**Table of Contents**

[Preamble 3](#_Toc146876692)

[ARTICLE I - NAME 4](#_Toc146876693)

[ARTICLE II - DENOMINATIONAL AFFILIATION 4](#_Toc146876694)

[ARTICLE III - CHURCH COVENANT 4](#_Toc146876695)

[ARTICLE IV - PURPOSE 5](#_Toc146876696)

[ARTICLE V - ORDINANCES 5](#_Toc146876697)

[ARTICLE VI - MEMBERSHIP 6](#_Toc146876698)

[ARTICLE VII - BOARDS, OFFICERS, AND COMMITTEES 8](#_Toc146876704)

[ARTICLE VIII - DISPOSITION OF CHURCH PROPERTY 8](#_Toc146876705)

[ARTICLE IX - AMENDMENTS 9](#_Toc146876709)

[ARTICLE X - EFFECTIVE DATE 9](#_Toc146876710)

[BY-LAWS OF SALT CREEK BAPTIST CHURCH 10](#_Toc146876711)

[ARTICLE I – MEMBERS 10](#_Toc146876712)

[ARTICLE II - ELDERS 10](#_Toc146876713)

[ARTICLE III – CHURCH STAFF 12](#_Toc146876720)

[ARTICLE IV – DEACONS/DEACONNESSES 13](#_Toc146876723)

[ARTICLE V – MINISTRY TEAMS 13](#_Toc146876727)

[ARTICLE VI- OFFICERS 15](#_Toc146876731)

[ARTICLE VII - BUDGETING PROCEDURES 16](#_Toc146876737)

[ARTICLE VIII - CHURCH BUSINESS MEETINGS 17](#_Toc146876740)

[ARTICLE IX - EFFECTIVE DATE 17](#_Toc146876744)

**CONSTITUTION OF THE SALT CREEK BAPTIST CHURCH**

# Preamble

**(Articles of Faith and Practice)**

Trusting in the Lord Jesus Christ as our Savior, we associate ourselves together as a corporation pursuant to the laws of the State of Oregon in order to better maintain and govern ourselves as a Christian church and to advance the cause of Christ in accordance with our Article of Faith and Practice.

1. We believe in the one living and true God who exists eternally in three co-equal persons; that the Father reigns over all creation; that the Son became man, Jesus Christ, through virgin birth, who being fully God and fully man, provided salvation through His atoning death in our place and by His resurrection, that by faith in this work we are saved; and that the Holy Spirit convicts individuals of their sinfulness, draws them to the Savior, and indwells all believers.
2. We believe that the Holy Spirit inspired men to write the scriptures, God's Holy Bible, and that these scriptures are trustworthy, sufficient, without error, and the supreme authority and guide for all doctrine and conduct.
3. We believe in Baptist principles, these being:
4. Believer's baptism by immersion.
5. The partaking of Christ's communion.
6. The individual priesthood of the believer.
7. The congregational form of church government.
8. Salvation by regeneration as a prerequisite to church membership.
9. Separation of church and state.
10. We believe that it is our individual and corporate duty to proclaim the Gospel throughout all the world.
11. We believe that there is benefit in joining in association with other churches of like beliefs…
12. …for the fellowship of believers.
13. …for Christian education.
14. …for church planting ministries.
15. …for supporting missions.

We, as a local church, have joined with the North American Baptist Conference and ascribe to their "Articles of Faith and Practice" and to their "Statement of Beliefs".

## ARTICLE I - NAME

The name of this church shall be "Salt Creek Baptist Church". This church is incorporated under the laws of the State of Oregon, dated, December 1, 1897.

The elected moderator and clerk shall serve as president and secretary of the corporation.

The president of the corporation acts as the legal representative of the church.

## ARTICLE II - DENOMINATIONAL AFFILIATION

This church shall be affiliated with the North American Baptist Conference and the North American Baptist Northwest Association.

This church, while in fellowship with the North American Baptist conference, is independent so far as related to its internal organization and the regulation of its own affairs. It is answerable to no ecclesiastical body except by its own consent.

