

FRIENDSHIP BAPTIST CHURCH BY-LAWS

Accepted October 10, 2010

Volunteer Addendums, Article IX, Section 12

Accepted September 8, 2024

These By-laws supersede all others

CHURCH BY LAWS

ARTICLE I

Name

This congregation shall be known as the Friendship Baptist Church, Inc., of Live Oak, Florida.

ARTICLE II

Declaration

This church is a congregation of baptized believers in **CHRIST**, united by the covenant for the worship of **ALMIGHTY GOD**; for the extension of His kingdom throughout the earth; Associated in the **FAITH** and fellowship of the **GOSPEL**, to practice its precepts, to recognize and acknowledge **JESUS CHRIST** as their **SAVIOR**, their sole lawgiver and **LORD**, and to take the **BIBLE** alone as the standard by which all matters of belief and conduct are to be decided.

ARTICLE III

Mission Statement

God's Will, God's Way, for God's Glory!

ARTICLE IV

Statement of Faith

The Holy Bible is the inspired word of God and is the basis for any statement of faith. The Church subscribes to the doctrinal statement of the "Baptist Faith and Message" as adopted by the Southern Baptist Convention in 2000. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are baptism of immersion and the Lord's Supper.

ARTICLE V

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 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 gossiping, backbiting, and excessive anger; to abstain from the sale of, and use of, destructive drug or intoxicating drinks as a beverage; to shun pornography; 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 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 VI

Character

Section 1: Policy

The government of this church is vested solely in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist Churches.

Section 2: Affiliation

So far as it is consistent with the word of God, this church shall cooperate with and have representation in the denominational causes sponsored by the Southern Baptist Convention.

Believing that the Suwannee Association, the Florida Baptist Convention, the Southern Baptist Convention, and other affiliated and auxiliary organizations and causes of Baptist churches have as their purpose the promotion and support of missions, education and benevolence of the character and in keeping with the spirit of this constitution and the Articles of Faith of this church, we therefore, agree to participate in these organizations through our duly elected messengers and our support of the causes which these organizations represent and foster.

Section 3: Doctrine

This church accepts the Scriptures as its sole authority in all matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of the other Southern Baptist churches as indicated in the Statement of Faith.

Section 4: Marriage/Family

We believe in the Biblical view of marriage meaning one man, one woman. Any other view not in keeping with the Biblical standard is not acceptable (Genesis 2: 18-24, Leviticus 18, Romans 1: 23-28).

ARTICLE VII

Membership

Section 1: Admission of Members

(1) Any person professing faith in the Lord Jesus Christ as his Savior and publicly declaring it as his purpose to follow Him as His disciple, may, by a three-quarters (3/4) vote of the members present at any church meeting, be received through baptism into the full fellowship of the church.

(2) Members of other Baptist churches of like faith and order, upon presentation of letter of dismissal from those churches as in good and regular standing, may, by a three-quarters (3/4) vote of the congregation be received at any of its public services, in the full fellowship of the church.

(3) Any person who has at some time been a member of a Baptist church of like faith and order, but whose membership has lapsed, been lost or terminated, may, upon statement of the facts and avowal of their faith and love to Christ, be restored and received into the membership of this church by a three-quarters (3/4) vote of the congregation at any of its public services.

(4) It is not our purpose to proselytize members from other denominations. However, for those who believe as we do, and who wish to come into the fellowship upon the basis of their Christian experience, may, by a three-quarters (3/4) vote of the congregation be received through baptism into the full fellowship of the church. If any individual is physically disabled, baptism may be omitted.

Section 2: Dismissal of Members

(1) Death

(2) Any person on the roll of this church who desires a letter of dismissal to any other Baptist church of like faith and order may receive it on request of this church. Such letter should state the status of that person's membership: i.e. active, in-active, non-resident. Such letter may be granted by a vote of the church.

(3) Any member of this church who unites with a church of another denomination thereby forfeits their standing with us and shall be considered as having withdrawn fellowship from us. Letter of church membership to churches who are not of like faith and order as this church shall not be granted by the church.

(4) In the case of gross immorality, drunkenness, and persistent violation of the church covenant, a committee selected from among the deacons shall call on that person to persuade them to right their relationship with Jesus Christ and his church. Upon the erring member's failure to respond, they may report to the church and recommend the erring member's exclusion from the fellowship of the church. In all such matters the church is to be guided by Matthew 18:15-17.

