

BY - LAWS

I. CHURCH MEMBERSHIP

Section 1. General

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 2. Candidacy

Any person may offer himself\herself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways;

- 1). By profession of faith and for baptism according to the policies of this church;
- 2). By promise of a letter of recommendation from another Baptist church;
- 3). By restoration upon a statement of prior conversion experience and baptism, when no letter is obtainable.

Section 3. Rights and Responsibilities of Members

- 1). New members are expected to participate in this church's new member orientation program.
- 2). Every member of this church is entitled to vote at all elections and on all questions submitted to this church in conference, provided the member is present or provision has been made for absentee balloting.
- 3). Every member of this church is eligible for consideration as candidates for elective offices in this church.
- 4). Every member of this church may participate in the ordinances administered by this church.
- 5). It is understood that membership in this church involves an obligation to support this church and its causes with regular, proportionate financial gifts.

Section 4. Termination of Membership

Membership shall be terminated in the following ways:

- 1). Death of the member.
- 2). Dismission to another Baptist church.
- 3). Exclusion by action of this church.
- 4). Erasure upon request or proof of membership in a church of another denomination

II. CHURCH ORDINANCES

Section 1. Baptism

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

- (1) Baptism shall be by immersion in water.
- (2) The pastor, or whomever the church shall authorize, shall administer baptism.
- (3) Baptism shall be administered as an act of worship during any worship service of the church.

EXCEPTIONS: Case by case basis - By Pastor's prerogative.

Section 2. The Lord's Supper

The church shall observe the Lord's Supper monthly, the first Sunday of the month, unless otherwise scheduled by this church. The pastor and deacons shall administer the Lord's Supper, the deacons being responsible for the physical preparations.

III. CHURCH STAFF

The church shall employ a pastor and other ordained and lay staff needed to carry out the ministries of the church.

A. PASTOR

The pastor shall lead the congregation, the organizations and other church staff to perform their tasks as a New Testament church. His/Her responsibilities shall be to lead the church in the achievement of its mission, proclaim the gospel to believers and unbelievers,

and care for the church's members and other persons in the community. The personnel ministry team shall annually review the performance of the pastor and help him/her set goals for accomplishing his/her responsibilities, and shall recommend the amount and form of his/her compensation for inclusion in the annual budget approved by the church.

The pastor may relinquish the office as pastor by giving at least four week's notice to the personnel ministry team. The church may declare the office of pastor to be vacant after a vote by the church upon recommendation of the personnel ministry team.

When a vacancy occurs, a pastor selection committee shall be appointed by the deacons and approved by the church to prayerfully identify and nominate a replacement. Upon the recommendation of the personnel ministry team, and with the approval of the church at a regular or special called business meeting, an interim pastor may be called to perform some or all of the duties of the pastor until a permanent replacement can be called. The selection committee shall meet at the call of its chairman and shall be diligent, thorough and discrete in its search. The committee shall nominate only one candidate for the church's consideration.

The personnel ministry team and the treasurer or another representative of the finance ministry team shall meet with the nominee to discuss the requirements of the church and the proposed compensation. The church shall have an opportunity to meet the nominee, and hear him proclaim the gospel. After those meetings the church shall vote at a regular or special called business meeting whether to call the nominee to the pastorate. If the church fails to call, or if the nominee fails to answer the call, the selection committee may nominate another candidate, or if a majority of the committee agree, may dissolve, and another committee shall be appointed by the deacons and the church.

B. OTHER ORDAINED STAFF

The ministerial staff members shall be called and employed as the church determines the need for such offices. The personnel ministry team shall annually review the performance of the ministerial staff members according to the policy manual approved by the church and help them set goals for accomplishing their responsibilities, and shall recommend the amount and form of their compensation for inclusion in the annual budget approved by the church.

Ministerial staff members may relinquish their offices by giving at least four week's notice to the personnel ministry team, as provided in the policy manual approved by the church. The church may declare a ministerial position to be vacant after a vote by the church upon recommendation of the personnel ministry team, as provided in the policy manual approved by the church.

