

CONSTITUTION & BY-LAWS – Revision – August 2009

Constitution

Preamble

We do declare and establish this constitution to:

1. Ensure the principles of our faith are preserved and secured in an orderly manner consistent with the accepted tenants of Southern Baptist churches and
2. Preserve the liberties inherent in this congregation's individual members and this body's freedom of action in its relationship to other churches of the same faith.

I. NAME

This body shall be called Grace Baptist Church, located in Lexington, Fayette County, Kentucky, and is incorporated under the laws of the Commonwealth of Kentucky.

II. 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 Ghost, we do now, in the presence of God, angels, 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 this church, in knowledge, holiness, and comfort, to promote its prosperity and spirituality; to sustain its worship ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

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

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy

in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Saviour 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.

III. ARTICLES OF FAITH

We accept the Baptist Faith and Message adopted by the Southern Baptist Convention May 9, 1963 as this congregation's Articles of Faith.

IV. CHARACTER

CHURCH POLICY

A. The government of this church is vested solely in the body of believers who compose it. It shall be subject to the control of no other ecclesiastical body, but shall recognize and sustain the obligations of mutual counsel and cooperation which are common among Baptists.

B. So far as may be consistent with the principles and teachings of God's Word, this church shall cooperate with, and have representation in, the denominational causes sponsored by Southern Baptists including the Southern Baptist Convention, the State Baptist Convention of Kentucky, the Elkhorn Association and other affiliated auxiliaries and causes of the Southern Baptist churches of the city, county, state, and nation. As many messengers or representatives as may be allowed this church at any convention, meeting, or council, shall be elected by the church at any regular business meeting, or in the case of necessity at a specially called meeting. The church may use its discretion in the matter of electing said messengers or representatives, provided that the manner of election meets with the approval of the majority of the members present at the meeting.

BY-LAWS

ARTICLE I. MEMBERSHIP

SECTION 1. QUALIFICATIONS:

A. The membership of this church shall consist of such persons who, having professed Jesus Christ to be their Savior and Lord, and after due examination as to their Christian experience, they have been baptized into the fellowship of the church, or

B. having come from other Baptist churches which accept the same Articles of Faith, they shall be accepted upon receipt of letters of dismissal and recommendation from said former church or satisfactory substitutes thereof or

C. having come upon statement of their Christian experience and having been previously scripturally baptized in the name of God the Father, God the Son and God the Holy Spirit as set forth in the "Baptist Faith and Message", and after due examination as to their baptismal experience, they shall be received as members, or

D. having been previously excluded from the membership of this church and coming upon confession of their error, and giving evidence of repentance and humility, they shall be restored to the membership.

All persons coming for membership in this church shall be received by the vote of the church, and shall upon reception enter voluntarily and enthusiastically into the church covenant.

SECTION 2. DUTIES:

Members are expected to be faithful in all of the duties essential to the Christian life; to attend faithfully the services of the church; to give regularly for its support and its causes; to share in its organized work; and to extend a cordial welcome to all visitors at all times. These By-laws and Constitution shall be reviewed periodically by the church members and the appropriate committee.

SECTION 3. RIGHTS:

All members are equal in rank and privilege and may act and vote in the transaction of the church.

SECTION 4. TERMINATIONS:

The termination of membership shall be effective on the following conditions:

- A. Death of a member terminates membership automatically.
- B. Any member in good standing who desires a letter or recommendation to any Baptist church of like faith and order is entitled to it upon the request of the new church.
- C. In the event a member unites with a church of some other denomination, membership in this church ceases; and by vote of the church, the member's name shall be dropped from the roll of the church.
- D. If a member has made a written request to be released from the covenant obligations to this church, and the church has kindly endeavored to secure that member's continuance in its fellowship to no avail, then the release shall be granted.
- E. The church will make a constant effort to keep in touch with all members at all times. Any member failing to communicate with the church in some way over a one (1) year period may, after due notice and kindly effort, have their membership transferred to the inactive file.
- F. Should any member become an offense to the church and its good name by reasons of immoral conduct or unchristian acts, or by persistent breach of covenant vows, that member may be disciplined by the church to the extent of termination of his/her membership in the manner as provided in Article V.
- G. There must be a waiting period of one month before final termination of membership is effective except in case of a letter requesting transfer of membership.

SECTION 5. RESTORATION:

Any person whose membership has been terminated for any reason may be restored to membership by vote of the church upon that person's public profession of this desire.

ARTICLE II. - CHURCH STAFF

SECTION 1. PASTOR:**A. The Search Committee:**

A pulpit/search committee for the pastor shall consist of the following people:

1. Two deacons shall be selected by and from the Board of Deacons.
2. One member of the Budget and Finance Committee shall be selected by and from the membership of the Budget and Finance Committee.
3. One member of the Personnel Committee shall be selected by and from the membership of the Personnel Committee.
4. One member of the W.M.U. Council of the church shall be selected by and from the membership of the W.M.U. Council.
5. One member of the church shall be selected by the congregation, from the floor, at a regular or called church business meeting, to serve as an "at large member".
6. One member of the Sunday School Council shall be selected by and from the members of the Sunday School Council.
7. Voting members of this committee cannot serve simultaneously on any other staff search committee.

**That an invitation of the pastoral search committee be extended to two young people, both members of the church, between the ages of 16-22, should be selected by and from the members of the active youth organizations and Sunday School classes as "ex-officio" members when a pastor is to be interviewed by the committee "in view" of a call.

All members of this committee shall be approved by the church body. This committee's task shall be to seek out a suitable pastor for the church, and its UNANIMOUS recommendation shall constitute a nomination to be voted on by the entire church body. The membership of this committee shall remain intact during the duration of the entire period of service until a pastor is called, but could be altered as needed, subject to resignations. In such incidences, the replacement members would fall under the jurisdiction of the same rules, guidelines, and qualifications that governed the "original" members of the committee. The formation of this pastoral search committee shall be initiated by the church moderator at the next regularly scheduled or called business meeting following the submission of a letter of resignation by the pastor or termination of the pastor's services by vote of the church membership. The chairperson of the Pastoral Search Committee shall be selected at the initial meeting of the committee by and from all the voting members. At their request, members serving on the pulpit/search committee shall be reimbursed by the church for any expenses incurred during the performance of their duties.

