
*FIRST BAPTIST
CHURCH*

Davenport, Oklahoma

*CONSTITUTION
& BYLAWS*

*Approved
January 8, 2003*

Revisions:

- August 30, 1998
- January 10, 2001
- April 10, 2001
 - Bylaws, Article II, Section 2 – Change Youth Committee to Education Committee
 - Bylaws, Article IV, Section 1 – Add to the end of first sentence
 - “as recommended by Church Council.”
 - Bylaws, Article IV, Section 2 – Add to the end of first sentence
 - “as recommended by Church Council.”
- January 8, 2003
 - Bylaws, Article IV, Section 4 – Remove Music & Sound responsibilities
 - Bylaws, Article IV, Section 11 – Added Committee for Music & Sound to read as follows:
 - “The Music and Sound Committee will consist of 5 members whose duties will be to provide direction and coordination of all areas of music and sound ministries of the local Church. The committee will primarily serve as a search committee when the Church is without a Music Minister and make recommendations to the Church Council for review and possible recommendation to the Church. The Music and Sound committee will be responsible for finding willing musicians for the Church instruments. The committee will be responsible for maintaining musical instruments, sound equipment, and any other related equipment. Additionally, the committee will make recommendation to the Church of any Music and Sound needs or maintenance as required”
 - Bylaws, Article VII, Section 3 – Added the following:
 - “An additional regular meeting will be held on Wednesday evening after the first Sunday in September to report and accept the yearly association reports.”

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Action Dates:

Church Council:

Nomination for Nominating Committee and Committee on Committees - First business meeting of each calendar year.

Review church insurance coverage - two months prior to renewal

Coordinate an annual review of Constitution and Bylaws.

Nominating Committee:

First business meeting of calendar year, church will elect the 5 member committee.

Committee will present list for review during April business meeting

Election of committee members - July regular business meeting or special called meeting

Committee on Committees:

First business meeting of calendar year, church will elect the 5 member committee

Volunteer committee nominations - April regular business meeting

Election of committee members - July regular business meeting or special called meeting.

Finance Committee:

Present budget for review - October business meeting

Present budget for approval - special call by December 31st business meeting

CONSTITUTION

Preamble

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

Article I Name

This body shall be known as the FIRST BAPTIST CHURCH of Davenport, 2nd and Cleason Avenue, Chartered August 30, 1906, to serve in the community of Davenport, Lincoln County, Oklahoma.

ARTICLE II Mission

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our Church, community, and throughout the World. Acts 1:8

To be a worshipping fellowship experiencing an awareness of God, recognizing his person, and responding in obedience to his leadership. John 4:23 & 24; I John 1:3 & 4

To experience an increasingly meaningful fellowship with God and with fellow believers. I John 1:7

To help people experience a growing knowledge of God and man. I Peter 2:2 & II Peter 3:18

To minister unselfishly to persons in the community and the world in Jesus' name. James 2:14-18

To be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Christ. Romans 12:1 & 2

ARTICLE III - Statement of Belief

We affirm the Holy Bible as the inspired, infallible work of God and the Basis for our beliefs. II Timothy 3:16&17 This church subscribes to the doctrinal statement of the "BAPTIST FAITH AND MESSAGE", as adopted by the Southern Baptist Convention in 1998. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Believer's Baptism and the Lord's Supper. See Article VI

ARTICLE IV - Church Covenant

Having been led as we believe by the Spirit of God to receiving the Lord Jesus Christ as our Lord and Savior¹ and, On the profession of our faith, having been baptized in the name of the Father, and the son and the Holy Spirit,^{2&3} we do now in the presence of God and this assembly most solemnly and joyfully enter into covenant with one another as one body in Christ.⁴

We engage, therefor, by the aid of the Holy Spirit to walk together in Christian love;⁵ to strive for the advancement of this church in knowledge,⁶ holiness,⁷ and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, doctrines, and discipline; to contribute cheerfully and regular to the support of the ministry, the expense of the church, and the relief of the poor,⁸ and the spread of the gospel thorough all nations.⁹

