



NEW MOUNT OLIVE BAPTIST CHURCH

CONSTITUTION and BY-LAWS

**Mount Olive Baptist Church
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**CONSTITUTION, BYLAWS & RULES OF PROCEDURE
OF THE NEW MOUNT OLIVE BAPTIST CHURCH**

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CONSTITUTION OF THE NEW MOUNT OLIVE BAPTIST CHURCH

ARTICLE I - NAME

The name of this church shall be the New Mount Olive Baptist Church, hereinafter referred to as the “Church.”

ARTICLE II - PURPOSE

The purpose of the organization and operation of this Church is to carry out effectively all of the objectives and responsibilities of the Church as set forth in the New Testament. In general, these objectives are:

1. The maintenance of regular, public worship of God in person and on various platforms.
2. The guidance of all persons with whom the Church leads into acceptance of Christ as Savior and Lord of their life.
3. The teaching, study, and practice of Christian living as revealed in the Holy Bible and applied to the conditions of modern times.
4. The active promotion and advancement of Christ's Cause and Kingdom throughout all of the earth.
5. The Church is organized and shall be operated exclusively as a not-for-profit, religious, charitable, and educational organization dedicated to these purposes.

ARTICLE III - MEMBERSHIP

This Church is a body of believers called by God to be a local manifestation of the New Testament concept of the Church, in covenant with one another, and to carry out the work of the Triune God. The membership of this Church shall consist of persons who profess Jesus Christ as their Lord and Savior, who have been baptized by immersion, who freely subscribe to the authority Holy Bible, the Church Covenant, and this Constitution who have been received into membership by the Church, and who have received the right hand of fellowship, whether in-person or other platforms. Each new member is to be provided with the opportunity for instruction in discipleship, church fellowship, and spiritual life. Further requirements for membership are delineated in the Bylaws.

ARTICLE IV - POLITY

1. General - Authority to reach decisions for governing the affairs of this church, being given to us by the Holy Bible and the Triune God, the Head of the Church is vested in the active membership of the Church, and it recognizes no higher ecclesiastical or governmental authority.
2. By the adoption of this Constitution, the Church membership delegates certain specified responsibilities and authorities to its Officers, Ministries, Committees, Senior Pastor, and staff as set forth in the Bylaws and Rules of Procedure.

ARTICLE V - AFFILIATIONS

The Church shall affiliate only with local, regional, and worldwide organizations whose objectives are consistent with ours upon recommendation of the Senior Pastor and approval of a majority of all members of the Ministry of Directors present.

ARTICLE VI - AMENDMENTS TO THE CONSTITUTION

All proposed amendments to this Constitution must first be submitted to the Ministry of Directors. The Ministry

of Directors may submit proposed constitutional amendments to the Church. Upon approval of a majority of all members present at the Ministry of Directors meeting, the Ministry of Directors may submit a constitutional amendment to the Church for a vote of the members of the Church. This Constitution may be amended by an affirmative majority vote of the members of the Church present and voting at a meeting duly called for such purpose, provided a copy of such proposal has been submitted to the Church no less than ninety days (90) prior to voting at a church Business Meeting, in accordance with the Rules of Procedure.

The BYLAWS

ARTICLE I – MEMBERSHIP

Section 1 - Active Membership

a. Definition of Active Membership

An active member is a member who regularly attends the services of the Church in person or various platforms except when reasonably prevented from doing so and contributes as able financial support of the Church, or in some other way communicates an ongoing interest in the Church. Active members are entitled to exercise the rights and privileges of membership (voice and vote) and are eligible to hold an appointive office.

b. Definition of Inactive Members

An inactive member is a member who is not attending, supporting, or otherwise communicating an interest in this church. Such persons continue as members, but their status is changed to inactive. Inactive members who no longer reside in the area are encouraged to unite with another church of like faith and practice where they can be active. Members are not made inactive simply because they are unable to support the Church financially or are physically incapable of regular attendance in person or various platforms.

c. Reinstatement of Inactive Members

Following a reasonable period of active involvement in the life and ministry of the Church, and completion of Christian Discipleship Development Orientation, the inactive member may be reinstated to active membership.

Section 2 - Admissions to Membership

All members of this church shall be persons professing faith in the Lord Jesus Christ, giving evidence of that faith in their personal lives and in their willingness to serve Him, and shall have been baptized by immersion, except in those cases where it is not medically or physically prudent for the individual to be immersed.

Any such person may be admitted to membership by one of the following methods upon the completion of all conditions and requirements designated by the Church's Senior Pastor:

a. By Letter. A letter of transfer may be received from another Christian church.

b. By Baptism. If not previously baptized by immersion, admission upon profession of faith shall be followed by Baptism by immersion administered by this church, except as stated above.

c. By Experience. A believer of worthy character who has been a member of another Baptist church, but who is unable for an acceptable reason to secure a letter from that church or a believer who has been a member of another evangelical denomination may be admitted to membership in this church upon a

statement of experience, baptism by immersion and evidence that his or her views of faith and principle are in substantial accord with those of this church.

d. By Restoration. Persons who have been excluded or suspended from membership may have his or her membership restored upon recommendation by the Ministry of Directors and the Church's Senior Pastor.

Section 3 - Dismissals from Membership

Members may be dismissed from the Church by any of the following methods upon recommendation of the Ministry of Directors:

a. By Death

b. By Letter: Any member in good standing may be granted a Letter of Dismissal and Recommendation to any other Baptist church by submitting a request in writing with the name of the church to which the letter is to be addressed. Membership in this church shall cease when the requested statement is issued.

c. By Expulsion: Any member who becomes an offense to this church and its good name by reason of criminal, immoral, or non-Christian conduct may be dismissed from membership upon recommendation of the Ministry of Directors and approval of the Church's Senior Pastor, but only after such member has been given due notice of the pending action, has had an opportunity to be heard by the Ministry of Directors, and after sincere and diligent efforts have been made by the Ministry of Directors to resolve all issues. A spirit of Christian kindness and forbearance shall pervade all such proceedings. The scripture, Matthew 18:15-17, will be used as a guide to the resolution of such conditions.

Section 4. Watch Care Membership

Any person whose permanent residence and church membership is in another community, but who has taken up temporary residence in the local area, upon request, for the duration of that temporary residence, may become a watch care member of this church.

