

HIGHLAND BAPTIST CHURCH OF NEW LONDON, INC.

BYLAWS

PREAMBLE

For the purpose of preserving, propagating and making secure the principles of our Faith in Christ, and to the end that this body of believing Christians be governed in an orderly manner consistent with the accepted tenets of the Baptist State Convention of North Carolina, and the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual member of this Church, and to set forth the relationships of this body to other bodies of the same Faith and Order, we do declare and establish these Bylaws.

I. NAME

The name of this body shall be known as Highland Baptist Church of New London, Inc (trade name Highland Baptist Church). It is located in Stanly County, New London, North Carolina.

II. STATEMENT OF FAITH AND BELIEFS

This church accepts the Scriptures of the Old and New Testament as our rule of faith and practice. A summary of our major doctrines is to be found in the booklet, "The Baptist Faith and Message", revised 2000. We hereby incorporate that statement into these bylaws. A copy of the "Baptist Faith and Message" can be found in Church Policies & Procedures Manual (Section A).

III. 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 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 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, back-biting, and excessive anger; to abstain from the sale

of, and use of, destructive drugs 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 curtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure without delay.

We moreover engage that when we remove from the 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.

IV. PURPOSE

The purpose of this Church is to be obedient to the Bible and to the God it reveals, the only True God and Savior of mankind. This body shall be organized to provide regular opportunities for public worship and fellowship; to sustain the practices of Baptism and the Lord's Supper; Christian Doctrine and ethics set forth in the Holy Bible; to nurture its members through a program of Christian Education and training; to channel its offerings to the support of the various objects of Christ's Kingdom; and to preach and propagate among all people, the Gospel of the Revelation of God through Jesus Christ as Savior and Lord. It is the purpose of the Church to support, through regular and special gifts of its members, the local Church programs and the World Missions programs of the denomination and other mission organizations as approved by the Church.

V. POLITY AND RELATIONSHIP

The government of this Church is vested in the body of believers who compose it. We recognize that there is mutual helpfulness in the association of churches, which are in such agreement in faith and practice as to encourage the spirit of fellowship and good will. We also recognize that there have been devised, through voluntary cooperation of churches of like faith and order, organizations whose purpose it is to implement the missionary, educational, and benevolent interests and obligations of the individual Christian and his church family. The affiliation of Highland Baptist Church of New London, Inc. with the Stanly-Montgomery Baptist Association, the North Carolina Baptist State Convention and the Southern Baptist Convention, is by free choice and consequently, Highland Baptist of New London, Inc. is recognized as a Southern Baptist Church. This does not restrict the Church from any additional affiliation with or participation in any organization, nor is it a permanent bond.

The Church may withdraw as a Southern Baptist Church or from any affiliation, upon a 75% affirmative vote of the members present and voting. This will constitute a Special Business Meeting. We therefore agree to participate in these organizations through our duly elected messengers and our support of the causes, which these organizations represent.

VI. MEMBERSHIP

Section A. Requirements:

1. Highland Baptist Church of New London, Inc. shall be composed of any person requesting membership at a public service of Worship.
2. Membership in the church may be attained by majority vote of the Church per the following:
 - a. By scriptural baptism by immersion after profession of faith in Jesus Christ as personal Lord and Savior.
 - b. By transfer of church letter from another Baptist church.
 - c. By a statement of faith of their prior experience of conversion and scriptural baptism by immersion in another evangelical church of like faith and practice.
 - d. By a former member who wishes to rejoin the fellowship.
3. An individual may serve in an elected or appointive leadership position within the church, only after they have met all membership requirements. This will, however, not prevent a non-church member to serve in an elected or appointive position within one of the church's ministries.

Section B. Termination of Membership:

1. Termination of membership will be for the following reasons:
 1. Removal by Death.
 2. Removal by Letter when a request for a letter is received from another church.
 3. Removal by Request, when notice is given to the Church that a member has either united with another church or by a request for personal reasons, the Church shall, upon an affirmative majority vote of the active members present and voting at a regular Business Meeting, drop such member from its roll.
 4. Removal by Exclusion:

Any church member whose manner of lifestyle is seen to be consistently and/or willfully out of harmony with the views of faith and practice held by the Church shall be considered for possible exclusion from church membership. Any such church member shall be sufficiently warned and exhorted by the Senior Pastor and Deacons, according to Matthew 18:15-17 and Galatians 6:1, in accordance with the spirit of the New Testament, before a recommendation for exclusion from church membership shall be made to the church.
5. Counseling
Our church believes that every reasonable measure shall be taken to assist a troubled member. The Senior Pastor, Church Ministerial Staff and the

