



Church Bylaws 2021

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ARTICLE I- Church Membership

Section 1. General

The Membership of this Church shall be composed of persons who have given evidence of regeneration by the Spirit of God by (1) profession of Faith, (2) baptized by immersion, (3) subscription to the constitution of the Church, and (4) by receiving into membership by the Church.

A member of Baptist Grove Church is a Christian who has joined Baptist Grove Church by means of one of the five methods listed in Section 2 and who continues to attend Baptist Grove Church regularly, thus allowing the Holy Spirit to help him/her operate and cultivate his/her spiritual gift(s). Members of Baptist Grove Church are expected to contribute financially to the church as God prospers them.

Section 2. Candidacy

Any person may offer himself or herself as a candidate for membership in this church at any regular church service, Bible Study or online service in the following ways:

- A. By profession of faith in Jesus Christ followed by Baptism by immersion,
- B. By promise of a letter of recommendation from another Baptist Church, acknowledging one's membership and said person is a baptized believer in good standing with such church,
- C. By Christian experience,
- D. By Restoration upon a statement of prior conversion experience and Baptism in a New Testament Church when no letter is obtainable, or
- E. By Watch Care.

Section 3. New Member Orientation

New Church members will be required to participate in the church's new member orientation plan.

Section 4. Privileges of Active Membership

Active members, 18 or older, of Baptist Grove Church shall be afforded all rights, privileges, and responsibilities of membership including participation in discussions, voting at church business meetings and holding office. All active members under the age of 18 shall be afforded all rights, privileges and responsibilities of membership except for the right to vote in the business of the church. All church members, without respect to age, shall have an equal opportunity to express opinions on business matters.

Every active member, age 18 or older, in good financial standing, present at the time of voting is entitled to vote in the business of this church. Voting privileges and percentages of those church members present and voting at duly called business meeting are as follows:

- A. Removal of Pastor-3/4 vote with prior notice;
- B. Ordination of Ministers-majority vote;
- C. Election of Deacons-majority vote;
- D. Election of Trustees-majority vote;
- E. Acquisition, sale and transfer of real property and any related indebtedness -2/3 vote;
- F. Amendment of the Constitution and Bylaws- 2/3 vote.

Section 5. Inactive Members

Inactive members are church members who demonstrate a lack of interest in the church through inadequate attendance, contribution or participation for twelve months. Inactive members shall not hold office, vote or attend business meetings. The Pastor, the Deacons' Ministry or church staff members shall attempt to contact each inactive member and seek to restore them to active fellowship. After 3 months, if no interest is shown, the individual may be removed from the membership rolls by the Pastor and Deacons' Ministry. Inactive members may be restored to active membership by approval of the Pastor and Deacons' Ministry.

Section 6. Termination of Membership

Membership shall be terminated in the following ways:

- A. Death of a member
- B. Dismissal to another New Testament Church
- C. Written request to terminate membership or
- D. Exclusion by action of this Church as outlined below in Section 7
- E. Removal due to inactivity as outlined in Section 5

Section 7. Discipline

It shall be a guiding principle of Baptist Grove Church to emphasize to the membership that every reasonable measure will be taken to assist any troubled member. The church shall look to the Pastor and the Deacons' Ministry for the discipline of its members. The Pastor, the Deacons' Ministry or other members of the church staff are available for spiritual counsel and guidance. Redemption, rather than punishment, should be the guideline which governs the attitude of one member toward another. Should some serious condition exist which may cause a member to become a liability to the general welfare of the church, every reasonable measure shall be taken by the Pastor and the Deacons' Ministry to resolve the problem in a spirit of love. However, finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a three fourths (3/4) vote of the members present at a meeting

called for this purpose, and the church may proceed to declare the offender to be no longer in the membership of the church. The vote of the church will be final.

Section 8. Restoration

Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him/her may request restoration of full membership privileges by a three fourths (3/4) vote of the church upon evidence of his/her repentance and reformation.

