

**This is a draft to be voted by the church body on October 18, 2020**

**CONSTITUTION AND BY-LAWS OF THE FIRST  
BAPTIST CHURCH, LOUISBURG, KANSAS**

Approved December 20, 1989

Amended October 17, 2004

Amended (date), 2020

**ARTICLE I**            **NAME:**

The name of this organization shall be First Baptist Church of  
Louisburg, Kansas.

**ARTICLE II**            **AFFILIATION:**

This church shall be affiliated with the East Central Area of  
American Baptist Churches or American Baptist Churches of the  
Central Region and American Baptist Churches USA.

**ARTICLE III**            **PURPOSE:**

The purpose of this church shall be to promote the cause of Christ,  
both at home and throughout the world. It shall seek to attain this end  
through public worship, the preaching of the gospel, Christian  
teaching, personal witnessing, missionary endeavor, and the  
consistent Christian living of its members.

**ARTICLE IV**            **COVENANT:**

Having been led by the Spirit of God to receive the Lord Jesus  
Christ as our personal Savior; 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, 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, unity, and  
love; to promote growth both spiritually and numerically; to support  
its worship, ordinances, discipline, and doctrines; to contribute  
cheerfully and regularly to the support of its ministry, the expenses of  
the church, the assistance of those in need, and the spread of the  
gospel through all nations.

We encourage: both family and personal devotions; children's Christian education; to seek the salvation of our family, friends, and acquaintances; to walk circumspectly in the world; to be fair and honest in our dealings, faithful in all our contacts, and exemplary in our conduct; and to be zealous in our efforts to advance the kingdom of our Savior.

We discourage tattling, gossip, backbiting, and excessive anger, the sale and/or use of illegal drugs, and "indulging in much wine."

We further agree to watch over one another in Christian love; to remember each other in prayer; to aid each other in sickness, distress or addiction; to cultivate Christian sympathy; to be slow to take offense, but always ready for reconciliation as laid out by our Savior in Matthew 18:15-17.

We therefore agree that when we move 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**

### **MEMBERSHIP:**

Members may be received into full membership of the church by one of the following ways:

#### **SECTION 1. MEMBERSHIP BY IMMERSION:**

Any person believing in God and the Holy Bible, who profess faith in the Lord Jesus Christ as their personal Savior, expresses a desire to live the Christian life in harmony with the principles and practices of this church, may, upon recommendation of the Board of Deacons and by a vote of the church, be received by immersion at any public service of the church. The right hand of fellowship will then be extended.

#### **SECTION 2. MEMBERSHIP BY LETTER:**

Members of churches of like faith and practice may be received on letters of dismissal and recommendation from the church to which they belong.

#### **SECTION 3. MEMBERSHIP BY EXPERIENCE OR STATEMENT OF FAITH:**

Baptism by immersion shall continue to be taught as the most meaningful symbol of the new birth and one's identification with the death, burial, and resurrection of Christ. Baptism by immersion shall be administered to the new Christian requesting membership in this church and to any other person requesting baptism of this church. However, any person who has made a profession of faith in Jesus Christ as Lord and Savior and has experienced believer's baptism by water in any manner and does not wish re-baptism may be accepted into full membership.

**SECTION 4. MEMBERSHIP BY RESTORATION:**

Any person who has been removed from membership may, upon evidence of repentance and reformation and upon recommendation of the Pastor and the Board of Deacons, be restored to membership by vote of the church.

**SECTION 5. MEMBERSHIP ROSTER:**

The Pastor and Board of Deacons shall have general charge and supervision of the membership roster and shall recommend to the church from time to time such action in the case of any member applying for dismissal, or not in good standing, as shall seem expedient and for the good of the church.

**SECTION 6. DISMISSAL BY CERTIFICATE:**

Any member in good standing desiring to unite with any other "evangelical" church may be granted a certificate of church membership, and such action shall be regarded as dismissal from our church.

