

# SHERWOOD



BAPTIST CHURCH

*"Building Bridges To Change Lives"*

## **Constitution and By-Laws**

September 9, 2018

## Record of Changes

<b>Date of Change</b>	<b>Reason for Change</b>	<b>Article/Section</b>	<b>Pages changed</b>
7/14/04	Major revisions made throughout the Constitution		All
10/11/06	Changed to elect the Moderator by the church, instead of the Pastor being the Moderator	Article V, Section 2	4
7/11/07	Changed the business meeting from the second Wednesday night to the second Sunday night of each month	Article X, Section 2	12
5/17/09	Added Outreach Director(s) to the Church Council	Article VII, Section 17	10
8/9/09	Changed the method of selecting deacons and the deacons' dates of service	Article V, Section 3	4 and 5
5/9/10	Changed the requirement for election of ministerial staff so that a "supermajority" vote is required before the Church call any new member of the ministerial staff	Article II, Section 1; Article V, Section 1; Article VIII	1, 3, and 10
1/9/11	Changed to reflect modifications made necessary by the approval of the Financial Policy	Article V, Sections 4 & 6; Article IX, Section 2; Article X, Section 1	7, 8, 10, 11, and 12
5/11/14	Changed to add paragraph a. to reflect Biblical definition of marriage	Article II, Section 2	2
9/9/2018	Change members of Personnel Committee from 5 to 7 for 2018-2019 only	Article IX, Section 4	11

# CONSTITUTION AND BY-LAWS

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**CONSTITUTION AND BY-LAWS  
SHERWOOD BAPTIST CHURCH  
HUNTSVILLE, ALABAMA**

**PREAMBLE**

To establish basic principles of Church government and doctrine, to guarantee God-granted rights and liberties, and to provide for the orderly organization and operation of the church, we the members, under the leadership of the Lord Jesus Christ, adopt the following constitution and by-laws:

**ARTICLE I – NAME, AFFILIATION AND OBJECT**

Section 1. Name. This church shall be known as Sherwood Baptist Church; hereafter known as this Church. It is a member-controlled corporation consisting of an incorporated board of trustees.

Section 2. Affiliation. Sherwood Baptist Church shall be a cooperating member of Madison Baptist Association, Alabama Baptist State Convention, and the Southern Baptist Convention.

Section 3. Object. Believing in the Bible as God’s inspired Word and as the sole authority for faith and practice, and this church, acknowledging its adherence to all the teachings of Jesus Christ, declares its purposes:

- (1) To conduct regular public worship services;
- (2) To faithfully proclaim the message of the Gospel of Christ and to urge its acceptance;
- (3) To cooperate in the establishment of Christ’s kingdom throughout the world by prayer, gifts, and service;
- (4) To promote systematic Bible study and Christian training;
- (5) To encourage life enlistment in Christian service;
- (6) To make every effort to practice the principles of Christ as set forth in the Bible.

**ARTICLE II – CHARACTER**

Section 1. Polity. The form of government of the Church shall be truly democratic with final authority over all matters vested in the body of believers comprising its membership. All organizations and committees shall be subject to the authority and will of the Church. The will of the Church shall be expressed when required by majority vote, except as stated herein, in accordance with quorum provisions established under By-laws, Article X, Section 8.

Section 2. Doctrine. The Holy Scriptures of the Old and New Testaments are the sole authority for faith. The practices of the Church shall be those set forth in the New Testament. No member is expected to accept any doctrine not contained in or contrary to Scriptural authority. The church shall sustain the principles of freedom of the individual conscience subject only to God, the separation of church and state, and the right of the individual member to a voice in the affairs of the Church.

a. Marriage/Human Sexuality-We believe that marriage is a union between one man and one woman, following biblical principles (Gen. 2:19, Lev.18:22, Mat.19:4-6, Rom.1:18-27, Eph. 5:22-23, Heb.13:4). We believe that God sanctions only the union in marriage of a man to a woman, including civil unions. Therefore, Sherwood Baptist sanctions only a ceremony compatible with those standards.

Section 3. The Articles of Faith. The statement of religious conviction called the Articles of Faith enunciate principles of the Christian faith most surely held by Baptists. The Church adopted these Articles (1963 Statement) at its constitution service. The clerk shall obtain and preserve an official copy thereof in the permanent records of the Church.

Section 4. The Church Covenant. The Church Covenant was adopted by the Church at its constitution service. The clerk shall obtain and preserve an official copy thereof in the permanent records of the Church.

