

**MANSFIELD BAPTIST CHURCH
CONSTITUTION AND BYLAWS
(Adopted October 2015)**

I. Membership

Section 1. General

This is an autonomous and democratic Southern 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.

As a congregation, we endorse the 2000 Baptist Faith and Message. We will minister, use all Church-owned facilities, and determine direction and vision of the Church based on the Bible. Our interpretation of the Bible is reflected in the 2000 Baptist Faith and Message which is our collective Statement of Faith.

Section 2. Candidacy

Any person may be considered for membership when the two (2) following actions are taken in any order:

1. The person offers himself or herself as a candidate for membership in the manner described below.
2. The person completes the New Members Class and fulfills the requirements of that class.

Any person may offer himself or 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 which the candidate offers themselves for membership in any of the following ways:

- a. By profession of faith and for baptism according to the policies of this Church;
- b. By promise of letter of recommendation from another Baptist Church;
- c. By statement of prior conversion experience and baptism by immersion when no letter is obtainable.

A majority affirmation of those members present shall be required to elect such candidates to membership.

Once the candidate has been affirmed to the Church and has completed the New Members Class and fulfilled the requirements of that class, the person will be presented at the next church conference.

Section 3. Responsibilities of Members

Members of the is Church are expected to exercise the following responsibilities:

- a. Support all phases of the Church program to the best of their ability with their talents, time, prayers, and substance. Tithing is considered to be the Biblical pattern of giving.
- b. Practice reverence while in the Lord's house in that it is a holy place and reverence is conducive to worship.
- c. Be regular in attendance at the worship services and business meeting of the Church.

Section 4. Rights of Members

Every member of the Church has the right to take part in discussion and voting according to one's own convictions. Every member of the Church is entitled to vote at all elections and on all questions submitted to the Church in conference, provided the member is present.

Section 5. Termination of Membership

Membership shall be terminated in the following ways:

- a. Death;
- b. Dismission to another Baptist Church by request of Letter;
- c. Erasure upon notice of affiliation with a Church of another faith or denomination; or
- d. Exclusion by action of this Church as set out in Section 6 herein below.

Section 6. Discipline

- a. It shall be the basic purpose of the Mansfield Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the Church Staff and Deacons are available for counsel and guidance. Restoration of fellowship rather than

punishment shall be the guideline which governs the attitude of one member toward another.

- b. Should some serious condition exist which would cause a member to become a liability to the general welfare of the Church, every reasonable measure will be taken by the Pastor and by the Deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. Such offending member shall be visited by the Pastor and Deacons according to the spirit and guidelines set forth in Matthew 18. If said member continues in the offensive conduct, upon recommendation of the Deacons, the Church may terminate the membership by a three-fourths vote, but only after due notice and hearing, and after faithful efforts have been made to bring such member to reconciliation.
- c. Any person whose membership has been terminated for any condition which has made it necessary for the Church to exclude him or her may, upon such person's request, be restored to membership by a vote of the Church upon evidence presented to the Church of such member's repentance and reformation.

II. Church Officers

All Church officers must be members of the Church. The officers of this Church shall be as follows:

Section 1. Pastor

- a. The Pastor is responsible for leading the Church to function as a New Testament Church. The Pastor will lead the congregation, the organizations and the Church staff in performing their tasks. While both men and women are gifted for service in the church, the office of Pastor is limited to men as qualified by Scripture. The Pastor, as the one working most closely with the Church staff, shall have supervisory authority over the Church staff and shall serve as an ex-officio member of the Personnel Committee on matters which include but are not limited to job performance, discipline, hiring and termination of Church staff. The Pastor, or his ministerial designee, shall further serve as an ex-officio member of all Church committees except in personal matters concerning the Pastor.
- b. The Pastor, as leader of the Pastoral ministries of the Church, works with the Deacons and Church staff to:
 - (1) Lead the Church in the achievement of its mission;
 - (2) Proclaim the gospel to believers and unbelievers; and
 - (3) Care for the Church's members and other persons in the community.
- c. Whenever a vacancy occurs, a Pastor Selection Committee of five (5) members shall be nominated by the Nominating Committee and approved by the Church to seek out a Pastor, and its recommendation will constitute a nomination.
- d. Using 1 Timothy 3 and Titus 1 to guide the search, the committee shall bring to the consideration of the Church only one name at a time and its recommendation shall constitute a nomination. The election or dismissal of a Pastor shall take place at a special called conference of the Church, held during a Sunday morning worship service; however, a minimum one week's notice of this election or dismissal vote shall be required. Election or dismissal shall be by secret written ballot, an affirmative vote of three-fourths of the ballots cast being necessary for a choice. This Pastor, thus elected, shall serve until the relationship is terminated by the Pastor's request or the Church's request.
- e. The Pastor shall give at least two week's notice (preferably one month notice) at the time of resignation before terminating the responsibilities as Pastor. The Church shall extend the same notice period to the Pastor.
- f. The Pastor Selection Committee in conjunction with the deacon body shall provide a qualified leader for each worship service during the period the

Church is without a Pastor. They may choose either to fill this requirement from week to week or to employ an interim Pastor.