When a vacancy occurs, a selection committee shall be appointed by the deacons and approved by the church to prayerfully identify and nominate a replacement. Upon the recommendation of the personnel ministry team, and with the approval of the church at a

regular or special called business meeting, an interim minister may be called to perform some or all of the duties of the minister until a permanent replacement can be called. The selection committee shall meet at the call of its chairman and shall be diligent, thorough and discrete in its search. The committee shall nominate only one candidate for the church's consideration. The personnel ministry team and the treasurer or another representative of the finance ministry team shall meet with the nominee to discuss the requirements of the church and the proposed compensation. The church shall have an opportunity to meet the nominee.

After those meetings the church shall vote at a regular or special called business meeting whether to call the nominee to the ministry. If the church fails to call, or if the nominee fails to answer the call, the selection committee may nominate another candidate, or if a majority of the committee agree, may dissolve, and another committee shall be appointed by the deacons and the church.

C. OTHER PROFESSIONAL STAFF

Other professional staff members shall be employed as the church determines the need for such staff members. The personnel ministry team, working with the pastor, the appropriate minister, or appropriate ministry team, shall develop a written job description and compensation package. The personnel ministry team and the other ministry teams shall together recommend a candidate for the church's approval at a regular or special called business meeting. The personnel ministry team shall designate the pastor, another minister or staff member or an appropriate ministry team as the supervisor for each staff member employed. The personnel ministry team and the designated supervisor shall annually review the performance of each professional staff member according to the policy manual approved by the church and help him/her set goals for accomplishing his/her responsibilities, and shall recommend the amount and form of his/her compensation for inclusion in the annual budget approved by the church.

D. OTHER STAFF MEMBERS

Administrative and custodial staff members shall be employed as the church determines the need for such staff members. The personnel ministry team, working with the pastor, the appropriate minister, or appropriate committee, shall develop a written job description and compensation package. The personnel ministry team and the other appropriate committees shall together recommend a candidate for the church's approval at a regular or special called business meeting. The personnel ministry team shall designate the pastor, other minister, or staff member or other appropriate ministry team as the supervisor for each staff member employed. The personnel ministry team and the designated supervisor shall annually review the performance of each staff member according to the policy manual approved by the church and help him/her set goals for accomplishing his/her responsibilities, and shall recommend the amount and form of his/her compensation for inclusion in the annual ministry plan approved by the church.

IV. DEACONS, CHURCH OFFICERS, AND MINISTRY TEAMS

A. DEACONS

On or before September 30 each year, church members shall nominate candidates for the office of deacon. Nominees must be Christians, members of First Baptist Church, Frankfort, and at least eighteen (18) years of age. The gender of the nominee is not an issue.

To nominate a candidate the church member must determine if the nominee is eligible and willing to serve. A valid nomination must have an approved signature of the nominee and the signature of the person making the nomination. A member may nominate as many candidates as one chooses.

Members of the current Deacon Fellowship shall prepare a ballot containing the names of candidates who have been properly nominated by church members and meet the qualifications. The Deacon Fellowship shall determine the number of vacancies to be filled.

Members of the Deacon Fellowship shall contact properly nominated candidates to inform them of the role of the deacon and determine their willingness to serve. Prospective deacons shall agree to the Deacon Fellowship covenant.

The election of deacons shall be held at a regular Sunday morning service on or before November 30 each year. The members shall receive a minimum of two (2) weeks advance notice of the time of the election. Members of the church are eligible to vote. The chairperson of the deacons shall appoint ballot counters from the current deacons.

Church members shall vote yes or no for each candidate on the ballot. Church members may cast a maximum number of votes that match the number of vacancies. The candidates receiving the highest number of votes shall be elected for a three (3) year term. A deacon shall not be eligible to serve another term until a year after the end of his or her term expires. The Deacon Fellowship shall be no fewer than eighteen (18) members and no more than twenty-seven (27) members. The Deacon Fellowship shall choose their chairperson, who shall call meetings and report the activities and recommendations to the church in business meetings.