ARTICLE II- Church Meetings

Section 1. Worship

Worship services shall be held on Sunday and any other day as determined by the Pastor. The Lord's Supper (Holy Communion) shall be observed one Sunday each month and at other times as determined by the Pastor. Baptism shall be observed periodically as determined by the Pastor.

Section 2. Semi-Annual Business Meetings

Regular business meetings of the Church shall be held at least semi-annually. Notice of the time and place of the meeting shall be given from the pulpit at least two (2) weeks prior to the meeting and shall be posted using all appropriate forms of communication in the church. The Deacons' Ministry, the Trustee Ministry and all ministries should give reports as needed during the course of these business meetings.

Section 3. Special Called Business Meetings

Special called business meetings are any meetings not regularly scheduled and called for special purposes. These special called meetings may be called by either the Pastor or the Deacons' Ministry. Notice of the time and place of the meeting shall be given at least two (2) weeks prior to the meeting. In the event that either the Pastor or the Deacons' Ministry identify a need or a circumstance in which time is of the essence, then notice of the time and place of the meeting shall be given no less than three (3) business days prior to the proposed meeting date. The notice shall specifically state the nature of the matters to be discussed in the event that either the Pastor or the Deacons' Ministry determine that time is of the essence.

Section 4. Minutes

Minutes of the regular and special business meetings of the Church shall be recorded by the Church Clerk and kept in the Church records under the custody of the Church staff.

Section 5. Quorum

A quorum shall consist of three (3%) percent of active members present at regular or called business meetings except for a meeting for the call of a Pastor. Thirty percent (30%) of the membership, based upon purged rolls, shall constitute a quorum for a meeting for the call of a Pastor.

Section 6. Moderator and Parliamentary Procedure

The Chairperson of the Deacons' Ministry shall be the Moderator and preside over all Church meetings. If the Chairperson of the Deacons' Ministry is not available to preside over the meeting, then the Vice-Chairperson of the Deacons' Ministry shall preside. If neither the Chairperson nor the Vice-Chairperson of the Deacons' Ministry is available, then the Deacons' Ministry shall appoint a Moderator from within the Deacons' Ministry to preside over the business meeting. Robert's Rules of Order shall be the reference at all congregational and other meetings of parliamentary procedures not outlined in these Bylaws.

ARTICLE III- Church Officers

Section 1. Church Officers

Members of the Deacons' Ministry, Trustee Ministry, the Treasurer, the Church Clerk and the Assistant Church Clerk shall be designated as Church Officers. All Church officers must be members of the church and in good standing at the time of election. In addition, the Pastor will also be designated as an ex-officio member/ Church Officer.

Section 2. Pastor

The Pastor shall be responsible for the spiritual well-being of the Church, providing exceptional leadership to all members. The Pastor shall organize, lead and develop the strength of the Church, to operate for the greatest possible service to God.

The Pastor shall have general oversight of the ministry of the Church. The Pastor shall preach the gospel of Christ, administer Church ordinances, care for Church and Community members, work in conjunction with the Deacons' Ministry and oversee Church Staff.

The Pastor shall serve as an ex-officio member of all the Church's ministries, organizations, departments and committees, unless he/she delegates this role to another ministry member, staff member or Deacon. In instances where meetings convene to discuss the duties, authority and compensation of the Pastor, the Pastor shall be excused from attending.

The Pastor shall have the encouragement, prayers, financial support and assistance necessary from the congregation to carry out God's purposes for the Church. Likewise, the Pastor shall pray for, disciple and encourage the Church as God leads.

Section 2.1. Calling A Pastor

A Pastor shall be chosen and called by the Church whenever a vacancy occurs. No person shall be called as Pastor of the Church who is not an ordained Baptist Minister in good standing. His/Her election shall take place at a meeting called for that purpose, of which at least three (3) weeks public notice has been given.

The Deacons' Ministry shall be responsible for organizing the Church for the period when it is without a Pastor; shall secure guest Pastors or Speakers; and may even secure an interim Pastor to serve until a Pastor is elected.