B. CALL:

Upon the recommendation of the Pulpit Committee, a pastor shall be called by a favorable vote of 85% of those members present and voting at a regular or special meeting of the church, providing that a notice of intention to vote upon the calling of a pastor shall have been given at the Sunday services during the preceding two weeks. Voting shall be done by secret written ballot.

C. QUALIFICATIONS:

1. The pastor shall be an ordained Baptist Minister of the Gospel, and shall be a seminary graduate.
2. The pastor shall meet all Biblical qualifications as set forth in I Timothy 3:1-7.
3. The pastor shall be a good steward of his income, time and talent accepting the tithe as a

minimum.

D. TENURE:

The pastor shall be called for an indefinite period and shall serve so long as his services are satisfactory to the church or until his resignation. Notice of his resignation shall be given not less than thirty days prior to the effective date thereof. The church may require the resignation of the pastor by a majority vote of those members present and voting at a meeting held in accordance with the requirements for extending a call and the vote may be by secret written ballot.

E. DUTIES:

The pastor shall render to the church those services normally pertaining to this office; shall administer the ordinances of the church; and shall be ex-officio member of all committees of the church and be the administrative Director of the church staff.

F. COMPENSATION:

1. Salary – the pastor shall be paid a salary which shall be fixed at the time of extending a call, but which may be altered or supplemented from time to time by the vote of the church.

2. The church shall provide a parsonage for the pastor and his family or a living allowance may be provided in lieu of such housing should it be agreeable to both the pastor and the church.

3. The church shall participate in the Southern Baptist Minister's Retirement Fund.

4. The church shall pay the moving expenses of the pastor, when he is called.

5. The church shall pay the pastor a monthly car allowance determined at the time of the call. It may be altered or supplemented by the vote of the church.

6. Conventions – the church will provide for the expense of the pastor to attend the Kentucky State Baptist Convention, the Southern Baptist Convention, or Baptist state and national organizations if he desires. The church will pay for the pulpit supply during these absences.

7. Revivals – The pastor shall be allowed to hold two revivals at other churches each year; however, he is to be absent from the pulpit no more than one Sunday for each meeting. The pastor shall be responsible for securing a supply and for payment of same during the revival absence. The pastor should endeavor to be in his pulpit the Sunday preceding and the Sunday following our church revivals.

SECTION 2. MINISTER OF EDUCATION

A. The Search Committee:

1. A Search Committee composed of two Deacons, the Sunday School Director, the W. M. U. Director, Budget & Finance Committee Chairperson, and two at large members (one man and one woman) selected by the church, to seek out a Minister of Education. If one member is unable to serve, an alternate shall be chosen from the floor at a church business meeting.

2. The at large members of the committee shall be selected by nomination from the floor of the church at a church business meeting.

3. The chairperson for this committee shall be chosen by the members of the committee.

B. The Call:

1. The committee's unanimous recommendation shall constitute nomination for a call.

2. Announcement of a vote on intent to call shall be given at each regular service for two consecutive weeks prior to the vote.

3. The vote must be conducted by written ballot at the Sunday morning service(s).
4. At least 85% of those voting must vote affirmatively for the call to be extended.
5. The call shall be for an indefinite period of time.

C. Qualifications:

1. The Minister of Education shall model Biblical spiritual and moral ideals as set forth in 1 Timothy 3:1-7 and Titus 1:7-9.
2. He/She shall be a good steward of income, recognizing the tithe as a minimum.
3. He/She shall be a trained, educated professional with at least a college degree. Seminary training is also preferred.
4. His/Her theology and philosophy should be consistent with and/or similar to that of the "Baptist Faith and Message" statement as adopted by Grace Baptist Church.
5. His/Her theology and philosophy must also be consistent with that concerning the local autonomy of Grace Baptist Church.

D. Tenure:

1. In case of a proposed change in vocational status, the party proposing the change must give a thirty day notice to the church, unless such notice is waived by mutual consent of the Minister of Education and the church.
2. Should a change in vocational status be desired by the church, notice of termination shall be given only after such action is approved by a majority vote of the church.

E. Compensation:

1. The salary package for the Minister of Education shall be consistent with that recommended by the Budget and Finance Committee and approved by the church.
2. The church shall pay the moving expenses of the Minister of Education.

SECTION 3. MINISTER OF MUSIC

A. The Search Committee:

A search committee to seek a Minister of Music (full-time, part-time, or interim) shall consist of the following people:

1. One regular accompanist: selected by and from the accompanists of the Sunday morning and/or Sunday Evening services.
2. One member of the Music Committee shall be selected by and from the membership of the committee.
3. Two "at large" members of the Sanctuary Choir: selected by and from the membership of the Sanctuary Choir.
4. Three members of the church congregation: selected from the floor at a regular or called church business meeting will serve as "at large" members of the search committee.

All members of this committee must be church members and shall be approved by the church body. This committee's task shall be to seek out a suitable Minister of Music for the church, and its UNANIMOUS recommendation shall constitute a nomination to be voted on by the entire church body. The membership of this committee shall remain intact during the duration of the entire period of service until a minister of music is called, but could be altered as needed, subject to resignations. In such incidences, the replacement members would fall under the jurisdiction of the same rules,

guidelines, and qualifications that governed the “original” members of the committee. The formation of the Minister of Music search committee shall be initiated by the church moderator at the next regularly scheduled or called business meeting following the submission of a letter of resignation by the Minister of Music or termination of the Minister of Music’s services by vote of the church membership. The chairperson of the Minister of Music Search Committee shall be selected at the initial meeting of the committee by and from all the voting members. At their request, members serving on the search committee shall be reimbursed by the church for any expenses incurred during the performance of their duties.

B. The Call:

1. The committee’s unanimous recommendation shall constitute nomination for a call.
2. Announcement of a vote on intent to call shall be given at each regular service for two consecutive weeks prior to the vote.
3. The vote must be conducted by written ballot at the Sunday morning service(s).
4. At least 66% of those voting must vote affirmatively for the call to be extended.
5. The call shall be for an indefinite period of time.

C. Qualifications:

1. The Minister of Music shall be a Southern Baptist and cooperative with the program of the Southern Baptist Convention or a similar Baptist organization.
2. The Minister of Music shall model Biblical spiritual and moral ideals as set forth in 1 Timothy 3:1-7.
3. He/She shall be a good steward of income, recognizing the tithe as a minimum.
4. He/She shall be a trained professional in the field of music with a college degree in this field or currently actively pursuing a degree in the field of music, and shall have had practical experience of such nature as to satisfy the Search Committee of their qualification.