The deacon election process shall align with the following table:

| | <u>On or before</u> |
|-------------------------|---------------------|
| Deacon Nomination | September 30 |
| Nomination Confirmation | October 31 |
| Deacon Election | November 30 |
| Deacon Ordination | December 15 |
| Deacon Banquet | December 30 |

B. OFFICERS

The officers of the church are the Moderator, Assistant Moderator, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, Bible Study Director, Assistant Bible Study Director, Parliamentarian, Media Library Director, Association representative, Women's Missionary Union Director, Baptist Men President, OASIS (Senior Adult) President, and Trustees.

The Moderator, Assistant Moderator, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, Bible Study Director, Assistant Bible Study Director, Parliamentarian, Media Library Director, Franklin Baptist Association representative and Trustees shall be nominated annually by the Volunteer Resource Center and elected by the church.

The duties of the officers are as follows:

1. MODERATOR/ASSISTANT MODERATOR

The Moderator/Assistant Moderator shall serve for one year and may succeed themselves. The Moderator shall preside at all church business meetings. In his absence, the Assistant Moderator will preside. In the absence of both, the Chairperson of the Deacons will preside. The Moderator/Assistant Moderator shall be familiar with proper rules of parliamentary procedure and shall consult with the Parliamentarian if a question arises.

2. CLERK/ASSISTANT CLERK

The Clerk/Assistant Clerk shall serve for one year and may succeed themselves.

The Clerk or Assistant Clerk shall record the minutes of all business meetings of the church and make them a part of the Church's permanent records.

The Clerk shall notify the Assistant Clerk in advance of absence from business meetings or Church worship services. If both are absent, the Clerk/Assistant Clerk shall recruit a volunteer to act as back-up clerk.

The Clerk/Assistant Clerk shall assist the pastor in securing necessary information from all persons making decisions in Church worship services, i.e. name - address - baptism - previous church - letter - statement - birth date - employment - etc. The Clerk shall see that proper materials are in place at the front of the Church for recording this information.

The Clerk/ Assistant Clerk/Church Administrative Assistant are responsible to obtain letters from other churches and to issue letters to other churches when requested. All Church records maintained by the Clerk/Assistant Clerk shall remain the property of the church and shall be stored for safekeeping in the Church office.

3. TREASURER/ASSISTANT TREASURER

The Treasurer/Assistant Treasurer shall serve for one year and may succeed themselves. The Treasurer/Assistant Treasurer shall be members of the Finance Ministry Team. It shall be the duty of the Treasurer to receive, preserve and record all monies, paid or given to the Church.

The Treasurer shall take counsel with the Trustees and/or Finance Ministry Team as to all Church investments such as trust funds, bonds, savings accounts, endowments, estates, etc.

The Treasurer shall pay all expenses of this Church in a timely manner. The Treasurer and Church Accountant shall have access to and keep an itemized account of all monies, given to this Church for any and all purposes, as well as all disbursements made of these monetary receipts. It shall be the duty off the Treasurer to submit to the Church an itemized report of receipts and disbursements for the preceding month and this report shall be read to the Church in its regular monthly business meeting.

Within Thirty (30) days after the end of each calendar year, an annual financial report shall be prepared by the Church Accountant, with approval of the Treasurer/Assistant Treasurer. The annual Financial report shall be approved by the Church. The annual report at the end of each calendar year shall indicate receipts and disbursements for the year as well as Church holdings and indebtedness.

A copy of each quarterly financial report and the annual financial report shall be delivered to the Church Clerk for permanent filing and a duplicate copy retained by the financial secretary. All books, records and accounts kept by the Treasurer shall be considered property of the Church.

The Treasurer may call upon the church accountant and other Church staff for any assistance required.

The Treasurer, Assistant Treasurer and the church accountant shall be bonded unless covered under the Church insurance.

All checks shall be signed by one or two (2) of the following:
Treasurer, Assistant Treasurer or another
authorized member of the Finance Ministry
Team.

