

**First Baptist Church of Gibsonville Inc.  
By-Laws**

**Article I  
Membership**

**Section 1 - General**

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

**Section 2 – Membership**

Any person may offer himself/herself as a candidate for membership in this church. Each candidate will meet with a personal counselor to confirm their salvation experience. Each such candidate shall be presented to the church at any regular worship service for membership in any of the following ways:

1. By profession of faith and for baptism according to the policies of this church
2. By promise of a letter from another Baptist church
3. By statement of prior conversion experience through faith followed by baptism by immersion in a church of like faith. (A church of like faith shall be determined by the discretion of the Pastor/Deacons).

Should there be any question that might require prayer, thought or study, or if there is any dissent as to any candidate, such question or dissent shall be referred to the Pastor, and at his discretion to the Deacons for the making of a recommendation within thirty (30) days to the church.

The membership of this church shall consist of persons who confess Jesus Christ to be their personal Savior and Lord and who (1) after due examination by the church as to their Christian experience, and if coming from another church the receipt of an acceptable letter of recommendation or satisfactory substitute, (2) have been accepted by affirmative vote of the church and have been baptized by immersion, (3) enter into its covenant.

**Section 3 – Covenant of Members**

1. It shall be the duty of the members to honor, esteem, and love their Pastor(s) and staff, to pray for them constantly, and to manifest a tender regard for their reputation.
2. It shall be the duty of the members of the church to attend its regular meetings appointed by its authority, to cultivate personal holiness and practice family devotion; to sustain the public worship of Almighty God and the ordinances of the Gospel; to contribute to the necessary expenditures of the church, the spread of the Gospel to all nations, and to the relief of the poor; to watch over and counsel one another in a spirit of brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to strive for the growth of the whole body in Christian knowledge and holiness and to govern their actions, conversation and hearts by the precepts of God's Word.
3. Members moving from the Gibsonville, NC area shall be encouraged to unite with another church of like faith and order.

#### **Section 4 – Rights of Members**

Members in good standing as defined in sections 2-3 above may participate in the ministries of the church, vote in church conferences, hold office, and exercise leadership and service.

#### **Section 5 – Termination of Membership**

Membership shall be terminated in the following ways:

1. Death
2. Transfer to another Baptist church
3. Affiliation with a church of another denomination
4. Exclusion by action of the church (Mathew 18:15-22)
5. By a written request of member desiring his termination
6. In the event that a member cannot be contacted by the church or does not contact the church or the Pastor for 5 years their names will be removed from the membership role. (The church shall make every effort possible to stay in contact with all members).

#### **Section 6 – Restoration of Membership**

Any person whose membership was terminated by the exclusion action of the church may be restored upon evidence of his repentance and reformation by recommendation of the Pastor and Deacons and affirmation vote of the church.

#### **Section 7 – Record of Membership**

A recording secretary, at the direction of the church clerk, shall keep an accurate roll of all members and their information.

### **Article II Church Ordinances**

#### **Section 1 – Baptism**

The church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

- 1) Baptism shall be by immersion.
- 2) The Pastor, any ordained Pastor, or any ordained member of First Baptist Church shall administer baptism. The Deacons and/or the Baptismal Committee shall assist in the preparation for the observance of baptism.
- 3) Baptism shall be administered as an act of worship during any worship service of the church.
- 4) Baptism is a prerequisite to church membership.

#### **Section 2 – The Lord’s Supper**

The church shall observe the Lord’s Supper quarterly, unless otherwise scheduled by the church. The Pastor and the Deacons shall administer the Lord’s Supper, with the Deacons being responsible for the physical preparation.

## **Article III Church Organization**

### **Section 1 – General**

The church is both a spiritual body and a non-profit corporation under the laws of the State of North Carolina. The Church is subject to the authority of Scripture in all matters and subject to the rules of duly constituted public authority (Romans 13:1-7). The church organization is to provide the mechanism for the orderly activity of the church body.

