

AMENDED AND RESTATED CONSTITUTION AND BYLAWS OF THE MCKINNEY FIRST BAPTIST CHURCH

MCKINNEY, TEXAS 75069

(Approved On: November 16, 2011)

PREAMBLE

Article I. Membership Article II. Church Officers Article III. Trustee Board Article IV. Church Organization Article V. Order of Business Article VI. Amendment Article VII. Availability Article VIII. Terms of Office We, whose names appear upon the membership of the Church, in order to establish and maintain a place for the teaching, preaching, and worship of Almighty God, our Heavenly Father, do hereby recognize ourselves as a sovereign local Church.

We desire to provide a place for Christian fellowship, spiritual growth for the community and for those of like faith, where our Heavenly Father, our Lord Jesus Christ, and the Holy Spirit, may be honored according to our distinctive testimonies; to assume our share of the responsibilities and the privileges of spreading the gospel of Jesus Christ by all available means, both at home and in foreign lands; and for this purpose we hereby amend and restate in their entirety the Constitution and the Bylaws of the Church and adopt the following as the Constitution and the Bylaws of the Church and submit ourselves to be governed by them.

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THE CONSTITUTION

ARTICLE I. NAME

The name of this church shall be **THE MCKINNEY FIRST BAPTIST CHURCH (the “Church”)**. The current address of the Church is 401 W. Erwin Avenue, McKinney, State of Texas 75069.

ARTICLE II. PREROGATIVES

Section 1 – The Church shall have the right to govern itself according to the standards of the Scriptures, “Endeavoring to keep the unity of the Spirit in the bond of peace.” Until we all come into unity of the faith and the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fullness of Christ.” (Ephesians 4:3, 13)

Section II – The Church shall implement its New Testament Christianity commissioned by these further prerogatives:

- a. Administer the regular Ordinances as defined in Articles V of this Constitution.
- b. Establish and maintain such departments, institutions, and services within the Church for the spreading of the gospel and its work embraced by the purposes of this local church.
- c. Examine candidates for the ministry and to ordain those who have been approved by the Church according to the standards set forth by the New Testament as recognized by the Church.
- d. Establish and/or support missionary programs according to standards set forth by the New Testament as recognized by the Church.
- e. Designate its own leaders, to appoint committees, to arrange for its own meetings, define policy by which it shall be governed and govern itself in accordance with this Constitution and the By-Laws herein and hereafter defined.

Section III – In connection therewith or incidental thereto, the Church shall have the right to purchase or acquire by gifts, bequests or otherwise, either directly or as trustee and to own, hold in trust and use, sell, convey, mortgage, lease or otherwise dispose of any real estate or chattels as may be necessary for the furtherance of its purposes; all in accordance with this Constitution and the By-Laws, or as the same may be hereafter modified or amended.

ARTICLE III. ASSOCIATION

While maintaining its inherent rights to autonomy in the conduct of its own affairs, the Church may voluntarily enter spiritual fellowship with all churches of like faith. The Church cannot enter into other formal organizational affiliation, without first the majority vote from the Officers of the Church and second by two-thirds vote of the voting membership who are in attendance at a meeting called for said purpose. No official action shall be taken at any special or regular business meeting of the Church unless thirty (30) or more of the voting membership shall be present to constitute a quorum.

ARTICLE IV. DOCTRINAL STATEMENT & CHURCH COVENENT

The Church accepts the Bible as the inspired and revealed will of God. For the purpose of all-sufficient rule for faith, practice and for maintaining general unity, we adopt the following Apostle's Creed as our statement of fundamental truths:

DOCTRINAL STATEMENT

We believe in God the Father Almighty, maker of heaven and earth, and of all things visible and invisible.

We believe in one Lord Jesus Christ, the only begotten Son of God, begotten of the Father before all worlds, God of God, Light of Light, very God, begotten, not made, being of one substance with the Father; by whom all things were made.

We believe Jesus came for the salvation and remission of sins for all men; He came down from heaven and was incarnate by the Holy Spirit of the Virgin Mary, and was made man.

