

BY-LAWS

OF THE

IMMANUEL BAPTIST CHURCH

25 ZERBY AVENUE EDWARDSVILLE, PA 18704

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## **ARTICLE I- NAME**

The name of this church shall be Immanuel Baptist Church, located at 25 Zerby Avenue in Edwardsville, Pennsylvania. This church was incorporated as Immanuel Baptist Church on October 18, 1885.

## **ARTICLE II- PURPOSE**

The purpose of this church is the advancement of the Kingdom of God. It shall seek to attain this purpose through opportunities for worship as the Family of God to respond in love to one another's needs as members of Christ's Body, to offer opportunity for salvation through the preaching of the Gospel of His Son, Jesus Christ, to strive toward consistent Christian living by its members, and to promote personal evangelism, missionary endeavor, and Christian education.

## **ARTICLE III- STATEMENT OF FAITH**

The church adopts the following statements:

1. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
2. We believe in the Bible as inspired of God, inerrant in the original writings, and of supreme and final authority for faith and life.
3. We believe that Jesus Christ, our Lord, was begotten by the Holy Spirit, born of the Virgin Mary, that He is true God and true man, who lived a sinless life, the only and sufficient mediator between God and man.
4. We believe that man was created in the image of God, that he fell in sin and incurred the penalty of physical death and eternal separation from God, which passes on to all of mankind.
5. We believe that the Lord Jesus Christ died for our sins as a substitutionary sacrifice, that He was buried, that He was resurrected bodily from the grave, that He ascended into Heaven, and that He will return to claim His Church, establish His Kingdom, judge the wicked, and reign forever.
6. We believe that those who receive the Lord Jesus Christ by faith are forgiven their sins, are born again by the power of the Holy Spirit, are justified before the Father, and are adopted as children of God.
7. We believe that the church is the assembly of believers, baptized upon confession of their faith, joined in love for worship and service to hear and obey the Word of God, to practice exclusively the ordinances of baptism and communion, to spread the Gospel at home and abroad, and to advance the Kingdom of God upon the earth.

8. We believe that all Christians have direct access to God through personal prayer and confession.
  9. We believe that scriptural baptism is immersion in water of an individual who has accepted Jesus Christ as Lord and Savior, portraying the believer's participation in the death, burial, and resurrection of the Lord Jesus Christ, by which our faith is confessed publicly.
  10. We believe that the observance of the Lord's Supper is a symbolic ordinance of believers, partaken after self-examination, commemorating Jesus' death, the elements symbolizing His broken body and shed blood for the remission of sins.
- II. We believe in the resurrection of the just and the unjust, the everlasting joy and fellowship of the saved with God and the everlasting punishment of the lost, separated from God.

#### **ARTICLE IV - COVENANT**

As a goal toward which we should strive, this historic Baptist covenant is accepted by the church and recommended to all its members.

Having been led by the Spirit of God, as we believe, to receive the Lord Jesus Christ as personal Savior, and having been baptized in the name of the Father, and of the Son, and of the Holy Spirit on the profession of our faith, we do now, in the presence of God and his assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ. We strive, therefore, by the aid of the Holy Spirit to

1. walk together in Christian love for the advancement of the church in knowledge, holiness, and comfort,
2. be zealous in our efforts to advance the kingdom of our Savior,
3. promote its prosperity and spirituality,
4. sustain its worship, ordinances, and doctrines,
5. 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,
6. maintain family and private devotions,
7. provide for the spiritual instruction of our children,
8. seek salvation of our family and friends,
9. walk uprightly in the world,

10. be just in our dealings, faithful in our engagements, and exemplary in our conduct,
11. avoid all gossiping, spiteful actions, and anger,
12. abstain from the sale and use of intoxicating drinks as a beverage,
13. watch over one another in brotherly love,
14. remember each other in prayer and aid each other in sickness and distress,
15. cultivate Christian sympathy in feeling and courtesy in speech, and
16. be slow to take offense, but always ready for reconciliation and mindful of the teachings of our Savior to secure it without delay.

When we remove our membership 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- ORGANIZATION**

Section 1: Government. The government of this church is vested in the body of members who compose it.

Section 2: Relationships. This church shall be affiliated with the Welsh/Wyoming Association of Baptist Churches, the American Baptist Churches of Pennsylvania and Delaware, the American Baptist Evangelicals, and the American Baptist Churches in the United States of America.