4. BIBLE STUDY DIRECTOR/ASSISTANT BIBLE STUDY DIRECTOR

The Bible Study Director is responsible to the Church for planning, conducting and evaluating the work of the Bible Study. The Director will seek counsel and leadership from the pastor and other staff members.

The duties of the Bible Study Director are to lead in determining the Bible Study organization needed to reach and teach effectively; give direction to the enlisting of workers for the Bible Study; give support and guidance to department directors, teachers and general officers in accomplishing their work; assist all workers to see the importance of involving people in effective Bible Study and lead all workers to become effective witnesses to lost persons; to support the outreach program of the Bible Study; determine training needs of the workers and develop a comprehensive training plan; provide direction to planning and conducting Bible teaching projects and workers meetings; give direction to the selection and proper use of all curriculum materials. Determine financial physical resources needed for the Bible Study and recommend these to the Church. Maintain and use records for Bible Study and report periodically to the Church on the progress of Bible Study. Keep the Bible Study leaders and workers informed concerning the activities of the Church and denomination and lead in evaluating the work of Bible Study.

5. PARLIAMENTARIAN

The Parliamentarian shall serve for one year and may succeed himself.

The Parliamentarian shall act as an advisor to the moderator or presiding officer at Church business meetings on matters of parliamentary procedure. The Parliamentarian shall serve as the Guardian of the Church Constitution and By-Laws, alerting the Church when its actions in business meetings affect either document.

6. FRANKLIN BAPTIST ASSOCIATION REPRESENTATIVE

The Franklin Baptist Association Delegate shall be elected annually by the church with no limit to successive appointments.

The Franklin Baptist Association Representative shall attend the Associational Executive Board Meetings and shall report to the church ministry teams matters discussed. The representative shall assist in promoting the work of Franklin Baptist Association in the church.

7. WOMEN'S MISSIONARY UNION DIRECTOR

The Women's Missionary Union Director shall be elected by the members of the WMU, recommended by the nominating committee and confirmed by the Church.

The WMU Director is responsible for leading in planning, coordinating and evaluating the work of WMU. She shall serve on the church coordinating council and report regularly to the church on the progress of WMU programs and activities.

8. OASIS

The President of Older Adults Still In Service (OASIS) shall be annually elected by the

members of OASIS, recommended by the nominating committee and confirmed by the Church. He shall serve on the church council and report regularly to the church on the progress of the OASIS programs and activities.

Other Officers shall be elected by the OASIS group. The purpose of OASIS is to provide opportunities for Bible Study, Ministry and Christian fellowship for Senior Adults.

9. TRUSTEES

Three (3) Trustees shall serve as agents of process for the Church. One (1) Trustee shall be nominated annually by the nominating committee and elected by the Church to serve for a term of three years.

The duties of the Trustees are to serve as agents of process for the Church Corporation, to hold in trust Church property, and, upon specific authorization of the church, to execute all documents necessary to buy, sell, mortgage, lease or transfer Church property.

C. CENTERS FOR CHRISTIAN MINISTRY

Centers for Christian Ministry identifies the new process and methodology that members of First Baptist Church of Frankfort will follow as we replace the long-standing committee structure with an action-oriented church ministry plan that will match personal spiritual gifts with available resources for accomplishing Christian ministry. The priorities of the Centers, its ministry teams, and its members will include the following:

1. We will be united in our mission and our shared commitments, recognizing God's gift of diversity among us, and we will be inclusive in spirit, language, and practice. We will organize, make decisions, and carry out our mission in ways that earn trust, and we will be thoroughly and clearly accountable for all we do in establishing trustworthiness as our reputation.
2. We will implement models of ministry that will utilize creative and visionary approaches for ministering to persons in the name of Jesus Christ. We will organize in ways that will encourage flexibility, responsiveness, and accountability.
3. We will be committed to Baptist principles of the priesthood of all believers, the centrality of Scripture, the autonomy of the local church, voluntary cooperation, and religious freedom. Not only will we embrace these principles, but we will also affirm our relationship in the larger body of Christendom by fostering an open spirit of cooperation with persons from other Christian traditions.
4. We will be engaged in church growth and lifelong learning processes that will highlight Christian spirituality, global missions, and community involvement.
5. We will worship together and serve our Lord through the church and community by practicing the Great Commission lifestyle through everyday relationships.
6. We will serve as a place for fellowship, friendship, and inspiration.
7. We will engage in strategic partnerships with other organizations and institutions that share our vision for modeling Christian ministry in the 21st century.
8. We will create ongoing, pro-active strategies for church growth and evangelism that will be evaluated and updated on an annual basis.

DEFINITIONS ASSOCIATED WITH CENTERS FOR CHRISTIAN MINISTRY:

1. A ministry team, or task group, replaces “committee” as the new term which best reflects actions associated with planning and implementation.
2. A team leader, or group leader, is a member of a ministry team who assists in the coordination of the team’s members to fulfill their task(s) of ministry.
3. A coordinator is the chairperson of a ministry center.

CHURCH COORDINATING COUNCIL

The CHURCH COORDINATING COUNCIL coordinates the activities for all the organizations and programs of the church.

THE CHURCH COORDINATING COUNCIL meets regularly to network, empower, and mobilize all the ministry teams, task groups, programs, and organizations associated with the Church. Members are the Senior Ministerial Staff, the Coordinators of all Ministry Centers, the Deacon Chairperson, and the Foundation President. Setting priorities of ministry, including annual and long-range planning, is a major responsibility associated with the Church Coordinating Council.

The major goals of the Church Coordinating Council are to assist the Church:

1. To provide lifelong spiritual guidance for followers of Jesus Christ to shape their lives in Christ’s image;
2. To center our community in Christ by compelling us to move outside the physical boundaries of the church to meet people where they are in the community.
3. To lead in the development of models for Christian ministry by serving as a training center for Christian ministry and missions.
4. To share new traditions that reveal a passion for the Great Commission of Jesus Christ, and a commitment to Baptist principles of faith and practice.

MINISTRY TEAMS and TASK GROUPS

All ministry teams/task groups will be approved by either the Center for Church Administration or the Church Coordinating Council. In other words, for a ministry team to exist, the idea and function of a ministry team must be approved by one of these coordinating groups. Also, each ministry team will be composed of a minimum of three persons.

At the discretion of the Center(s) for Christian Ministry, and in cooperation with the Church Coordinating Council and the Volunteer Resource Center, each Center may determine the number (above three persons) and rotation of the ministry teams’ membership necessary to accomplish the tasks associated with the specific Center and its work (unless stipulated specifically in the by-laws as related to Finance, Personnel, or other ministry teams). The Church is the final authority for approving persons in service on Centers, Ministry Teams, or Task Groups.

VOLUNTEER RESOURCE CENTER

The Volunteer Resource Center is one of three major components providing energy and resources to the Centers for Christian Ministry model. The Volunteer Resource Center:

1. Serves as the centralized location where every member may discover the various roads of ministry for Christian service;
2. Gathers information through regular interest surveys and or interviews, phone calls, etc. from the members and friends of First Baptist Church who desire a place to serve the Lord through the ministry centers of the church;
3. Assists the coordinators and ministry team leaders in securing names of individuals who may be interested in Christian service through a particular ministry team;
4. Serves as the clearinghouse for all nominees/members for service in order to avoid excessive duplication of commitments and responsibilities.

It is the goal for no member to serve on more than one or two ministry teams at a time.