We believe He was crucified also for us under Pontius Pilate; He ascended into heaven and sits on the right hand of the Father; and He shall come again, with glory, to judge both the quick and the dead; whose kingdom shall have no end.

We believe in the Holy Spirit, the Lord and Giver of Life, who proceeded from the Father and the Son; who with the Father and Son together, is worshipped and glorified; who spoke by the Prophets.

We believe that Jesus is The Christ and we are His Disciples.

We believe in one Baptism for the remission of sins.

We believe in the ordination of marriage between Male and Female as God has stated in His Word.

We believe in the birth, death and resurrection and the second coming of our Lord Jesus Christ.

Amen.

We also recognize the following:

CHURCH COVENANT

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit we do now, in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of the Church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotion; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sales of, and use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate the Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this Covenant and the principles of God's Word.

ARTICLE V. ORDINANCES

Section I - The Ordinance of Baptism by immersion in water (Matthew 28:18-20, Acts 2:38) shall be administered in the name of the Father, the Son and the Holy Spirit. This shall be administered to all those who have believed in the Lord Jesus Christ for the remission of their sins (Acts 2:38).

Section II - The Ordinance of the Lord's Supper shall be observed regularly as stated by the Scriptures (Luke 22:19-22; I Corinthians 11:23-26). The Lord's Supper shall be administered to

all those who have committed their lives to the Lord Jesus Christ (open communion) and stand in the 'present' in right relationship with Christ and their fellow man.

ARTICLE VI. MEMBERSHIP

Membership in the Church shall be extended to all candidates who give evidence of their faith in the Lord Jesus Christ, and who subscribe(s) to our Doctrinal Statement & Church Covenant and consent to be governed by this Constitution and the By-Laws as herein set forth.

ARTICLE VII. CHURCH GOVERNMENT

The spiritual Government of the Church shall be vested in the Officers of the Church to be defined as;

- i. Pastor (Spiritual Overseer)*
- ii. Deacons*

The temporal Government of the Church shall be vested in the Pastor and the Trustee Board (*the Trustee Board consists of nine members*).

Section I – The Pastor shall be the Spiritual Overseer of the Church. The Pastor shall serve as long as physically and mentally capable to perform under the duties and exhibit a life of holiness as dictated by Scriptures (Titus 1:6-8 and 1st Timothy 3:1-7). Upon the incapacity or vacancy of the Pastor, the Chairman of Deacons shall be responsible to direct the activities of the Church.

Regarding the hiring of a Pastor, the following process will occur:

- a. Search for, screen, investigate, and nominate Pastoral candidates in accordance with the process determined by the Chairman of Deacons.
- b. The Pastors' income and benefits from the Church shall be recommended by the Deacons and Trustees. The Business Office Administrator is responsible for researching and recommending a pastoral compensation package to the Deacons and Trustees of the Church.
- c. The Deacons and Trustees shall recommend to the Church the Pastor's tenure, salary and provisions of employment for approval.

Section II – In regards to the Deacons and in accordance with the spirit and practice of the New Testament, Deacons are servants of the Church (1 Timothy 3:8-13). The task of the Deacon is to serve with the Pastor in Pastoral Ministries, witnessing and caring for the Church members and other persons in the community. Given this key role, the Pastor in consultation with the Deacon body, shall appoint the Chairman of Deacons. The Deacon's primary goal is to preserve the unity of the Church so that there are no hindrances to worshipping, witnessing and achieving the Church's Mission.

Section III – The Trustees of the Church shall be the custodians of all Church property. Concerning acquisitions less than twenty-five thousand dollars (\$25,000) they shall, on behalf of the Church, have the right, power and authority to purchase, acquire by gift, devise, bequest, or otherwise, either directly or as trustees, including the right and power to acquire real estate property by the issuance of annuity bonds or other similar covenants given to persons deeding property to it; to own the beneficial title of or hold in trust as Lessee any real property needed in carrying out its plans for the furtherance of the interests of the Kingdom of God; to see, convey, lease, hypothecate or otherwise dispose of or encumber any property of the Church at any time, real or personal. The Church body shall vote upon acquiring real estate in excess of twenty-five thousand dollars (\$25,000) at large (see Article VIII Section III of the Constitution). In the action of conducting church business, all appearances of conflict of interest **must** be avoided.