We also engage to maintain family and secret devotions; to religiously educate our children^{10, 11, 12} to seek the salvation of our kindred and acquaintances;¹³ to walk circumspectly in the world;¹⁴ to be just in our dealing, faithful in our engagements, and exemplary in our deportment;¹⁵ to avoid all tattling, backbiting, and excessive anger;¹⁶ to abstain from the sale of and use of intoxicating drinks as a beverage;^{17 & 18} to use our influence to combat the abuse of drugs and spread of pornography; and to be zealous¹⁹ in our efforts to advance the kingdom of our Savior.^{20 & 21}

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;²³ to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offence, but always ready for reconciliation and mindful of the rules of our Savior.²⁴

We moreover engage that when we remove from this place we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's word.

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|---------------------|--------------------|--------------------|
| 1. Romans 10:13 | 9. Acts 1:8 | 17. I Cor 6:9-10 |
| 2. Acts 10: 44-48 | 10. Proverbs 22:6 | 18. Ephesians 5:18 |
| 3. Acts 16:29-33 | 11. Ephesians 6:4 | 19. Titus 2:14 |
| 4. Romans 8:14-17 | 12. Deut. 6:5-7 | 20. Matt 28:19-20 |
| 5. I John 4:17 | 13. Proverbs 11:30 | 21. Mark 28:19-20 |
| 6. Colossians 2:6-7 | 14. Eph. 5:15-16 | 22. Galatians 6:10 |
| 7. I Peter 1:15-16 | 15. Romans 12:9-16 | 23. James 5:13-16 |
| 8. II Cor. 9:6-13 | 16. Gal 5:13-15 | 24. Romans 12:9-16 |

Article V - Polity and Relationships

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. See Article I of Church Bylaws

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

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligating of mutual counsel and cooperation, which are common among Southern Baptist Churches. Insofar as is practical, this church will cooperate with and support the Pottawatomie-Lincoln Association the Baptist General Convention of Oklahoma and the Southern Baptist Convention.

BYLAWS

ARTICLE I - Church Membership

Section 1 General

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

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

Section 2 Candidacy

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

- 1) As a candidate for baptism on public profession of faith, according to the policies of this church. See Article VI, Section I
- 2) By promise of a letter of recommendation from another Baptist church of like-faith and order.

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- 3) Upon a statement of prior conversion experience and baptism in a church of like-faith and order.
 - 4) The church may restore to membership any person previously excluded with evidence of the excluded person's repentance and reformation.

Should there be any dissent as to any candidate, such dissent and the candidacy will be referred to the deacons for investigation and the making of a recommendation to the church -- said recommendation to be made within forty-five (45) days. A three-fourth's vote of those church members present and voting will be required to elect such candidates to membership.

SECTION 3 Church Member Orientation

New members of this church are encouraged to participate in the church's member orientation. This orientation class is open to anyone interested.

SECTION 4 Rights of Members

- 1) Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provide the member is present.
- 2) Every member of the church is eligible for consideration by the membership as a candidate for elective office in the church.
- 3) Every member of the church may participate in the ordinances of the church as administered by the church.

SECTION 5 Termination of Membership

The membership of any member shall immediately cease upon the death of said member or by the vote of the church in regular session in the following:

- 1) By letter to another Baptist Church
- 2) Exclusion by action of this church
- 3) By request or proof of membership in another church

SECTION 6 Discipline

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

Should some serious condition exist that would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18:15-20. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present and voting is required; and the church will proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

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

ARTICLE II - Church Offices

The offices of this church will be Pastor, Music Minister, Youth Minister, Deacons, Clerk, Treasurer, and Trustees. All who serve in these offices of the church shall be members of this church.

SECTION 1 Pastor

The Pastor of this church shall be elected upon the recommendation of the pulpit committee. All church members are encouraged to make recommendations to the Pulpit Committee. Election shall be at the discretion of the church, with an affirmative vote of three-fourths of those present and voting being necessary

to a choice. The Pastor shall then serve until the relationship is terminated by his resignation or by action of the church.