A watch care member may participate in all of the functions of the Church, and contribute to the financial support of the church, but may not vote in business meetings of the Church or serve as an officer of or on Ministries of the Church.

ARTICLE II - THE SENIOR PASTOR AND STAFF

Section 1. General Duties of the Senior Pastor

The Senior Pastor shall preach the gospel, administer the ordinances, watch over the membership, and shall serve as the spiritual, executive, and administrative leader of the Church, having responsibility for the vision, development, organization, coordination, administration, implementation, and review of the total ministry of the Church. The Senior Pastor shall be responsible for hiring, terminating, and setting compensation for budgeted employees of the Church other than himself or herself. He or she shall have such other rights, duties, and powers as are authorized by the Ministry of Directors from time to time. He or she shall be an ex officio member of all Ministries and ad hoc organizations of the Church, privileged to attend meetings and participate in deliberations, but without voting rights.

Section 1a. Natural Disasters, Hurricanes, Tornadoes, Pandemics, Plagues, Earthquakes, Floods, Wars, Other Known And Unknown Catastrophes And Occurrences

In the case of natural disasters, hurricanes, tornadoes, pandemics, plagues, earthquakes, floods, wars, terrorism, and/or known and unknown occurrences and catastrophes, the Senior Pastor or Executive Pastor or Pastor's designee, in the absence of the Pastor, shall promptly call an emergency meeting with the Chairs of the Ministry of Directors, Deacons and Disaster Relief Committee to develop and implement a viable plan of the operation of the Church and the continuation of its ministries. Said meeting shall be conducted in person, or by use of various communication and technologically accepted platforms or a hybrid thereof.

Section 2. Pastor Search Committee

In the event of a vacancy in the Senior Pastorate, the Ministry of Directors shall appoint a Search Committee. The committee shall consist of (9) nine active members, representing so far as is practicable, the true diversity of the church, and two alternates selected from the membership.

It shall be the duty of this committee to seek out and investigate the qualifications of possible candidates, to submit to the Ministry of Directors for its approval the salary to be paid and the terms and conditions of employment to be discussed with qualified candidates, and to select and recommend to the Ministry Of Directors the candidate to whom a call should be extended. The committee shall present to the Directors as a candidate only three candidates to be considered for the position of Senior Pastor. The committee shall provide an opportunity for the Ministry of Leaders and the candidate to meet and discuss mutual concerns before a vote of the Ministry of Leaders is taken. A call shall be extended upon a majority vote of the Ministry of Directors, Ministry of Leaders, and the church membership. After approval by the Ministry of Directors and the Ministry of Leaders, a vote shall be held for the membership. In the event a candidate so selected and recommended fails or declines to accept such call, the committee shall proceed to select another candidate or candidates until the vacancy is filled.

Section 3. The Call of a Senior Pastor

The recommendation of the Search Committee, Minister of Directors, and the Ministry of Leaders shall be presented to the Church membership at a Special Meeting called by the Ministry of Directors for that purpose in accordance with the Rules of Procedure. The Ministry of Directors shall then coordinate the procedures and determine the appropriate time and place for the total church membership to vote on the candidates chosen by using official voting machines and equipment. Subsequent to the conclusion of the voting process, the call to the elected candidate shall be issued in the name of the Church by the Ministry of Director Chairperson and shall include a statement of the conditions of employment including, initial salary to be paid, vacation period, nature of retirement, and other insurance premiums to be paid by the Church, automobile use allowance, moving and housing arrangements, convention attendance conditions and any other pertinent conditions of employment. When a call is accepted, the conditions stated therein shall be binding upon both the Senior Pastor and the Church until changed by action of the Church. The Senior Pastor shall be called for an indefinite period of time, subject to termination as hereinafter provided.

Section 4. Termination of Senior Pastorate

The Senior Pastorate shall be terminated automatically upon the death of the Senior Pastor or by the action of the Ministry of Directors upon resignation or dismissal.

Resignation:

In the case of resignation, sixty days' notice on the part of the Pastor will be required unless a different

period is mutually agreed upon between the Senior Pastor and the Ministry of Directors.

Dismissal:

The Ministry of Directors shall determine the effective date of dismissal. Only the Ministry of Directors may initiate the dismissal procedure. The dismissal procedure may be initiated if it is approved by the majority of the Ministry of Directors Members present at a special meeting of the Directors called for that purpose. The dismissal procedure shall proceed to the Ministry of Leaders at a Special Meeting of the Ministry of Leaders called in accordance with the provisions in the Rules of Procedure for that purpose. The dismissal procedure shall proceed to the active members of the Church. The Ministry of Directors shall provide to the membership the reason for dismissal. The final vote for dismissal shall come by a majority vote of the Ministry of Directors.

Section 5. Staff

The Senior Pastor shall have authority to employ, discontinue, or combine Church budgeted staff positions as the business of the Church may require, and to determine the compensation and conditions and duties of employment relating to such staff positions. The creation of new staff positions shall be subject to ratification by the Ministry of Directors.

All paid staff (employees paid under the Church's Federal SSI tax ID) shall report administratively to the Senior Pastor or the Senior Pastor's designee.

Except as otherwise provided by law, the Articles of Incorporation, or these Bylaws, the budgeted staff of the Church shall have authority to transact such business as shall be necessary for the administration and operation of the Church. All Church budgeted expenditures taken by the Staff shall be reported to the Ministry of Directors at its next meeting but need not be ratified unless required by these Bylaws, Rules of

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Procedure or by law . In no event shall a budgeted staff member have, without ratification from the Ministry of Directors, the authority to:

- adopt, amend or repeal the Articles of Incorporation of Bylaws of the Church;
- approve the annual budget, annual audit or financial review;
- set the salary of the Senior Pastor;
- approve any expenditure, lease or contract, with the exception of employee contracts for budgeted positions, in excess of 10% of budgeted line items, or \$25,000, whichever is the lesser amount;
 - approve the sale, purchase, or lease of any real estate; vehicles, or personal property
- approve filing any claim of legal action;
- approve any contract or mortgage which places a lien on Church property; or
- authorize the dissolution, merger or consolidation of this Church.

While serving in a staff position, a member shall not be eligible to serve as an officer of the Church nor as a member of the Ministry of Directors and Ministry of Leaders.