ARTICLE VIII

Church Officers

The general officers of the church shall consist of the following: Pastor, Minister of Youth, Minister of Education, Minister of Music, Deacons, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, Sunday School Director, Discipleship Training Director, Women on Missions (WOM) Director, and Brotherhood Director.

Section 1: Pastor

The Pastor shall be called for an indefinite period and he shall be at liberty to resign the care of the church upon giving thirty (30) days notice of his intention to do so. The church shall have the right to dispense with his services upon giving similar notice. This thirty (30) days notice may be dispensed with by mutual consent of the church and the Pastor. The Pastor shall receive such compensation for his services as the church may determine.

Item 1

It shall be the duty of the Pastor to give special attention to the spiritual needs of the members; to preach stately at the church; to administer the ordinances of the New Testament; to watch tenderly over the flock of God; to act as moderator in all matters for the transaction of business, except when he is personally involved; to serve as ex-officio member of all committees of the church in its local and denominational relationship; and to perform any other duties that he and the church may agree upon as incumbent unto his office.

Item 2

The Pastor of this church shall be called by a vote of the church upon recommendation of a duly appointed Pastor Search Committee. He shall serve during the pleasure of the church with the privilege reserved to him of giving up the pastorate at any time deemed by him to be in the best interest of himself, or the church, or the Baptist denomination. He is to be a minister of good report, who shall be required to subscribe to the doctrinal statement and covenant of the church, being in agreement with the policies of the church as herein stated in these by-laws. The Pastor Search Committee shall obtain this assent before his name is placed before the church for formal vote.

Item 3

In event the church becomes pastor-less, the procedure for selecting a Pastor Search Committee which will recommend a pastor to the church shall be as follows:

(A) The Pastor Search Committee shall consist of five (5) **adult** members plus two adult alternates of the church.

(B) The Pastor Search Committee shall be recommended by the board of deacons and voted on by the church.

Item 4

When the Pastor Search Committee is ready to make its recommendation of a prospective pastor, the church shall be notified two (2) Sundays prior to the date of meeting for the purpose of voting on the committee's recommendation.

Item 5

After the committee has made its report, recommending only one man at any given meeting, the voting by the church shall be by secret ballot. The ballot shall be a photocopied slip of paper in the following form:

YES

NO

Item 6

Acceptance of the committee's recommendation, which would constitute a call, must have the vote of eighty-five per cent (85%) of the members present and voting.

Section 2: Church Staff

This church shall call or employ such staff members as the church shall need. A job description shall be agreed upon when the need for staff members is determined. Vocational staff members, other than the Pastor, shall be recommended to the church by a Personnel Committee, upon the approval of the Deacons, and employed by church action.

Section 2A. Youth Pastor

Principal Functions

It shall be the duty of the Youth Pastor to provide leadership to student ministries, seeking to reach students (7th grade through 12th grade) and their families for Christ and involvement in the local church and to assist in developing Christian maturity among students in the church through an understanding and application of Christian principles as expressed in the Bible.

The Youth Pastor shall be responsible to the Pastor.

Section 3: Deacons

There shall be the number of deacons as agreed upon by the Pastor, Deacons, and Church.

Item 1: Election of Deacons

(A) Term of Office - A term of office shall be for as long as the Deacon is active and in good standing.

(B) Nominations - Nominations for the office of Deacon will be made by the Ministry of Deacons and Pastor, and recommendations may be submitted by any member of the church to the Deacons

for consideration. These recommendations may be made by letter or by a personal presentation at a regular deacon's meeting. Any person to be considered as a nominee for the active Deacon Fellowship must have been a Christian and a member of a Baptist Church of like faith and order for no less than three (3) years and a member in good standing of Friendship Baptist Church for no less than one (1) year. Deacons transferring their membership to Friendship Baptist Church from another Baptist Church of like faith and order will be accepted in nomination to the active Deacon Fellowship after the Deacons have made a good faith effort to get an endorsement of this candidate from his former church. A questionnaire will be mailed to the candidate's church which will ask that the Pastor or Deacon Chairman provide background information concerning the candidate.

(C) Election Date – Election of Deacons shall be held when deemed necessary by the Pastor, Deacons, and Church. The Deacons shall nominate to the church those to be considered for election as deacons. Acceptance must be by a vote of three-fourths (3/4) of the members present and voting.