### **Section 2 – Church Meetings**

1. The church shall meet regularly each Sunday morning and night and every Wednesday night of the month to worship as determined by the Pastor and Deacons. Additionally, the church may meet at such other dates and times as may be deemed appropriate by the Pastor for the purpose of worship, edification, and proclamation.
2. The church shall meet in regularly scheduled or duly called conference for the purpose of conducting the business of the Church.
3. Regular church conferences are to be scheduled to be held quarterly during our Sunday evening worship service.
4. Other church conferences may be called by giving at least ten days notice through the mailing of a notice of meeting to the membership or through announcement during the regular Sunday morning worship service.
5. A Pastor of the church shall act as a non-voting moderator, except in the event of a tie, in all meetings for the transaction of business. In the event of the absence of a Pastor, the Chairman of Deacons shall preside as moderator, and in the absence of both the Pastor(s) and Chairman of Deacons, the Vice Chairman of Deacons shall preside as Moderator. In the absences of these, the church clerk shall call the meeting to order and preside for the election of “an acting moderator”.
6. It shall be the duty of the Moderator to keep order, state and explain propositions.
7. Items of business from individuals and committees shall be submitted in writing for the agenda at least two (2) days prior to the church conference.
8. The business of the church will be conducted according to Robert’s Rules of Order.
9. At least annually the following matters shall be brought before the church in conference:
  - a. Proposed Deacons to serve the church body as may be necessary to fill vacancies or to increase the size of that body.
  - b. Proposed members of the Nominating Committee as may be necessary to fill vacancies in that body.

- c. Messengers to represent the body before local, state and national conventions of the Southern Baptist denomination.
- d. An annual church budget or any proposed change to the church's current budget.

Additionally, the following matters are to be brought to conference:

- a. Any proposed change to the Church Constitution and By-Laws.
- b. Any proposed action by a duly constituted Pulpit Committee.
- c. Membership admissions and terminations.
- d. Building of facilities, buying or selling property

### **Section 3 – Committees**

**1. Number of Committees** – The church shall elect committees as may be deemed necessary to carry out the various phases of the church program efficiently and effectively.

**2. Committee's Authority** – Each committee has authority to carry out its ministry and responsibilities within its job description and budget as described in the Operations Manual. Each committee is held responsible by the Pastor, Leadership team, and Church Body.

**3. Term of Office** – All committees shall be elected annually. Any deviation from this section will be noted in that committee's job description in the operations manual.

**4. Special Committees** - Special committees shall be elected for special obligations as desired by the church.

**5. Committee Changes** – The church may establish or retire any committee as the programs of the church change.

### **Section 4 - Trustees**

The Trustees also known as the Board of Directors shall consist of five persons elected from the church membership and shall operate under the corporate name of "First Baptist Church of Gibsonville, NC Inc." The function of the Trustees is to serve with the Pastor in performing the legal and business affairs of the church.

A regular term of office for a Trustee shall be five years. After serving a five-year term, at least one year must elapse before a Trustee is eligible for re-election.

Vacancies occurring in the Trustees for any reason shall be reported to the Nominating Committee. The Nominating Committee shall then recommend to the church a suitable person to fill such vacancy for the remainder of the uninspired term. A Trustee is not required to be a deacon.

The Duties of the Trustees are:

- (1) They shall be the legal representatives of the Church and as such they are given authority to execute deeds, debentures, mortgages, liens, and other legal documents for the church, but shall have no authority or privileges to buy, sell, mortgage, lease, etc., any property of the church without approval of the church body.
- (2) The Trustees shall have supervision and maintain any deeds, bonds, insurance policies and important papers of the church. They are further authorized to receive and disburse monies in accordance with terms of wills, bequests and special instruments wherein the church is named beneficiary.
- (3) Monies received from the selling of church properties, wills, trusts, etc., will be placed in an account decided by the Trustees.
- (4) The Trustees shall make at least one written report annually to the church and said report may be incorporated in any annual report. A quarterly report shall be presented at the Quarterly Church Conferences as deemed necessary.
- (5) The Trustees shall elect the following officers:

A. Chairman: The Chairman shall be the principal Executive Officer of the Corporation, and subject to the control of the Trustees, shall supervise and control the management of the Corporation in accordance with these By-Laws. The Chairman shall, when present, preside at all meetings of the members. The Chairman shall sign, with any other proper officer, any deeds, mortgages, bonds, contracts, or other instruments, which may be lawfully executed on behalf of the Corporation. The Chairman shall perform all duties incident to the office of Chairman and such other duties as may be prescribed by the Trustees from time to time.

B. Vice-Chairman: The Vice-Chairman in the absence or disability of the Chairman, perform the duties and exercise the powers of that office. In addition, they shall perform such other duties and have such other powers, as the Trustees shall prescribe. The Vice-Chairman shall sign, with any other proper officer, any deeds, mortgages, bonds, contracts, or other instruments, which may be lawfully executed on behalf of the Corporation, if the Chairman is unavailable.

