

Adopted 4/10/11

**BYLAWS  
OF  
FLORENCE BAPTIST CHURCH**

**Florence, Kentucky  
APRIL 10, 2011**

**ARTICLE I. MEMBERSHIP**

**SECTION 1. QUALIFICATIONS**

The membership of this Church shall consist of such persons who present themselves as candidates and are received according to the following:

1. By **PROFESSION OF FAITH** and for baptism according to the policies of the Church.
2. By **PROMISE OF A LETTER** of recommendation from another Church of like faith and order.
3. By **RESTORATION UPON A STATEMENT** of prior conversion experience and baptism in a Church of like faith and order when no letter is obtainable.

All persons coming for membership in this Church shall upon recommendation and counsel of one of the staff ministers or deacons be received by vote of the Church at a Church service or in a business meeting.

Should there be any dissent as to any candidate, such dissent shall be referred to the Senior Pastor and Deacon Council officers for investigation and the making of a recommendation to the Deacon Council (hereinafter referred to as Deacons, active Deacons or Deacon Council) within thirty (30) days. A majority vote of the active Deacons shall be required to elect such candidates to membership. In this matter and all matters of voting by the deacon council hereinafter, a majority vote is a majority of the total number of active deacons at the time of said vote and not a majority vote of the active deacons in attendance at the time of the vote.

**SECTION 2. DUTIES**

Members are expected to be faithful in all of the duties essential to the Christian life; to attend faithfully and invite others to the services of the Church; to give regularly for its support and its causes; and to share in its organized work; to extend a cordial welcome to all visitors at all times; to notify the Church prior to a change of personal information.

**SECTION 3. RIGHTS**

All members are equal in rank and privilege and may act and vote in actions of the Church as set forth herein.

## **SECTION 4. TERMINATION**

The termination of membership shall be effective on the following conditions:

1. By death.
2. Any member in good standing who desires a letter of recommendation to any other Baptist Church of like faith and order is entitled to it upon request of that Church.
3. In the event a member unites with a Church not of like faith and order, membership in this Church is formally terminated.
4. If a member requests to be released from his or her covenant obligations to this Church for reasons which the Church may finally deem necessary, after the Church shall have patiently and kindly endeavored to secure his or her continuance in its fellowship, upon recommendation of one of the ministers or Deacons such member shall be excluded and membership formally terminated by majority vote of the active Deacons. The person shall be notified of such action by the Deacons or Church Clerk.
5. Any member refusing to have fellowship with the Church or failing to communicate with the Church in some way over an extended period, shall, after due notice and kindly effort, have his or her membership terminated, by a majority vote of the Deacon Council.
6. For open and continued breach of the Church covenant, any member may be disciplined by a majority vote of the Deacon Council to the extent of termination of membership as provided in Article I, Section 5.
7. The membership of any person shall not be terminated (except by letter) at the meeting when the recommendation for such action is made. There must be a waiting period of 30 days before final termination of membership is effective (except in case of letter).

## **SECTION 5. DISCIPLINE**

1. Should any unhappy differences arise between members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in the eighteenth chapter of Matthew.
2. Should any case of gross breach of the Church covenant, or public scandal occur, a Deacon committee appointed by the Deacon Chairman shall resolve the offense; and if such effort fails, the Deacon committee shall report the case to the Deacon Council for resolution.

3. If the Deacon Council votes to entertain a complaint, which must be made in writing, it shall appoint a reasonable time of hearing and notify the person in question thereof, furnishing him or her a copy of the charges.
4. The accused member may call to his or her aid any member of the Church as counsel. If he or she does not present himself or herself at the time appointed, the Deacon Council may proceed in their absence.
5. All such proceedings should be pervaded by a spirit of Christian kindness, but should an adverse decision be reached, the Deacon Council may, by a majority vote of the active Deacon Council, declare the member no longer in fellowship (membership terminated) with the Church. The person shall be notified of such action by the Deacons or Church Clerk.
6. Any member who has a grievance against the Senior Pastor, member of the staff, Deacon, or an elected officer of the Church shall make such grievance known in writing to the Deacons. The Deacons shall make every effort to find an amicable solution. If all efforts fail, the Deacon Council shall resolve the issue. On questions of discipline, a majority vote of the Deacon Council shall be sufficient to dismiss the member (terminate membership) or apply censorship. The person shall be notified of such action by the Deacons or Church Clerk.
7. Any person whose membership has been terminated for any disciplinary reason may be restored to membership by evidence of his or her repentance, reformation and a majority vote of the Deacon Council.

