

CONSTITUTION AND BY- LAWS  
OF  
FRIENDSHIP MISSIONARY BAPTIST CHURCH  
As Amended September 22, 2014

ARTICLE I NAME AND DESCRIPTION

Section I Name

The name of this organization is Friendship Missionary Baptist Church of Sugar Land, Texas, Inc.

Section II Description

The church is a non- profit religious body to carry out the purpose and functions as set forth in the teachings of Jesus Christ.

Section III Location

The location of the church is at 16138 West Bellfort, Sugar Land, Fort Bend County, Texas, 77498.

Section IV Fiscal Year

The fiscal year of the church is from January 1 through December 31.

ARTICLE II STATEMENT OF FAITH

Section I Purpose

It is the purpose of this church to perform the missionary task as set forth in Holy Scripture; to be a worshipping fellowship, experiencing an awareness of God and responding in obedience to His leadership; striving to eliminate sin in the lives of human beings through the acceptance of Christ as the source of building a high spiritual and moral life; for the equipping of the saints, for the work of the ministry,



and for the building up of the body of Christ.

Section II Statement of Faith

We believe the Bible is the inspired word of God. We believe in the Trinity, the ruin wrought by sin, the coming of Jesus Christ the Son of God as the Savior, and the future places of Heaven and Hell. Moreover, we believe that Christ established the church, and is its' head and the church is a body of baptized believers in Christ. Salvation is given by God in grace, apart from human works or merit. Additionally, we believe there are two church ordinances: The Lord's Supper and baptism.

ARTICLE III MEMBERSHIP

Section I

The membership of this church consists of persons who have made a private confession and a public profession of their faith in Jesus Christ as Lord and Savior; who have expressed a willingness to cooperate with the faith practice program of the church; who have been baptized by this church or as church of like faith and order.

ARTICLE IV OFFICERS OF THE CHURCH

Section I Officers of the Church

The officers of the church shall be Pastor, Deacons, Trustees, Treasurer, and Church Secretary.

Section II Pastor

The Pastor is the spiritual leader of the church. The church and the deacons will support the Pastor with their prayers and finances in such a manner as to allow him the greatest time for evangelism and the preaching of the Gospel. It is the duty of the Pastor to preach to the church, to administer or cause to be administered the ordinances of the church, and to act as moderator at church meetings.



Section III Deacons

It is the duty of the deacons to assist the Pastor in God's work, in accordance with the scripture; to be responsive to the needs of the congregation and community; to visit the sick; to assist in administering the ordinances of the church; to take general supervision of the temporal interests of the church.

Section IV Trustees

The trustees elected by the church will hold in trust the church property. To buy, sell, mortgage, lease, or transfer any property requires a majority vote of those in attendance. Any single transaction costing \$1,500.00 or more requires approval of the Pastor, a majority of the deacons, and a majority of the trustees present at a meeting where a vote on the transaction takes place. However, any and all transactions (excluding repairs and maintenance) costing over \$10,000.00 must first be approved by the majority of the church membership present in a regular or special meeting where a vote on the transaction takes place. All minutes of meetings involving expenditures and records of transactions must be submitted to the church secretary.

Section V Treasurer

It is the duty of the treasurer to receive all monies. Said funds will be placed in an approved depository. The treasurer will keep a true and accurate account of all church funds. The treasurer will also provide a written financial statement at each monthly deacon's meeting.

The church will maintain banking accounts with the authorized signers being the treasurer, secretary, and designated deacons or trustees; with three (3) signatures being required on all checks, with the exception of the benevolent fund.

Section VI Secretary

The secretary will keep a record of the proceedings of the church business meetings; sign such documents as authorized by the church; and keep a register of all the members of the church. The secretary will receive the empty collection envelopes, and from these the secretary will give donors individual credit, and will keep the envelopes for a period of one (1) year. It is the responsibility of the secretary to provide a financial statement of contributions to members upon request at the end of each calendar year for income tax purposes.

## ARTICLE V ELECTIONS

### Section I Officers

The following officers (Trustees, Treasurer, and Secretary) will be filled by election by the majority of the church membership present at such meeting, as necessary. Elections will be held in a regular or special meeting of the church body. Vacancies will be filled within the forty- five (45) days of the vacancy occurring.

### Section II Auxiliaries

Auxiliaries have the latitude to hold elections and fill vacancies as deemed necessary by the members of the auxiliary. When said elections are held auxiliary membership will be given adequate notice prior to the election.

## ARTICLE VI COMMITTEES

### Section I Committees

The committees will be the Kitchen, Program, Pastorial Ministry, Decoration, Membership, and such other committees as may be named during the course of these by-laws. Each committee shall have a written charter approved by the Deacons and Trustees.

### Section II Committee Appointments

The committee chairperson is appointed by the Pastor. The chairperson has the latitude to choose three (3) or more members to help on the committee.

## ARTICLE VII CHURCH FINANCING

### Section I Church Financing

The method for financing of the church is by tithes and offerings.

An annual business meeting will be held within forty- five (45) days prior to the end of the fiscal year.

## ARTICLE VIII WEDDINGS

### Section I Weddings

The church is available to its members for weddings at no charge. However, members are responsible for the costs of cleaning services and sound technicians. Non- members are required to pay a fee for using the sanctuary, cleaning services, and sound technicians.

### Section II Prohibitions

Under no circumstances will alcoholic beverages be used on the premises and no smoking is allowed in the building.

## ARTICLE IX CHURCH ORDINANCES

### Section I Baptism

A person who receives 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, shall be received for baptism.

Persons coming from denominations that do not practice immersion in water must submit to baptism by immersion in water.

Section II      The Lord's Supper

The Lord's Supper is the symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

- The deacon's wives are responsible for preparing the Lord's table.
- 2. The Pastor, ordained Ministers, and Deacons are responsible for administration of the Lord's Supper.

ARTICLE X AMENDMENT OF BY- LAWS

Section I      Amendment of By- Laws

This constitution and by-laws may be amended at any regular business meeting by a two-thirds (2/3) vote of the members present at the meeting provided the content of the proposed amendment has been announced at least two (2) weeks before the meeting.

Adopted this 22 day of September, 2014 by the Pastor and Trustees of Friendship Missionary Baptist Church.

  
Reverend J. Amos Jones, Pastor

  
Deacon Edward Dogan, Chairman- Trustee