

CONSTITUTION AND BYLAWS OF FRIENDSHIP MISSIONARY BAPTIST CHURCH

PREAMBLE

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

ARTICLE I. NAME

This body shall be known as the Friendship Missionary Baptist Church (the "Church") of Sugar Land, Texas. The principal office shall be located at 16138 West Bellfort St, Sugar Land, Texas 77498.

ARTICLE II. NON-PROFIT STATUS

The Church is organized and shall be operated exclusively for religious, charitable, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 as amended, unless any law shall be repressive in scope and/or nature, that it is our duty to democratically oppose it on the basis of the right of free exercise of religious beliefs and peaceable assembly. The Church is formed for any lawful purpose or purposes under the laws of the State of Texas, including any purpose described by Section 2.002 of the Texas Business Organizations Code.

ARTICLE III. 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.

ARTICLE IV. 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.

Marriage is a biblical institution established by God as described by Scripture in Genesis 2:24. We believe the biblical ideal for marriage is the uniting of one man and one woman in covenant commitment. Accordingly, this church's pastors and staff will not officiate in same-sex unions or same-sex marriages, nor will its property or resources be used for such purposes.

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 membership. All organizations created and empowered by the church shall report to and be accountable to the church. This church is not subject to the control of any other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist Churches.

ARTICLE VI. CHURCH COVENANT

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior; and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotion; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage, and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other 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, and mindful of the rules of our Savior, to secure it without delay. 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.

FRIENDSHIP MISSIONARY BAPTIST CHURCH BY-LAWS

ARTICLE I: 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 this church.

SECTION 2

CANDIDACY

Any person may offer themselves as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

1. By profession of faith and for baptism by immersion.
2. By promise of a letter of recommendation from another Baptist church.
3. By personal statement, satisfactory to the church, that the person comes from another Christian church and was baptized by immersion as a believer, trusting in the grace of God alone for salvation.

SECTION 3

RIGHTS OF MEMBERS

Every member of the church 18 years of age or older is entitled to vote at all elections and on all questions submitted to the church at a regular or special business/informational meeting, provided the member is present.

Every member of the church may participate in the ordinances of the church as administered by the church.

SECTION 4

TERMINATION OF MEMBERSHIP

Membership shall be terminated in the following ways:

1. Death
2. Granting a letter to another Baptist church
3. Erasure (upon request in writing or proof of membership in a church of another denomination)
4. Exclusion by action of this church.
5. Inactivity of financial contributions or physical presence no less than but greater 180 days.

SECTION 5

WATCHCARE

Those Christians who wish to enter into the love and fellowship of the church and will support the objectives of the church but cannot qualify, or choose not to qualify, for membership will be designated as coming under the "watchcare" of the church. These Christians are to be encompassed in all the life and love of the church, except for voting and for holding offices or positions of doctrinal and/or policy-making responsibilities.

SECTION 6

DISCIPLINE

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member in accordance with Matthew 18. 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.

Should some serious condition exist, which would cause a member to become a liability to the general welfare of the church, every reasonable measure should be taken by the pastor and the deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. Should it be determined that the welfare of the church will be best served by the exclusion of a member, the church may

exclude such member(s) by a three-fourths (3/4) vote of the voting members present at a properly called special business meeting called for this purpose.

Any person whose membership has been terminated for any reason, which has made it necessary for the church to exclude that person, may upon that person's request be restored to membership by a vote of the church upon evidence of that person's repentance and reformation.

ARTICLE II: CHURCH OFFICERS AND STAFF

SECTION 1

GENERAL

All church officers must be members of the church. The officers of this church shall be a treasurer, the deacons, and the trustees. The office of deacon is determined and appointed by the pastor. The staff of this church shall be those persons employed by this church, i.e., the Minister of Music, secretarial, and custodial employees. The person or persons serving as pastor, church treasurer, secretary and the ministerial staff positions at the time these Constitution and Bylaws are adopted shall be considered as elected by the church pursuant to the appropriate provisions of these By-laws. Officers (Trustees, Treasurer, and Secretary) will be recommended through collaboration of the pastor and deacon board but filled by election by the majority of the church membership present at a regular or special called meeting of the church body as necessary. Trustees, Treasurer, and Secretary officers will serve 2-year terms. Vacancies will be filled within thirty (30) days of the vacancy occurring.

