

SAMPLE CONSTITUTION AND BYLAWS

CONSTITUTION

PREAMBLE

We declare and establish this Constitution to preserve and secure the principles of our faith and to govern this body of Christ in an orderly manner in accordance with Holy Scripture. This constitution will preserve the liberties' of each individual member and the freedom of this church body in relation to other churches. We, the members of Baptist Church, adopt this constitution and bylaws as a declaration of our faith and convictions so that we may carry on the work of the Lord.

ARTICLE I-NAME

The name of this church body will be

ARTICLE II-PURPOSE

The purpose of this Association is to share Christ with as many people as possible in our church, our homes, our community, and throughout the world. Our goal is to help people experience a growing knowledge of God, experience an increasingly meaningful fellowship with god and fellow believers, and to minister unselfishly to others in the name of Jesus. In accordance with Matthew 28:19-20, we are committed to teaching all nations, baptizing believers, and teaching them to observe and obey the commandments.

ARTICLE III-CHURCH CONVENANT

Having been led, as we believe, by the Spirit of god, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of Father, Son, and the Holy Ghost, we do now in the presence of God, angles and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ. We engage, therefore by the aid of the Holy Spirit, to walk together in Christian love; to strives for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spiritually; to sustain its worships, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations. We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage, and to be zealous in our efforts to advance the kingdom of our Savior. We further engage to watch over one another in brotherly love; to

Remember each other in prayer, to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay. We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and principles of God's word.

ARTICLE IV- ASSOCIATION MEMBERSHIP

Section 1 – Church Membership

1. This Church shall be composed of members who profess to be saved by grace, through faith, and who have been baptized following their conversation.
2. All persons desiring to become members of this church shall meet with the pastor and deacons, and shall give testimony of their conversion and Christian's experience. After counseling by the pastor and deacons, candid dates for the membership shall attend new members' class and shall affirm acceptance of and adherence to the articles of faith, church covenant, and the bylaws.
3. After completion of counseling and upon the recommendation of the pastor and deacons, the candidate shall present to the church for acceptance.
4. Members may be received in one of four ways:
 5. By baptism following conversion
 6. By letter from a church of like faith
 7. By profession of faith (Christian experience) having been converted and baptized
 8. Restoration
9. Should there be any dissent as to the acceptance of the candidate, such dissent shall be referred to the deacons for investigation with the making of recommendations to the church within 30days.

Section 2 – Categories of Membership

Church shall be categorized as follows:

10. Active Member- Any individual attending church on a regular basis (weekly, monthly), and contributes to the financial and spiritual up building of the church.
11. Sustaining Member- Any individual that attends church on an intermittent basis due to physical or geographical limitations, maintains interest in the spiritual and financial well-being of the church, and maintains communication with the church body.
12. Watch care Member- Any individual who desires to affiliate with the church on a short-term basis, while maintaining membership in another church body. This category is for students, person in the military, and persons temporarily living in the area.
13. Inactive Member-Any individual having originally attained membership, but has not attended church in months, has not contributed to the finical or spiritual up building of the church, has not shown an interest in the well0being of the church, and has not maintained communication with the church.

Section 3 – Membership Standing

Individuals in the active and sustaining categories shall be deemed in good and regular standing and have the right to vote in matters of church business. Only active members are allowed to hold office.

Section 4 – Additional Requirements

14. The church shall conduct classes for new members' regularly. These classes shall be taught by the pastor, deacons and other competent church leaders. Classes shall include instruction on such things as ordinances, church government, responsibilities of church member, stewardship, prayer, Bible reading, witnessing for Christ, and basic doctrines of the faith:

Section 5 – Rights of Members

1. Every member of the church may participate in the ordinances of the church.
2. Active members and sustaining members are entitled to vote at all elections and on all questions submitted to the church In business meetings, provided the member is present or has made provisions for absentee balloting
3. Active members are eligible for consideration as candidates for elective office in the church.

Section 6- Responsibilities of Members

1. Every member is expected to participate in worship services, Christian education programs and special observances on a regular basis.
2. Every member is expected to contribute to the financial up building of the church and adhere to principles of scriptural stewardship.
3. Every member is expected to cooperate in the work of the church, promote church unity, and live in accordance to Biblical and covenant obligations.