## **ARTICLE II. CHURCH OFFICERS**

### **SECTION 1. SENIOR PASTOR**

**1. CALLING OF SENIOR PASTOR.** A Senior Pastor shall be chosen and called by the Church whenever a vacancy occurs. A Senior Pastor Search Committee composed of seven (7) members and three (3) alternates shall be recommended by the Deacons and elected by the Church to seek out a suitable Senior Pastor.

The composition of the seven (7) member committee shall be no fewer than three Deacons (the "Deacon members"), with the remaining members (either men or women) being from the Church at-large (the "at-large members"). The Deacon members selected shall be actively serving as Deacons at the time of being selected for this committee and any men selected as at-large members may be active or inactive Deacons of the Church. The composition of the three alternate committee members (the "alternate members") shall be no fewer than one (1) Deacon, with the remaining alternate members (either men or women) being from the Church at-large. Committee members and alternate members shall be members of Florence Baptist Church possessing the qualifications set forth below.

Men and women serving on the Senior Pastor Search Committee shall be characterized by the following:

- Demonstrated spiritual maturity
- Priority commitment to seeking and following God's will for the Church
- Having gained trust and respect within the congregation
- Faithful attendance and support of the Church

Further, no two members from the same household may serve on the committee.

The functioning committee shall consist of the seven (7) members. The committee shall elect a chairman, vice chairman, and secretary from among themselves, and may organize themselves into such committees as their wisdom may direct for efficiency in service. Committee length of service is until such time as the Church approves a new Senior Pastor and all aspects of his employment are complete. There shall be no ex-officio members to this committee.

While being kept apprised of committee activities and progress, the alternate members need not attend committee meetings, will not travel with the committee and will not have any voting privileges until such time, if ever, that one or more alternate members replaces one or more of the original seven (7) members. In the event an alternate member must be added to the committee, the Deacon body shall select the alternate to fill the opening in the seven (7) member committee.

As needed, the Senior Pastor Search Committee will be responsible for securing weekly pulpit supply and/or recommend an interim Pastor to be elected by the Church. (The interim Pastor shall not be a current FBC staff member.)

The Senior Pastor Search Committee shall prayerfully consider all names recommended. The candidate to whom they feel led to give further consideration shall be investigated as to Christian experience, character (completing both financial and criminal background checks), doctrine, training, pulpit ability, pastoral experience, personnel management and training of new staff. The committee shall recommend to the Church only one candidate at a time. The recommended candidate shall be considered at a business meeting called for that purpose, to be held at a Sunday morning worship service, with at least one week's public notice of said meeting having been given. Twenty five percent (25%) of the resident membership shall constitute a quorum for the calling of a Senior Pastor. The terms of the call shall be in writing and presented to the Church prior to the vote. Election shall be by ballot, with the vote held immediately prior to the conclusion of the Sunday morning worship service at which the recommended candidate is presented to the Church. An affirmative vote of seventy five percent (75%) of the members present and voting is necessary to call the candidate as Senior Pastor. If the vote is favorable (i.e., 75% or more in favor of a call being extended) the moderator may call for a unanimous vote.