## ARTICLE III - CHURCH COVENANT

Having been led by the Spirit of God to receive Jesus Christ as Savior and Lord by faith, and having publicly confessed Him through baptism by immersion in the name of God the Father, Son, and Holy Spirit, we freely and joyfully enter into covenant with one another as a local body in Christ.

We pledge, therefore, by the aid of God's Spirit, to live together in Christian love; to work for the advancement of God's kingdom through this church in knowledge, holiness, and mutual care; to support its ministry by a faithful stewardship of money, time, and talents; and to sustain its worship, ordinances, doctrines, and disciplines.

We also pledge to maintain family and private worship; to rear our children in the nurture and spirit of the Lord; to seek the salvation of all members of our own families and our acquaintances; and to strive for maturity in ourselves and in our fellow Christians.

We further pledge to follow Christian principles of morality in our daily living; to be ethical in our dealings and faithful in our commitments; to promote the unity of fellowship by proper attitudes and careful speech; and to be zealous in our efforts toward the advancement of the kingdom of God here and throughout the world.

We further pledge to watch over one another in brotherly love; to remember one another in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, according to Matthew 18:15-17.

We moreover pledge that when we move from this place we will, as soon as is practical, unite with some church where we can carry out the spirit of this covenant and the principles of God's Word.

## ARTICLE IV - PURPOSE

Salt Creek Baptist is a local family of believers whose purpose is to glorify God by:

* Reaching up to God in worship,
* Reaching in to our church body for discipleship, fellowship, and maturity,
* Reaching out to our world bringing people into God's family through Jesus Christ.

EXPLANATION:

Upreach:

* Public Worship (Ps. 29:2)
* Private Relationship (Rom. 12:1-2)

(UPREACH MANDATE): (Eph. 3:14 NIV) For this reason I kneel before the Father from whom his whole family in heaven and on earth derives its name. I pray that out of his glorious riches he may strengthen you with power through his Spirit in your inner being, so that Christ may dwell in your hearts through faith. And I pray that you, being rooted and established in love, may have power, together with all the saints, to grasp how wide and long and high and deep is the love of Christ, and to know this love that surpasses knowledge--that you may be filled to the measure of all the fullness of God.

Inreach:

* Christian Education and teaching
* Assimilating new people
* Public gatherings that affirm our family and make room for others.

(INREACH MANDATE): (Gal. 6:10 NIV) Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers.

Outreach:

* Friendship evangelism of our acquaintances
* Teaching new believers in discipleship classes and relationships
* Sending our family members and resources to the world with the message

(OUTREACH MANDATE): (Matt. 28:19-20 NIV) Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

## ARTICLE V - ORDINANCES

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

Communion is observed monthly, usually the first Sunday of the month. All believers in are invited to share in this observance.

1. **Baptism**:

We adhere to the Biblical principles of believer's baptism by immersion.

## ARTICLE VI - MEMBERSHIP

### Section 1. Admission of Members

1. **By Baptism**. Any person professing faith in Jesus Christ as Lord and Savior, giving evidence of a change of heart and accepting the Articles of Faith and Practice as adopted by this church, may, upon baptism be received into membership.
2. **By Letter**. Members of other Bible believing churches of like faith and practice, may, upon receipt of their letter of transfer of membership, be received into membership.
3. **By Experience**. Persons who are not members of other churches, but have been baptized by immersion upon their profession of faith in the Lord Jesus Christ, and accept the Articles of Faith and Practice as adopted by this church, may, by virtue of their experience, be received into membership.
4. **By Restoration**. Members of this church from whom the hand of fellowship has been withdrawn, may upon the recommendation of the Elders, be restored to membership.
5. **Temporary Membership**. Non-members, while retaining membership in their own churches, may be admitted to temporary membership upon the approval of the Examination Committee and upon public testimony of their faith in Christ. These temporary members shall have the privilege of holding appointed offices, but may not hold elective church or Sunday School offices and shall not have voting privileges. Temporary residents are an example.

Temporary membership shall be for a period of one year. At the end of each year temporary membership is automatically dropped unless a request is made for renewal by the temporary member.

