

**OAK HARBOR SOUTHERN BAPTIST CHURCH
BYLAWS
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**Adopted as Amended
2/29/23**

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.

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:
The member has been reprovod 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 dismission 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 on which he participates.

3. The will of the church regarding 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 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. Vacation Days shall be fifteen (15) working days annually, with full pay, and cannot be accumulated from one year to another.

d. Items a, b, and c 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 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 where they serve.

4. The will of the church regarding 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. The staff worker shall be under the supervisory responsibility of the Pastor and responsible directly to him.

6. 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. Vacation Days shall be fifteen (15) working days annually, with full pay, and cannot be accumulated from one year to another. The time of vacation shall 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.

d. Items a, b, and c shall be monitored by the Finance Committee.

7. TERMINATION OF THE STAFF WORKER: Associate Pastor(s)/Minister(s)

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.

c. The will of the church in regard to the call or discharge of the Church Staff Worker(s) 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.

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, or salary, and term/rate of employment shall be agreed upon by the church at the time of employment and may be changed at any regular business meeting of the church upon recommendations from the Personnel and Finance Committee, or a motion from the floor.

b. The vacation days shall be fifteen (15) annual working days for exempt-status vocational workers and cannot be accumulated from one year to another.

c. Sick leave shall be fifteen (15) annual working days for exempt-status vocational workers 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) 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.

c. There would be no salary or severance involved for those who are non-paid/volunteer staff. Vocational staff that are non-exempt paid staff shall receive compensation for unused vacation they have earned.

d. Items a, b and c shall be monitored by the Finance Committee.

e. The will of the church in regards to the call or discharge of exempt vocational 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.

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 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 ensure 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.

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 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.

f. 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) 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.

(7) In January of each year, the Trustees shall audit the church financial records. They may convene an Audit Committee for this purpose. The report of the audit shall be due at a scheduled business meeting upon completion of the audit.

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 be deposited to the Church bank account and be distributed according to the approved budget.

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 the tithing envelopes, the Financial Secretary shall prepare individual giving statements, and be responsible for distributing annual contribution statements for tax purposes for those who gave \$250 or more during the calendar year.

c. There will be no financial record of In-Kind giving, or for cash donations that were not given through an offering envelope.

d. 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 Online 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 assets.
- 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 budget request 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.
- f.** The director shall require background checks for all workers in the Children's Ministry. Background checks shall be completed before a worker starts in the Children's Ministry.
- g.** The director shall allow only adult church members to serve in the Children's Ministries and two adults should be present in the classrooms.

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. Submit budget requests to the Finance Committee annually. All persons elected to any committee, unless otherwise noted, will serve for a period of two (2) years each.

- 1. Election of Committee Chairperson**
 - 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 chairperson 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.

A. 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.** The Committee shall make decisions on the use of the facilities by outside groups based on compliance with our church use-permitting process and in coordination with the church secretary who schedules the church calendar. No confirmation to building use is to be made without permit compliance and church scheduling through the Secretary.
- 5.** The Pastor is responsible for scheduling facility use for weddings and funerals.

B. 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 Chairperson and others that the Pastor(s) may appoint.
2. They shall meet at a minimum once a quarter.
3. They shall coordinate the overall church program.

C. 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.

D. FINANCE

1. The Finance Committee shall ideally consist of at least six (6) members.
2. The Finance Committee shall be responsible for proposing 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.
4. The committee shall oversee all deposits and withdrawals from the Church account. This oversight responsibility requires close coordination with the Treasurer.
5. Items that are not included in the budget, which are presented for reimbursement or purchase, which are less than \$750 may, or may not, be approved by the Finance Chair. Without approval, the Treasurer will not be authorized to write a check.
6. No member or group shall have power to cause any ongoing obligation without a vote of the church authorizing such action.

E. 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.

F. 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.

G. 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. Keep all available service records and available manuals for equipment. These records and manuals shall be stored in the amplification room.

H. 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.

I. NOMINATING

1. Select, interview, and enlist church members to serve on the committees of the church. Partner with committees and departments, where feasible, to recruit volunteers for said committees and departments.

2. Present volunteer workers to the church for election during a regular or called business meeting. Nominations may also be made from the floor.

J. 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 counsel of the Pastor.

2. They should consult with the Finance Committee to see if the budget can sustain a new employee.

3. The Personnel Committee shall conduct an annual review in July of all church and vocational staff. A report of this annual review is to be given at the next business meeting.

4. Grievances arising from insufficient work performance or lack of quality work are to be arbitrated by the Personnel Committee as they are responsible to oversee the work of vocational workers.

5. The Personnel Committee does not have the power to act of its own accord in the hiring/termination process but is required to recommend hiring or termination before the church body in a regularly scheduled or called business meeting.

K. 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 business meeting shall be necessary for the transition of business.
- f. A regular business meeting shall be held quarterly.
- g. ROBERT'S RULES OF ORDER shall govern the conduct of business 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 upon completion at the-next 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 above committees may 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.