ARTICLE III - THE OFFICERS

Section 1. General

All officers of the Church, with the exception of the Treasurer, Chairperson of the Finance Committee, and Clerk, shall be ratified at the Annual Meeting to serve for (2) two years or until their respective successors

shall have been appointed and qualified and shall be eligible for re-appointment in consecutive years according to the terms of these Bylaws.

The officers of the Church shall be:

- a. Chairman of the Ministry of Deacons
- b. Chairwoman of the Ministry of Deaconess
- c. Chairperson of the Ministry of Directors
- d. Chairperson of the Ministry of Leaders
- e. Director of the Church School Ministry
- f. Treasurer
- g. Chairperson of the Finance Committee
- h. Clerk

No individual may simultaneously hold more than one of the offices listed above.

ARTICLE IV - THE MINISTRIES

Section 1. General

The government of the affairs of the Church shall be vested in the following Ministries exercised and limited in accordance with the provisions of these Bylaws:

Ministry leaders shall be elected by their members and approved by the Senior Pastor. Whenever fixed terms are required by these Bylaws, the terms of the original members of each Ministry shall be fixed so that a proportionate number of the terms will expire each year. At each subsequent Annual Meeting, a proportionate number of the members of each Ministry shall be ratified for the full terms as hereinafter provided. When necessary, each Ministry shall

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appoint such persons or officers it may need at a meeting called for such purpose no more than ninety (90) days and no later than thirty (30) days before the next Annual Meeting of the Church. The Senior Pastor shall appoint such persons he or she may need no more than ninety (90) days and no later than thirty (30) days before the next Annual Meeting of the Church.

Each Ministry shall have full authority to carry out the duties with which it is charged. Job descriptions and committee duties shall be found in the Rules of Procedure. Unless otherwise provided herein, no member, whose term or consecutive term has expired, may be re-appointed to a Ministry until at least one year shall have elapsed after the expiration of his or her previous term of such office, unless such previous term shall have been the un-expired term of a former member.

Section 2. The Ministry of Directors

The Ministry of Directors shall normally consist of nine (9) persons, who shall include the following:

1. Chairman of the Ministry of Deacons
2. Chairwoman of the Ministry of Deaconess
3. Chairperson of the Ministry of Leaders
4. Director of the Church School Ministry
5. Treasurer
6. Chairperson of the Finance Committee

7. Clerk

8. Two (2) active members appointed by the Senior Pastor of the Church

The members appointed by the Senior Pastor of the Church will serve a term of two (2) years, but shall serve no more than two (2) consecutive terms and must be ratified by the active members of the Church at the Annual Church Meeting. No later than thirty days (30) before the Annual Church Meeting, the Directors shall compile and present to the Church for ratification a list of the names and representative position of each individual member who will serve on the Ministry of Directors for the calendar year. If a vacancy should occur by death, resignation, or removal, a successor Director shall be appointed, for the unexpired term at the next Annual Meeting or at a Special Meeting called by the Ministry of Directors for that purpose. Directors appointed to fill un-expired terms must be ratified by the Senior Pastor and the Ministry of Directors.

The Ministry of Directors shall have general responsibility for all the temporal affairs of the Church.
Accountability: To the Congregation

Powers: The Ministry of Directors shall be deemed to be the “Board of Directors” of the Church for the purposes of Florida Law governing a “Corporation not for profit.” Actions or Church budgeted expenditures taken by the Ministry of Directors shall be reported to the Ministry of Leaders at its next meeting but need not be ratified unless required by these Bylaws, Rules of Procedure or by law. The Ministry of Directors shall have the authority to:

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- adopt, amend or repeal the Articles of Incorporation, the Constitution or Bylaws of the Church;
- approve the annual budget, annual audit or financial review;
- set the salary of the Senior Pastor;
- approve any expenditure, lease or contract, with the exception of employee contracts or compensation for budgeted positions, in excess of 10% of budgeted line items, or \$25,000, whichever is the lesser amount;
- approve the sale, purchase, or lease of any real estate; contents; vehicles
- approve filing any claim of legal action
- approve any contract or mortgage which places a lien on Church property; or
- authorize the dissolution, merger or consolidation of this Church.

Its duties shall include, but not be limited to the following:

- To implement long-range plans for the Church under the direction of the Senior Pastor and/or the Senior Pastor’s designee(s) and coordinate the activities of the Church Ministries, and Committees.
- To appoint and direct the following committees:
 - Finance Committee
 - Senior Pastor Compensation Committee
 - (See Rules of Procedure for Committee job descriptions)
- To prepare and submit a report of its activities to the Quarterly and Annual Meetings.
- To assure that the Finance Committee audits financial reports of the Church by June 15th of each year and provides a report at the September Quarterly Meeting.

Unless otherwise provided in these Bylaws, all matters, recommendations, or proposals shall be presented by the Ministry of Directors to the Ministry of Leaders.

The Ministry of Directors shall meet monthly or as needed on a date and at a time to be fixed by the Ministry of Directors, and at any other time on the call of the Senior Pastor or its Chairperson. The Church Clerk or an Assistant Church Clerk shall act as secretary of the Ministry of Directors. Unless otherwise provided by these Bylaws, five (5) members shall constitute a quorum.

The Chairperson of the Ministry of Directors shall be appointed for a term of two years by its members.

Committees of the Ministry of Directors: The Ministry of Directors may appoint two or more persons from among its own number to serve as special and standing committees, such as the Ministry of Directors may determine are necessary, which shall have such powers and duties as shall from time to time be prescribed by the Ministry of Directors. Individuals who are not Ministry of Directors members may also be allowed to serve on such committees so long as current Ministry of Directors members at all times compose at least 25% of each committee. All members of such committees shall serve at the discretion of the Ministry of Directors. The Ministry of Directors shall establish rules governing its committees, or in the absence thereof, by the committee itself. Unless otherwise provided in these Bylaws, all actions by any Ministry of Directors Committee shall be reported to the Ministry of Directors for ratification at the meeting next succeeding such action. The delegation of authority to any committee shall not operate to relieve the Ministry of Directors or any member of the Ministry of Directors from any responsibility imposed by law.