A Pastoral Search Committee, consisting of seven (7) members, including three (3) Deacons with the balance representing a cross section of the Church, shall be elected by the Church to conduct a search for applicants for the position of Pastor. It shall be the responsibility of this committee to prepare a list of desired qualifications for the position of Pastor, provide guidelines for the screening of the applications for the position, seek out and accept applications for the position. The Search Committee shall provide a list of prospective candidates to the Deacon Ministry. The Deacons' Ministry shall screen the candidates and arrange for the final list of candidates to conduct Sunday worship service. The Deacons' Ministry shall bring to the Church one (1) candidate at a time for consideration. A special called business meeting shall take place for the purpose of voting on the candidate. The Deacons' Ministry shall schedule and preside over the meeting. A minimum two (2) weeks' notice shall be provided to the Church Membership regarding this meeting. The election shall be by secret ballot. An affirmative vote of three-fourths ($\frac{3}{4}$) of the Church Membership present and voting shall constitute a call. The Deacons' Ministry shall represent the Church in developing an agreement with the new Pastor. A signed original copy of the agreement shall be given to the new Pastor and a signed original copy of the agreement shall be applied in the official Church records. The new Pastor shall serve for an indefinite term until his/her resignation, death or removal. In the event of resignation or removal of the Pastor, a minimal 30-day notice will be required ahead of the resignation or removal.

Section 2.2. Compensation

The Deacons' Ministry shall have the responsibility to represent the Church in all matters related to the Pastor including the determination of a compensation package and responsibilities and evaluation performances. As representatives of the Church, the Deacons' Ministry shall provide, to the extent possible, an adequate salary and benefits package. Benefits may include, but are not limited to, housing allowance, health insurance, pension and vacation time.

Section 2.3. Discipline of The Pastor

Should any two (2) unrelated Church members have a grievance against the Pastor, they must present their grievance to the Deacons' Ministry. The Deacons' Ministry shall pray, investigate and act appropriately upon any improper, immoral or inappropriate findings. If the conduct of the Pastor is found to have been immoral or improper, the Deacons' Ministry shall decide by two thirds ($\frac{2}{3}$) vote of the Deacon Ministry, to seek counseling and discipline for the Pastor, up to and including termination. In the event termination is recommended by the Deacon Ministry, the Church membership shall vote by secret ballot and a vote of three quarters ($\frac{3}{4}$) of the Church membership present and voting shall be required to uphold the recommendation of the Deacon Ministry for termination of the Pastor.

It is the responsibility of the Deacons' Ministry to call and preside over a special meeting for voting on the termination of the Pastor. The Deacons' Ministry must provide the Church membership with a minimal three (3) weeks 'notice of such a meeting.

The Deacons' Ministry should seek resignation from the Pastor before taking any issues to the congregation regarding the dismissal of the Pastor. They should look for peaceful resolutions and actions that do not belittle the character of the Pastor.

Section 2.4. Assistant Ministers, Church Staff, and Associate Ministers

Ministers working under the general supervision of the Pastor are responsible for assisting in leading the church to function as a New Testament Church. They must meet the same scriptural requirements as the Pastor.

- A.** Assistant Ministers are paid employees of the church in a ministerial role. Assistant ministers shall be appointed by the Pastor, with the advice and consent of the Deacons' Ministry. As paid employees, the evaluation criteria, compensation, and related personnel functions of Assistant Ministers shall be controlled by the Pastor and Deacons' Ministry, or their designee, as with other church employees.
- B.** Church staff are paid employees of the church in a clerical, administrative or operational role and are responsible for assisting in leading the church to function as a New Testament Church. They must be baptized, growing Christians. Church staff are appointed by the Pastor, with the advice and consent of the Deacons' Ministry. As paid employees, the evaluation criteria, compensation, and related personnel

functions of Church staff shall be controlled by the Pastor and Deacons' Ministry, or their designee, as with other church employees.