### **ARTICLE III – MEMBERSHIP**

Section 1. Voting on Members. All action regarding membership shall be by voice vote of the Church. No one shall be received into membership without the unanimous vote of the Church (members present); unless the deacons, after due inquiry, are satisfied that the persons objecting have no just ground for their complaint.

Section 2. Admission of Members. Any person professing faith in Jesus Christ as Savior and Lord, giving evidence of a changed heart, and having accepted the aims and ideals of the Church may be received into membership upon vote of the Church by one of the following ways:

- a. By Baptism (Immersion). Any person professing faith in the Lord Jesus Christ as personal Savior may be received into membership through baptism by voice vote of the Church.
- b. By Letter. Members from other Baptist Churches affiliated with the Southern Baptist Convention may be received as members upon receipt of their letters and voice vote of the Church.
- c. By Statement of Christian Experience if previously baptized, but has lost Membership in a Baptist Church of like faith and doctrine through long absence or for similar causes.
- d. By Restoration if excluded from the church for disciplinary reasons or personal request, after making due confession to the church and giving satisfactory evidence of repentance.

- e. From another Denomination. Any person who is a member of another denomination may come by statement provided there has been a prior conversion experience and he/she has experienced “Christian Baptism.” (Christian Baptism is described in Article VII of the Baptist Faith and Message, adopted by the Southern Baptist Convention, in June of 2000.) Members coming from another denomination will be required to review the booklet, “The Baptist Faith and Message” and to affirm their understanding of the Baptist doctrine and their personal acceptance of it.

Section 3. Obligations of Membership. Personal service, Christian conduct, and Scriptural giving according to Malachi 3:10 are expected of all members.

Section 4. Termination of Membership.

- a. Voluntary Termination.
  - (1) Any members shall be entitled to a letter of dismissal to join another Baptist Church of like faith and order upon request. Letters shall be issued only to Churches.
  - (2) If a member requests to be released from his covenant obligations to this Church for reasons which the church may deem satisfactory after it shall have patiently and kindly endeavored to secure his continuance in its fellowship, such request may be granted and membership terminated.
- b. Termination for Cause. If any member shall become, through immoral or unchristian conduct, an offense to the Church, the Church may terminate the membership, but only after patient and positive effort to secure reconciliation by the Pastor and Deacons have failed. Any recommendation seeking termination of membership shall be presented to the Deacons. The Deacons will take whatever action is proper and fitting for the circumstances involved. In all proceedings of such nature, no effort shall be spared to effect reconciliation of the delinquent member to the Church.

Section 5. Deceased Membership. Upon death of any member, his name shall be removed from the active roll and placed on file under Deceased Members. This will require no vote by the Church.

#### **ARTICLE IV – REQUIREMENT OF OFFICE HOLDERS**

All officers and committee members shall be active members of the Church.

#### **ARTICLE V – CHURCH OFFICERS**

The officers of this Church shall be as follows:

Section 1. Pastor. The Pastor shall be a man meeting scriptural qualifications as found in I Timothy 3:1-7, Titus 1:6-9, and 1 Peter 5:2-4. His duties are threefold: As a preacher to preach

the gospel; as a pastor to be shepherd of the flock and to superintend the work of the Church; and a minister to serve the people for Jesus' sake. The pastor may be called only by the Church upon the recommendation of a Pastor Search Committee. The Pastor Search Committee shall consist of five persons who are nominated and elected at large by secret ballot by the membership of the church in business session. Church acceptance of the recommended prospect shall be by secret ballot, requiring an affirmative vote of at least 85 percent of the voting members. He shall be called for an indefinite period and the relationship may be terminated by mutual agreement, by not less than thirty days notice by the Church, or thirty days by the Pastor. The terms of the Pastor's employment are specified in the Personnel Manual.

Section 2. Moderator. The Moderator shall be elected annually by the Church membership. The Nominating Committee shall make the nomination and present to the Church membership for election. In the absence of the elected Moderator, the Pastor, or the Chairman of Deacons, in that order, shall preside; or, in the absence of those two, the Church Clerk shall call to order the Business Meeting and proceed to elect a pro-tem Moderator.

Section 3. Deacons. Deacons shall be men meeting Scriptural qualifications as found in I Timothy 3:8-10, 12-13, and Acts 6:3, and elected by the Church. They shall be set apart to their offices by prayer and laying on of hands.

