business Meetings

- (a) Called Business meetings may be called by the Pastor, or Vice Moderator (Chairman of Deacons), or the Board of Trustees.
- (b) All meetings requiring voting by the membership must have twenty-five (25) active members present as verified by the Church Clerk (or the designate) and noted in the Minutes. A simple majority of the active members present shall be required to pass any business.
- (c) A weeks notice must be given from the pulpit and the call shall clearly state the purpose for the meeting and no other business may be taken under consideration beyond that stated.

Article XVI: Church Policies and Guidelines

Section 1: Establishment of Policies

- (a) The church shall establish binding church policies and procedures approved by the membership at any Regular Business Meeting (Article XV Section 2(a)). These policies and procedures are incorporated into this constitution by reference. They are to includes, but not be limited to:
 - i Child Protection
 - ii Use, availability and care of church owned cemeteries
 - iii Any others deemed appropriate by the church

Section 2: Review and Approval

- (a) All procedures and policies shall be reviewed by the Body of Trustees and the Body of Deacons annually during the final month of the church year and changed or updated as appropriate and presented for approval at the next scheduled Regular Business Meeting.

Section 3: Availability of Guidelines and Policies

- (a) The policies and procedures shall be maintained by the Church Clerk and made available at reasonable times to church members on request.

- (b) The existence and availability of the polices and procedures should be made known to all members annually at any schedules business meeting and to new members upon uniting with the church.

Article XVII: Amendment of This Contitution

This Constitution may be amended or dissolved at any Special Business Meeting (See Article XV, Section 2) of the Church.

Article XVIII: Rules of Order

The rules contained in Robert's Rules of Order shall govern business proceedings of this church in all cases where they are not inconsistent with this Constitution.