### Section 2. Procedure

1. Upon making their desire for membership known, every applicant shall be required to appear before the Elders.
2. It is recommended that each applicant for church membership first complete our membership class.
3. Prior to meeting with the Elders, the applicant will have been given a copy of the Church Constitution containing the Articles of Faith and Practice, and Church Covenant, for their perusal.
4. Upon their meeting with the Elders, the applicant shall be asked to share by testimony their Christian experience.
5. The Elders shall examine the applicants in at least four areas:
6. Personal testimony of salvation experience.
7. Reasons for desiring membership.
8. Agreement with the Articles of Faith and Practice of the church.
9. Agreement with the Covenant of this church.
10. When a vote upon the question of recommendation by the Elders is about to be taken, the applicant shall be excused from the meeting. Objections, if any, to the applicant shall then be stated fully. Should they be deemed valid, the Elders may refuse to recommend the applicant or may postpone the consideration of the matter. Otherwise, the applicant shall be recommended for membership upon a consensus of the Elders present.
11. Upon recommendation of the Elders, the names of the applicants shall be presented to the church for a final vote to be received into membership.
12. The hand of fellowship shall be extended to newly received members at an observance of the Lord's supper (if possible).

### Section 3. Duties of Members

The duties of members are set forth in this constitution under Article III, the Church Covenant. Particular attention is paid to member's duties to the church, their conduct in private and public life, their relationship to other members, as well as to their continued faithful church membership.

### Section 4. Discipline of Members

1. **For Non-participation**.

It shall be the duty of the Elders to monitor the involvement of the entire membership. If, for a period of six months, any member has been absent from services without reasonable cause or has failed to observe their duties and obligations as a church member, they shall be contacted by the Elders and be encouraged to restore their participation, duties and obligations. If a member remains inactive for an additional six months after encouragement of the Elders for restoration, then the member will be recommended to the church for removal from the membership roll.

1. **For Un-Christian conduct**.
2. In cases of personal differences between members of the church, the Elders shall recommend that the persons involved settle their differences in accordance with the instructions of Christ as recorded in Matthew 18:15-17. Refusal on the part of anyone to comply with these instructions shall be liable to discipline, whether or not responsibility in the first instance was theirs. Charges, when made, shall be in writing and shall be submitted to the Elders.
3. Members may be excluded from membership for conduct unbecoming a Christian upon recommendation of the Elders and the vote of the church.
4. In all cases of discipline, persons accused shall be given an opportunity to be heard in defense.

### Section 5. Dismissal of Members

1. **By Letter**
2. For the purpose of uniting with some other Baptist church of like faith and order, the church shall forward a letter of transfer and by vote of the church.
3. Any member desiring to unite with a church of some other denomination may, upon recommendation of the Elders and by vote of the church, be entitled to a letter of commendation or certificate of Christian standing to said church.
4. **By Exclusion**

See Section 4B

1. **By Erasure**

When a member requests that their name be erased from the church membership roll, the Elders shall investigate and if they are satisfied that said member cannot be reclaimed, they shall present to the church a recommendation that the name be erased from the membership roll.

1. **Inactivity**
2. See Section 4A

## ARTICLE VII - BOARDS, OFFICERS, AND COMMITTEES

Except as otherwise provided, the officers of the church shall be elected by ballot in the month of November and shall be elected to serve a period of one calendar year and until their successors have been elected. Unless otherwise provided, the Elders shall appoint replacements to complete vacant elected positions.

All appointed positions and ministry teams, not herein provided for, shall be made by the Elders. Appointed officers and ministry teams shall serve until the end of the church fiscal year and until their successors have been elected.

## ARTICLE VIII - DISPOSITION OF CHURCH PROPERTY

### Section 1.

In the case of organic division of the church membership, the church property shall belong to those members who abide by this constitution and remain a part of the North American Baptist Conference.

### Section 2.

Should conditions arise when, for any reason the church work cannot continue, the church property shall be transferred to North American Baptist Northwest of the North American Baptist Conference.

### Section 3.

Should conditions arise where a consolidation with another church of the same denomination is advisable, the Facilities Team shall be authorized by the church to negotiate the terms of such a consolidation in-so-far as the property is concerned, and to submit a plan of consolidation to the church for approval.