The Senior Pastor thus elected, if he accepts the call, shall serve for an indefinite period of time at the will of the Church. The Senior Pastor may resign the care of the Church upon giving thirty (30) days notice of his intention to do so and the Church shall have the right to dispense with his services upon giving similar notice. The thirty (30) days notice may be dispensed with by the Church. The Senior Pastor shall receive such compensation for his services as the Church may determine. If termination of Senior Pastor is sought and the

Deacons agree to entertain the complaint, which must be made in writing, the Deacons shall appoint a reasonable time of hearing. If the Deacon Council, after thorough investigation and consideration, believes the grievance to be true and substantial, following a one (1) week cooling off period, the Deacons shall reconvene and the Senior Pastor may by majority vote of the Deacon Council be terminated.

## **2. QUALIFICATIONS OF SENIOR PASTOR**

- a. Shall be a man, who is an ordained minister.
- b. Shall meet all Biblical qualifications as set forth in I Timothy 3:1-7.
- c. I Timothy shall be interpreted by this Church to mean that a man who has had the misfortune of divorce, and has remarried, or any man who has married a woman who has been divorced, shall be disqualified on Scriptural grounds.
- d. The Senior Pastor shall be a good steward of his income recognizing the tithe to his local Church as minimum of his giving.
- e. If the Senior Pastor is married, his wife shall share in like manner in Christian consecration and Church loyalty.

## **3. DUTIES OF SENIOR PASTOR**

- a. The Senior Pastor's duties are four-fold: as a preacher, to proclaim the whole Gospel; as bishop, to oversee the work of the Church; as Senior Pastor, to be shepherd of the flock; and as minister to serve the people for Jesus' sake.
- b. He shall have general oversight of the Church. That oversight shall include but is not limited to the responsibility, after collaboration with the Personnel Committee, for recommending the call of Pastoral Team members. It shall also include organizing, training, and supervising the Pastoral Team and support staff of the Church. Calling or dismissing Pastoral Team members shall, upon the Senior Pastor's recommendation, with the Personnel Committee's concurrence, be considered by the Deacon Council. A majority vote by the Deacon Council at a regularly scheduled or special called Deacon's meeting is required for the implementation of the Senior Pastor's proposed recommendation.
- c. He shall be an ex-officio member of all committees unless stated otherwise herein.
- d. He shall be responsible for the faithful conduct of the worship services of the Church.
- e. He shall perform the various duties incumbent of his office. (In no case will the Senior Pastor or any staff person, employee of the Church or member act in a legal capacity for or in behalf of the Church except by specific authorization from the Deacon Council.)

- f. He shall be in general agreement and sympathetic with the program of Southern Baptist Convention.

#### **4. PRIVILEGES OF THE SENIOR PASTOR**

- a. Shall have respect and consideration due a servant of the Lord and Senior Pastor of this Church.
- b. Shall be entitled to the employment package as set forth by the Senior Pastor Search Committee and approved by the Church when the call was extended.
- c. Any future salary increases and/or adjustments to Senior Pastor compensation subsequent to his initial hiring, shall be recommended by either the Personnel Committee or Finance Committee, after counsel with the other, and included in the annual budget request for approval by the Deacon Council and the Church in that order.

### **SECTION 2. DEACONS**

#### **1. QUALIFICATIONS**

The basic requirements for a Deacon are found in the Bible in Acts 6:1-7, I Timothy 3:8-12; and these are always to be held over and above the specific requirements for the Deacons of this Church.

- a. A Deacon shall be a man of moral integrity and spiritual maturity. His life shall be a clean one with no question concerning his basic Christian character. I Timothy 3:12 shall be interpreted by this Church to mean that a man who had the misfortune of divorce, and has remarried or any man who has married a woman who has been divorced, shall be disqualified on Scriptural grounds. This does not relate to salvation or a man's relationship to God or holding any other office in the Church.
- b. The business life of a Deacon shall be in harmony with Christian principles.
- c. The Deacon should be able and willing to be regular in attendance at the Deacons' meetings and at the business meetings of the Church. The secretary of the Deacons shall keep a record of attendance. Absences for three consecutive Deacons' meetings, except those that have been reported to and approved by the Deacons, or failure to fulfill the duties of his office, may cause the offending Deacon to be removed from the Deacon Council by majority vote of the Deacon Council.
- d. The Deacon shall be a good steward of his income, recognizing the tithe as the minimum of his giving to his local Church, being in general agreement with and participating in the financial program of the Church.
- e. The Deacons' wives shall share in like manner in Christian consecration and Church Loyalty.