Deacons are available for counsel and guidance. Biblical standards and Christian concern for redemption rather than punishment shall guide the attitudes of church members toward one another. Prior to any disciplinary action, said member shall be called before the Senior Pastor and Deacons to be examined in regard to any charge of gross immorality, persistent failure to comply with covenant obligations or overt denial of any part of the doctrinal statement of this church. The failure of a member to appear when requested shall not serve to stay action of the examining body. After prayerful consideration, the Senior Pastor and Deacons will then make recommendations for appropriate action to the church at either a regular or called Business Meeting.

2. The following breaches of Christian fellowship shall be considered grounds for exclusion from Church membership:
 - a. Causing and/or abiding and abetting factions and strife (Romans 16:17-18)
 - b. Personal slander of the Senior Pastor, Ministerial Staff, Deacons or fellow Church members (1 Thess. 5:12-13; 1 Tim. 5:17-19; Heb.13:7, 17; Eph. 4:31-32; James 3:1-18).
 - c. Propagation of Heresy. (Titus 3:10)
 - d. Conduct unbecoming a Christian. (1 Cor.5:1-13; Gal. 5:7-23)
3. Reinstatement of Membership:

Any person whose membership has been terminated for conditions, which made it necessary for the Church to exclude them from membership, may, upon request, be restored to membership of the Church, upon an affirmative majority vote of the members present and voting at a regular Business Meeting, upon evidence of their repentance and reformation.
4. Duties of Members:

In considering the duties involved, members are expected, first of all, to be faithful in all duties essential to the Christian Life, to attend regularly, and systematically give to its support and Kingdom causes; and to share in its organized work.
5. Rights of Members:
 - a. Except as provided otherwise herein, all members shall be permitted to vote on all matters brought before the church.
 - b. Except as otherwise set forth herein, every member of the church is eligible for consideration by the membership as candidates for elective offices in the church.
 - c. Members shall have access to the principal records of the church including minutes of its governing body and principal financial reports. However, consistent with Baptist doctrine and practice, these rights shall not include the right to review or inspect individual donor records or personnel files.

VII. MEETINGS

Section A. Worship:

Highland Baptist Church of New London, Inc. shall meet regularly for Teaching, Worship, Training, Prayer and Fellowship.

Section B. Business Meetings:

1. Annual Meeting: The Annual meeting for the election of officers shall be held no later than November of each year.
2. Regular Meetings. Regular business meetings shall be held the 5th Sunday of each quarter, after the Morning Worship Service, unless changed due to scheduling conflicts. Reports will be received on the Church Programs and areas of concern to the Church
3. Special Business Meetings:
Special Business meetings of the Church, may be called by the Moderator after consulting with the Senior Pastor, or if the Church is without a Senior Pastor, the Chairman of Deacons, with a one week's public notice, of the substance and purpose of the meeting. The Senior Pastor may call for special called Business Meetings when necessary to act upon matters of business such as the reception of members, appointment of messengers to meetings, the granting of letters, and the annual church letter, etc. All other business is to be handled through Regular Business Meetings.
4. Emergency Meetings:
In the event of an emergency, the Moderator, after consulting with the Senior Pastor or Chairman of the Deacons may, with consent of two-thirds of the deacons' call an emergency meeting without full notice to the members. Such notice as is possible will be given to the membership, and actions limited to the items requiring the emergency meeting. No meeting under this provision may be called in regard to personnel matters.
5. Moderator:
The church will elect a Moderator and Vice-Moderator to serve annually or in the event of their absence, the Chairman of Deacons will serve as Moderator. Normally the Senior Pastor will serve as Moderator.
6. Voting:
The church shall decide upon matters of concern by voting at duly constituted Business Meetings; by majority vote of those members present and voting; except in the case of the vote to call a Senior Pastor or to amend the Bylaws, in which cases, at least a 75% majority vote of the active members present and voting shall be required for a decision. Voting by absentee ballot or proxy shall not be permitted in any matter
7. Quorum:
A quorum shall consist of the members of the church present and voting at a Business Meeting provided it has been properly called and the required notice provided.

8. Procedure:

Except where specific provisions are made herein, Roberts Rules of Order Revised, shall be the rule and guide in matters of procedure in all Business Meetings of the church, except that the Moderator may, absent objection or with the consent of the majority, deviate from such rules in the interest of full discussion and harmony. The method of voting will be at the discretion of the Moderator.

