

# **Flowood Baptist Church**

## **Bylaws**

*Preamble*

*I – Formation, Purpose & Activities*

*II - Membership*

*III – Pastor & Staff*

*IV - Officers*

*V - Deacons*

*VI – Program Ministries*

*VII – Committees & Ministry Teams*

*VIII - Ordinances*

*IX – Meetings & General Provisions*

*X – Financial Matters*

*XI - Amendments*

# **Flowood Baptist Church**

## **Flowood, Mississippi**

### **PREAMBLE**

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

### **ARTICLE I – FORMATION, PURPOSE AND ACTIVITIES**

#### **100. Name and Location:**

110.1 This Church is incorporated under the name of Flowood Baptist Church, Inc. and the work and business of said Church is to be carried on, as far as possible, under the name of Flowood Baptist Church (the “Church”).

110.2 The Church may conduct its business under any other name chosen by the Members and the Members may from time to time change the name under which the Church conducts its business.

110.3 The location of the Church’s facilities shall be at 1649 Old Fannin Road, Flowood, Mississippi 39232, or such other place as the Members may designate from time to time. The Church may have such other offices as the Members may designate from time to time.

#### **105. Articles of Incorporation:**

105.1 The Articles of Incorporation (the “Articles”) as filed with the Secretary of State of the State of Mississippi on October 23, 1961 are hereby adopted and ratified by the Members. In the event of a conflict between the terms of these Bylaws and the terms of the Articles, the terms of the Articles shall prevail.

#### **110. Adoption:**

110.1 The Church hereby adopts these Bylaws as the Bylaws under and pursuant to the Mississippi Nonprofit Corporation Act (the “Act”), subject to the terms and conditions set forth in these Bylaws and Mississippi statutory and case law.

110.2 The Church shall maintain a copy of the Articles and these Bylaws at its office as is necessary to protect the status of the Church as a nonprofit corporation and as otherwise required by these Bylaws and Mississippi statutory and case law.

**115. Registered Office; Registered Agent :**

115.1 The registered office of the Church as required by the Act to be maintained in the State of Mississippi shall be the office of the registered agent named in the Articles or such other office as the Deacons may designate from time to time in the manner provided by law.

115.2 The registered agent for the Church in the State of Mississippi shall be the registered agent named in the Articles or the Chairman of the Deacons. When a new Chairman of the Deacons is elected, the Church shall file with the Secretary of State the necessary documents to effectuate a proper change of registered agent.

**120. Purpose:**

120.1 The activities to be conducted by the Church shall be to:

- (a) engage in the activities set forth in the Church's Constitution and Mission Statement;
- (b) to carry on any and all activities necessary, proper, convenient, or advisable in connection therewith; and
- (c) to undertake any other lawful church related activity, except as otherwise provided or prevented by the laws of the State of Mississippi, these Bylaws, the Church's Constitution or Mission Statement.

**125. Term:**

125.1 The Church's corporate existence commenced on October 23, 1961, the date of the filing of the Articles with the Secretary of State and shall continue in existence until the mission of the Church as provided in the Church's Mission Statement has been fulfilled.

## **ARTICLE II – MEMBERSHIP**

**200. General:**

200.1 The Membership of the Church reserves the exclusive right to determine who shall be Members and the conditions of such Membership.

**205. Candidacy for Membership:**

205.1 Any person, having affirmed his personal relationship with Jesus Christ, may offer himself as a candidate for Membership in any of the following ways:

- (a) By Baptism through immersion in water, upon a public profession of faith in the Lord Jesus Christ, and acceptance by the majority of Members present and voting at such time as the candidate is received.
- (b) By transfer of Letter of Church Membership from a Church of like faith and belief, such Membership being in good standing and such church

also being in good standing.

- (c) By statement of one's faith in Jesus Christ as their personal Lord and Savior, one who has been baptized by immersion in water by an evangelical Christian Church, when the records of the former Church Membership are unobtainable; provided the Church that administered the baptism is/was a church that believes and teaches that a genuine experience of salvation is an eternal experience that is never to be lost.
- (d) By restoration to active Membership to those who have held Membership in this Church previously but the Membership is not currently active.
- (e) By calling of pastor/ministerial staff. By accepting a "call" from the Church, the pastor or ministerial staff and their spouses shall automatically be received into the Church Membership. (Other Members of the pastor's family shall come into the Church Membership in accordance with regular Membership provisions.)

**210. Voting on New Members:**

210.1 New Member candidates will be voted on as they present themselves for Membership at any regular Church service or at the discretion of the pastor or Chairman of Deacons.

210.2 A majority vote of those Members who are eligible to vote and are present when the candidates for Membership present themselves for Membership shall be required to elect such candidates to Church Membership.

210.3 In the event that there is any dissent as to the acceptance of any candidate to Membership, such dissent must be referred to the pastor and Deacons for further consultation, investigation and recommendation to the Church within thirty (30) days after the Membership vote is held.

210.4 No written or oral notice to other Members is required when voting for New Member candidates.

**215. New Member Orientation:**

215.1 New Church Members are strongly encouraged to participate in any new Member orientation programs offered by the Church.

**220. Duties:**

220.1 Each Member has a responsibility to support the Church in fulfilling its mission and purpose as expressed in these Bylaws, the Mission Statement and Constitution. All Members are expected to be faithful in all duties essential to the Christian life; to faithfully attend the services of the Church; to provide regular financial support for its operations and its causes; to share in its program of work and missions and to extend a cordial welcome to all guests.

**225. Membership Rights:**

- 225.1 All active Members are equal in rank and privilege. Only active Members may hold elected or appointed offices within the Church. Active Members are defined as those who regularly support the Church with their time, attendance and financial resources.
- 225.2 Every active Member who is present at the time of a duly called meeting is entitled to one vote and participate in discussion.
- 225.3 No provisions are made herein for proxy voting.
- 225.4 Members do not have minority rights, rights to seek dissolution of the Church, or any financial right or interest in the Church. Members may not seek distribution of any assets owned by the Church.

