

The 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, most solemnly and joyfully enter into covenant with one another, as one body of 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 give it a sacred pre-eminence over all institutions of human origin;

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 personal 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 seek God's help in abstaining from all drugs, food, drink, and practices which bring unwarranted harm to the body or jeopardize our own or another's faith.

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.

Preamble

Reposing our faith wholly in the Lord Jesus Christ for our salvation, believing in the teachings and practices of the Baptist and in those great distinctive principles for which they have ever stood, namely:

1. The pre-eminence of Christ as our Divine Lord and Master.
2. The supreme authority of the Bible and its sufficiency as our only rule of faith and practice.
3. The right of private interpretation and the competency of the individual soul in direct approach to God.
4. The absolute separation of Church and State.
5. A regeneration of Church membership.
6. A beautiful, symbolic ordinance of believer's baptism in obedience to the command of Christ.
7. The complete independence of the local Church and its interdependence in associated fellowship with other Baptist Churches.
8. The solemn obligation of majority rule, guaranteeing equal rights to all and special privilege to none.
9. The spiritual unity of all believers, for which the Master so earnestly prayed.
10. A worldwide program of missionary fervor and evangelism in obedience to the final command of Jesus.

We therefore band ourselves together as a body of baptized (immersed) believers in Jesus Christ and adopt for our government, plan of worship and service the following articles.

Article I Name

The organization shall be known as the Bethel Baptist Church of 15 Bethel Road, Parkersburg, West Virginia, 26101.

Article II Purpose

The purpose of this Church shall be the advancement of the Kingdom of Jesus Christ. It shall seek to attain this end through the public worship of God, the preaching of the Gospel, consistent Christian living by its members, personal evangelism, missionary endeavor and Christian education.

Article III Co-Operation

While Bethel Baptist Church is a local autonomous Church, we recognize our freedom to co-operate with other congregations of like faith and practice, as we seek to impact the world for Jesus Christ.

Article IV Membership

Sec. 1 **Qualifications**: Any person may become a member of this Church upon recommendation of the Board of Deacons or the Board of Elders or the pastor and by vote of the Church.

- a. Upon confession of faith in Jesus Christ as Savior and Lord, after baptism by immersion.
- b. By letter from some other Baptist Church of like faith and order.
- c. Upon statement of Christian experience, if previously baptized by immersion.
- d. By restoration of previously disciplined members.

Sec. 2 **Duties of Members**: In order that persons applying for Church membership may be informed as to the duties of members, they shall have an information packet presented to them by the Board of Elders or the Board of Deacons. The information packet shall include the covenant, constitution, and statement of faith, and shall subscribe to it, both in letter and in spirit.

Members in good standing will strive to keep their Covenant obligations.

Sec. 3 **Dismissal of Members:**

- a. Letters of dismissal for the purpose of uniting with some other Baptist Church of like faith and order shall be granted to members in good standing upon recommendation of the Board of Deacons or Board of Elders or the pastor and by vote of the Church.
- b. Any member in good standing desiring to unite with a Church of some other denomination may, upon recommendation of the Board of Deacons or Board of Elder or the pastor, and by vote of the church, be granted a certificate of Christian standing and fellowship.
- c. Any member having either granted a letter, a certificate of Christian standing shall therefore cease to be a member of this Church.

Sec. 4 **Members Who Disregard Their Covenant Obligations:**

It shall be the duty of the Board of Deacons and Elders to seek to re-claim those members who disregard their Covenant obligations. When in any case they are satisfied that the member cannot be reclaimed, they shall present to the Church a recommendation that the name of the delinquent member be erased from the membership role. Upon such action being taken by the Church, said member shall thereafter cease to be a member of this Church, and shall be notified of such action.

Sec. 5 **Discipline of Members:** A member can be disciplined by the local body and should be exercised solely by the local congregation. The only discipline which the Church can impose is the exclusion of the sinning member from the Lord's table and from the fellowship of believers (I Corinthians 5:11). This is not exclusion from the universal Body of Christ. The purpose of the act of discipline is for restoration of the member into the fellowship (Galatians 6:1).

A member who falls into sin or who teaches false doctrine should be dealt with according to the principle and procedure given in Matthew 18:15-17; I Corinthians 5:1-6, 11, 13; Titus 3:10; I Timothy 1:20; 5:19, 20.

