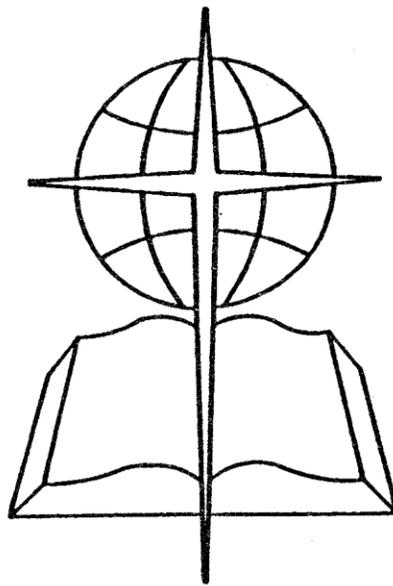


Constitution & Bylaws

**First Baptist Church, Inc.
of
Robbinsville, North Carolina**



Approved November 5th, 2017

**FIRST BAPTIST CHURCH, INC
OF ROBBINSVILLE, NORTH CAROLINA**

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ARTICLES OF INCORPORATION

FIRST BAPTIST CHURCH ROBBINSVILLE, N. C.

1. The name of the Corporation is FIRST BAPTIST CHURCH, INC. OF ROBBINSVILLE, NORTH CAROLINA, hereinafter referred to as "the Corporation".

2. The Corporation is a Religious Corporation as defined in N.C.G.S., Section 55A-1-40 (4).

3. The Street Address and County of the Initial Registered Office of the Corporation is: 101 Church Street, Robbinstonville, N.C. 28771, PO Box 665, County of Graham.

4. FIRST BAPTIST CHURCH OF ROBBINSVILLE, NORTH CAROLINA
PO Box 665
Robbinstonville, North Carolina 28771

5. The name of the Registered Agent is Jennifer Shuler, 101 Church Street, P. O. Box 665,
Robbinstonville, NC 28771.

6. The Name and Address of each Incorporator is as follows:

Leonard W. Lloyd
P.O. Box 515
Robbinstonville, North Carolina 28771

Aleene Campbell Stewart
P.O. BOX 33
Robbinstonville, NC 28771

Jack D. Lovin
P.O. Box 107
Robbinstonville, NC 28771

7. The Corporation will have Members.

8. Following are provisions regarding the Distribution of the Corporation's Assets, upon its dissolution.

Upon dissolution, if and when, after debts have been paid, all assets remaining in the First Baptist Church, Inc. of Robbinstonville, North Carolina, shall be transferred to the N.C. Baptist Foundation in trust, with dividends or interest from the trust being used for Southern Baptist work in Graham County as decided by the association of which this church was a member at the time of such dissolution, in compliance with 501(c)(3) of the Internal Revenue Code or any future U.S. Internal Revenue Service law, as the board of elders shall determine.

9. Any other provisions which the Corporation Elects to include are as follows:

The Board of Elders is the governing body of this church. The Board of Elders shall act as board of directors and will handle the corporate business of the church as set forth in the constitution and bylaws of the church.

The purpose for which this Corporation is organized are to operate and function as a church in all its religious, charitable and educational dimensions including but not limited to the following purposes of the church:

- a. To advance and promote the worship of God.
- b. To engage in and promote the study of the Holy Scriptures.
- c. To advance the gospel of Jesus Christ by preaching, evangelism, teaching and the administration of the ordinances of the church
- d. To create and sustain Christian fellowship as a nurturing and discipling function of the church
- e. To promote the biblical principles of justice and righteousness in personal, social, community and national life.
- f. To carry on the work of the church in all its spiritual, benevolent, educational, philanthropic, civil and social aspects and activities.
- g. To promote the spiritual welfare of all persons and to disseminate the Word of God to the people of all nations through evangelistic, educational and charitable missions.
- h. To organize and maintain such ministries and divisions, including but not limited to, schools, day care centers, relief programs and social services and other programs authorized Bylaw which will promote and advance the religious purposes set forth herein.
- i. To engage in any lawful activity within the purposes for which the corporation may be organized which are incidental to and in furtherance of the exempt purpose of the corporation.