Section 3: Other Affiliations. This church may associate itself voluntarily with other organizations whose purpose is in harmony with that of this church. It is the policy of this church to not affiliate with the World Council of Churches nor with the National Council of Churches.

Section 4: Continuity. The property of this church, the building and its contents, shall be held by that group of members which maintains the original faith, policy, and affiliation under which it was first dedicated.

## **ARTICLE VI- MEMBERSHIP**

Section 1: Qualifications. Any person who professes faith in Jesus Christ as personal Lord and Savior, who gives assurance of the desire to lead a consistent Christian life as set forth in God's Holy Word, and who has been baptized as a believer by immersion shall be qualified for membership.

Section 2: Reception. Persons may be received as members upon recommendation of the Board of Deacons and majority vote of the church membership in any of the following ways:

- A. Baptism: Upon profession of faith in Jesus Christ as Lord and Savior and baptism by immersion. The names of those persons who wish to be baptized will be published in the bulletin. Following baptism, those persons seeking membership will be voted upon by the majority of the membership present.
- B. Letter: Upon presentation of a letter of recommendation from another Christian church indicating evidence of previous baptism by immersion.
- C. Christian experience: Upon profession of Christian faith and experience, and an indication of having been previously baptized by immersion, when by reason of unusual circumstances, a letter of recommendation is unattainable.

Section 3: Obligations of members. It shall be the obligation of members to familiarize themselves with these church by-laws and in normal circumstances to

- A. participate in the organized work, worship, and fellowship of the church by giving of their time, effort, and talent.
- B. financially contribute regularly and generously as the Lord prospers in their lives toward the support of the ministries of the church.
- C. strive for personal growth and integrity in Christian living.
- D. dedicate their children to the Lord, upon approval of the Deacon Board. Dedication shall be defined as the ceremony performed by the pastor in which parents bring a child before the church to promise to raise that child as a Christian. Dedication shall not be equated with baptism or church membership.

Section 4: Termination of membership. Membership in this church shall be terminated by member request upon majority vote of the Board of Deacons. The Recording Secretary may then furnish a letter of prior church membership.

## **ARTICLE VII-MEMBER LICENSING AND ORDINATION**

Any male member evidencing a gift for professional Christian ministry and opportunities for such ministries may apply to the Board of Deacons for a License to Preach. After due examination and counseling, the board may make a recommendation to the church membership for its majority vote. Such license shall specify any limits and qualifications the church may impose, such as baptism and communion. Any male member of this church who indicates a desire to prepare for the professional Christian ministry and who may be considered as a candidate for this ministry shall have

- I. finished the standard college and seminary courses of study or their equivalents,



2. preached before the church,
3. given a public statement tracing the history of his call to the professional ministry, and,
4. met the requirements of the American Baptist Churches of Pennsylvania and Delaware.

The candidate shall then be considered by the church for ordination. After a majority vote of those members present at a special business meeting of the church, the pastor shall arrange an appropriate service of ordination.

## **ARTICLE VIII- CHURCH OFFICERS**

Section I: Officers. All officers must be members of this church. The officers shall be the pastor, moderator, Deacon Board, Trustee Board, recording secretary, assistant recording secretary, treasurer/financial secretary, assistant treasurer/financial secretary, Sunday school superintendent, and assistant Sunday school superintendent.

Section 2: Election and Terms of Service. All officers, with the exception of the pastor, shall be elected at the February annual business meeting of the church and shall take office immediately. The terms for each office shall be as follows:

- A. Pastor. The selection and calling of a pastor shall be in accordance with procedures outlined in Article XII.
- B. Moderator and Assistant Moderator. The moderator and assistant moderator shall be elected annually for a term of one year and shall be eligible for re-election.
- C. Deacons. The election of a prospective candidate for each position to the Deacon Board will be conducted as follows:

After review, the chairman or assistant chairman of the Board of Deacons or his designee will bring the names of the prospective candidates before the congregation for three (3) consecutive Sundays. A majority vote by the church membership present at the end of the three week period will result in immediate election to the board for life. Any deacon needing a year off from serving on the board may make a request to the Deacon Board to leave for one year. At the end of the year, if he feels he can return to the position of deacon, he will be reinstated to the board without a vote. The pastor and Deacon Board will evaluate each member of the board; such evaluations shall remain within the board.
- D. Trustees. The election of prospective candidates for each vacancy on the Trustee Board will be conducted as follows:

Members of the congregation shall submit the names of possible candidates to the Trustee Board no less than four weeks prior to the business

meeting at which the election will be held. The chairman or assistant chairman of the Board of Trustees or his designee will bring the names of prospective candidates before the congregation for three (3) consecutive Sundays. A majority vote by the church membership present at the end of the three week period will result in immediate election to the board. Trustees shall be elected for a term of four years. Any new trustee elected to fill a vacancy on the board shall complete that remaining term. The trustee will then be eligible for retention on a four (4) year cycle.

