

**OAK HARBOR SOUTHERN BAPTIST CHURCH
BYLAWS**

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ARTICLE I MEMBERSHIP

A. QUALIFICATIONS:

Those persons who believe in the Lord Jesus Christ and have taken him as their savior and Lord and who have been baptized by immersion shall constitute the membership thereof. Persons may become members of this church on profession of faith in Christ and baptism, or by a letter of recommendation from a church of like faith and order, or upon statement of their Christian experience and baptism. The membership of this church shall consist of such.

B. PROCEDURES FOR MEMBERSHIP:

1. The testimony of salvation of all prospective members shall be heard by the Pastor, or Deacon, or person designated by the Pastor.

2. When all qualifications have been met, prospective members may be received into the church at any regular or announced meeting, according to the pleasure of the majority of the members present.

3. A copy of the Constitution and the Bylaws shall be made available through the church office or church website.

C. DUTIES OF MEMBERSHIP:

1. To conduct their lives both privately and publicly in keeping with the name "Christian" which they bear.

2. To loyally attend all regular scheduled services of the church unless providentially hindered.

3. To willingly and voluntarily support the financial obligations of the church as the Lord shall prosper them.

4. To evidence attitude and behavior in a cordial spirit of willing cooperation toward the execution of the program of the church.

D. DISCIPLINE OF MEMBERSHIP

1. Any member holding a disseminate view of doctrine that would be considered unscriptural and hurtful or otherwise violating the Covenant is a serious matter and shall be subject to discipline by the church.

2. No member of this church shall prefer charges of personal nature against another member of this church until:

a. The member has been reprovved in private, and if he does not listen, take one or more with you so that by the mouth of three witnesses every fact may be confirmed, and if he refuses to listen to them, the church shall be notified and let him be to you as an unsaved person. Matthew 18:15-17

3. Every member excluded from the fellowship of this church shall be formally furnished with a copy of such exclusions whenever possible, stating the reason.

4. Member excluded from this church may be restored upon confession of wrong and evidence of genuine repentance.

5. Members under discipline shall not vote.

E. TERMINATION OF MEMBERSHIP:

Membership in the church shall be terminated upon granting a letter of recommendation and dismissal to a church of like faith and order, or by request of the member, or by exclusion resulting from discipline, or death.

**ARTICLE II
CHURCH GOVERNMENT**

A. This church is an independent, self-governing unit in accordance with Baptist policy which we believe to be conceived by Jesus Christ our Lord and practiced by the Apostles and the New Testament Churches.

B. We recognize no control by any ecclesiastical body or person, but we reserve the right to cooperate voluntarily with other churches of like faith and order through association and such.

C. The government of this church shall be in the hands of its members. Any authority granted shall be by the will of the church and shall be in no way construed as irrevocably vesting such power in any individual, committee, or organization; no debt, commitment, or other obligation shall be created except by specific authority of the church.

D. The Constitution and Bylaws shall be law of the church, in conformity with the Holy Bible. Every member of the church shall be bound thereby and anything in the Constitution and Bylaws of any other organization which is contrary thereto shall be considered null and void.

E. Interpretation of the meaning and intent of the Constitution and Bylaws shall be the responsibility of the Deacons. Any member shall have the right to appeal any decision of that body in a regular business meeting. The decision thus rendered shall be final and binding .

**ARTICLE III
ORDINANCES**

A. The ordinances of the church, as set forth in the Holy Scriptures, are Baptism and the Lord's Supper.

B. The ordinance of Baptism shall be by immersion of the professed believer in water in obedience to the command of Christ and shall be administered on authority of and in the presence of the church. Only the Pastor(s) shall administer the ordinance except that on special occasion, designated by the Pastor. Any ordained person may be authorized to do so.