10. The Street Address and County of the Principal Office of the Corporation is: 101 Church Street, Robbinsville, N.C. 28871, Graham County

11 The Mailing Address is:

First Baptist Church Inc, of Robbinsville North Carolina
PO Box 665
Robbinsville, NC 28771

12. These Articles will be effective upon filing. This the 7th Day of December, 1996

The church voted to file proper incorporation documents and did so with the N. C. Secretary of State. The initial Articles of Incorporation were signed 12/6/96, approved by the Secretary of State of North

Carolina on January 10, 1997 with a certificate dated 11:58 A.M., January 10,1997, File # C-0415370, and in the office of the Register of Deeds for Graham County, NC on 7/8/99, Book 193, Page 476 Revision of Charter, Constitution and Bylaws of prior actions, dated above, have been adopted. September 5, 1999. These supersede any and all prior items in this regard.

Committee: Doyle Brock, Chairman, James Brown, Hazel Millsaps, Betty Phillips, and Lavina West.

These revised Articles will be effective upon filing.

Revision SOSID: 0415370 filed: 5/22/2000 10:47 AM with Elaine F. Marshall, North Carolina Secretary of State

Revision was approved by the church November 5th, 2017 and was submitted to the North Carolina Secretary of State

These supersede any and all prior items in this regard.

CONSTITUTION

PREAMBLE

We, the members of the First Baptist Church, Inc. of Robbinsville, North Carolina, in order that we may secure to ourselves, and to those who come after us, the rich blessings of joining our efforts that we may better serve Christ, the living Son of God, in peace and in love; in order to provide for the preservation and security of the principles of our faith; to insure that this church be governed in an orderly manner consistent with New Testament teachings; to preserve the liberties inherent in each individual member and the freedom of action of this body with respect to its relation to other churches of the same faith; to preserve and protect the highest kind of spiritual unity, Christian love, and fellowship which we seek to know and share; and that we may not forget our privilege of taking Christ to the lost here and everywhere, do declare and establish this constitution and these Bylaws.

ARTICLE I. NAME

This body shall be known as the First Baptist Church, Inc., of Robbinsville, North Carolina. Our legal status is a non-profit corporation, named Board of Directors of said church. The Articles of Incorporation were signed 12/6/96, recorded in the Secretary of State of NC on January 10, 1997, and in the office of the Register of Deeds of Graham County in Book 193, Page 476.

ARTICLE II. PURPOSE

The purpose of this church is:

To advance and promote the worship of God.

To engage in and promote the study of the Holy Scriptures.

To advance the gospel of Jesus Christ by preaching, evangelism, teaching and the administration of the ordinances of the church.

To create and sustain Christian fellowship as a nurturing and discipling function of the church.

To promote the biblical principles of justice and righteousness in personal, social, community and national life.

To carry on the work of the church in all its spiritual, benevolent, educational, philanthropic, civil and social aspects and activities.

To promote the spiritual welfare of all persons and to disseminate the Word of God to the people of all nations through evangelistic, educational, and charitable missions.

To organize and maintain such ministries and divisions, including but not limited to schools, day care centers, relief programs and social services and other programs authorized by law which will promote and advance the religious purposes set forth herein.

ARTICLE III. STATEMENT OF FAITH

A. THE SCRIPTURES

The Bible was God-breathed and written by men divinely inspired and is God's revelation of Himself to man. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy in the original writings.

(2 Timothy 3:15-17; 2 Peter 1:19-21; Hebrews 4:12)

B. GOD

The eternal triune God reveals Himself to us in three persons: the Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

1. God the Father

God the Father is Spirit and reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ.