Section 2. Church Staff

- a. This Church shall call or employ such staff members as the Church shall need. A job description shall be written when the need for a staff member is determined. Staff members, compensated or volunteer, other than the Pastor, (including Ministerial Staff and the following which are not considered Church Officers: the Church Secretary, instrumentalists, and custodian) shall be recommended to the Church by the Personnel Committee and employed by Church action, requiring affirmative vote of three-fourths of those members present. At least two weeks' notice at the time of resignation should be given.

Section 3. Deacons

- a. When the number of church families, including "watchcare" families, exceeds the number of families that can be effectively served by the Deacon body, new Deacons will be sought. Provided that qualifications can be met, there shall at no time be fewer than six active Deacons.
- b. Deacons shall serve on a permanent basis. In case of resignation, death, removal, or incapacity of an active Deacon to serve, the Church may elect a Deacon as a replacement through established procedure.
- c. No one shall be eligible for election as an active Deacon until having been a member of this Church for at least two years, unless that individual was an ordained Deacon prior to joining this Church, in which case a membership period of one year shall be required. There is, however, no obligation to elect as an active Deacon a person who comes from another Church where having served as a Deacon.
- d. When there is a vacancy on the active body of Deacons, whether the vacancy is due to the resignation, death, removal or incapacity of an active Deacon, or when adding new Deacons, it shall be the responsibility of the Deacon Selection Committee to secure nominations from the members of the Church to fill the vacancy. Under the counsel of the Pastor, it shall be the responsibility of the Deacon Selection Committee to investigate the qualifications for service of all nominees, as specified in Acts 6:1-7, and 1 Timothy 3:8-12, and to determine the willingness to serve of those who qualify. The Pastor will counsel those who qualify and are willing to serve to insure full understanding of the responsibilities and duties of the Deacon. The Deacon Selection Committee shall nominate to the Church one person for each vacancy on the active body of Deacons. The election of Deacons shall take place at a special called conference of the Church, held during a Sunday morning worship service; however, one week's notice of this election shall be required. Election shall be by secret written ballot requiring affirmative vote of three-fourths of those members present for each vacancy to be filled.

- e. In accordance with the meaning of the word and the practice of the New Testament, Deacons are to be servants of the Church. The task of the Deacon is to serve with the Pastor and staff in performing Pastoral ministries:
 - a. Proclaim the gospel to believers and unbelievers;
 - b. Care for Church members and other persons in the community; and
 - c. Lead the Church to achieve its mission.
- f. Inactive or Retired Deacons shall be honorary Deacons unless dismissed from the office for cause. Honorary Deacons are encouraged to continue to serve in Church activities except as an active Deacon (i.e., inactive Deacons shall not have the right to vote as an active Deacon). Honorary Deacons are invited to participate in the ordination of new Deacons and in administering of the Lord's Supper.
- g. To coordinate the work of Deacons, the body of Deacons shall elect each year the following officers: Chairman, Vice-Chairman, and Secretary. The Chairman shall appoint from the body of Deacons committees for baptism, Lord's Supper, investigations and special events. Two members of the body of Deacons shall be selected by the body of Deacons to serve on the Budget and Finance Committee. Two members of the body of Deacons shall also be selected by the body of Deacons to serve on the Deacon Selection Committee. The active body of Deacons shall meet once each month for the evaluation and planning of its work. Special meetings may be called when necessary.
- h. The Vice-Chairman of the body of Deacons shall be in charge of ushers, in accordance with those provisions of Article IV, Section 4, "Ushers, Greeters and Welcome Team" and of security of buildings, grounds, and offertory collections while the activities of the Church are being conducted and immediately thereafter. The Vice-Chairman shall coordinate the lock up of the building after each service and activity and turn collections over to the treasurer.