C. Secretary: The Secretary shall keep a true and legal record of the minutes of the Trustees meetings, attest and affix the corporate seal to all legal papers of the Church and shall perform such other duties and have such other powers as may from time to time be delegated to him by the Trustees. The secretary shall sign, with any other proper officer, any deeds, mortgages, bonds, contracts, or other instruments, which may be lawfully executed on behalf of the Corporation, if needed.

D. Treasurer: The Treasurer shall be charged with the oversight of the financial affairs of the corporation and shall have the responsibility to recommend action concerning the corporation's financial affairs to the Pastor and/or Trustees. The Treasurer shall be an ex-officio member, without vote, of the Finance and Budget committee. The Treasurer shall also be responsible for the safe keeping of

the titles to the property of the church and other important documents of the church.

E. Assistant Secretary: The Assistant Secretary in the absence of the Secretary shall keep a true and legal record of the minutes of the Trustee's meetings.

**Section 5 – Deacons - *Chairman is a leadership team member***

In accordance with the meaning of the word “deacon” as practiced in the New Testament, Deacons are to be servants of the Church Body. The function of the deacon is to serve with the Pastor in performing the tasks of the church of worshipping, proclaiming, educating and ministering.

1. The officers of the Deacons, all of whom shall be members of the church in full fellowship and active Deacons, shall be as follows: The Chairman, Vice Chairman, and Secretary.
  - A. The Chairman shall preside at all meetings of the Deacons, will also moderate all church business meetings in the absence of the Pastor or at his request and shall perform such other duties as may be provided by the Charter or the By-Laws as amended.
  - B. The Vice Chairman shall act in the absence of the Chairman and shall perform such other duties as may be provided by the Charter or the By-Laws as amended.
  - C. The Secretary shall keep a true and legal record of the minutes of the meetings of the Deacons and shall perform such other duties as may be provided by the Charter or the By-Laws as amended.
2. The number of Deacons shall be not less than three and no more than twenty. The number of Deacons shall be based on the needs of the Church and the total membership of the Church. The needs of the Church in regard to the number of Deacons shall be determined by the deacon body and recommended to the church membership for action.
3. The term of each Deacon shall be three (3) years. No Deacon shall be eligible for reelection for at least one (1) year after the expiration of each term of service.
4. The Deacons shall be associated with the Pastor(s) as counselors. It shall be the duty of the Deacons to seek the salvation of the lost, and to promote the Kingdom of God on earth, and to devote themselves to the spiritual welfare of the members and to their active enlistment in church service, and to use all proper efforts to reclaim such members as may become remiss in their obligations. The Deacons shall assist the Pastor(s) in the administration of the ordinances and to ascertain such members of the church as may need assistance, and to use for their relief when necessary, the offerings of the church donated for such purpose. It shall be their duty to meet for the consideration of their specific duties and the general welfare of the church, and to make such recommendations to the church as approved by a majority of the Deacons for action as may seem to them to

be expedient. It shall be their duty to set the example in attendance upon all regular services.

### **Section 6 – Nominating Committee**

The Nominating Committee is a seven (7)-member committee of church members. Three (3) of these members are elected by the church and the remaining four consist of the Sunday School Director, Discipleship Director, Women’s Ministry Director, and Men’s Ministry Director. This committee will be included with the nominating report to be voted on by the church.

The function of the seven member Nominating Committee is to examine and nominate the most effective person for vacancies in each volunteer position of our church subject to the approval of the Pastor.

Responsibilities of the Nominating Committee are as follows:

1. They will serve in this position from September to August.
2. They will be responsible for filling any vacancy that may occur during this period.
3. They will also be nominating officers and teachers for the following year.
4. Every aspect of the Committee’s work should be prayerfully considered. We must not rely on friendship, experience, or casual observation unless they are placed under the Lordship of Christ through prayer.
5. No one should be approached about any position before they are submitted to and approved by the Nominating Committee.
6. Each possible nominee should be discussed openly and in complete confidence within the Committee to a degree that the Committee can recommend them in good faith.
7. If someone “volunteers” for a position, the person to whom they volunteer should explain the nominating process and immediately forward their name to the Nominating Committee to be processed.

### **Nominee Guidelines are as follows:**

1. Each person should have the experience, desire, and sense of God’s will necessary for the job.
2. They should have a call of God to fulfill the position and have a desire to advance the area of ministry as it relates to the Mission and Vision of the Church.
3. They should be actively involved in the church body.
4. They must demonstrate full support for the staff and programs of the church.