(Exodus 34:6; Deuteronomy 6:4; John 4:24; 1 Timothy 6:13-16)

2. God the Son

In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, identifying Himself completely with mankind yet without sin. By His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission.

(Isaiah 7:14; John 1:1; Acts 1:11; 1 Corinthians 15:1-8; Hebrews 7:26; 1 John 2:2)

3. God the Holy Spirit

The Holy Spirit is fully divine. He inspired men to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts the world of sin, of righteousness, and of judgment. At the moment of salvation, He baptizes every believer into the Body of Christ. He equips believers, and bestows the spiritual gifts by which they can serve God through His church. He seals the believer until the day of final redemption.

(John 15:26, 16:8-11; 1 Corinthians 12:11; Ephesians 1:13-14)

C. MAN

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence causing all mankind to inherit a sin nature. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of humanity is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

(Genesis 1:26-30; Romans 1:19-32, 5:12, 19)

D. SALVATION

Salvation involves the redemption of the whole man, and is offered freely to all who put their faith in Jesus Christ as Savior, who by His own blood obtained eternal redemption for the believer. All believers are then kept by God's power and thus secure in Christ forever.

Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who believe in Jesus Christ. Justification brings the believer into a relationship with God.

Sanctification is the experience, beginning at salvation, by which believers are set apart to God's purposes, and are enabled to progress toward spiritual maturity through the presence and power of the Holy Spirit dwelling in them.

Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

(Romans 5:8; 1 Corinthians 15:1-8; Ephesians 2:8,9; Titus 3:4-7)

E. PERSONALITY OF SATAN

We believe that Satan is a person, the author of sin and the cause of the fall; that he is the open and declared enemy of God and man; and that he shall be eternally punished in the Lake of Fire.

(Matthew 4:2-11; Revelation 20:2, 10)

F. THE CHURCH

The New Testament speaks of the church as the Body of Christ which includes all the redeemed of all the ages, believers from every tribe, tongue, people, and nation.

A New Testament church of the Lord Jesus Christ, in its local expression, is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth.

(Ephesians 1:22-23, 2:19-22, 4:1-16, 5:25-32)

G. BAPTISM AND THE LORD'S SUPPER

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to their faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership.

The Lord's Supper is a symbolic act of obedience whereby the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

(Matthew 28:18-20; Mark 14:22-26; Romans 6:3-4; 1 Corinthians 11:23-27)

H. LAST THINGS

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever with the Lord.

(Matthew 25:46; Philippians 3:21)

I. GREAT COMMISSION

It is the privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations, baptizing and teaching them. The Lord Jesus Christ has commanded the preaching of the gospel to all nations.

(Matthew 28:18-20)

J. FAMILY AND HUMAN SEXUALITY

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is an institution ordained by God from the foundation of the world, and intended as a lifelong union of one man and one woman. God created man in His own image, both male and female. (Genesis 1 & 2)

God created the first man, Adam, and decided that it was not good for him to be alone. God indicated that He would make "a suitable helper for him." God created Eve, the first woman, from part of Adam himself. Together they were man and wife and had "no shame" or sin in their union with each other. (Genesis 2:15-25).

Jesus Christ reaffirmed the teaching of the Old Testament. The apostle Paul affirmed marriage is not merely a human institution, but is a special divine metaphor that illustrates the union of Christ and the church. For this reason, only a union between a man and a woman can be a biblical marriage (Matthew 19:4-6, Ephesians 5:22-32).

The Bible condemns all forms of sexual immorality and encourages Christians to flee from it because of its destructive effects, and because the body of the Christian is the temple of the Holy Spirit.

(I Corinthians 3:16, 6:9-11, & 6:12-20).

