

CONSTITUTION AND BYLAWS
OF
OAKLEAF BAPTIST CHURCH

Approved : **Revised by church vote 1/20/16**

CONSTITUTION

Preamble

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

ARTICLE I. NAME

This body shall be known as the OakLeaf Baptist Church of Orange Park, Florida, with the church office located on the church property or premises.

ARTICLE II. OBJECTIVES

OakLeaf Baptist Church exists for the purpose of:

1. Exalting the Lord Jesus Christ through worship and the study of the Word,

“And thou shalt love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart”
(Deuteronomy 6.5-6).

2. Edifying and leading believers toward Christian maturity and ministry,

“And let us consider one another to provoke unto love and to good works: Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching” (Hebrews 10.24-25).

3. Sharing the good news of the Gospel with our neighbors and the world.

“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you alway, even unto the end of the world” (Matthew 28.19-20).

ARTICLE III. CORE VALUES

What we believe:

1. The Bible

We believe the Bible is the Word of God, supernaturally inspired. It is inerrant in the original manuscripts and preserved by God. It is divinely authoritative and the standard for every age and every life. Based on that truth, the Bible is the final authority concerning all matters of truth,

morality, and the proper conduct of all mankind, including the definition of marriage and the proper exercising of human sexuality. The Bible is the final source for all that we believe. Concerning OakLeaf Baptist Church's faith, doctrine, practice, policy, and discipline, the senior pastor and board of elders are the final interpretive authority on the Bible's meaning and application.

Amended 1/20/16

2. The Trinity

We believe that the Godhead exists eternally in three persons - Father, Son , and Holy Spirit - and that these three are one God.

3. Creation

We believe God is the absolute and sole creator of the universe. Creation was by divine feat and not through evolutionary process.

4. Jesus

We believe that Jesus Christ in the flesh was both God and man. That He was born of a virgin and that He lived a sinless life, in works and wonders and signs exactly as revealed in the four Gospels. Jesus was crucified, died as a penalty for our sins and was raised from the dead bodily on the third day. Later He ascended to the Father's right hand where He is head of the church and intercedes for believers. We believe Jesus is coming again personally, bodily, and visibly to this earth to set up His millennial kingdom.

5. Atonement & Justification

We believe that Jesus' death by His shed blood made a perfect atonement for sin. Jesus redeemed us from the curse of the law by becoming a curse for us. Men are saved and justified on the simple and single ground of the shed blood.

6. Salvation

We believe that salvation with its forgiveness of sins, impartation of a new nature, and hope for eternal life is entirely apart from good works, baptism, church membership, or man's effort and is of pure grace.

7. Eternal Security of The Believer

We believe that a true child of God is eternally secure, that he can not lose his salvation. But, sin may interrupt the joy of his fellowship with God and bring the loving discipline of his heavenly Father.

We believe that all who receive Christ become joint heirs with Christ. At physical death their

spirits depart to be with Christ in conscious blessedness. At the rapture their bodies will be raised to the likeness of the body of His glory and dwell forever in His divine presence.

8. Holy Spirit

We believe that the Holy Spirit is a Person, is God, and possesses all the divine attributes. He indwells all believers, baptizes, and seals all believers at the moment of their salvation. He fills them in response to confession of sin and yieldedness.

9. Church Ordinances

We believe the ordinances of the church are Believer's Baptism and the Lord's Supper.

10. Marriage Policy

We believe God ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself. Because we believe God ordained marriage, OakLeaf Baptist Church will only recognize marriages between a natural born biological man and a natural born biological woman. Further, the pastor(s), and staff of OakLeaf Baptist Church shall only participate in weddings that solemnize marriages between one man and one woman, as defined herein. Finally, the facilities and property of OakLeaf Baptist Church shall only host weddings between one man and one woman as defined herein.

Amended 1/20/16

ARTICLE IV. VISION STATEMENT

Our Vision is to:

Provide a loving environment in Christ where believers are edified and the lost are convicted of sin unto salvation through the preaching and teaching of God's Word. In providing this environment we will support the ministries of the church through observance of ordinances, the exercising of our spiritual gifts, the sharing of our faith through personal and organized outreach programs, striving always to walk holy before our God, and through the scriptural giving of our time and resources.