Section 3. The Ministry of Leaders

There shall be a Ministry of Leaders consisting of the Officers of the Church, all members of the Ministries of Directors, Deacons, Deaconesses, Trustees, and the Chairpersons of Ministries. No later than thirty days (30) before the Annual Church Meeting, the Ministry of Leaders shall compile a list of the names and representative positions of each individual member who will serve on the Ministry of Leaders for the calendar year. If a vacancy should occur by death, resignation, or removal, a successor Council member shall be appointed, for the unexpired term at the next annual meeting called by the appointing Ministry for that purpose.

Accountability: To the Congregation

The Ministry of Leaders shall conduct a Quarterly Informational Meeting and other meetings as determined by the Ministry of Directors, the Senior Pastor, or his designee. The Church Clerk or an assistant shall act as secretary of the Ministry of Leaders. Unless otherwise provided by these Bylaws, the majority present of the Ministry of Leaders members shall constitute a quorum.

The members of the Ministry of Leaders shall submit names for Chairperson to the Ministry of Directors to be vetted. The Ministry of Leaders members shall then elect the Chairperson.

The Chairperson of the Ministry of Leaders shall serve for a term of one (1) year.

Committees of the Ministry of Leaders: The Ministry of Leaders may appoint two or more persons from among its own number to serve as special committees, such as the Ministry of Leaders may determine are necessary, which shall have such powers and duties as shall from time to time be prescribed by the Ministry of Leaders. The Ministry of Leaders shall establish rules governing its committees, or in the absence thereof, by the committee itself. Unless otherwise provided in these Bylaws, all actions by any Ministry of Leaders

Committee shall be reported to the Ministry of Leaders for ratification at the meeting next succeeding such action.

Section 4. The Ministry of Deacons

Deacons shall provide support and assistance to the Senior Pastor and staff by ministering to the needs of the members of the Church, thereby allowing the Pastor to devote himself to the study and proclamation of the Scriptures. Deacons shall make themselves available to the Senior Pastor as he or she deems necessary. Deacons are to be zealous to guard the unity of the spirit within the Church in the bonds of peace. They are to be concerned for the spirituality and physical needs of the members of the Church and shall support the programs and activities of the Church. Deacons shall be men who are members of the Church and shall be

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appointed by the Senior Pastor. Deacons may be dismissed from serving as a Deacon upon recommendation to the Ministry of Directors by the Senior Pastor and by majority vote of the Ministry of Directors.

The Chairperson of the Ministry of Deacons shall be recommended by the Senior Pastor and then voted on by the Ministry of Deacons for a term of two (2) years. Consecutive terms shall be limited to two (2).

Accountability: To the Congregation

The *duties and responsibilities* of the Ministry of Deacons shall be as follows:

- To have general responsibility for the spiritual welfare of its members in cooperation with the Pastor.
- To consider all requests for dismissal from membership in the Church and to make recommendations thereon to the Church.
- To annually review with the Senior Pastor the Church's spiritual progress and the response of the membership to the Ministry of Deacon's leadership. If such progress and response are not found to be adequate, it shall be the joint responsibility of the Senior Pastor and the Ministry of Deacons to seek through counsel and prayer and through cooperative effort the most effective means for increasing the effectiveness of the mission of the Church.
- In cooperation with the Senior Pastor, to plan and carry out a program of visitation and of care for the needy, sick, and distressed members of the Church, and other programs of the church.
- To have responsibility and control of a special fund to be known as the Indigent Care Fund, the same to be derived from budget allocations as recommended by the Ministry of Deacons and approved by the Ministry of Directors and ratified by the Church.
- To assist the Senior Pastor in administering the Ordinances of Communion and Baptism.
- To meet regularly at a time selected by the Ministry of Deacons, and at other times on call of the Chairperson. Majority of the members present of the Ministry of Deacons shall constitute a quorum.
- To prepare and submit a report of its activities to the quarterly and annual meetings of the Church.

Section 5. The Ministry of Deaconess

Deaconesses shall provide support and assistance to the Deacons, Senior Pastor, and staff by ministering to the needs of the members of the Church. Deaconesses shall make themselves available to the members of the Church, as they may deem necessary, particularly focusing on (but not limited to) the women of the Church. Deaconesses are to be zealous to guard the unity of the spirit within the Church in the bonds of peace. They are to be concerned for the spirituality and physical needs of the members of the Church and shall support the programs and activities of the Church. Deaconesses shall be active women members of the Church who are willing to serve and whom the Senior Pastor approves for service. Deaconesses may be

dismissed from serving as a Deaconess upon recommendation to the Ministry of Directors by the Senior Pastor and by the majority vote of the Ministry of Directors.

The Chairperson of the Ministry of Deaconess shall be recommended by the Senior Pastor and then voted on by the Ministry of Deaconess for a term of two (2) years. Consecutive terms shall be limited to two (2).

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Consecutive terms shall be limited to two (2).

Accountability: To the Congregation

The *duties and responsibilities* of the Ministry of Deaconess shall be as follows:

- To have general responsibility for the spiritual welfare of its members in cooperation with the Senior Pastor.
- To review with the Senior Pastor annually the spiritual progress of the Church and the response of the membership to the Deaconess' leadership. If such progress and response are not found to be adequate, it shall be the joint responsibility of the Senior Pastor and the Ministry of Deaconess to seek through counsel and prayer and through cooperative effort the most effective means for increasing the effectiveness of the mission of the Church.
- In cooperation with the Deacons and Senior Pastor, to plan and carry out a program of visitation and of care for the needy, sick, and distressed members of the Church, and other programs of the church.
- To assist the Deacons and Senior Pastor in administering the Ordinances of Communion and Baptism.
- To meet regularly at a time selected by the Ministry of Deaconess, and at other times on call of the Chairwoman. A majority of the members present shall constitute a quorum.
- To prepare and submit a report of its activities to the quarterly and annual meetings of the Church.

Section 6. The Ministry of Trustees

The Ministry of Trustees shall consist of five (5) persons, who shall include the following:

1. Chairman of the Ministry of Deacons
2. Chairwoman of the Deaconess Ministry
3. Chairperson of the Ministry of Leaders
4. Treasurer
5. One at large member appointed by the Ministry of Directors.

The Chairperson of the Ministry of Trustees shall be the Chairman of the Ministry of Deacons.