**SECTION 7. DISMISSAL BY EXCLUSION:**

The hand of church fellowship may be withdrawn by vote of the church, upon recommendation of the Board of Deacons, from any member who has been adjudged guilty of immoral or un-Christian conduct, or for gross and willful disregard of covenant obligations, after having followed the procedures outlined in Matthew 18:15-17.

**SECTION 8. INACTIVE/NON-RESIDENT MEMBERS:**

The Pastor and Board of Deacons may, at their discretion, place upon an inactive membership list the names of those who, after a period of one year, do not manifest any interest in the church either by attending the services or by contributing to the financial support. They may be dropped from the inactive roll after a period of three years by vote of the church. Any non-resident member who shall have moved out of the knowledge of the church or shall have failed to report to the church for a period of three years, and after every possible thing has been done to restore such a one, may be dropped from the membership roll by a vote of the church, upon recommendation of the Pastor and the Board of Deacons.

**ARTICLE VI ELECTIONS:**

**SECTION 1. ELECTION OF OFFICERS:**

At the annual meeting, the election of officers shall be from the membership of the church, to wit: Moderator, Vice Moderator, Church Clerk, Assistant Church Clerk, Treasurer, Financial Secretary, Sunday School Superintendent, Assistant Sunday School Superintendent, Sunday School Secretary, Choir Director, Worship Leader, Assistant Worship Leader, Church Instrumentalists, Librarian, Head Usher, and any assistants to these offices as the church may consider necessary.

**SECTION 2. THE BOARD OF DEACONS, DEACONESSES, TRUSTEES, AND CHRISTIAN EDUCATION:**

Shall ideally consist of not less than seven and not more than nine members and are set up on a three-year rotating basis. This makes it necessary that new members be elected annually to these boards to replace those whose terms have expired.

**SECTION 3. TAKING OFFICE:**

All officers and newly elected board members shall take their respective offices on February 1 of the new year.

**ARTICLE VII PASTORAL / CHURCH STAFF:**

**SECTION 1. THE PASTOR:**

- A. **QUALIFICATIONS:** The Pastor shall be a recognized, ordained minister or someone working toward ordination and in harmony with the spirit and program of that denomination. The Pastor shall be a person of "good report" whose life and character correspond with the Scriptural standards as set forth in Titus 1:5-9 and who is in full agreement with the doctrinal statement of this church. If, at any time, they shall depart from those essentials, they shall automatically disqualify themselves as Pastor.
- B. **DUTIES AND RESPONSIBILITIES:** The Pastor shall preach the Gospel, administer the ordinances, watch over the membership, have in their charge the spiritual welfare of the congregation and the services of public worship. They shall have responsibility for such activities as are commonly associated with pastoral leadership, manage the church office and have supervision of all church staff, shall be an ex officio member of all boards and committees of the church with voting privileges.
- C. **CALL AND TENURE:** Upon any vacancy of the pastorate, the church shall without delay, take measures to engage a qualified successor, proceeding in the following manner:
  - (1) **PULPIT COMMITTEE:** When the pastoral relationship has been dissolved, a Pulpit Committee of seven (7) members and two (2) alternates (representing the four major boards, youth, and the Church/Staff Relations Committee) shall be proposed by the Nominating Committee for election by the church.

The Pulpit Committee shall be guided in its work by recommendations published by the Commission of the Ministry of the ABC/USA and shall work in close cooperation with the Executive Minister and the East Central Minister of the Central Region.

After having reached a unanimous agreement regarding the candidate of their choice, the Pulpit Committee shall arrange to have them speak at one or more regular worship services and/or present their name to the congregation for their decision at a duly notified business meeting specially called for this purpose, having been previously announced at least one week in advance. Only one candidate shall be proposed at a time.

- (2) **VOTING:** Voting shall be conducted by secret ballot of the active members of the church and shall be taken within one week of the candidate's appearance before the church.

Absentee ballots can be issued to qualified church members over the age of 18 upon request for valid reasons out of the members control, such as emergencies, homebound/nursing home, hospitalized, etc. Absentee ballots will be accepted for one week (seven days) prior to the voting date. No absentee ballots can be accepted after the in-person vote has concluded.