ARICLE V-OFFICERS

Section 1 – The Pastor

Selection

- A. Immediately after a vacancy occurs in the pulpit, the Deacon Board shall appoint a Pulpit committee of not more than seven (7) members in good and regular standing whose duty will be to keep the pulpit supplied each Sunday until a pastor is selected.
- B. The Pulpit Committee shall present only one candidate at a time to Deacon Board for consideration. All reports from the Pulpit Committee must be submitted in writing by the secretary of the committee. The Deacon Board shall investigate the credentials and standards of the candidate. If the Deacon Board approves the candidate, he/she will be presented to the church for consideration for election.

- C. In the event the church fails to elect the candidate under consideration for pastor, the matter of selecting another candidate will be referred back to the Deacon Board. The Chairman of the Deacon Board will notify the Pulpit Committee to present another candidate.
- D. A call to pastor shall be extended at a meeting of the church called for that purpose and announced from the pulpit for two (2) Sundays immediately preceding the date of the meeting. A 2/3 majority of those present and eligible to vote (active and sustaining members only) shall be necessary for a quorum. Voting shall be by ballot. A written call and agreement shall be presented to the prospective pastor, giving details of church-pastoral relationships, including salary, vacations, other allowances, etc..., after these matters have discussed with prospective pastor and mutually agreed up.

Duties and Qualifications

- E. The qualifications and duties of the pastor shall be in accordance with Holy Scripture: 2 Timothy 4:2-5 and I Timothy 3:1-7. No one shall be elected pastor of this church who does not meet the scriptural qualifications. The pastor is the spiritual leader and overseer of the congregation. His duty is to preach the gospel and lead to the church in proclaiming the gospel at home and aboard, to believers and unbelievers alike. The pastor is to preach at all worship services, or arrange pastor shall visit the sick, perform marriages, conduct funerals, and represent the church association meetings and state and national conventions. The pastor shall counsel and train the deacons and other church leaders to fulfill their responsibilities. He shall plan for and provide leadership in the observance of church ordinances. The pastor shall counsel and train the deacons and other church leaders to fulfill their responsibilities. He shall plan for and provide leadership in the observance of church ordinances. The pastor shall delegate certain duties to other competent leaders in the church at his discretion.
- F. The pastor shall at all times strive to walk in Christian cooperation with the officers and members of the church for the well-being of the church.
- G. The pastor shall preside over all church meetings, regular and special, except those in which the filling of the pulpit is involved, or those meetings in which he is under spiritual discipline of the church. The Chairman and the Deacon Board shall preside over the while meeting or any portion of a meeting involving discussions related to the pastor. In the absence of the Chairman of the Deacon Board or his refusal to preside, the Vice Chairman of the board shall preside over the meeting.
- H. The pastor will be given two (2) weeks' vacation with pay, the time of which is to be included in the planned calendar of the church for the year. It shall be the responsibility of the pastor to supply the pulpit during his absence.
- I. The pastor shall serve until he resigns or is dismissed by a 2/3 majority of those present and voting at a special meeting called for that purpose. Such a meeting shall be announced from the pulpit for two Sundays immediately preceding the date of such a meeting.
- J. The pastor shall give the church not less than thirty (30) days notice of his intention to discontinue as pastor. The church shall give the pastor not less than of the pastor justifies

immediate termination of his ministry, the church may declare the pulpit vacant and pay one month's salary beyond that date.

- K. The pastor shall be an ex-officio member of all boards and committees. He shall also be a member of this church.
- L. Other workers, such as youth or music director, may be called by the church but must be fully approved by the pastor and shall work under his/her direction.

Section 2 – Deacons

- A. The qualifications and duties of deacons are in accordance with Holy Scripture: 1Timothy 3:11-13. No one shall be elected to the office of deacon unless he/she is an active member in good and regular standing, faithful, prudent, devout, and of good report. Deacons shall set an example in their stewardship, attendance, and service. Deacons shall work in collaboration and unity with the pastor.
- B. The church shall elect deacons by ballot at regular business meetings of the church. There shall be one deacon elected for assigned service for every ten families of the church.
- C. It shall be the duty of the deacons to assist the pastor promoting the spiritual welfare of the church; to be helpers and counselors; to exercise prudent watch care over the church membership; to seek out such members as need assistance; to visit the sick; to examine with the pastor candidates for church membership; to assist at baptisms. Their wives assisting the ladies; and to supervise the preparation and distribution of the Lord's Supper.
- D. The deacons shall appoint a chairman and secretary from their number, keep minutes of their monthly meetings in a permanent record, and report quarterly and annually to the church.
- E. The deacons shall appoint a pulpit committee, recommending candidates for the pastorate.
- F. The deacons shall appoint at least three (3) from their number to serve on the Trustee Board.
- G. There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church; but in such an instance as one might be elected by this church to serve as a deacon, his/her previous ordination by another church of like faith shall suffice for this church.
- H. A deacon of this church shall be elected by the church upon the recommendation of the pastor and the deacon board. Candidates for deacon shall receive instruction and training from the pastor and deacons for the purpose of continued spiritual growth, development of leadership skills and preparation for ordination.
- I. A deacon-elect shall go before a council of ordination. The council shall be composed of ordained deacons of this church and selected deacons from other churches of like faith.
- J. The chairman of the deacon board shall be elected for a term of two years, and then the deacons on the board will elect a new chairman from their number.