- E. Recording Secretary and Assistant Recording Secretary. Each of these officers shall be elected annually for a term of one year and shall be eligible for reelection.
- F. Treasurer/Financial Secretary and Assistant Treasurer/Financial Secretary. Each of these officers shall be elected annually for a term of one year and shall be eligible for reelection.
- G. Sunday School Superintendent and Assistant Sunday School Superintendent. Each of these officers shall be elected annually for a term of one year and shall be eligible for reelection.

### Section 3: Duties of the Officers

- A. Moderator and Assistant Moderator. The moderator and/or the assistant moderator shall preside at the business meetings of the church and shall be an ex-officio member of all committees. In the absence of or with the concurrence of the moderator, the assistant moderator shall preside.
- B. Recording Secretary and Assistant Recording Secretary. The recording secretary, or the assistant recording secretary in his absence, shall keep minutes of business meetings of the church, shall maintain accurate membership rolls, shall prepare statistical and other reports, and shall issue all letters of membership or dismissal of members. The recording secretary shall act as secretary of this corporation.
- C. Treasurer/Financial Secretary and Assistant Treasurer/Financial Secretary. The treasurer/financial secretary, or the assistant treasurer/financial secretary in his/her absence, shall keep financial records according to generally accepted accounting practices, shall be custodian of the church funds, and shall disburse such funds as authorized by the adopted church budget upon approval of the chairperson of the standing committee responsible. Disbursements may also be authorized by special action of the church or by action of the Board of Trustees as outlined in Article XV. The treasurer/financial secretary shall prepare reports of financial activities of the church for the Trustee Board and the church. The treasurer/financial secretary shall record the contributions of members, and shall prepare and distribute annual statements for members.
- D. Sunday School Superintendent and Assistant Sunday School Superintendent. The Sunday school superintendent and assistant Sunday school superintendent shall be responsible for the weekly function of the Sunday school.

## **ARTICLE IX- THE DEACON BOARD**

Section 1. Organization and membership. The Board of Deacons shall consist of a maximum of eight elected deacons and the pastor as an ex-officio member. The pastor shall have voting privileges in the event of a tie. The Deacon Board will appoint a chairman and assistant chairman from the members of the current board. In the absence of the chairman, the assistant chairman will have the authority to conduct meetings, call for a vote, or cancel a meeting.

Section 2: Duties of the board. In general, the Board of Deacons shall be responsible for the management of the spiritual affairs of the church, subject to the authority of the church membership. More specifically, the board shall

- A. develop appropriate policies and, along with the pastor, coordinate the various ministries of the church,
- B. recommend working goals and objectives to the church memberships for approval,
- C. establish accountability, receive and act upon recommendations, and evaluate results from committees,
- D. recommend applications for church membership,
- E. will oversee the administration of the Benevolent Fund which shall be received following the observance of the Lord's Supper, excluding special services,
- F. must attend, unless such absence is excused by the board, two-thirds of the deacons' meetings,
- G. upon request of the pastor or a member, assist in visitation, and
- H. demonstrate a willingness to participate in the activities of the Board of Deacons.

Section 3. Qualifications of deacons. A deacon shall be a male of at least twenty-one years of age and shall meet the requirements for deacons as set forth in I Timothy 3: 8-13.

Section 4. Meetings of the board. The Deacon Board shall meet monthly to hear and act upon reports and recommendations from each standing committee and to act upon any other business of the church. The board may be convened for special meetings at the call of the pastor, moderator, chairman or assistant chairman of the Board of Deacons, or any two of its members. A majority of elected deacons shall constitute a quorum. All actions shall require a majority vote of members present and voting unless other provisions of these by-laws apply.