**230. Termination of Membership:**

- 230.1 Membership may be terminated in the Church in the following ways:
- (a) By death of the Member;
  - (b) By Transfer, when this Church shall send a Letter of recommendation to any sister church on behalf of any Member of good standing desiring to unite with that church;
  - (c) If a Member in good standing requests to be released from his covenant obligations to this Church for reasons the Church deems satisfactory after the Church has endeavored to secure his continuance in its fellowship, such requests may be granted and the Membership terminated;
  - (d) By Erasure when a Member unites with a church of another denomination;
  - (e) By Erasure in accordance with the following process: The Church will make an effort to maintain contact with all Members; however, any Member who does not have some form of fellowship or other contact with the Church over a six (6) month period, shall be mailed written notice by certified mail, return receipt requested from the Church office informing the Member of the possible termination of Membership. If no response is received, the Member's information will be provided to the Deacons for a determination of whether or not the Member should remain on the Church Membership roll. The Church Membership roll will be examined in this manner at least once each year with a report given by the Deacons to the Church's Members indicating those Memberships that have been so erased.
  - (f) By Exclusion in accordance with the following process: If a Member should become an offense to the Church, the Church may terminate Membership, but only after written notice and hearing, and after faithful efforts have been made to bring said Member to repentance and amendment. All requests or recommendations for Exclusion will be referred to the pastor and Deacons for further consultation, investigation

and recommendation to the Church within thirty (30) days. If it becomes necessary for the Church to take action to exclude a Member, a two-thirds (2/3) vote of the Members present at a duly called meeting is required; and the Church may proceed to declare the person to be no longer in the Membership of the Church. A spirit of Christian kindness and forbearance shall pervade all such proceedings. Notice of Exclusion must be given to the Member, who is to be excluded, in writing by certified mail, return receipt requested at least thirty (30) days prior to the vote of exclusion. The Member has a right to a hearing at least five (5) days prior to the vote on Exclusion. Notice to the other Members may be made in accordance with the general notice provisions found within these Bylaws.

**235. Discipline and Restoration:**

235.1 It shall be the practice of this Church to emphasize to its Membership 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 of Members toward one another shall be guided by a concern for redemption rather than punishment.

235.2 Should some serious condition exist which causes a Member to become a liability to the general welfare of the Church, the pastor and the Deacons shall take every reasonable measure to resolve the problem in accordance with [Matthew 18](#).

235.3 Any person whose Membership has been terminated for any such offense may be restored upon evidence of his repentance and reformation and approval by a similar two-thirds (2/3) vote of the Members present at a duly called meeting.

**240. Liability to Third Parties:**

240.1 Except as otherwise expressly agreed in writing by a Member(s), no Member shall be liable, by reason of being a Member, under a judgment, decree or order of a court, or in any other manner, for a debt, obligation, or liability of the Church, whether arising in contract, tort or otherwise or for the acts or omissions of any other Member, agent or employee of the Church.

## **ARTICLE III – PASTOR & STAFF**

**300. The Pastor:**

300.1 Qualifications:

300.1.1 The pastor of the Church is a man who must evidence a clear call from God to pastoral ministry and openly confess to be a

Christian. In choosing a pastor, the Church shall look for characteristics set forth in the following scripture:

[1 Timothy 3:1-7](#); [Titus 1:7-9](#); [I Corinthians 13:4-8](#); [Galatians 5:22-26](#); [Ephesians 4:11-13](#)

300.2 Responsibilities:

300.2.1 The pastor is responsible for leading the Church to function as a New Testament Church. He shall lead the congregation, the organizations and the Church staff in performance of their tasks. The pastor is the leader of pastoral ministries in the Church. As such, he shall work with the Deacons, the Church staff and Members to:

- (a) proclaim the gospel to believers and unbelievers
- (b) lead the Church in achieving its mission
- (c) lead the Church to engage in a fellowship of worship, witness, education, ministry, and application
- (d) provide spiritual care for the Church's Members and other persons in the community
- (e) conduct the worship services of the Church; and provide leadership for other congregational services; (The pastor shall see that the pulpit is filled whenever he will be absent; however, in the event he is incapacitated, the chairman of Deacons will be responsible for this duty.)
- (f) administer the ordinances of Baptism and the Lord's Supper (The pastor may also designate other Christians to perform these ministries)
- (g) lead the Church in outreach, visitation and missions
- (h) provide administrative leadership for the Church
- (i) supervise Church staff Members and work with appropriate Church committees to insure adequate staff training and development

300.2.2 The pastor shall serve and may attend as an ex-officio Member all Church committees, ministry teams and organizations and may moderate the Church business meetings in the absence of the chairman and vice-chairman of Deacons. His counsel and leadership shall be sought and recognized in all of them. The pastor shall not serve as chairman and may only vote on issues when required to break a tie.

300.3 Calling the Pastor:

300.3.1 Whenever a vacancy in the Church pastorate occurs, the

chairman of Deacons along with other Members of the Church's ministerial staff shall see that the pulpit is filled. The Chairman of Deacons, in consultation with other Members of the Church's ministerial staff, the Personnel Committee and Stewardship Committee shall recommend to the Church an interim pastor to serve during the vacancy.

300.3.2 As soon as practical after a vacancy occurs, a Pastor Search Team shall be formed. It shall be composed of the Chairman of the Deacons, or his designee from the Deacon body, and four Members of the congregation who shall be elected at a special Church meeting called by the Chairman of the Deacons. So empowered, this team shall proceed to select its chairman, vice-chairman and secretary from among its Members. With guidance from the Holy Spirit, they shall then proceed to seek out a pastor. Assistance from the Rankin County Associational Missions Director and the Mississippi Baptist Convention Board is available as additional resources to this committee. The committee shall bring to the consideration of the Church only one man at a time.

300.3.3 When the Pastor Search Team has agreed on a nomination (but prior to any meeting of the Church being held for the purpose of considering the nominee), the Pastor Search Team in consultation with the Deacons and the Stewardship Committee shall contact the prospective pastor for the purpose of reaching tentative terms of tentative agreement . This written agreement shall stipulate the amount of salary and benefits, transition expenses, vacation leave, sick leave, number and duration of revival meetings to be held annually in other churches, arrangements and agreements for those who supply the pulpit in the absence of the pastor. This tentative agreement shall address any other duties and obligations of each of the pastor and the Church, including a statement that the tentative agreement may be terminated by thirty days' notice by either party and is subject to a vote by the Church Members. The terms of said tentative agreement shall be presented to the Church Members and the agreement shall become permanent upon the Church extending a call and the prospective pastor accepting the call.

300.3.4 The election of a pastor shall be take place at a meeting called for that purpose with at least one week's prior notice being given to Members in accordance with the general notice provisions of these Bylaws. An affirmative vote by

secret ballot of three-fourths (3/4) of those Members present and voting shall be necessary to approve the calling of a pastor.

300.3.5 The pastor may relinquish the office of pastor by giving at least two (2) weeks notice to the Church at the time of resignation.

300.3.6 The Church may declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose, with at least one week's prior notice given to Members in accordance with the general notice provisions of these Bylaws. Prior to any such declaration, due consideration shall be given to [Matthew 7:1-2](#); [Matthew 18:15-17](#); and [I Timothy 5:17-19](#). Any accusation shall first be taken to the Deacons who shall then consider such accusation and the validity thereof. The Deacons are encouraged to include the Rankin County Associational Missions Director and/or the Mississippi Baptist Convention Board in this process. They shall counsel with the pastor and make further recommendation to the Church.