(D) Organization - The Deacons shall elect annually, at their first meeting in September a chairman and clerk, who shall serve until their successors are elected.

(E) Deacon Emeritus - Any member who has served as a Deacon, may, upon honorable retirement due to age or infirmity, be elected by the church as Deacon Emeritus, which office he may hold for life with all the rights and privileges of the office, except that of voting in the meeting of the Deacons.

(F) Dismissal of Deacon - If a Deacon misses three (3) consecutive Deacon Meetings, the Pastor or Chairman of Deacons will contact the Deacon to find out the reasons for his not attending the meetings. If, in the opinion of the Pastor and Deacons, these reasons are not valid, the Pastor and Deacons will make recommendations to the church that this Deacon be dropped from the list of Deacons. If valid proof is presented to the Pastor and Deacons that a Deacon is living an unchristian life, the Pastor and Deacons will recommend to the church that the Deacon be removed from the list of Deacons.

Item 2: Qualification

As stated in 1 Timothy 3:8-13.

Item 3: Duties

In accordance with the meaning of the word and the practice of the New Testament, deacons are to be the servants of the Church.

(A) The Deacons shall constitute the Pastor's advisory council, and under his leadership shall have general oversight of the affairs of the church. This oversight shall be advisory rather than official. With the Pastor, they shall seek the highest spiritual good of the church. They shall assist in the observance of the **LORD'S SUPPER**, and in such duties as in general apply to the office or may be hereafter specifically provided.

(B) They shall serve as a council to advise and confer with the Pastor in all matters pertaining to the welfare and work of the church. With the Pastor, they are to consider and formulate plans for the constant efforts and progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension of growth of the Kingdom of God.

(C) They are to be zealous to guard the unity of the spirit within the church in the bonds of peace.

(D) The Deacons shall serve as a general pulpit committee; in case of absence of or inability of the Pastor, (subject to advice from and in conference with him), they shall provide for pulpit supply. In any period when the church is without a Pastor, unless the church shall otherwise provide, the Deacons will arrange for temporary ministry and take council with reference to securing a Pastor. It is not intended in any way to prejudge herein the method by which the church shall proceed in securing a Pastor.

(E) The Chairman of the Deacons, in the absence of the Pastor, shall act as moderator or appoint a moderator for all matters pertaining to church business.

Section 4: Clerk

The church shall elect a Church Clerk and an Assistant Clerk annually. The Clerk of the church shall keep, in a suitable book, a record of all the actions of the church, except as otherwise herein provided. The Clerk shall keep a register of the names of the members, with dates of admission and dismissal or death, together with a record of baptisms. The Clerk shall also notify all officers, members of committees, and messengers of their election or appointment. The Clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give proper notice of all meetings where such notice is necessary as indicated in these by-laws. The Clerk shall make monthly and annual reports to the church.

Section 5: Treasurer

The church shall elect annually a church Treasurer and Assistant Treasurer to assume office at the beginning of each church year (September 1st.). It shall be the duty of the Treasurer and/or Assistant Treasurer to take charge of all monies. The Treasurer shall keep a full account of all monies received for General, Cemetery and Capital Expenditure Funds and its source, and all amounts paid out and for what purpose. The Treasurer shall make monthly and annual reports to the Deacons and the Church. All financial statements must be submitted in writing one (1) week prior to the monthly business meeting.

Section 6: Trustees

Four (4) Trustees elected by the church will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the Trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signatures of Trustees are required. Trustees shall serve a term of four (4) years on a rotating basis, with one new Trustee being elected every year.

ARTICLE IX

Committees

All committee members shall be recommended to the church for election by the nominating committee unless otherwise indicated in the descriptions below. There will be two types of committees: Standing and Special. Standing Committee members will be elected and serve for two (2) years. Special Committee members will serve until their purpose is completed and will then be dissolved. After serving a term on a Standing Committee, a person is ineligible to serve on the same committee for one (1) year. All Committee members must be an active, participating member of the church. The pastor or a vocational staff member designated by the pastor shall serve as an ex-officio member of all committees.

