

To: Members of Neill's Creek Baptist Church
From: The Policies & Procedures Committee

Following are some additions and corrections to the original draft of the Policy & Procedures Manual which was distributed to the membership via the Church Web Site and a hard copy handed out on Sunday June 21, 2015. There is no real change except to appropriately establish the manual as the repository of important Church Documents and to correct the language as it applies to the various documents.

Neill's Creek Baptist Church

Policy and Procedure Manual

The Church policy and procedure manual shall be a consolidation of those important church documents governing the affairs, policies and procedures of the church and shall, at this time, include the following:

1. The policies and procedures not contained or authorized in the Church Bylaws and to be designated as Part One.
2. The Church Bylaws as previously adopted and which contain the policies and Procedures as set forth therein and to be designated as Part Two.
3. The Articles of Incorporation as previously Issued by the State of North Carolina and to be designated as Part Three.

Table of Contents

[as shown in the draft previously distributed to the members with the following changes]

At the beginning of page 4, INSERT THE FOLLOWING as a continuation of the table of content:

PART THREE - ARTICLES OF INCORPORATION ISSUED TO THE CHURCH

	Attachment Page
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State Certificate of Incorporation of Neill's Creek Baptist Church	
Name of the corporation as Neill's Creek Baptist Church	

1

Duration of existence	1
Purposes for organization	1 - 2
Government of the Church	2
Members of the Church	2
Initial Directors	2 - 3
Personal Liability	3
Dissolution	4
Registered Office and Registered Agent	4
Names and Addresses of Incorporators	4 - 5
Signatures of Incorporators	5 - 6
Certificate of Incorporators	6

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[following the table of contents]

PART ONE

I. [same as in original draft]

II. Method of Adopting and Amending part one of the manual.

A. Adoption:

Part one of the policy and procedure manual shall be . . . [continue as in the original draft]

B. Amending:

Part one of the policy and procedure manual may be amended, altered or repealed . . . [continue as in the original draft]

[continue original draft previously distributed]

[CONTINUE TO]

Budget and Finance Committee . . . [page10]

[At the end of the second line of paragraph 4 - the word “cooperating” should be -
“cooperative”]

Under the memorial and endowment duties the name of the committee in paragraphs 3 &
4 should be changed to the: “Budget and Finance Committee”

Policies and Procedures Committee

[Page 11]

1. The second paragraph of the provision should be changed to read as follows:

This Committee is responsible for maintaining and making
recommendations to the Church for the purpose of up-dating various parts
of the Church Policy and Procedure Manual.

2. The phrase “Bylaws and the” should be struck from subparagraphs 1, 2, 3, 4, & 5 so
that the phrase should read: “. . . the church policy and Procedure Manual . . .”

[Go to page 55 of the original draft - which is the certification of adoption for part one of
the manual]

The adoption page should be changed as follows:

Unless otherwise stated, part one of the policy and procedure manual
and the establishment of the manual as the repository of Important Church
Documents was adopted by the Church in Regular Conference on the 8th
day of July, 2015.

Moderator

Clerk