1. There must be witnesses.
2. Before bringing the matter before the church, two attempts should have been made privately to bring about the repentance of the sinning member.
3. If the difficulty is between two brethren, the one who is in the right must act according to Matthew 18:15.

4. If private attempts fail, the matter must be brought before the Church, represented by the local congregation.
5. If bringing the case before the Church does not lead to repentance, the believer who thus persists in sin and rebellion is to be “delivered unto Satan for the destruction of the flesh that the spirit may be saved in the day of the Lord Jesus Christ” (I Corinthians 5:5).
6. The place of prayer in the action taken by the Church is stated in Matthew 18:18-20.

Sec. 6 **Restoration of a Disciplined Member**: Whenever a disciplined member gives evidence of true repentance he is to be restored and treated with love and humility. The attitude that should be adopted towards the restored member is stated in II Corinthians 2:6-8; Galatians 6:1.

Sec. 7 **Request of Erasure of Name**: When a member requests that his or her name be erased from the roll, and no charges have been preferred against such member, the Board of Deacons shall investigate, and if they are satisfied that said member cannot be reclaimed they shall present to the Church a recommendation that the name be erased from the membership roll. The Church may immediately act upon such recommendation and said member shall be notified of such action.

Sec. 8 **Non-Resident Members**:

- a. Members upon moving shall, without delay, furnish the pastor their new post office address and the name and address of nearest Baptist Church of like faith and order.
- b. The name of members, non-resident for a period of two years, who have disregarded their Covenant obligations in respect to the transfer of their membership upon moving, and have not communicated with the Church for a period of one year, may, upon the recommendation of the Board of Deacons, and by vote of the Church, be erased from the membership roll, and shall be notified of such action when possible.

Article V

Sec. 1 The officers of this Church shall be Pastors, Elders, Deacons, Board of Trustees, Board of Christian Education including a Sunday School Superintendent, Assistant Sunday School Superintendent, Librarian and Chairmen of the following areas: Pre-school, Children, Youth, Adults, and others as needed to coordinate the educational ministry, a Moderator, Vice-Moderator, a Clerk, a General Treasurer, an Assistant Treasurer and a Board of Missions and Outreach.

Sec. 2 The pastor shall be a believer and a preacher of the Gospel and of the basic doctrines of faith as held by the Bible, the written word of God.

Sec. 3 All officers shall be members of this Church in good standing and shall, with the exception of the Pastors and the Board of Elders, be elected by written ballot at the annual election of officers, for a period of one year, or until their successors are elected; except the Board of Deacons; the Board of Missions and Outreach; the Board of Trustees; and the Board of Christian Education, who shall be rotating boards and serve for 3 (three) years unless removed for cause; except the Librarian who will have no term limit, unless removed for cause.

All officers shall be informed as to the duties of their respective offices. Each Board shall, unless otherwise provided in this Constitution, elect its own chairman and meet regularly.

All elected officers shall assume office at the beginning of the fiscal year of the church.

Sec. 4 Any officer who, for a period of 3 (three) months, shall fail to faithfully perform the duties pertaining to his office, thereby automatically vacates said office. The Church has the power, for good and sufficient cause, to remove from office any officer or committee person.

Sec. 5 Resignations of officers should be in writing to the Church and be effective on the date specified in the resignation.

Article VI

Sec. 1 **Duties of the Pastor:** The Pastor shall preach the Gospel, administer the ordinances, watch over his membership, promote the spiritual interests of the Church, organize and develop its strength for the best possible service. He shall endeavor to enlist new members by a regular planned visitation program in co-operation with the Deacon and Elder Board(s). He shall be an ex officio member of all boards and committees.

Sec. 2 **Additional Ministerial Staff:** The Church may employ additional ministerial staff members who shall work under the direction and supervision of the Pastor. The Church shall follow the same procedure that is used in seeking a Pastor for the Church. The Church shall determine the position that is to be filled, and so instruct the Search Committee.

The Church shall establish the duties of the position, and the scope of the work, with recommendations from the Board of Elders. The Board of Elders shall draw up a job description for the person, subject to the approval of the Church. Such duties and terms of employment are subject to the subsequent review and re-negotiation by the Church and the staff member concerned.