ARTICLE V. CHURCH COVENANT

Having been led as we believe by the Holy Spirit of God to receive the Lord Jesus Christ as our Lord and Savior and, on the profession of our faith, having been baptized in the name of the Father, Son, and 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, doctrines, and disciplines; 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 personal 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 of and use of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs and the spread of pornography and abortion; and 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. POLICY AND RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. (See Article I of the By-Laws.)

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as practical, this church will cooperate with and support the association, the state convention, and the Southern Baptist Convention.

BY-LAWS

ARTICLE I. CHURCH MEMBERSHIP

Section 1. General

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of the church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

The membership of OakLeaf Baptist Church shall be composed of individuals who are believers in the Lord Jesus Christ, affirm the tenets of the Church's statement of faith and Constitution and Bylaws, and who offer evidence of the same by their confession, conduct, and lifestyle. Members shall demonstrate a lifestyle that affirms their confession as they actively pursue a vital fellowship with the Lord Jesus Christ. The senior pastor, elder board, and membership shall have final authority in all matters of church governance, as set forth and described in the Bylaws.
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Section 2. Candidacy

Any person may offer himself/herself as a candidate for membership in this church. All such candidates may be presented to the church at any regular service for membership in any of the following ways:

1. By profession of faith and for baptism according to the policies of this church.
2. By promise of a letter of recommendation from another Baptist church.
3. By restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable.
4. By statement of faith in Jesus Christ as Lord and prior baptism in a church of like faith and order.

A three-fourths vote of those church members present and voting shall be required to select such candidates to membership.

Section 3. New Member Orientation

New members of this church are expected to participate in a new member's orientation as provided.

Section 4. Rights of Members

1. Every member of the church is entitled to vote at all elections and on all questions submitted to the church in convergence, provided the member is present.

Amended by church vote 4/6/2005 to establish voting age. Member must be present and 12 years of age or older to vote.

2. Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church *in accordance with biblical guidance and prescribed qualification.*

3. Every member of the church may participate in the ordinances of the church as administered by the church.

Section 5. Termination of Membership

1. Death of the member.

2. Transfer to another Baptist church.

3. Exclusion by action of the church.

4. Erasure upon request or proof of membership in a church of another denomination.

Section 6. Discipline

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. The attitude toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a detriment to the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accordance with the biblical guidance of Matthew 18. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The church may restore to membership any person previously excluded, upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation.

ARTICLE II. CHURCH OFFICERS AND COMMITTEES

All who serve as officers of the church and those who serve on church committees shall be

members of OakLeaf Baptist Church.

Section 1. Church Officers

1. Pastor

Pastoral Selection – A pastor selection committee shall be elected by the church to seek out a suitable pastor whenever a vacancy occurs. Any church member has the privilege of making recommendations to the selection committee for their consideration. The committee's recommendation to the church will constitute a nomination. The committee shall bring to the consideration of the church only one name at a time. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. Election shall be by ballot, an affirmative vote of three-fourths of those present being necessary for a call. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request.

Responsibilities - The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the church staff, the congregation, and the organization of the church in all assigned functions. The pastor shall serve as ex officio member of all church committees. The pastor is the church ministries leader. As such he works with the church staff and the deacons to;

1. Lead the church in the accomplishment of its goals.
2. Proclaim the gospel to believers and non-believers.
3. Minister to the church's members and others in the community.

Termination - The pastor may relinquish the office of pastor by giving at least two weeks notice to the church prior to the time of resignation. Should it become necessary, the church may take the following steps to declare the office of pastor to be vacant. The deacons may counsel with the pastor regarding resignation. Should such counsel fail to resolve the issue, then the personnel committee should be included in the counsel. Should such counsel fail to resolve the issue, then the church may declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose of which at least one week's public notice has been given. The meeting may be called upon the recommendation of a majority of the personnel committee and the deacons or by written petition signed by not less than one fourth of the resident church members. The moderator for this meeting shall be designated by the members present by majority vote and shall be someone other than the pastor. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two thirds of the members present necessary to declare the office vacant. Except in instances of gross misconduct by the pastor being excluded from the office, the church will compensate the pastor with not less than one twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

2. Ministerial Staff

A ministerial staff member shall be called and employed as the church determines the need for such offices. Those staff members of whom the church requires evidence of a personal call from God to minister shall be recommended by a selection committee. The nominating committee shall recommend a seven member selection committee with at least one of the seven being selected from the deacon body and at least one from the personnel committee. Any church member has the privilege of making other nominations for the selection committee. The selection committee is to be voted on by the church membership. The personnel committee in conjunction with the related supervisor will write a job description of needed staff position. The selection committee shall bring to the church only one name at a time.