9. Minutes:

The minutes of all meetings shall be the property of the church and kept at the Church Office.

10. Church Year:

The church year shall begin on January 1st and end on December 31st.

VIII. OFFICERS

Section A. General:

Officers of this church shall be Senior Pastor, Deacons, Clerk, Treasurer and such others as the church shall determine. For all such officers the Church shall establish and set forth in the Bylaws or Church Policies and Procedures Manual their means of selection and duties. All officers must be members of the Church and serve at the pleasure of the congregation.

Section B. Senior Pastor

1. Call:

Whenever a vacancy occurs, the Church shall call a Senior Pastor. A Special Pastor Search Committee will be formed for the purpose of searching for and recommending to the Church a candidate for Senior Pastor. This Committee shall consist of five to seven members, of which at least two members are to be Active Deacons. This Committee is to be recommended by the Active Deacon Body and approved by the Church. The Deacons will work with the new Committee in establishing compensation and benefits to be offered to candidates. Only the Special Committee may bring potential candidates to the Church and are restricted to one name per meeting. The presentation will include the negotiated compensation package for the candidate.

2. Election will be by a written ballot vote, and a 75% affirmative vote of the active members, present and voting will be required to issue a call. This will constitute a Special Business Meeting. The church shall call a Senior Pastor for an indefinite period of time.

3. Duties and Responsibilities:

The Senior Pastor, as Spiritual Under Shepherd, will give direction in ministering to the needs of the Church. He will be Chairman of the Church Council, consisting of the Ministerial Staff, Deacons and Ministry Team Leaders and will be a member of the Church Missions committee.

He shall administer the observance of the Lord's Super with the Deacons, which is normally held on the 5th Sunday of each quarter during the morning Worship Service.

He shall be an ex-officio member of all Church Committees and Organizations. He shall have charge of the Pulpit Ministry of the Church, and supervision of all Church employees.

It shall be the duty of the Senior Pastor to administer to the spiritual needs of the church and congregation and to conduct the services of public worship. The Senior Pastor will be responsible for leading the church in functioning as a New Testament Church and follow Church Policies. He will lead the congregation, the organizations, and the church staff in performance of their tasks. The primary task of the Senior Pastor is to preach and teach the Word of God and to equip the saints for the work of service through the preaching/teaching ministry. He is to serve by leading in Worship, proclamation, education, and pastoral ministries.

4. Based on the revealed truths of the Bible, which is God's Word, Highland Baptist of New London, Inc. accepts the Biblical definition of marriage and excludes all others. Therefore, Highland Baptist of New London, Inc. will not allow, recognize, participate in or support any other concept or definition of marriage. Any relationship between two entities other than one man and one woman in a "claimed" marriage is contrary to the Word of God and our beliefs, whether accepted or not by the culture and society of the world. No pastor, which includes the Church Staff shall officiate at any ceremony designed to solemnize, promote, create, or approve a same sex-union or a polygamist union or any union which is inconsistent with our beliefs. **(See Policies & Procedures Section B)**
5. The Senior Pastor, Deacons, Leaders and Members are in a sacred relationship very similar to a marriage. In marriage, each participant is accountable to the other while neither is subordinate to the other. Thus, the endeavor to implement God's will is a joint and combined effort with the focus being to ensure the work of the church is led by the Holy Spirit.
6. The Deacons shall arrange for a time of mutual feedback between the Senior Pastor and the Active Deacon Body to identify strengths and opportunities for improvement for the Senior Pastor and the Church. The first feedback session shall be held after the initial six -month anniversary of the Senior Pastor. An annual feedback session for the Senior Pastor and Active Pastor is to be held annually.
7. Vacations and Pulpit Absences:
The Senior Pastor shall be given paid vacation as outlined in the Church Policies and Procedures Manual. **(See Policies & Procedures Section C)**
The Senior Pastor shall be limited to four revivals a year away from the Church, unless otherwise approved.
The Senior Pastor is to make the necessary arrangements to provide for the Worship Services and ministries of the Church when absent, except in cases of illness or other extenuating circumstances. In such cases, the Ministerial Staff in coordination with the Deacons shall be responsible for the Church ministries and services.

In the best interest of the Church, the Senior Pastor should not be away from the pulpit for more than two (2) consecutive weeks, except in cases of illness or other extenuating circumstances, unless approved by the church.