## ARTICLE IX - AMENDMENTS

Amendments to this constitution may be introduced through formal motion at any regular business meeting. Amendments shall be acted upon at the following regular business meeting provided that the members have been duly informed of the proposed amendment. An affirmative vote of a majority of the church or a two-thirds majority of the members present at the meeting shall be required for acceptance. At no time can any amendment be adopted that would be contrary to historic Baptist beliefs and practices.

By-laws may be altered or amended by a two-thirds vote of the members present at any regular business meeting of the church or at any special meeting called for that purpose. The proposed amendments shall be submitted at least two weeks prior to such meeting. Announcements of the proposed amendment shall be printed in the church bulletin or read from the pulpit on the Lord's day for two weeks prior to such a meeting.

## ARTICLE X - EFFECTIVE DATE

This constitution and any amendments duly adopted by the members during the course of its adoption replace all previous constitutional provisions and amendments and become effective upon passage.

# BY-LAWS OF SALT CREEK BAPTIST CHURCH

## ARTICLE I – MEMBERS

**Section 1 – Qualifications**

1. All prospective members must be born again believers.
2. All prospective members must be baptized by immersion as a believer.
3. All prospective members must complete the membership class.

**Section 2 - Process**

1. Prospective members are to meet with the Elders to share their testimony.
2. Upon affirmation of a prospective member’s testimony of saving faith in Jesus Christ, the Elders shall make recommendation to the members to receive them into local church membership at a regular business meeting.

**Section 3 – Responsibilities**

1. Carry out the membership covenant as expressed in the constitution.
2. Pray for and serve in the ministry of the church.
3. Faithfully study the Scriptures to ensure that what is being taught and preached is in agreement with our statement of faith.
4. Actively engage in the congregational decision-making process through prayerful discernment and voting as God leads.
5. Willingly communicate concerns, ideas, and feedback with the Elders.

## ARTICLE II - ELDERS

### Section 1. Definition of Elders

1. Elders serve as the shepherds of the church to care for, teach, and lead the flock of God entrusted to them.
2. The Elders shall be comprised of volunteer elders and paid elders (pastors).
3. The numbers of elders shall be equal to the number of biblical qualified and willing men to serve in the role.
   1. There shall never be fewer than three elders.
   2. In the event that three elders cannot be found the congregation shall reach out to the conference leadership to provide provisional elders until such time as three or more men can be trained and are willing to serve as elders

### Section 2 Qualifications of Elders

1. Elders shall meet the spiritual qualifications as listed in I Timothy 3:1-13 and Titus 1:5-9.
2. Elders shall be members in good standing.
3. Elders shall be men.

### Section 3 Calling of Elders

1. Potential elders shall be interviewed by the Elders or a nominating committee appointed by the elders.
2. Potential elders shall be presented to the congregation for review of their gifting, calling and testimony.
   1. Presentation shall include a time of teaching/preaching and questions.
   2. Announcement of presentation shall be communicated to the members at least two weeks in advance.
3. A vote to receive an Elder is to be held at a properly called business meeting no sooner than two weeks following their presentation to the congregation.
4. A favorable vote of 90% of the members present and voting shall constitute a call for an Elder.
5. Elders shall be called to serve three year terms.
   1. Volunteer elders can serve two consecutive terms if they are willing and approved by the members to do so. A sabbath year is required following the completion of two consecutive terms of service.
   2. Pastors shall serve as elders as part of their calling and are not subject to term limitations.

**Section 4 Responsibilities of Elders**

1. The Elders shall oversee the teaching and preaching of the Word of God. They shall guard the doctrine of the church and shall guide the church in the application of our statement of faith to contemporary issues.
2. The Elders shall oversee the administering of the ordinances of Baptism and Communion.
3. The Elders shall care and shepherd the flock through prayer and visitation.
4. The Elders shall lead the congregation in the proclamation of the Gospel.
5. The Elders shall oversee all weddings and funerals on our campus(es). They shall have the authority to enact and change policies and procedures, as needed, to ensure that God is honored in these activities.
6. The Elders shall communicate regularly with the members regarding the needs and opportunities of the church.
7. The Elders shall oversee the processes for receiving new members and/or removing members from the congregation.
8. The Elders shall act as the nominating committee and shall consider recommendations from the church body for all elected offices.
9. The Elders shall in cooperation with our conference oversee the process of ordination for pastors and/or elders