Section 3 – Trustees

- A. No one shall be elected to the office of trustee who has not been a member of the church in good and regular standing for at least one year. Persons elected to this office should experience and ability in handling property and money, and have sound business mind.

- B. The character and devotion of a trustee should be equal to that of a deacon. The moral conduct and the stewardship of trustees should be above reproach.
- C. Trustees serve as the financial representatives of the church. They shall not have the authority to sell, lease, give away or dispose of church property in any manner to exceed \$100 in value; nor to mortgage or incur debt to exceed the same amount, except as the church shall order.
- D. Trustees shall be responsible for the care and upkeep of the physical properties of the church, including arranging for custodial services (housekeeping, maintenance, and church grounds). All projects involving the expenditure of more than \$100 are to be submitted to the church for approval except in emergency situations
- E. Trustees shall approve all bills before payment is made by the Treasurer.

Section 4 – Treasurer

- A. The treasurer shall be responsible for the recording all financial transactions in permanent records and shall make quarterly and annual reports to the church.
- B. The treasurer shall pay the bills of the church after they have been approved by the trustees. The treasurer shall write, sign, record, and mail all checks. Checks shall be countersigned by another person authorized by the trustee board. The chairman of the deacon board shall assume responsibility of signing checks in the absence of the treasurer.
- C. The treasurer shall keep the books of record and record the financial transactions in accordance with written instructions issued by the deacon and trustee boards.

Section 5 – Church Clerk

- A. The church clerk shall have charge of official correspondence and shall keep a record of all business meetings of the church.
- B. The clerk shall keep a permanent record of memberships, baptisms, and of acceptance of members, as well as dismissal of members.
- C. The clerk shall provide to the treasurer a copy of minutes of each business meeting which authority to disburse or transfer funds was approved.
- D. The clerk shall notify the bank annually of the names persons authorized to have access to safety deposit boxes and to sign checks for disbursement of funds.
- E. Upon election of a new clerk, the out-going clerk shall deliver all records files, and/or papers belonging to the church to the successor. A written statement shall be submitted specifying the transfer of the document and date the transfer was completed.

Section 6 – Financial Secretary

- A. The financial secretary shall, together with one or more of the deacons and trustees, count and record in a permanent record all monies received in the offering of the church. This shall be done following each worship service of the church.
- B. Records shall be kept in accordance with written instructions issued by the deacon and trustee boards.

- C. The financial secretary shall be responsible for depositing all funds in the bank, including monies received from organizations within the church or from individuals.
- D. The financial secretary shall provide the treasurer with a record of all monies received and deposited, specifying the distribution into various funds, as indicated by the donors or by special offerings.
- E. The chairman of the deacon board shall assume the duties of the financial secretary in the absence of the latter, except he may not assume those duties if he is acting in the absence of the treasurer.

Section 7 – Sunday School Superintendent

- A. The Sunday School Superintendent shall have general supervision over the Sunday school, teachers, and assistants. He/she shall carry out the program of Christian education and shall report quarterly and annually to the church.
- B. The superintendent may select teachers and staff with the approval of the pastor.
- C. All funds collected each Sunday are to be turned over to the church for proper accounting by the Treasurer.
- D. The superintendent shall submit an annual budget to the church for approval for the purchase of supplies, literature, and planned activities that are in accordance with the goals of the Sunday school program.