8. Termination:
A Senior Pastor is called to the Church to serve until the relationship is dissolved at the request of either the Senior Pastor or the Church

a. Resignation.

When the Senior Pastor decides to resign from the Church, he is to give an oral resignation at a Sunday morning service and will provide the Church with a written copy of the resignation for Church records. Unless otherwise agreed upon, the resignation shall be binding and final, no less than 30 days after the Church is notified. The Church does not offer severance pay.

b. Removal

The Church may dismiss the Senior Pastor on the following grounds: Unscriptural Teaching and/or conduct which prevents the Senior Pastor from continuing to be the Moral and Scriptural leader of the Church as laid out Biblically and in Church By-Laws and Policies.

A vote for removal may be initiated by the recommendation of the Deacons or by written petition signed by not less than 50% of the Church membership and presented to the Deacons. In the event of such a petition, the Deacons shall set a time for the vote on the removal of a Senior Pastor, which shall not be less than 60 days from receipt of the petition. No member-initiated petition shall be considered if there has been a member-initiated vote filed and vote taken, within the previous 12 months. During the time that the Senior Pastor's tenure is under question, he is to step down from his normal Pastoral duties until all questions have been investigated and resolved.

In such situations, the Deacons and the Membership of Highland Baptist Church, shall make every effort to follow Biblical Principles including the process set forth in Mathew 18, in dealing with conflicts regarding the Senior Pastor. An effort should be made to permit reconciliation of conflicts in a manner consistent with our Christian Faith and Doctrine.

Removal shall be effective immediately upon the vote of 75% of the members present and voting. The Vice Moderator or Chairman of Deacons will moderate the meeting. Salary and benefits shall continue during the process up to the time of the vote

Section C. Deacons:

1. Number of Deacons and Terms of Office:

The number of active Deacons needed to serve the Church will be determined by the Senior Pastor and Active Deacons, and be submitted to the Church for approval, when changes are required.

2. An Active Deacon will serve for a term of three (3) years and shall rotate from Active to an Inactive status at that time. At least one (1) year must have elapsed before the Deacon is eligible for Active status again.

3. It may be necessary to have the terms of service of some deacons to be staggered to ensure continuity and to have a sufficient quantity of Active Deacons.

4. In accordance to the Bible, (1 Timothy 3:1-13), only men may serve as Deacons of Highland Baptist of New London, Inc.

5. A prospective Deacon must have been a member of a Southern Baptist Church for three years and a member of Highland Baptist Church of New London, Inc. for one year, before he can be considered for election as a Deacon.

6. Qualifications:

a. Ordained Deacons – Not Presently Serving:

On the first Sunday of September of each year, a “Deacon Letter of Commitment” will be provided for each ordained Inactive Deacon. This letter is to be prayerfully reviewed, signed and returned to the Senior Pastor or current Deacon Chairman, by the last Sunday in September. The Church should expect an Inactive Deacon to return to an active status after his one year of inactive status.

The Deacon Letter of Commitment is a covenant between the Deacons and the Church, in which the Deacon, who will be returning to active status, commits himself to faithfully attend all the regular scheduled services of the Church, and to faithfully support the Church financially by his tithes and Offerings. The Church agrees to faithfully support the Deacon through Prayer. A copy of the Deacon Letter of Commitment may be found in the Church Policies and Procedures Manual. (**Section E**)

b. Prospective Deacons:

On the first Sunday of September of each year, an announcement will be made from the pulpit, as well as being listed in the bulletin, that applications will be considered for the Holy Office of Deacon. Applicants will be given a “Prospective Deacon Questionnaire” to be prayerfully reviewed, signed and returned to the Pastor or current Deacon Chairman, by the last Sunday in September. A copy of the Prospective Deacon Questionnaire may be found in the Church Policy and Procedures Manual (**Section E**). The questionnaire will cover the Scriptural qualifications of a Deacon, as well as a commitment from the prospective Deacon, to faithfully attend the regular scheduled services of the Church and to support the Church financially by tithing his income.

Any applicant for Deacon must be actively serving in at least one ministry of the Church and will be interviewed and evaluated according to the Scriptural qualifications found in 1 Tim. 3:8-13 as well as by their commitment to the Church.

7. Election of Deacons:

At the Annual Meeting in November of each year, the names of the prospective Deacons, who have been interviewed, evaluated, and found to be Scripturally qualified to serve as a Deacon, will be submitted to the church for a confirming vote. The names of the Inactive Deacons that will be returning to the Active Deacon body will also be submitted to the church for a confirming vote.