SECTION 2

PASTOR

A. Role & Qualifications of the Pastor

The pastor is responsible for leading the church to function as a New Testament Church. The pastor will lead the church, the church officers, staff, and organizations to accomplish the mission of the church.

The pastor is the leader of the pastoral ministries of the church. As such, the pastor will work with the deacons and staff to:

1. Lead the church to engage in fellowship of worship, witness, education, ministry, and application.
2. Proclaim the gospel to believers and unbelievers.

3. Care for the church's members and other persons in the community.
4. Be a licensed and ordained minister in the Baptist faith.
5. Be a visionary with sound judgment and discernment.
6. Have at least a bachelor's degree from an accredited College/University and Theological Seminary training (preferred).
7. Possess effective communication skills (written and oral).
8. Growth oriented and pastoral care capability.
9. Demonstrate financial awareness and responsibility.
10. Committed to continuing education and development.
11. Demonstrate ability to work effectively with a congregation across all ages and gender.
12. Possess effective administration skills and able to organize and lead staff.
13. Three letters of recommendation (clergy, layperson, and personal).
14. Copies of license, ordination, transcripts of educational accomplishments.
15. The pastor must be an ordained minister. The pastor shall be chosen and called by the church whenever a vacancy occurs.

B. Pastor Selection Committee (if vacancy occurs)

Prayer is needed for God to send the right person to fill the vacancy. Upon the office of pastor becoming vacant, the Deacons and Trustee Board shall nominate church members to serve on the Pastor Selection Committee.

The Pastor Selection Committee shall seek out a suitable candidate for pastor and will investigate the merits of every candidate under consideration, and specifically evaluate his/her personal character, education, ministerial record, and preaching (and teaching) ability when determining his fitness for said Pastorate.

When suitable candidates are found, the committee shall recommend those persons to the Church for consideration.

Composition of the Pastoral Search Committee:

Committee members will be selected by the Deacons and Trustee Board and approved the congregation. The number shall be limited up to nine (9) members. There should be a cross section of representation from all parts of the congregation to ensure that each segment is adequately represented. Representation should be, but not limited to one member from each: Sunday School, Youth Christian Education, Deacon Board, Trustee Board, Choir, Women's Ministry, Men's Ministry, Usher/Nurses/Greeters Ministry, Nurses Ministry, and Lay member.

C. Selection of the Pastor

The election shall take place at a church meeting called for that purpose, of which at least one week's notice to the church has been given. The election shall be by secret ballot and an affirmative vote of at least two-thirds (2/3) of those voting members present shall be necessary to extend a call to a candidate for pastor. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request.

D. Compensation & Benefits of Pastor

The pastor shall be called for an indefinite period and as such, the pastor's salary shall be fixed but may be changed at any regular or specially called meeting provided that such a change has been considered by the deacons and trustees in a joint meeting with the Finance Committee. The pastor shall not participate in the discussion & formulation of salary and benefits, if applicable.

Salary compensation shall be paid in weekly installments by direct deposit. In addition to salary, the pastor shall be given an annual vacation of not less than two (2) weeks with pay (The week will be defined as starting on Sunday). Any absence above this amount, unless preapproved by the Deacons & Trustee Board, will be without pay.

An annual bonus shall be approved based upon the church's financial ability and is not guaranteed.

E. Recall of Pastor

The pastor may be recalled by the church body at a church meeting called for that purpose, of which at least two weeks' notice to the church has been given. A recall meeting may be called by a written petition signed by not less than one fourth (1/4) of the resident voting members. The moderator for this recall meeting shall be the secretary, or in the clerk's absence or refusal to serve, the Deacon chairman shall call the church to order and preside over the election of an acting moderator. The pastor will not serve as the moderator for this meeting.