C. The ordinance of the Lord's Supper shall be observed a minimum of once a quarter. Only scripturally baptized believers are eligible to partake, and these only shall be invited. The Pastor shall preside at the table and shall be assisted by the Deacons. In his absence or at his request or when the church shall be without a Pastor, the church shall elect an ordained person to preside.

ARTICLE IV ORDINATION

A. When a church of like faith and order shall have called as its Pastor a member of this church who possesses scriptural qualifications for ordination to the work of the gospel ministry, and shall request in writing that he be ordained, this church shall consider the request. If the church by a vote of the majority of members present and voting at a regular business meeting approves such a request, providing a quorum of twenty percent (20%) is present, then it shall authorize and direct the Pastor to assemble the ordaining counsel of ordained Ministers of the gospel of like faith and order and Deacons of like faith or order who shall perform the ceremony or ordain him to the gospel ministry in the name of the, and in the presence of the church.

B. If the church at a regular meeting shall elect a member or members to the office of Deacon, it shall authorize and direct the Pastor to assemble an ordaining counsel which may be composed of ordained Ministers of like faith and order and Deacons of the church and of visiting Deacons of like faith and order who shall perform the ceremony of ordaining him to the office of Deacon in the name of, and in the presence of the church.

ARTICLE V OFFICERS

A. PASTOR

1. The Pastor(s) of the church shall possess the qualifications set forth in I Timothy 3. He shall be a believer in and a preacher of the Gospel and the basic doctrines of faith, in accordance with the biblical teachings of the Southern Baptist Convention.

2. The Pastor(s) shall preach the Gospel, administer the ordinances, watch over the membership, promote the spiritual interests of the church and shall organize and develop its strength for the best possible service. He shall be an ex-officio member of committees of the church and auxiliary organizations where assigned.

3. The will of the church in regards to the call or discharge of the Pastor may be expressed at any regular or called business meeting, provided that at least eighty percent (80%) of the church members present and voting by written ballot consent to the action. Advance notice of such intended action must be announced from the pulpit and appear in the bulletin two (2) Sundays prior to voting.

4. SALARY, VACATIONS AND SICK LEAVE:

a. The salary and vacation shall be agreed upon by the church at the time of the call and may be changed at any regular business meeting of the church upon recommendation from the Finance Committee, or motion from the floor.

b. Sick leave shall be fifteen (15) working days annually, with full pay, and cannot be accumulated from one year to another.

c. Items a and b shall be monitored by the finance committee.

5. TERMINATION OF THE PASTOR

a. In the event of resignation, written notice shall be given. The effective date shall not exceed thirty (30) days.

b. In the event the membership votes the Pastor's services to terminate, it shall be effective immediately. The salary involved shall continue for thirty (30) days.

6. GRIEVANCES

a. Any grievances toward the Pastor by the church or staff member shall be submitted in writing to the Chairman of Deacons.

B. CHURCH STAFF:

1. The church shall call or employ such staff members as the church shall need.

2. The church staff shall possess the qualification as set forth in I Timothy 3. They shall be a believer in the Gospel, and the basic biblical doctrines of faith as adopted by the Southern Baptist Convention.

3. They shall administer their assigned areas of responsibility over the membership, promote the spiritual interest of the church, and shall organize and develop its strength in their assigned areas for the best possible service. They shall be ex-officio members of committees of the church as assigned in their areas.

4. The will of the church in regards to the call or discharge of the staff workers may be expressed at any regular or called business meeting provided that at least eighty percent (80%) of the church members present and voting by written ballot consent to the action. Advance notice of such intended action must be announced from the pulpit and appear in the bulletin two (2) Sundays prior to voting.

5. SALARY, VACATION AND SICK LEAVE:

a. The salary shall be agreed upon by the church at the time of the call or employment and may be changed at any regular business meeting of the church upon recommendation from the Finance Committee, or motion from the floor.

b. The vacations shall be mutually agreed upon by the staff worker and the church. The time to be correlated by the Pastor.

c. Sick leave shall be fifteen (15) working days annually, with full pay, and cannot be accumulated from one year to another.