Election shall be by secret ballot, an affirmative vote of three fourths of those members present. The selection committee shall be dissolved after the ministerial staff member has been called.

If the ministerial staff member wishes to resign, at least two weeks notice shall be given to the church. The church may vote to vacate such positions upon the recommendation of the personnel committee. Such termination shall be immediate with compensation in the same proportion as the pastoral position.

2A. Amended by church vote 1/15/2014: Elders

Elders are defined in the New Testament as those men called and equipped by God to oversee the congregation of the local church for the purposes of spiritual care, spiritual protection through doctrinal purity, spiritual direction in practical Christian living, and consistent biblical instruction. Biblical qualifications for elders are set forth in 1 Timothy 3.1-7 and Titus 1.5-9. Elders have three primary responsibilities to the church body;

1. Ruling. Ruling is the idea of judging in matters of faith and practice in the local church body. Elders can and should take a lead role in deciding matters of doctrine, settling personal conflicts, and overseeing ethical dilemmas.

2. Caring. Caring means to watch over the church. Elders have the responsibility to care for the spiritual health of the church. Elders are to protect the church from harm and or danger, most often in the form of heresy that might be introduced into the church.

3. Instructing. The primary difference between deacons and elders is the teaching gift in role of elders. Instruction includes sound biblical teaching, exhortation to obedience, and the refuting and correcting of doctrinal error.

Elders exist in the church in the form of called staff who serve as elders by vocation and men who are biblically qualified lay elders. OakLeaf Baptist Church shall establish and maintain a board of elders consisting of an odd number of men to serve the church body in the capacity delineated herein. The elder board shall be elected by ballot at a regular business meeting of the church. Elders shall serve on a rotational basis, serving not more than three consecutive years.

After three years of continual service, the elder shall roll off the elder board for at least one year, after which time that elder shall again be eligible to serve. The elder board may consist of both vocational staff elders and lay elders. The senior teaching elder of the church (the senior teaching pastor) shall serve perpetually on the board of elders as first among equals which is in accord with his call to lead the church in his pastoral duties.

3. Deacons

The church shall elect deacons by ballot at regular business meetings of the church.

Deacons shall serve on a rotational basis. Each year the assigned term of office of one third of the number of deacons shall expire and election shall be held to fill vacancies and to add to the deacons such numbers as the church size warrants. In case of death or removal or incapacity to serve, the church may elect a deacon to fill the unexpired term.

After serving a term of three years, a deacon shall be eligible for reelection only after the lapse of at least one year. There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church; but in such instances as one might be chosen by this church for assignment as a deacon, his previous ordination by another church of like faith and order shall suffice for this church.

In accordance with the meaning of the word and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministries including; (1) leading the church in the achievement of it's mission, (2) proclaiming the gospel to believers and unbelievers, (3) caring for the church's members and other persons in the community, and (4) working with the pastor in implementing the church's functions.

4. Moderator

The church shall elect annually a moderator as its presiding officer. In the absence of the moderator, the chairman of the deacons shall preside; or in absence of both, the clerk shall call the church to order and preside for the election of an acting moderator.

5. Clerk

The church shall elect annually a clerk as its clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with record of baptisms. The clerk shall issue letters of dismissal voted by the church, preserve in file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these laws. The clerk shall be responsible for preparing the annual letter of the church to the association.

The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected clerk. All church records are church property and shall be kept in the church office when an office is maintained.

6. Treasurer

The church shall elect annually a church treasurer as its financial officer. The treasurer shall be a regular member of the finance committee. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month. The treasurer's report shall be audited annually by an auditing committee or an outside public accountant. The treasurer shall be bonded, the church paying the bond.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as a part of the permanent records of the church.

7. Trustees

The church shall elect three or more trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of the trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, lease, or rental of property, or other legal documents related to church approved matters.

Trustee members shall serve on a three year rotation basis, with one-third to be elected each year.