### **Section 7 - Budget and Finance Committee - *Chairperson is a leadership team member***

The primary function of the Budget and Finance Committee is to continuously review the financial affairs of the Church to provide a level of stewardship accountability for the

church staff and directors to the church membership. The committee shall consist of a chairperson, the finance secretary, the church Treasurer, a teller, and two at-large members each selected annually by the Nominating Committee and approved by the church. The Trustee Treasurer shall be an ex-officio, without a vote, member of the committee.

1. This committee meets quarterly (or as required by its Chairman) to examine prior approved disbursements, to consider the accounting and financial systems of the church, to measure actual financial operations to budgeted amounts, and to advise the Trustees of any action needed by that body in the financial area.
2. The church fiscal year shall run from January 1 through December 31.
3. They shall develop a proposed church budget for the next fiscal year. In preparing the budget, the committee shall confer with the head of each organization of the church and the Trustees for a joint recommendation.
4. Any non-budgeted item shall be presented to this committee for financial availability before presenting to the church.
5. They shall choose an outside independent auditor to audit books as deemed necessary by Budget/Finance committee and the Trustees.

### **Section 8 –Leadership Team (updated 7/22/07)**

Regular members of the Leadership Team shall be the Ministerial Staff, Preschool Director, Children Director, Youth Director, Chairman of the Deacons, Church Clerk, Church Treasurer, Sunday School Director, Director of Women’s Ministries, Director of Men’s Ministries, Chairman of Building and Grounds, Chairman of Budget/Finance Committee, Chairman of the Outreach Committee, and Chairman of Missions Committee. The Pastor shall serve as the ex-officio member without vote.

The leadership team shall serve the church by assisting the Pastor in planning, coordinating, conducting, and evaluating the administration, ministries and programs of the church and its organizations.

#### **The Primary Functions of the Leadership Team shall be ...**

1. To review and coordinate administrative, ministry and program plans recommended by church officers, organizations, committees, and the church body at large.
2. To place on the church calendar administrative, ministry and program plans.
3. To recommend to the church suggested objectives and church goals.
4. To evaluate achievements in terms of church objectives and goals.
5. To meet monthly. There must be a minimum of two-thirds (2/3) of the leadership team members (members consist of filled positions) present to administer a binding vote on any church business.
6. To hold each committee and organization accountable for performing their assigned duties.



7. All items of business coming from an individual must be approved by the leadership team before being presented to the church body for approval.
8. The Leadership Team is authorized to approve to spending of up to \$3,000.00 for non-budgeted items without a vote coming from the church body.

Note: A person may not sit on the leadership team representing two or more committees. The committee chairperson may choose another person or preferably a committee member to represent their committee.

## **Article IV**

### **Church Officers**

#### **Section 1 – Pastor**

##### **Qualifications**

The Pastor shall possess the ideals demonstrated in the teachings of the New Testament (I Timothy 3:1-7)

##### **Responsibilities**

The Pastor shall be responsible for leading the church to function as a New Testament church. This ministry involves two distinct, and yet important aspects. The Pastor shall be involved in leading both the administration and the Pastoral ministries of this church.

1. The Pastor shall lead the congregation, the organizations, and the church staff to perform their tasks. He shall also work with the leadership team, committees, and Trustees to help oversee the administration of the church.
2. The Pastor shall serve as leader of Pastoral ministries in the church such as: a) leading the church in the achievement of it's mission, b) proclaiming the gospel to believers and unbelievers, c) visiting members and prospects, d) caring for the church's members and other persons in the community, e) equipping the saints for service and leading them to increase their effectiveness in service, f) working with deacons, church officers, and committees as they perform their assigned responsibilities, and g) training and leading deacons in a program to minister to families.
3. The Pastor shall serve as the preacher/teacher by virtue of his calling. He shall lead in observance of the ordinances and work with the Minister of Music to plan and conduct the worship services.
4. The Pastor, or his designee, shall be considered an ex-officio member, without vote, of all committees.
5. The Pastor shall serve as moderator of church business meetings.
6. The Pastor shall serve as the moderator of the leadership team to lead in planning, directing, coordinating, and evaluating the total program of the church.
7. The Pastor along with the Personnel Committee shall be responsible for removing, replacing, or realigning existing staff positions, as they deem necessary and appropriate.

