

Constitution and By-Laws of Clarks Chapel Baptist Church

Preamble:

We the members of Clarks Chapel Baptist Church, Lenoir, North Carolina, in regular and duly called business meeting on September 17, 2003, have agreed to the following Constitution and By-Laws and do hereby accept this document as an instrument of church administration for the purpose of guiding the affairs of our church toward accomplishing our mission as a New Testament church.

Constitution

Article 1 – Name

The name of this non-profit church corporation shall be Clarks Chapel Baptist Church of Caldwell, Inc. located at 3212 Clarks Chapel Road in Lenoir, North Carolina.

Article 2 – Affiliation

This church by choice shall affiliate with the Caldwell Baptist Association, with the Baptist State Convention of North Carolina, and with the Southern Baptist Convention insofar as affiliation does not violate the free choice and best wishes of the church.

Article 3 – Purpose

The purpose of Clarks Chapel Baptist Church is to Exalt the Savior, Equip the Saints, and Evangelize the Sinner to the Glory of God*.

**"Total Church Life" by Darrell W. Robinson – Broadman & Holman Publishers – p.7.

Article 4 – Doctrine

In accordance with the historical Baptist position, the only authority for doctrinal belief shall be the Bible. The church recognizes the doctrinal statement adopted by the Southern Baptist Convention in 1963 entitled The Baptist Faith and Message, which Articles of faith are an adaptation of The New Hampshire Confession of Faith of 1833 which has become a standard for missionary Baptist churches in the United States. This is not a binding creed, but is a statement of Baptist belief to which the church subscribes.

Members of Clarks Chapel Baptist Church will be given a copy of The Baptist Faith and Message to study for themselves.

Article 5 – Conduct

The church recognizes only the Bible as authority in matters of Christian conduct. However, as a practical statement of Christian ethics by which the church shall expect its members to abide, the church recognizes the following 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 Spirit, 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.

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 devotions; 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 of and use of destructive drugs or intoxicating drinks as a beverage; to shun pornography and gambling in any form; 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 one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian 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.

Members of Clarks Chapel Baptist Church will be given a copy of the Church Covenant to study for themselves.

Article 6 – Government

The government of the church, in accordance with the historical Baptist position, shall be congregational in form, all matters (unless otherwise stated) to be decided democratically by majority vote of the members in good standing.

BY-LAWS

Article 1 – Membership

Section 1 – Methods of Receiving Members

- Members may be received upon a public profession of faith in Jesus Christ as Savior and Lord by baptism.
- Members may be received by letter from another Baptist church of like faith and practice, generally considered to be any church of the missionary Baptist tradition. In the event of a question, the Pastor shall be free to bring recommendations for special action.
- Members may be received by statement of faith in those circumstances where having been saved and baptized by immersion, are for some reason unable to secure a letter.
- Associate members are those who desire to hold membership in this church while living in the area for a limited time, but who also wish to maintain membership in their home church in another place. Associate members are entitled to all the privileges of membership except for voting rights.
- Members may be received by restoration if they have shown godly repentance and sorrow regarding the matter for which they were removed from the membership.

Persons desiring to join Clarks Chapel Baptist Church shall first be considered as candidates for membership before actual membership is granted. All candidates for membership shall complete a membership application (see Addendum 1) that provides appropriate information needed to evaluate their eligibility for membership in Clarks Chapel Baptist Church (evidences of Christian conversion, a willingness to cooperate with the stated purposes of the church, affirmation of our statement of faith and church covenant). Upon successful review of the membership application by the Pastor and deacon(s), actual membership will be granted at the time of baptism (if joining by profession of faith) or in a business session (if joining by letter, statement, restoration, or as an associate member).

In all cases, the church has final authority for reception of members.

Section 2 – Reaffirmation of Faith

Any member of Clarks Chapel Baptist Church desiring to reaffirm their faith in Christ as Lord and Savior may be rebaptized as a testimony of this commitment, after having discussed the matter with the Pastor.

Section 3 – Duties of Church Members

Each member is expected to support the church to the fullest extent possible:

- Financially with tithes and offerings
- Personally through consistent attendance at regular and special meetings of the church
- Agreement with the purpose of this church.
- Subscribe to the doctrinal position of the church
- Abide by the principles of the Church Covenant

These duties define a member in good standing with this church.

Section 4 – Rights of Church Members

Each member is equally entitled to all blessings and benefits of the ministry of the church. Only members in good standing will be permitted to vote in business matters before the church. (See Section 3 – Duties of Church Members.)