Section 2. Church Committees

Working committees of this church shall include a Nominating Committee, a Personnel Committee, a Building and Grounds Committee, a Finance Committee, Missions Committee, Evangelism Committee, Usher Committee, Music Committee, and Youth Committee. Other committees may be added by the amendment procedure prescribed within these By-Laws. Ad Hoc committees may be formed as needed through the nominating committee's recommendation and church election. There is no requirement to staff these committees if no need for a particular committee exist. All church committee members, except the Nominating Committee, shall be recommended by the church Nominating Committee and elected by the church unless otherwise specified within these By-Laws. Committee members shall serve on a three-year rotation basis with one-third to be elected each year. All Nominating Committee vacancies will be nominated by the Deacons and approved by the Pastor (provided there be a pastor on staff). Any committee member rotating off after serving three years must remain out one year before returning to the same committee.

1. Nominating Committee

The Nominating Committee coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein. Persons considered for any such positions shall first be approved by the nominating committee before they are approached for recruitment. The nominating committee shall present to the church for election all who accept the invitation to serve.

2. Personnel Committee

The personnel committee shall have the following responsibilities:

- a. Writing all job descriptions with consultation with the appropriate committee and supervisor.
- b. Interview and recommend employment and termination of non- ministerial staff.
- c. Make recommendations for salaries and benefits for all church staff.
- d. Work with the pastor in evaluation of all other church staff and make recommendations accordingly.

3. Building and Grounds Committee

The Building and Grounds Committee assist the church in matters related to properties administration. Its functions include such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, and supervision for custodial/maintenance personnel.

4. Finance Committee

The Finance Committee develops and recommends a church budget and budget subscription plan. It oversees the budget using sound principles of financial management. It works with the treasurer in the preparation and presentation to the church of required reports regarding financial affairs of the church.

5. Missions Committee

The Missions Committee seeks to discover possibilities for local missions projects, shares findings with the church program organization, and serves the church in establishing and conducting such missions projects as may be assigned to it.

6. Evangelism Committee

The Evangelism Committee in consultation with the pastor, recommends and coordinates on

going evangelism programs as well as special evangelistic events.

7. Usher Committee

The Usher Committee is responsible for providing ushering services for the church at all scheduled meetings. This committee will be comprised of as many members as needed with a chairman being selected from this committee by the committee.

8. Music Committee

The Music Committee works in coordination with the minister of music in the developing and administrating the church music program.

9. Youth Committee

The Youth Committee works in coordination with the Minister of Youth in developing and administering the youth program.

ARTICLE III. CHURCH PROGRAM ORGANIZATIONS

The church shall maintain programs of Bible teaching; church member training, church leader training, new member orientation; mission education, action, and support; and music education, training, and performance. All organizations related to the church programs shall be under church control, all officers being elected annually by the church and reporting regularly to the church, and all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

Section 1. Sunday School

The Sunday School shall be the basic organization for the Bible teaching program utilizing literature as approved and supplied by the church. The Sunday School shall be organized in a manner as to meet the spiritual, social, and developmental needs of all persons. Its tasks shall be to reach, teach, nurture, and to mature persons for Christ in the fellowship of His church. It shall be under the direction of the minister of education and church elected Sunday School director.

Section 2. Church Training

The Church Training organization shall serve as the training unit of the church. Its tasks shall be to train church members to perform the functions of the church; train church leaders; orient new church members; teach Christian theology, Christian ethics, Christian history, and church policy and organization; and provide and interpret information regarding the work of the church and denomination.

Section 3. Woman's Missionary Union

The Woman's Missionary Union shall be the mission education, mission action, and mission support organization of the church for women, young women, girls, and preschool children. Its tasks shall be to teach missions; engage in mission action; support world missions through praying and giving. The Woman's Missionary Union shall have such officers and organizations as the program requires.

Section 4. Brotherhood

The Brotherhood shall be the church's organization for mission education, mission action, and mission support for men, young men, and boys. Its tasks shall be to teach, engage in mission action, support world missions through praying and giving. The brotherhood shall have such officers and organization as the program requires.

Section 5. Church Music

The Church Music organization, under the direction of the Minister of Music or church elected music director, shall be the music education, training, and performance organization of the church. Its tasks shall be to teach music; train persons to lead, sing, and play music; provide music in the church and community. The church music program shall have such officers and organizations as the program requires.