Scripture makes it clear that it is not only sinful to engage in homosexual unions, but also to approve of such sins in others or encourage their practice. As a result, in order to maintain our consistent Christian witness, we cannot sanction, approve, or promote any form of sexual immorality. (Romans 1:18-32)

We follow what the Bible reveals as the "sure foundation" of the teachings of Jesus Christ and his apostles. The church is called to teach and practice these teachings and is not at liberty to depart from them for a different authority if it is to authentically bear the name "Christian." (Matthew 7:24-29 and I Corinthians 14:37)

Though we strive to live peaceably with all people and to obey government authority, in instances involving matters as foundational as marriage we must ultimately obey God rather than man if the two come into conflict (Acts 4:18-22).

Sexual activities outside of marriage, including but not limited to fornication, adultery, incest, homosexuality, pedophilia, polygamy and bestiality are inconsistent with the teachings of the Bible and the church. Lewd conduct, transgender behavior, and the creation or distribution or the viewing of pornography are incompatible with God's intention.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. (Ephesians 5:22-32; 1 Peter 3:1-7)

Children are a blessing and heritage from the Lord. Parents are to demonstrate and teach to their children God's pattern for life and marriage. Children are to honor and obey their parents (Ephesians 6:1-4).

ARTICLE IV. POLITY AND RELATIONSHIPS

This church is an autonomous church with full and final authority to determine solely within itself, under the leadership of the Holy Spirit, all matters related to the life of this church, including but not limited to its financial affairs, affiliations, ownership and uses of property, and leadership.

The government of this church shall be led by elders whom are affirmed by the congregation. These constitution and bylaws are the final authority for the operation and management of the affairs of this corporation, spiritual and temporal. Active members alone, acting as set forth in these Constitution and Bylaws, shall have the authority to adopt and amend the articles of incorporation, constitution, bylaws, affirm elders, approve budgets, encumbrance of debt of real property.

Believing that the local association of Baptists, the Baptist State Convention of North Carolina, and the Southern Baptist Convention are organizations which have as their sole purpose the promotion of evangelism and support of missions, education, and benevolence as their character, and in keeping with the spirit of the bylaws and Statement of Faith of this church, we therefore agree to participate in these organizations through our duly elected messengers, and to support their causes, when able to do so.

ARTICLE V. PROPERTY HOLDING

All property of the First Baptist Church, Inc. of Robbinsville, North Carolina, is to be held for the use of its membership who adhere to the constitution and Bylaws adopted by the church.

The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally available for public use, we make our facilities available to approved non-members as a witness to our faith, and as a means of demonstrating the Gospel of Jesus Christ in practice. The board of elders is the final decision-maker concerning use of church facilities.

Upon dissolution, if and when, after debts have been paid, all assets remaining in the First Baptist Church, Inc. of Robbinsville, North Carolina, shall be transferred to the N.C. Baptist Foundation in trust, with dividends or interest from the trust being used for Southern Baptist work in Graham County as

decided by the association of which this church was a member at the time of such dissolution, in compliance with 501(c)(3) of the Internal Revenue Code or any future U.S. Internal Revenue Service law, as the Board of Elders shall determine.

ARTICLE VI. MEETINGS

Meetings of the Board of Elders shall be held regularly and as necessary. Other church related meetings and services will be held as specified in the Bylaws.

ARTICLE VII. AMENDMENTS

This Constitution may be amended or repealed by a two-thirds vote of a quorum present at any regular or called business meeting of the church; provided, however, that any such motion to amend or repeal must be presented to the church at least thirty (30) days prior to the time the vote is taken. The presentation to the church may be from the pulpit or in a church publication.

ARTICLE VIII. LEGAL STATUS

The revision of the Constitution and Bylaws have been presented for vote on November 5th, 2017 and were approved by the church. These supersede any and all prior items in this regard.

Bylaws

ARTICLE I. MEMBERSHIP

SECTION 1. CANDIDACY

Any person may offer them self as a candidate for church membership to the board of elders. All such candidates may be approved by the elders in any of the following ways:

- (1) By profession of faith and for baptism according to the policies of this church.
- (2) By promise of a letter of recommendation from another church of like faith, and assurance of believer's baptism by immersion.
- (3) By restoration upon a statement of prior conversion experience and believers baptism by immersion by a church of like faith when no letter is obtainable.