## **2. NUMBER, ELECTION, TERMS OF SERVICE**

- a. There shall be at least one (1) active Deacon for every 75 members with a minimum of six (6) for this Church. This is not to be construed that the Church is obligated to elect this number of Deacons if the necessary qualified men are not available. Candidates for election shall be recommended by the members of the Church, one name for each office available, from the male membership, after proper training and information has been given the congregation. The Deacon Council shall screen all those recommended by the Church. From this group the Deacon Council shall submit names for the number to be elected by the Church.
- b. Those candidates for ordination shall be interrogated in a specially called Council of Ordained Men and upon giving satisfactory answers, a motion to proceed with ordination will be in order. Such ordination may proceed by vote of the Church.
- c. Ordination may take place at a regular service or a meeting called for that special purpose at another time.
- d. A regular term of service shall be for four (4) years, beginning on July 1 and serving through June 30, four years later.
- e. Deacons coming into the fellowship of this Church, having been ordained in other Baptist Churches of like faith and order as Deacons, shall not be considered as active Deacons in this Church until a member for two (2) years and so elected by the Church.
- f. An un-expired term resulting from death, removal from office, or incapacity to serve on the part of a Deacon may be filled by the process above.

## **3. ORGANIZATION OF DEACONS**

The whole body of Deacons shall be organized as a unit for the consideration of all larger problems and general policies, and shall meet regularly each month. They shall elect a chairman, vice chairman, and secretary from among themselves, and may organize themselves into such committees as their wisdom may direct for efficiency in service.

## **4. DUTIES**

- a. The Deacons shall serve as a council of advice in conference with the Senior Pastor in all matters pertaining to the welfare and work of the Church.
- b. The Deacons are to be zealous to guard the unity of the spirit within the Church in the bonds of peace.
- c. The Deacons are to establish and maintain personal fraternal relations with, and inspiring oversight of, all the membership and matters of the Church. The Deacons will act as a committee to consider all matters of the Church except as limited here in.

- d. In council with the Senior Pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, the Deacons are to have the oversight of the discipline of the Church. The Deacons are to be guided by the principles set forth in Matthew 18:15-17, I Corinthians 5:9-13, and I Thessalonians 5:12-14.
- e. While the Senior Pastor shall have general oversight over the Church and staff as set forth herein, the Deacon Council, with input from the Senior Pastor, staff, Personnel Committee and Finance Committee, shall have final authority in the matter of disciplining and dismissing Pastoral Team members of the Church.
- f. It shall be the duty of the Deacons to seek the salvation of the lost, and to promote the Kingdom of God on earth.
- g. The Deacons shall devote themselves to the spiritual welfare of the members and to their active enlistment in Church service, and to use all proper efforts to reclaim such members as may become remiss in their obligations.
- h. The Deacons shall assist the Pastor in the administration of the ordinances.
- i. It shall be the Deacons' duty to meet for the consideration of their specific duties, general welfare and work of the Church. The Deacon Council on behalf of the Church shall be responsible for all matters of the Church and shall take action on all matters by majority vote of the Deacon Council as deemed necessary for the welfare of the Church except approval of bylaws and bylaw amendments, approval of the annual budget, extending a call to a Senior Pastor and matters specifically assigned to the Trustees. Deacons shall bring information and recommendations to the Church as approved by a majority of the Deacons and as may seem necessary, in good taste, expedient and/or informative to the Church.
- j. It shall be their duty to set the example in prospective member visitation and attendance at all regular services.
- k. The Deacons shall serve as a general Pulpit Committee until special Pulpit Committee is appointed. In case of absence or inability of the Pastor, subject to advice from and Conference with him, they will provide for the Pulpit supply.
- l. The Deacon Chairman shall be an ex-officio member of all committees unless stated otherwise herein.
- m. In the event of legal transactions, see Trustee section.