8. Duties and Responsibilities:

a. Duties and responsibilities will reflect the faithfulness to the Spiritual nature of the Office. Where health or age becomes a factor, proper honor will be maintained by the Church, befitting their labor in the body of Christ.

b. The Chairman of Deacons will be a representative to the Church Council and will serve as Chairman in the Pastor’s absence. An active Deacon, selected by the Deacon Body, shall serve as a member of the following committees: Finance, Missions, Nominating, Personnel and Buildings and Grounds. As the

Deacons are given the responsibility by the Church to assist the Senior Pastor in the spiritual and administrative oversight of the Church, they may more readily do so by their active participation in the other various committees and ministries of the Church.

- c. The Deacons will assist the Senior Pastor and/or Pastoral Staff in the observance of the Lord's Supper.
- d. The active Deacon Body will be responsible for recommendations for changes in compensation and benefits for the Senior Pastor and to submit to Finance Committee as needed.
- e. When the Church is without a Pastor because of termination, illness, etc. the Deacons shall be responsible for the Church ministries and services.
- f. A Deacon as an ordained man, whether Active or not, is expected to conduct his lifestyle in accordance to Biblical principles.

(See Article X, Section B-2)

9. Meetings

During the church year, the Deacons may hold monthly meetings, or as needed, to discuss church business.

10. Organization.

The Deacons shall elect annually among themselves a Chairman, Vice Chairman and Secretary and otherwise organize themselves, as they believe will best enable their ministry. This should be done no later than the first meeting of the new church year.

11. Function as Board of Directors:

The currently serving Deacons shall, meeting and acting together, constitute the Board of Directors of Highland Baptist of New London, Inc. Such Board of Directors shall change by and in the same procedure as for the terms of Active Deacons. The Board of Directors will appoint a Secretary and Treasurer to serve with the Board of Directors. (See **Section E and F below**) The Secretary and Treasurer will be non-voting members of the Board.

In their capacity as Directors, they shall have the duties and responsibilities attendant to Directors, subject however to the limitations set forth in the Articles of Incorporation and Bylaws.

The Directors shall not have power, except as expressly authorized by the Church, to control, buy, sell, mortgage, lease, encumber or transfer property of the Church or receive property in the name of the Church, without specific authorization of the Church. Neither shall they be authorized to install, remove officers or staff of the Church; amend the Bylaws or bind the Corporation to any contract without authorization from the Church. Any authorization of the above must be by a majority vote of the members present and voting.

12. Corporate Officers:

The Chairman of the Deacons shall, whenever required by law or practice, serve as the President of the Corporation, having however only such express powers as are granted by the congregation, and having no power absent such express authorization to bind the Corporation in.

13. Termination:

Termination of the active status of a Deacon, or the rescinding of ordination, may be at the request of the Deacon or of the Church. A 75% affirmative vote of the active members present and voting will be necessary to terminate the active status of a Deacon or to rescind the ordination of a Deacon. Such a vote will be taken at a regular Business Meeting.

Section D. Moderator:

The Moderator shall be nominated by the Nominating Committee and be elected by the Church annually. One who served previously in this position is eligible for re-election. Duties will involve the responsibility to preside at all regular scheduled and Special Called Business Meetings. (See Article VII, B.4-8) Normally the Senior Pastor will be elected and serve as Moderator.

Section E. Clerk:

The Church Clerk shall be nominated by the newly elected Nominating Committee and be elected by the church annually. One who served previously in this position is eligible for re-election. Duties will involve the responsibility to attend Business Meetings and to keep accurate records and/or minutes of Church proceedings. The Clerk will obtain and process information from new members, keep an accurate Membership Roll with dates of admission, dismissal, or death, together with a record

of baptism, and transact all correspondence related thereto. The clerk will prepare an Annual Report of the Church's activities for the Denomination and preserve valuable documents related to the Church. The Church Clerk shall serve wherever required by law or practice as the Secretary of the Corporation.

Section F. Treasurer:

The Treasurer shall be nominated by the Nominating Committee and elected by the church annually. One who has served previously in this position will be eligible for reelection. Duties will involve keeping accurate and approved records of receipts and expenditures of the Church. The Treasurer will prepare and make available to the Church, a Financial Report and present at Regular Business Meetings.

The Treasurer is empowered to make decisions relative to the proper function of the office, including the writing of check to pay invoices authorized by Church Staff, Officers and Committee Chairs. The Treasurer will be a non-voting ex-officio member of the Finance Committee. The Treasurer shall serve wherever required by law or practice as the Treasurer of the Corporation.