Section 5 – Discipline of Church Members

Each member is subject to disciplinary action of the church in the event of failure to support or cooperate with the church program and in the event of doctrinal or moral default. All disciplinary cases are to be handled in a Christian manner after the scriptural pattern (Matthew 18:15-20; 1 Corinthians 5). Where discipline is considered, the Pastor and deacons shall handle the procedure until such a time as the entire church must be involved. (In the case of a female, the pastor and two women [approved by the pastor and deacons] will handle the procedure.) Attempts will be made to contact and restore the person. If the person fails to respond in a satisfactory manner, formal charges will be made at a special called meeting for that purpose and the member will be dismissed.

The church stands ready to receive any repentant former member. (See Article 1, Section 1, Subsection 5.)

Section 6 – Termination of Membership

Membership shall be terminated by death; by discipline (see Article 1, Section 5); by transfer of letter; or departing the Baptist faith (joining a church of another denomination).

The church shall periodically update its roll. When members can no longer be contacted, the church may (in regular business session) vote to withdraw their membership.

Section 7 – Non-Resident Membership

The church shall maintain a non-resident membership list and, when possible, encourage these members to affiliate with a local church.

Article 2 – General Officers

Section 1 – Pastor

- A. The Pastor shall be a spiritual leader of high Christian character. He shall be a duly licensed and ordained minister in full fellowship with the Southern Baptist Convention.
- B. Upon the unanimous recommendation of the Pulpit committee duly elected by the church, the Pastor shall be called for an indefinite period by 75% vote (by secret ballot) in favor by members in good standing present in a duly authorized business meeting on a Sunday morning recommended by the Pulpit committee.
- C. Upon resignation, the Pastor shall inform the church thirty (30) days prior to termination of his services.
- D. Any member in good standing has the right to ask for the dismissal of the pastor. The following procedure must be followed: 1) A special called meeting only for that purpose must be called by the member(s) in good standing desiring such by announcing it on Sunday morning both (ten) 10 days and (three) 3 days prior to the meeting (on a Wednesday night). 2) Keep in mind Article 7; Section 3; Sub-sections B and H.
- E. In the event of dismissal, the church, with 75% of members in good standing present voting in favor (by secret ballot), will give the Pastor thirty (30) days notice or thirty (30) days pay before declaring the pulpit vacant.
- F. As soon as it is known that the pulpit is to become vacant, the church shall elect a Pulpit committee numbering five (5) plus one (1) alternate – naming the chairman of the committee from those selected. The committee shall present recommendations for only one prospective pastor at a time.
- G. The Pastor shall be the recognized leader of the church. He shall give direction to its total ministry, working through all duly constituted officers and committees in promotion of the church program. He shall moderate all business meetings when possible; shall provide in the administration of the church ordinances; shall be ex-officio member of all committees and functions of the church; shall preside at all general meetings of the church; shall have control of the pulpit; and shall be expected as much as possible to minister to the total spiritual needs of all members collectively and individually.

Section 2 – Other Staff Members

- A. All other paid staff members shall be employed or dismissed by the church in a regular or special called business meeting upon at least 75% of those members in good standing present voting in favor by secret ballot.
- B. In the case of a vote for dismissal, 10 days notice must be given (announcing it on Sunday morning both (ten) 10 days and (three) 3 days prior to the meeting (on a Wednesday night).
- C. They shall minister in cooperation with the pastor and other staff members.