Section 4. Moderator

- a. The Moderator shall moderate all the business meetings of the Church. In his/her absence and in personal matters concerning the Moderator, the Chairman of the Body of Deacons or the Pastor, in that order, shall preside. In the absence of all three officials, the Clerk shall call the Church to order and an acting Moderator shall be elected.
- b. The Moderator shall be a member of the Church. The Moderator is to be elected annually by the Church upon recommendation by the Nominating Committee and begin serving the first day of August.

Section 5. Clerk

- a. The Church Clerk shall keep in a suitable book a record of all the actions of the Church taken in Church conferences. The Clerk is responsible for keeping a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms. The Clerk shall present for Church action requests for Church letters and/or names to be dismissed from the Church roll, and shall issue letters of dismissal voted by the Church. All Church records and list of Church property should be filed on the Church Campus.
- b. The Church Clerk shall be a member of the Church. The Clerk is to be elected annually by the Church upon recommendation by the Nominating Committee.

Section 6. Treasurer

- a. The Church shall elect annually a Church treasurer upon the recommendation by the Nominating Committee, which elected treasurer shall begin serving the first day of August.
- b. It shall be the duty of the treasurer to receive, preserve, and pay out upon receipt of vouchers approved and signed by the heads of those departments, divisions, and organizations operating on specially budgeted funds, all money, or things of value paid or given to the Church, ensuring at all times there is an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the Church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month.
- c. The treasurer's report shall be audited annually by an auditing committee or public accountant. The treasurer shall be bonded at such time as the average monthly offerings exceed the amount of offerings insured under the Church's comprehensive insurance policy.
- d. Upon rendering the annual account at the end of the fiscal year, and its acceptance and approval by the Church, the records shall be delivered by the treasurer to the Church Clerk, who shall keep and preserve the account as a part of the permanent records of the Church.
- e. The treasurer shall serve as an ex-officio member of the Personnel Committee in matters relating to salaries.
- f. The treasurer will insure that contributors to the Church are informed in writing of amounts given during a calendar year.

Section 7. Trustees

- a. Three Trustees elected by the Church will hold in trust the Church property. They shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the Church authorizing each action. It shall be the function of the Trustees to affix their signatures to legal documents involving the sale, mortgage, purchase or rental of property or other legal documents where the signatures of Trustees are required.
- b. Trustees shall serve on a rotating basis, with one new Trustee being elected every three years upon the recommendation of the Nominating Committee and begin serving the first day of August. In the absence of the Treasurer or at the request of the Treasurer the Trustee who is serving the final three year term shall pay out any funds as described in Section 6, Paragraph B. The Trustee who is serving the final year of the term of office shall serve as Chairperson of the Trustees.

III. Committees and Coordinating Teams

Section 1. General

All Church committee members shall be recommended by the Nominating Committee and elected by the Church unless otherwise indicated in the description below. Unless otherwise indicated, committee members shall serve on a one year basis and begin serving the first day of August.

Section 2. Executive Committee

- a. The primary functions of the Executive Committee shall be to recommend to the Church suggested objectives and Church goals; to review and coordinate program plans recommended by Church officers, organizations, and committees; to recommend to the Church the use of leadership, calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of Church goals and objectives.
- b. Membership shall be composed of the following: Pastor (Chairman), Church Ministerial Staff, Chairman of Deacons, Church Treasurer, Small Group Director, Women's Ministry Coordinator, Men's Ministry Coordinator, Senior Adult Ministry Coordinator, committee chairpersons and team leaders.
- c. The council will meet quarterly on a regular basis. Other meetings will be called as needed.
- d. All matters agreed upon by the council, calling for action not already authorized, shall be referred to the Church for approval or disapproval.

Section 3. Nominating Committee

- a. The Nominating Committee shall coordinate the staffing of all Church leadership positions that are filled by volunteers. The Nominating Committee recommends persons for all volunteer positions to be elected by the Church.
- b. The Nominating Committee shall consist of six (6) members. The committee will be elected by the Church for a three year term of office with one-third of the committee members rotating off each year. New members to the committee shall be nominated from the floor of the Church on or before the regular March Church conference with an affirmative vote of a majority of the members in attendance being required for election; provided, however, that any person nominating someone for election to this committee must be prepared to state at the time of the nomination that he/she has received permission from the nominee to present his/her name for election.
- c. It shall be this committee's duty to secure the nominations for all general officers, Chairpersons, and members of standing committees on or before the

regular June conference of the Church. This committee, after meeting with these general officers and Committee Chairpersons, shall bring recommendations to the Church for the complete official Nominating Committee Roster on or before the regular July Church Conference.