Sec. 3 **Duties of the Board of Elders:** The duties of the Board of Elders are to provide spiritual leadership for the local Church. The Elder ministry is one of Scripture, prayer, teaching, preaching and the general oversight of the spiritual life of the congregation. They are to nurture, to discipline, to help assure harmony, peace and unity within the fellowship and they are to be godly examples to the local congregation.

The Board of Elders shall cooperate with the Pastor in providing the pulpit supply in his absence.

Sec. 4 **Duties of the Board of Deacons:** The Board of Deacons shall be selected according to Scripture – 1 Timothy 3:8-12.

The Board of Deacons shall in every way assist the pastor in his work and with him consider all requests for letters of dismissal.

The Board of Deacons' active number of members is flexible, and shall be determined by the active membership of the church, with approximately 15 (fifteen) families or less for each deacon.

The Board of Deacons, along with the Women's Ministry Committee, shall cooperate with the Pastor in preparation and observance of the ordinances of the Church.

The Board of Deacons shall share responsibility with the pastor and the Board of Elders for recommending new members to the Church for acceptance in a regular Church Business Meeting.

The Board of Deacons shall be responsible for the administration of the Deacon's Fund to help those in need: i.e., Church family, community and outside community in special cases.

The Board of Deacons shall cooperate with the Pastor in visiting the members and in the care of the sick, needy and distressed members of our Church. They will also assist the Board of Trustees in securing the funds required to finance the budget adopted by the Church.

The membership list is to be reviewed periodically (typically reviewed annually) by the Board of Deacons and the Board of Elders. Any members who have disregarded their Covenant obligations shall have their name, preferred charges, times and dates documented on an inactive list, and held for a reasonable time for communication. During this period of time the Board of Deacons and the Board of Elders shall seek to reclaim the member. If this fails Article IV, Section 4 should be followed.

Sec. 5 Individual Duties of Deacons: They will be responsible for contacting their assigned members' list. They are to visit shut-ins, and the sick.

They will be responsible for contacting new members within one month of their assigned members' list, if possible. They should also check on new members' main area of interest in the Church. To be much in prayer for the members they are responsible for.

Members that are absent from the services more often than normal should be of concern to the Deacon who has them on their responsibility list, and contacted to let them know that they were missed and see if help may be needed.

They are to assist and visit families as needed during problems, illness or death of a family member on their assigned members' list. They are to work through the Church secretary, if possible, to inform the Pastor, the Flower and Kitchen Committees.

Sec. 6 Duties of the Board of Trustees: The Board of Trustees shall hold in trust all property belonging to the Church and the management and upkeep. It shall designate the bank where the funds of the Church shall be deposited. The board shall act as a purchasing agent for all items authorized by the Church for purchase. The Board of Trustees shall secure the necessary funds to meet all expenses within the budget, as adopted, to maintain and

advance the work of the Church. It shall, when so instructed by the Church, secure the services of a caretaker, at such salary as is authorized by the Church, and secure from the caretaker acceptable service. It shall perform such other duties as are imposed upon it by the Church and the State.

Sec. 7 **Duties of the Board of Christian Education:** The Board of Christian Education shall unify, supervise, and promote all educational interests in the Church, including the Sunday School, Young People's groups, all other groups and classes operating in the field of Christian Education. It shall appoint, subject to ratification by the Church, all Sunday School and Vacation Bible School officers not elected by the Church; all teachers, advisors, counselors, club leaders, and all other needed volunteers. Any non-member teaching needs to be approved by Board of Elders, and normal processing through the Christian Board. It shall promote study classes for the training of workers in the field of Christian Education, personal evangelism, missions and such other classes as the Church may request.

It shall supervise: the organization of the Sunday School classes; encourage regularity of attendance; the follow-up of absentees; prompt contact of the homes of newcomers; and recommend ways and means of building up the school.

The board shall recommend to the Budget Committee a budget for the promotion of the program of Christian Education and shall supervise its expenditures.

Sec. 8 **Duties of the Board of Mission and Outreach:** To coordinate all general mission and outreach activity of the Church. Other church groups should inform the Board of Mission and Outreach chairperson when group-specific mission and outreach activities are planned.

Promote and/or organize special events related to mission and outreach.

Establish a procedure and guidelines for the support of full-time missionaries, including:

- Selecting missionaries to support
- Determining level of financial support
- Determining when financial support begins and/or ends
- Caring for supported missionaries on the mission field
- Determining support for missionaries on home assignment

Prepare preliminary budget for financial support of the mission and outreach activity of the Church.