A three-quarters (3/4) vote in the affirmative of the active members present and qualified to vote shall be necessary for the election of a pastor.

- (3) **EXTENDING A CALL:** In its letter of notification to the Pastor Elect, the church shall stipulate such details of support, moving expenses, vacation, conference and convention expenses, continuing education, as agreed upon before the candidacy by all parties as presented by the pulpit Committee. The Letter of Call is to be kept with the Church Clerk's records after copies are signed by Pastor Elect, Church Moderator, and the Church Clerk.

- (4) **INSTALLATION:** It shall be the responsibility of the Pulpit Committee to arrange for a suitable installation and public reception as soon as possible after the Pastor and their family are settled on the field. The committee shall be discharged with the thanks of the church at the next regular business meeting after the Pastor's installation.

#### **D. TERMINATION OF A PASTOR:**

- (1) **BY THE PASTOR:** A Pastor's written resignation may be given at any worship service or business meeting. It shall be effective upon thirty (30) days notice or less by mutual consent between the Pastor and the church with the recommendation of the Deacons. The church shall accept such resignation at the time it is presented or may wait until the next appropriate meeting of the church.

- (2) **BY THE CHURCH:** The Pastoral relationship may be terminated upon sixty (60) days' notice on the part of the church. Notice of less than sixty day must have the mutual consent of both Pastor and the church. In extreme circumstances, termination could be effective immediately, with full support given to the Pastor for a sixty (60) day period. Should the church desire a termination of the relationship, the Church Moderator shall call a special business meeting either by the unanimous request of the Deacon Board or upon the receipt of a written request signed by a minimum of twenty-five (25) active members of the church. Notice of said meeting and its purpose shall be read by the Moderator to the congregation on two preceding Sundays or having been mailed first class to the homes of every active member at least 14 days prior to the meeting. A two-thirds (2/3) vote of the active members present and qualified to vote, providing at least one-half (1/2) of the active members listed on the Clerk's active roll are present for the vote, shall validate the termination of relationship. The vote shall be by secret ballot.

**SECTION 2. OTHER CHURCH STAFF:**

- Staff personnel shall include all ordained and non-ordained staff as employed by the church for specific ministries and duties as defined and understood by the Pastor and the appropriate Board of Discipline.
- Paid staff shall be under the supervision and immediately responsible to the Pastor for the coordination and carrying out of the "duties."
- Job description and remuneration, as well as all other details of their duties, shall be outlined by the Pastor upon consultation and agreement with the appropriate board, upon approval of the congregation.
- In the process of employing a new staff person, the Pastor shall conduct the initial interviews, interviewing prospective candidates for the staff position, and then present one or more of the candidates as the field narrows to the appropriate board for consideration. Upon consensus between Pastor and board, with prior confirmation of candidate, the said candidate shall be presented to the congregation for consideration and approval by majority vote of the active members present and qualified to vote.
- Suggestions and feedback pertaining to job performance shall be channeled through either the Pastor and/or Church Staff Relations Committee.

**ARTICLE VIII OFFICERS AND THEIR DUTIES:**

**SECTION 1. THE PASTOR:**

The Pastor is the responsible head and leader of the church, the supervisor of all departments, and member ex-officio of all boards and standing committees. It shall be their duty to preach at the regular meetings and at special meetings of the church, to administer the ordinances, and, in cooperation with the Deacons, to perform the various duties pertaining to their office as "Shepherd of the Flock." The terms of the letter of call, as set up by the Pulpit Committee and approved by the congregation, shall establish compensation, length of vacation, etc.

**SECTION 2. YOUTH DIRECTOR:**

The Youth Director shall, under the direction of the Pastor, be responsible for the programming provided to youth by the church. The overall youth program will be coordinated with and be approved by the Pastor, who shall provide all general guidelines and scope of services expected from the Director. The Youth Director will provide spiritual guidelines, plan study programs, plan and initiate new programs, and, most important, determine what approaches seem to be the most successful in attracting youth to the church.