The recall vote shall be by secret ballot and an affirmative vote of three fourths (3/4) of the voting members present shall be necessary to recall the pastor at which time the office of pastor shall be declared vacant.

In the event the pastor is recalled, termination will be immediate.

F. Pastor Resignation

After prayerful consideration, if the pastor wishes to resign from his/her position at Friendship Missionary Baptist Church (FMBC), it is requested he/she meet privately with the deacons before announcing publicly and give at least two weeks' notice with a written formal resignation letter to the board of Deacons & Trustees.

G. Removal of Pastor

Subject to the terms under any contract of employment with the Church, the pastor shall only be removed, by the affirmative vote of two-thirds (2/3) of the membership of the Church present in person at a special meeting for this purpose. The Pastor shall only be removed from office, for one or more of the following reasons:

1. Falling into sinful and worldly practices without repentance.
2. Sexual misconduct: This includes sexual abuse, adultery, and viewing inappropriate material.
3. Committing financial improprieties such as embezzlement or poor administration of church funds.
4. Engaging in conduct that could hinder the purpose of the Church.
5. Teaching doctrines inconsistent with The Holy Bible.
6. Gross neglect of duties.
7. Resignation.

H. Supply and Selection of Interim Pastor

During such time as the church is without an elected pastor, the following procedure shall be followed:

1. The Deacon Board shall be responsible for obtaining pulpit supply (person to fulfill the preaching ministry of the church).
2. The Deacon Board may offer in nomination to the church a person to be named to the position of "interim pastor."

SECTION 3

CHURCH STAFF

This church shall call or employ only such staff members as the church shall need. When the need for staff members is determined, the church trustees shall prepare a job description for each staff position. Upon recommendations by the trustees, such staff positions will be created after being approved. The staff shall operate under the supervision and auspices of the trustees.

A. Ministerial Staff Positions

Ministerial staff members shall be employed by majority vote of those voting members present at a church meeting called for that purpose, upon recommendation of the Deacons & Trustees. Ministerial staff positions may include but are not limited to the Minister of Music, & musicians. These staff members may be terminated by the Trustee Board and by two thirds (2/3) vote of the church.

B. Non-Ministerial Staff Positions

Non-Ministerial Staff Members may be employed, disciplined, and terminated by the Trustee Board. Non-Ministerial staff positions may include but are not limited to audio/sound staff, secretarial and custodial positions.

SECTION 4

MODERATOR

The moderator for all meetings shall be the pastor except when otherwise specified in these bylaws. In the absence of the Pastor, the Deacon Chairman shall serve as the Moderator. In the absence of both, the secretary shall call the church to order and preside over the election of an acting moderator.

SECTION 5

CHURCH CLERK

The church shall employ a secretary as its clerical officer. The secretary shall keep an accurate record of the proceedings of each business meeting of the church; shall give required notice of all meetings where notice is necessary as prescribed in these By-laws; shall prepare the annual contribution statements, 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; shall issue letters of dismissal voted by the church; shall preserve on file all official written communications and reports; shall perform any other duties assigned by the church. All records of the church are considered church property and shall be filed in the church office. The pastor, upon recommendation by the secretary, may assign certain clerical duties of the church clerk to a non-ministerial staff member.

SECTION 5A

NEW MEMBER COMMITTEE

The New Member Committee is responsible for facilitating the integration of new members into the church community by welcoming them, providing information about the church's beliefs and practices, guiding them towards opportunities for involvement, and ensuring they feel connected and supported in their new faith journey.

Key responsibilities include:

1. Welcoming new members
2. Educating about the church
 - a. Provide information about the church's history, mission, values, and beliefs.
 - b. Explain church programs, ministries, and leadership structure.
 - c. Coordinate a structured scripture-based church orientation.
3. Facilitating membership connections with the church body

SECTION 6

CHURCH TREASURER

It is the duty of the treasurer to receive all monies acting as the church's Financial Officer. 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.