IX. MINISTRIES AND LEADERSHIP

Section A:

The Church will establish Ministry Organizations and/or Ministry Teams as needed.

Section B:

The Church may establish such positions of leadership for its work as it deems appropriate and for each such position shall establish the qualifications, terms, duties and means of selections. The Church shall place its approval upon all church officers and other workers by electing them annually by majority vote of the active members present and voting at a Business Meeting.

Section C:

1. Committees: The Church shall elect such committees as may be deemed necessary to carry out the various programs of the Church efficiently and effectively. The duties, membership and means of selections shall be set forth in the Church Policies and Procedures Manual.
2. Election of Committees: Church Officers, Teachers and Committees shall be nominated to the Church by the newly elected Nominating Committee to serve for the new Church Year. Election will be a simple majority vote of the active members present and voting.

Section D. Church Staff:

Such staff workers as the Church may deem necessary, may be employed by the Church. The Church shall establish job description, means of selection, supervision, accountability and termination for all such positions, and set them forth in the Church Policy and Procedures Manual. The church shall also establish appropriate personnel policies for all employees.

X. LICENSE AND ORDINATION

Section A. License:

The Church by a 75% affirmative vote of the active members present and voting, may license a man who feels called to the Pastoral Ministry, and has begun taking steps of preparation for the Ministry. The clerk may furnish the member with a copy of the minutes or a certificate of license as his credential. It is understood that the performance of civil duties by the member shall be governed by state law.

Section B. Ordination:

A man seeking ordination by the Church, either as a Pastor or Deacon, must receive a 75% majority vote of the active members present and voting. The following procedure will be followed prior to the vote:

1. An examining council will be appointed by the Senior Pastor, from the ordained men of the Church.
2. The examination will cover the man's personal testimony, lifestyle, Scriptural understanding and the purpose of why he is seeking ordination.
3. If all of the above is favorable, the church will ordain the man in a public service of Worship.
4. When an un-ordained man has been elected as a Deacon, he should be ordained according to the above, within four to eight weeks of the Deacon election.
5. It is understood that the qualifications of I Timothy 3 and Titus 1, are interpreted to mean that ordained men are to be an example in Faith, Hope, and Love, which practically includes supporting the Church in all of its public gatherings for Teaching, Worship, Training and Prayer by regular attendance and by providing support of the Church budget by tithing of all income.
6. Showing integrity within the ordained men, by honoring confidentiality, and holding the relationship between the Pastor and Deacons above reproach.

XI. CHURCH FINANCES

Section A. Policy:

Financial policy shall be recommended by the Finance Committee and voted upon by the Church.

Section B. Budget:

The Finance Committee 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. Offering envelopes will be provided for members' use.

Section C. Accounting Procedure:

Monies shall be properly counted and deposited by the Offering Depositor, accounted for by the Treasurer, and shall be administered in keeping with the instruction of the Church, and be properly recorded on the books of the Church. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Committee. All accounting and record keeping must meet IRS tax code for a church as a non-profit entity.

Section D. Expenditures and Receipts of Funds:

1. No funds shall be disbursed without the express authorization of the Church as provided for in the budget or separate authorization.
2. No designated funds shall be received except where the Church has approved the expenditure of all funds for the designated cause. Separate accounting shall be maintained for all designated gifts and funds

Section E. Audit:

The Finance Committee shall conduct or arrange for an annual audit of a type and nature as often as they deem appropriate.

Section F. Fiscal Year:

The fiscal year of the Church shall begin on January 1 and end on December 31.

XII. POLICIES AND PROCEDURES

The Officers shall assure the creation and maintenance of Church Policies and Procedures Manual which shall contain all currently controlling policies and procedures governing all aspect of the church's affairs including committee task descriptions, policies regarding the handling of funds, use of facilities, and employment policies and practices.

XIII. AMENDMENTS

Section 1. Adoption/Amendment

These ByLaws may be amended, altered, or repealed by a 75% majority vote of the members present and voting at any regular Business Meeting of the Church; provided, that such amendment, alteration, or repeal shall have been given to the Clerk in writing, and shall be presented to the Church at least four weeks prior to the time of the vote.

Section 2. Copies

A copy of these ByLaws and any Amendments thereto shall be maintained by the clerk and copies made available at the church office.

Revised ByLaws Approved 11/29/2020