Section 8 – All Officers

- A. All officers shall be spiritually mature, of unquestioned Christian character, loyal to the Word of God, dedicated and devoted to the Lord Jesus Christ and to the material and spiritual welfare of the church. They shall be faithful in attendance and participation, both in regular services and business meetings of the church. Their moral conduct shall be beyond reproach and free of carnal indulgences. In the light 1 timothy 3, the home and family relationships must be considered, as well as individual qualifications.
- B. Any officer unable or unwilling to fulfill the duties of his/her office shall resign. If any officer refuses to subscribe to the articles of faith, the bylaws and the covenant, his/her resignation shall be requested by the deacons. If it is not received within a reasonable time, the office shall be declared vacant by vote of the church.
- C. No one shall be elected to office who has not been a member of this church for at least one year; except that upon recommendation of the pastor and deacons a person may be considered by the church for office after six months of membership.
- D. All officers of the church are volunteer, non-paid positions, except for the pastor.
- E. The church shall select deaconesses to assist the deacons. They shall be of good Christian character with a desire to serve Christ and mankind.
- F. A chairman shall be selected from among the members of the deaconesses and any other officers necessary accomplishing the work. The chairman shall serve for a period of two year, after which a new chairman shall be selected.

- G. The duties of the deaconesses shall include the following: visit the sick, prepare female candidates for baptism, assist the deacons in the preparation of The Lord's Supper, prepare the linen, and insure the supply of the elements.
- H. Deaconesses shall be role models for the younger women in the church and shall provide counseling to them when necessary at the direction of the pastor or the deacons.
- I. Deaconesses shall hold regular meetings, maintain minutes, and submit reports to the church at business meetings.

ARTICLE VI – COMMITTEES

Section 1 – Budget and Finance Committee

- A. The budget committee shall consist of two deacons, two trustees, the treasurer, and three other members selected by the church.
- B. The duties of the committee shall be to prepare the budget for the coming year for presentation to the church for approval and be responsible for the effective operations of the financial system. The committee shall meet on a regular basis minutes shall be recorded, and reports submitted at regular business meetings.
- C. The committee shall function throughout the year to recommend budget revisions to the church as necessary.

Section 2 – Nominating Committee

- A. This committee shall be composed of five members including one deacon, one trustee and three members selected by the church at large.
- B. The committee shall submit a list of nominees for all church offices to be filed. This list shall be posted in the church at least one Sunday prior to the election. When qualified candidates are available, two or more shall be nominated for each office.
- C. The committee shall talk with each nominee to determine their willingness and availability to serve.
- D. The committee shall provide ballots for voting at the annual election meeting.
- E. Members who wish to submit nominations should give their suggestions to committee in writing at least two weeks in advance to enable the committee to determine qualifications and willingness to serve.
No nominations shall be made from the floor.

Section 3 – Pulpit Committee

- A. This committee shall be appointed by the deacon board and shall not consist of more than seven members.
- B. The duties of the committee will be to keep the pulpit supplied each Sunday until a pastor is selected.

Section 4 – Program Committee

- A. The program committee shall consist of five members selected by the church.
- B. The program committee is responsible for preparing a yearly calendar. The committee shall meet with the pastor to review proposed programs submitted by the auxiliaries and receive his plan for the calendar year.
- C. The committee shall present the proposed calendar to the church for approval at the December business meeting.

Section 5 – Additional Committees

- A. Additional committees shall be composed of volunteers and members appointed by the pastor or deacons to carry out special functions and to plan for special observances. These committees include: Holy Week Services, Homecoming, Church and Pastor Anniversary, Men’s Day, Women’s Day, and Vacation Bible School.

ARTICLE VII – AUXILIARIES

Section 1 – Missionaries

- A. The purpose of this auxiliary shall be to establish and conduct local missions projects, visit the sick, help the needy within the community, engage in personal witnessing, and to fund missionary projects abroad.
- B. There is no limit to the number members who can serve in this capacity. A chairman shall be elected annually.
- C. The auxiliary shall hold regular meetings, maintain minutes, and submit reports at the church business meeting.
- D. All records of finance shall be maintained and reports submitted to the treasurer.

Section 2 – Pastor’s Aid

- A. The purpose of this auxiliary shall be to render special assistance and support to the pastor and provide for his comfort and well-being.
- B. Membership on this auxiliary is not limited. A chairman shall be elected at the annual church business meeting.
- C. Regular meetings shall be held, minutes shall be maintained, and reports submitted at church meetings.
- D. All records of finance shall be maintained and reports submitted, and reports treasurer.

Section 3 – Ushers

- A. The purpose of this auxiliary shall be to provide for the hospitality of visitors and members during worship services and special observances. Ushers shall be of good Christian character, have a desire to serve others, and have a cheerful and pleasant disposition.
- B. There is no limit to the number of members who can serve in this capacity.

- C. Ushers shall conduct regular meetings, maintain minutes, and submit reports at the church business meeting.
- D. A chairman shall be elected annually and other officers shall be selected from among the members deemed necessary.