Church financial records shall generally be maintained to the maximum extent practical in accordance with Generally Accepted Accounting Principles (GAAP). Segregation of financial duties to the maximum extent practical to ensure good internal control over church finances is an integral part of the accounting system.

The Treasurer and Pastor jointly may assign clerical duties of the Treasurer to non-ministerial staff (or church member volunteer) to help ensure maximum safeguards of the church finances. The Finance Committee should review the procedures on an ongoing basis to ensure such procedures are at all times adequate for the church size and growth.

The following finance functions are the overall responsibility of the Treasurer (or his/her delegates):

1. Deposit of all church receipts.
2. Payment of all authorized church expenses.
3. Maintenance of accounting records to support all receipts and disbursements.
4. Preparation of all financial reports.
5. Presentation of financial reports at regular business meetings for church approval.
6. Preservation of all financial reports and records as a part of the permanent church records.
7. Making all records available annually for audit (either by the Audit Committee and/or outside independent auditors).

SECTION 7

DEACONS

A. Purpose

The purpose of the Deacon shall be to discharge faithfully the duties of deacons of a New Testament Church as set forth in Acts 6: 1-7, and I Timothy 3:8-13. In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministries tasks of (1) leading the church in the achievement of its mission, (2) proclaiming the gospel to believers and unbelievers, and (3) caring for the church's members and other persons in the community.

B. Responsibilities of the Deacon Board

1. Attendance

Each deacon shall be expected to be in attendance at each regular Deacons meeting.

2. Ministry

a. Each deacon shall participate fully in any pastoral ministry program adopted by the deacons.

b. Each deacon member shall support the various programs of the church.

3. Training

Each deacon shall participate in the training programs established by the pastor.

SECTION 8: TRUSTEES

A. Duties & Responsibilities

In a church organized as a 501(c)(3) nonprofit organization, a trustee plays a key role in the church governance, financial health oversight, property, and legal compliance of the organization. Their work ensures the church fulfills its mission effectively while maintaining transparency and accountability. While specific responsibilities vary depending on the church's bylaws, state laws, and denominational rules, here are the typical duties and roles of a church trustee:

1. Legal and Financial Oversight

- **Asset Management:** Trustees are responsible for ensuring that the church's property, assets, and resources are properly managed and used in accordance with the church's mission and tax-exempt purpose.
- **Financial Accountability:** Trustees oversee the church's finances, including approving budgets, reviewing financial reports, and ensuring proper accounting practices.
- **Compliance:** Trustees ensure that the church complies with federal, state, and local laws, including maintaining its 501(c)(3) tax-exempt status by adhering to IRS regulations (e.g., avoiding prohibited political activities and ensuring funds are used for charitable purposes).

2. Property Management

- **Ownership and Maintenance:** trustees are responsible for the ownership, care, and maintenance of church property, including buildings and equipment.

- Legal Contracts: Trustees may sign contracts or agreements on behalf of the church, such as leases, construction agreements, or loans.

3. Governance and Decision-Making

- Strategic Planning: Trustees often participate in long-term planning for the church, helping set goals and policies that align with its mission.
- Board Participation: Trustees serve as members of the church's governing board, working collaboratively with other leaders (e.g., pastors, elders, or deacons) to make decisions.

4. Fiduciary Duties

- Trustees have fiduciary responsibilities, meaning they must act in the best interest of the church and its mission. These include:
- Duty of Care: Making informed decisions based on due diligence.
- Duty of Loyalty: Avoiding conflicts of interest and prioritizing the church's interests over personal or outside interests.
- Duty of Obedience: Ensuring the church follows its mission, bylaws, and applicable laws.

5. Representation

- Trustees may represent the church in legal matters, such as lawsuits, land acquisitions, or disputes. They often act as the legal "face" of the church in official capacities.