Accountability: To the Congregation

The *duties and responsibilities* of the Ministry of Trustees shall be as follows:

- To hold in trust title to and custody of all real property and tangible personal property belonging to the Church in accordance with the laws of the State of Florida; and to take all necessary measures for the protection, management, care, upkeep, repair, and replacement of all real and personal property belonging to the Church, including, but not limited to, land, buildings, parking lots, apartments, leaseholds, furniture, and furnishings, as directed by the Church.
- To determine, regulate, permit, or deny the use of the properties of the Church for all extra and secular purposes if such use is likely to result in damage to the land, buildings, parking lots, apartments, leaseholds, furniture, or furnishings or if such use is considered to be hazardous to the safety of persons, animals, or environment and to subject the Church, its members, or the Trustees to legal liability for

personal injury or property damage.

- To act as fiscal agent of the Church to receive, administer, and use as authorized by the Church and in accordance to any binding provisions, devices, bequests, legacies, trust funds, and gifts that may be created, established, or given by wills, testamentary trusts, lifetime trusts, endowments, or similar instruments in favor of the Church. If for any reason the Trustees shall have any question with respect to accepting and receiving any devise, bequest, legacy, or trust fund, they shall first submit the matter with their recommendations to the Ministry of Directors.
- To have the power to lease, sell, transfer, mortgage, or otherwise dispose of or encumber the property of the Church, real or personal, only as authorized, directed, and approved by the Ministry of Directors and voted upon by the Church at a business meeting of the Church called for that purpose, after 30 days' notice and by affirmative vote of the majority of the active adult members of the Church. Except under exigent circumstances. Before any such conveyance of real estate or instrument creating a lien thereon shall be made, the Trustees shall cause such notice to be given as the laws of the State of Florida may require.
- To perform other duties as may be imposed upon it by the Church and as may be prescribed by the laws of the State of Florida.
- To prepare and submit a report of its activities to the Quarterly and Annual Meetings of the Church.
- To appoint, approve, and recommend the Board of Members for each nonprofit and not-for-profit entity of the New Mount Olive Baptist Church
- Meet as needed to fulfill its duties and responsibilities.
- The majority of members present of the Ministry of Trustees shall constitute a quorum.

Section 7. Ad Hoc Committees

Ad Hoc Committees shall be selected from the membership by the Ministry of Directors and approved by the Senior Pastor.

ARTICLE V - MINISTRIES OF THE CHURCH

Section 1. All organized groups of adults and young people shall constitute the Ministries of the Church. They shall be under the guidance of the Executive Pastor and the Ministry Coordinator and shall function within the general policies and organization of the Church.

Section 2. The Constitution, Bylaws, rules, and regulations of a Ministry shall not be in conflict with the Constitution, Bylaws, and Rules of Procedure of the Church, and shall require the approval of the Executive Pastor.

Section 3. Each Ministry shall elect its own officers and hold meetings at such times as will not conflict with the devotional or business meetings of the Church.

Section 4. No Ministry of the Church shall enter into any contract for state or federal resources without first obtaining approval of the Executive Pastor.

ARTICLE VI – BIBLICAL CRITERIA FOR CHURCH LEADERS

The Church continuously affirms that all persons who serve as Church leaders, which includes, but is not limited to, the Senior Pastor and Staff, Church Officers, Ministry Members, Committee Members, and Ministry

Leaders shall meet the following Biblical Criteria for service:

1. Must be saved (John 3:3; 2 Corinthians 5:17)
2. Must fulfill the requirements found in Acts 6:1-8 and I Timothy 3:8-13
3. Must be able and willing to serve (Romans 12:11)
4. Must be loyal to the Pastor (I Thessalonians 5:12-13)

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5. Must be supportive of the Church's ministry (Matthew 25:32-46)
6. Must fulfill the requirements of Christian Growth and Orientation (2 Timothy 2:15; Acts 17:10-11)
7. Must be a steward of time, talent, and treasures (Malachi 3:8-10; Luke 21:1-4; John 3:10)
8. May be selected by the Church and approved by the Pastor. (Acts 6:3-4)
9. Must worship regularly (Psalm 122; Hebrews 10:25)
10. Must share the Christian faith (Acts 1:8; 8:1-4)
11. Must be a student of the Bible (Acts 6:9; 7:60)
12. Must set a moral example to the glory of God (Matthew 5:16; Colossians 3:1-10)
13. Must have a sensitivity to the power of prayer (Luke 18:1; 11:1-4; 6:12-16)
14. Must have a Christ-Centered personality (Philippians 2:5; Proverbs 18:24; 1 Corinthians 13; Galatians 2:20; Galatians 5:15; 22-23)

ARTICLE VII - AMENDMENTS TO THE BYLAWS

All proposed amendments to these Bylaws must first be submitted to the Ministry of Directors for consideration. Only the Ministry of Directors may submit proposed Bylaws amendments to the Church. Upon approval of a majority of all members of the Ministry of Directors, the Ministry of Directors may submit a Bylaws amendment to the Church for a vote. These Bylaws may be amended by a majority affirmative vote of the members of the Church present and voting at a meeting duly called for such purpose, provided a copy of such proposal has been submitted to the Church no less than thirty (30) days prior to voting at a church Business Meeting, in accordance with the Rules of Procedure.

RULES OF PROCEDURE

ARTICLE I - THE CHURCH YEAR

The fiscal year of the Church shall begin on the first day of January and end on the thirty-first day of December of the same year.

ARTICLE II - MEETINGS OF THE CHURCH

- A. Worship** – At least one (1) public service of worship will be conducted, in person or virtual, each week of the year, barring any unforeseen or extenuating circumstances.
- B. Church School** - The Church School includes gatherings of all Christian educational opportunities sponsored by the Church, its boards, or ministries.
- C. Mid-week Service** - A service of prayer, Bible study, or other Christian learning experience for the uplift of members and friends of the Church may be conducted by the Pastor or other leaders designated by the Pastor. In the absence of a Pastor, the Ministry of Directors may designate.
- D. Special Observances** - The Church may observe special observances as deemed part of the Christian calendar and other historic Christian events, patriotic or musical events, and events honoring members of

the Church.

E. Cooperative Events - The Church shall from time-to-time act as host to such groups with which it cooperates or has membership, and to such other groups as approved by the Church's staff and/or the Ministry of Directors.