SECTION 2. MEMBER STATUS

- 1) Active Members are members who regularly attend worship services.
- 2) Inactive Members are members, though able, yet neglecting or refusing to regularly attend worship services for period of (6) months.

SECTION 3. RIGHTS OF MEMBERS

The active members approve broad decisions for the church and entrust leadership to the board of elders. Every active member of the church, 18 years and older, is entitled to vote at all meetings. Every member of the church, not under discipline, may participate in the ordinances of the church as administered by the church. Active members vote on the following matters:

- Affirmation of the elders
- The hiring of pastors
- Adoption of an annual budget
- The encumbrance of debt of real property
- Amendments to the Constitution
- Anything else that the elders desire to bring to the church

SECTION 4. TERMINATION OF MEMBERSHIP

Membership shall be terminated in the following ways: 1) death of the member; 2) dismissal to another church of like faith; 3) exclusion by action of this church; or, 4) removal upon request or proof of membership in another church 5) inactive members, after 2 years of being inactive, may be dismissed from membership.

SECTION 5. DISCIPLINE

Any decisions regarding discipline shall be made by the board of elders. All disciplinary proceedings and actions shall be undertaken pursuant to Biblical commands, especially the process set forth in Matthew 18, and the spirit of the Biblical commitments to, repentance, forgiveness and reconciliation. Private admonition, spiritual instruction and encouragement to faithfulness must precede any disciplinary action by the board of elders. Active church members will be notified of any action taken against a member at a called business meeting.

No member shall be disciplined, until the member shall have been notified, or a bona fide effort made to notify of such pending matter including information of the charges and an opportunity to appear before the board of elders in person and to forward information relevant to the matter.

ARTICLE II. CHURCH POSITIONS

Every pastor, elder, staff, teacher and leaders shall affirm their agreement with the statement of faith and conduct themselves in a manner that is consistent therewith.

PASTOR(S), ELDERS AND STAFF:

God has provided various forms of leadership for His Church. Those who serve and minister in these roles shall collectively and individually equip and encourage the spiritual life, welfare, and total ministry of the church for the equipping of the saints.

As God's servants and stewards, these leaders shall be persons:

- A. Who meet the qualifications as given in Scripture (1 Tim. 3:1-15; 5:19-25; 2 Tim. 2:24-25; Titus 1:5-9; Acts 6:3-6);
- B. Who adhere to the statement of faith of this church;
- C. Whose faith and ability to serve has been examined and affirmed by the church.

SECTION 1. ROLES OF SENIOR PASTOR:

As an Elder of this church the Senior Pastor shall:

- A. Give himself to prayer and the study of the Word of God;
- B. Preach and expound the Word of God;
- C. Administer the ordinances in accordance with the Word of God;
- D. Share in the pastoral care of the congregation along with the other elders and members of the pastoral staff;

- E. Perform marriage ceremonies at his discretion in accordance with the laws of God and the State;
- F. Officiate at funerals of members of the church and non-members at his discretion;
- G. Together with the other elders maintain church discipline;
- H. Participate in the installation of newly designated elders;

The Senior Pastor shall be free to accept invitations to preach the Word of God to other groups or organizations, provided such engagements do not interfere with the work of the church. Before accepting invitations to speak for other groups which require his absence from the church and its activities, the senior pastor shall consult with the board of elders for wisdom.