The Pastor's responsibility is to lead the church in fulfilling its mission. He proclaims the gospel and provides pastoral care for persons in the church and community. He serves as an enabler to involve church members in the work of the church so that its divine mission can be achieved. I Timothy 3:1-7

SECTION 2 Music Minister and/or Youth Minister

The Music Minister and Youth Minister shall be selected upon the recommendation of the church council. The church council will take recommendations from all interested during their time of search. Election shall be at the discretion of the church with an affirmative vote of three-fourths of those present and voting being necessary to elect. The Music or Youth Minister shall then serve until the relationship is terminated by resignation or by action of the church.

The Music Minister will be responsible with the Pastor for planning and conducting the church music program.

The Youth Minister will be supervised by the Pastor and is responsible for working with the youth and the Education Committee.

SECTION 3 reserved

SECTION 4 Deacons

There shall be a proportionate number of active deacons commensurate with the size of the active church membership.

Deacons shall be categorized as follows:

- 1) Active -- to include those who are actively serving at present time.
- 2) Inactive -- to include those not attending or unwilling to serve.
- 3) Emeritus -- to include those who by reason of age or infirmities can no longer render active service.

The term of the active Deacon shall be indefinite or as long as he is willing and able to serve.

It shall be the practice of the church to recognize ordained deacons transferring into the membership of the church. They can be recognized after they have been in the membership of the church at least one full year, giving evidence of the true Christian spirit in living and serving the church and have been recommended by the present Deacon body.

Upon indication of the need by the present Deacon body additional Deacons shall be selected as follows:

The Deacon body, upon seeing a need for additional Active Deacons, shall first seek to encourage those on the Inactive Deacon list to again become involved and serve as active deacons. In the event this attempt is not successful, notice will be given at the next regular business meeting that there is a need to elect a specified number of candidates for Deacons. That election will then be scheduled for the next regular business meeting. The election will be by secret ballot, each member listing the names of those men he/she feels most qualified to serve, and listing the specified number needed. Ballots will be received by the pastor and chairman of the deacons, who will tabulate the votes and then approach those receiving the largest number of votes concerning their qualification and their willingness to serve. Every effort should be made to contact and confirm the specified number of men qualified and willing to serve by the next business meeting. These men will then be set aside for a specified length of time before ordination.

The Pastor and church shall proceed immediately with ordination plans for those elected.

In accordance with the meaning of the work and practice of the New Testament that Deacons are to be servants of the church. I Timothy 3: 8-13

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

They shall serve as council of advice and conference with the Pastor in all matters pertaining to the welfare, work, and ministry of the church. With the Pastor they are to consider and formulate plans for the

constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the Kingdom of God.

By proper organization and method among themselves, they are to establish and maintain personal fraternal relations with, and inspiring oversight of, all membership of the church; especially are they to seek to know the physical needs and the moral and spiritual struggles of the brethren and sister; and to serve the church relieving, encouraging and developing all who are in such need.

In council with the Pastor and by such methods as the Holy Spirit may direct in accordance with the New Testament teaching, they are to be always guided by the principles set forth in Matthew 18:15-20., II Corinthians 5: 9-12 and I Thessalonians 5: 12-14. The deacons shall be encouraged to call upon any member of the church to aid in discipline.

The Deacons shall serve as pulpit supply committee. In case of absence or inability of the Pastor, subject to advice and conference with him, they shall provide for the pulpit supplies. In any period when the church is without a Pastor, unless the church shall otherwise provide, the Deacons will arrange for temporary ministry.

The Deacon's body shall organize themselves, as they shall so deem wise for the purpose of carrying on the Lord's work in the ministry through the local church.

SECTION 5 Clerk

The church shall elect annually a Clerk as its clerical officer. The Clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise here on provided. The Clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or transfer, together with a record of baptism. The Clerk will keep the official current copy of the constitution and bylaws, and the official policy and procedure manual. The Clerk shall issue letter of dismissal voted by the church, preserve on file all communications and written official reports, and give required notices of all meetings where notice is necessary, as indicated in these bylaws. The Clerk shall be responsible for coordinating the preparation of the annual church report letter.