F. Business Meetings

- 1. The Annual Meeting** - The Annual Meeting of the Church shall be held on the first Wednesday of December of each year. The principal purpose of this meeting shall be to ratify officers, ministries, and committees as required by the Bylaws; to act upon any proposed amendment to the Constitution, Bylaws, or Rules of Procedure according to the requirements of each; or new or old business as recommended by the Ministry of Directors; to receive reports; and to transact any other business that may properly come before the meeting as may be permitted or required by the Constitution, Bylaws, or Rules of Procedure.
- 2. Quarterly Business Meetings** - The Quarterly Business Meeting shall customarily be held on the day and hour to be set by the Ministry of Leaders Chair. The time and day of the meeting shall be given by announcement from the pulpit on the Sunday preceding any meeting date or any change in the date of the Quarterly Business Meeting shall be given by announcement from the pulpit on the Sunday preceding any meeting date affected by such change. Matters that may come before and be acted upon at the Quarterly Business Meetings are:
 - a. Any business that may properly come before the meeting as permitted or required by the Constitution, Bylaws, or Rules of Procedure;
 - b. Other matters of interest or concern to the Church.
- 3. Special Business Meetings** – A Ministry's Special Business Meeting shall be called at any time upon the request of the Pastor or the Chairperson of that Ministry. The call for a Special Business Meeting shall clearly state the matter or matters to be acted upon and the date, hour, and location of the meeting. Unrelated matters will not be entertained or voted upon. The call for a Special Business Meeting may be issued via e-mail or any other acceptable forms of communication (i.e. phone call or text message) by the Church's Ministry Coordinator or Ministry Leader to each Ministry's member, at least ten days prior to the date of such meeting, provided, however, that upon the authorization of the Ministry of Directors, in matters requiring prompt action (emergency situations), a notice by e-mail, phone call, or text message three days in advance of the meeting shall constitute sufficient notice.

Special Business Meetings may be called for the purpose of acting on any matters requiring a vote of the Ministry of Directors, the Ministry of Leaders, or the Church membership. Among such matters, but not by way of limitation, are:

- a. Revision of the Annual Budget;
- b. The call or dismissal of the Pastor;
- c. Removal of Officers, Ministry, or Committee members;
- d. Filling vacancies of Officers, Ministry Members, and appointed Committee Members;
- e. Authorization of the Ministry of Trustees to take action with respect to property of the Church, as provided in the Bylaws;
- f. Amending of the Constitution, Bylaws, or Rules of Procedure, in keeping with their respective requirements.

- 4. Quorum** - A majority of the active members present, eighteen years and older, shall be allowed to vote. Active members of the Church over eighteen years of age and older shall be required to transact business at the Annual Meeting, or at any meeting duly called to amend this Constitution. At special meetings, involving special topics relating to adolescents, active members thirteen to seventeen years of age are not in any way restricted in their voting privileges (except as to matters described in the Bylaws), but may not be counted in determining the existence of a quorum.
- 5. Rules of Order** - The most current edition of Robert's Rules of Order shall govern all business meetings of the Church, where such Rules are not in conflict with the Constitution, Bylaws, or Rules of Procedure of this church.
- 6. Standing Rules** - These are rules or guidelines that can be affected by a simple majority vote at any regularly scheduled or Special Business Meeting. They are recorded in and/or listed in the records of the Clerk. The rules reflect the way things are done in the organization to facilitate its work. They will not replace or conflict with the Constitution, Bylaws, or Rules of Procedure.
- G. Voting** - Voting on any motion may be by voice vote, raised hand, or standing vote at the option of the person presiding over any Ministry of Leaders' meeting or Business Meeting of the Church, except that upon motion of any member, supported by a majority of the members present, the vote shall be by secret ballot.

Unless otherwise required, a simple majority of members present voting shall be sufficient for any action at a meeting, except that an affirmative vote of three-fourths of the active voting members present shall be required to call a Pastor.

An affirmative vote of two-thirds (2/3) of the active voting members present shall be required to:

- a. Dismiss a member by expulsion. (Members voting on this type of motion are required to be eighteen years of age or older.)
- b. Dismiss the Senior Pastor. (Members voting on this type of motion are required to be eighteen years of age or older.)

*Absentee voting is not permitted.

H. Interpretation

The Ministry of Directors shall have the responsibility to decide any and all questions with respect to the interpretation of any part of the Constitution, Bylaws, Rules of Procedure, or Standing Rules.

When there exists a pending legal or proprietary emergency or a matter presenting exigent circumstances presenting a discernable imminent threat or danger to the Church, church members and/or the Church's assets including real or personal property or interests, the Senior Pastor or his designee shall call an emergency meeting to address all issues with the following persons:

The MOD chairperson and Church's legal counsel.

Given the exigent circumstances, upon approval of the Senior Pastor, MOD Chairperson and the Church's legal counsel, appropriate legal action will be taken to protect, secure and maintain the property and/or interests. The safety of the Church members and protection of Church assets is paramount.

The decision and resultant legal action shall then be communicated to the full MOD at the next scheduled

meeting or at a special call meeting by the Senior Pastor.

I. Suggestions and Concerns

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Active members may submit suggestions for more efficient management of church affairs, or register serious concerns. Initially, such matters are to be presented in writing and signed by the member, on a form provided by the Ministry of Directors. The Ministry of Directors will respond appropriately in the following ways: 1) refer the matter to the appropriate church ministry; 2) if still unresolved then interview the member submitting the suggestion or grievance for better understanding.

ARTICLE III – OFFICERS; DUTIES AND RESPONSIBILITIES

Section 1. Chairperson of the Ministry of Deacons and Ministry of Ministry of Deaconess

Election: The Ministry of Deacons and the Ministry of Deaconess shall appoint from among its members a chairperson for a term of two (2) years. Consecutive terms for these chairpersons shall be limited to two (2). The Church at the Annual Meeting shall ratify these chairpersons. After a deacon or deaconess has served as a chairperson for two (2) consecutive terms, he/she shall not be eligible for Church ratification for a period of one (1) year after the expiration of the second term.