CENTER FOR SPIRITUAL FORMATION

The Center for Spiritual Formation identifies Bible Study, Worship, and Prayer as three specific resources for faith development. Biblical Studies constitute the foundation of a person's spiritual growth. Worship allows one to consider the implications of God's involvement with His children. Contemplative prayer reminds us of the responsibility to "empty ourselves" for God's use. The Center for Spiritual Formation:

1. Challenges individuals and groups to focus on the study of God's Word to discover guidelines for daily life as the church works together to focus on personal relationships and shared experiences as a major means of expanding the influence of Scriptures in our community as the gospel is communicated in new and innovative methodologies;
2. Encourages relevant worship planning and intergenerational involvement to assist the Church in communicating with God's Spirit in an environment of holiness. Worship is the central resource where the identity of the congregation is dramatically acted out and discovered in relationship to and in dialogue with God;
3. Advocates prayer as the church's center of gravity. Prayer is the "point at which the entire weight of the body of Christ is concentrated so that with support at this point, the Body will remain in balance in whatever ministry it finds itself."
4. Communicates needs of intercession, petition, and thanksgiving among the congregation and its servant leaders.

CENTER FOR CHRISTIAN MISSION

The Center for Christian Mission defines global missions for the church family as its ministry teams form the core of the church's total mission efforts. The driving force of the mission ministry teams is to find a need and fill it. Doing missions is more important than talking about missions, and volunteers are called by God to perform tasks of ministry that lead persons toward Christ. The Clothes Closet ministry, Food ministry, Hispanic ministry, Soup Kitchen ministry, Habitat for Humanity, and others are only a sampling of the opportunities available. The goal of the center is to develop relationships with persons who do not know Christ, and tell them the story of Jesus.

The Cooperative Baptist Fellowship global mission efforts are encouraged and cooperative work is accomplished also with the Kentucky Baptist Fellowship and the Kentucky Baptist Convention.

CENTER FOR LEADERSHIP DEVELOPMENT

The Center for Leadership Development through focus groups, resource luncheons, and retreats offers support for the goal of developing Christian leaders through educational seminars, study, and vocational acts of ministry. Partnering one's faith in a daily or lifelong learning experience with Christ changes one's attitude toward Christian service.

CENTER FOR COMMUNITY OUTREACH

The Center for Community Outreach has four major goals:

1. Serves as the focal point of efforts to communicate with persons who are potential new believers and/or unchurched persons living in our region;
2. Assists in the development and identification of prospects for Bible Study/Worship and Fellowship events;
3. Coordinates evangelistic and outreach efforts that effectively tell the story of Jesus;
4. Encourages church members to network with current and future members through various methods of personal communication.

The Center for Community Outreach will help to define, identify, listen, and coordinate the church's efforts to understand the individuals and communities we are seeking to reach. Partnering with the Deacon Fellowship will be essential to communicate well with all members of the congregation.

CENTER FOR CHRISTIAN RECREATION

The Center for Christian Recreation is based upon the principles of Christian fellowship with an emphasis on the interaction of believers with the unreached. As a primary means of doing “relational evangelism” outside the walls of First Baptist Church, the Sports Leadership ministry team (composed of the coaches of the various sports teams fielded by First Baptist, will coordinate the sports ministries of FBC with the entire church program.

The Church Fellowship ministry team will encourage church wide fellowships, annual picnics, Wednesday and Sunday fellowship meals, and other occasions to assist the church in being re-created in the image of our Lord.

CENTER FOR HEALTH MINISTRIES

Congregational health ministry is a primary need of the local church. Physically, spiritually, and emotionally, this wholistic approach to ministry recognizes the fact that nearly every family is touched by illness, pain or death in a given year. Wellness ministry, hospital visitation, crisis counseling, grief ministry, blood pressure screenings, CPR, weight-loss support classes, and numerous other alternatives give attention to this area of ministry.

CENTER FOR SPECIAL PROJECTS

A coordinator and a ministry team may be assigned to “other church ministry needs” not included in other ministry centers. A special project ministry team serves until the special task is completed. This rapid response ministry team will usually be assigned by the Church Coordinating Council, and offers flexibility to meet unexpected needs.