6. TERMINATION OF THE STAFF WORKER:

a. In the event of resignation, written notice shall be given. The effective date shall not exceed thirty (30) days.

b. In the event the membership votes the services to terminate, it shall be effective immediately. The salary involved shall continue for thirty (30) days if the staff worker is full time.

7. The staff worker shall be under the supervisory responsibility of the Pastor and responsible directly to him.

C. VOCATIONAL STAFF: Secretary, Janitor and positions not of a called nature.

1. Vocational staff members shall be recommended to the church by the Personnel Committee and employed by church action. All vocational staff workers shall work in harmony with the ordained officers of the church and be directly responsible to the Personnel Committee.

2. SALARY, VACATION AND SICK LEAVE:

a. The hourly wage shall be agreed upon by the church at the time of the employment, and may be changed at any regular business meeting of the church upon recommendation from the Personnel Committee or a motion from the floor.

b. The vacation shall be mutually agreed upon by the staff worker and the church.

c. Sick leave shall be fifteen (15) working days annually, with full pay, and cannot be accumulated from one year to another.

3. TERMINATION OF VOCATION STAFF:

a. In the event of resignation, written notice shall be given. The effective date shall not exceed thirty (30) day.

b. In the event the membership votes the services to terminate, it shall be effective immediately. The salary involved shall continue for thirty (30) days if the staff worker is full time.

c. There would be no salary or severance involved for those who are non-paid, volunteer, or part-time vocational staff.

D. DEACONS:

1. QUALIFICATIONS:

- a. The Deacon will possess the qualifications set forth in Acts 6 & I Timothy 3.
- b. The Deacon must be the same sort of good steady man as the Pastor.
- c. He must abstain from the use of alcoholic beverages and tobacco.
- d. Before he is asked to be a Deacon, he should be given other jobs in the church as a test of his character and ability, and if he does well then he may be chosen as a deacon.
- e. He shall be the husband of one wife.
- f. He shall be a tither.
- g. He shall be faithful in attendance of all services of the church unless providentially hindered.
- h. He shall be a member of the local church a period of at least six months.

2. DUTIES:

- a. The chief function of a Deacon shall be looked upon as that of the servant of the church, to assist the Pastor in the enlargement of his work of preaching the Word, and to assist in meeting the needs of church members, in keeping with Acts 6.
- b. A Deacon is to be faithful in attendance.
- c. A Deacon shall prepare and assist in the Lord's Supper and Baptism.
- d. In case of the absence of the Pastor, subject to advice from and in conference with him, they will provide for pulpit supply.
- e. He is to be zealous to guard the unity of the spirit within the church in the bonds of peace.
- f. The Deacons reserve the right to use those helpers they feel have shown the qualifications of a mature Christian to assist in the Deacons' Family Ministry. Those helpers would be used as contact points in the Deacons' Family Ministry. Each member of the Deacons' family list could be assigned to a family group so as to make it possible for any Deacon to care for a larger number of families and would always have the right to by-pass a helper and go directly to their assigned Deacon themselves.

3. ELECTION OF DEACONS:

- a. Deacons shall be elected for three (3) year terms on a rotating basis. A Deacon who has served a full three (3) year term shall be eligible for reelection.
- b. The church in business meeting shall submit written nominations for the office of Deacon and Yokefellow. All men nominated to the office of Deacon must go through the Yokefellow training program before being ordained as a Deacon.
- c. Those nominated for the office of Deacon shall be visited by the Pastor and Deacons to insure their willingness and qualifications. Upon recommendation, the nominees shall be brought before the church for election by written ballots. Election shall require a two-thirds (2/3) majority of those church members present and voting.
- d. The Chairman of Deacons shall recommend those nominated for the office of Deacon and bring that person's name to the church business meeting for a vote of approval.