Section 5. Vacancies in office. Should an officer fail to perform the duties pertaining to the office for a period of three consecutive months, the Deacon Board may declare the office

vacant. The Deacon Board may declare the office vacant immediately upon resignation, death, non-residency, or any activity determined to be contradictory to our Statement of Faith. Deacon Emeritus status will be conferred upon those individuals who have actively served in the role of deacon and are no longer able to continue to perform the duties of a deacon. Such status will be re-evaluated on an annual basis by the senior deacon. When applicable, the board will vote as outlined in Article VIII, Section 2.D.

## **ARTICLE X- THE TRUSTEE BOARD**

Section I. Organization and membership. The Trustee Board shall consist of a maximum of eight elected trustees and the pastor as an ex-officio member who shall have voting privileges in the event of a tie. The Trustee Board will appoint a chairperson and assistant chairperson from the members of the current board. In the absence of the chairperson, the assistant chairperson will have the authority to conduct meetings, call for a vote, or cancel a meeting.

Section 2. Duties of the Board. In general, The Trustee Board shall be responsible for the management of the financial affairs of the church, subject to the authority of the church membership. The Trustee Board is authorized to make expenditures up to \$500.00 without a vote of the church membership. The chairperson is authorized to spend up to \$300.00 without a vote. In the event of an emergency, the pastor is authorized to contact appropriate emergency services. More specifically, the Trustee Board shall

- A. prepare the annual budget for presentation to the congregation,
- B. administer the budget, determining the priority of needs as funds are available,
- C. act as fiduciaries or trustees to receive, hold, and administer for the church all property, real and personal, which at any time is owned by the church,
- D. recommend working goals and objectives to the church membership for approval,
- E. receive and act upon recommendations from committees,
- F. must attend, unless such absence is excused by the board, two-thirds of the Trustees' meetings,
- G. raise the awareness among church members of the opportunities of deferred giving to further the work of the Kingdom of God in the church and community by means of wills and bequests,
- H. inform members of the opportunities and responsibilities for stewardship in the church,
- I. review and coordinate budget requests,

- J. administer special funds in the custody of the church,
- K. provide for the care and maintenance of all physical property of the church and administer policies concerning its use,
- L. review the work of any individual/company receiving compensation, and
- M. demonstrate a willingness to participate in the activities of the Board of Trustees.

Section 3. Qualifications of Trustees. A trustee shall be a male or female at least twenty-one years of age.

Section 4. Meetings of the board. The Trustee Board shall meet monthly to hear and act upon reports and recommendations from each standing committee and to act upon any other business of the church. The board may be convened for special meetings at the call of the pastor, moderator, chairman or assistant chairman of the Board of Trustees, or any two of its members. A majority of elected trustees shall constitute a quorum. All actions shall require a majority vote of members present and voting unless other provisions of these by-laws apply.

Section 5. Vacancies in office. Should any officer fail to perform the duties pertaining to the office for a period of three consecutive months, the Board of Trustees may declare the office vacant. The board may declare the office vacant immediately upon resignation, death, non-residency, or other obvious cause, rendering the trustee incapable of fulfilling the office as outlined in Article VIII, Section 2.E.

## **ARTICLE XI- STANDING COMMITTEES**

Section I. Responsibilities. In general, the standing committees shall formulate and recommend for the approval of the Deacon and/or Trustee Boards working goals, plans, programs, and activities to further the various ministries of the church. The standing committees shall implement such actions as are authorized by or delegated to them by the Board of Deacons and/or Board of Trustees. Each standing committee shall yearly elect a chairperson and assistant chairperson following the conclusion of the February business meeting. The assistant chairperson will have the authority to conduct meetings, call for a vote, or cancel a meeting in the absence of the chairperson. These committees shall meet monthly, or at the call of the moderator, assistant moderator, or their respective chairpersons.

Section 2. Membership of committees. The chairperson of each standing committee shall be a member of the church who shall recommend to the congregation for approval at its February annual meeting the names of persons who comprise membership of each committee for the coming year. The number of persons who serve and the organization of each committee shall be determined by the chairperson. The chairperson, assistant chairperson, and each committee member shall serve for one year. Members may choose to remain on committees by informing the outgoing chairperson prior to the February business meeting.