D. Compensation:

1. Shall be paid a salary recommended by the Budget and Finance Committee and approved by the church.
2. The church shall pay the moving expenses to the church field for a full-time Minister of Music.
3. Shall be allowed two outside revivals per year, not to be away the same time as the pastor and not to exceed a total of two weeks unless approved by a vote of the church. Any additional revivals considered in the local area shall be approved by a vote of the church.
4. Shall pay supply when away in revivals. In all other cases, the Church will pay the supply when the Minister of Music is on vacation, or attending conventions, conferences, workshops, seminars, clinics, and camps.
5. Shall have such privileges and benefits as set forth in the individual’s job description as found in the Employee Policy Manual.

E. Tenure:

1. In case of a proposed change, a thirty day notice shall be given by the party desiring the change, unless by mutual agreement, such notice is waived. Should change be desired by the church, notice of termination shall be given only after such action is approved by a vote of the church.

SECTION 4. CUSTODIANS

- A. Shall have character and conduct becoming an employee of a Baptist Church.

B. Shall be hired for indefinite time upon the recommendation of Personnel Committee and approved by the church.

C. Shall have such privileges and benefits as are agreed upon by the church, Personnel Committee and employee at time of employment, in a written job description found in Employee Policy Manual.

SECTION 5. CHURCH/STAFF PERSONNEL MANUAL

A. The church shall have a Church Personnel Manual. The purpose of this manual is to inform both the church and staff of their responsibilities to each other.

B. The Church Personnel Manual shall be supplemental to and consistent with but not a part of the Constitution and By-Laws.

C. Changes may be made in this manual by a majority vote of the members present and voting at any regular business meeting of the church, or at any business meeting specifically called for the purpose, with the proposed changes being listed in the call.

ARTICLE III. CHURCH OFFICERS AND ORGANIZATIONS

SECTION 1. DEACONS

A. COMPOSITION:

1. The Deacon body of Grace Baptist Church should consist of at least 27 active members at any one time.

2. Deacons shall be elected each year during the month of March and shall serve for a three year period commencing on July 1 in the year elected.

3. When a Deacon's term of office expires, that Deacon will be eligible to serve for an additional year upon written communication of that desire to the current Deacon Chairman, providing the Deacon body is less than the minimum allowable as specified in item 1. above. Deacons desiring to serve an additional year, and having communicated that desire in writing to the current Deacon Chairman, is subject to item c following.

4. Each year the Deacon Chairman will form a committee from the Deacon body to receive the nominations from the church for deacons, and to recommend nominees to the church for election. The chairman of the deacons will serve on and chair the committee.

B. QUALIFICATIONS:

1. Qualifications of the Deacon to Grace Baptist Church shall be Scriptural as set forth in I Timothy 3.

2. A Deacon shall be a good steward of talent and income, recognizing the tithe as a minimum of his giving.

3. A Deacon candidate shall have been a member of the church a minimum of one year and should be at least twenty-one (21) years of age before being eligible for consideration as a Deacon of this church.

C. ELECTION:

1. On an ensuing Sunday morning, to be determined by a vote of the church, all members attending the church service(s) will be provided with a ballot of nomination, on which they may nominate from one (1) to five(5) church members as candidates for active Deacons.

2. Those nominees receiving five (5) or more nominations and willing to have their names placed on the Ballot of Election, will meet with the Deacon Committee and the Pastor for information and

study.

3. On an additional Sunday morning, to be determined by a vote of the church, ballots with the names of persons willing to be Candidates for Deacons will be distributed to all members present at the church services. The Candidates who receive the greatest number of votes shall be elected in order until the full membership of the Deacon body is attained.

4. Those persons elected will come before the church on Wednesday evening, preceding their ordination at the 10:30 a.m. worship hour the following Sunday, to share their personal testimony and to answer such questions as the members may ask.

5. Those Candidates elected shall become active Deacons immediately after ordination.

6. During the year if the Deacons require additional members to carry out their program, they shall come before the church in regular business session with their requests. Whoever is recommended must be an ordained Deacon, and qualified as outlines in paragraph 2 of this article. Deacon membership under these circumstances shall require 75% approval of the members voting at the next regular business session.

D. DUTIES:

1. The primary duties of a Deacon shall be Scriptural as set forth in Acts chapter six (6).
2. The whole body of Deacons shall be organized as a unit for the consideration of all larger problems and general policies and shall meet regularly each month. They may organize themselves into such committees as their wisdom may direct for efficiency in service. It is understood, however, that this body of Deacons is hereby granted advisory power only. All matters must be taken before the church for action unless the church delegates to them specific authority to act.
3. For purposes of stewardship and service, the Deacon body may make plans whereby the entire church membership may have the benefit of the oversight in Christ of the Deacon body
4. Each Deacon shall freely confer with the Pastor about all matters and cases of discipline which in his judgement would be most wisely and spiritually handled in private.
5. A Deacon shall be faithful in attending deacon meetings and church services unless providentially hindered.
6. Deacons shall be responsible for registering new members at each preaching service.

E. DEACON EMERITUS:

When a deacon has served this church faithfully in the office of Deacon for a long period of time; and because of age, illness or other reasons can no longer serve, they, by the vote of the church, shall be elected Deacon Emeritus, and shall serve in an advisory capacity.

F. RECOMMENDATIONS:

All recommendations coming from the Deacons to the church shall be published in the church bulletin on the Sunday preceding the regular business meeting.

SECTION 2. MODERATOR

- A. The moderator and assistant shall be nominated by the Nominating Committee and elected annually by the church. They shall study Robert's Rules of Order-Revised and have a copy available at every business session for reference.
- B. In absence of the moderator, the assistant shall preside. In absence of both, the clerk

shall call the church to order and a moderator pro-temp shall be elected.

- C. The duties of the Moderator shall be those as set forth in Robert's Rules of Order-Revised.