- C. Associate Ministers are licensed or ordained ministers who are non-employee (stipend or volunteer) ministers who regularly attend the church, participate in ministries and/or groups, and are regularly available to perform such duties as teaching, preaching, visitation, counseling, etc., and who by mutual consent agree to regularly perform these duties. After a period of observation, Associate Minister candidates shall be recommended by the Pastor to the Deacons. Upon the approval of the Deacons' Ministry, qualified candidates shall be presented to the congregation at a regular worship service. Duty assignment and periods of performance are at the discretion of the Pastor.

Section 3. Deacons

Deacons are a group of men and women of honest report, full of the Holy Spirit, and wisdom, who hold one of the two scriptural offices of the church. The Deacons' Ministry shall provide general oversight for all activities, events, finances, building, property and other needs at Baptist Grove Church. This ministry shall be watchful regarding any spiritual, physical, material, financial, property or general need at Baptist Grove Church, and move to take action to correct or alleviate the situation.

As Deacons were first appointed to serve tables (Acts 6:2-4), the BGC Deacons' Ministry shall follow the scriptural example of serving three tables: 1) The Table of the Poor; 2) The Table of the Lord; 3) The Table of the Pastor

Section 3.1. Meetings

The Deacons' Ministry shall meet on a regular basis to carry out their duties and responsibilities. During all meetings, the secretary shall maintain a record of the minutes of the meeting. The minutes upon approval shall be submitted to the Church Administrator. The Deacon Chairperson or Deacon Designee shall make a report to the Church membership during regularly scheduled meetings.

Section 3.2. Number and Election of Deacons

The number of Deacons shall be determined by the Pastor and Deacons' Ministry as the Ministry needs dictate. No two members of one immediate, same household, family shall serve as Deacon at the same time except there is none other qualified. Candidates for Deacon shall be recommended by the Church Membership and Deacons' Ministry for approval by the Pastor. Upon approval, qualified candidates shall be presented to the Church Membership during a called business meeting. The vote shall be taken publicly, adhering to Robert's Rules of Order, and the candidate elected to serve by a majority vote of the Church Members present and voting.

In the event that more than one candidate is presented to the congregation, the congregation shall vote publicly, adhering to Robert's Rules of Order, on the group as it is composed in its entirety. The candidates elected will go through an extensive training program by the Pastor and Deacons' Ministry. Upon successful completion of the training program, the Deacon-Elect shall receive a formal ordination.

Deacons uniting with Baptist Grove by letter and Certificate of Ordination shall be observed for a period of one year or less, after which they may be considered as a candidate for election to the Deacons' Ministry at Baptist Grove. Upon approval, qualified candidates shall be presented to the Church Membership during a called business meeting. The vote shall be taken publicly, adhering to Robert's Rules of Order, and the candidate elected to serve by a majority vote of the Church Members present and voting.

The Deacons' Ministry shall elect a Chair, Vice-Chair and Secretary from members of the Ministry and determine their terms in office.

Section 3.3. Resignation or Removal

A Deacon may resign at any time by delivering a letter of intent to resign to the Chair of the Deacons' Ministry. The resignation becomes effective upon acceptance by the Deacon Chairperson.

A Deacon may be removed from office upon evidence of a decline in scriptural or spiritual qualifications as outlined in 1 Timothy 3:8-13. The Deacon shall be removed by three-fourths (¾) vote of the Deacons' Ministry.

Section 3.4. Deacon Emeritus

Any Deacon who has served for ten (10) years or more (with a minimum of five (5) of those ten (10) years at Baptist Grove) may, upon recommendation of the Pastor and the Deacons' Ministry, be presented to the Church Body to be awarded the status of "Deacon Emeritus". A "Deacon Emeritus" may continue to serve communion and support the Deacons' Ministry in an advisory capacity with no voting rights.

Section 4. Trustees

The Trustee Ministry shall represent the Church in matters of legal responsibility regarding purchase, improvement, maintenance, and disposition of church property. The Trustee Ministry shall sign all legal documents relating to the physical property of the Church. The Trustee Ministry shall meet at least once per month and it shall meet with the Deacons' Ministry at least once per quarter.