Principal Functions:

The chairperson shall ensure that the following are accomplished and that the administrative tasks of their respective ministries are completed:

1. To help develop and administer the spiritual and care ministries.
2. To be aware of the spiritual and emotional needs of the congregation.
3. To facilitate the comprehensive plan for worship, care, and outreach ministries.

Accountability: To the Congregation.

Responsibilities:

1. To work closely with the Senior Pastor and staff in developing plans and strategies for worship, care, and outreach ministries as well as helping to identify, recruit, and train leaders for the Ministry of Deacons and the Ministry of Deaconess.
2. To guide in developing policies and procedures to help ensure quality ministries.
3. To develop and oversee the Ministry's budget.
4. To interpret the Church's ministries to the congregation and the community.
5. To promote services and events related to its ministries.
6. To convene regular meetings, set agendas, and maintain written, recorded, or electronic records of meeting actions.
7. To serve as a member of the Ministry of Directors and the Ministry of Trustees.

Section 2. Chairperson of the Ministry of Directors

Election: The Ministry of Directors shall choose, every two years, a chairperson from among its members.

The Church at the Annual Meeting shall ratify the chairperson.

Principal Functions: The chairperson shall ensure that the administrative tasks of the Ministry of Directors are completed. (For a more detailed description see Article IV, Section 2 of the Bylaws of the New Mount

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Olive Baptist Church.)

The Chairperson shall conduct all church meetings, except that during his or her absence, voluntary disqualification, or inability to serve at any meeting, the Ministry of Directors Designee, Chairperson of the Ministry of Deacons, or the Deaconess Ministry may be elected in that order to serve pro tem. In the absence of all such chairpersons, the meeting shall be rescheduled for a period not exceeding thirty days.

Accountability: To the Congregation.

Responsibilities:

1. To act as the representative of the Ministry of Directors in any matters involving church property, including but not limited to, leasing, purchase, sale, mortgage, encumbrance, construction, repairing, and remodeling of any and all property under the advisement of the Ministry of Trustees.
2. To assure, through the chairpersons of respective committees, the proper and timely maintenance and upkeep of all church property and establishment of funds and memorials.
3. To ensure that proper insurance is obtained and maintained on all church properties.
4. To ensure that periodic inspections are performed on church property and that discrepancies are scheduled for correction.
5. To convene required ministry meetings and assure that written, recorded, or electronic records are maintained of proceedings.
6. To compile regular reports to the Ministry of Leaders and a year-end report to the Church at the Annual Meeting.

Section 3. Chairperson of the Ministry of Leaders

Election: The Ministry of Leaders shall choose a chairperson from among its members for a term of (1) year. The Church at the Annual Meeting shall ratify the chairperson.

The Chairperson shall conduct the meetings of the Ministry of Leaders, except that during his or her absence, voluntary disqualification, or inability to serve at any meeting, the Ministry of Directors, Chairperson of the Ministry of Deacons, or the Ministry of Deaconess may be elected in that order to serve pro tem. In the absence of all such chairpersons, the meeting shall be rescheduled for a period not exceeding thirty days.

Principal Functions:

1. To moderate the meetings of the Ministry of Leaders.

Accountability: To the Congregation.

Responsibilities:

1. To plan for, convene, and moderate meetings of the Ministry of Leaders and the congregation for the purpose of receiving information from the officers, ministries, and committees of the Church and to conduct other business.
2. To confer, if necessary, with the Chairperson of the Ministry of Directors, regarding various ministries concerning the most effective handling of the Ministry of Leaders' meeting.
3. To serve as a member of the Ministry of Directors and the Ministry of Trustees.

Section 4. Director of the Church School Ministries

The Church School Director shall be the executive head of the Church School ministries, responsible for their organization and functioning, subject to the policies and general direction of the Senior Pastor or the Senior Pastor's designee. The Church School Director shall be ratified at the Annual Meeting of the Church.

Principal Functions:

1. To accept general administrative and supervisory responsibility for the Church School ministries and other Church educational programs.
2. To relate the Christian educational ministries of the Church School to the total ministry of the Church.

Accountability: To the Senior Pastor or the Senior Pastor's designee and the Congregation.

Responsibilities:

1. To provide oversight to the Church School programs:
 - a. Assures that all classes have scheduled teachers, arranges for substitute teachers, and assists supply coordinator(s).
 - b. Supervises work of attendance worker, prepares quarterly student lists, prepares yearly master list.
 - c. Ensures marked, identifiable classroom locations; encourages their maintenance and cleanliness.
2. To help identify, recruit, orient, train, and support volunteer teachers and leaders.
3. To work with teachers and school leaders in selecting appropriate curriculum.
4. To coordinate quarterly teacher meetings.
5. To work with age-level superintendents or coordinators to provide appropriate classes and groups for all ages.
6. To work with chairpersons and age-level coordinators to ensure the promotion of Christian education throughout the congregation; aid in publicity for Christian education opportunities.
7. To coordinate educational opportunities, worship times, and other observances for the total Church School.
8. To serve as a member of the Ministry of Directors.

Section 5. Treasurer

The Ministry of Directors shall annually appoint the Treasurer from among the active (non-staff) members of the Church. The Treasurer shall be ratified at the Annual Meeting of the Church.

Principal Functions: As the chief financial officer of the Church, the treasurer safeguards the congregation's funds, disburses funds within budgetary guidelines, accounts for all receipts and disbursements according to fund designation, and gives financial guidance to officers and leaders of the Church.

Accountability: To the Congregation.

Responsibilities:

1. To ensure an adequate financial internal control system with detailed procedures in place that will safeguard the handling of all funds.
2. To coordinate with the bookkeeper and finance manager to ensure that all receipts are recorded properly, according to fund designation.
3. To write, secure signatures on, and disburse checks from each fund for which the treasurer has responsibility.
4. To ensure that all disbursements are proper according to budgetary limitations, are supported by detailed documentation, and are recorded in accounting records that are segmented by approved budget allocations.
5. To make all disbursements on a timely basis.
6. If financial issues occur, the treasurer will bring this immediately to the attention of the Ministry of Directors.
7. To track variances with the budget, both receipts and expenditures and ensure the ministry leaders and committee chairs are held accountable to their budget.
8. To prepare analyses that show receipt and expenditures over time, for use during budget preparation.
9. To make a formal monthly report of receipts and expenditures, and how they relate to the budget, to the Ministry of Directors.
10. To prepare less-detailed reports for the governing body and congregation.
11. To serve as a member of the Ministry of Directors and the Ministry of Trustees.