- a. The Deacons shall be elected by vote of the church to serve for a term of three years beginning on September 1 of the year elected. One third of the deacons serving shall become inactive on August 31 of each year, shall be ineligible for re-election until the lapse of at least one year, and their places filled by qualified men from the church membership to serve a three year period, thus continuing the three-year rotation of the deacons.
- b. Manner of Election of Deacons shall be as follows:

On the first Sunday in June at the close of the morning worship service, (or as soon as practical thereafter) each member shall be asked to submit in writing their nominations for the office of deacon. A member who cannot be present on that date may submit his nominations in writing to the Chairman of Deacons anytime during the two weeks prior to that date. The nomination shall be announced at least two weeks in advance and an up-to-date church directory and a copy of the qualifications for deacons as outlined in I Timothy 3:8-10, 12-13 and Acts 6:3 plus the additional qualifications listed in paragraph (f) below shall be made available to each member. Each member may submit any number of names up to a maximum of two names for each vacancy to be filled. The nomination ballots shall be collected and tabulated by the active deacons. A list of men nominated shall be compiled by vote of the active deacons and ranked in the order that they are deemed to meet the qualifications outlined in I Timothy 3:8-10, 12-13 and Acts 6:3 and paragraph (f) below.

The nominees, in order of ranking, shall be provided with a listing of the qualifications stated above then contacted by the active deacons and asked of their willingness to serve if elected. Each nominee shall be given a maximum of two weeks, if needed to prayerfully consider his answer. In the event of a negative answer, the next nominee on the list shall be contacted. This process shall continue until two men for each vacancy to be filled have indicated a willingness to serve. The active deacons may recommend fewer than this number when in their opinion all

qualified candidates have been contacted. A ballot shall be prepared with the names of two men for each vacancy (or fewer, as outlined above) and presented to the church on the third Sunday in July. Each member shall be asked to vote for one name for each vacancy to be filled. The ballots shall be tabulated as soon as possible by the active deacons and the number of required men receiving the highest number of votes shall be considered to fill the vacancies. In the case of ties which affect the outcome to the election, the tie will be resolved by secret ballot of the active deacons.

Those men elected who are not ordained will be examined by an examining council composed of at least three ordained men, along with the Pastor, to determine their qualifications for future ordination should they be elected and successfully complete a one-year deacon service period. This will be done prior to any results of the election being announced. Should any of the elected be determined to be unsuitable to serve as a deacon by the examining council, the man receiving the next highest number of votes will be examined. The men elected who are not ordained shall serve as deacon candidates for a period of one year. During this time they shall have all the duties, rights, and privileges of an active deacon. At any time during this one-year period, the candidate may request that his name be withdrawn or after consultation with the candidate, the deacons may request that his name be withdrawn. After one year, the candidate will be ordained in the usual manner.

- c. Vacancies after September 1 will be filled as determined by the church, in accordance with Article V, Section 3, paragraphs a and b.
- d. The number of active deacons shall be set at nine (9). Each year at election time, the active deacons may choose to vary this number by plus or minus two (2) without a vote of the church, as they feel led, to best support the needs of the church.
- e. Attendance. The absence of any active deacons from any four (4) regular consecutive monthly meetings or from a total of six (6) regular monthly deacons meeting during a church year shall cause forfeiture by such active deacons of his office; provided, however, that for the purpose of this rule, no absence shall be counted if the reported cause for such absence is approved by the active deacons at the current or the next regular meeting. Upon forfeiture, such deacons shall become inactive deacons and be promptly so notified by the secretary of the deacons. They may come to be eligible to serve as active deacons again by election of the church.
- f. Qualifications of Deacons. Each deacon shall support the full program of work as adopted by the church with their presence, their influence, and their practice of Scriptural giving. This shall be construed to mean that they shall take an active part in the promotion of and furtherance of all ministries of the work of the church. A candidate must have been a member of Sherwood for two years prior to his selection.
- g. Deacons duties are as follows:
  - (1) The deacons shall be charged especially with the spiritual advancement and interest of the church.
  - (2) The watch care of its members.



- (a) To devote themselves to the spiritual welfare of the members and to their enlistment in active church service.
- (b) To use all proper efforts to reclaim such members as may have become remiss in their covenant engagements and, should these efforts be unavailing, to report such efforts to the church for action.
- (c) The preparation and serving of the Lord's Supper.
- (d) The deacons shall meet regularly each month and when called by the Pastor or Chairman.
- (e) The deacons shall be the advisory council of the church.
- (f) The deacons shall endeavor to work harmoniously with the Pastor to secure the advancement of the church program.
- (g) To ascertain persons who may be in need to render assistance.
- (h) To assist in baptism services.