**SECTION 3. CHILDREN DIRECTOR:**

The Children Director shall, under the direction of the Pastor, be responsible for the programming provided to children by the church. The overall children program will be coordinated with and be approved by the Pastor, who shall provide all general guidelines and scope of services expected from the Director. The Children Director will provide spiritual guidelines, plan study programs, plan and initiate new programs, and, most importantly, determine what approaches seem to be the most successful in attracting children to the church.

**SECTION 4. MODERATOR–VICE MODERATOR:**

It shall be the duty of the Moderator to preside at all business meetings of the church, quarterly, annual and special. The Moderator shall also act as chairman of the Finance Committee and Nominating Committee. They shall coordinate the work of the church, and in order that they may effectively do this, they shall be an ex-officio member of all boards, committees. The Vice Moderator shall perform the duties of the Moderator in the absence of that officer at such times when requested to do so.

**SECTION 5. CHURCH CLERK:**

The church Clerk shall attend all business meetings, keep accurate minutes of the proceedings of all regular and special meetings, and to have custody and safe keeping of the records of the church subject to the order of the Trustees/Deacons. They shall conduct the official correspondence of the church, issue letters of dismissal and certificates of church membership as directed by the church, and any other functions as directed by the church.

**SECTION 6. CHURCH TREASURER:**

The church Treasurer shall make disbursements under the direction of the Trustees and the Pastor, keeping an accurate account of all such monies received and expended. All action done in conventionality. They shall submit written monthly reports at the regular business meeting, as well as quarterly and annual reports. (December receipts and disbursements to be averaged, in as much as the annual meeting is held before the December records are complete.) They serve as a member of the Finance Committee.

**SECTION 7. CHURCH FINANCIAL SECRETARY:**

The church Financial Secretary works in conjunction with the church Treasurer and shall be responsible for recording of personal giving all monies contributed to the church and all the payroll records. Records of all giving shall be held in strict confidentiality. They shall prepare quarterly and annual reports of personal giving, payroll reports, as well as records of all other contributions. They shall assume duties of church Treasurer in their absence, shall serve as a member of the Finance Committee, collect and deposit church offerings and all other monies received, and assume any other duties as directed by the church.

**SECTION 8. SUNDAY SCHOOL SUPERINTENDENT & ASSISTANT SUNDAY SCHOOL SUPERINTENDENT:**

It shall be the duty of the Sunday School Superintendent, along with the Board of Christian Education, to organize, arrange classes, to secure capable teachers, to supervise and direct the work of the Sunday School departments and the nursery during Sunday School for the best interests of our participants. They shall also serve as an ex-officio member of the Board of Christian Education. The Assistant Superintendent will assist the Superintendent in all phases of their work, fill in entirely on their absence, and serve as an ex-officio member of the Board of Christian Education.

**SECTION 9. SUNDAY SCHOOL SECRETARY:**

It shall be the duty of the Sunday School Secretary to work in conjunction with the Board of Christian Education in determining what teaching materials and supplies shall be used and ordered. They shall keep a record of Sunday School attendance and any other records that may be considered necessary for the maintenance and operation of a good Sunday School.

**SECTION 10. CHOIR DIRECTOR & CHURCH INSTRUMENTALISTS:**

They shall have general supervision of the music of the church. It shall be their duty and responsibility to work together in cooperation with the Pastor to provide appropriate and proper music for all the regular and special services of the church.



**SECTION 11. WORSHIP LEADER AND ASSISTANT WORSHIP LEADER:**

The Worship Leader shall work under the direct leadership of the Pastor, assist at the morning worship service, and lead the congregational singing. The assistant shall fill in when the Worship Leader is absent.

**SECTION 12 LIBRARIAN:**

The Librarian shall oversee the library by screening donated books to determine that they concur with our beliefs, cataloging books, overseeing the checking out of books, and keeping the library in a neat and usable order.