ARTICLE VIII. MEETINGS

Section I – Public Worship. Meetings for public worship shall be held each Sunday and during the week as provided under the direction of the Pastor.

Section II – Annual & Quarterly Church Conference. The Officers of the Church shall call an annual Church Conference, to be held during the month of January, at which time the annual progress of the Church from the previous year will be reported. The due notice about this meeting shall be given to the Church at the Morning Worship Services on the two consecutive Sundays immediately preceding the scheduled date of the meeting. The purpose of the meeting will be:

- a. Review of Ministry Progress
- b. Review of Fiscal Matters of the preceding year
- d. Projections of Fiscal Matters of upcoming year
- e. Projection of Vision of the Ministry

Section III – Voting. For the purposes of voting, a two thirds majority vote of the eligible voting membership. Thirty (30) or more of the voting members of the Church must be present at a meeting to constitute a quorum.

Section IV – Special Called Business Meetings. Special called business meetings of the Church may be called by the Pastor, or by a majority vote of the Deacons of the Church. The call for special meetings shall be made publicly at the Sunday Morning Worship Services, on two consecutive Sundays, immediately preceding the date set for the meeting or mailed or emailed (or telephone calls made) in advance of the meeting to every voting member of the Church. No official action shall be taken at any special or regular business meeting of the Church unless thirty (30) or more of the voting members of the Church are present to constitute a quorum. After two (2) attempts to meet a quorum of 30, the members present at a third called meeting will vote on the matter at hand and the majority vote will be accepted and final, unless such vote is regarding changes to the Constitution and Bylaws or the election of a Pastor. If such vote is regarding changes to the Constitution and Bylaws or the election of Pastor, then the vote

will be accepted and become final by 2/3 of the voting members of the Church present at a meeting in which thirty (30) or more of the voting members of the Church are present to constitute a quorum.

ARTICLE IX. INTERNAL ORGANIZATIONS

The Church shall provide for the establishment of departments, committees, and auxiliary organizations as the needs of the ministry may require. All such organizations shall be subordinate to the Church and shall contribute to the harmony and development of the whole. They shall be under the general supervision of the Pastor or a designee or designees of the Pastor. The Pastor shall be an ex-officio member of all departments, committees, and auxiliaries. Internal organizations are not authorized to maintain separate treasuries.

ARTICLE X. FINANCES

Section I – Income. The voluntary tithes and offerings shall provide funds for the maintenance of the Church. These funds shall be accepted by the Church at such times and in such ways as agreed upon by the Officers of the Church and Trustees. The funds shall be administered by the Officers and Trustees in accordance with the approved annual budget. All funds received through the Church Ministries shall be administered by the Business Office Administrator in collaboration with the Ministry head. Under no circumstances shall separate accounts be administered outside the Church Business Office.

Section II – Expenditures. To ensure good business management of resources, the following guidelines shall be enforced:

- a. All expenditures require completion of a purchase request form by the requesting party and approval by the Department/Ministry head and the Business Office Administrator prior to purchases being made, if practicably feasible. Purchase request forms should be submitted at a minimum one (1) week in advance. Forms not submitted one (1) week in advance will be paid the week following the submission.
- b. Expenditures require approval of the appropriate Department/Ministry head, prior to the submission to the Finance Office for payment.
- c. Expenditures that were not included in the budget shall be presented to the Trustee and Finance Committee for approval. At least three (3) estimates, quotes or bids from three (3) different sources shall be required, unless just cause can be shown. The lowest bid will be accepted, unless just cause can be shown otherwise.
- d. The Church Officers majority approval is required to expend more funds than allocated on the budget items during a budget year.
- e. The Business Office Administrator, with the majority approval of the Officers of the Church is authorized to approve emergency expenditures not to exceed ten thousand dollars (\$10,000).