ARTICLE IV. CHURCH PROGRAM SERVICES

The church shall maintain media center services and recreation services for the purpose of enriching and extending the ministries and programs of the church.

Section 1. Media Center

The Media Center will be the resource center for the church. Its personnel will seek to provide and promote the use of printed and audio-visual resources. They also will provide consultation to church leaders and members in the use of the printed and audio-visual resources.

Section 2. Church Recreation

The church recreation service will seek to meet the recreational needs of members and groups. Its personnel will provide recreation activities, consultation, leadership assistance, and resources.

ARTICLE V. CHURCH COUNCIL

The church council shall serve the church by coordinating the ministries and programs of the church and its organizations.

The primary functions of the church council shall be to review and coordinate ministry and program plans recommended by church organizations and committees; to recommend to the

church calendar time and resources as such should be needed according to program priority.

Regular members of the church council shall be the church staff, chairman of the deacons, directors of church program organizations, and chairman of the stewardship committee. The pastor shall be the chairman of the church council.

ARTICLE VI. CHURCH ORDINANCES

Section 1. Baptism

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

1. Baptism shall be by immersion in water.
2. The pastor, ordained ministers, or deacons shall administer baptism. The deacons shall assist in the preparation for and the observance of baptism.
3. Baptism shall be administered as an act of worship during any worship service of the church.
4. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor, staff, or deacons. If negative interest is ascertained on the part of the candidate their name shall be deleted from those awaiting baptism.

Section 2. The Lord's Supper

The church shall observe the Lord's Supper on a quarterly basis and as scheduled by the church. The pastor or other ordained minister and all ordained deacons shall administer the Lord's Supper. The deacons and or designated individuals shall be responsible for the physical preparation.

ARTICLE VII. CHURCH MEETINGS

Section 1. Worship Services

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor shall direct the services for all the church members and for all others who may choose to attend.

The facilities of OakLeaf Baptist Church shall be used only for those functions that conform to the church's Constitution and Bylaws and are in line with the church's statement of core beliefs. OakLeaf Baptist Church reserves the right to refuse facility use to any person or group whose lifestyle and testimony fails to affirm belief and conformity to the tenets of the church's

statement of faith and Constitution and Bylaws.

Amended 1/20/16

Section 2. Special Services

Revival services and any other church meetings which contribute to the advancement of the church's objectives shall be placed on the church calendar.

Section 3. Regular Business Meetings

The church shall hold regular business meetings Wednesday night following the first Sunday of each month.

Amended by church vote 7/11/2011: The church shall hold regular business meetings to be scheduled a minimum of once per quarter.

Section 4. Special Business Meetings

The church may conduct called business meetings to consider matters of a special nature or significance. A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The degree of urgency concerning any matter of a special nature is to be determined by the deacons. A notice of a special business meeting shall include the subject, the date, the time and place, and must be given in such a manner that all resident members have an opportunity to know of the meeting.

Section 5. Quorum

In order to conduct a business meeting, a quorum must be present. A quorum shall consist of ten (10) percent of the members of the church.

Section 6. Parliamentary Rules

"Robert's Rules of Order, Revised," is the authority for parliamentary rules of procedure for all business meetings of the church.

ARTICLE VIII. CHURCH FINANCES

The Finance Committee, in consultation with the church council, shall prepare and submit to the church for approval an inclusive budget, indicating by items, the amount needed and sought for all local and other expenses.

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. Offering envelopes will be provided. There will be an annual opportunity to secure worthy commitments of financial support from the members.

All funds received for any and all purposes shall pass through the hands of the church treasurer or financial secretary to be properly recorded in the financial books of the church. Those who have responsibility that involves actual handling of funds shall be bonded, the church paying for the bond (See Article II, Section 1. (6), regarding the church treasurer).

A system of accounting that will adequately provide for the handling of funds shall be the responsibility of the Finance Committee.

Section 1. Fiscal Year

The church fiscal year shall run concurrently with the calendar year which begins January 1 and ends on December 31.

ARTICLE IX. AMENDMENTS

Changes in the Constitution and By-Laws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the constitution shall be by two-thirds vote of church members present. Amendments to the By-Laws shall have a concurrence of a majority of the members present and voting.