### **SECTION 3. ADDITIONAL PASTORAL TEAM MEMBERS AND SUPPORT STAFF**

For purposes of this Section 3, Pastoral Team Members is exclusive of the Senior Pastor.

#### **1. CALLING**

- a. The Senior Pastor and Deacons together with the support and agreement of each other and considering the recommendation of the Personnel Committee, will recruit,

interview and hire new personnel as needed and budgeted for by the Finance Committee.

- b. Pastoral Team Members and Support Staff shall, with the aid of the Personnel Committee, be under the direction of the Senior Pastor.
- c. Upon the recommendation of the Senior Pastor, after consultation with the Personnel Committee, the Deacon Council may by a majority vote exercise its sole authority of calling, disciplining or dismissing Pastoral Team Members of the Church.

## **2. QUALIFICATIONS**

- a. Moral and ethical qualifications found in I Timothy 3:1-7 shall be met. Understanding that 1 Timothy 3:1-7, strictly interpreted, applies specifically to Pastors and Deacons, only the general principles of purity and personal holiness shall be interpreted to apply to female staff members and others as appropriate.
- b. The expectation of good financial stewardship is the same as that for the Senior Pastor and Deacon Council with the tithe established as the minimum standard for giving.

## **SECTION 4. TEACHERS**

**1. QUALIFICATIONS** Since teachers provide Christian training to both the physically young and the Young in Christ and represent the Church to the members of their class, they should meet the following qualifications before being allowed to teach a class.

- a. Shall be able to give evidence of a new birth experience.
- b. Shall be a spiritually mature Christian.
- c. Shall be a member of Florence Baptist Church, and 18 years of age or older.
- d. Shall be a faithful supporter of the Church, the Pastor, and the staff.
- e. Shall be regular in worship attendance.
- f. Shall be willing and available to attend teacher's meetings/training sessions.
- g. Shall be a good steward of his / her finances, understanding that the tithe is the biblical minimum for our giving.

## **SECTION 5. MODERATOR**

1. The Chairman of the Deacons shall be the moderator.
2. The assistant moderator shall be the Vice Chairman of the Deacons.
3. In the event the Chairman or Vice Chairman decline, the Deacon Council shall recommend to the Church for approval a moderator and/or vice moderator to be elected for a term of one (1) year starting July 1 and ending the last day of June.

4. In absence of both, the clerk shall call the Church to order and a moderator pro-tem shall be elected.

## **SECTION 6. CLERK**

1. The clerk of the Church shall be elected annually upon recommendation by the Deacons and approval of the Church. The clerk shall keep in a suitable book, an accurate record of all the actions of the Church, and should attend all business meetings. The specific duties are as follows:
  - a. Keep the register of the names of members, with dates of admission, dismissal or death, together with a record of baptisms.
  - b. Issue letters of dismissal and/or recommendation voted by the Deacons, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary as indicated by these by-laws.
  - c. Send annually to the associational clerk the Church letter.
  - d. Take every precaution to provide for the safe keeping of the Church's records.
2. As required, an Assistant Clerk from the Church paid staff may be enlisted annually to assist the Clerk. The Clerk position may be filled by a member of the Church staff that may not require the enlisting of an assistant Clerk.

## **SECTION 7. TREASURER**

1. The Church Treasurer shall be elected annually upon recommendation by the Deacons and approved by the Church.
2. It shall be the duty of the Treasurer to preserve, and pay out, all money, or things of value, keeping at all times an itemized account of all receipts and disbursements. Payment of bills and expenses shall be made promptly, and all funds received for denominational or other causes shall be remitted at least quarterly. It shall be the duty of the Treasurer to make available to the Church on a quarterly basis a summary of receipts and expenditures for the preceding quarter. Within ninety days after the end of the fiscal year, the Treasurer shall make available to the Church an annual summary showing the total amount of receipts and expenditures for each budget category. A formal audit of the financial statements of the Church shall be performed by an outside auditor every five (5) years (unless such time frame and/or scope of service is modified by the Deacon Council). All books, records, and accounts kept by the Treasurer shall be considered the property of the Church and shall be opened to inspection by any member except as hereinafter stated. The records of individual contributors shall be opened for inspection only upon approval of the Deacons. Upon rendering the annual summary at the end of each fiscal year, and its approval by the Deacons, the same shall be delivered by the Treasurer to the Church Clerk, who shall keep and preserve it as part of the permanent records of the Church. The Treasurer