#### Section 4. Trustees.

- a. The trustees shall consist of three members. One third of the trustees shall be elected annually for a three-year term. The nomination for election as trustees shall originate with the nominating committee and come as a recommendation from the nominating committee to the church, in conference, for election.
- b. The officers of this corporation, consisting of trustees, shall be a president, vice-president, and a secretary-treasurer. These officers shall be chosen by the trustees.
- c. The president shall preside at all meetings of the trustees and discharge such duties as the laws of the State of Alabama and this constitution prescribe, and such duties not inconsistent therewith as may be required by the trustees. In case of absence of the president, or his inability to act, the vice-president shall discharge the duties of the president.
- d. The trustees shall execute deeds, deeds of trust, mortgages, promissory notes, or other pecuniary obligations, only by specific vote of the church authorizing such action, and such instruments shall be properly signed as required.
- e. It shall be the duty of the secretary to keep a copy of all written pecuniary obligations of the corporation and to keep a correct record of the proceedings of the trustees. All books and records kept by the secretary shall be considered church property.
- f. All money coming to the corporation by bequest or donation, other than for the general work or financial program of the church and voluntary offerings for the

general work of the Baptist people raised by the popular subscriptions, shall be paid to the secretary of the trustees who shall make a proper record thereof and pay the same over to the Church treasurer, subject to the directions of the church, taking the church treasurer's receipt thereof.

- g. The trustees shall hold one regular meeting annually during the month of September and such other meetings as may be deemed necessary by the president or any other two members. Two members constitute a quorum for business. Any recommendation from the trustees to the church shall be coordinated with the deacons prior to the business meeting.
- h. Vacancies or temporary inability to serve occurring among the trustees during tenure of office shall be filled by the church at any regular or called conference of the church, upon the recommendation of the nominating committee.
- i. It shall also be the duty of the trustees to recommend the proper legal and insurance protection of all property of the church; to receive bequests, and to administer such temporalities of the church as shall come into their hands according to the will and direction of the church. They shall recommend that the person or persons authorized by the church to issue bank drafts on the church treasury and any other officer of the church shall be placed under bond to secure the church and, or, the individual from any loss. Premium on said bond is to be paid out of the church funds. They shall perform any other duties prescribed them by the church.
- j. A corporate seal shall be kept by the secretary-treasurer, which shall be a circle within which shall appear the words: "Sherwood Baptist Church."

Note: Recommend this seal and other documents be kept in safe deposit box and only opened with two parties.

Section 5. Clerk. The church shall elect annually a clerk. The clerk of the church shall keep a suitable record of all the actions of the church occurring in business meetings. The clerk shall provide to the church secretary a list of letters granted from the business meeting. He shall issue letters of dismissal voted by the church, preserve on file all communication and written official reports, and give legal notice to all of all meetings where such notice is necessary as indicated by the by-laws. The clerk shall have the full assistance of the church administrative staff in the performance of the duties of his office. A monthly report shall be made by the clerk to the church as to the number of members on the roll, number received and dismissed, and any other items of general interest. All books and records kept by the clerk shall be considered property of the church.

Section 6. Treasurer. The church shall elect annually a church treasurer who shall serve as an ex-officio member of the Finance Committee.

## **ARTICLE VI – ORGANIZATION**

All organizations must be authorized by the church at a regular business meeting and must at all times be subject to its supervision. Such organization shall make full written reports to the church monthly and an annual report in writing shall be made at the end of each church year.

No individual or group shall hold meetings in or use any room or assembly department of the church unless such meetings or services so held are recognized as a function, institution, or agency of the church or are held by its consent and approval.

## **ARTICLE VII – OFFICERS OF CHURCH ORGANIZATIONS**

All organizations of the church shall be under church control, all officers being elected annually by and reporting regularly to the church. The pastor is ex-officio head of all the organizations named, and his leadership is to be recognized in them all.

All general department heads are expected to support, with their presence, and promote the entire church program.

Section 1. Sunday School Director. The Sunday School Director shall give general supervision to the Sunday School. He shall see that efficient officers and teachers are provided, adequate space and equipment made available, and that the records are properly kept. He shall preside at the Officers and Teachers meeting and workers council, make regular monthly reports of the condition of the school to the deacons and to the church, and shall make such recommendations as he deems best for the school. He shall have direct supervision and control over all teaching activities and agencies of and conducted within the church except those directly related to the work of the Discipleship Training, Women's Ministry, Men's Ministry, and Student Ministry.