SECTION 3. CHURCH CLERK

- A. The clerk and assistant clerk shall be nominated annually by the church Nominating Committee and elected by the church.
- B. Each preaching service shall be attended by either the clerk or assistant clerk to assist in registering new members.
- C. The clerk of the church shall keep, in a suitable book, an accurate record of all the actions of the church, and shall attend all business meetings. The specific duties are as follows:
1. To keep the register of the names of members, with dates of admission, dismissal or death, together with a record of baptisms.
 2. To notify all officers, members of committees, and messengers of their election or appointment to office.
 3. To issue letters of dismissal and/or recommendations voted by the church preserve on file all official communications and written reports, and give legal notice of all meetings where such notice is necessary as indicated in these By-Laws.
 4. To send annually the church letter to the Associational Clerk.
 5. To sign the church minutes, after they have been approved by the Moderator.
 6. The Administrative Assistant and the assistant clerk shall assist in the performance of these duties.

SECTION 4. TREASURER AND ASSISTANT TREASURER

- A. The church shall elect annually a Church Treasurer and Assistant Treasurer after nomination by the Nominating Committee. It shall be the duty of the Treasurer to receive, preserve and pay out vouchers, upon receipt. These vouchers are to be approved and signed by the Business Manager, or one designated by the church until a Business Manager is secured. The Treasurer is to handle all money, or things of value paid or given to the church. He/she is to keep at all times an itemized account of all receipts and disbursements.
- B. It shall be the duty of the Treasurer to present to each monthly business meeting an itemized report of receipts and disbursements for the preceding month.
- C. The financial records of the church shall be reviewed or audited annually by an independent certified public accountant.
- D. All records and accounts kept by the Treasurer shall be the property of the church. The books shall be open to inspection at all times by any member of the church. Bond shall be made for the Treasurer and Assistant Treasurer.
- E. Receipts from all sources shall be credited to properly authorized accounts the church may care to designate. From these accounts, payment of bills for local work and expenses shall be promptly made by check, and all funds received for denominational or other causes shall be sent at least monthly, by check. Designated gifts shall always be distributed in accordance with the wishes of the donor.
- F. All funds, for any and all purposes, shall pass through the hands of the Treasurer and be properly recorded on the books of the church. The expenses of all organizations, as approved by the church, shall be paid from the properly authorized accounts.
- G. The means of financial support for the church is to be provided through tithes and free-will offerings.

- H. Special offerings may be sought by the church or by any of its organizations only upon the approval of the church. This does not preclude individuals making special offerings at any time as the Spirit of God may move them.
- I. Should office of the Treasurer be vacated by the elected Treasurer, the Assistant Treasurer should assume the duties of the Treasurer. In absence of the Treasurer, the Assistant Treasurer shall assume his/her duties on an emergency basis.

SECTION 5. USHERS

- A. The ushers, after having been selected by the Nominating Committee and elected by the church, shall care for the seating and comfort of the congregation, the greeting of visitors, the prevention of interruptions and distractions, the taking of the offering and similar needed services that might arise.
- B. The ushers shall consist of a Chairman and Co-Chairman and shall consist of no less than eighteen (18) members to serve on a rotation basis.

SECTION 6. SUNDAY SCHOOL DIRECTOR

- A. The Sunday School Director shall be elected annually by the church upon recommendation of the Nominating Committee, and shall assume the duties on July 1 of the year elected.
- B. The Director shall oversee the Sunday School and be an advisor to the Budget & Finance and Nominating Committees.
- C. The Director shall recommend, with assistance of the members of the Nominating Committee, teachers, directors and officers, personnel to fill any vacancies.
- D. The Sunday School Director shall serve as a member of the Church Council.
- E. Any Assistant Sunday School Director shall perform the same duties as the Sunday School Director during his/her absence, except the Assistant Sunday School Director will not serve on the Church Council.

SECTION 7. HOMEBOUND/NURSING HOME VISITATION COORDINATOR

- A. The Homebound/Nursing Home Coordinator shall be nominated annually by the Nominating Committee and elected by the church. He/she may succeed himself/herself subject to the church's approval at regular June business meeting.
- B. He/she shall function in concert with the Homebound/Nursing Home Family Ministry team.
- C. He/she shall assign members of the ministry team to visit homebound/nursing home church members.
- D. He/she shall provide team members with the resources needed to effectively implement such a visitation program.
- E. He/she shall keep accurate records of all visits made on behalf of the ministry team.
- F. He/she shall be responsible for providing any in-service training resources for the ministry team.
- G. He/she shall be responsible for reporting, or providing a means of reporting, to the church council on a regular basis so that they may continually be informed concerning the functioning of this ministry team.
- H. He/she shall be a member of the church council.

SECTION 8. W. M. U. DIRECTOR

- A. The W. M. U. Director shall be elected annually by the church upon recommendation of Nominating Committee.
- B. The Director shall oversee the W. M. U. and all auxiliaries and be an advisor to the Budget and Nominating Committees.

SECTION 9. LIBRARIAN

- A. The Librarian shall be elected annually by the church upon recommendation of the Nominating Committee.
- B. The Librarian shall oversee the library, its equipment and supplies.
- C. The Librarian shall recommend books to be purchased and submit a budget request to the Budget Committee each year.
- D. The Librarian shall recommend to the Nominating Committee the necessary number of assistants, and serve in an advisory position in nominating them.
- E. The Librarian shall make a quarterly report to the church.

SECTION 10. TRUSTEES

- A. The church shall have three (3) trustees.
- B. They will be elected by the church and remain active until resignation, death or removal by the church.
- C. The Nominating Committee will reconfirm all of the Trustees each year or replace any member not willing to continue in this office.
- D. They will rotate the chairperson position each year.
- E. They will be entrusted with such responsibilities as civil law assigns to the office.
 - 1. They will transact legal business in the name of the church.
 - 2. They will make negotiations for loans, execute mortgages, and sign legal papers of all kinds.
 - 3. They will take care of all insurance and make recommendations to the church necessary for any changes to the insurance (property & liability).
 - 4. They are allowed expenditures not to exceed one hundred dollars (\$100) without church action to carry out their responsibilities.
- F. Each Trustee shall confer freely with the pastor about all matters concerning the church which in good judgment would be most wisely and spiritually handled in private.
- G. A Trustee shall be faithful in attending committee meetings and church services unless providentially hindered.
- H. In case of death, resignation, removal, or incapacity of a Trustee, the church will take proper action to fill the vacancy.