6. Fundraising and Resource Development

- While not always a primary responsibility, trustees may play a role in fundraising efforts, ensuring the church has sufficient resources to fulfill its mission.

Special Considerations

- The Trustees do not set policy for Friendship Baptist Church, but rather carry out the will and administer the resources of the Church according to priorities established by the Pastor, Deacon Board, and the Congregation.

- Relationship with Other Leaders: Trustees often work alongside pastors, elders, deacons, or other church leaders, ensuring clear communication and collaboration.

B. 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 emergency 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.

C. Election Process

The election process shall be a two-step process:

Step 1

Notice shall be placed in the Friendship Baptist Church Sunday announcements for at least four (4) consecutive Lord's Days prior to the Friendship Baptist Church Annual Meeting, announcing the opening of the nomination process of the Trustee Board with nomination forms being completed and submitted to the Friendship Baptist Church Board of Deacons and Pastor by designated deadline.

The Friendship Baptist Church Board of Deacons and Pastor shall receive the nomination forms and evaluate the prospective candidates against the criteria.

Trustee qualifications include:

- Active church membership: A history of faithful service, regular attendance, and tithing.
- Biblical character: Displaying integrity, honesty, and wisdom, as outlined in biblical passages on leadership.
- Demonstrated business skills: Knowledge of property management, finance, or other relevant professional experience.
- Commitment to the church's mission: Alignment with the church's vision and goals for ministry and outreach.
- Willingness to serve: A clear desire to fulfill the duties of a trustee and work in harmony with others.

The names satisfying the criteria as determined by the Friendship Baptist Church Board of Deacons and Pastor shall be placed in the Friendship Baptist Church Sunday announcements 2 weeks preceding the Friendship Baptist Church Annual Meeting for the congregation to review, and a period of prayer and consideration.

Step 2

The trustee election shall be by secret ballot and an affirmative vote of at least two-thirds (2/3) of those voting members present at the Friendship Baptist Church Annual Meeting.

D. Composition & Term of Office

A minimum of five (5) Trustees shall serve and be elected by the Church at the Friendship Baptist Church Annual Meeting for two (2) year terms and shall serve no more than two (2) consecutive terms of two (2) years each.

To maintain continuity, the Trustee board will maintain a minimum of 3 standing members at all times.

ARTICLE III: COMMITTEES

The committees of this church will consist of standing and non-standing committees. Standing committees shall be created to serve specific ongoing needs of the church.

Members of all church committees will be chosen from the membership of the church. No committee shall consist of less than three (3) members.

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

Committees 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 V: CHURCH PROGRAM ORGANIZATIONS

The church shall maintain programs of Bible teaching; church member training, church leader training, new member orientation; mission education, mission action, and mission support; and music education, training and performance. All organizations of the church shall be under church control, and shall report regularly to the church.

ARTICLE VI: CHURCH ORDINANCES

SECTION 1

BAPTISM

This church shall 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.

- A. Baptism shall be by immersion in water.
- B. Baptism shall be administered as an act of worship during any worship service of the church.
- C. Baptism shall be administered by the pastor or whomever the church shall authorize.
- D. A person who professes Christ shall be baptized as soon as possible.

SECTION 2

THE LORD'S SUPPER

The Lord's Supper is a symbolic act of obedience whereby members of the church and other Christians, through partaking of bread and fruit of the vine, commemorate the death of Jesus Christ who died for our sins.

- A. The church shall observe the Lord's Supper on 1st Sunday of each month or often as we do.
- B. The pastor and deacons shall be responsible for the administration of the Lord's Supper.

ARTICLE VII: CHURCH MEETINGS

SECTION 1

WORSHIP SERVICES

The church shall meet regularly on Sunday morning for preaching, prayer, instruction, evangelism, and for the worship of Almighty God. The meetings will be open for the entire congregation and membership of the church, and for all people, and shall be conducted under the direction of the pastor.