shall, upon the election of his successor promptly deliver to the new Treasurer all books, records, and accounts in his hands pertaining to or relating to the duties of the office which he is relinquishing. The Treasurer shall support the financial program of the Church.

3. A Church Administrator and/or additional staff as needed may perform the duties set forth in Article II, section 7, paragraphs numbered 1 and 2 with oversight by the elected Church Treasurer.

## **SECTION 8. OFFICERS OF CHURCH ORGANIZATIONS**

All organizations of the Church shall be under Church control. All officers and committee members must be members of the Church. It is understood that the Pastor and Deacon Chairman are ex officio members of all the organizations of the Church unless stated otherwise herein, and their leadership is to be recognized in them all.

## **ARTICLE III. COMMITTEES**

The term of office for all committees shall be three years unless otherwise specified. Committees of the Church are to meet as soon as possible after election. No committee shall spend in excess of budgeted funds without prior approval of the Deacons by recommendation of the Finance Committee.

## **SECTION 1. TRUSTEES**

The Church shall have three Trustees, all Deacons, to serve a six (6) year term with one trustee to be elected every two (2) years upon recommendation by the Deacons and approved by the Church. They shall be entrusted with such responsibility as civil law assigns the office.

1. With pre-approval of the Deacons, transact legal business in the name of the Church.
2. With pre-approval of the Deacons, make negotiations for loans, execute mortgages and sign legal papers of all kinds.
3. With pre-approval of the Deacons, take care of all Property and Liability Insurance and make recommendations they deem necessary.
4. Be custodian of all legal papers (insurance, deeds, etc.); provide for a bank safety deposit box where same shall be kept. Only the Trustees, Chairman of the Deacons, Church Administrator and Church Treasurer shall have access to the Church's bank safety deposit box unless special permission is voted by the Deacons. The Church Administrator shall be the safety deposit box key holder and the safety deposit box shall only be opened when two or more of the above mentioned authorized individuals are present.
5. The Trustees may delegate to the Church Administrator certain non-binding administrative duties necessary to carry out their duties, as set forth above.

## **SECTION 2. FINANCE COMMITTEE**

The Finance Committee shall be composed of the Treasurer, and six (6) other members, a minimum of three (3) of which must be Deacons. Two (2) members will be elected every two (2) years for a six (6) year term (excluding Treasurer). This committee shall be recommended by the Deacon Council and elected by the Church. This committee will begin work not later than the first of October for a proposed budget for the next calendar year and will present it for consideration to the Deacons and to the Church by year's end. The ministries will submit a detailed proposed budget for their organization and act in an advisory capacity throughout the budget preparation process. Special requests for non-budgeted expenses and disbursements of designated receipts shall be approved by this committee before being brought to the Deacons for final approval. This committee will be responsible for seeing that the budget is followed, and report any departures from it to the Deacons.

In addition, a primary responsibility of this committee will be the promotion and managing of the stewardship campaigns of the Church.

## **SECTION 3. PERSONNEL COMMITTEE**

This committee shall consist of six (6) members, elected for a six (6) year term, two of which shall rotate off the committee every two (2) years. The committee shall be recommended by the Deacon Council and elected by the Church. The purpose of the Personnel Committee will be to assist the Deacons/Pastor/Church in matters related to employee personnel administration.