SECTION 2. ROLES OF ELDERS:

- A. To be devoted to prayer and the study of God's Word and sustain a caring ministry for the church.
- B. To equip the church for the work of ministry and refute those who contradict the truth.
- C. To model a Christ-like example.
- D. To oversee the affairs of the church, which include but not limited to:
 - 1. Being responsible for the employment, terms of employment, direction, and termination of employment of pastoral staff and other staff, except for the Senior Pastor;
 - 2. Installing the affirmed senior pastor and/or pastors;
 - 3. Approving all subordinate organizations of the church;
 - 4. Overseeing status of all church membership;
 - 5. Maintaining the legal status of the church;
 - 6. Overseeing the finances of the church;
 - 7. Conducting the annual and special business meetings of the church;
 - 8. Submitting the approved budget to the congregation at the annual business meeting;
 - 9. Approving nominations for the board of elders;
 - 10. Communicating to the congregation on a regular basis concerning the activities and concerns of the elders;
 - 11. Evaluating and approving teachers of the church.

SECTION 3. ROLE OF PASTORAL STAFF:

To perform such duties as are outlined by the Board of Elders.

SECTION 4. CHURCH STAFF:

This church shall call or employ such staff members as the church shall need. A job description shall be written when the need for staff members is determined. Staff members other than the pastoral staff shall be approved by the board of elders. At least two weeks notice at the time of resignation should be given.

SECTION 5. PASTOR HIRING/TERMINATION

A pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week's notice has been given. Whenever a vacancy occurs, the board of elders will be responsible for filling the pulpit and searching for the new pastor.

Before a proposed pastor is presented to the church for election, he shall be shown, by the board of elders, copies of the constitution and bylaws, and the current budget of the church. If after his review and consideration, he is willing to accept this constitution and bylaws, then he shall be presented to the church for a vote. The pastor's support and benefits, vacations, and number of weeks in revivals and/or conferences he conducts annually away from the church shall be determined by board of elders.

The board of elders shall, by unanimous consent, bring to the consideration of the church only one name at a time, and no nomination shall be made. Its recommendation shall constitute the only nomination. Election shall be by secret ballot, an affirmative vote of three-fourths being necessary (see Bylaws, Article V, Sec. 5.) The pastor, thus elected, shall serve until the relationship is terminated by his request or by the church's request. Should a pastor recommended by the team fail to receive a three-fourths vote, the team will be instructed to seek out another minister and the meeting at which the vote was taken shall be adjourned without debate.

The pastor may relinquish the office of pastor by giving at least two weeks' notice to the church at the time of resignation.

The church also may declare the office of pastor vacant. Such action shall take place at a meeting called for that purpose, of which at least one week notice has been given. The meeting shall be called upon the recommendation of the board of elders and moderated by the elder chairman. The vote to declare the office vacant shall be by secret ballot, an affirmative vote of two-thirds being necessary to declare the office vacant (see Bylaws, Article V, Section 5). Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor. The board of elders, who shall consider what is in the best interest of the pastor and his family and the church, shall present the proposal to the church for approval.

The pastor shall be accountable to the board of elders in fulfilling the requirements of the job description as established by the church.

SECTION 6. ELDER SELECTION AND STRUCTURE

The board of elders shall consist of ordained elders each of whom hold office as long as he is faithful to his calling and has the confidence of his brethren and the congregation.

The selection process shall be as follows:

- A. The active members shall be encouraged to regularly submit to the board of elders, the names of active members whose life and gifts are consistent with their being considered for nomination to the task of elder. The board of elders shall review the individuals nominated by the congregation.
- B. The elders may at any time during the year nominate a candidate or candidates to the board of elders and call a special business meeting for their consideration. Any questions concerning the nominees shall be addressed to the elders no later than one week prior to the business meeting.
- C. The members shall hold a vote of affirmation on the nominations at the business meeting by secret ballot. All votes "not to affirm" will be followed up by the board of elders. Upon evaluation of "not to affirm" votes, the final decision will rest with the board of elders.
- D. Following affirmation of an elder, he shall be publicly installed in his office at a regular worship service by the prayer of the whole church and the laying on of hands by the existing elders.