300.3.7 A meeting to consider the pulpit vacant may be called upon by a majority vote of Deacons or by written petition signed by not less than one-fourth (1/4) of the Church Members as defined in Article II. Should there be reason to present a recommendation to the Church Membership for removal of the pastor, at least one week's notice to Church Members prior to the vote must be made in accordance with the general notice provisions of these Bylaws. The Chairman of Deacons with assistance from the Rankin County Associational Missions Director or others as considered appropriate by the Deacons shall moderate the meeting. The vote to remove the pastor shall be by secret ballot and will require an affirmative vote of three-fourths (3/4) of the Members present and voting at the meeting. Except in cases of gross misconduct, as determined by the Deacons, the Church will compensate the removed pastor with not less than one (1) month of his regular compensation.

**305. Church Staff:**

**305.1 Ministerial Staff:**

305.1.1 The Church shall employ such ministerial staff Members as the Deacons determine are needed. The Personnel Committee shall write a job description with the assistance of the pastor. The Personnel Committee, after full

consultation with the pastor shall recommend ministerial staff Members (other than the pastor) to the Deacons and be affirmed by a majority vote of those Members present and voting at a meeting called for that purpose with at least one (1) week's prior notice being given to Members in accordance with the general notice provisions of these Bylaws. All employed ministerial staff Members shall evidence a personal call of God to minister. They will be required to operate within the guidelines of the Church Constitution, Bylaws, Mission Statement, the job description that was agreed upon at the date of hire and in full cooperation and regular consultation with the pastor. The Personnel Committee will maintain the job description in the personnel files of the Church.

305.1.2 Prior to any final employment action being taken, a reasonable "Background" check of the prospective employee must be performed. This may include, but is not necessarily limited to, employment history, criminal records and credit bureau reports.

305.1.3 In addition, prior to any vote being taken by the Church, the candidate shall be presented to the Church for purposes of a trial sermon (if applicable), personal testimony, question and answer period or other such activity that may aid the Church in making an informed decision. An affirmative vote by secret ballot of three-fourths of those Members present shall be necessary to approve the calling of a candidate.

305.1.4 The pastor shall provide direction, counsel and encouragement to assist each ministerial staff Member in accomplishing assigned responsibilities.

305.2 Non-ministerial staff:

305.2.1 The Church shall employ such non-ministerial staff Members, as the Church shall need. The Personnel Committee shall write a job description with the assistance of the pastor. The Personnel Committee, after full consultation with the pastor shall recommend non-ministerial staff Members to the Deacons and be affirmed by a majority vote of those Members present and voting at a meeting called for that purpose with at least one (1) week's prior notice being given to Members in accordance with the general notice provisions of these Bylaws. They will be required to operate within the guidelines of the Church Constitution, Bylaws, Mission Statement, the job description

that was agreed upon at the date of hire and in full cooperation and regular consultation with the pastor. The Personnel Committee will maintain the job description in the personnel files of the Church.

305.2.2 Prior to any final employment action being taken, a reasonable “Background” check of the prospective employee must be performed. This may include, but is not necessarily limited to, employment history, criminal records and credit bureau reports.

305.2.3 The pastor, other ministerial staff Members and the Personnel Committee shall provide direction, counsel and encouragement to assist each staff Member in accomplishing assigned responsibilities.

## **ARTICLE IV – OFFICERS**

### **400. Officers:**

400.1 The officers of the Church shall be: President, Vice- President, Secretary and Treasurer. One person may act as both Secretary and Treasurer. The Deacons may add additional officer positions as they deem necessary by a majority vote of the Deacons.

### **405. Election/ Term of Office/ Removal:**

405.1 The officers of the corporation shall be elected by majority vote of the Deacons at the September meeting of the Deacons, shall take office immediately upon election, and shall hold office for one year or until a successor has been elected. A list of current officers and their terms are attached hereto. The Deacons may supplement this list of current officers and their terms as is necessary to reflect changes in the officer positions. A majority vote of the Deacons can remove an officer from his position, with or without cause.

### **410. Vacancies:**

410.1 A vacancy in any office because of death, resignation, removal, disqualification, or otherwise may be filled by the Deacons for the unexpired portion of the term.

### **415. President:**

415.1 The Chairman of Deacons shall serve as President; shall be the principal executive officer; and subject to the control of the Members, shall in general supervise and control all of the corporate affairs of the corporation.

415.2 The Chairman of Deacons shall, when present, preside at all meetings of Members and meetings of Deacons. The Chairman of Deacons may sign, with the Secretary or any other designated officer of the corporation thereunto, any deeds, mortgages, bonds, contracts, or other instruments the Members have duly authorized to be executed. In general, the President shall perform all duties incident to the office of the principal executive officer as provided in these Bylaws, the Articles and Mississippi case and statutory law, as well as any such other duties as may be prescribed by the Members from time to time.

**420. Vice President:**

420.1 The vice-chairman of the Deacons shall serve as the Vice-President of the corporation. In the absence of the President or in the event of his death, inability or refusal to act, the Vice-President shall perform the duties of the President. When so acting, the Vice-President shall have all the powers of and be subject to all the restrictions of the President. The Vice-President shall also perform such duties as from time to time may be assigned to him by the President or by the Deacons.

**425. Secretary:**

425.1 The Secretary shall:

- (a) keep the Minutes of meetings of Members in one or more books provided for that purpose
- (b) maintain the Membership records of the Church and perform all other such duties as the pastor, Deacons or the Church may prescribe
- (c) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law
- (d) be custodian of the corporate records, maintaining copies of all duly authorized documents executed on behalf of the corporation
- (e) perform all duties incident to the office of the Secretary of the corporation.
- (f) the Secretary may serve as the Church Secretary/Business Manager of the Church, if so designated.

**430. Treasurer:**

430.1 If required by the Deacons, the Treasurer shall give bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Deacons shall determine. The Treasurer shall:

- (a) have charge and custody of and be responsible for all funds of the corporation in coordination with the Stewardship Committee as outlined in other sections of these Bylaws
- (b) receive and give receipts for monies due and payable to the corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of the duties incident to the office of the Treasurer
- (c) perform such other duties as may from time to time be assigned to the Treasurer by the President or by the Members.

(d) the Treasurer may also be the Church Secretary/Business Manager of the Church, if so designated.

## **ARTICLE V – DEACONS**

**500. Function and Qualifications:**

500.1 The Deacons shall serve in the same function as a board of directors would serve in a corporation.

500.2 In selecting Deacons, the Church shall look for characteristics as set forth in the following scriptures: [Acts 6:1-7](#); [I Timothy 3:8-13](#). In addition, a man or woman shall have been a Member of this Church for at least one (1) year, shall be able to attend the regular meetings of the Deacons and shall be a faithful and loyal supporter of the entire program of the Church.

500.3 In the specific reference to [I Timothy 3:12](#), this Church does not interpret that passage to prohibit a divorced individual from serving as a Deacon.