**SECTION 13. HEAD USHER & ASSISTANTS:**

It shall be the duty of the Head Usher to supervise in the 'greeting' and in the seating of members and visitors and in the receiving of offerings. They shall have oversight of the physical environment of the sanctuary worship area. They may appoint as many assistants as they feel necessary to carry out their duties.

**ARTICLE IX BOARDS**

**SECTION 1. BOARD OF DEACONS:**

A candidate for this board shall be selected and considered in light of the scriptural principles such as those set forth in I Timothy 3:8-13.

- A. **ORGANIZATION OF DEACONS:** The Deacons shall organize promptly following the annual meeting, choosing a chairman, vice chairman, and a secretary.
- B. **DUTIES OF THE BOARD OF DEACONS:** They shall be associated with the Pastor in having charge of the spiritual interests of the church, supervision of the membership roster, consideration of matters of discipline, administration of the ordinances, distribution of the Deacon's Benevolence Fund, visiting the sick and distressed, advising with the Pastor as to services for public worship, receiving reasonable complaints of members concerning the spiritual affairs of the church, and in the absence of the Pastor, providing Pulpit supplies for the Sunday services, and, as needed, at other times.
- C. **MEETINGS OF THE DEACONS:** Meetings of the Board of Deacons may be held monthly and at any other time, providing reasonable notice shall have been given by the Pastor or Chairman of the Deacons.

**SECTION 2. BOARD OF TRUSTEES:**

A candidate shall be selected and considered in light of their spiritual maturity, dexterity, knowledge of secular affairs, and interest in the workings of the total church.

- A. **ORGANIZATION OF THE TRUSTEES:** The Trustees shall organize promptly following the annual meeting, choosing a chairman, vice chairman, and a secretary.
- B. **DUTIES OF THE BOARD OF TRUSTEES:** They shall be responsible for the custodial services, maintenance and upkeep of all church property. They shall be the legal representatives of the church in all business transactions relative to church property and shall hold such property collectively in trust. They shall have authority over church property and for the sale of or purchase of any additional property with special permission of the congregation.
- C. **MEETINGS OF THE TRUSTEES:** Meetings of the Board of Trustees may be held monthly or at any other time, providing reasonable notice shall have been given by the Pastor or the Chairman of the Board of Trustees.

**SECTION 3. BOARD OF DEACONESSES:**

Candidates for this board shall be selected and considered in light of scriptural principles highlighted in regard to spiritually mature women as set forth in Titus 2:3-5.

- A. **ORGANIZATION OF DEACONESSES:** The Deaconesses shall organize promptly following the annual meeting, choosing a chairman, vice chairman, and secretary.
- B. **DUTIES OF THE BOARD OF DEACONESSES:** They shall be responsible for preparations necessary for the communion service. They shall serve as a flower committee, send cards to the sick, and visit the sick. They shall serve as a decorating committee for the church. They shall be responsible for the serving of food for members and their immediate family at the time of bereavement. They shall have oversight of most meal functions within the church. They shall be responsible for the care and maintenance of the nursery and the hiring of sitters as needed. They shall be responsible for the care and welfare of visiting evangelists and speakers. They shall have charge and care of the baptismal robes and assist at baptismal services. They shall be responsible for purchasing supplies for the kitchen and shall do housekeeping duties in the kitchen. They shall assist at wedding receptions for non-church members.
- C. **MEETINGS OF THE DEACONESSES:** Meetings of the Board of Deaconesses may be held monthly or at any other time, providing reasonable notice shall have been given by the Pastor or the Chairman of the Board of Deaconesses.

**SECTION 4. BOARD OF CHRISTIAN EDUCATION:**

Candidates for this board shall be interested in and committed to the Christian education, youth ministry, and spiritual growth within the church family.

**A. ORGANIZATION OF THE BOARD OF CHRISTIAN EDUCATION:**

The board shall organize promptly after the annual meeting, choosing the chair, vice chair, and secretary. They shall be associated with the pastor and associate pastor.