SECTION 6 Treasurer

The church will elect annually a Treasurer as its financial officer. The Treasurer will receive deposits, disburse, and account for church funds, according to policies adopted by the church for adequate financial control. The Treasurer will prepare and maintain records of individual contributions. It shall be the duty of the Treasurer to render to the church at each regular business meeting itemized report of the receipts and disbursements of the preceding months.

SECTION 7 Trustees

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

Trustees shall serve three-year terms on a rotation basis, with one new trustee being elected every year.

Trustee with one year service remaining will serve as Chairperson.

Trustee with two years service remaining will serve as secretary.

ARTICLE III - Church Council

This council shall act in an advisory capacity to the pastor in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

Regular members of the Church Council will be the Pastor, Music Minister, Youth Minister, Sunday School Director, Discipleship Training Director, Woman's Missionary Union Director, Brotherhood Director,

Chairman of the Deacons, and Church Treasurer.

The Church Council will assist the church in matters of employed personnel administration, including those called by church action. Their work includes such areas as determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions, and personnel services.

The council will bring nomination to the first business meeting of each calendar year for the scheduled election of the Nominating committee and the Committee on Committees. All nominees will be contacted and prior commitment given before names are submitted as nominations.

The council will monitor and coordinate the insurance needs for church property and personnel.

The council, together with the various department heads will do an annual review of all bylaws and policies as to keep them current workable.

ARTICLE IV - Church Committees

All committees unless otherwise herein specified will be responsible for election of their own chairperson and recording secretary.

All committees are responsible for submitting their budget requests to Finance Committee by July 1st of each year.

All nominees must be contacted by committee prior to nomination and must have consented to serve.

All committees shall be empowered to enlist such personnel, as they deem necessary to assist in the performance of their duties. All committees shall be empowered to make assignments of individual responsibilities so as to facilitate the effective functioning of their overall duties.

SECTION 1 Nominating Committee

During the first business meeting of each calendar year the church will elect five 5 members as recommended by the Church Council. They will coordinate the staffing of all leadership positions filled by volunteer workers, unless otherwise specified herein. Recommendations from the Nominating Committee will be made at the January business meeting and will be received as a nomination. Other nominations may be received if nominee has consented to serve. Elections of volunteer staff shall be at the July business meeting. Each nominee will be a member of this church.

SECTION 2 Committee on Committees

During the first business meeting of each calendar year the church will elect 5 members as recommended by the Church Council. The Committee on Committees will gather input from all interested membership and will make a nomination for members to all standing committees of the church, in accordance with the church bylaws. Standing committee members will be contacted regarding their willingness to serve. Recommendations from the Committee on Committees will be made at the April business meeting and will be received as a nomination. Other nominations may be received if nominee has consented to serve. Election of committee member's shall be at the July business meeting. Each nominee will be a member of this church.

SECTION 3 Missions Committee

The Missions Committee will consist of 5 members whose duties will be to care for all mission activities not otherwise the responsibility of the WMU or Brotherhood. They will assist in the supervision of all mission work through the Church including but not limited to the following: Local Food Ministry, Special Meals, Showers, Flowers, Nursing Home, Prayer Chain, Audio Tapes, and Benevolence. They shall be admonished to actively study the needs of Church families, community residents, county, state, national, and worldwide events. They are empowered to design and administer such plans as to effectively respond to people who need help. (Matthew 25: 31-46)

SECTION 4 the Evangelism Committee

The Evangelism Committee will consist of 5 members whose duties will be coordinate all activities designed to promote and present the evangelistic efforts of the Church. These areas will include but not be

limited to Revivals, Retreats, Crusades, Lay Renewals, Vacation Bible School, Fellowship Events, and Prospect & Visitation. It will be their responsibility to recommend leaders and adequate financial support for these activities.

SECTION 5 the Service Committee

The Service Committee will consist of 5 members whose duties will be to provide direction and coordination of all areas of service ministries of the local Church. These duties shall include but not be limited to: Building and Grounds, Transportation, and Usher and Reception. They shall be responsible to ensure that the overall appearance and operation of Church facilities and service equipment be maintained. They will assist in providing a comfortable and caring environment for all services and activities and help create an atmosphere that makes everyone, member and visitor, feel welcome and important. This committee will be responsible to make recommendation to the Church Council concerning the employment of custodial and maintenance personnel. They will also be responsible for the overseeing of all construction, whether new or remodel.