8. The Pastor shall supervise the ministerial staff, lead them spiritually and see that their duties are performed satisfactorily. It is understood that the Pastor may delegate some of this responsibility to other ministerial staff members.
9. The Pastor shall counsel with members as necessary.
10. The Pastor shall keep the church informed of associational, state, and national denominational affairs.
11. The Pastor shall oversee the total ministry of the Church.

### **Election**

A Pastor shall be chosen and called by the church whenever a vacancy occurs. He shall be called by the church upon the recommendation of the Pastor Search Committee. A Pastor's election shall take place at a church meeting called for that purpose.

1. The Pastor Search Committee shall bring to the consideration of the church only one name at a time. Each candidate shall be encouraged by the Pastor Search Committee to preach at least one trial sermon to the Church. The election shall be by ballot of those members present at the meeting called for that purpose. An affirmative vote of three fourths ( $\frac{3}{4}$ ) (or higher if requested by the candidate) of those members present shall be required to elect a Pastor.
2. The salary, conditions of employment, and benefits of the Pastor's position shall be pre-approved by the Finance and Personnel Committees and shall be provided in writing to the candidate by the Pastor Search Committee prior to the election. All arrangements and commitments made by the Pastor Search Committee in discussions with the candidate shall be confirmed in writing as a precaution against any possible misunderstanding of commitments or intentions. These arrangements and commitments shall be disclosed to the Membership prior to the candidate's election. Any change in the arrangements and commitments concerning the candidate shall be disclosed to the membership prior to the candidate's election. For example, if a change in the church budget becomes necessary to meet the proposed financial commitments concerning the candidate, the church must approve the revised budget.
3. The Pastor's salary, conditions of employment, and benefits shall be reviewed annually by the Personnel and Budget and Finance Committees.
4. The Pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request (see Termination).

### **Termination**

A Pastor shall serve until the relationship is terminated by the Pastor or the Church as a result of one of the following conditions:

1. By resignation or retirement, upon at least two weeks notice given to the Church
2. By dismissal
3. By death

When an individual or group believes that there are sufficient reasons to dismiss the Pastor, and desires that action be taken to that end, the following procedures shall be employed in the spirit of Galatians 6:1 and Matthew 18:15-17, if the matters cannot be resolved by discussion and negotiation between the Pastor and the individual or groups.

a. The individual or group shall set forth the reasons, in writing, that such individual or group believes are sufficient to dismiss the Pastor and present such reasons to the Deacons, and Trustees, in the presence of the Pastor, for discussion and clarification.

b. If two-thirds (2/3) of the Deacons and Trustees present at the meeting agree that further investigation and evaluation are in order, a committee of five (5) members shall be selected to conduct an objective investigation. Such "Investigation Committee" shall be composed of the designated leader of the group bringing the charges and four (4) deacon members. Two of the Deacon members shall be selected by the Pastor and two by the Chairman of Deacons.

c. The results of the investigation and evaluation conducted by the "Investigation Committee" shall be reported to the Deacons and Trustees in the presence of the Pastor. If the charges against the Pastor are found to be valid, they shall be set forth by the Deacons, Trustees and the "Investigation Committee" in the form of a written report, with a copy, thereof, being presented to the Pastor for his review. At this point, the Deacons and Trustees shall make every effort to reconcile the differences before any further action is taken. If the Pastor, Deacons and Trustees are unable to resolve the matter to the satisfaction of all parties within a reasonable period of time, the matter will be brought before the church in a special called business meeting.

d. The moderator will ask what the pleasure of the church is and will vote on whatever motion is made and seconded by the church body. Any vote taken at the meeting shall be by written ballot. When the ballots have been counted, the moderator will first advise the Pastor, if present, of the results and then announce the results of the vote to the church congregation. A vote against the Pastor by a majority of members present will result in the Pastor's termination.

e. A summary of the meeting and the results of the vote shall be entered into the Church records.

f. In instances of proven gross misconduct as determined by the Deacons and Trustees termination of the Pastor will be immediate.

## **Section 2 – Ministerial Staff**

Ministerial staff members shall be called and employed by the Pastor and Personnel Committee. Ministerial staff members shall be considered for employment whenever a ministerial staff position becomes available. Any need to create an additional ministerial position will be voted on by the church with a recommendation from the personnel committee. The salary package will be voted on by the church body with a recommendation from the personnel and budget and finance committees.

1. The primary responsibility of such ministerial staff members shall be to serve under the leadership of the Pastor in the spiritual ministry and life of the Church.