### Section 5 Elder Meetings

* + - 1. Elders shall meet regularly; no less than once per quarter.
      2. Elders shall model unity for the congregation and work from a standpoint of consensus in their decision making.
      3. Elders shall together discern the vision, direction, and mission of the church.
      4. Elders shall commit themselves to regular prayer and the ministry of the Word.

### Section 6 Dismissal of Elders

1. Elders are able to resign their position in writing.
2. Such resignation shall be received by the Elders and announced to the congregation.
3. Recommendation to dismiss an elder can either come from The Elders or from a signed petition of 25% of the members. The same procedure that governs the calling of elders shall govern votes to dismiss elders.
4. Discipline leading to dismissal of an Elder shall be handled in accordance with Matthew 18 and 1 Timothy 5.
   1. Accusations against an Elder shall be prayerfully heard and evaluate by the Elders if and only if:
      1. Personal and small group reconciliation has been attempted.
      2. The accusation comes from two or more members of the church.
   2. Accusations that include known or potential violations of the law shall be reported to local authorities by the Elders.
      1. In the event of involvement of law enforcement, paid elders under investigation shall be place on administrative leave; volunteer elders under investigation shall be considered inactive pending the outcome of the investigation.
      2. Compensation for pastors on administrative leave shall be determined by the Elders at the time of the administrative leave.
      3. If the investigation finds the Elder(s) in violation of any local laws or statutes, said elder(s) will be dismissed as Elder(s) immediately.

## ARTICLE III – CHURCH STAFF

### Section 1 Pastoral Staff

* + - 1. Pastoral Staff shall be called and/or dismissed in accordance with the same practices listed for Elders.
      2. The need of and recommendation for the calling of a Pastor shall be brought to the members at a regular business meeting.
      3. The job description, salary, and benefits of Pastors shall be determined by the Elders. Salaries are subject to approval by the members as part of the budget approval process.
      4. The Elders shall appoint a search committee to identify candidates for a pastoral staff position.
         1. Candidates for Pastoral positions shall be considered from within the congregation and outside of the congregation.
         2. Candidates for pastoral positions shall have either completed the Salt Creek Baptist Church Elder training program or have previous education, training and experience commensurate with said program.

### Section 2. Administrative Staff

1. Administrative staff are directly responsible to the Elders.
2. Duties
3. Shall work in unity and harmony with all staff and the congregation to accomplish the mission of the church.
4. Shall fulfill the duties as outlined in the job description set forth by the Elders.
5. Hiring
6. Administrative staff shall be hired by a committee appointed by the Elders. The committee shall consist of one of the Elders and two additional members of the church.
7. If possible, administrative staff shall be members of the church.
8. Termination
   1. It is requested that administrative staff provide two weeks’ written notice, unless agreed upon.
   2. Administrative staff may not be terminated without approval of the Elders.

## ARTICLE IV – DEACONS/DEACONNESSES

### Section 1 – Responsibilities

1. Deacons and/or Deaconesses shall be responsible for leading the ministry team entrusted to them.
2. Deacons/Deaconesses shall be responsible for recruiting the team members to accomplish the mission of their ministry team.
3. Deacons/Deaconesses shall regularly communicate updates and progress towards the mission of the church. Updates can be verbal or written.

### Section 2 – Election

1. A simple majority vote of the members present and voting shall constitute an affirmative vote for deacons/deaconesses.
2. Deacons and/or Deaconesses shall be elected to a one year term and are eligible to be elected to three consecutive terms before they are required to take a sabbatical year.

### Section 3 – Dismissal

1. A Deacon/Deaconess may be removed from their position by a consensus of the Elders or a simple majority vote of the members.
2. Should a Deacon/Deaconess no longer be able to lead their ministry team a new leader shall be appointed by the Elders for the remainder of the year.