**505. Meetings:**

505.1 The Deacons shall hold regular monthly meetings as scheduled and determined by the Deacons. In the absence of a chairman, the Deacons shall on the first regular meeting of each Church year in September, elect their own Chairman, Vice-Chairman, Secretary, and such other officers as they deem necessary. For each year thereafter, the Vice-Chairman will elevate to become the Chairman and the Deacons shall then select a new Vice-Chairman, Secretary and other such officers, as they deem necessary.

505.2 Special meetings may be called at any time that the pastor, the Chairman, or the Vice-Chairman (in the absence of the Chairman) deems necessary with oral or written notice to the other Deacons. Due to the nature of special meetings, there is no time period required for notice.

505.3 A Quorum for all matters requiring a vote of the Deacons shall consist of the presence of at least fifty percent (50%) of all active Deacons at a duly called meeting.

505.4 The secretary of the Deacons shall keep permanent minutes of all actions of the Deacon body. All actions, except routine matters shall be submitted as recommendations to the Church at duly called business meetings.

**510. Number and Tenure of Deacons:**

510.1 The number of Deacons shall be eleven (11). Deacons shall be elected for a term of three (3) years, except for those elected to fill a vacancy. The terms of at least one-third (1/3) of the Deacon body shall expire annually. Any

Deacon who has served a full three-year term may not be elected again until a period of at least one-year has lapsed. A listing of the Deacons who are currently serving and the expiration of their term is attached hereto. The Deacons may supplement this list of current Deacons and their terms as is necessary to reflect changes in the Deacons.

**515. Election of Deacons:**

- 515.1 The Chairman of Deacons in consultation with the pastor will annually determine the schedule for the Deacon election process following these guidelines. A Deacon nomination form will be provided to the Church Membership for completion during the last two Sundays in July. Only Members may complete a nomination form, nominating one individual for each expiring Deacon position. The Chairman of Deacons shall select at least two Church Members (at least one of whom shall be a female Member) to serve with him as a Deacon Screening Committee.
- 515.2 The Deacon Screening Committee shall determine the form of the nomination form. The Deacon nomination forms shall not identify the name of the Member who made the nominations. It shall be delivered directly to Members of the Deacon Screening Committee. The Deacon Screening Committee shall use the nomination forms as a guide in their selection process, but shall not be obligated to consider any individual based on the number of, or lack of, nominations from the Membership. The Deacon Screening Committee shall make a selection of potential Deacons for each expiring position after prayerful consultation with God. While the pastor is not a primary Member of the Deacon Screening Committee, the Deacon Screening Committee shall seek his input regarding potential Deacons before a final selection is made.
- 515.3 The Deacon Screening Committee shall then begin a confidential interview process with potential deacons to determine that they meet the qualifications outlined in these Bylaws. The interview may include giving each nominee an outline of the responsibilities of serving as a deacon, discussing the nominee's Salvation, faithfulness of attendance, tithing, and any other matters the Deacon Screening Committee feels to be appropriate. The interview shall also include a confirmation of the nominee's willingness to serve, if elected. The interview process shall cease at the time an adequate number of individuals to fill the expiring positions have been confirmed to be qualified, willing to serve and believed by the Deacon Screening Committee to be the best individuals to serve God and the Church as a Deacon.
- 515.4 As soon as practical following the completion of the Deacon Screening Committee's work and after at least one (1) week's notice to Members in accordance with the general notice provisions of these Bylaws, the Deacon Screening Committee spokesman shall present the Deacon nominations to

the Church Membership at a Sunday morning service in August. No further nominations shall be considered at that time. A confirmation vote of the majority of the Members present and voting shall be held on this slate of nominees during that Sunday morning service.

515.5 Newly elected Deacons shall meet with the active Deacon body at the regular August Deacon's meeting. During this meeting the new Deacons will be asked to provide their testimony and shall be informed of activities of the Deacon body. During the first meeting of the new Church year, they shall be assigned responsibilities on Deacon committees, ministry teams, etc. by the Chairman of Deacons.

**520. Vacancies and Removal of Deacons:**

520.1 In the event of an unexpected vacancy in the Deacon body, the following provisions shall apply. If there should be only one vacancy, it shall go unfilled until the next regularly scheduled Deacon election period. If there should be more than one vacancy, the above election process with dates modified as necessary shall be used, unless the Deacons with consent of the Members at a duly called meeting, shall decide to leave the positions vacant until the next regularly scheduled Deacon election period. The term of any Deacon position that should become vacant shall be filled for only the portion of time remaining in the original three-year term.

520.2 A Deacon may relinquish his or her position by giving at least thirty (30) days notice to the Deacons at the time of resignation. If a Deacon fails to tender a resignation upon moving away from the community, the Deacons may declare the position vacant by a majority vote of the remaining Deacons at a regular or specially called meeting.

520.3 The Church may take action to remove a Deacon for cause. Such action shall take place at a duly called meeting for that purpose with at least one (1) week's notice to Members in accordance with the general notice provisions of these Bylaws. Prior to such declaration, due consideration should be given to [Matthew 7:1-2](#); [Matthew 18:15-17](#); and [I Timothy 5:17-19](#). Any accusation shall first be taken to the Deacons who shall then consider it and the validity thereof. They shall then counsel with the pastor before making any further recommendation to the Church. A meeting to consider the removal of a Deacon may be called upon the majority vote of Deacons. The moderator of this meeting shall be the Chairman of Deacons or another individual designated by the Deacon body.

**525. Ordination of Deacons:**

525.1 The Church shall ordain new Deacons before they commence their duties, except when they have been previously ordained as a Deacon or minister by a Church of like faith and order.

**530. Duties of Deacons:**

- 530.1 In accordance with the meaning of the work and the practice in the New Testament, Deacons shall consider themselves as servants. As the Holy Spirit leads, a Deacon's task is to serve with the pastor in performing the pastoral ministry tasks of:
- (a) leading the Church in the achievement of its mission
  - (b) proclaiming the gospel to believers and unbelievers
  - (c) caring for Church Members and other persons in the community
- 530.2 The Deacons shall set a good example in adherence to the tenets of our faith, loyalty to the Church program, intercessory prayer and visitation.
- 530.3 The Deacons shall manage the business affairs of the Church in accordance with the provisions of these Bylaws and may delegate other tasks with the approval of the Members.

## **ARTICLE VI - PROGRAM MINISTRIES**

**600. Ministries:**

- 600.1 The Church endeavors to maintain ministries of Bible teaching; Church Member training, Church leader training, new Member orientation; mission education, and music education, training and performance. All organizations related to the Church ministries shall be under Church direction and control. All program activities shall be subject to Church coordination. Coordination with the pastor, other Church staff and/or the Deacon body is required. The Church shall responsibly provide reasonable physical and financial resources for the appropriate advancement of these programs in addition to Church staff Members in some areas.
- 600.2 Ministry officers and teachers are to be elected by the Church annually after having been nominated by the Nominating Committee as provided for herein. A list of current officers and teachers and is attached hereto. The Deacons may supplement this list as is necessary to reflect changes.