Section 2. Discipleship Training Director. The Discipleship Training Director shall have supervision and direction of the activities of the Discipleship Training Department. He shall see that efficient leaders and adequate space and equipment are provided.

Section 3. Men's Ministry Director. The Men's Ministry Director shall give general supervision of all Men's Ministry work. The Director shall be nominated by the Nominating Committee for election by the Church.

Section 4. Women's Ministry Director. The Women's Ministry Director shall have general supervision of all Women's Ministry work. The Church shall give emphasis to missions and benevolence through its several organizations. The Director shall be nominated by the Nominating Committee for election by the Church.

Section 5. Outreach Director. The Outreach Director shall direct the church-wide program of visitation.

Section 6. AWANA Commander. The AWANA Commander shall have supervision over the AWANA Children's Program. The Commander shall assure that teachers and space are provided.

Section 7. VBS Director. The VBS Director shall plan and execute the annual Vacation Bible School Program. The Director shall assure that VBS leaders are recruited and trained and that adequate equipment and space are available.

Section 8. Parliamentarian. The Parliamentarian shall assure correct procedures from Robert's Rules of Order are followed in church business meetings.

Section 9. The Librarian. The Librarian shall oversee the operation of the church library and promote its use.

Section 10. Senior Adult Coordinator. The Senior Adult Coordinator shall plan and organize activities to promote Christian fellowship.

Section 11. Nursing Home Coordinator. The Nursing Home Coordinator shall schedule and recruit volunteers to lead weekly worship services within nursing homes.

Section 12. Ushers Coordinator. The Ushers Coordinator shall schedule and recruit volunteers to assist in the collection of offerings and other duties in support of worship services.

Section 13. Greeters Coordinator. The Greeters Coordinator shall schedule and recruit volunteers to staff the Visitor Center and greet members and guests upon arrival at Sunday School.

Section 14. Prayer Outreach Coordinator. The Prayer Outreach Coordinator shall enlist writers; provide materials, names, and addresses of those in the community who could be ministered to through prayerfully written notes of encouragement and consolation.

Section 15. MBA Executive Committee Representative. The MBA Executive Committee Representative shall represent Sherwood Baptist Church at Madison Baptist Association wide meetings.

Section 16. Church Hostess. The church hostess plans for and supports staff anniversaries, weddings, and other special events at the church.

Section 17. Church Council.

- a. Members of the Church Council shall consist of the following: Pastor, Minister of Education, Minister of Music,, Student Minister, Sunday School Director, Discipleship Training Director, Men's Ministry Director, Women's Ministry Director, Senior Adult Coordinator, AWANA Commander, VBS Director, Chairman of Youth Committee, Chairman of Children's Committee, Chairman of Preschool Committee, Chairman of the Finance Committee, Chairman of the Building and Grounds Committee, Outreach Director(s), and Chairman of the Deacons.

- b. Purpose

- (1) To recommend objectives and goals.

- (2) To outline a church calendar of activities for accomplishing these objectives and goals.
- (3) To develop wholehearted cooperation.
- (4) To evaluate the results.

## **ARTICLE VIII – CHURCH STAFF**

The church staff shall include ministerial, secretarial, clerical, janitorial, and other positions approved by the church. They shall be regulated and perform duties as prescribed in the Personnel Manual. Acceptance of all members of the ministerial staff shall be by secret ballot requiring an affirmative vote of at least 85 percent of the voting members.

## **ARTICLE IX – COMMITTEES**

Section 1. Budget Committee. The Budget Committee shall consist of:

The Chairman of the Deacons  
The Finance Committee  
The Chairman of the Personnel Committee  
The Treasurer of the Church  
The Sunday School Director  
The Discipleship Training Director  
The Women’s Ministry Director  
The Men’s Ministry Director

It shall be the duty of this committee to formulate and submit a proposed yearly budget to the church. The budget, when adopted by the church, shall be the Unified Budget. The Unified Budget shall be a comprehensive plan to consolidate and efficiently utilize all revenues directed toward the church of its programs. The proposed budget shall be submitted to the church at the August business meeting.

Section 2. Finance Committee. The finance committee shall consist of at least three members (additional members may be added when deemed necessary by the church). The treasurer is an ex-officio member.

- a. Each member will be elected at the annual election of church officers for a period of three years. The chairman shall be elected by the committee from year to year. Two-thirds members at any meeting shall constitute a quorum.