Section 3 – Deacons

- A. New deacons shall be selected for ordination by 75% vote (by secret ballot) in favor by members in good standing present in a duly authorized business meeting of the church from a list of eligible candidates (having agreed to serve if elected) using the secret ballot method.
- B. The church shall use the rotating system for maintaining the deacon body. Approximately one-third of the body shall rotate off each year with their replacements elected for a period of three (3) years. Those rotating off may not succeed themselves for a period of one year.
- C. In order to return to active duty as a deacon, each deacon must be reelected to serve by 75% vote in the affirmative by members in good standing present and voting (using the secret ballot method).
- D. The church may temporarily suspend the rotation system at times of extenuating circumstances.
- E. No deacon shall serve automatically by virtue of previous ordination. He shall be a member for at least one year before election to the deaconship unless having previously been a member of this church.
- F. The church shall determine the number of deacons as it deems wise, and they shall serve upon ordination or election by the church in the event of previous ordination.
- G. In accordance with the meaning of the work and practice found in the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the pastor in performing pastoral ministries tasks; proclaim the gospel to believers and unbelievers; care for the church members and other persons in the community (See Addendum 2 for Benevolence Policies.); lead the church to engage in a fellowship of worship and witness, education, ministry and application; and lead the church in performing its tasks.
- H. The Chairman of the Deacons shall be elected by the church annually upon the recommendation of the deacon body.
- I. The Chairman of the Deacons serves as Vice-Moderator of the church.
- J. The Deacons may at various times choose to watch certain men in the church as potential future deacons. Some may be asked to serve as Yokefellows (Jr. Deacons) in order to determine their fitness to serve as Deacons at a later time should the church elect them.
- K. The Deacon selection process is as follows:
 1. All members in good standing will be presented with a list of all the men of the church who are members in good standing who are not already serving as a deacon.
 2. Depending on the number of deacons needing to be elected, members in good standing will select from that list (see #1) those they believe would qualify and serve faithfully as a deacon.
 3. After this selection has taken place, the Pastor and the Deacons will tally the nominations and will review whom the church has nominated.
 4. After this review, which includes speaking with those nominated about the responsibilities of the diacony and determining their qualifications and interest in

serving, the Pastor and Deacons will recommend that the church approve those who are qualified and willing to serve (See Letter A – above).

5. In this process, it is assumed that church members will use their discretion when nominating potential deacons in regards to Christlikeness, commitment, maturity, age, and 1 Timothy 3.

Section 4 – Trustees

- A. The church shall have three (3) trustees. Each year one (1) trustee will be elected to serve a term of three years. A trustee completing his term may serve again if the church so desires.
- B. Trustees serve as legal representatives in all transactions of the church. They hold legal title to the church property and sign all documents related to the purchase, sale, mortgaging, insurance, or rental of church property after approval by the church in regular business session. They see that an audit of the Treasurer's books is done when necessary. Trustees can never act independently of the church.
- C. Neither the Treasurer nor the Assistant Treasurer may serve as a trustee.
- D. Trustees are to be in compliance with the laws of the state of North Carolina and follow the procedures outlined in the papers of Incorporation from the state of North Carolina.
- E. If a trustee does not complete his term, another person shall be approved by the church to complete that term.

Section 5 – Financial Secretary

- A. The Financial Secretary will post individual members' records of giving from offerings received from the counting committee, assist in preparing monthly financial statements for church business meetings, and mail out end-of-year giving records.
- B. The church shall elect the Financial Secretary annually.
- C. The Financial Secretary shall be bonded.

Section 6 – Treasurer

- A. It shall be the duty of the Treasurer to serve as chairman of the Budget and Finance Committee; to disburse all funds necessary for the work of the church as determined by the most recent budget information or as directed by the church; to keep an accurate record of all funds; to give an oral and written report at regular business meetings; to keep the Assistant Treasurer informed of all pertinent information so that he/she can assume the duties of the Treasurer during any absences.
- B. All Sunday receipts shall be deposited on Sunday, unless providentially hindered, at the assigned financial institution (other offerings shall be deposited as soon as possible).
- C. The Treasurer may assign routine duties to the Assistant Treasurer from time to time.
- D. If the office of Treasurer becomes vacant, the Assistant Treasurer shall become the Treasurer.
- E. The Treasurer shall be bonded.
- F. The church shall elect the Treasurer annually.

Section 7 – Assistant Treasurer

- A. The Assistant Treasurer shall disburse all church funds as directed by the Treasurer and perform all duties assigned by the Treasurer. He/she shall assume the duties of the Treasurer during any absence.
- B. If the office of Treasurer becomes vacant, the Assistant Treasurer shall become the Treasurer.
- C. The Assistant Treasurer shall be bonded.
- D. The church shall elect the Assistant Treasurer annually.

Section 8 – Clerk

- A. It shall be the duty of the Clerk to receive information on all new members; to keep an up-to-date, accurate and complete account of the church roll, both of resident and non-resident members; to receive and make known to the church all requests for letters; to send all letter transfers according to the action of the church.
- B. It shall be the duty of the clerk to make accurate records of all business transacted by the church in regular or special conference, and make a report of those records in a business meeting.
- C. If the office of Clerk shall become vacant, the Assistant Clerk shall become Clerk.
- D. The church shall elect the Clerk annually.

Section 9 – Assistant Clerk

- A. The Assistant Clerk shall assist the Clerk in any way the Clerk may deem necessary and shall serve as Clerk in all cases where the Clerk is prevented.
- B. If the office of Clerk shall become vacant, the Assistant Clerk shall become Clerk.
- C. The Church shall elect the Assistant Clerk annually.