Promote special mission and outreach offerings when needed.

Assess needs of our community and make recommendations to the congregation as to the best use of our resources to meet those needs.

Educate church concerning service opportunities related to mission and outreach.

Coordinate disaster aid through Christian churches and other non-profit organizations in area of the disaster.

Sec. 9 **Duties of the Moderator:** The Moderator shall preside at all Business Meetings of the Church and at the meetings of the Advisory Board.

Sec. 10 **Duties of the Vice-Moderator:** The Vice-Moderator shall preside at all Business Meetings of the Church and at all meetings of the Advisory Board in absence of the Moderator and on such occasions as he may request. In the absence of both the Moderator and Vice-Moderator, a member of the Deacon Board shall call the meeting to order, the first order of business then being the election of a temporary Moderator. If no Deacons are present, any Church officer may call the meeting to order.

Sec. 11 **Duties of the ad hoc Budget Committee:** This committee shall be an ad hoc committee consisting of one each from the Board of Elders, Board of Deacons, Mission and Outreach Board, Trustee Board, Board of Christian Education, General Treasurer and Assistant.

The Budget Committee shall gather input from each major board and committee to develop proposed budget. The proposed budget shall be voted upon by the Church at the Quarterly Business Meeting in the 4th Quarter.

Sec. 12 **Duties of the Clerk:** The Clerk shall keep accurate minutes of the business proceedings of the Church including the reception and dismissal of members; keep a complete roll of the members of the Church and their addresses; issue letters of dismissal and certifications of Christian standing, as authorized by the Church; conduct all official correspondence; preserve and properly file all letters, reports, and other documents pertaining

to the office; assist in preparing the reports, and any others that may be required. Church Clerk shall be the Clerk of the Advisory Board. Minutes of all Business Meetings shall be kept in duplicate. Duplicate copy to be filed in the Office of the church. The Clerk shall deliver immediately to their successor all books, files, records and other documents in their possession.

Sec. 13 **Duties of the General Treasurer:** The General Treasurer shall be the custodian of all moneys contributed for the general expenses of the Church. All disbursements shall be authorized by the Church, and timely payment of all bills by appropriate means, after having been purchased or approved for purchase by the Trustee Board.

All money accumulated in the operating account over one month's expenses to be deposited in a building fund or savings account as designated by the Church.

The Treasurer shall present to the Church at its quarterly and annual Business Meetings, or more often if so requested, an itemized report of receipts and disbursements showing the actual financial condition of the Church. Treasurer shall present the books to be audited at the close of the fiscal year, or more often, if so requested by the Church. Treasurer shall deliver immediately to their successor all books and records pertaining to his office.

Sec. 14 **Duties of the Assistant Treasurer:** The Assistant Treasurer shall aid the General Treasurer with the duties of the Treasurer's office at any time requested by the General Treasurer and carry out all duties of the office during the absence or disability of the General Treasurer. The Assistant Treasurer shall have the same authority to make disbursements and pay bills by appropriate means on the Church account as the General Treasurer.

Sec. 15 **Duties of the Sunday School Superintendent:** The Superintendent of the Sunday School, in co-operation with the Board of Christian Education, shall have general supervision of the Sunday School.

Sec. 16 **Duties of ad hoc Committees:** They shall be formed as necessary and shall consist of one each from the Board of Elders, Board of Trustees, Mission and Outreach Board, Board of Christian Education, and Deacon Board for the purpose of addressing the budget, constitution changes,

pulpit committee, and other areas as deemed necessary by the Church. Upon completion of the specified task each committee shall disband.

Article VII Calling a Pastor

Sec. 1 When it is necessary to call a Pastor, the Church shall select an ad hoc Pulpit Committee of 5 (five) members. It shall be the duty of the Committee to take necessary steps to secure a Pastor. The Committee shall investigate the merits of every man under consideration in regard to his personal character, education, ministerial record and preaching ability, in determining his fitness for said pastorate. When a suitable man is found, the Committee shall bring the candidate together with the Board of Elders for a conference before recommending him to the Church for consideration.

Sec. 2 The Call of a Pastor shall come from the Church at a regular or special called Business Meeting, notice of such meeting and its purpose having been read from the pulpit on 2 (two) successive Sundays. A vote of 75% (seventy-five percent) of all active members present shall be necessary to extend a call.