An assistant treasurer may be appointed by the Ministry of Directors from among active (non-staff) members of the Church.

Section 6. Chairperson of the Finance Committee

The Ministry of Directors shall annually appoint the Chairperson of the Finance Committee from among the active (non-staff) members of the Church. The Chairperson of the Finance Committee shall be ratified at the Annual Meeting of the Church.

Principal Functions: To receive the reporting of all monies designated to the Church.

Accountability: To the Ministry of Directors, Pastor or Pastor's Designee, Treasurer and the Congregation.

Responsibilities:

1. To ensure that detailed procedures are in place for counting all offerings, making bank deposits, recording member and friend gifts, and reporting receipts to the treasurer and individual giving members.
2. To organize and supervise the Count Team when determined to be feasible and appropriate; secures and trains the Count Team.
3. To ensure that a weekly report of receipts and that all accompanying documentation is retained (including copies of checks received).
4. To ensure that deposits of weekly receipts are made safely and as soon as possible.
5. To oversee the posting of member and contributor records of giving to ensure absolute accuracy and to make reports to members as required by the IRS.
6. To advise the Ministry of Directors and the Senior Pastor when there are significant giving changes.
7. To assist with the financial stewardship campaign by providing a giving history.
8. To coordinate with the treasurer, office clerical staff, etc., as required to ensure an accurate accounting of receipts.
9. To serve as a member of the Ministry of Directors.

Section 7. Church Clerk

The Ministry of Directors shall annually appoint the Church Clerk from among the active (non-staff) members of the Church. The Church Clerk shall be ratified at the Annual Meeting of the Church.

Principal Functions: To record the minutes of the meetings of the Ministry of Directors, the Ministry of Leaders, and the Annual Meetings, and provide copies of such meetings to the church staff.

Accountability: To the Ministry of Directors

Responsibilities:

1. To keep a permanent record of the transactions of all above-stated meetings of the Church.
2. To maintain a current record of members with name, address, classification, date, and manner of admission, dismissal, and suspension in conjunction with the church's staff.
3. To maintain a record of Baptisms in conjunction with the church's staff.
4. To notify officers, committee members, and delegates of their election or appointment in conjunction
5. Give notice of meetings, or cause such notices to be given, as required by the Bylaws and/or Rules of Procedure in conjunction with the church's staff.
6. Prepare and file communications and reports for record and for denominational purposes in conjunction with the church's staff.
7. To act as Secretary of the Ministry of Directors.
8. Pursuant to the appointment and ratification of any member to the Ministry of Directors, to cause a certified copy of the order of their appointment and ratification to be recorded promptly as required by the laws of the State of Florida in conjunction with the church's staff.
9. To perform other duties related to the office as may be required by the Church.
10. To serve as a member of the Ministry of Directors.

Assistant Church Clerks may be appointed by the Ministry of Directors from among active (staff or nonstaff) members to share the duties when recommended by the Ministry of Directors.

ARTICLE IV – COMMITTEES, DUTIES, AND RESPONSIBILITIES

Section 1. All existing committees of the Church shall continue to exist; they shall in no way replace a committee required by the Constitution, Bylaws, or Rules of Procedure, or they shall in no way conflict with the provisions of the Constitution, Bylaws, or Rules of Procedure.

Section 2. The Ministry of Directors shall establish the following committees:

2.1 Finance Committee. Responsibilities for this committee shall include; regular meetings to review church finances; preparation of the annual church budget, and review of the annual church audit. Minutes of each Finance Committee meeting shall be kept and shall be made available to church members upon request.

2.2 Senior Pastor Compensation Ad Hoc Committee. The Senior Pastor Compensation Ad Hoc Committee shall be composed of designated members appointed by the Ministry of Directors and shall have the full authority to review and establish the salary compensation of the Senior Pastor annually. The Ad Hoc Committee shall submit its salary compensation recommendation to the Ministry of Directors for approval.

ARTICLE V – FISCAL MATTERS

Section 1. Deposits. The Ministry of Directors shall select banks, trust companies, or other depositories in which all funds of the Church, be deposited to the credit of the Church.

Section 2. Checks. All checks or demands for money and notes of the Church shall be signed by such officer or officers or such other persons as the Ministry of Directors designate.

Section 3. Annual Audits. The Ministry of Directors, at the conclusion of each fiscal year shall contract an accounting firm to perform an audit of Church finances. Church members are excluded, if there is a conflict of interest, from consideration as auditors. The Ministry of Directors upon completion shall review the audit. Copies of the final audit report shall be made available to Church members upon request.

Section 4. Annual Budgets. The Ministry of Directors shall direct the Church staff, in conjunction with the Finance Committee to prepare an annual budget for the Church. The annual budget shall be presented to the Church membership solely for review and information at the Annual Church Business Meeting.

Section 5. Designated Contributions. The Church may accept any designated contribution, grant, bequest or devise provided it is consistent with the Church's (1) mission and spiritual priorities as determined from time to time by the Church, (2) budget process and fiscal restrictions, (3) full ownership and control of the funds or assets, and (4) tax-exempt purposes, as set forth in the Constitution. As so limited, donor-designated contributions will be accepted for special funds, purposes or uses, and such designations will be honored. The

Church shall reserve all right, title and interest in and to, and control of such contributions, as well as full discretion as to the ultimate expenditure or distribution thereof in connection with any special fund, purposes or use.

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Section 6. Endowments. The Ministry of Directors may establish on behalf of the Church any endowments for the general purposes or any special purpose of the Church.

ARTICLE VI - AMENDMENTS TO THE RULES OF PROCEDURE

These Rules of Procedure may be amended by a majority affirmative vote of the active membership present and voting at a duly called meeting, provided a copy of the proposed amendment has been approved by the Ministry of Directors and submitted to the Church, no less than ten (10) days prior to a vote, in accordance with the Rules of Procedure.

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APPENDIX

These Rules of Procedure, ratified by the Church on _____, supersede all previous Rules of Procedure of this church, and the same are hereby repealed.

This Constitution, ratified by the Church on _____, supersedes all previous Constitutions of this church, and the same are hereby repealed.