- d. All other persons seeking the enlistment of workers in any Church organization shall work closely with the Nominating Committee.

Section 4. Personnel Committee

The purpose of the committee is to assist the Church in matters relating to all volunteer or compensated personnel administration. This committee shall consist of three (3) members with one member rotating off each year with the member in his/her final year serving as Chairperson.

The duties of the Personnel Committee shall be as follows:

- a. Survey the needs regarding any compensated or voluntary personnel;
- b. Prepare and update, as necessary, job descriptions for all personnel;
- c. Recruit and interview prospective employees and recommend the employment or termination of Church employees. In connection with this duty, the Pastor shall serve as an ex-officio member of the committee.
- d. Serve as the fact finding committee in the areas of performance of duties, complaints of misconduct, and evaluation for promotion or increase in salary. In connection with this duty, the Pastor shall serve as an ex-officio member of the committee.
- e. Develop and recommend a salary schedule and benefit plan for employed personnel, including Pastor. In connection with this duty of the Personnel Committee, the Church Treasurer shall serve as an ex-officio member of the Personnel Committee.

Section 5. Stewardship Committee

This committee shall be composed of seven (7) members consisting of the Church treasurer (who shall serve as Chairperson), and six (6) persons elected from the Church membership, at least two (2) of whom shall be Deacons.

Using the objectives, goals and plans of the Church which are normally developed by the Executive Committee, this committee shall prepare annually a proposed budget including salaries proposed by the Personnel Committee, local expenses, education, missions, and benevolences, and shall submit the same to the Church in regular business session at least two months prior to the beginning of the fiscal year. In preparing the budget, the committee shall confer with the officers of each organization of the Church. Upon adoption, it becomes the duty of the Budget and Finance Committee, to make at least quarterly checks on the income and expenditures, and any amendment of the budget during the year must be referred to them for approval before presentation to the Church.

See Article VIII Section 1 “Church Finances” for a description of the work of the Budget Committee.

This committee shall consist of six (6) rotating members (in addition to the Church Treasurer as stated above) with two (2) members rotating off each year.

Section 6. Deacon Selection Committee

The Deacon Selection Committee shall be composed of five (5) members, three (3) of whom shall be non-Deacon members of the Church and two (2) of whom shall be from the active body of Deacons. The Nominating Committee shall secure from the Body of Deacons the two (2) Deacons selected by the Deacons to serve on the committee. The Nominating Committee shall then secure the names of the remaining three (3) members of the Deacon Selection Committee from the Church body. The committee members shall serve on a year to year basis.

Section 7. Assets Team

The Assets Team assists the Church in matters related to the properties and assets administration. Its work includes such areas as maintaining all Church assets for ready use; and supervising the work and duties of maintenance personnel.

This team shall consist of members who are gifted and passionate about this service. The team leader shall be elected by the Nominating Committee.

Section 8. Missions Team

- a. The Missions Team seeks to discover possibilities for local mission projects, shares findings with Church program organizations, and serves the Church in establishing and conducting such mission projects as may be assigned to it.
- b. The Missions Team shall be responsible for educating the Church body regarding foreign and state missions; coordinating special events to recognize these missions; and coordinating special emphases to coincide with the Associational calendar.

This team shall consist of members who are gifted and passionate about this service. The team leader shall be elected by the Nominating Committee.

Section 9. Church Media Team

The Church Media Staff shall have such duties and responsibilities as enumerated in Article IV, Section 3, and shall consist of those persons who are gifted and passionate about this service. The team leader shall be elected by the Nominating Committee.

Section 10. Technology Team

The members of the Technology Team will be responsible for the operation of and adjustments to the audiovisual (av) system and at least one member of the team must be present whenever the use of the av system is required. The team members' service schedule will be determined by the team. The members of the Technology team shall be trained in the operation and maintenance of the av system by the team leader. The Technology team shall be responsible for obtaining and maintaining all necessary supplies associated with the av system. This team shall consist of members who are gifted and passionate about this service. The team leader shall be elected by the Nominating Committee.

Section 11. Children's Ministry Team

The Children's Ministry Team is to develop and maintain a program to facilitate a ministry for the children (bed babies – 5th grade students) in the Church and community. The purpose of this program is to bring children into a personal relationship with Jesus Christ and to help them grow spiritually, emotionally, and socially.