### Section 3. Standing committees and duties.

- A. Education. The Sunday school superintendent will serve as chairperson of this committee. The superintendent, assistant superintendent, and committee will
1. establish policy, develop structure, staff, and supervise the education ministry of the church,
  2. investigate and select curriculum and other resources for use in the teaching ministry,
  3. administer a continuing program of training church members for leadership,
  4. supervise the ministry to all members of the Sunday school, and
  5. provide for learning activities for young children during the regular Sunday morning worship services.
- B Music. The choir director shall act as chairperson of this committee. The chairperson, assistant chairperson, and the committee will
1. provide special music during Sunday morning worship services from September through June with the choir director determining the exact starting and stopping dates,
  2. provide any other special music as may be needed at any other church services,
  3. be responsible for the acquisition of the church organist, hymnals, choir music, and the maintenance of musical instruments in the church, and
  4. seek the approval of the Trustee Board for any disbursements.
- C. Hospitality. The chairperson, assistant chairperson, and the committee will
1. plan and supervise activities to promote good fellowship among members and friends of the church,
  2. administer functions, including greeters, to foster a hospitable atmosphere at worship services and other programs of the church,
  3. supervise the activities of the church kitchen, and
  4. ensure that all church functions are properly served as the situation warrants.

1. utilize available public media to publicize the goals, objectives, programs, and activities of the church for the benefit of its members and the community at large,
  2. advise and assist the Pastor on the use of the church worship bulletin, monthly newsletter, annual reports and bulletin boards,
  3. arrange for library resources, tracts and other literature to be accessible for church members, and
  4. send cards, postcards, and newsletters to members, shut-ins, and visitors.
- E. Ushers. The chairperson, assistant chairperson, and the committee will
1. aid in the entering and exiting of parishioners/guests before and during the church service, as required,
  2. receive the offerings at the morning, evening, and special services,
  3. take a count of number of people in attendance, and
  4. encourage visitors to complete a visitor's card.
- F. Flowers. The chairperson, assistant chairperson, and the committee will
1. be responsible for the acquisition of flowers for the following occasions upon the approval of the Trustee Board:
    - a. funerals
    - b. Easter
    - c. Mother's Day
    - d. Christmas
    - e. any other special event
- G. Nominating Committee. The chairperson, assistant chairperson, and the committee shall consist of five members who will
1. be elected at the February annual church business meeting from a slate of candidates recommended by church members present and shall serve for a term of one year, effective immediately,

to nominations for officers to be elected for full terms at the February business meeting, and

3. nominate delegates to those organizations requiring representation with which the church has chosen to affiliate.

H. Missions. The chairperson, assistant chairperson, and the committee will

- I. interpret denomination and cooperative community programs and ministries for the benefit and information of the congregation,
2. investigate areas of need in the community and coordinate volunteer time and talent in the congregation to minister to such needs,
3. maintain communications with missionaries and organizations, and, periodically, report on their work, goals, and needs,
4. promote special offerings approved by the Deacon Board, and
5. may provide for
  - a. Vacation Bible School,
  - b. gifts for shut-ins at Christmas and Easter,
  - c. greeting cards for servicemen/women and the ill,
  - d. children's Harvest Party,
  - e. photographic film and its development for church events,
  - f. special event posters,
  - g. refreshments for baptisms, Christmas and Easter plays, and performing musicians, and
  - h. monetary gifts to visiting missionaries.

I. Youth Group. The committee's mission is to promote fellowship among the youth of Immanuel Baptist Church. The chairperson, assistant chairperson, and committee shall be adults who oversee the members of the Youth Group.

1. The age range of the Youth Group will be based on the number of interested youth from within and outside of the church.



2. Officers will be elected from the Youth Group membership and shall include a president, vice president, treasurer, secretary, and any other officer the chairperson feels will be of benefit to the group.
  3. The Youth Group may participate with other youth groups to promote its mission.
- J. Other committees.  
The church membership may propose other committees to the chairperson of the nominating committee as it may deem advisable.

## **ARTICLE XII- PASTOR**

Section 1. Pulpit Committee. Whenever the office of pastor becomes vacant, a pulpit committee consisting of seven church members shall be elected by the congregation from a slate nominated by the Deacon Board. The committee shall be convened by the moderator and shall elect a chairperson and secretary from its membership. The committee shall consult with appropriate denominational officials, and shall make due inquiry and investigation concerning persons available to serve as pastor of the church. Any candidate shall be a man of God who adheres to this church's Purpose and Statement of Faith as set forth in Articles of II and III of these by-laws. The committee shall recommend one candidate for consideration by the church, based on a majority vote of the committee.