The following shall constitute the standing committees of the church: Finance, Nominating, Nursery, Building and Grounds, Kitchen, Flower, Missions, Counting & Deposit, Church Council, Personnel, and Cemetery. Other committees may be added as the need arises at the discretion of the church. The tenure of office, the power and duties of all officers of the church and of all such officers and committees as will or may be provided for in these by-laws, shall be as herein stated.

Section 1: Finance Committee

The Finance Committee is a Standing Committee and shall consist of a minimum of five (5) **adult** members to rotate as specified above. This committee shall be recommended by the Nominating Committee at the regular business meeting in May for approval by church action.

- (A) This committee shall take office June 1st, and shall submit a proposed annual budget for church approval not later than the August business meeting.
- (B) This committee shall elect its own officers annually.
- (C) The Finance Committee shall make all arrangements for the audit of books pertaining to church funds. This audit shall cover the period of September 1st through August 31st.
- (D) In case of items not provided for in the budget, any item in excess of \$100.00 must be voted and approved by the church first and then forwarded to the Finance Committee.

Section 2: Nominating Committee

The Church Council will recommend three (3) members for the Nominating Committee at the January business meeting. The present organizational heads will be considered ex-officio members of the committee during the year for the purpose of filling vacancies that occur in their organization during that church year only. They are not to be considered a part of the committee for the work of nominating the Officers and Teachers for the New Church Year.

- (A) This committee shall consist of five (5) members and elect its own officers.
- (B) The present Sunday School Director and Discipleship Training Director are not considered eligible for election in August to this committee.

- (C) The Nominating Committee shall propose to the church the name for a Sunday School Director and Discipleship Training Director not later than the June business meeting. After approval by the church, they shall become members of the Nominating Committee.
- (D) Duties: The duties of the committee shall be to carefully study the needs of the church and, working in cooperation with the pastor and key leaders of the organizations, present for election, the names of necessary officers, workers, and committees for our various church organizations. No person shall be eligible for election as an officer of the church, or as an officer or teacher in any organization of the church, who is not a member of this church.
- (E) The committee is a Standing Committee and will be on a two (2) year rotating basis.

Section 3: Nursery Committee

This committee shall be in charge of the church nursery and shall consist of three (3) people, providing for nursery workers during the services, and making sure that the nurseries are kept clean, safe, and useful.

Section 4: Building and Grounds Committee

This committee shall consist of five (5) members and shall be charged with the up-keep of all church property and equipment. It shall determine necessary repairs and/or improvements, except major or new construction, and authorize the same up to the limit of the budget approved for that purpose. Should the budget appropriation prove inadequate for such repair and/or improvements, the committee shall request of the Finance Committee a special appropriation for this purpose. This committee shall also employ and supervise the work of custodians and lawn maintenance, within the limits of the budget.

4A. Use of Facilities

Any group pre-approved to use the church or any part of the education building for weddings, showers, and class or group activities will be responsible for cleaning and emptying of the area that is used.

It is the responsibility of the cleaning person to get a reliable replacement in their absence.

Clean church each week after Wednesday night service or after last service of the week.

Section 5: Kitchen Committee

This committee shall be charged with the duty of coordinating the social activities of the various departments of the church, as needed. It shall be in charge of the kitchen and equipment, and shall be responsible for its use.

Section 6: Flower Committee

This committee shall provide flowers for the regular Sunday worship services and for any special occasions, such as the death of a member of our church.

Section 7: Missions Committee

It shall be the duty of this committee to have the oversight of mission work to be undertaken and conducted by the church.

Section 8: Counting and Deposit Committee

This committee shall have five (5) members. The committee, together with the church financial secretary, shall be responsible for the counting, recording and depositing in the bank, all tithes, offerings, and other monies for the church. Two (2) members of the committee must be present when the money is counted. These will be annual rotating positions with at least two members rolled over each year to instruct new members on deposit procedures.

Section 9: Church Council

The council, unless otherwise determined by vote of the church, shall have as regular members the Pastor, Minister of Education, Minister of Music, Youth Pastor, Sunday School Director, Discipleship Training Director, Brotherhood Director, Women on Missions Director, and Chairman of the Deacons. This committee shall meet monthly or as often as they deem necessary, for the consideration of all matters of common interest; for the coordination and unification of plans; to provide a monthly church calendar; for the promotion of the welfare of all departments of the church; as well as of the church as a whole. This committee shall act in an advisory capacity only, making its recommendations to the several groups involved and to the church.