- f. The signatories are designated by the Trustees of the church. The signatories will be reviewed and updated annually. All checks written, on behalf of the church, require a minimum of two signatories (excludes Pastor).

ARTICLE XI. PROPERTY RIGHTS

Section I - All property of the Church, whether real or personal, shall be contracted for purchase, received or held in the corporation name of the Church and it shall accept the seizing and possession of all lands, and all deeds and other assurances in the law therefore in its name.

Section II - The Church shall not lease, let, sell, release, convey, mortgage, convey by way of deed of trust and hypothecate lands, tenements and hereditary unless said purposed act shall first have been authorized by at least a majority of the Trustees with ratification by two-thirds vote of the voting membership present at duly designated business meeting.

Section III - The Pastor, Chairman of Deacon, Chairman of Trustees and two other Trustees shall certify in such conveyance, deed, lease, mortgage, or hypothecation that the same has been duly authorized by the vote of the membership. Such certificate shall be held to be conclusive evidence thereof.

ARTICLE XII. DISPOSITION OF PROPERTIES

Should a condition arise at any time in the future when, for any reason, the work of the Church cannot continue and the Church property is to be disposed of in accordance with these By-Laws, said property shall be given to another non-profit religious corporation recognized by the Internal Revenue Service. The Trustees of the Church shall decide upon such other recipient at the time of dissolution.

ARTICLE XIII. AMENDMENTS

The Constitution may be amended by a two-thirds vote of the voting membership of the Church who are in attendance at regular or special meeting called for the purpose, provided due notice of such proposed change shall have been made at the Morning Worship Services on at least two consecutive Sundays preceding the time of such meeting. An agenda must be provided and strictly adhered to.

THE BY-LAWS

ARTICLE I. MEMBERSHIP OF THE CHURCH

Section I – Membership in the Local Church shall be extended to all candidates who confess and give evidence of their faith in the Lord Jesus Christ, who subscribe to the Doctrinal Statement and Church Covenant and who consent to be governed by its Constitution and By-Laws as herein set forth.

Candidacy

New members are received, after counsel with the Pastor, Deacons or Church Faith Counselors by *one* of the following:

1. The public profession of their faith in Jesus Christ as Savior and Scriptural baptism or
2. A letter from a church of like faith or a statement of faith in Jesus Christ where it is not possible to obtain such a letter.

Each prospective new member shall receive a copy of this Constitution and By-Laws for study.

Responsibilities

1. Members are expected to be faithful in all the duties essential to the Christian life, to attend regularly the services of the Church, to give regularly to its support and causes, and to share in its organized work.
2. It shall be the duty of each member to be informed concerning the work and business of the Church and to give prayerful and intelligent consideration to any matter presented for Church vote, or else to refrain from voting.
3. They shall make known their intent by new member's applications and shall complete a new member's orientation class.

Privileges

1. Every member of the Church is entitled to vote at all elections and on all questions submitted to the Church in business meetings, provided the member is present. When impossible for a member to be present, provision will be made for absentee voting. Ballots may be obtained from the Officers of the Church. Absentee ballots must be turned in prior to the start of the business meeting.
2. Every member of the Church is eligible for consideration as a candidate

for elective offices in the Church unless Scripture prohibits and other guidelines stated in this document prohibit such consideration.

3. Every member of the Church may participate in the Ordinances of the Church as administered by the Church.

Termination of Membership - Termination of membership may occur upon:

1. Death of the member;
2. Transfer to another Church;
3. Termination of membership by action of the Church as provided in these By-Laws;
4. Written request of the member.

Section II - Active Membership (Voting). All active members of the Church who are at least 18 years of age; who are not under Church discipline; have completed orientation and regularly support this ministry through either their time, talent, or treasure shall constitute the legal voting membership of the Church.

Section III - Orientation. Persons who desire to become members shall make known their intent by new members' applications and complete new members' orientation class.