Section 2. Election. At least three weeks before the appearance of a candidate, the committee shall publish for all church members a summary of the background, qualifications, the proposed understandings between the candidate and the church regarding salary and other agreements, and the time and place of the appearance of the candidate and the election. The candidate shall preach at a worship service and shall answer questions from the church membership at a special meeting. Within one week of the appearance of all candidates, a vote of church members shall be taken by secret ballot. Three-fourths of all members present and voting shall be required to call the candidate to become the pastor. Any members not present forfeit their right to vote.

Section 3. Duties. The pastor shall perform such duties as are inherent to the office of pastor as authorized by the Deacon Board including, but not necessarily limited to the following:

- A. supervise the preaching and teaching ministry of the church, including Vacation Bible school, and the administration of the ordinances,
- B. advise the church membership in matters of spiritual welfare,
- C. counsel church officers and other workers in the performance of their duties,
- D. provide spiritual and administrative leadership of church employees,

- E. serve as ex-officio member of all committees and organizations,
- F. provide periodic reports to the Deacon Board and to the church members regarding his activities, suggested goals for the church, and his evaluation of the progress of the church., and
- G. give precedence to this church and its activities in the event of other employment subject to the approval of the Deacon and Trustee Boards.

Section 4. Continuance of relationship.

- A. The pastor's term of office shall extend indefinitely.
- B. The pastor shall provide thirty days' notice of his resignation.
- C. In the event of exigent circumstance, the Deacon Board may place the pastor on immediate administrative leave with salary and benefits. The Deacon Board shall meet and make a recommendation to the church membership at a specially called meeting.
- D. The church may terminate the services of a pastor at a special meeting by secret ballot of those members present and voting. Such a special meeting shall require advance notice of at least three weeks to every church member; notice shall include the purpose of the meeting. Three-fourths of all members present and voting shall be required to remove the pastor. Separation pay shall be continued for a period of thirty days or until other employment is secured, whichever occurs *first*.

### **ARTICLE XIII- CHURCH STAFF**

If any office secretary, janitor, or other staff member not principally engaged in the religious ministry of the church is to be employed, a recommendation of a suitable person shall be made by the Board of Trustees. The Trustee Board shall then make a recommendation to the church membership who shall vote upon the recommendation at a special meeting, provided notice shall be given at least one week in advance.

### **ARTICLE XIV- MEETINGS OF THE CHURCH**

Section 1. Worship Services.

- A. Services for worship, prayer, study, and fellowship shall be held each Sunday and at such other times as the pastor and/or the Board of Deacons may direct. The Ordinance of the Lord's Supper shall be observed on the first Sunday of each month or as otherwise arranged by the pastor and/or the Deacon Board.

Section 2. Business Meetings.

- A. Regular meetings shall be scheduled in the months of February and August. The time and date of each meeting shall be specified by the Deacon Board who shall provide three weeks' notice prior to each meeting. The moderator or the assistant moderator shall preside over the meetings.
  
- B. The purpose of the meetings shall be to transact business, and to share experiences, needs, goals, and aspirations for the church as seen by the Board of Deacons, Board of Trustees, pastor, standing committees, other organizations, and by church members individually.
  
- C. The February meeting shall include the election of officers, the adoption of the annual budget and annual reports from the following committees:

Deacons	Special Committees
Nominating Committee	Sunday School
Pastor	Treasurer/Financial Secretary
Recording Secretary	Trustees
  
- D. The August meeting shall include the following standing committees:

Communications	Missions	Special Committees
Education	Music	Transportation
Flowers	Nominating	Ushers
Hospitality	Recording Secretary	Youth

Section 3. Special Meetings.

- A. The pastor, the Board of Deacons, or the Board of Trustees may call a special meeting of the church membership at any time, excluding for the purpose of the sale, purchase, transfer, or encumbering of real estate or property.
  
- B. Notice shall be given by public announcement from the pulpit at any regular worship service on the Sunday preceding such a meeting, or by any other reasonable means, indicating the time, place, and purpose of such special meetings.

Section 4. Procedures for Business Meetings.

- A. The majority of those voting members present at a regular or special business meeting shall be required to act upon matters brought before the meeting, including the acceptance of new members.
  