Section 10: Personnel Committee

This committee shall be composed of three (3) members. This committee assists the church in matters related to vocational staff and employed personnel administration.

Section 11: Cemetery

This committee shall be composed of three (3) members. This committee assists the church in the care and upkeep of the cemetery.

Section 12: Volunteers

A “volunteer” shall be defined as any person that is serving in an official or unofficial position or capacity at Friendship Baptist Church in an unpaid capacity, wherein that persons service is for the benefit of the church, visitors, church facilities, purposes of the church, work of the church in or for the community or in any such matter where the action of that individual is seen or could be construed, perceived, or inferred as an action of Friendship Baptist Church.

Volunteer types

- (A)** Members of this church covenant with the body to be engaged in regular, active service within the body. Because Scripture so clearly defines every believer as a minister, as well as our need and requirement in serving the roles God has gifted us with, members are expected to serve in at least two (2) ministry roles within the body: one related to their primary giftings, and one that is something they are able to do (even if it isn't their favorite thing).
- (B)** Non-members are encouraged to get involved and to serve in the body.

Volunteer Requirements

- (A)** All volunteers, member or non-member, who teach or co-teach, are required to complete a volunteer application to help us understand who you are and what your giftings are. Based on your application, you will be asked to serve in various roles where the church body has a need and you have giftings
- (B)** All volunteers will be required to complete an annual criminal background check, or with the frequency defined for satisfaction of church insurance. The church is happy to pay for your background check and will submit it through PROTECT MY MINISTRY. Any volunteer found to have a criminal record will be prohibited from serving in certain areas of the church including but not limited to children's ministry, youth ministry, and financial committees or positions. Background checks must be completed before initial service begins and, annually, during the annual completion period between August 1st and September 31st.
- (C)** Any non-member volunteer serving with any youth or children under the age of 18 may serve when partnered with an active member in good standing with at least six (6) months active attendance. All volunteers must pass a background check, and cannot have charges, accusations, convictions, or allegations showing on that background check. There shall be a minimum of two(2) adult volunteers that are not related working together anytime children are present, unless the child in question is under their guardianship. At NO TIME should a volunteer be left alone with a child or children.
- (D)** All volunteers must complete training related to sexual abuse and are obligated by law to report any suspicious activity they observe or reported abuse that is disclosed to them.

ARTICLE X

Cemetery Burial Guidelines

Section 1.

Resident members and their dependent children may be buried free anywhere in the cemetery. Anyone who has already been provided plots in the cemetery may use the plots without any charge. Resident members are defined as those who are church members and living in the church field or church area. Non-resident members are defined as those who are members but have moved away from the community to another town within the state or to another state.

Non-resident and non-members will pay \$500.00 per grave site in the new cemetery. These guidelines will hold unless exceptions are granted by the Cemetery Burial Committee.

Section 2.

No shrubbery or flowers will be planted in the cemetery except on the outer borders of the cemetery.

Section 3.

Cemetery plots cannot be resold unless it is approved by the church.

ARTICLE XI

Program Organizations

Section 1: General

All organizations of the church shall be under church control, all officers being elected by the church. It is understood that the pastor is an ex-officio officer of all the organizations named.

Section 2: Sunday School

There shall be a Sunday School, divided into departments and classes for all ages and conducted under the direction of a Sunday School Director for the study of God's Word.

The tasks of the Sunday School shall be to teach true biblical revelation; reach persons for Christ; lead all church members to live, worship, witness, learn, and minister daily for Christ; and provide and interpret information regarding the work of the church and the denomination.

Section 3: Discipleship Training

There shall be a Discipleship Training Program, divided into departments for all ages and conducted under the direction of a Discipleship Training Director. This Program shall serve as the training organization of the church.

The task of the Discipleship Training Program shall be to teach systematic Theology, Christian Ethics, church polity and organization; train all members to live, worship, witness, learn and minister daily for Christ; train leaders for the church and the denomination; provide for specialized training; encourage new member orientation; provide organization and leadership for special projects of the church; and provide and interpret information regarding the work of the church and the denomination.

Section 4: Women on Mission – Baptist Women

There shall be Women on Mission with such officers and forms of organization as needed. The task of the W.O.M. shall be to teach missions; engage in mission action; provide organization and leadership for support of world missions through praying and giving and interpret information regarding the work of the church and the denomination.