**B. DUTIES OF THE BOARD OF CHRISTIAN EDUCATION:**

The board shall assume responsibility for the oversight, organization, and execution of the following areas of church life: missions, summer camps, outreach, youth, children, and adults. They shall be called upon to assist in the selection of Sunday school materials and the operation of the Sunday school programs, in the operation of vacation bible school, in the setting up of outreach opportunities, for any other special programs in the field of Christian education.

**C. MEETINGS OF THE BOARD OF CHRISTIAN EDUCATION:**

The board may meet monthly or at any time the chairperson or pastor(s) deem necessary, providing that the members of the board have been contacted and reasonable notice has been given.

**SECTION 5. BOARDS' RESPONSIBILITY TO THE CHURCH:**

All boards are directly responsible to the congregation. Important decisions that would affect the entire church will be referred to the regular business meeting of the congregation for discussion and vote at the discretion of the respective boards and/or the Pastor.

**SECTION 6. FORFEITURE:**

It is the imperative duty of the members of each board/committee to attend the regularly scheduled sessions of the board/committee as well as the regular services of the church. Any member missing three scheduled board/committee meetings in a year, without sufficient reason being given to the chairman of the board/committee, shall forfeit the office. A member who no longer attends this church and has not resigned shall automatically forfeit the office.

**ARTICLE X STANDING COMMITTEES:**

**SECTION 1. FINANCE COMMITTEE:**

The Finance Committee shall be composed of seven (7) members and they, by virtue of their office, shall be: The Moderator, the Financial Secretary, the Treasurer, Chairman of the Deacons, Chairman of the Trustees, Chairman of the Deaconesses, and Chairman of the Board of Christian Education.

- A. **ORGANIZATION OF THE FINANCE COMMITTEE:** They shall organize promptly after February 1st of each year. The moderator shall serve as chairman and they shall appoint a secretary.
- B. **DUTIES OF THE FINANCE COMMITTEE:** The Finance Committee shall exercise supervision over the income and disbursement of the finances of the church. They shall be responsible for recommending to the church, as they deem it necessary, ways and means of improving or implementing our financial condition. They shall secure the services of two persons to perform an internal audit of the financial records of the church once each year prior to the annual meeting. A statement of the audit and the auditors shall appear in the annual report.
- C. The committee members, by virtue of their office, should have a good understanding of the financial health of the church. With that understanding,
  - A. the Deacons and Trustees can commit up to \$2,000 of their budget without pre-coordination with the finance committee upon approval of their respective boards.
  - B. other board or committees can commit up to \$500 of their budget without pre-coordination with the finance committee upon approval of their respective boards.
  - C. Any financial commitment will be shared with the finance committee at the next meeting.

**SECTION 2. NOMINATING COMMITTEE:**

- A. **ORGANIZATION OF THE NOMINATING COMMITTEE:** The Nominating Committee shall consist of the following five (5) officers: Moderator, Chairman of the Board of Deacons, Chairman of the Board of Trustees, Chairman of the Board of Deaconesses, and Chairman of the Board of Christian Education.
- B. **DUTIES OF THE NOMINATING COMMITTEE:** It shall be their duty to meet in September and select and nominate officers and to have such list ready to present to the church at the third quarterly business meeting in October. If any member so desires, they may nominate from the floor any person for any office that they may wish, only after prior permission of the nominee has been given.
- C. **LIMITATIONS:** Limitations governing the Nominating Committee and office holding are:
  - (1) It is recommended that no person be nominated to a position beyond their ability to serve well.
  - (2) It is recommended that when an officer has completed their term in office that they be retired from that office for a period of one year before being re-elected to that board.

**SECTION 3. CHURCH STAFF RELATIONS COMMITTEE:**

The Church Staff Relations Committee (CSRC) shall consist of three (3) members who will serve for a three-year term and on a staggered basis so that no more than one-third (1/3) go off committee in any given year. The senior member on the committee shall be the chairman. Committee members must be off one (1) year before returning to the CSRC. Committee members shall be nominated by consensus of the Pastor, the Chairman of Deacons, and the church Moderator. They shall be presented by the Nominating Committee to the church for election at the annual meeting.