**605. Sunday School/Life Groups Ministries:**

- 605.1 The Sunday School/Life Groups ministry shall be the basic organization for the Bible teaching program and outreach. Its tasks shall be to teach the biblical revelation, reach persons for Christ and for Church Membership, perform the functions of the Church within its Membership, provide and interpret information regarding the work of the Church.
- 605.2 The Sunday School/Life Groups ministry shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School/Life Groups Ministry Director, pastor, other

staff or Church Members as necessary to provide for all needs.

605.3 Officers and teachers are to be elected by the Church annually after having been nominated by the Nominating Committee.

**610. Women's Ministries:**

610.1 The Women's Ministry (Women of Grace) shall be the basic organization for assisting women to be involved in ministering to the unique needs of women, to support missions through education, prayer and involvement, and to engage in meaningful fellowship with other women.

610.2 The Women's Ministry shall have a Women's Ministry Director as well as other leaders and organizations as the Ministry requires.

**615. Men's Ministries:**

615.1 The Men's Ministry (Brotherhood) shall be the basic organization for assisting men to be involved in ministering to the unique needs of men, to support missions through education, prayer and involvement, and to engage in meaningful fellowship with other men.

615.2 The Men's Ministry shall have a Men's Ministry Director as well as other leaders and organizations as the Ministry requires.

**620. Other Ministries/Life Groups:**

620.1 The Church shall promote other Ministries/Life Groups to provide extensive opportunities for all ages and segments of the Church family to learn and involve themselves in missions and support the Lord's work. These may include Children, Youth, Vacation Bible School, RA's, GA's and Senior Adults among others.

620.2 These Ministries/Life Groups shall be organized under the leadership of the pastor, other staff or Church Members as necessary to provide for all needs.

620.3 Officers and teachers are to be elected by the Church annually after having been nominated by the Nominating Committee.

**625. Church Music Ministries:**

625.1 The Church music organization, under the direction of the Minister of Music and Worship, 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; and provide and interpret information regarding the work of the Church.

625.2 The Church music program shall have such officers and organizations, as the program requires.

**630. Discipleship Training Ministries:**

- 630.1 Discipleship Training shall be the doctrinal teaching organization of the Church. Its tasks shall be to provide systematic and graded studies related to Membership, maturity, ministry and multiplication.
- 630.2 Discipleship shall be organized as the ministry requires under the leadership of the pastor, other staff or Church Members as necessary to provide for all needs.
- 630.3 Officers and teachers are to be elected by the Church annually after having been nominated by the Nominating Committee.

**ARTICLE VII - COMMITTEES & MINISTRY  
TEAMS**

**700. Leadership Team:**

- 700.1 The Church Leadership Team shall consist of ministry directors (i.e.; appropriate team leaders or staff) representing the following ministry areas: Pastor, Sunday School/Life Groups, Discipleship, Deacons, Worship and Music, Missions, Men's Ministry, Women's Ministry, Youth, Children, Preschool, Property and Space, Stewardship, Personnel, Young at Heart, all other Committee Chairmen or Department Leaders and other Members who may be invited for consultation by the Church Leadership Team. The pastor, or his designee shall serve as chairman of the Church Leadership Team. The Church Leadership Team shall meet periodically for communication, informational purposes, calendar planning, resource utilization, setting program priorities and evaluation of achievements in terms of Church goals and objectives.

**705. Committees:**

- 705.1 The pastor, or his designee, and the Chairman of Deacons are ex-officio Members of all committees. Each committee is encouraged to include them in their meetings and consult them for guidance.
- 705.2 All committee Members shall be Members of the Church and shall be recommended by the Nominating Committee and elected by the Church annually. Committee Members shall serve three-year terms with at least one-third (1/3) of the Member's terms expiring each year, unless otherwise provided herein. A list of current committee members and terms remaining is attached hereto. The Deacons may supplement this list of committee Members and their terms as is necessary to reflect changes. Each committee shall meet promptly after the beginning of each new Church year to select a chairman, vice-chairman, secretary and other such officers as considered necessary. Minutes of committee actions shall be maintained.

Committees are encouraged to follow the pattern established by the Deacons whereby the vice-chairman becomes the chairman the following year, unless the present chairman is selected by committee Members to continue as chairman for another year.

- 705.3 Committees that are responsible for any areas of the Church ministry or operations that involve budgetary needs are required to provide annual budget estimates to the Stewardship Committee for inclusion in the annual Church budget analysis and recommendation.
- 705.4 Committees shall recruit replacement Members with well-qualified individuals as needed to fill vacant positions and shall provide the names to the Nominating Committee for evaluation and recommendation to the Church Membership for approval.
- 705.5 All matters approved by a majority vote of the Members of a committee that involves actions not previously authorized by the Church Membership shall recommend the matter to the Church Membership for final action.
- 705.6 Every effort shall be made to schedule committee meetings and other such activities so that they do not conflict with a Member's ability to attend regular worship services of the Church.

**710. Nominating Committee:**

- 710.1 There shall be a Nominating Committee of the Church that shall function continuously. It shall consist of seven or more voting Members who shall be elected by the Church annually. The Sunday School Department Director and Disciple Training Director shall be full members of this committee. This committee shall utilize Member "Spiritual Gifts Surveys" as a guide in matching Members with their appropriate roles within the Church. In addition to God's guidance, consultation with the pastor, other staff Members and recommendations provided by the Church committees shall be utilized.
- 710.2 This committee shall be responsible for seeing that all volunteer positions within the Church (ministry department leaders, teachers, committee Members, etc.) are filled.
- 710.3 An annual recommendation to the Church for the filling of all open positions will be made by August of each year in order that the new Church year may begin with all positions being filled.

**715. Personnel Committee:**

- 715.1 The Personnel Committee assists the Church in all matters related to all full-time and part-time employed personnel. Its work shall include determination of staffing needs, recruiting staff Members, salary and benefit

administration; staff evaluation plus maintaining human resource policy, procedures and job descriptions for individual positions. The committee must also prepare an annual budget estimate for the Stewardship Committee to incorporate into the annual Church budget. In addition, this committee is responsible for dealing with any staff Member problems that are not handled directly by the pastor. The pastor and chairman of Deacons shall especially be involved in the work of this committee. The Stewardship Committee must also be consulted and involved in matters related to compensation and budgetary items. The committee shall consist of six or more voting Members who shall be elected by the Church. This committee will recommend the hiring, dismissal or other changes in employment status of staff Members to the pastor and Deacons for consideration and concurrence prior to a Church Membership vote.

715.2 All personnel job descriptions developed by the Personnel Committee for each employee position shall be provided to the Church Secretary for proper record keeping.

**720. Stewardship Committee:**

720.1 The Stewardship Committee shall administer the gifts of the Church Members using sound principles of financial management. This committee, along with the Church Treasurer, shall be responsible for the accounting of all tithes and offerings and shall also oversee the financial records of the Church. The committee shall consist five or more voting Members who shall be elected by the Church plus the Chairman and Vice-Chairman of Deacons who are required to be regular Members of this committee.