SECTION 11. CHURCH COUNCIL

- A. Grace Baptist Church shall have a Church Council. This council shall have as regular voting members: Pastor and other Ministry Staff, Ministry Assistant Staff, Sunday School Director, WMU

Director, Treasurer, Business Manager, Deacon Chairman, Youth Committee Chairman, Youth Minister, Building & Grounds Coordinator, Budget & Finance Committee Chairman, Nominating Committee Chairman, Personnel Committee Chairman, Missions Committee Chairman, Children's Council Chairman, Preschool Correlating Committee Chairman, Senior Adult Leader, and Homebound/Nursing Home Visitation Coordinator.

B. All council members shall be committed to the greater welfare of the congregation and shall be expected to give a brief report at the monthly council meeting. Absentee or proxy voting shall not be permitted at council meetings.

C. Other committee chairs may be called to advise as the need arises.

D. The pastor shall serve as the chair of the church council.

E. The Church Council shall lead in the formation and implementation of short-range and long-range objectives and goals. The council serves to assist the church to make the best use of leadership, calendar time, and other resources according to program priorities. The council will regularly evaluate program achievements in terms of established church goals, purposes, and objectives. The church council assures that the policies, guidelines, and procedures established by Grace Baptist Church are followed. The council should encourage open, prayerful discussion and all decisions made should be clear and transparent.

F. All matters agreed on by the Church Council calling for action not already provided for shall be referred to the church business session to be voted upon. The council will follow all guidelines established in the church Constitution & By-Laws. The council will work with all committees to assist in the training of committee members as needed.

SECTION 12. COUNTERS

A. A list of Counters will be submitted by the Church Treasurer to the church for approval at the September Business Meeting, or at any other scheduled business meeting if the need arises. From this list, at least three individuals should be Counters on any given Sunday with the Church Treasurer having the final decision as to who will serve. The Church Treasurer and Assistant Treasurer are approved Counters.

B. No person, other than Counters appointed by the church, will be allowed to assist except in case of emergency. Under emergency circumstances, approved counters may enlist assistance from the membership providing an approved counter is present and responsible during the counting and securing of the money.

C. The Counters will open envelopes, count, and prepare money for deposit.

D. The Counters will make a duplicate report of tithes and offerings. One copy of this report will be given to the church office or Secretary, and one copy to the church treasurer.

E. Counters, though appointed annually, can succeed themselves.

f. Serving as a Counter does not constitute membership on a committee.

ARTICLES IV. COMMITTEES

Committee members and Chairs shall be nominated by the Nominating Committee and elected by the church. The term of office for all committees shall be as set forth in that section which specifically describes their duties. Where no time limit is set forth, the term of office for members of that committee shall be for a one year period. Unless otherwise specified, two (2) members of each committee may serve for a two (2) year period. No committee chair may succeed himself/herself.

Standing committees shall make an activities report to the church as the need arises at the monthly business meeting but no less than once each quarter. Unless otherwise stated in the specific section for the committee of which they are a member, no person shall be a member of more than one standing committee at one time. Members of the following Standing Committees are restricted to service on only one committee: Budget and Finance; Building and Grounds; Nominating; Personnel; Constitution & By-Laws. Unless otherwise stated herein, all committees shall assume their responsibilities and duties on July 1 of the year in which elected.

SECTION 1. BUILDING COMMITTEE

- A. This committee shall consist of four members and a chairperson (*It is highly recommended that at least one member should be a female*), nominated annually by the Nominating Committee and elected by the church. They shall serve one year. They may succeed themselves. Pastor and/or Education Director may serve as ex-officio member (s).
- B. The duties of this committee are to be responsible for repair, maintenance, and up-keep of all church-owned buildings, excluding the rental property.
- C. Except in the case of emergency, all expenditures of this committee in excess of \$4,000.00 shall be handled as follows:
 - 1. The full committee will draw up specifications for the item or items required.
 - 2. The bids and amounts of each expenditure will be obtained before action is taken by the church.
 - 3. Those specifications shall be submitted to the lowest and most reliable bidder after the expenditure has been approved by the church in a business session.
- D. It is the desire of the church that only "custom-made" items be considered for the sake of keeping the church attractive at all times. (Custom-made refers to the purchased of made items that blend into the decor or fit into the entire system of decorations.)
- E. This committee shall prepare an annual budget and submit quarterly reports to the church

SECTION 2. GROUNDS COMMITTEE

- A. This committee shall consist of four members and a chairperson (*It is highly recommended that at least one member should be a female*), nominated annually by the Nominating Committee and elected by the church. They shall serve one year. The members may succeed themselves. Pastor and/or Education Director may serve as ex-officio member (s).
- B. The duties of this committee are to be responsible for up-keep of the church-owned grounds. This includes mowing and trimming, trimming shrubbery, planing, snow removal, and maintaining sidewalks and parking lots.
- C. Except in the case of emergency, all expenditures of this committee in excess of \$4,000.00 shall be handled as follows:
 - A. The full committee will draw up specifications for the item or items required.
 - B. The bids and amounts of the expenditures will be obtained before action is taken by the church.
 - C. Those specifications shall be submitted to the lowest and most reliable bidder, after the expenditure has been approved by the church in a business session.
- D. This committee shall prepare an annual budget and submit quarterly reports to the church.

SECTION 3. MISSIONS COMMITTEE

- A. This committee shall consist of seven (7) members who are nominated by the Nominating Committee and elected annually by the church. Members shall include at least one representative from the W.M.U. and at least one deacon.
- B. The duties of this committee are as follows:
 - 1. To coordinate all mission activities of the four organizations. They can make suggestions of work that can be done best by each organization.
 - 2. To determine where and when a new mission or Bible teaching station needs to be started and so recommend same to the church.
 - 3. To study any other extension need of the church and recommend procedure to the church.
- 3. The members of this committee may serve on one other standing committee.