Section 4 – Choirs

- A. The purpose of the choir (s) shall be to render music during worship services and other observances. Music should be considered a ministry and is a sacred part of the worship experience.
- B. Choir members shall be committed to serve Christ, of good moral character, and faithful in their attendance.
- C. A chairman shall be elected annually and other officers shall be selected from among the members as deemed necessary.

ARTICLE VII – ORDINANCES

Section 1 – Baptism

- A. The church shall receive for baptism any person who has accepted Jesus Christ as Savior by personal faith, has professed Christ publicly at a worship service, and has stated a commitment to follow Christ as Lord.
- B. Those professing faith in Christ shall, after consoling by the pastor and deacons, be immersed in water by the pastor or someone else authorized by the church. Deacons shall assist the pastor with baptism and shall be responsible for preparing male candidates for baptism.
- C. Baptism shall be a part of a worship service.
- D. After baptism, the church shall conduct classes for new members regularly. The classes shall include instruction on such things as responsibilities of members, stewardship, prayer, witnessing, and basic doctrines of faith, church government, ordinances and Bible study. All new members shall attend these classes.

Section 2 – Lord’s Supper

- A. The Lord’s Supper shall normally be served to the assembled church by the pastor, or some other person authorized by the church on the third Sunday morning of each month, and at such other times as may be decided by the pastor and deacons.
- B. The pastor will be assisted by the deacons in the administration of The Lord’s Supper. Deaconesses shall assist in the preparation of the table.
- C. The elements shall be grape juice and some for unleavened bread or wafer.
- D. Since it is the Lord’s Table, none shall be barred from participating. Prior to the administration of the elements, the pastor shall explain the meaning of the ordinance and state that acceptance of Christ as Lord is a prerequisite.

ARTICLE IX – MEETINGS

Section 1 – Worship Services

- A. Worship service shall be held on each Sunday morning beginning at 11:30 a.m. this service shall be devoted to prayer, preaching and teaching of the word, with an appropriate music ministry. Any other special presentations shall be subject to approval by the pastor and deacons.
- B. There shall be a meeting each Tuesday night for prayer, praise and Bible study.
- C. It shall be the practice of this church to observe the Lord’s Supper on the third Sunday of each month, at which time the church covenant shall be read.
- D. The church shall assemble to worship for special observances including Holy Week, Easter Sunrise Service, and Thanksgiving Day Service, Homecoming and revival services and Watch night Service.
- E. The Sunday school shall meet each Sunday morning beginning at 10:15 a.m. for the purpose of Christian education of members of all ages. The teaching of the Word of God will be the focus using standard Bible-based curriculum.

Section 2 – Business Meetings

- A. The official church year shall begin January 1 and end December 31.
- B. The annual meeting shall be held on the second Wednesday after the first Sunday in January.
- C. The quarterly meeting shall be held on the second Wednesday of the following months: April, July, and October. At this time written reports shall be read as required by the bylaws. The day for business meetings may be changed at the discretion of the church.
- D. The annual election of officers shall be held on the second Wednesday in December.
- E. Special meetings shall be called at any time, providing public notice has been given at least one week in advance, except as other stated these bylaws (see Article IV, Section 1,I). Special meetings may be called by the pastor, deacons or any 6 unrelated families who are members of the church request such a meeting of the church clerk in writing. The notice must clearly state the object of the meeting no other business shall be transacted in such a meeting.
- F. Only members sixteen years of age and older shall be eligible to vote. Only members twenty-one years of age and older shall be eligible to vote on financial matters.
- G. Twelve members shall constitute a quorum.

Section 3 – rules of order of Business

All business shall be conducted decently, with members according the proper respect to the moderator and others in attendance.

Section 4 – Order of Business Meetings

Business meetings shall include a devotional, reading and approval of the minutes of the previous meeting, Clerk’s report. Treasurer’s report, Deacons’ report, Trustees’ report, Sunday School Superintendent’s report, reports from committees and auxiliaries, unfinished business, new business and adjournment with prayer.

ARTICLE X – GENERAL

Section 1 – Use of the Church Property

- A. Use of the property for other than regularly scheduled worship and meetings shall first be approved by the pastor and deacons. Any consideration of special uses of property of this church will be guided by the fact that it has been dedicated to worship, teaching the Bible, evangelism, character building, and related activities.
- B. Regularly scheduled meetings and services shall have prior claim to space, facilities, and equipment ordinarily used by them.
- C. There shall be no selling or solicitation on church property in keeping with the dignity of the House of God.