## ARTICLE V – MINISTRY TEAMS

### Section 1. – General Guidelines

1. Ministry Team Appointments - Following the annual election, the Elders shall appoint an Elder Liaison to each ministry team to facilitate cooperation and communication between the Elders and the various ministry teams within the congregation.
2. Unless otherwise herein stated, 60% of any ministry team shall constitute a quorum.
3. All ministry teams are under the leadership of either a staff member or an elected deacon/deaconess.
4. Ministry teams shall meet as often as necessary to accomplish their mission.

### Section 2. Permanent Ministry Teams

1. Stewardship Team
   1. Members of the Stewardship Ministry team shall be elected annually by the members.
   2. Members of the Stewardship Ministry team shall include
      1. Deacon/Deaconess of Stewardship.
      2. Treasurer
      3. Financial Secretary
      4. Two members elected at large.
   3. The Stewardship Team shall be responsible for handling, counting, recording, and reporting all giving to the church.
   4. The Stewardship Team shall be responsible for paying bills, reconciling accounts, managing the budget, and shall submit regular budget reports to the Elders and the members.
   5. The Stewardship Team shall administer the Benevolent Fund. The total amount of receipts and disbursements shall be reported at the annual business meeting.
2. Worship Team
   1. The Worship Team shall be responsible for the planning, coordinating, and executing of the Worship Gathering(s).
   2. The Worship Team shall plan and conduct additional opportunities for members to engage in personal and/or corporate worship.
   3. The Worship Team shall be responsible for making all preparations necessary for communion and baptism.
3. Discipleship Team
   1. The Discipleship Ministry team shall be responsible for the ongoing discipleship opportunities within the church.
   2. The opportunities may include but not be limited to:
      1. Adult Small Groups and/or Adult Sunday School.
      2. Women’s Ministry events and retreats.
      3. Men’s Ministry events and retreats.
4. Family Ministry Team
   1. The Family ministry team shall be responsible for all ministry events, programs, and groups for ages 0-18
   2. The Family Ministry team shall coordinate the Nursery, Sunday School, Children’s Church, and Youth Ministry.
   3. This ministry team shall ensure compliance with our Child Protection Policy.
5. Missions & Evangelism Team
   1. The Missions & Evangelism Team will be responsible for overseeing the church’s relationships with missionaries and ministry partners.
   2. The Missions & Evangelism Ministry Team will be responsible for creating and/or coordinating outreach opportunities for the church.
6. Care Team
   1. The Care Team will be responsible for supporting the Elders in the pastoral care of the church.
   2. This may include; prayer, visitation, meal coordination, ride assistance, etc.
   3. Care Team shall assist the Elders in the planning and coordination of weddings and funerals.
7. Facilities Team
   1. The Facilities Team shall be responsible for the purchase and maintenance of any building and/or property related items.
   2. The Facilities Team shall be responsible for creating policies and procedures associated with the ongoing use of the facilities.
8. Guest Services Team
   1. Guest Services shall support the worship ministry of the church through creating a warm and welcoming environment for guests and members.
   2. Guest Services Team shall include ushers, greeters, security, and coffee cart.
9. Hospitality Team
   1. The Hospitality Team shall support the ministries of the church through the coordination of meals and refreshments at the gatherings and events of the church.
   2. The Hospitality Team shall be responsible for the purchasing of the supplies and food.

### Section 3. - Temporary Ministry Teams

1. As the needs and opportunities for the church changes, Ministry teams may be created or disbanded by a consensus of the Elders or a simple majority vote of the members.
2. Temporary ministry teams will also be lead by an elected Deacon/Deaconess or a staff member.

## ARTICLE VI- OFFICERS

### Section 1. Moderator

1. The chairman of the elders shall serve as the moderator for the church.
2. The moderator shall preside at all business meetings of the church.
3. The moderator shall designate one of the other volunteer elders to preside over any business meeting in their absence.

### Section 2. Church Clerk

1. The church clerk shall be elected annually.
2. The church clerk shall maintain in permanent form, complete and accurate records of all church business meetings.
3. The church clerk shall coordinate with the Elders to maintain church membership records.
4. The church clerk shall submit necessary reports to NAB Conference and NABNW.