2. Conditions of employment, duties, and responsibilities of each ministerial staff member shall be those agreed upon by the Pastor, the Personnel Committee, and the applicable staff member. The conditions of employment, duties, and responsibilities shall be generally outlined in a job description provided to each prospective ministerial staff member. The job description shall be given to the prospective ministerial staff member in writing before he or she is called and employed. The Pastor and Personnel Committee may jointly alter any ministerial staff member's job description should the needs of the Church change during such staff member's employment.
3. A ministerial staff member may be dismissed by joint approval of the Pastor and the Personnel Committee.
4. At the time of resignation, at least two week's notice shall be given to the church.

### **Section 3 – Nonministerial Staff**

Staff members shall be called and employed by the Pastor and Personnel Committee. Staff members shall be considered for employment whenever a ministerial staff position becomes available. Any need to create an additional staff position shall be voted on by the church with a recommendation from the personnel committee. The salary shall be voted on by the church body with a recommendation from the personnel and budget and finance committees.

1. The primary responsibility of such staff member shall be to serve under the leadership of the Pastor in the spiritual ministry and life of the Church.
2. Conditions of employment, duties and responsibilities of each ministerial staff member shall be those agreed upon by the Pastor, the Personnel Committee, and the applicable staff member. The conditions of employment, duties, and responsibilities shall be generally outlined in a job description provided to each prospective staff member. The job description shall be given to the prospective staff member in writing before he or she is called and employed. The Pastor and Personnel Committee may jointly alter any staff member's job description should the needs of the Church change during such staff member's employment.
3. A staff member may be dismissed by joint approval of the Pastor and the Personnel Committee.
4. At the time of resignation, at least two week's notice shall be given to the church.
5. The personnel policies of First Baptist Church, Gibsonville, N.C., as set forth in the current Personnel Policy Manual, shall act as the governing document concerning situations that may arise relating to all ministerial and nonministerial staff except the Pastor.

### **Section 4 – Clerk - a leadership team member**

The clerk shall be nominated by the Nominating Committee and elected by the church annually. His/Her duties shall be as follows:

1. Record all minutes of church conferences, called conferences, and leadership team meetings.

2. Keep an accurate roll of the church membership with dates and methods of admission and dismissal, change in name, correct mailing addresses and other pertinent information.
3. Prepare the Annual Baptist Association Letter
4. Be responsible for seeing that messengers represent our church at the Piedmont Baptist Association Meetings and the North Carolina State Baptist Association Meetings.

An Associate Clerk shall be elected to assist the Clerk when the Clerk has such a need. In the absence of the Clerk, the Associate Clerk will record the transactions at church business meetings.

**Section 5 – Treasurer and Assistant Treasurer - *Treasurer is a leadership team member***

The Treasurer shall be nominated by the Nominating Committee and elected by the church annually.

1. The Treasurer and Assistant Treasurer(s) shall be authorized to sign checks drawn on the church's bank(s) accounts and evidences of indebtedness authorized by the church. The clerk shall inform the banks regarding the names of the Treasurer (s) upon their election.
2. The Treasurer shall be responsible for accurate and timely financial records and reports being maintained by the church and shall work with the appointed staff and the financial secretary to this end.
3. The Treasurer shall be a non-voting member of the Finance Committee in order to keep the Finance Committee properly informed regarding the financial condition of the Church and to assure that the financial records will conform to the actions of the Finance Committee and the church budget.
4. The Treasurer's report and records shall be audited annually by an auditing committee or public accountant. The Treasurer shall be bonded at the church's expense.
5. The responsibilities of the Assistant Treasurer (s) shall be to assist the Treasurer in performing the duties of the Treasurer and to act in his/her stead when the Treasurer is absent or incapacitated.
6. The Assistant Treasurer is to serve whenever appropriate or necessary as the Treasurer of the Church corporation, subject to the limitations set forth in the Articles of Incorporation of the Church and its Constitution and By-Laws.

**Article V. Amendments**

Changes in the Constitution and By-Laws may be made at any business meeting of the church provided each amendment has been presented to the church in writing at least two weeks in advance. Amendments to the Constitution shall be by two-thirds vote of church members present. Amendments to the By-Laws shall have a concurrence of a majority of the members present and voting.

## **Article VI. Previous Constitutions**

All previous Constitutions and/or By-Laws shall be null and void upon the adoption of this Constitution. This Constitution will be binding immediately upon its approval.

(Revised July 2007)