720.2 This committee shall serve the Church as its primary business administrator. It will interact with all Church committees, ministry groups, Church staff and outside entities in all matters that involve financial, legal, insurance or other similar matters. For this reason, a special effort shall be made by the Members of this committee along with the Nominating Committee to include Members on this committee that have strong skills, experience and educational backgrounds in the area of finance and business administration.

720.3 The Stewardship Committee shall hold regular monthly meetings, and other such special meetings as necessary to conduct the business affairs of the Church. Said regular monthly meetings shall be held prior to monthly Deacon meetings in order that monthly financial statements and other Church business items are reviewed and information provided to the Deacons prior to the monthly Deacons meeting.

720.4 The Stewardship Committee shall oversee the activities of the Counting Committee and at least one Member of the Stewardship Committee shall also be a Member of the Counting Committee to insure an ongoing knowledge of the procedures being utilized by the Counting Committee.

The Stewardship Committee shall be responsible for the development of procedures for all financial transactions and the related record keeping processes used by the Church.

- 720.5 The Stewardship Committee shall specifically be responsible for:
- (a) Development of a unified annual Church budget that shall be provided to the Deacons for review and concurrence prior to its recommendation to the Church Membership.
  - (b) Monitoring all aspects of the financial affairs of the Church and recommend adjustments as necessary to meet changing circumstances.
  - (c) Work with the Church Treasurer and outside accountant to prepare regular monthly financial reports and annual financial reports and present them to the Deacons and Church Membership for review and approval.
  - (d) Participate in the development, promotion and coordination of all Church fund raising efforts.
  - (e) Promote stewardship education among Church Members and encourage faithfulness in giving by Members.
  - (f) Monitor insurance needs on Church property, vehicles and staff to confirm that normal risks have been covered.
  - (g) Secure the services of an outside accountant to verify the accuracy of the Church's financial records, assist with payroll accounting and Member contribution records.
  - (h) Develop and recommend changes to the Church Constitution and By-Laws, when needed.

720.6 The Church hereby authorizes the Stewardship Committee, upon majority vote of its Members, to approve expenses up to \$5,000.00 when necessary to meet emergency situations. These expenditures shall be reported to the Members at the next duly scheduled business meeting. This authority shall only be used when necessary for unforeseen events that require immediate attention. In all other cases, expenses that have been approved in the regular budget may be paid in the normal course of business. Multiple estimates shall be required for new proposed expenses that exceed \$1,000.00, unless there is a compelling reason why only one estimate should be used. The Stewardship Committee is given authority to approve new expenses up to \$2,500.00 with subsequent reporting to the Members at the next duly scheduled business meeting. All others require Membership approval prior to obligating the Church in any manner.

**725. Counting Committee:**

725.1 This committee shall consist of twelve or more voting Members, at least one of whom shall be a Member of the Stewardship Committee, who shall be elected by the Church. The Nominating Committee shall make a particular effort to see that the Members of this committee have experience in accounting, bookkeeping or banking. The Members of this committee

shall work in rotating teams of two (2) each week to take charge of all Tithes and Offerings at each Church service and provide an accurate accounting. The Members shall handle all Church monies in accordance with written procedures and shall deposit them directly into the Church's bank accounts.

725.2 This committee shall operate under the direction of the Stewardship Committee and will also coordinate their work with the Church Treasurer.

**730. Property and Space Committee:**

730.1 This committee shall consist of ten or more voting Members who shall be elected by the Church. The Nominating Committee shall make a particular effort to see that the Members of this committee have experience in construction, electrical systems, painting, maintenance, landscaping, etc. and it should specifically include a number of female Members to insure that the aesthetics of the Church are maintained as well. The committee Members should also come from all areas of the Church to insure that someone is in each area to "hear" about any problems that may exist.

730.2 The committee shall oversee the Church property and grounds and shall be responsible for the maintenance and repairs of all Church properties.

730.3 The committee shall be directly responsible for:

- (a) Overseeing the work of Church custodians and grounds keepers
- (b) Seeing that all buildings are properly supplied with necessary furniture, fixtures, bathroom supplies, handicap accessories, nursery equipment, etc.
- (c) Maintaining proper lighting, signage, access and security
- (d) Allocating classroom space and space planning
- (e) Preparing an annual inventory of Church property and equipment for insurance purposes
- (f) Negotiating bids, estimates, contracts, etc. for major purchases or repairs
- (g) Overseeing the work of contractors in completion of projects to insure the quality of work is acceptable
- (h) Preparing an annual budget estimate for the Stewardship Committee to incorporate in the annual Church budget.

730.4 Any repair or upgrade that was not included in the approved budget that exceeds \$1000.00 shall receive multiple quotations. After a majority vote by the committee, the chairman (or designee) shall coordinate with the Stewardship Committee and present the quotations to the Deacons for review and further recommendation to the Members. In the event of emergency situations, matters may be handled in accordance with provisions outlined in the Stewardship Committee section above.

**735. Transportation Committee:**

- 735.1 This committee shall consist of six or more voting Members who shall be elected by the Church. The Nominating Committee shall make a particular effort to see that the Members of this committee have experience in trucking, automotive repair, transportation, etc.
- 735.2 The committee shall oversee the Church bus, vans and trailers, etc. and shall be responsible for their maintenance, repair and operation.
- 735.3 The committee shall be directly responsible for:
- (a) Seeing that all such vehicles are properly maintained and safe for use
  - (b) Monitoring proper licensing requirements for drivers and seeing that only properly authorized and insured drivers operate Church vehicles
  - (c) Controlling the use of Church vehicles and limit their use to appropriate Church functions
  - (d) Obtaining inspections, tags, driver screenings, etc.
  - (e) Negotiating bids, estimates, contracts, etc. for major purchases or repairs
  - (f) Overseeing repair work to insure the quality of work is acceptable
  - (g) Preparing an annual budget estimate for the Stewardship Committee to incorporate in the annual Church budget.
- 735.4 Any repair or upgrade that was not included in the approved budget that exceeds \$1000.00 shall receive multiple quotations. After a majority vote by the committee, the chairman (or designee) shall coordinate with the Stewardship Committee and present the quotations to the Deacons for review and further recommendation to the Members. In the event of emergency situations, matters may be handled in accordance with provisions outlined in the Stewardship Committee section above.

**740. Benevolence Committee:**

- 740.1 This committee shall consist of the Chairman of Deacons, the Vice-Chairman of Deacons and four or more voting Members who shall be elected by the Church. The Nominating Committee shall make a particular effort to see that the Members of this committee come from all areas of the Church family to insure that all needs are known.
- 740.2 The Members of this committee will consider requests for assistance that come to it from many sources. Confidentiality is an essential requirement of each committee Member. Most needs will be for Church Members or their families; however, others are to be helped to the greatest extent possible. Upon investigation of the circumstances and majority vote by the committee, approval for payment from the Church Benevolence Fund is authorized without any further action by Deacons or Church Membership. Only the Church Treasurer shall be informed to the extent necessary to make the appropriate payment. Payments will be made whenever possible

directly to the provider (medical clinic, power company, insurance company, mortgage company, etc.) instead of to the individual to minimize the temptation for anyone to abuse the opportunity of having cash available for inappropriate purposes.