### **DUTIES OF THE COMMITTEE:**

1. With guidance from the Senior Pastor, evaluate the need for additional Church staff positions and make recommendations to Deacon Council.
2. Prepare and update, as necessary, job descriptions for all employed personnel.
3. Under the leadership of the Senior Pastor or his assigned representative, recruit, interview and recommend to the Deacons new personnel according to established Church policy.
4. Under the leadership of the Senior Pastor or his assigned representative, develop and recommend to the Deacons and Finance Committee a salary schedule and benefits plan for employed personnel.
5. Under the leadership of the Senior Pastor, develop and recommend to the Deacons policies and procedures for employed personnel administration.

## **SECTION 4. OTHER COMMITTEES**

All Church-wide committees deemed necessary for the proper functioning of the Church shall be appointed from the Church membership by the Deacons. The Deacon officers with

counsel from the Senior Pastor and staff shall serve as the Committee on Committees reporting to the Deacon Council for approval.

Church staff may as desired and needed organize committees / teams as their wisdom may direct for efficiency in service within their ministry and or area of responsibility.

Other committees that might be necessary to the functioning of the Church include, but are not limited to: COUNTING COMMITTEE, USHER COMMITTEE, BAPTISM COMMITTEE, LORD'S SUPPER COMMITTEE, FLOWER COMMITTEE, TRANSPORTATION COMMITTEE, MUSIC COMMITTEE, PARKING COMMITTEE, SOUND COMMITTEE, MEDIA COMMITTEE, HOSPITALITY COMMITTEE.

## **ARTICLE IV. CHURCH FINANCES**

### **SECTION 1.**

The means of financial support for the Church is to be provided through tithes and free will offerings. The Church shall operate under a unified budget prepared annually by the Finance Committee and approved by the Deacons and Church in that order.

### **SECTION 2.**

Receipts from all sources shall be kept in such accounts as the Church may care to designate. From these accounts, payment of bills and expenses shall be made promptly by check, and all funds received for denominational or other causes shall be remitted at least quarterly by check.

### **SECTION 3.**

All funds, for any and all purposes, shall pass through the office of the Treasurer and/or Church Administrator as designated by the Treasurer, and be properly recorded on the books of the Church. The expenses of all organizations, as approved by the Church, shall be paid from the accounts as heretofore provided.

### **SECTION 4.**

Special offerings may be sought by the Church or by any of its organizations only upon the approval of the Finance Committee and Deacon Council in that order. This does not preclude individuals making special offerings through the Church at any time as the Spirit of God may move them.

The missionary organizations of the Church may receive their suggested special offerings for state, home, and foreign missions, so long as they do not interfere with the regular support of the Church.

## **ARTICLE V. MEETINGS**

Public services shall be held morning and evening each Lord's Day (Sunday) and on Wednesday evening each week. Exceptions to this must be by vote of the Deacons, except in emergencies (e.g., weather). This will be left to the discretion of the Deacon Officers and Senior Pastor.

Formal observance of the ordinance of the Lord's Supper shall be observed by the Church no less than quarterly.

Occasionally it may be determined that a need for other religious meetings may benefit the Church and its work. They may be scheduled by the Senior Pastor at his discretion, or by vote of the Deacons. The Church shall be guided in its program by a calendar of activities.

Semi-annual business meetings of the Church shall be held in the months of January and July. The meeting must be announced in the morning worship service one week prior to the meeting.

Special meetings of the Church for transaction of business may be called by the Deacon Chairman, Deacon Vice Chairman or on a written request signed by not less than one hundred (100) members. Said written request may be waived by unanimous consent of the assembled meeting. The moderator shall announce from the pulpit special business meetings, the particular object of the meeting being stated in the notice. This notice shall be read in the Sunday morning service on the Lord's Day preceding the day fixed for the meeting.

At the regular and all special meetings, five percent (5%) of the resident membership shall be necessary to constitute a quorum. In all questions of the procedure at any business meeting, the Church shall be governed by Robert's Rules of Order.

## **ARTICLE VI. GENERAL OR MISCELLANEOUS**

The use of buildings, grounds and equipment for other than normally scheduled activities and ministries shall be referred to the Senior Pastor and or Deacons for determination. Any equipment to be taken from the premises must be requisitioned from the Church Administrator and a receipt signed.