Article 3 – Auxiliary Officers

Section 1 – Church Historian

- A. A Historian shall be elected by the church annually.
- B. It shall be the responsibility of the Historian to collect any data, photos, make record of interviews with older members of their recollections of human interest events, and otherwise preserve as much as possible of the history of the church.

Section 2 – Church Photographer

- A. A Photographer shall be elected by the church annually.
- B. The Photographer shall be prepared for special events and services to photograph for preservation those occasions of lasting interest. Such photographs will be turned over to the Historian.
- C. The church will bear expenses of photographs (i.e. cost of film, developing, and preservation).

Article 4 – Committees

Section 1 – Baptism Committee

- A. The Baptism Committee shall be elected annually by the church and be composed of two (2) men and two (2) women.
- B. It shall be the duty of this committee to make adequate preparation for the baptizing of all candidates by: 1) filling the baptistry, 2) seeing that the water temperature is comfortable, 3) counsel candidates about adequate preparation concerning clothes, towels and any other personal needs.
- C. Male committee members shall assist male candidates and female committee members shall assist female members during time of preparation and then station themselves so as to be in attendance and give witness to all proceedings during baptism.

Section 2 – Budget-Finance Committee

- A. The Budget-Finance Committee shall be elected by the church annually and be composed of a deacon, a trustee, and the Head of each department/organization, with the Treasurer serving automatically as Chairman.
- B. It shall be the duty of this committee to prepare the budget for church approval; to promote its support; to work with the Treasurer in any way needed; and to recommend to the church any action needed concerning financial matters.
- C. The church budget for the next calendar year must be approved at a business meeting to be held on or before the last Sunday in December.

Section 3 – Bus Committee

- A. The Bus Committee shall be three (3) in number selected by the Nominating Committee and elected annually by the church.
- B. It shall be the duty of the Bus committee to see to the maintenance of the bus(es); to see to that drivers are designated and properly licensed and insured; and that policy concerning use is followed.
- C. See Addendum 3 for Bus Policies.

Section 4 – Cemetery Committee

- A. The Cemetery Committee shall be four (4) in number, selected by the Nominating Committee and elected annually by the church.
- B. It shall be the responsibility of this committee to: 1) see to the collecting of all fees pertaining to cemetery use; 2) see to the upkeep of the grounds; 3) see that the policies regarding the use of the cemetery are consistently followed; 4) keep a copy of the policies posted on the bulletin board for perusal by interested parties; 5) make copies of the policies available to new members and to the membership at large when necessary.
- C. The Cemetery Committee, after due consideration among themselves and with unanimity, may bring recommendations for substitutions, changes or additions to the policies previously approved by the church. In all cases, the church must approve any changes to them.
- D. See Addendum 4 for Cemetery Policies.

Section 5 – Church Council

- A. The Church Council shall be constituted each year of the pastor and any employed staff member, chairman of the deacons, chairman of the trustees, all department heads, and one elected member at large.
- B. The Pastor shall serve as chairman of the council and the work of the council shall be to assist the pastor in correlating and promoting the work of the church in its entire program.

Section 6 – Counting Committee

- A. The Counting Committee shall consist of mature, trustworthy members approved by the church.
- B. The Counting Committee is to make an accurate count of all offerings received (i.e. Sunday School Offering, worship offering, other offerings), report the amount of funds received on a form provided by the church, and turn over all such funds to the Treasurer for deposit.
- C. Counting shall be done after each service with at least three (3) or more doing the counting.

Section 7 – Flower Committee

- A. This committee shall be elected by the church annually and consist of three people.
- B. The duties of this committee shall be 1) to see that arrangements are maintained in the sanctuary for all services and special occasions (all fresh flowers and other donations are appreciated); 2) Send flowers in the event of death or hospitalization of members and/or regular attenders.
- C. Funeral flowers are to be sent for immediate family members living at home and for parents. Hospital flowers are to be sent upon initial admittance. For any recurring admittance for the same illness, a card will be sent.

Section 8 – Home Meals Committee

- A. This committee shall be composed of a minimum of three (3) people and shall be elected annually by the church.
- B. It shall be the duty of this committee to make a determination of food needs in homes where sickness, death, or some other distress has brought disruption and enlist all other members of the church to participate in meeting those needs as they arise.