The Board of Elders shall elect a chairman, vice-chairman, and secretary from its board and may elect additional leadership from the active church membership. The chairman of the board of elders shall preside over the meetings and shall insure that the board serves the congregation in a balanced manner. The term of chairman shall be for one or no more than two consecutive years. Thereafter a break of one year shall occur before assuming chairmanship again.

Every three years the church shall reaffirm (or express the withdrawal of) its confidence in each of its elders at its annual meeting in the manner designated above. An elder may, however, resign his office without prejudice if he finds he is no longer able to discharge the duties required.

In recognition that the task of eldership is significant and is accomplished while continuing care of family and work responsibilities, we understand that individual elders may need to take leave of some of the roles of elder for periods of time. Such sabbatical times will be arranged through mutual consent of the elders.

A process of mutual accountability, among the elders, safeguards against the continuation in office of an elder who has rendered himself unqualified for future participation.

SECTION 7. DEACONS

The Deacon qualifications are found in 1 Timothy 3:8-13. Deacons should know and understand the teaching of the Gospel, and the statement of faith. They should be active, as much as possible, in all organizations of the local church.

Deacons will be approved by the board of elders and will serve at the discretion of the board of elders. Any active member can recommend a nominee to the board of elders. Deacons are servants of the church and receive instruction from the elders. The Deacons shall be organized to serve the church through their spiritual gifts and be zealous to guard the unity of the spirit of the church.

SECTION 8. MODERATOR

The chairman of the board of elders shall be the moderator of the church. In the absence of the chairman, the vice-chairman or another elder of the board of elders shall preside.

SECTION 9. CLERK

The Clerk shall be appointed by action of the board of elders. The clerk shall keep a record of all the actions of the church, except as otherwise herein provided. He/she is responsible for keeping the register of the names of members with dates of admission, dismissal, death, or removal on request, together with a record of baptisms. He/she shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in these Bylaws. The board of elders may delegate some of the clerical responsibilities to the church secretary. All church records are church property and should be filed in the church office when an office is maintained.

SECTION 10. TREASURER & ASSISTANT TREASURER

The board of elders shall appoint annually a church treasurer and assistant treasurer. It shall be the duty of the treasurer to account for, and pay out, upon the receipt of vouchers approved and signed by authorized personnel; to assist the financial Secretary in accounting procedures; aid in establishing, revising, and updating financial reports, and be authorized to sign checks or other financial documents as is necessary.

Two signatures are required on all checks written (Treasurer and Financial Secretary.) Anything in excess of \$1000 shall be approved by action of the board of elders. Treasurer shall keep at all times an itemized account of receipts and disbursements. It shall be the duty of the treasurer to render to the church at the annual business meeting an itemized report of the receipts and disbursements for the preceding year. The treasurer's report shall be audited in January of each year by a certified public accountant or audit team. The treasurer or assistant treasurer shall be bonded. Upon rendering the annual account at the end of each fiscal year the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as part of the permanent records of the church. The treasurer and assistant treasurer shall upon invitation meet with the board of elders.

SECTION 11. FINANCIAL SECRETARY

The board of elders shall appoint by action annually a financial secretary. The financial secretary shall receive the empty offering envelopes after the money has been removed and counted by the proper persons; and from these the financial secretary shall: give each contributor individual credit as provided in the record system approved by the church; shall keep the envelopes for references as the church directs; shall keep a record of the receipts from envelopes, plate, or loose and miscellaneous or special offerings. The financial secretary shall also be responsible for preparing and distributing regular records of giving to all contributing members as the church directs. These duties may be assigned to church office personnel when an appropriate office is maintained by the church.

ARTICLE III. CHURCH ORDINANCES

SECTION 1. BAPTISM

This church shall receive for baptism any person requesting baptism who has received Jesus Christ as Savior by personal faith; who professes him publicly at any worship service; and who indicates a commitment to follow Christ as Lord.

- (1) Baptism shall be by in water.
- (2) The elders, or whomever they shall authorize, shall administer baptism.
- (3) Baptism shall be administered as an act of worship during any worship service of the church.