740.3 This committee shall also be directly involved in raising funds to replace depleted resources and shall encourage Members to contribute to the needy on a regular basis.

**745. Youth Committee:**

745.1 This committee shall consist of the Youth Minister as an ex-officio Member and nine or more voting Members who shall be elected by the Church. The Nominating Committee shall make a particular effort to see that the Members of this committee represent Members with a strong commitment to the youth of the Church and the community.

745.2 The committee shall work directly with the Youth Minister to oversee the Church programs for young people.

745.3 The committee shall be directly responsible for:

- (a) Planning outreach activities
- (b) Participating in all aspects of the youth program
- (c) Monitoring the activities to insure that no inappropriate behaviors are taking place, either among the youth, by Church Members or by staff
- (d) Planning socials, retreats, mission trips and fundraisers
- (e) Work with the Personnel Committee and pastor as necessary to secure the services of youth leadership staff Members
- (f) Preparing an annual budget estimate for the Stewardship Committee to incorporate in the annual Church budget

745.4 Any expense that was not included in the approved budget that exceeds \$1000.00 shall receive multiple quotations. After a majority vote by the committee, the chairman (or designee) shall coordinate with the Stewardship Committee and present the quotations to the Deacons for review and further recommendation to the Members. In the event of emergency situations, matters may be handled in accordance with provisions outlined in the Stewardship Committee section above.

**750. Ordinance Committee:**

750.1 This committee shall consist of six or more voting Members who shall be elected by the Church. The Nominating Committee shall see that the Members of this committee are both male and female adult Members.

750.2 The Members of this committee shall work to see that appropriate preparations are made in advance of baptisms.

- (a) Proper filling of baptismal pool and temperature regulation

- (b) Assist baptismal candidates with dressing, towels, access, etc.
- (c) Assist pastor
- (d) Drain pool; see that everything is ready for the next use

750.3 The Members shall also be responsible for making preparations for The Lord's Supper.

- (a) Obtain and prepare the "bread" and the "wine"
- (b) Prepare the trays, table and cloths, etc.
- (c) Clean up and prepare for the next use

**755. Flower Committee:**

755.1 This committee shall consist of five or more voting Members who shall be elected by the Church. The Members of this committee shall work to see that appropriate flowers are placed in the Church for each service. This may be done through a planned program of donations by Members or other methods that are approved by the Membership from time to time.

**760. Social and Recreation Committee:**

760.1 This committee shall consist of twenty or more voting Members who shall be elected by the Church. The Nominating Committee shall see that the Members of this committee are both male and female adult Members coming from all areas of the Church family. The Members of this committee shall work to see that appropriate preparations are made in advance of all Church social functions. The duties shall include:

- (a) Planning events, including estimation of expenses
- (b) Providing the labor necessary for setup, serving, clean-up and take-down
- (c) Determination of supplies needed for kitchen, etc.

760.2 Any expense that was not included in the approved budget that exceeds \$1000.00 shall receive multiple quotations. After a majority vote by the committee, the chairman (or designee) shall coordinate with the Stewardship Committee and present the quotations to the Deacons for review and further recommendation to the Members. In the event of emergency situations, matters may be handled in accordance with provisions outlined in the Stewardship Committee section above.

**765. MAP team:**

765.1 This committee shall consist of the chairman of Deacons, the pastor, other senior ministry staff and ten or more voting Members who shall be elected by the Church. The Nominating Committee shall seek direct input from the pastor and other senior ministry staff Members. The Members of this committee should be individuals who are involved in many areas of the Church body, willing to think creatively about the future of the Church and its work and be willing to speak boldly. The committee should consist of both male and female adult Members coming from all areas of the Church

family. The Members of this team shall work to develop a long-range plan for the Church. They shall look at ministry needs, facilities, developing trends, etc. and must make a special effort to discern the Lord's plan for this Church and work with all groups within the Church to accomplish that mission.

765.2 The Members of this committee have no term limitations. New Members will be selected as vacancies occur.

**770. Audio/Visual team:**

770.1 This committee shall consist of five or more voting Members who shall be elected annually by the Church. The Nominating Committee shall see that the Members of this committee are specially trained adult Members. The Members of this team shall work to operate all of the audio and visual equipment of the Church that is utilized in worship and other activities. The responsibilities include maintenance and security of the Church equipment and continuous training in the proper use of the equipment. This committee will operate under the close supervision of and coordination with the Music Minister and the Church Secretary.

**775. Parking Lot Hosts:**

775.1 This team shall consist of ten or more voting Members who shall be elected by the Church. The Nominating Committee shall see that the Members of this team are adult Members coming from all areas of the Church family. The Members of this team shall work to see that all Members and guests are provided with parking assistance, a warm welcome and directions to appropriate buildings, various classes, nursery, etc. Other duties include providing additional security during classes and Church services.

**780. Service Hosts (Ushers):**

780.1 This team shall consist of sixteen or more voting Members who shall be elected by the Church. The Nominating Committee shall see that the Members of this team are adult Members coming from all areas of the Church family. The Members of this team shall work to see that all Members and guests are provided with a warm welcome, a Church program and appropriate seating. Additional duties include:

- (a) Assisting late arriving guests in finding a seat
- (b) Providing additional security for the congregation during services
- (c) Guiding parents with small children to the nursery
- (d) Collection of Tithes and Offerings
- (e) Serving at special programs

**785. Welcome/Sunday School Hosts:**

785.1 This team shall consist of sixteen or more voting Members who shall be elected by the Church. The Nominating Committee shall see that the Members of this team are adult Members coming from all areas of the

Church family. The Members of this team shall work to see that all Members and guests are provided with a warm welcome and directions to various classes, nursery, etc. Other duties include providing additional security during classes.

**790. Other Committees:**

790.1 Other committees shall be established from time to time by the Deacons and will consist of voting Members who shall be elected by the Church. The Nominating Committee shall make a particular effort to see that the Members of each committee are well suited to the particular work involved.

**795. Committee Duties:**

795.1 The Chairman of the Deacons may assign other duties to committees as he deems necessary.

## **ARTICLE VIII – ORDINANCES**

**800. The Lord's Supper:**

800.1 The Lord's Supper shall be observed as often as called for by the pastor. The pastor and Deacons will serve all who participate.

**805. The Ordinance of Baptism:**

805.1 The Ordinance of Baptism shall be observed as often as necessary under the direction of the pastor. The pastor may designate another Christian to perform this ministry.