Sec. 3 The Pastor shall be called for an indefinite period of time; the salary shall be fixed at the time of the call, and may be changed by the vote of the Church at any regular Business Meeting, provided such change has been considered and recommended by the Advisory Board. The salary shall be paid in installments as agreed by pastor and church. The pastor shall be entitled to an annual vacation calculated on his years of service as a pastor at the time of his call. The vacation plan, with full salary, will be as follows: two weeks after one year's service, three weeks after five year's service, and four weeks after ten year's service.

Sec. 4 **Termination of Pastorate:** The term of office may be ended upon 30 (thirty) days' notification of the Pastor or of the Church. Termination of the office shall be voted at a regularly called Business Meeting, notice of such meeting and its purpose having been read from the pulpit on 2 (two) successive Sundays. A 51% (fifty-one percent) vote of the active members present and voting shall make valid termination of said office.

Article VIII Elders

Sec. 1 Calling of Elders

Elders shall be male members, and shall be appointed by Pastor(s) and all ordained Elders with 1 Timothy 3:1-7; 1 Peter 5:1-4; Titus 1:5-9 serving as the guidelines for qualification.

Elders shall be appointed for lifetime service or until removed by resignation or by congregational charges in accordance with 1 Timothy 5:19-20.

The congregation will have a period of 30 (thirty) days to voice their objection of the Elder candidate.

If no objection is raised, the Elder candidate will be ordained as an Elder at Bethel Baptist Church. The ordination process will consist of an oral examination by his peers and ordination service where a charge will be given to the candidate, a charge to the congregation, and a message from the new Elder.

Sec. 2 Board of Elders

The Board of Elders shall consist of an unspecified number of ordained Elders.

All men serving as pastors of this Church will be considered to be active Elders serving on the Board of Elders.

The Pastor(s) and the ordained Elders shall meet to determine the active Elders for the coming calendar year. Ordained Elders may be inactive from the Elder Board for various reasons - family obligations, illness, rest, etc.

The Senior Pastor shall inform the church regarding the active Elders for the coming calendar year at the 4th Quarter Business Meeting.

Article IX Elections

Sec. 1 The Nominating Committee shall be composed yearly, consisting of one each from the Board of Elders, Board of Christian Education, Board of Trustees, Board of Missions and Outreach, and the Deacon Board.

Sec. 2 **Procedure**: In the 4th Quarter Business Meeting, at the annual election, the Nominating Committee shall present to the Church for approval the ballot of candidates for each office to be filled.

Due to the nature of the nomination by committee process:

- No nomination shall be made from the floor at the time of the election.
- No write-in voting shall be permitted at the time of the election.

All elections shall be by written ballot, a majority of the ballots cast being necessary for the election of any officer unless otherwise provided in this Constitution.

No voting by proxy shall be allowed.

Sec. 3 **Time**: The annual election of officers shall be held at the Quarterly Business Meeting in the 4th Quarter.

Sec. 4 **Quorum**: Twelve (12) members in good standing, qualified voters, shall constitute a quorum. A majority of such members present and voting, at any regular or special Business Meeting shall be sufficient to decide any questions presented, unless otherwise provided by the Constitution.

Sec. 5 **Qualified Voters**: Members who are in good standing, have no charges preferred against them by the Board of Elders, and Church are 18 years of age or older, are qualified voters.

Sec. 6 A member shall not be nominated, elected or appointed to more than one office except as provided in this Constitution unless there are not enough qualified members willing to serve.

Article X Advisory Board

The Advisory Board shall consist of the Pastors, Elders, Chairmen of the Boards of Deacons, Trustees, Mission and Outreach, and Christian Education, The Moderator, Vice-Moderator, the General Treasurer, the Assistant Treasurer, and the Church Clerk. Its duties shall be purely advisory.

Meetings may be called at any time by the Pastors or by the Clerk or upon request of the majority of the Board when necessary.

Article XI

Standing Committees

Sec. 1 **Committees**: The following named committees, and any others that may be deemed necessary by the Church, shall constitute the Standing Committees: Women's' Ministry, Nominating, Ushering, Auditing, Music, and Audio-Visual.

Sec. 2 **Duties of Committees**:

The Women's' Ministry shall assist the Deacons in the areas where it is more appropriate for women to serve. Such areas are in the case of baptism of ladies and visitation of single women. They may assist the Deacons in preparation of communion and may assist the Elders as called upon.