SECTION 4. BUDGET AND FINANCE COMMITTEE

- A. This committee shall consist of seven (7) members who are nominated by the Nominating Committee and elected annually by the church. The Pastor, Treasurer, Business Manager, Minister of Education/Youth, and the Minister of Music are ex-officio members.
- B. This Committee shall be elected no later than the month of June and shall serve from July 1 to June 30 of the following year.
- C. Members of this committee shall serve for a two (2) year period with four (4) new members being elected each year.
- D. This Committee shall have the responsibility of drawing up a proposed budget for the year. The proposed budget shall be presented to the church where it will be officially voted on. A copy of the proposed budget shall be given each family before being presented to the church for approval.
- E. The Budget and Finance Committee with the aid of the Business Manager and Church Treasurer should monitor the budget throughout the church financial year. If committees and/or departments need additional monies, the requests must be brought to the Budget and Finance Committee. After consideration of such requests, the Committee may make such recommendations for additional monies to the church for final approval. The Committee may also make such other recommendations to the church or the financial secretary regarding financial matters as it effects the budget, should the need arise.
- F. Attention shall be focused on Stewardship through-out the year at intervals considered appropriate by the Committee. In addition, one month will be designated as Stewardship Emphasis Month with the purpose to inform and challenge every church member with regards to faithful Stewardship. The church will observe a Stewardship Commitment Day and sponsor an every member canvas during Stewardship Emphasis Month"

SECTION 5. NOMINATING COMMITTEE

- A. The Nominating Committee shall consist of seven (7) members who shall be nominated by the existing Nominating Committee. Of these, two (2) will be members of the existing committee to ensure continuity of experience within the committee. No member may serve for more than

- two consecutive years.
- B. The members of this committee shall be elected annually at the regular May Business meeting of the church, or, should the need arise, at such other time as the church desires.
 - C. The Nominating Committee shall normally serve from July 1 to June 30 of the following year, except when the church decides to select this committee at an earlier date, at which time the committee will serve from the date selected until no later than June 30 of the following year.
 - D. The Sunday School Director and the Discipleship Training Director shall be nominated first by the committee so that they may work with the committee in the selection of teachers and officers. The Pastor and the Educational Director shall serve as ex-officio members.
 - E. Duties:
 1. It shall be the duty of the Nominating Committee to present to the church at a regular business meeting nominations for the full church officers, teachers, and committee roster as required in the church By-Laws and Constitution, in time for the new church year, and at such other times as vacancies occur.
 2. This Committee shall present to the church nominations for Conventions, Councils and other Baptist organizations.
 3. The Nominating Committee shall contact each nominee before his or her name shall be presented to the church.
 4. This committee shall make available in the church office the names of the persons to be nominated, at least one week prior to any election.
 5. Candidates, other than those proposed by this committee may be nominated from the floor and voted on in the appropriate manner.

SECTION 6. BAPTISMAL COMMITTEE

- A. This committee shall consist of five (5) members. They shall be nominated by the Nominating Committee, elected by the church, and shall serve one year. This committee will be responsible for preparation of the Baptistry, assisting candidates for Baptism, and taking care of the Baptismal robes and equipment. They shall assist the Pastor in getting necessary information to the candidates by either visit or letter.
- B. Members of this committee may succeed themselves.
- C. Members of this committee may also serve on one other standing committee.

SECTION 7. BENEVOLENCE COMMITTEE

- A. The Benevolence Committee shall consist of four members.
- B. This committee shall be composed of the Pastor, Minister of Education, Administrative Assistant, and the Finance Committee Chairperson.
- C. This committee shall give aid to the needy (after evaluation of a request for need), using the funds provided for in the church budget.
- D. Authorization for disbursement of funds shall be given by two of the four members of the committee.

SECTION 8. PERSONNEL COMMITTEE

- A. This committee shall consist of five (5) members. They shall be nominated by the Nominating Committee, elected by the church, and serve one year. At least one (1) member of this committee will be held over from the previous years committee.
- B. It shall be the responsibility of the Personnel Committee to select qualified persons to fill the salaried positions created by the church—except in case of Pastor, Minister of Education, or Minister of Music, each of whom shall be sought out by a search committee selected at the time of need.
- C. The Personnel Committee shall have the responsibility to recommend to the Church termination of the services of salaried staff members (except the three above noted). Pastor, Minister of Education and Minister of Music are covered by the Deacons under Article V Discipline, Item 2.
- D. Frequency of meeting of this committee are to be determined by the Committee itself, based upon need.
- E. The Committee shall work with the Budget and Finance Committee to see that monies for appropriate raises for all salaried employees are included in the budget.
- F. The Committee may recommend to the church general policies regarding all salaried employees.
- G. The Pastor, Minister of Education and Youth and Minister of Music shall be advisory members of this committee.

SECTION 9. THE LORD' S SUPPER COMMITTEE

- A. An ordinance of the Lord' s Supper shall be observed regularly once each quarter or more often as the church shall determine.
- B. This committee shall consist of four (4) members. They shall be nominated by the Nominating Committee, elected by the church, and shall serve one year.
- C. This committee shall be responsible for the preparation of the elements which comprise the Lord's Supper.
- D. The preparation of the elements shall be under the direction of the Chairman of Deacons.
- E. Members of this committee may succeed themselves.
- F. Members of this committee may also serve on one other standing committee.

SECTION 10. PRE-SCHOOL CORRELATING COMMITTEE

- A. This committee shall consist of five (5) members. They shall be nominated by the Nominating Committee, shall be elected by the church, shall serve one year, and shall help coordinate all pre-school department work. The Pastor, Sunday School Director, Discipleship Training Director, Minister of Education, and Minister of Music are ex-officio members of this committee.
- B. The chairperson shall be nominated by the Nominating Committee and elected by the church.
- C. The responsibilities of the committee are:
 1. To meet regularly as needed, but not less than quarterly.
 2. To adopt the pre-school department policies and secure church approval of them.
 3. To publicize the policies and rules of the pre-school department.

4. To secure adequate equipment with help from the building and grounds committee.
 5. To increase the church's awareness and understanding of the needs and concerns of children.
 6. To make recommendations about care and cleanliness of the rooms and equipment.
 7. To advise and work with paid help in accordance with church policies and practices.
 8. To schedule and work one activity per quarter for pre-school children with coordination of the church staff.
- D. Members of this committee may also serve on one other standing committee.

SECTION 11: PRESCHOOL COORDINATOR

- A. The Preschool Coordinator shall be nominated annually by the Nominating Committee and elected by the church.
- B. The Preschool Coordinator should maintain a current list of substitute workers in the event of the absence of a preschool worker.
- C. This person should coordinate the use of curriculum materials, supplies, furnishings, and the ordering thereof with the preschool worker.
- D. This person should encourage all preschool workers to attend training classes offered by the church or association.
- E. This person should coordinate new member activities with the Cradle Roll Superintendent.
- F. This person should give assistance to the Nominating Committee in enlisting new preschool workers.