### Section 3. Church Treasurer

1. The treasurer shall be elected annually.
2. The treasurer shall serve as a member of the Stewardship Ministry Team.
3. The treasurer shall oversee receipt of all monies collected by the church.
4. The treasurer shall oversee the bank account approved and established by the Stewardship Ministry Team.
5. The treasurer shall pay all operational disbursements from the appropriate budget line. Non budgeted disbursements must be first approved by the Stewardship Ministry Team or the Elders. No disbursements shall be made in cash.
6. The treasurer shall prepare quarterly reports and an annual report showing the actual financial condition of the church.
7. The treasurer shall submit timely reports as required by government agencies.
8. The treasurer’s work shall be subject to audit upon request from the Elders, the Stewardship Ministry Team or any additional ministry team established for that purpose.
9. The treasurer's records shall remain the property of the church.

### Section 4. Finance Secretary

1. The Finance Secretary shall be elected annually.
2. The Finance Secretary shall serve as a member of the Stewardship Ministry Team.
3. The Finance Secretary shall receive all offerings to the church, properly record same, and promptly turn it over to the Treasurer.
4. The Finance Secretary shall be responsible for the keeping of the confidential giving records and shall render to each donor a written statement of his or her annual donations by January 31.

### Section 5. Officers Resignations and Failure to Perform Duties

1. Resignation of officers shall be in writing to the church and be effective when received or on the date specified in the resignation.
2. Should any officer elected fail to perform the duties pertaining to his or her office without reasonable cause, the Elders shall declare the office be declared vacant and shall appoint a replacement for the remaining term.

## ARTICLE VII - BUDGETING PROCEDURES

### Section 1. – General Policies

1. The fiscal year of the church shall close December 31.
2. All offerings given, except memorials, shall be included in the general fund. Special offerings shall go through the contingency fund.
3. Non-budgeted financial requests shall be submitted to the Stewardship Ministry Team. Approved requests shall be submitted to the Elders for review and presentation to the members.

### Section 2. – Annual Budget

1. All ministry teams may incur expenses for their ministries as authorized in the annual budget.
2. All ministry teams shall prepare and submit budget requests to the Stewardship Ministry Team by October 1st.
3. The Stewardship Ministry Team shall assemble and submit a proposed budget to The Elders for approval and submission to the members to be voted on prior to the end of the current budget year.

## ARTICLE VIII - CHURCH BUSINESS MEETINGS

### Section 1. – Guidelines

1. Each church business meeting shall be opened with reading of the membership covenant and prayer.
2. Business meetings may be held four times a year or as often as is necessary to conduct the business of the church. The first business meeting of each year shall be the annual business meeting of the church to be held no earlier than the second Sunday of January.
3. The quorum for any regular business meeting shall be 10% of church members. Amending the constitution or by-laws shall require 20% of church members. Calling or dismissing an elder shall require 30% of church members.
4. Unless otherwise herein stated, a majority vote of members present shall conduct the business of the church.
5. The members shall receive either written or verbal updates from the Elders and Deacons/Deaconesses at the regular business meetings.
6. *ROBERT'S RULES OF ORDER* shall govern meetings where this document is silent.

### Section 2. – Special Business Meetings

1. Special business meetings of the church may be called at the discretion of the Elders, or 10 percent of the members via signed request submitted to the Elders.
2. All special business meetings shall be announced publicly for two weeks prior to the meeting. All requests for a special business meeting received by the Elders must be scheduled within 2 months of receiving the request.

### Section 3. - Elections

1. The annual election of church officers and committee members shall be held at a business meeting held during October or November.
2. Qualified voters are members of the church who are sixteen years of age or older.
3. All nominees shall be voting members of the church.
4. Nominees are elected to office/position for one year unless otherwise specified.
5. Two weeks prior to the election, the Elders shall post the list of nominees for each position to be filled.
6. Printed ballots are to be presented to the members.
7. There shall be no absentee ballots for any church elections.

## ARTICLE IX - EFFECTIVE DATE

These by-laws and any amendments duly adopted by the members shall become effective January 1, 2018.