The Nominating Committee shall prepare a ballot for the annual election from the membership of the Church of those qualified to fill the various offices, boards, and committees, except for the Nominating Committee. It shall propose each nominee, interview each nominee, and ascertain his or her willingness to serve in case of election. The committee shall secure a candidate for each office, board, or committee to be filled, and present the ballot to the Church for vote in the 4th Quarter Business Meeting.

In case of the resignation or removal of a person from an office, board, or committee, the Nominating Committee shall identify a person from the membership of the Church of those qualified to fill the open position and complete the unexpired term. It shall propose each nominee, interview each nominee, and ascertain his or her willingness to serve in case of election. The committee shall secure a candidate for the position to be filled, and present the person to the Church for vote in a Quarterly Business Meeting.

The Ushering Committee shall attend to the seating of the congregation, assisting parking automobiles, and to the receiving of the offering except as otherwise provided.

The Auditing Committee shall be overseen by the Board of Trustees who will select a qualified member or members to audit the financial records of the Church at least once yearly and shall make a report in writing to the Church.

The Music Committee shall cooperate with the Pastor in the arranging for the musical part of the Church services. It shall incur expenses only as authorized by the Church.

The Audio-Visual Committee shall be responsible for the procurement, upkeep, care and running of all audio-visual equipment of the Church and shall provide adequate training in the usage, care and upkeep for all audio-visual equipment of the Church.

Article XII Meetings

Sec. 1 Devotional Meetings:

- a. The Church shall meet regularly each Lord's Day for worship and the preaching of the Gospel.
- b. The Church shall meet for the observance of the Lord's Supper monthly or at such other times as the Church may decide.
- c. The Church shall meet at least once a week for prayer, Bible Study, and testimonies.
- d. The Church shall meet each Lord's Day for Christian instruction (the study and teaching of the Bible) and at such other times as the Church may decide.

Sec. 2 Business Meetings:

- a. The meeting agenda and any associated documents will be published and made available to the church two weeks prior to the scheduled business meeting.
- b. The Annual Election: The annual election of officers, boards, and committees shall be held at the Quarterly Business Meeting in the 4th Quarter.

- c. The Quarterly Business Meeting shall be held on a day as determined by the Pastor.
- d. The 3rd Quarter Business Meeting – The Pastor presents the proposed ad hoc Budget Committee to the Church for ratification. The Church votes on the proposed ad hoc Budget Committee.
- e. The 4th Quarter Business Meeting
 - The Budget Committee presents the proposed budget for the coming fiscal year
 - The Church votes on the proposed budget
 - The Nominating Committee presents the ballot for the annual election
 - The Church votes by written ballot for the annual election
- f. Special Business Meetings may be called at any time by the Pastor or Board of Elders. Notice of such meeting and the object for which it is called shall be given from the pulpit at least one week in advance of the date of the meeting.

Sec. 3 Boards and Committee Meetings

All Boards and Committees should meet monthly.

Article XIII

Auxiliary Organizations

Sec. 1 Auxiliary Organizations shall be defined as follows:

- a. Non-profit organizations and public charities
 - b. Affiliated with and sponsored by the Church
 - c. Receiving financial support primarily from the Church
- Examples: Boy Scouts of America, Girl Scouts of America, American Heritage Girls

Sec. 2 The leaders of all adult and young people's auxiliary organizations shall be members of the Church in good standing, elected by their respective organizations.

Sec. 3 The Constitutions of auxiliary organizations shall be drawn so as not to conflict with the Constitution of this Church.

Sec. 4 Meetings of auxiliary organizations may be held at such time as will not conflict with the meetings of the Church, and shall be under the guidance of the Pastor and Board of Elders.

Article XIV

Year

The fiscal year of the church shall begin on the first day of January and close on the last day of December.

Article XV

Amendments

This Constitution may be amended at any Quarterly or Special Business Meeting of the Church by a 2/3 (two-thirds) vote of those present and voting, provided a quorum is present and voting, and that notice of such amendment, stating the proposed change, shall have been given from the pulpit on 2 (two) successive Sundays. All changes to the Constitution and major changes affecting individuals shall be decided by ballot vote.

Article XVI

Rules of Order

The rules contained in Robert's Rules of Order shall govern the business proceedings of this Church in all cases where they are not consistent with this Constitution.