Section 9 – House and Grounds Committee

- A. This committee shall be elected annually and be composed of five (5) people, with at least one member being a lady.
- B. The responsibility of this committee shall be: 1) Tend to the maintenance of the parsonage, the church building and the grounds around both; 2) To direct the work of the custodian and groundskeeper (see Addendum 5 for Job Description); 3) To recommend to the church any action needed for protection or improvement.
- C. The Committee shall check with the Budget-Finance committee before any money is spent. If funds are available, up to \$500.00 per repair is available without further church action.

Section 10 – Lord’s Supper Committee

- A. The Lord’s Supper Committee shall be composed automatically each year of the active deacons. Inactive deacons may be asked to serve when needed.
- B. It shall be their duty to make complete arrangements of all details necessary for the observance of the Lord’s Supper in consultation with the Pastor.
- C. Observance of the Lord’s Supper should be at least once a quarter.

Section 11 – Nominating Committee

- A. Annually, during the annual March business meeting, the church shall elect three people who are to be nominated from the floor. These three will form the nucleus of the Nominating Committee.
- B. This committee of three shall bring recommendations for all department heads to the May business meeting. Upon their election, all department heads (i.e. Sunday School, Discipleship Training, Brotherhood, WMU, Music) shall join with the original committee of three to form a full nominating committee.
- C. The Nominating Committee shall bring recommendations for all organizations, committee officers, and teachers (after having been approved within the committee) to the July business meeting in order that all positions may be filled and all elected personnel are prepared to assume their duties by the first of September.
- D. This committee shall be responsible for bringing recommendations for any vacancies that may occur during the year and advising those who serve of the requirements and expectations for the position they hold.

Section 12 – Social Committee

- A. This committee shall be elected annually by the church.
- B. The purpose of the social committee is to see that the total food service operation of the church is administered effectively and meets the needs of the church.
- C. The duties of this committee are to: 1) consult with church leaders to determine the food service needs of the church; 2) recommend food services to be provided; 3) develop and recommend policies and procedures related to food services; 4) communicate approved food service policies and procedures to the church; 5) make appropriate budget requests; 6) coordinate with the church council regarding special meals and events.

Section 13 – Technology Team

- A. This committee shall be elected annually by the church.
- B. The duties of this committee shall be to 1) operate and ensure the proper maintenance of the sound system, chimes, computers, video projectors, web pages, and other media – related devices; 2) provide for upkeep of all equipment; 3) make budget requests; 4) recommend changes when necessary

Section 14 – Ushers

- A. All regular ushers shall be selected by the Nominating Committee and elected by the church annually. In addition to the regular ushers, a group of Junior Ushers shall be nominated for election and their services enlisted occasionally.
- B. A head usher shall be selected by the Nominating Committee and elected by the church. It shall be his duty to organize ushers for service.
- C. It shall be the duty of the ushers to greet people as they enter and leave the building; seat people at the proper time; provide bulletins and/or other materials at the time of seating; be attentive to the needs of the congregation and the pastor.

Article 5 – Messengers

Section 1 – Associational Messengers

- A. Associational Messengers shall be elected by the church annually – the number to be determined by the stated policies of the Association.
- B. Their duties shall be defined by the Associational Constitution.

Section 2 – State Convention Messengers

- A. Members desiring to attend the State Convention as a messenger may submit their name and be approved by the church in a business meeting prior to the annual meeting.
- B. The number of messengers and their duties will be determined by the policies of the State Convention.

Section 3 – Southern Baptist Convention Messengers

- A. Members desiring to attend the State Convention as a messenger may submit their name and be approved by the church in a business meeting prior to the annual meeting.
- B. The number of messengers and their duties will be determined by the policies of the Southern Baptist Convention.

Article 6 – Church Organizations

The church shall be free to determine its organizations under the Lordship of Christ. The organizations of the church shall conform as much as possible to the recommendations of the State Convention.

Article 7 – Church Meetings

Section 1 – Regular Meetings

The church shall maintain such worship services as are essential to the inspiration, information, encouragement, and growth of its constituency. The times, hours, and periods of its worship shall be freely determined by the church as events, social conditions and community needs may call for. The church shall carry on an educational program to meet the needs of all those who come into its fellowship.

Section 2 – Special Meetings

The church shall be free to conduct any and all services that it may deem necessary and/or desirable for its growth, outreach, and development. Revivals and/or special studies will of necessity be a part of this development.