SECTION 6 The Education Committee

The Education Committee will consist of 5 members whose duties will be to provide direction and oversight to all educational ministries of the church. This shall include but not be limited to: Nursery, Children, Youth and Falls Creek. They shall serve as search committee in the absence of a Youth Minister and will make recommendation to the Church Council for review and possible recommendation to the church.

SECTION 7 Finance Committee

The Finance Committee will consist of 4 members and the Church Treasurer whose duties will be to prepare a Unified Church Budget for each year to be submitted at the October Business Meeting for consideration and subsequent approval at a Special Called Meeting to be determined. This Special Meeting shall occur before December 31 each year. They shall assist and provide consultation to the Church Treasurer as needed in matters related to the financial needs of the Church and its ministries, both actual and projected.

SECTION 8 Special Needs Committee

The Special Needs Committee shall be elected by the Church at any duly authorized business meeting – Regular or Special Called – for any special specific need as determined by a vote of the church. It shall consist of such number as determined by the church and shall serve until such time as it has fulfilled its duty at which time it shall be dissolved.

SECTION 9 Long-range Planning Committee

The committee of 7 elected members together with the heads of the Sunday School, Discipleship Training, Brotherhood, WMU, Music Minister, Youth Minister, Active Deacons, and the Church Treasurer. The Committee on Committees may fill any vacancy that might occur during the year in the seven elected members of the committee. The purpose of the committee is to develop a master plan of church growth, both physical and spiritual into the future. The Pastor will serve as ex-officio member.

SECTION 10 Pulpit Committee

The church will elect this committee of 5 when needed. The committee will seek out a suitable Pastor, and its recommendation shall constitute a nomination, although any church member has the privilege and is encouraged to make recommendations through the committee. The committee shall bring to the consideration of the church only one man at a time. Election shall be at the discretion of the church, an affirmative vote of three-fourths of those present and voting being necessary to a choice. The Pastor, thus elected, shall serve until the relationship is terminated by his resignation or by action of the church.

SECTION 11 Music and Sound Committee

The Music and Sound Committee will consist of 5 members whose duties will be to provide direction and coordination of all areas of music and sound ministries of the local Church. The committee will primarily serve as a search committee when the Church is without a Music Minister and make recommendations to the Church Council for review and possible recommendation to the Church. The Music and Sound committee will be responsible for finding willing musicians for the Church instruments. The committee will be responsible for maintaining musical instruments, sound equipment, and any other related equipment. Additionally, the

committee will make recommendation to the Church of any Music and Sound needs or maintenance as required.

ARTICLE V - Programs and Organizations

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

SECTION 1 Sunday School

The Sunday School will be the basic organization for the Bible teaching program. Its tasks will be to teach the Biblical revelation, to reach persons for Christ and church membership, to perform the functions of the church within its constituency, and to provide and interpret information regarding the work of the church denomination.

The Sunday School will be organized by departments and/or classes, as appropriate for all ages, and will be conducted under the leadership of the Sunday School Superintendent.

SECTION 2 Discipleship Training

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

Discipleship Training will be organized by departments for all ages and will be conducted under the leadership of the Discipleship Training Director.

SECTION 3 Woman's Missionary Union

Woman's Missionary Union will be the mission education, mission action, and mission support organization of the church for women, young women, girls, and preschool children. Its tasks will be to teach missions; engage in mission action; support world missions through praying and giving; and provide and interpret information regarding the work of the church and denomination.

Woman's Mission Union will have such officer and organizations as the program warrants.

SECTION 4 Brotherhood

The Brotherhood will be the church's organization for mission education, mission action, and mission support for men, young men, and boys. Its tasks will be to teach missions, engage in mission action, support world missions through praying and giving; and provide and interpret information regarding the work of the church and denomination.

The Brotherhood will have such officers and organization as the program warrants.