E. THE YOKEFELLOW PROGRAM OF THE CHURCH

1. OBJECTIVE

- a. The Yokefellow Program is designed to acquaint qualified men with the office of Deacon. The position is significant because it gives men the opportunity to participate actively in the life and

ministry of our church. During the training period, each Yokefellow becomes oriented to both the spiritual and functional aspect of the office of Deacon. All men nominated to the office of Deacon must go through the Yokefellow training program before being ordained as a Deacon.

b. The Yokefellow Program is set up to be completed in six months. During this period of time each man will perform specific duties with the Pastor and Deacons. Each Deacon is expected to act as a sponsor for a Yokefellow.

c. Each Deacon sees to it that his charge completes the requirements and participates in various ministries of the church.

d. One of the major objectives of this program is to establish a resource of men who are qualified and who are knowledgeable about being a Deacon.

e. A Yokefellow may become a Deacon only through the electoral process of the church. Those who complete the program should provide an excellent source of qualified future Deacons; however, they are not to be considered the sole source of Deacons.

(1) To be elected by the church as a Yokefellow does not imply that he will necessarily be chosen as a Deacon.

2. REQUIREMENTS:

a. Each man will conduct one ministry, i.e.: Shut-in, Hospital or Convalescent Home visit with his sponsor and one with the Pastor.

b. He will accompany his sponsor on Deacon Family Ministry and prospect visits.

c. He will aid in serving the Lord's Supper once during the six month period.

d. He will attend six scheduled Deacon's meetings.

e. He is expected to attend faithfully regular scheduled business meetings.

f. He will serve on or attend the meetings of a functioning church committee

g. He will meet regularly with the Pastor and the Deacon's for prayer prior to Sunday morning services.

h. He will read "The Baptist Deacon" by Robert E. Naylor or "Now You Are a Deacon" by Howard Foshee.

ARTICLE VI OTHER ELECTED LEADERS

All elected church leaders shall have been members of this local body for thirty (30) days prior to their election.

A. NON DEPARTMENTAL LEADERS:

Non Departmental leaders shall be as follows: Trustees, Treasurer, Assistant Treasurer, Church Clerk, Financial Secretary and Church Webmaster.

1. TRUSTEES:

a. **NUMBER AND ELECTION:** The Trustees are to be three (3) in number and elected for a term of three (3) years each.. The church may fill vacancies as they occur and the senior Trustee is to be chairman. Trustees may be reelected but will not retain seniority.

b. DUTIES:

(1) The senior Trustee shall be responsible for safety deposit box keys.

(2) The Trustees are the legal representatives of the church and custodians of all legal documents.

(3) No member or group shall have power to buy, sell, mortgage, lease, or transfer property or cause any ongoing obligation, without specific vote of the church authorizing such action.

(4) The above shall apply to all mission property.

(5) All power and suites of the Trustees are to conform to the Charter of the church and to the laws of the state of Washington with reference to church property.

(6) There shall be a yearly inventory of the safety deposit box and legal papers, and church insurance updating by November 1 of each year and a report shall be brought to the church at the following business meeting.

2. TREASURER AND ASSISTANT TREASURER:

a. The Treasurer and Assistant Treasurer shall be ex-officio members of the Finance Committee.

b. All Monies received will go to the unified budget and be distributed according to the budget, with the exception of designated gifts.

c. It shall be their duty to pay all authorized warrants, keep true and fair books of accounts, and render monthly to the church a statement of all receipts and disbursements.

d. All checks shall be signed by the Treasurer, Assistant Treasurer, or the Chairperson of the Finance Committee.

3. CHURCH CLERK

It shall be the duty of the clerk to keep a correct record of the proceedings of the church in business meetings, to keep a register of names of the members of the church, to be custodian of records and non-legal papers belonging to the church, and to provide annually a statement of gains and losses of membership.