CENTER FOR CHURCH MINISTRY ADMINISTRATION

The Center for Church Ministry Administration functions as the core initiative of church administration. This ministry center has three primary ministry teams: Personnel, Facility Management, and Finance. The Center for Church Administration Coordinator serves as the moderator of these three ministry teams who form the Administrative Task Group through the following representation: Facility Management Coordinator plus one representative from this team (2); Personnel Coordinator plus one representative from this team (2); Finance-Stewardship Coordinator plus one representative from this team (2); and the Senior Ministerial Staff. These leaders meet regularly to coordinate the administrative needs of the church.

THE CENTER FOR CHURCH MINISTRY ADMINISTRATION (cont'd)

The Facilities Management Ministry Team has the following responsibilities:

1. Oversees the purchasing, maintenance, and servicing of all church buildings, furniture, and proposed capital improvements;
2. Prepares and submits necessary spending plans, secures contractors and/or vendors for necessary services;
3. Works with the church trustees to secure and keep current all property insurance needs; and
4. Establishes a system for the inventory and use of church property.

The Personnel Ministry Team has the following responsibilities:

1. Assists the pastor in recommending the employment and direction of all staff members;
2. Secures for each staff member, except the Pastor and Minister of Music, a job description outlining his or her position;
3. Evaluates staff members on an annual basis;
4. Recommends compensation increases, benefits, bonuses, etc., of all staff members as suitable.

There shall be nine (9) persons on this ministry team, three (3) recommended each year by the Volunteer Resource Center and elected by the Church to serve a three-year term, working on a rotation system.

The Finance Ministry Team assures continuing and efficient Center for Christian Ministry operations and administration. The Finance Ministry Team has the following responsibilities:

1. Reviews church contributions and church expenditures on a regular basis as projected through the church's annual ministry plan;
2. Oversees and publishes printed financial reports to the Church in regular business meetings, or as requested by the Church;
3. Makes arrangements for church financial records to be audited or reviewed regularly, or as requested by the Church.
4. Reports and/or considers special financial requests or needs to the Church.
5. Promotes the Biblical standards of Christian stewardship to the church and its members.

There shall be nine (9) members of the Finance Ministry Team, consisting of the Church Treasurer, Assistant Treasurer, and the Chairperson of the Trustees, plus six (6) at large members, two (2) recommended each year by the Volunteer Resource Center and elected by the Church to serve a three (3) year term, working on a rotation system.

CHURCH MEETINGS

Worship Services

The Church shall meet regularly each Sunday morning and Wednesday evening, or at other designated times, for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor shall direct the services for all the church members and for all others who may choose to attend. Exceptions shall be approved in advance at a regular business meeting.

Special Services

Revival services and any other church meetings essential to the advancements of the church's objectives shall be placed on the church calendar.

Regular Business Meetings

The church shall hold regular business meetings quarterly on a designated Sunday or Wednesday night.

Special Business Meetings

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for the specially called business meetings unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, the time and place; and it must be given in such a manner that all resident members have the opportunity to know of the meeting.

Quorum

The quorum consists of those members who attend the business meeting, provided it is one that has been properly called.

Parliamentary Rules

Robert's Rules of Order, revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

CHURCH FINANCES

Ministry Plan (formerly called BUDGET)

The Center for Church Ministry Administration shall prepare and submit to the church for approval an inclusive ministry plan, indicating by items the amount needed for local and other expenses. Offering envelopes will be provided, and timely stewardship emphases shall be facilitated as deemed appropriate.

Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the church treasurer, or church accountant, or other church designated individuals, and be properly recorded on the contribution records of the church. Those who have responsibilities that involve the actual handling of funds shall be bonded, with the church paying the bond.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Ministry Team.

Fiscal Year

The church's fiscal year shall run concurrently with the church year which begins on January 1 and ends on December 31.

AMENDMENTS TO THE BY-LAWS

Amendments to these By-laws may be proposed by any member, standing ministry team, or special task group as new business at any regular business meeting. Printed copies of the proposed amendment must be available to all those present. The proposed amendment may be discussed, but no vote shall be taken at the meeting at which the amendment is first proposed. Approval shall require a simple majority vote of those members present at the next regular business meeting.

Revised September 2001