Section 2 – Weddings and Funerals

- A. The scheduling of wedding rehearsals, ceremonies and receptions shall be done well advance. The arrangements for service, participation of other ministers, and the order of service shall be done in consultation with the pastor. No alcoholic beverages or smoking shall be allowed in the church or on the grounds. It is the responsibility of the bride and grooms to make these rules known to all members of the wedding party and others in attendance. There shall be no throwing of rice or confetti inside the church.
- B. The use of decorations, changing of furniture, attachment of materials to walls, and items of a similar nature shall only be done with the advice and consent of the pastor and deacons. Flowers shall be placed in clean, rust and leak- proof containers. Drip less candles shall be used or a protective holder to protect flooring. Church premises shall be kept as clean as possible.
- C. The pastor shall be notified as soon as possible when death occurs within the church body or community. Funeral arrangements for use of the church, the participation of other ministers, or the order of service shall be done in consultation with the pastor and deacons. Letters of sympathy on behave of the church shall be written clerk. The church shall render as much support, comfort and care as needed to members during times bereavement.

Section 3 – Other Guidelines

- A. Organizations and individuals not a part of this church shall channel their requests for use of church facilities to the pastor. Appropriate payment to cover the cost of utilities and extra services shall be made in advance to the Treasurer.
- B. Church facilities shall be used to carry out the purpose and mission of the church. The church shall endeavor to bring as many inside the building as possible in order to in some way influences them toward Christ.
- C. All members shall endeavor to remove trash and the like when they see it in keeping with the dignity of God’s house.
- D. Fees for the use of the church for non- members shall be issued by the deacon and trustee boards. Such a fee schedule shall be written and available to interested individuals upon request. Fees shall be paid to the church treasurer in advance of the date being requested.

Section 4 – Monetary Principles

- A. The systematic giving of money for the support of the work of the Lord is a form of worship as well as a duty. All members are expected to give regular financial support to the church and to the advancement of the projects it sponsors. In determining the Lord's portion, we believe and affirm with the Scriptures that at least one-tenth of one's income should be faithfully and cheerfully given by each member (Malachi 3:10; 2Cor. 9:6, 7). Many can and should give more than the tithe, for all that we have belongs to Christ (1 Chron. 29:14, 16; Acts 4:32-35). No monies shall be raised for the support of the church and its various activities by any but the Biblical plan of tithes, offerings, and gifts.
- B. A statement of each donor's account shall be given to him/her at the end of each year by the Treasurer. Envelopes shall be provided to enable proper records to be kept.
- C. The financial secretary shall issue W-2 forms annually to individuals who receive at least \$100 per year for their services to the church.

ARTICLE XI-DISCIPLINE

Section 1 – Purpose

- A. It is vital to the testimony of this church and glory of our Lord that the purity of the church be preserved and its peace protected. With these ends in view, it shall be the duty of the pastor and deacons to seek diligently to reclaim any member known to be living in disregard of Biblical and covenant obligations. The pastor and deacons shall move with promptness and vigor in dealing with anyone who is obstructing the work of the church or disturbing the peace of the church by slander, falsehood, gossip, conspiracy, or other unfair and un-Christian methods. It is further recognized that when the church by regular order and proper vote, has determined upon a course of action, that course becomes the duty of every member of the church. If any member cannot conscientiously follow the decision of the church, he is to quietly and peacefully withdraw from membership.
- B. The church has the right to exercise a watchful care over its member and to reprove them when they are behaving in a manner contrary to the Word of God.
- C. It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor and deacons and other persons designated by the pastor, are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption and restoration rather than punishment.

Section 2 – Offenses

- A. Should some serious conditions exist which would cause a member to be a stumbling block to the growth and spirituality of the church. The pastor and deacons shall take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the church to take action to exclude a member from fellowship, a two-thirds vote of members present is

required: and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be carried out in a spirit of Christian kindness and forbearance and the member shall be notified by letter of the decision.

- B. A person shall be dropped from the church roll for absence of more than six months, without just cause.
- C. If a member having erred voluntarily confesses to the church and manifests repentance, no further action shall be entertained against the member.

ARTICLE XXII- AMENDEMENTS AND BYLAWS

These bylaws may be amended or revised at any annual business meeting by a majority vote of the members present and voting, provided such proposed changes shall have been submitted in writing no later than October meeting preceding. The church may adopt from time to time such bylaws as may be necessary or desirable, and shall provide therein for the amendment of the same.