Section 3 – Business Meetings

- A. The church shall conduct its regular business meeting on the first Wednesday after the first Sunday every other month. If circumstances prevent the meeting, it will be rescheduled for the following Wednesday.
- B. Special Business meetings may be called by the pastor and/or any other corporate member of the church with knowledge of the Pastor, providing the nature of the item to be presented cannot wait until a regular business meeting. A special called session must be publicly announced from the platform in a regular worship service and the item to be presented clearly stated. No other business may be considered nor transacted than that announced at the time of the special called session.
- C. All members in good standing present at a regular or duly called special business meeting shall constitute a quorum for transaction of business.
- D. All members in good standing present shall be entitled to vote except when approving the budget, legal matters, and calling or dismissing the Pastor or a staff member in which case members in good standing who vote must be at least 16 years old.
- E. The Pastor shall moderate all business meetings and in his absence, the chairman of the Deacons shall moderate.
- F. The latest edition of Robert's Rules of Order shall be followed in all matters of parliamentary procedure.
- G. The Order of Business shall be as follows: 1) call to order; 2) reading of minutes, 3) Treasurer's Report; 4) department reports; 5) committee reports; 6) Clerk's report; 7) unfinished business; 8) new business; 9) adjourn.
- H. No business shall be conducted during a worship service of the church other than to receive new members, approve deacons, approve a pastor or staff, and approve the yearly budget. Such votes should be held at the end of the worship service.

Article 8 – General Policies

Section 1 – Financial Policies

- A. The church shall review its financial structure annually and shall be free to use the program that is best suited to its stewardship and financial needs.
- B. The church shall operate its year round financial program in keeping with the function of the officers and committees outlined in Articles 2, 3, and 4.
- C. The Budget-Finance Committee shall expend all funds from the budget items for organizations and committees in counsel with the representative heads and chairmen.
- D. Under no circumstance shall any member of the church have the authority in any expenditure of church funds except through budgeted allocation or special action of the church as funds are available and needed.
- E. Church members will be reimbursed for budgeted items they purchase with their own money. All requests for reimbursement must include a receipt showing the amount to be repaid and what the item(s) will be used for. Requests are to be left in the Treasurer's box. If this procedure is not followed, reimbursement will not be issued.
- F. All church officers, committees, and members shall, in counsel with the Pastor, work through the Budget-Finance Committee concerning any special financial requests outside of budget considerations. No money shall be expended beyond that of the budget until presented to the church in its regular business session and then only as the church designates.
- G. In the event the church fails to meet its budget a given month, either on the basis of essential or non-essential items, the Budget-Finance Committee in counsel with the representative heads of committees and organizations and wishes of the church as stated in the budget, may recommend or request action of the church and the Treasurer shall expend funds as the church outlines in business session.

Section 2 – Special Offerings

- A. The church may support the following offerings without a special vote of the church:
 - Annie Armstrong Easter Offering for North American Missions
 - Lottie Moon Christmas Offering for International Missions
 - North Carolina Missions Offering
 - NC Offering for Older Adults
 - Baptist Hospital Mother's Day Offering
 - Baptist Children's Homes Thanksgiving Offering
 - Love Offerings
- B. An offering for the Benevolence Fund will be received every fifth Sunday after the Lord's Supper.

Section 3 – Church Property

- A. The church facilities belong to the membership and may be used freely at different times for any and all functions of the church. No particular group within the church has preferential rights to the property. Please check with the Pastor to determine if a particular date and time is clear on the church calendar for use of the building.
- B. Policies regarding the use of the building for non-members, see Addendum 6.

- C. All church records are the property of the church. No records shall be removed from the church facilities without the approval of the Pastor, trustees, or as determined by the church in business session.
- D. The Clerk and Treasurer may keep records pertaining to their duties at their respective homes for easy retrieval and updating.
- E. The bus (es) are church property to be used for church-related activities as outlined in Article 4, Section 3 of these By-Laws.

Section 4 – Amendments

This Constitution and By-Laws may be amended by the following steps:

1. An announcement of any proposed change (whether addition or subtraction or a change in wording) in the Constitution or By-Laws must be made 30 days prior to the time of consideration with each member having been provided a clearly stated copy of the proposed change.
2. The proposed amendment may be considered in a special called business meeting or at the church's regular business meeting (whichever is most convenient). If a special called business meeting is scheduled for consideration of the proposed amendment, no other business will be conducted at that meeting.
3. All changes shall require approval of 66% (or 2/3) of the members in good standing present and voting.
4. This Constitution and By-Laws should be reviewed every five years for possible revision. A committee for this review will be elected at that time.