Section IV – Transfer of Membership. Members who desire to be transferred to another church may contact the Church Secretary for a letter to transfer from the Pastor. Members transferring from other churches shall, whenever possible, submit a letter from their former church of their membership at that local church.

Section V – Discipline. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment. The Bible clearly teaches that the Church is to exercise discipline among its members. Disciplinary guidelines are found in the following passages: Matthews 18:15-17, Galatians 6:1-2, I Corinthians 5, II Corinthians 2:1-11, II Thessalonians 3:14-15, I Timothy 5:19-21, 6:3-5, Titus 3:10-11.

In accordance with these Scriptures it shall be the practice of the Church to emphasize that every reasonable measure will be taken to assist any troubled member. The Pastor, Deacons, Counseling Ministry and other members of the Church are available for counsel and guidance.

Should a member become a reproach to the Lord Jesus and the ministry of the Church, his or her actions shall become grounds for termination of membership. In a spirit of kindness, forbearance and meekness, the Pastor, Deacons and/or other members shall first make every endeavor to bring that member to repentance and amendment according to the procedure outlined in Matthew 18:15-17. Should these efforts be unsuccessful, the matter shall be brought to the Church for consideration and prayer. Termination of membership requires a two-thirds vote of the eligible voting membership present (refer to Article VIII Section III of the Constitution). Upon evidence of the excluded person's repentance, reformation, and upon personal request, the Church shall

restore membership by a simple majority vote of the members present at a meeting called for this express purpose.

Active members of the Church may become proper subjects for discipline in the following ways:

1. Promotion of discord, or lack of harmony with the teaching and Ministries of the Church.
2. Continuing in sinful and worldly practices.

In such cases, the Officers of the Church, or designated member(s) from the Officers of the Church shall visit such a member to ascertain the facts of the case and endeavor to restore the member to spiritual fellowship. If or when fellowship or other definite solutions are not achieved, the person shall be ineligible for voting privileges and active participation in the Ministries of the Church (Matthew 12:15-17, I Corinthians 5:12-6:2, Galatians 6:1-2, James 5:16).

Section VI – Associate (Non-Voting Member).

1. Persons who are under training in the doctrine and practices of the Church, but who have not yet qualified as active members.
2. Licensed/Ordained Ministers who wish to fellowship with the Church, as approved by the Pastor.

ARTICLE II. OFFICERS OF CHURCH

The Officers of the Church shall be the Pastor and Deacons. They shall be elected, appointed, or installed as provided in the Constitution and its By-Laws.

Section I – Pastor

Responsibilities The Pastor shall be the Spiritual Overseer of the Church and shall direct all its activities. These responsibilities shall include, but not limited to the following:

- a. Provide leadership for all Ministries of the Church.
- b. Authorize any person who shall speak or preach in the Church.
- c. Arrange for special meetings, conventions, and revival campaigns as seem advisable.
- d. Shall be an ex-officio member of all ministries, committees and organizations of the Church.
- e. Act as the Chairman of the Officers of the Church.

- f. Shall present at the beginning of the year the envisioned program for the Church for the forthcoming year to the Officers of the Church and the Church, respectively. The Chairman of Deacons shall act in the absence of the Pastor.

Salary and Benefits

The Pastor's compensation and benefits from the Church shall be reviewed annually by the Business Office Administrator in order that appropriate opportunities may occur to reward faithful, diligent and fruitful Ministry. The recommendation from the Business Office Administrator of the review will be discussed with the Deacons and Trustees to be presented to the church for discussion and approval by 2/3rd of the eligible voting membership present (refer to Article VIII Section III of the Constitution). The Deacons and Trustees shall determine the time and length of the Pastor's annual paid vacation. This review should be accomplished between November 1st and December 31st for each upcoming year. All other staff pay increases shall be reviewed by the Officers of the Church and governed by the annual budget

Removal of Pastor

Should the Pastor be found in violation of Article VII, Section I of the Constitution, the Deacons will conduct a thorough investigation in closed session to determine if removal procedures are warranted. If warranted, the Chairman of the Deacons will preside over the proceedings and present the findings to the congregation. To institute removal, majority vote of the Deacons is required and two-thirds majority vote of the Church members are required (refer to Article VIII Section III of the Constitution).