The Children Ministry Team shall consist of members who are gifted and passionate about this service. The team leader shall be the Children's Director. In the absence of a Children's Director, the team shall elect its own Chairperson.

The duties of the Children's Ministry Team are as follows:

- a. Work with parents and children's workers in the planning and implementing of the Children's Program
- b. Oversee the calendaring of the Children's Program and insure its coordination with the Church calendar.
- c. Oversee the weekly activities of the Children's Program which are not directed by another department of the Church.
- d. Plan and implement special projects to enhance the ministry of the Children's Program including but not limited to camps, retreats, conferences, and fellowships.
- e. Propose and implement the Children's Ministry Budget.

Section 12. Youth Ministry Team

The Youth Ministry Team is to develop and maintain a program to facilitate a ministry to the youth-aged students in the Church and community. The purpose of this program is to bring youth into a personal relationship with Jesus Christ and to help these youth grow spiritually, emotionally, and socially.

The Youth Ministry Team shall consist of members who are gifted and passionate about this service. The team leader shall be Youth Pastor. In the absence of a Youth Pastor, the team shall elect its own Chairperson.

The duties of the Youth Ministry Team are as follows:

- a. Work with parents and youth workers in the planning and implementing of the Youth Program
- b. Oversee the calendaring of the Youth Program and ensure its coordination with the Church calendar.
- c. Oversee the weekly activities of the Youth Program which are not directed by another department of the Church.
- d. Plan and implement special projects to enhance the ministry of the Youth Program including but not limited to camps, retreats, conferences, and fellowships.
- e. Propose and implement the Youth Ministry Budget.

Section 13. Senior Adult Ministry Team

The Senior Adult Ministry Team will oversee and implement a program that seeks to provide a ministry to Senior Adults that enhances fellowship, worship, discipleship, ministry, and evangelism in the lives of the Senior Adults of the church. This team shall consist of members who are gifted and passionate about this service. The team leader shall be elected by the Nominating Committee.

Section 14. Welcome Team

The Welcome Team will work to provide a welcoming experience on Sunday mornings. They shall be responsible for greeting people as they enter and leave the sanctuary, distributing bulletins and/or other materials. This team shall consist of members who are gifted and passionate about this service. The team leader shall be elected by the Nominating Committee.

IV. Program services

Section 1. General

Unless otherwise stated, the staff of program services shall be recommended by the Church Nominating Committee for election by the Church.

Section 2. Church Media Service

The Church library will serve as the resource center for the Church. The Church media staff will seek to provide and promote the use of printed and audiovisual resources. The staff will provide consultation to Church leaders and members in the use of printed and audiovisual resources.

The media staff shall have the responsibility of caring for the Church library, the purchasing of books and supplies within the limits of the Church budget, and the loaning of library books. Said staff shall make recommendations concerning library policies. The supervisor of the library staff shall be the Media Center Team Leader.

Section 3. Ushers, Greeters and Welcome Team

The Vice-Chairman of the Deacons shall be responsible for providing the proper number of ushers for each worship service and for providing instructions and assigning duties to them. They shall be responsible for the collection of the tithes and offerings, and other similar duties. They are to be attentive to the needs of the congregation and the Pastor.

V. Program Organizations

Section 1. General

All organizations of the Church shall be under Church control, all officers being elected by the Church and reporting regularly to the Church.

Section 2. Small Group

There shall be a Small Group divided into departments and classes for all ages and conducted under the direction of the Small Group Director for the study of God's Word.

The tasks of the Small Group shall be to teach the biblical revelation; reach persons for Christ and Church membership; provide and interpret information regarding the work of the Church and denomination.

Section 3. Women's Ministry

There shall be a Women's Ministry with such officers and organization as needed. The tasks of the Women's Ministry shall be to teach missions; engage in mission action; support work missions through praying and giving; provide and interpret information regarding the work of the Church and denomination. This program shall be directed by a Women's Ministry Coordinator who shall be elected by the Church.

Section 4. Men's Ministry

There shall be a Men's Ministry with such organization as needed. The tasks of the Men's Ministry shall be to teach missions; engage in mission action; support work missions through praying and giving; provide and interpret information regarding the work of the Church and denomination. This program shall be directed by Men's Ministry Coordinator who shall be elected by the Church.

Section 5. Children's Ministry

The Children's and Preschool Ministry will seek to provide a ministry to infants through children in grade five that enhances fellowship, worship, discipleship, ministry, and evangelism in the lives of the children of the church and the community. The Children's and Preschool Ministry Director will oversee this program.