Section 5: Brotherhood – Baptist Men

There shall be a Brotherhood, made up of such organizations as needed. The tasks are to teach missions; engage in mission action; provide organization and leadership for support of world missions through praying and giving and provide and interpret information regarding the work of the church and the denomination.

Section 6: Church Music Ministry

There shall be a Church Music Ministry under the direction of the Minister of Music. Such officers and/or organizations shall be included as needed. The overall music program tasks shall be to teach music and hymnody, provide music and musicians for the congregational services and the organizations of the church; lead persons to participate in hymn singing; train persons to lead; sing, and play music; provide organizations and leadership for special projects of the church; and provide and interpret information regarding the work of the church and the denomination.

ARTICLE XII

Financial Policies

Section 1.

Tithes and offerings shall be recognized as our plan of finance. All members shall be encouraged to give *at least* a tenth of their income to the church.

Section 2.

The unified budget system shall be our method of finance.

Section 3.

The church shall use the church offering envelopes in accordance with the Unified Budget System so those who desire may make their church offering through Sunday School.

Section 4.

No special offerings shall be taken in the church except for revival meetings, the four annual offerings of the W.O.M. (namely State, Home, Foreign missions and Baptist Children's Home), and such as the church may authorize by announcing in two worship services.

Section 5.

In the interest of sound policy, the following measures shall be observed:

(A) The church fiscal year shall be September 1 through August 31.

(B) A detailed and comprehensive written report of all receipts and disbursements, balances, etc., shall be given to the church at each business meeting.

(C) The Finance Committee shall conduct an annual audit of all books pertaining to the church funds, and a report made to the church.

ARTICLE XIII

Meetings

Section 1: For Worship

(A) Public services will be held on each Lord's Day, morning and evening, and on Wednesday evening of each week except those services voted on by the church.

(B) The **LORD'S SUPPER** shall be observed on the first Sunday of each quarter, or at such other time as the church may determine.

(C) The Pastor and Deacons shall be responsible for the administration of the Lord's Supper.

Section 2: For Business

(A) The regular business meeting of the church shall be held on the second Sunday of each month except when there is a conflict with a priority calendar date, or other conflict deemed necessary by the Deacons.

(B) At any of the regular meetings for worship the church may without special notice, act upon the reception of members, upon the dismissal of members to other churches, and upon the appointment of delegates to councils, but may not act upon any other business.

(C) Special meetings of the church may be called whenever the Pastor and the Chairman of the Board of Deacons deem it advisable. Such meeting shall be announced at two (2) regular services of the church at least one week prior, and no other business than that announced shall be transacted.

(D) In special matters such as the sale of or purchase of property or the assumption of a large financial responsibility by the church, the church shall be notified at two regular services of the church at least one week prior to the date for voting and must have three-quarters (3/4) approval.

(E) **QUORUM:** The Quorum consists of those who attend the business meeting, provided it is a stated meeting or one that has been properly called.

ARTICLE XIV

Order of Business

- (A) Call to order
- (B) Reading of minutes
- (C) Granting of letters requested
- (D) Report of the Treasurer
- (E) Report and recommendations of the Deacons
- (F) Report and recommendations of the Finance Committee
- (G) Report of the Sunday School
- (H) Report of the Discipleship Training
- (I) Report of the W.O.M.
- (J) Report of the Brotherhood
- (K) Report of officers and standing committees
- (L) Report of special committees
- (M) Unfinished business
- (N) New Business
- (O) Adjournment

ARTICLE XV

Section 1.

This set of by-laws, when adopted by the church shall take the place of all other rules or regulations heretofore in effect.

Section 2.

In all matters, GOD'S WORD shall govern. In al parliamentary matters, the most current version of Robert's Rules of Order shall govern.

ARTICLE XVI

The by-laws of this church may be altered or amended or rescinded by the members of this church at any regular business meeting or at any special business meeting called for that purpose, provided that proper notice has been given at a previous regular business meeting, and provided also that such proposed changes have been submitted to the deacons for their, consideration prior to bringing it to the church for action. The deacons may express approval or disapproval, but final action is subject to the vote of the church. All such proposed alterations or amendments of the by-laws must receive the affirmative vote of a two-thirds (2/3) majority of the members present and voting at such meeting.