Associate Ministers

The Pastor shall be responsible to direct the Associate Ministers to perform ministry related functions of the Church as deemed necessary.

Section II – Deacons

Responsibilities

In regards to the Deacons and, in accordance with the spirit and practice of the New Testament, Deacons are servants of the Church. The task of the Deacon is to serve with the Pastor in Pastoral Ministries, witnessing and caring for the Church members and other persons in the community. The Deacon's primary goal is to preserve the unity of the Church so that there are no hindrances to worshipping, witnessing and achieving the Church's Mission.

Vacancy

In order to fill Deacon vacancies, the Pastor, and/or other active Deacons, or any church member shall make recommendations to the Officers of the Church for those men who

meet the spiritual qualifications as defined in Timothy 3:8-13 and Acts 6:1-6. The Pastor is responsible for establishing the ordination counsel and process. Unless transferring membership, the Deacon candidate must have been a member of The McKinney First Baptist Church for at least two years. The candidates must attend training, administered by the Pastor and/or Chairman of Deacons. Upon successful completion of training, those candidates answer to the Church through an Ordination Service to be moderated by the Pastor.

Transferring

A Deacon transferring membership from another church may become eligible for nomination to active status after a minimum period of six months. If nominated, he must go through the normal nominating process. If then elected, his former ordination will suffice.

Removal of Deacon

Should a Deacon be accused of being in violation of Article VII, Section II of the Constitution, the Pastor and Chairman of Deacons or in the event of a conflict of interest an appropriate designee will conduct a thorough investigation. In the event an appropriate designee is warranted, this individual will be appointed by the Pastor or Chairman of Deacons. In a spirit of kindness, forbearance and meekness, the Pastor and/or the Chairman of Deacons, shall first make every endeavor to bring that Deacon to repentance and amendment according to the procedure outlined in Matthew 18:15-17. If he is found guilty, as a result of the investigation, he shall be removed from the Deacon body, by the church, with a 2/3rd vote of the eligible voting membership present (refer to Article VIII Section III of the Constitution).

ARTICLE III. THE TRUSTEE BOARD

Section I – Trustees The temporal Government of the Church shall be vested in the Pastor and the Trustee Board (*the Trustee Board consists of nine members*).

Membership & Organization

The Trustee Board will consist of nine (9) members to consist of four (4) Deacons and five (5) members of the Church congregation. It is recommended that two of these members be women. Any newly appointed Trustees will be recommended by the Pastor in consultation with the Deacons and final approval by the 2/3rd vote of the eligible voting membership present (refer to Article VIII Section III of the Constitution). The chair and co-chair shall be determined from within the Trustee Board with Pastor approval. These positions generally will serve a staggered two year terms. The organization must consist of a Chairman, Co-chairman, Business Office Administrator, and Secretary to the Trustee Board (non-voting member of the Trustee Board).

Qualifications

Member qualifications for service on the Trustee Board include the following:

- a. Be born again;
- b. A member in good standing of the Church for at least two years;
- c. Possess the character qualities stated in Acts 6:3, I Timothy 3:8-13, Galatians 5:22-23, Philippians 4:2, and Romans 16:1; and
- d. Business experience and/or educational background.

Responsibilities

The overall temporal management of the Church and its ministries shall be entrusted to the Trustees including:

- a. The management of all property of the Church
- b. The acquisition, maintenance, or liquidation of property
- c. The administration of Church funds
- d. Providing annual audit of the Church accounts in advance of the Annual Church Conference
- e. The annual review of the Pastor's salary and benefits package

Meetings

The Trustees shall meet monthly or such other time deemed reasonably necessary on a date they shall determine. Special meetings may be held upon decision of the Officers of the Church provided all Trustee members have been notified to be present.

A majority of the Trustees voting membership constitutes a quorum and no business of the Church shall be transacted at any meeting of the Trustee Board unless a quorum is present. All meetings will be conducted in accordance with Robert's Rule of Order (standard protocol for conducting business meetings).