4. FINANCIAL SECRETARY

a. The Financial Secretary shall receive empty envelopes after the money has been removed and counted by the elected counters.

b. From these, individual credit shall be given and he/she shall be responsible for preparing and distributing annual statements to all contributing.

c. The term of office shall be one (1) year and is to run from January 1 to December 31 of each year.

5. CHURCH WEBMASTER

a. The purpose of the Church Webmaster is to develop and maintain the church website - www.ohsbc.org --and manage the associated email addresses in accordance with the church On-Line Policy Statement.

b. Have a knowledge_of (X)HTML and CSS. Have a basic knowledge of Javascript, PHP, FTP, Unix server administration, Apache, and graphic design principles. A "trainee" within the required disciplines is acceptable, provided that such person is faithful in church attendance and has access to mentoring within the required disciplines.

c. Routinely check for dead links and keep all content current. Ensure markup is compliant with latest W3C standards and renders correctly in most common browsers. Ensure website is accessible to those with disabilities.

d. Keep the ohsbc.org domain registration current and keep all contact information up to date. Notify the church office when the domain is about to expire.

e. Work with the current host provider on all technical issues associated with the church website.

f. Keep domain and host server passwords secure and change as required.

g. Add or remove content on behalf of the church.

B. DEPARTMENT HEADS

The Department Heads shall be the directors of the Sunday School, Music, and Children's Ministries.

1. SUNDAY SCHOOL DIRECTOR

The Sunday School Director shall oversee the work of the Sunday School organization

a. Departmental directors within the Sunday School organization shall oversee their departments and report to the Sunday School Director as required.

b. The Sunday School Teachers, Assistant Sunday School Teachers, and/or substitute teachers shall assume responsibility for the spiritual growth of their classes and will keep their directors informed of any spiritual or physical needs within their classes.

2. MUSIC DIRECTOR

a. The Music Director shall oversee the music program of the church and direct the adult choir.

b. See to the upkeep and repair of all musical instruments.

c. Nominate names to the Nominating committee for the office of church pianist and organist as needs arise.

d. Be responsible for the upkeep of the hymnals.

e. Submit request for funds through the Finance committee annually.

3. CHILDREN'S MINISTRIES DIRECTOR

a. To oversee the Nursery and Extended Session Program.

b. To develop and coordinate Ministry Teams for Children's Worship Time

c. To develop children/family enrichment times which operate outside the Sunday School or regular morning services.

d. To recommend funding for the program and oversee authorized spending through Annual Budget as authorized through the Finance Committee.

e. To coordinate efforts with and between other committees, departments and ministries of the church toward facilitating these specific goals.

C. All persons elected to serve in any of the above positions, with the exception of Trustee and Financial Secretary shall be elected to serve for one (1) associational year.

ARTICLE VII COMMITTEES

The standing committees of the church shall be as follows; Building and Grounds, Church Council, Counting, Finance, Hospitality, Library, Technology Services, Missions, Nominating, Personnel, and Usher.

A. All persons elected to any committee, unless otherwise noted, will serve for a period of two years each.

1. Election of Committee Chairman

a. Each committee shall elect a person to chair said committee.

b. During the first week of the new associational church year October 1 each year, each committee shall meet and elect a chairperson.

c. The period of the chairman term shall be for one (1) year.

2. A committee may elect to continue the incumbent person for an additional year.
 - a. Responsibility for chairing the 1st meeting of the church year shall be on the outgoing committee chairperson.
 - b. A written report of each committee's elections shall be due to the Nominating Committee by October 15th of each year.
 - c. Newly constituted committees in existence for more than one (1) year will have written guidelines submitted to the church secretary.
 - d. Persons who wish to be removed from a committee after being elected by the congregation must express this to the committee chairperson or the Nominating Committee chairperson in writing. After the Nominating Committee receives written notification, a replacement will be sought.
 - e. Other committees may be created as the need arises.
 - f. Ex-Officio members shall be non-voting members.