## **ARTICLE IX – MEETINGS AND GENERAL PROVISIONS**

**900. Worship Services:**

900.1 The Church shall meet regularly each Sunday morning, Sunday evening and Wednesday evening and other times as the Membership may desire for the 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 Church Members and for all others who choose to attend.

**905. Special Services:**

905.1 Revival services and any other Church meetings essential to the advancement of the objectives of the Church in fulfilling God's mission shall be placed on the Church calendar as deemed appropriate by the pastor and Deacons.

- 910. Regular Business Meetings:**  
910.1 The Church shall hold regular business meetings monthly on a Wednesday night designated by the Deacons.
- 915. Special Business Meetings:**  
915.1 The Church may call Special business meetings to consider matters of a special nature or significance. Special business meeting may be called by the pastor, Chairman of Deacons or by twenty-five (25) voting Members (by signed petition). Advance announcement in at least one (1) preceding business meeting or Sunday morning worship service of the Church is required before the meeting shall be held. Said announcement of special business meeting shall include the purpose for which the meeting is called.
- 920. Quorum:**  
920.1 Those Members, as defined previously above, present at any properly called meeting shall constitute a quorum for any matters considered by the Church.
- 925. Parliamentary Rules:**  
925.1 *Robert's Rules of Order, Revised*, shall be the accepted pattern of parliamentary procedure in the transaction of all Church business.
- 930. Notices:**  
930.1 All notices, consents, waivers, directions, requests, votes or other instruments or communications provided for under these Bylaws shall be made by print in the Church bulletin or other writing or given orally to the Members present prior to a regularly scheduled worship service or business meeting, unless specifically required elsewhere in these Bylaws that notice is to be in made writing. Unless specifically required elsewhere in these Bylaws, one (1) week notice is all that is required.
- 935. Integration:**  
935.1 These Bylaws embody the entire understanding among the Members and supersedes all prior understandings, if any, among and between the Members relating to the subject matter hereof.
- 940. Applicable Law:**  
940.1 These Bylaws shall be governed by and construed and enforced in accordance with the laws of God and of the State of Mississippi.
- 945. Severability :**  
945.1 In the event any one or more of the provisions contained in these Bylaws or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

**950. Waiver of Notice:**

950.1 A Member may waive any notice required to be given by the Act, the Articles, or these Bylaws before or after the date and time stated in the notice. Neither the business to be transacted at, nor the purpose of, any meeting of the Members need be specified in any waiver of notice. Notice is considered waived when a Member is not present and notice, either in writing or orally, is given at a regularly scheduled worship service or business meeting.

**955. Terminology:**

955.1 All personal pronouns used in this Agreement, whether used in the masculine, feminine, or neuter gender, shall include all other genders, except in the case of the pastor; and the singular shall include the plural, and vice versa. Titles and Articles are for convenience only and neither limits nor amplifies the provisions of these Bylaws.

**960. Section Captions:**

960.1 Section and other captions contained in these Bylaws are for reference purposes only and are in no way intended to describe, interpret, define or limit the scope, extent or intent of these Bylaws or any provision hereof.

## **ARTICLE X – FINANCIAL MATTERS**

**1000. Financial Management:**

1000.1 The financial program of the Church shall be supervised by the Stewardship Committee of the Church as outlined in the Stewardship Committee section of these Bylaws. In any event, the Church Membership retains final authority over approval of the Church budget, amendments thereto, the use of all funds received and payment of all expenses.

1000.2 All tithes and offerings made and all funds contributed to or through any department or organization operating within the Church shall be regarded as Church Funds.

1000.3 All Church funds collected shall be immediately turned over to the Counting Committee or Church Treasurer for deposit. The Church shall provide adequate bonds for the Treasurer and others, as the Deacons may deem to be appropriate.

1000.4 All expenses shall be paid out of the Church treasury, according to the authorized Church budget. The Church must approve all expenditures that are outside the budget in duly called business meetings, except to extent additional authority is granted the Stewardship Committee in these Bylaws.

1000.5 It is urged that all tithes and offerings be placed in appropriate "Contribution" envelopes for that purpose. All contributions made for special purposes (Designated Funds) shall be used as so designated, unless emergency action is required due to the Church having inadequate funds and such action is approved by at least a three-fourths (3/4) vote of the Members present at a duly called meeting for that purpose.

1000.6 The Church Treasurer shall give a report to the Stewardship Committee and Deacons prior to the monthly Church business meeting. After their review of the report, it shall be presented to the Church Membership for approval.

**1005. Church Financial Year:**

1005.1 The Church year for the purposes of budget and finances shall extend from January 1 through December 31 of each year.

**1010. Church Operations Year:**

1010.1 The Church year for the election of officers, committee and ministry team Members, department leaders, teachers and others shall extend from September 1 through August 31 of each year.

**1015. Books and Records:**

1015.1 Full and accurate books and records of the Church (including without limitation all information and records required by the Act) shall be maintained at its principal office showing all receipts and expenditures, assets and liabilities, profits and losses, and all other records necessary for recording the Church's affairs.

**1020. Tax Status; Elections:**

1020.1 The Church will be subject to all provisions of the Mississippi Tax Commission and the Internal Revenue Service and make all necessary elections related to tax matters based upon the advice and recommendations of the Church's appointed accountants. The Deacons shall elect a method of accounting based upon the advice and recommendations of the Church's appointed accountants. The Church shall in no form or fashion conduct any transaction that would cause the Church to lose its non-profit tax status.

**1030. Non-profit Status:**

1030.1 The Church will be subject to all provisions of the Mississippi Code Annotated as it refers to governance of a church and shall make all necessary elections related to its status as a Church based upon the advice and recommendations of the Church's appointed counsel. The Church shall in no form or fashion conduct any transaction that would cause the Church to lose its status as a church.

## ARTICLE XI - AMENDMENTS

Changes to the Bylaws may be made at any regular or special 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(s) shall have been furnished to each Member present at the earlier meeting. Amendments to the Bylaws require approval by a majority vote of the Members present and voting.

### CERTIFICATION

I, the undersigned corporate President of Flowood Baptist Church, hereby certify that at a meeting duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Membership of the Church duly adopted the forgoing By-Laws.

\_\_\_\_\_  
*signature:* President, Flowood Baptist Church

Attest:

\_\_\_\_\_  
*signature:* Secretary, Flowood Baptist Church

### Record of Amendments to the Bylaws of Flowood Baptist Church:

<i>Date Amended</i>	<i>Section(s) Amended (including brief description of the amendment(s))</i>
Oct. 23, 1961	Original By-Laws Approved, Church Incorporated.
Oct. 8, 1995	Article II, Section 4 Notice of Meetings: Amended Notice of Annual Meeting or Special Meetings from 2 weeks to 1 week.
Aug. 31, 2005	Major revision of By-Laws

### Reference Exhibits:

1. Deacon list
2. Nominating Committee Report of Officers, Teachers & Committee members