The purpose of this committee shall be to foster constructive communication between the congregation and the staff, to implement the congregation's responsibility for the staff's professional and personal well-being, and to promote unity and harmony in the church. In order to fulfill this purpose, they shall:

1. Strengthen the staff/congregational relationship through mutual exploration of the role of pastoral leadership and the supportive role of other staff, to enable appreciation and understanding of style of ministry and manner of fulfilling duties and/or tasks as it is coordinated with the church program objectives.
2. Act as the channel regarding the congregation's reaction and response to the leadership and work of all the staff and the staff's channel for clarification of expectations with regard to the congregation and other staff persons.
3. Review annually the church's responsibility for compensation (salary, allowances, car, housing, etc.) and benefits (continuing education, conference and convention, sick leave, vacation, etc.) of the staff and make recommendations regarding this to the Finance Committee prior to the budget preparation for the coming year.
4. Counsel with appropriate staff with regard to a program of continuing education, special educational events, and other such opportunities.
5. Be clearing house for the coordination of the work of the staff, to enable unity and harmony in the work, ascertaining that all areas of the work are carried out in accord with the needs of the congregation.
6. Give focus to the congregation's need for the enlistment of persons for vocational ministries through sensitivity, education, discovery, encouragement, and being supportive throughout the years of preparation.
7. Meet quarterly and
  - a. Prior to February 1st, when the new committee becomes effective, meet to organize and set up dates for their regular quarterly meetings.

- b. Meet at other times as necessary to care for their duties up- on special call of the chairman.

**ARTICLE XI      BUSINESS MEETINGS:**

**SECTION 1. THE FISCAL YEAR:**

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

**SECTION 2. ANNUAL MEETING:**

The annual business meeting of the church shall be held in conjunction with the January quarterly business meeting. At this time the officers of the church and the chairmen of the various boards shall render in writing their yearly reports, covering the period of January 1<sup>st</sup> through December 31<sup>st</sup> of the previous year.

**SECTION 3. REGULAR BUSINESS MEETINGS:**

Business meetings of the church shall be held quarterly or as the needs of the congregation requires.

**SECTION 4. SPECIAL BUSINESS MEETINGS:**

Special business meetings of the church may be called by the Pastor, the Moderator, or Chairman of the Board of Deacons, provided notice of such meeting shall have been given from the pulpit on the Lord's Day preceding the day of the meeting. The notice shall state the object for which the meeting is called.

**SECTION 5. QUORUM:**

At any business meeting of the church, twenty (20) members shall constitute a quorum for the transaction of business.

**SECTION 6 INSTRUCTIONS:**

It is recommended that in the event of any serious or very important problem or controversial issue, that the Board of Deacons and the Board of Trustees, acting as a joint committee, consider the matter and present their conclusions at the next business meeting. This will prevent hasty decisions and help to prevent any misunderstandings.

**ARTICLE XII      AMENDMENTS:**

**SECTION 1. AMENDMENTS OF CONSTITUTION AND BY-LAWS:**

This constitution and by-laws may be amended at any regular business meeting of the church by a vote of two-thirds (2/3) of those present, provided that notice of the proposed amendment shall have been given from the pulpit at three (3) consecutive, regular Sunday morning services. This will ensure that the majority of the members of the church will have knowledge of the contemplated amendment.

**SECTION 2. RECORDING OF NEW AMENDMENTS AND BY-LAWS:**

Upon the adoption of any new amendments or by-laws to this constitution, the Church Clerk shall immediately affix a copy of said amendment or by-laws to this, in order to assure that the church in the future will have knowledge of any changes or additions that have been so made.

1. Submitted by the Deacons to other boards and committees for review and feedback Through July 2020.
2. Submitted by the Deacons to other boards and committees for review and feedback Through October 2020.





**Note Page**