SECTION 12. CHILDREN'S COUNCIL

1. This committee shall be nominated by the Nominating Committee and elected by the church, to help coordinate all activities of children involved. A minimum of two of the five people serving on this committee should be parents of children involved with the Children's Council activities. The Pastor and Minister of Education are ex-official members of this committee. The chairperson of this committee should be nominated by the Nominating Committee and elected by the church.
2. The responsibilities of the committee are:
 - a. Increase the church's awareness and understanding of the needs and concerns of children.
 - b. Plan at least one activity per quarter with the coordination of the church staff.
 - c. Meet on a regular basis or at least once per quarter.
3. Members of this committee may serve on one other standing committee.

SECTION 13. CONSTITUTION & By-LAWS COMMITTEE

- A. This committee shall consist of at least five (5) members nominated by the Nominating Committee and elected annually by the church.
- B. This committee shall be responsible for periodic review of the Constitution & By-Laws and shall call to the church's attention any necessary changes that are needed or any violation of rules set forth in the Constitution and By-Laws.
- C. This committee shall, when additions, deletions, revisions, or other similar changes have been made, prepare and issue a revised edition of the Constitution and By-Laws at least once every

two (2) years.

SECTION 14. KITCHEN COMMITTEE

- A. This committee shall consist of five (5) members nominated by the Nominating Committee and elected annually by the church. They may succeed themselves.
- B. They shall be responsible for specific arrangements pertaining to all banquets, receptions and other special occasions, particularly when such occasions are held in the Fellowship Hall, excluding Weddings and Wedding Rehearsals.
- C. They shall formulate guidelines and specific purchases for the above mentioned activities.
- D. The Kitchen Committee shall secure others for assistants as need may arise.
- E. Their specific duties and responsibilities are as follows:
 - 1. To maintain a clean kitchen and facilities at all times.
 - 2. To conduct monthly inspection of the kitchen and all its facilities.
 - 3. To institute pest control measures.
 - 4. To replace broken china, damaged or lost silverware, and utensils.
 - 5. To strictly observe the health and cleanliness of all persons handling food and comply with all health regulations.
 - 6. To supply clean towels and linens.
 - 7. To make purchases as necessary or advisable with the co-operation of the Building and Grounds Committee.
- F. Kitchen equipment is not to be loaned to any individual or group without the church consent of the Kitchen Committee. When consent to borrow is obtained, items borrowed will be signed out and back in on a special ledger. The chairman of the Kitchen Committee will be responsible for the ledger.
- G. The Kitchen Committee shall work with the Personnel Committee in an advisory position concerning paid help in the kitchen.
- H. The Chair of the Kitchen Committee shall be responsible for the purchasing of supplies for the kitchen.

SECTION 15. RECREATION COMMITTEE

- A. This committee shall be composed of eight (8) members nominated by the Nominating Committee and elected annually by the church no later than the regular business meeting for the month of September.
- B. Their duties and responsibilities are as follows:
 - 1. To obtain and maintain all recreational and athletic equipment and facilities located on the church property.
 - 2. To make recommendations to the Personnel Committee for the employment of a supervisor of recreation should they deem this necessary or advisable.
 - 3. To organize the recreation of the church and to submit to the church a written policy for eligibility to participate.
 - 4. To formulate policies governing the use of the church grounds, recreation equipment and facilities and make these policies known to the church.
 - 5. To organize athletic teams (softball, basketball, etc.) and to encourage the youth

- and church members to participate.
6. To supervise tournament play and represent the church in entering a team or teams in tournament play.
- C. Members of this committee may also serve on one other standing committee.

SECTION 16. MUSIC ADVISORY COMMITTEE

- A. This committee shall consist of six (6) members nominated by the Nominating Committee and elected annually by the church.
- B. Members include: One (1) Male Adult Choir Member, two (2) Female Adult Choir Members; one (1) Accompanist; one (1) Parent of Children's Choir Member; one (1) youth or parent of youth active in the music program; and one (1) member of the church not involved in the music program. The Pastor and Minister of Music shall be members of this committee.
- C. The Nominating Committee shall nominate to the church one (1) of the above members as chairperson of this committee.
- D. The duties and responsibilities are as follows:
 1. To assist the Minister of Music in planning and promoting the calendar of music activities throughout the year.
 2. To advise and offer helpful suggestions in organization and expansion of the graded choir program, and be sympathetic with the Minister of Music and aid him with the various problems, needs, and decisions which occur within the Music Department.
 3. The chairman or the Minister of Music shall call together the committee whenever they feel it is necessary to do so for discussion and planning.
 4. To set up objectives as to the number of choirs needed and their age groupings, plus music training objectives, and develop plans to encourage more people to sing and become involved in music.
 5. To work with the Minister of Music in setting up the music budget for the coming year, after which, it will be submitted to the Budget Committee for final approval.
 6. To give members a better understanding of objectives and keep them informed of the music activities through departmental announcements, personal contact, visitation, letters, etc.
 7. To encourage the enlistment of all potential talent within the membership for participation and leadership in the total church program, both in vocal and instrumental activity.
- E. Members of this committee may also serve on one other standing committee.

SECTION 17. YOUTH COMMITTEE

- A. The Youth Committee shall consist of eight (8) members nominated by the Nominating Committee and elected annually by the church.
- B. This committee shall include four (4) adults and four (4) youth. The Nominating Committee shall work with the Youth Director and Youth Leaders to place four youth on this committee that are committed to the total youth programming of the church. Trying to include a good mix of age and gender.
- C. Four (4) members of this Committee, two (2) adults and two (2) youth may serve for a two (2) year period.

- D. The Nominating Committee shall appoint one of the four (4) adults to serve as chairperson.
- E. The Minister of Education and the Director of Youth are ex-officio of this committee.
- F. The duties and responsibilities are as follows:
 1. To work closely with the Minister of Ed./Youth, other staff members, and elected youth leaders in planning a well balanced ministry which will lead to spiritual and emotional growth of our youth.
 2. To plan and promote a calendar of youth activities throughout the year which will create an air of excitement, encourage the youth to become more involved, and enable them to grow spiritually and emotionally.
 3. To meet monthly to plan and evaluate the Youth Ministry.