- B. The sale, purchase, transfer, or encumbering of real estate shall require an affirmative vote of three-fourths of those present and voting.
  
- C. Only church members shall be eligible to vote. Voting, when requested, shall be by secret ballot and must be approved by a majority of the members present. Voting by proxy shall not be permitted.

- D. Robert's Rules of Order, as currently revised, shall be the authority for parliamentary procedures at business meetings of the church unless provisions are otherwise made in these by-laws.

## **ARTICLE XV-AUXILIARY ORGANIZATIONS**

The church regards as integral parts of itself all organizations formed for the purpose of carrying out any of the church ministries and activities. Such organizations as those of the women, men, or youth may function under their own constitutions or by-laws, provided such constitution and future amendments thereto shall be approved by the Board of Deacons and shall not contain any provision out of harmony with these church by-laws.

## **ARTICLE XVI-FINANCES**

Section 1. Policy. The financial policy of this Church, and of all auxiliary organizations, is predicated upon personal, voluntary tithes, and offerings as an act of worship. The church and Sunday school shall operate from the general fund. Other means of raising money for special purposes may be undertaken with the permission of the Board of Trustees. Gifts do not revert back to the donor.

Section 2. Budget. At the February meeting of the church, the chairman of the Trustee Board shall present a budget for the ensuing fiscal year for adoption by the church.

Section 3. Expenditures. Disbursements shall be made by the treasurer/financial secretary under the direction of the Trustee Board in accordance with the budget adopted by the church. The Trustee Board may approve any expenditure in excess of the budget which does not exceed \$500 for a single item in the budget or for a single project.

Section 4. Benevolent Fund. The primary source of income for this fund shall be the offering taken at the communion services. This fund shall be held by an appointed Deacon Board member and administered by the Deacon Board to meet the physical and spiritual needs of members and friends of the church.

Section 5. Special gifts. The Board of Trustees may accept and administer gifts for specific purposes in connection with, or for the benefit of, the church or special enterprises of the church. However, this provision shall not be construed as requiring the Trustee Board to accept any or all property or gifts tendered. Likewise, the Board of Trustees may accept or reject gifts for undesignated purposes as well.

Section 6. Sunday School Budget.

- A. The superintendent of the Sunday school shall be allowed to request a maximum of \$150.00 per occurrence as necessary for the functioning of the Sunday school with prior approval of the chairman of the Trustee Board.
- B. Any request exceeding \$150.00 will require the approval of the Trustee Board.

Section 7. Fiscal Year. The fiscal year of the church shall be the first day of January through the last day of December.

### **ARTICLE XVII-ANNUAL REPORTS**

Written reports shall be made by all officers, the Board of Deacons, Board of Trustees, standing and special committees, and auxiliary organizations, on an annual basis for distribution to church members in accordance with Article XIV, Section 2.C. and D.

### **ARTICLE XVIII -AMENDMENTS**

The constitution and by-laws may be revised or amended by a two-thirds' vote of the members present and voting at any regular or special business meeting of the church. All proposed changes will be suitably posted, and notice of action contemplated shall be given not less than three Sundays prior to the date of said meeting.

### **ARTICLE XIX- BY-LAW COMMITTEE**

A By-Law Committee will be convened every seven years for the purpose of reviewing the church by-laws and making any necessary revisions. The committee shall consist of seven members selected from a slate of candidates recommended by the nominating committee and voted on by the congregation. The committee will elect a chairperson, assistant chairperson, and secretary from its members. The pastor and moderator will serve as ex-officio members.

### **ARTICLE XX- USE OF CHURCH PROPERTY**

Any church member wishing to borrow church property for personal use must submit a check to the treasurer/financial secretary in the amount of the full replacement value of the item(s) borrowed. Any non-member wishing to borrow church property must be recommended by a church member in good standing, must provide a cash deposit in the amount of the full replacement cost for each item, and must have his/her request approved by the Trustee Board. Such borrowed property must be returned undamaged and on the church premises within five (5) calendar days. The member's uncashed check or the non-member's cash deposit will be returned at that time providing there is no damage to the property borrowed.

By-Law History  
Adopted February 2005  
Revised August 2004

Adopted February 1998  
Revised and Approved August 10, 1997  
Adopted February 1991  
Revised and Approved August 19, 1990