ARTICLE IV. CHURCH ORGANIZATION

Church Ministries

Church Ministries and Training Programs shall be conducted as support functions

of the Church under the general supervision of the Pastor and the Officers of the Church. All funds received through the Church Ministries shall become a part of the regular funds of the Church and shall be administered by the Business Office Administrator with general direction provided by the Officers of the Church.

Shall include but are not limited to Deacons, Deaconess, Music/Worship, Children's, Men's, Women's, Benevolent, Christian Education, New Members, Singles, Seniors, Usher/Greeter, Prayer, Youth, Pastoral Support, Evangelism, and Counseling.

The Pastor shall appoint heads of Ministries after counsel with the Officers of the Church. The term of the heads of Ministries positions shall be *one year* and they shall be eligible for reappointment. All other positions in the Church Ministries shall be recommended by the Ministry Leader as needed and subject to the Pastor's approval.

Business Office Administrator

Responsibilities

- Administer the finances of the Church under the direction of the Pastor and the Trustee Board.
- Receive and deposit all funds in an approved financial institution in the name of the Church. It shall disburse funds by check as authorized in the budget as established by the Officers of the Church. Deacons, Trustees and the Business Office Administrator, shall designate who (excluding the Pastor) will be responsible for signing all checks.
- Make an itemized report of receipts and disbursements each month to the Officers of the Church and provide an official copy of the report to each member of the Trustee Board.
- Make a summarized financial report to the Church at all business/progress report meetings when required.

Church Secretary

Responsibilities

- It is required that the secretary shall be responsible for keeping and maintaining the official records of the Church.

- The secretary shall maintain custody of the corporate seal and of all legal documents pertaining to the Church and its laws.
- The secretary shall ensure the accurate recording and maintenance of all meetings of the Officers of the Church. The minutes of all such meetings shall be in the secretary's charge, kept, and maintained in a safe depository as a permanent record of the Church.

Church Staff

The church employees and contractors are:

- Church Secretary
- Bookkeeper
- Musicians (contractors)
- Custodian (contractors)

Removal from Office

Any staff position of the Church may be declared vacant by simple majority of the Church Officers at regular scheduled meeting or at any special meeting called for such purpose. Any staff position may be declared vacant by the Pastor after counsel with the Deacons. No vote shall be required. (Matthew 18:15, Galatians 6:1-2, James 5:16).

Grounds for such action shall be:

- a. Continual unscriptural conduct
- b. Doctrinal department from the tenets of the faith
- c. Incompetence in office
- d. Any other good and sufficient cause

ARTICLE V. ORDER OF BUSINESS

In order to facilitate the conduct of business in an orderly and satisfactory manner, business meetings shall be governed by the accepted rules of parliamentary procedure (Robert's Rules of Order), in keeping with the spirit of Christian love, courtesy, and fellowship. The regular order of the business for all Business Meetings of the Church shall be as follows:

1. Devotional
2. Reading of previous minutes by the Secretary
3. Reports of Officers and Committees
4. Unfinished Business
5. Election of Officers
6. New Business
7. Adjournment

ARTICLE VI. AMENDMENTS

All prospective amendments shall be submitted in writing to the Officers of the Church for review and possible adoption by the Church. These By-Laws may be amended at any regular or special meeting of the Church by two-thirds majority vote of those members in attendance or who have issued an absentee ballot. Notice of intention to offer amendments shall be given at the Morning Worship Services on two consecutive Sundays prior to the time of voting and shall be publicly posted. Such notices shall explicitly describe the nature and text of the amendment.

ARTICLE VII. AVAILABILTY

The Constitution and its By-Laws shall be kept in printed form in the Administrative or Finance Office and a copy shall be made available to any member who requests it.

ARTICLE VIII. TERMS OF OFFICE

Terms of office shall be the time appointed according to the Constitution and By-Laws of the Church. Any person who fails to maintain acceptable standards or terms of conduct may be removed by the Pastor in consultation with the Deacons.