SECTION 18. AUDIO-VISUAL AIDS COMMITTEE

- A. This Committee shall consist of four members nominated by the Nominating Committee and elected annually by the church. The Librarian, Minister of Music, and Minister of Education shall be ex-officio members of this committee.
- B. Members of this committee may succeed themselves.
- C. The duties of this committee shall be as follows:
 1. To promote the use of audio-visual aids within the church.
 2. To be responsible for the main public address system used in the church.
 3. To be responsible for the maintenance and care of all portable electronic equipment and accessories.
 4. To be responsible for the giving of assistance and instructions in the use of all portable electronic visual or sound equipment and accessories, and at times the operation of such equipment.
 5. To cooperation with the Church Officers in recommending to the Budget and Finance Committee expenditures for audio-visual aids for each church organization.
 6. To make recommendations to the church concerning the purchase and upkeep of all electronic visual or sound equipment, and accessories.
 7. To recommend to the church, policies on such matters as qualified equipment operators, the lending and use of equipment and materials outside the church by church organizations, the reservation of equipment and supplies adequate check-out systems and hours that the audio-visual section of the Library shall be open.
 8. To catalog, label, take an annual inventory, file all material, and give an annual report to the church as to its use.
 9. To assist should technical maintenance be needed on equipment used for radio broadcasting, should the church have approved such a program.
- D. Members of this committee may serve on one other standing committee.

SECTION 29. BUS COMMITTEE

- A. The Bus Committee shall consist of five (5) members nominated by the Nominating Committee and elected annually by the church.
- B. The committee is to oversee all matters pertaining to the bus, including recommending purchases, operations and maintenance.
- C. Members of the committee may succeed themselves.
- D. Members of this committee may also serve on one other standing committee.

ARTICLE V. DISCIPLINE

1. Should any unhappy differences arise between members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in the 18th chapter of Matthew.
2. Should any case of gross breach of covenant, or public scandal occur, the Deacons shall endeavor to remove the offense; and, if such effort fail, shall report the case to the church.
3. If the church votes to entertain a complaint which must be made in writing it shall appoint a reasonable time of hearing and notify the person in question thereof, furnishing him or her a copy of the charges.
4. The accused member may call to his aid any member of the church as counsel. If he shall not present himself at the time appointed, the church may proceed in his absence.
5. All such proceedings should be pervaded by a spirit of Christian kindness, but should an adverse decision be reached, the church may declare the member to be no longer in fellowship with the church.
6. Any member who has a grievance against the pastor, deacon, or an elected official of the church shall make such grievance known in writing to the Church Council. The Church Council shall make every effort to find a happy solution. However, if all efforts of the Council fail, then the member may bring the grievance in writing to the church in any regular business session. On questions of discipline a majority vote will be sufficient to dismiss the member or apply censorship.
7. In the case of grave difficulty the church will be ready, if requested, to ask the advise of a mutual council from neighboring churches.

ARTICLE VI. MEETINGS

1. FOR WORSHIP
 - A. Public services shall be held regularly upon the Lord's Day.
 - B. Occasional religious meetings may be appointed by the pastor at his discretion or by vote of the church.
2. FOR BUSINESS
 - A. At any regular meeting for worship the church may act upon the reception of members, upon the appointment of messengers to councils, associations or conventions, but not upon other matters of business, unless upon direct vote of the church to do so.
 - B. The Pastor may, and shall when requested by the Deacons or Trustees, call from the pulpit special business meetings, the particular object of the meeting being stated in the notice. Special meetings of the church may be called by the clerk upon written application of any five adult members specifying the object thereof, which notice shall be read in the public service of the Lord's Day next preceding the day fixed for the meeting.
 - C. A regular monthly business meeting shall be held the third (3rd) Wednesday night of each month.

- D. The order of business for monthly business shall be the following agenda adopted as the "Order of Business" by a vote of the church on October 11, 1967.

Order of Business

- A. Call to order by Moderator or Assistant Moderator
- B. Approval of the Minutes as Printed
- C. Unfinished Business (reports and references to committees)
- D. New Business:
1. Granting of Letters
 2. Financial Report
 3. Printed Deacons Recommendations
 4. Printed Committee Recommendations
 5. New Business from the floor
 6. Promotions, announcements, etc.
- E. Adjournment
3. Recommendations which are to be brought before the church in Regular Business Session such as committee reports and/or recommendations, recommendations from the Church Council, recommendations from the Deacons, the monthly financial report, and any other recommendations which requires church approval, shall be submitted in writing to the church secretary by 9:00 a.m. on the Friday preceding the business session week, so that a printed copy of such items of business may be available to the church moderator by noon Monday preceding the monthly business meeting. Sufficient copies of such items of business shall be printed, and a copy available for each member attending the regular business session. NOTE: Should the need arise the above rule may be suspended by a 2/3 majority vote during a regular business session.
 4. Whenever a recommendation is to be brought before the church for consideration regarding expenditure for equipment, real estate on any other church property, or renovation of same, and the expense incurred would amount to twenty-five hundred dollars (\$2500.00) or more, such recommendation must be read at the Sunday Morning Service or printed in the bulletin, two (2) successive weeks prior to the date such proposal is brought before the church for consideration. Such proposals should state in detail the amount of money needed, how such projects would be financed, the rate of interest to be incurred and the length of debt.
 5. Approval of such recommendation as indicated in paragraph (f) above shall require a 2/3 vote.

6. Stating in detail the amount of money needed as indicated in paragraph (3) above will not apply to occasions where it might be necessary for representatives of the church to engage in competitive bidding on a particular piece of property.

ARTICLE VII. AMENDMENTS

This Constitution and accompanying By-Laws may be amended by a two-thirds vote of the members present and voting at any regular meeting of the church, or at any meeting specifically called for that purpose, the proposed amendment being inserted in the call. In any case, said proposed changes must be laid before the church in writing at business meeting not less than one month before the time of the proposed action, and read from the pulpit on the Sunday following such proposal or printed in the church bulletin on that day.

ARTICLE VIII. RULES OF ORDER

The Robert's Rules of Order-Revised shall be the Standardized Rules by which all business sessions shall be guided.

ARTICLE IX. REVIEW

This Constitution and By-Laws shall be reviewed periodically by the By-Laws and Constitution Committee and attention brought to the church of any need of change or any Act of Violation of the By-Laws and Constitution.