The Church Financial Policy, as a separate document, will assist the church in complying with federal and state government guidelines in operating nonprofit organizations, will help avoid church conflicts by providing well-written and understandable church policies on financial matters and will establish a clear Biblical basis in handling the financial resources God has provided the congregation. The Church Financial Policy will be adopted by a simple majority vote at any regularly scheduled church business meeting. Likewise, the Church Financial Policy can be amended, by a simple majority vote at any regularly scheduled business meeting.

Section 3. Nominating Committee. The Nominating Committee shall consist of five members nominated by the preceding Nominating Committee and approved by the church in business session.

It shall be the duty of this committee to nominate to the church all officers and standing committee members. When the Sunday School, Discipleship Training, Women's Ministry, and Men's Ministry Directors have been elected, they shall become members, being in addition to the original five, and giving a nine-member committee. It is recommended that the committee nominate these directors by the May business session of their service year. The committee shall present a complete slate of officers and committee members for the ensuing church year to the church for election in August of each year.

In the event of vacancies in any group, organization, or committee, the Nominating Committee shall nominate a successor, or successors, to fill said vacancies for the unexpired terms. Nominees are to be voted on by the church membership in business session.

Section 4. Personnel Committee. The Personnel Committee shall consist of seven (until Sep 1, 2019), reference Jimmy Ellis and Ginger Butler, members who serve three-year terms. Two members rotate off in year one and year two, and year three the fifth member rotates off. The Pastor is an ex-officio member of the Personnel Committee. The Chairman of the Personnel Committee is elected by the members of the Personnel Committee. The Chairman shall bring all recommended changes to the church concerning:

- a. The church staff organizational structure.
- b. Employment, release, and satisfactory performance of all salaried, hourly, and part time staff personnel with the exception of the Pastor, who is called through a specially formed Pastor Search Committee.
- c. Job descriptions, pay, and allowances for all church staff members.
- d. Training and convention opportunities for all church staff members.
- e. Personnel policies for church staff members, including vacations, sick leave and holidays.
- f. Action related to employee morale and welfare.
- g. Recommend changes to the Personnel Manual.

Section 5. Standing Committees. In addition to the above committees, there are constituted the following committees:

- a. Baptismal Committee (Deacons and wives)
- b. Youth Committee
- c. Building and Grounds Committee
- d. Pre-School Committee
- e. Children's Committee
- f. Lord's Supper Committee (Deacons and wives)
- g. Flower Committee
- h. Audio Visual Committee
- i. Hospitality/Social Committee
- j. Teller Committee
- k. Global Missions Committee
- l. Any other committee the church deems necessary.

## **ARTICLE X – BUSINESS MEETING**

Section 1. The fiscal year shall be January 1 through December 31.

Section 2. The church shall conduct its regular business meeting on the second Sunday night of each month.

Section 3. The pastor and deacons, or deacons in the absence of a pastor may convene the church in a special business meeting whenever they deem it expedient or when requested to do so in writing by not less than twenty-five (25) members. At least one public notice on Sunday must be given of all special business meetings; but this rule shall not be construed, on any occasion whatever, as precluding the transacting of business concerning which no division of sentiment is developed.

Section 4. The business meetings shall observe the following order of business:

- a. Reading of minutes.
- b. Reports of officers.
- c. Reports of committees.
- d. Unfinished business.
- e. New business.
- f. General suggestions and recommendations for the welfare of the church and its members.

This order may be rearranged by the moderator with the consent of the members.

Section 5. Every business meeting shall be opened and closed with prayer.

Section 6. Except as otherwise provided herein, the business of the church shall be transacted according to Robert's Rules of Order.

Section 7. Every member wishing to speak shall first rise and respectfully address the moderator. The moderator shall call to order any member who introduces any matter foreign to the subject under consideration, and he shall not allow any member to indulge in discourtesies or make unkind allusions.

Section 8. Unless otherwise provided herein all other matters shall be decided by a majority vote. Any member may recommend, with a proper second, a call for a secret ballot.

Section 9. The church shall be supported only by God's plan, i.e., by offerings of members and friends.

## **ARTICLE XI – AMENDMENTS**

Section 1. This constitution may be amended by a two-thirds vote of the members present at any regular or properly called business meeting, previous notice of at least one week having been given in the church bulletin stating the Article and Section in question or the nature of the addition proposed to this constitution.

Section 2. This constitution and all by-laws adopted by the church shall be kept in duplicate and in loose-leaf form by the church clerk and the secretary of the deacons.

Section 3. This constitution shall be in full force and effect upon its adoption by the church at a regular monthly business meeting.