Section 6. Youth Ministry

The Youth Ministry will seek to provide a ministry to youth in grades six to twelve that enhances fellowship, worship, discipleship, ministry, and evangelism in the lives of the youth of the church and the community. The Youth Pastor will oversee this program.

Section 7. Senior Adult Ministry

The Senior Adult Ministry will seek to provide a ministry to Senior Adults that enhances fellowship, worship, discipleship, ministry, and evangelism in the lives of the Senior Adults of the church and the community. The Senior Adult Team Leader will oversee this program.

VI. Ordinances

Section 1. Baptism

A person who receives 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, shall be received for baptism. Baptism is a symbolic act whereby born again believers in Christ are immersed in water representing the death of their old life and raised again from the water representing their new life and walk with Christ.

1. Baptism shall be by immersion in water.
2. Baptism shall be administered and/or overseen by the Pastor or whomever the Church shall authorize. The Deacons shall assist in the preparation for, and observance of, baptism.
3. Baptism shall be administered as an act of worship during any worship service.
4. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the Pastor and/or staff and Deacons. If negative interest is ascertained, he shall be deleted from those awaiting baptism.

Section 2. The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of the Church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

1. The Lord's Supper shall be observed at least quarterly.
2. The Lord's Supper shall be observed in a worship service.
3. The Pastor and Deacons shall be responsible for the administration of the Lord's Supper.
4. The Deacons shall be responsible for the physical preparations of the Lord's Supper.

VII. Church Meetings

Section 1. Worship Services

The Church Shall meet regularly each Sunday morning and Wednesday evening for preaching, instruction, evangelism and for the worship of the Almighty God. These meetings will be open for the entire membership of the Church and for all people and shall be conducted under the direction of the Pastor.

Section 2. Special Services

Revival services and any other Church meetings which will be essential in the promotion of the objectives of the Church shall be placed on the Church calendar.

Section 3. Regular Business Meetings

Regular business meetings shall be held monthly on a designated Wednesday night (preferably the third Wednesday in each month).

Section 4. Special Business Meetings

A specially called business meeting may be held on Sunday to consider special matters of significant nature. A minimum one-week notice of the subject, date, time and location must be given for the specially called business meeting unless extreme urgency renders such notice impractical.

Section 5. Quorum

The quorum consists of those Church members who attend the meeting.

Section 6. Parliamentary Rules

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

VIII. Church Finances

Section 1. Stewardship

The Stewardship Committee shall prepare and submit to the Church for approval an inclusive budget, indicating by items the amount needed and sought for all local and worldwide expenses. This budget shall be presented to the Church in or before the regular conference of the Church preceding the coming budget year. Upon approval by the Church, this budget shall stand as authorization for payment of the various items as specified, not to exceed the amounts allocated.

The Treasurer is to serve as Chairperson of the Budget and Finance Committee with membership and election of the remaining committee as set forth in Article III Section 6. All Organizational Directors and Committee Chairpersons are to serve as advisors to this committee.

The Church may, when necessary, revise the budget to meet current conditions, a copy of such proposed revisions or additions to be presented for review by the Church body at least one (1) week before the meeting in which vote for said revision or addition shall be taken. Any recommendations for additional outlays of Church funds not allocated in the Church budget or presented by a committee shall be presented to the Church body in a regular Church conference and be voted on at the next regular Church conference.

Section 2. Accounting

All funds for any and all purposes shall pass through the hands of the Church treasurer, or Financial Secretary, and be properly recorded on the books of the Church.

Section 3. Fiscal Year

The fiscal year of the Church shall run from January 1 through December 31.

IX. Amendments

Changes in this Constitution and Bylaws may be made at any regular business meeting of the Church, provided each amendment shall have been presented in writing at a previous meeting in the form specified herein below with copies of the proposed amendment being furnished to each member present. Amendments to the Constitution shall be by two-thirds vote of all members of the Church present and entitled to vote; amendments to the Bylaws shall have a concurrence of a majority of the members present and voting.

Such proposed written amendments (and amendments as finally passed) shall contain the following in the body of said amendments:

- a. Article and Section of the Constitution and Bylaws being amended;
- b. Old language; and
- c. Proposed new language.

Upon passage of such amendments, the Church Clerk shall present for attachment to the official copy of the Constitution and Bylaws kept in the Church office, said amendment in its complete form as passed and containing the information contained hereinabove, together with the following:

- a. The date the amendment was passed; and
- b. The chronological number of said amendment to the Constitution and Bylaws.