SECTION 2. THE LORD'S SUPPER

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

The church shall observe the Lord's Supper, quarterly or as otherwise scheduled. The elders shall administer the Lord's Supper, and shall be responsible for the physical preparations.

ARTICLE IV. LICENSING AND ORDINATION

Any active member of the church, who has been called of God for the purpose of gospel ministry, and affirmed by the board of elders; after careful examination and unanimous approval of the elder board, may be licensed for the ministry of the Gospel of the Lord Jesus Christ.

In the event that a mission minded church or ministry requests for commissioning or ordination of any active member, the board of elders shall decide if the calling of an ordination council is in order.

Based upon this finding, the board of elders shall call together an ordination council for the purpose of examination and determination of his qualifications. The Ordination council shall consist of the board of elders, pastoral staff, and other ordained ministers of the gospel as the board of elders choose to include.

After thorough examination and upon recommendation from the Ordination Council, the board of elders shall set a date for the purpose of ordination into the gospel ministry.

Following affirmation of the Ordination Council, he shall be publicly installed at a regular worship service by the prayer of the whole church and the laying on of hands by the existing elders.

ARTICLE V. CHURCH MEETINGS

SECTION 1. WORSHIP SERVICES

The church shall meet regularly each week for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. Other services essential to the advancement of the church's objectives shall be conducted.

SECTION 2. ANNUAL BUSINESS MEETINGS

The church shall hold annual business meetings in January each year.

SECTION 3. SPECIAL BUSINESS MEETINGS

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, date, time, and place. This notice must be given in such a manner that all active members have opportunity to know of the meeting.

The calling of a pastor, the affirmation of elders, the borrowing of money, or major decisions that the board of elders decide shall require a one week notice with the vote being taken after the Sunday morning worship service.

SECTION 4. QUORUM

The quorum consists of those active members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

SECTIONS 5. DEFINING VOTES

All majority votes or percentage votes of the body, are based on the votes cast, ignoring the blanks or abstentions.

ARTICLE VI. CHURCH FINANCES

SECTION 1. BUDGET

The board of elders shall submit to the church the budget. Said budget shall indicate by items the amount needed and sought for all local and other expenses. Offering envelopes will be provided for members' use.

SECTION 2. ACCOUNTING PROCEDURES

Monies shall be properly counted and deposited by the Treasurer, and shall be administered in keeping with the instruction of the church, and be properly recorded on the books of the church. A system of

accounting that will adequately provide for the handling of all funds, shall be the responsibility of the treasurer. Those who have responsibility that involves actual handling of funds shall be bonded, or supervised by bonded church personnel, the church paying for the bond.

SECTION 3. EXPENDITURES AND RECEIPTS OF FUNDS

(1) No funds shall be dispersed without the express authorization of the board of elders as provided for in the budget or separate authorization.

(2) No designated funds shall be received except where the board of elders has approved the expenditure of funds for the designated cause. Separate accounting shall be maintained for all designated gifts and funds.

SECTION 4. AUDIT

The board of elders shall arrange for an annual audit of a type and nature they deem appropriate.

SECTION 5. FISCAL YEAR

The church fiscal year shall run from January 1 to December 30.

ARTICLE VII. AMENDMENTS

SECTION 1. AMENDMENTS

These Bylaws may be amended or repealed by a two-thirds vote of a quorum present at any regular or called business meeting of the church; provided, however, that any such motion to amend or repeal must be presented to the church at least ten (10) days prior to the time the vote is taken. The presentation to the church may be from the pulpit or in a church publication.

SECTION 2. PRESERVATION

There shall be a permanent copy of this Constitution and Bylaws kept in the church office. Any amendments approved by the church will be attached to the permanent copy by the church clerk. A copy of the Constitution and Bylaws shall be provided for each member family at their request. All subsequent amendments will be provided for attachment.