B. BUILDING AND GROUNDS

1. The committee shall be responsible to see that all repair work is done on all the church property, and proceed with work projects it deems necessary.
2. The committee shall meet at least once each month to assign priorities to outstanding requests and draft a report for the business meeting.
3. The chairperson of the committee shall not be a Trustee.
4. Make decisions on the use of the facilities by outside groups, other than wedding parties.
5. Check with the church secretary to clear the calendar before any confirmation is made.

C. CHURCH COUNCIL

1. The Church Council shall consist of the Pastor, Chairman of the Deacons, Chairman of the Trustees, Sunday School Director, Children's Ministry Director, Music Director, Secretary, all Committee Chairmen and others that the Pastor(s) may appoint.
 - a. They shall meet at a minimum once a quarter.
 2. They shall coordinate the overall church program.
 3. They shall ensure that all committees are meeting deadlines and are active. Provide assistance as required.

D. COUNTING

1. The Counting committee shall consist of at least enough members to adequately allow for 2-person rotation assignments.
2. They shall count the money and see that a deposit is made each week. All receipts shall be counted in the presence of at least two members of the Counting Committee.

E. FINANCE

1. The Finance Committee shall ideally consist of at least six (6) members.
2. The Finance Committee shall be responsible for making the church budget and keeping expenditures in accordance with it.
3. A proposed budget shall be published at least ten days prior to the business meeting at which it is to be adopted. The committee shall oversee all deposits and withdrawals from the current expense account. In the case of items not included in the budget, the committee will meet and may approve on such, except those items in excess of \$750.00 must be voted on and approved by the church.
4. No member or group shall have power to cause any ongoing obligation without a vote of the church authorizing such action.

F. HOSPITALITY

1. Be prepared to assist Sunday School class and Family Deacon to help provide food for church family in need of meal assistance.
2. Oversee the operation of the kitchen; see policies.
3. Keep the kitchen stocked with paper goods to be used.
4. Be available to help organize church-wide fellowships.
5. Recommend funds for the committee's budget account and oversee the authorized spending.

G. LIBRARY

1. They are responsible for all books and equipment assigned to the library.
2. They are responsible to see that all books are checked in and out.
3. They are to have the library open for member's use as staff is available.
4. They shall make a written report to the business meeting.

H. TECHNOLOGY SERVICES

1. The Technology Services committee shall be responsible for the control of all media equipment assigned to the church. Any new functionality or software (excepting new versions) for the equipment must be brought before the church at a regular or special called business meeting.
2. They shall keep the media equipment in working order.
3. Submit request for funds through the Finance committee annually.
4. Keep all available service records and available manuals for equipment. These records and manuals shall be stored in the amplification room.

I. MISSIONS

1. Be responsible for the mission outreach arm of the church into the community.
2. Keep the church informed of possible mission opportunities in our area.
3. Promote the Local, state and Foreign Missionary programs within the church.
4. Request funds for the committee's budget account and oversee the authorized spending.

J. NOMINATING

1. **Principal Functions**-- The principal function of the Nominating committee is to lead in the staffing of church elected positions that are filled by volunteers.

2. **Membership**--The task of the Nominating Committee demands members who know their jobs and are committed to serve throughout the year. They must be willing to spend the time necessary to do their work effectively. They should have more than a nominal interest in the life and work of the church. Because the committee deals with people and personalities, the members must be persons of integrity who can evaluate objectively and keep the committee's discussions in strict confidence.

3. Meetings and Reports

The Nominating Committee shall function based upon the church's fiscal year calendar of January through December. The full committee will meet in February of each year to establish the membership of the subcommittees. The program organization shall meet as necessary in order to present to the church their nominees for the directors, leaders, and teachers of the program organizations during the August first business conference. The Officers/Committees subcommittee shall meet as necessary in order to present their nominees for church officers and committee members during the September first business meeting. Reports and nominations to fill vacancies can be made at any regular or called church meeting. Those nominations will be to fill the remaining time in a position.