SECTION 2

SPECIAL SERVICES

Revival services and any other meetings which will be essential in the promotion of the objectives of the church shall be placed on the church calendar as desired.

SECTION 3

ANNUAL BUSINESS MEETINGS

An annual business meeting will be held within forty- five (45) days prior to the end of the fiscal year and shall be called by the Pastor or the Chairman of the Deacons. Business Meetings shall have the purpose of transacting any of the following businesses of the church:

1. The budget of the church.
2. The election of Church Leaders and Officers (other than the Pastor).
3. Amendments to the Constitution or Bylaws of the Church.

SECTION 4

SPECIAL BUSINESS MEETINGS

Special business meetings may be called by the Pastor or in his/her absence, the Chairman of the Deacon Board may be held to consider special matters of significant nature. A one-week notice to the church must be given concerning the subject, date, time, and location unless extreme urgency renders such notice impractical or unless otherwise specified by these By-laws.

SECTION 5

WEDDINGS

The church is available to its members for weddings at no charge for use of the sanctuary. 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.

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

SECTION 6

FUNERALS

The church is available to its members for funerals at no charge for use of the sanctuary. However, members are responsible for the costs of cleaning services and

sound technicians. Non-members are required to pay a fee (in advance) for using the sanctuary, cleaning services, and sound technicians.

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

ARTICLE VIII: CHURCH FINANCES

SECTION 1

FINANCIAL PROJECTION/BUDGET

The duties of the Treasurer & Finance Committee are to see that the committed obligations of the church are properly met and that all income & expenditures are kept in proper balance. Expenditures should be in accordance with the budget as approved by the church. The Finance Committee shall annually prepare and submit to the church and deacons for approval an inclusive budget, indicating by item the amount needed for all local and other expenses. A minimum of 6 weeks' lead time is needed for all planned expenses that are not already accounted for in the budget for review and approval.

The Treasurer & Finance Committee have authority to approve non-budgetary requests & for over-expenditures contingent on available church funds.

The method for financing of the church is by tithes and offerings. It is understood that membership in the church involves financial obligation to support the church and its causes with regular proportionate gifts.

SECTION 2

HANDLING OF FUNDS

The Treasurer shall account for all church receipts as set forth in Article II, Section 6.

Deposits of funds shall be made by the treasurer or appointed trustees of the church. Individuals selected for this duty by the Treasurer and Pastor jointly would normally be selected from the Finance Committee, provided they otherwise have no other access to church financial records, such as check signing, record keeping, etc. The amount deposited should be reconciled to the amount collected to provide documentation and internal control.

No committee or church member shall be allowed to maintain a separate depository for funds collected by church giving or outside donations. All funds must be deposited into the church treasury for audit documentation.

The church shall not accept any gifts or money that would restrict or violate any of the church's religious and charitable guidelines or create a quid pro quo.

All funds thus received will be subject to audit as set forth in Article II, Section 6.

SECTION 3

FISCAL YEAR

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

ARTICLE IX: DISSOLUTION

Upon discontinuance of this Church by dissolution or otherwise, any assets lawfully available for distribution are to be transferred to one or more organizations qualifying as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, as amended, by a majority of members attending at a duly called business meeting.

ARTICLE X: AMENDMENTS

SECTION 1

The Constitution and these Bylaws may be amended, modified, or repealed only by two thirds (2/3) vote of the voting members present at any duly convened business meeting of the church, provided the proposed amendment shall have been presented to the church in writing at any regular or duly called business meeting of the church at least two weeks prior to the date established for voting on said amendment. When an amendment is proposed and has been rejected by the church, that amendment, or any amendment embodying the substance thereof, shall not be proposed again for at least six months from the date of the rejection of such amendment.

SECTION 2

The Church Constitution & Bylaws shall be made available electronically or hard copy to all church members if requested.

Any amendments to the Constitution or Bylaws shall immediately go into full force and effect from and after their adoption.