ARTICLE VI - Church Ordinances

SECTION 1 Baptism

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

- 1) Baptism will be by immersion in water.
- 2) The pastor or whomever the church authorizes will administer baptism.
- 3) Baptism will be administered as an act of worship during any worship service of the church.
- 4) A person who professes Christ and is not baptized after a reasonable length of time will be

counseled by the pastor and/or deacons.

SECTION 2 The Lord's Supper

The church will observe the Lord's Supper periodically as lead by the Holy Spirit. The Pastor and Deacons will administer the Lord's Supper, with the Deacons being responsible for the physical preparations.

ARTICLE VII - Church Meetings

SECTION 1 Worship Service

The church will meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of almighty GOD. Prayer, praise, preaching, instruction, and evangelism will be among the ingredients of these services.

SECTION 2 Special Services

Revival services and other church meetings essential to the advancement of the church's objectives will be approved by the church and placed on the calendar.

SECTION 3 Regular Business Meetings

The church will hold regular quarterly business meetings on Wednesday evening after the first Sunday in January, April, July and October. The purpose of these meetings is for reporting, promoting, and sustaining the work of the church in a God-honoring, kingdom-advancing, church-edifying way. No official action will be taken without the presence of a quorum of 18 members. In the absence of a quorum the only action to be taken is setting and posting a new meeting date and time.

An additional regular meeting will be held on Wednesday evening after the first Sunday in September to report and accept the yearly association reports.

SECTION 4 Special Business Meetings

The church may conduct Special-Called Business meetings to consider matters of special nature and significance. No official action will be taken without the presence of a quorum of 18 members. In the absence of a quorum the only action to be taken is setting and posting a new meeting date and time.

SECTION 5 Quorum

The quorum consists of 18 or more members who attend the business meeting, providing it is a regularly scheduled meeting or one that has been properly called.

SECTION 6 Parliamentary Rules

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

SECTION 7 Moderator

In July of each calendar year during the regular business meeting, the church shall elect a moderator as its presiding officer. In the absence of the moderator, the Chairman of Deacons shall preside; or in the absence of both, the Clerk shall call the church to order and preside for the election of an acting moderator.

ARTICLE VIII - Church Finance

SECTION 1 Budget

The Finance Committee, in consultation with the Church Council and chairpersons of all committees, will 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. The proposed budget will be presented to the church at the October business meeting for review and at the special called business meeting, prior to December 31 for approval. It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts.

SECTION 2 Accounting Procedures

All funds received for any and all purchase will pass through the hands of the Church Treasurer and will be properly recorded on the books of the Church. The Treasurer will be bonded, with the church paying the bond.

The Treasurer, with the consultation of the Finance Committee, will be responsible for a system of accounting that will adequately provide for handling of all funds.

SECTION 3 Fiscal Year

The fiscal year will be the calendar year, while the organizational year will begin on July 1 and end on June 30.

ARTICLE IX - Church Operations Manual

The church council in consultation with the chairpersons of the church committees will develop a church operations manual to list duties and procedures necessary to carry out adopted church policies and programs. The manual will be made available for use by any member of the church. The church council will review the manual at least annually, with authority to recommend changes for the church to consider. Any church member of church organizations may initiate suggested changes in the manual.

Addition, revision, or deletion of the church policies and procedures requires:

- 1) The recommendation of the church officers or organizations to whose areas of responsibility the policy relates
- 2) Review by the church council
- 3) Approval by the church.

ARTICLE X - Disbandment

In case of disbanding of this church, all church properties, building, furniture, and fixtures will become the property of the Pottawattamie-Lincoln Baptist Association.

ARTICLE XI - Adoption

Adoption of the constitution will be by a two-thirds majority of the members present and voting at the regular business meeting. One month's notice for voting on the adoption of the constitution will be given. Upon adoption, this constitution will be the official representation of the church and will take precedence over all previous actions of the church.

ARTICLE XII - Amendments

Changes in the constitution and bylaws may be made at any regular business meeting of the church, provided each amendment has been presented in writing at a previous business meeting and copies of the proposed amendment have been made available to each member present at the earlier meeting. Amendments to the constitution and bylaws will be by two-thirds vote of church members present and voting.