4. Duties

- a. Select, interview, and enlist church program organization leaders.
- b. The Nominating Committee will partner with program and committee leaders to select, interview, enlist and present for nomination volunteer workers based on their spiritual gifts, heart, ability, personalities, and experience. Volunteers will be presented to the church for election prior to beginning service in leadership or ministry positions. Approve volunteer workers before they are invited to serve in church-elected leadership positions. The program organization leaders will be enlisting workers to serve in leadership positions. **The Nominating Committee will approve these workers before the program leaders enlist them.**
- c. Distribute church leadership according to priority needs. Leaders should be placed in places where their spiritual gifts, heart, abilities, personality, and experience (SHAPE) can best be used to help the church move toward the accomplishment of its mission.
- d. Assist church leaders in discovering and enlisting qualified persons to fill church- elected positions of leadership in their respective organizations. The Nominating Committee should be a resource from which the program leaders get assistance in discovering potential workers.
- e. Present volunteer workers to the church for election. The Nominating Committee is responsible for nominating workers to the church for official election.

K. PERSONNEL

1. The Personnel Committee shall consist of two or more members. It shall be their responsibility to recommend to the church vocational staff, with the council of the Pastor.
2. The Personnel Committee shall conduct an annual review in July of all church and vocational staff.
3. A report of this annual review is to be given prior to the July business meeting.
4. The committee shall also arbitrate any grievances of the church staff members.
5. The committee shall have responsibility to employ and terminate vocational staff members.

L. USHER

1. Provide people to take offerings and pass out visitor's cards and bulletins at all worship and revival services.
2. Greet and seat people as they arrive for worship services.
3. Regulate the temperature in the sanctuary during worship services.
4. Monitor the lights and heating in the church and educational spaces.
5. The head usher is responsible for the deposits of all offerings received during the worship services.

ARTICLE VIII MEETINGS

The Moderator shall be the Pastor. In the absence of the Pastor, the Chairman of Deacons shall preside. In the absence of both, a Deacon present shall call the church to order and a moderator pro-tem shall then be elected.

A. The fiscal year of the church shall run from January 1 through December 31. The associational year shall run from October 1 through September 30 of the following year.

B. The meetings of the church shall consist of Morning and Evening Worship Services, Sunday School and Church Training on Sunday, midweek service on Wednesday evening unless otherwise determined by the church, any revivals or other services authorized by the church.

C. The program of the church and its regular stated meetings, as named herein, shall take precedence over all and any meetings, programs and the like of any organization within or without the church.

D. Special meetings may be called by the Pastor or by the Chairman of Deacons, to be announced in a regular scheduled service prior to the meetings.

E. A majority vote of members present during a regular monthly business meeting shall be necessary for the transition of business.

F. A monthly business meeting shall be held on the third Wednesday each month unless changed by the church's vote.

G. ROBERT'S RULES OF ORDER shall govern the conduct of business at all meetings.

ARTICLE IX AMENDMENT

Amendments to this Constitution and Bylaws may be made at any regular or special called business meeting provided that the proposed Amendment or Bylaw is distributed publicly in a church meeting at least thirty (30) days prior to the time of voting. Amendments to this constitution and Bylaws must receive the affirmation vote of at least three fourths (3/4) of the members present and voting.

ARTICLE X ANNUAL REVIEW

A. A review of the Constitution and Bylaws is to be conducted annually in August. A report is to be prepared and read to the church at the September business meeting.

1. Those responsible for conducting this review are:

- a. Chairman of Deacons
- b. Chairperson of Finance Committee
- c. Chairperson of Nominating Committee
- d. The Sunday School Director
- e. Chairman of the Trustees

2. Ex-officio members of the church are to participate in this review.

3. In the event that one of the afore mentioned review committee members is not available for such reason as the position being vacant, the Pastor shall appoint a member of the church to fill that position.