Section 4.1. Qualifications

Trustees must be active members of the Church. Additionally, Trustees must be spiritually qualified to serve as Trustee by being individuals of strong integrity and moral character. Any potential candidate for the Trustee Ministry shall exhibit some combination of a knowledge of property and asset management, a knowledge of legal matters and sound judgment.

Section 4.2. Election Process, Training and Term of Office

Except for extreme emergencies as defined by the Pastor and The Trustee Ministry Chair, the Trustee Chair shall announce the election process for new Trustees to the Church Membership at its regularly scheduled Business Meeting. The Trustee Ministry in consultation with the Pastor and Deacons' Ministry shall submit a list of nominees to the Deacons' Ministry. Prior to the next regularly scheduled business meeting, the candidates shall be approved by the Pastor and the Deacons' Ministry. Upon approval, qualified candidates shall be presented to the Church Membership as a group during a called business meeting. The vote shall be taken publicly, adhering to Robert's Rules of Order, and the candidates elected to serve by a majority vote of the Church Members present and voting. It shall be the responsibility of the Pastor, or his designee, and the Trustee Chair to ensure all new Trustees receive spiritual and procedural training.

The term for a Trustee shall be three years. The periods of service for the members of the Trustee Ministry shall be staggered in order to promote continuity within the Ministry. In the event that it is not possible to adequately train a new Trustee prior to the end of a term of a currently serving Trustee, the currently serving Trustee may continue to serve in a holdover capacity until such time as the Incoming Trustee is properly trained. The holdover Trustee shall serve at the discretion of the Chair of the Trustee Ministry.

Section 4.3. Resignation or Removal

A Trustee may resign at any time by delivering a letter of intent to resign to the Chair of the Trustee Ministry. The resignation becomes effective upon acceptance by the Trustee Chairperson.

A Trustee may be removed from office upon evidence of a decline in scriptural or spiritual character as outlined in 1 Timothy 3:8-13. The Trustee shall be removed by three-fourths ($\frac{3}{4}$) vote of the Trustee Ministry.

Section 4.4. Trustee Emeritus

Any Trustee who has served for ten (10) years or more including a minimum of five (5) years of service at Baptist Grove may, upon recommendation of the Pastor and Trustees, be presented to the Church Body to be awarded the status of "Trustee Emeritus." A "Trustee Emeritus" may continue to support the Trustee Ministry in an advisory capacity with no voting rights.

Section 5. The Treasurer

After consultation with the Deacons' Ministry, the Treasurer shall be elected annually by the Finance Committee at its December meeting. He/ She shall serve from January 1 to December 31, or until a successor is elected. The Treasurer shall serve as a member of the Finance Committee. The Treasurer shall provide oversight responsibility for all monies collected and distributed by the Church and shall make financial reports to the Finance Committee. The Treasurer, in collaboration with the Financial Administrator, Assistant Financial Administrator or designee, shall ensure that a financial report is made available for presentation at church business meetings and such other meetings wherein a financial report is deemed necessary. Proper records and books concerning incoming and outgoing funds shall be kept and such records and books shall be made available for auditing or inspection.

Section 6. Church Clerk

The church shall elect annually a Clerk as its clerical officer. The Clerk shall be responsible for keeping a record of all official actions of the church.

ARTICLE IV- Church Ministries and Committees

Section 1. Foundation and Purpose

The foundation and authority of Baptist Grove Church is the Lord Jesus Christ, and its code of guidance in all its affairs, is the Word of God. We seek to educate, equip, and empower all people to enter and share jointly into intentional, lasting and growing relationships with God through organized and purposeful ministries.

The purpose of Ministries at Baptist Grove Church shall be to strengthen congregational life for the church's mission, vision and core values.

Further, Baptist Grove Church Ministries shall be sensitive and relevant to the spiritual needs of church members, their families, and community. Therefore, BGC Ministries shall provide spiritual education, care, safety, compassion, support, services, and communal worship. All ministries shall serve as resources to the congregation for the nurturing of effective evangelism, education, worship, and loving deeds through focused missions.

Section 2. Organization of Ministries

BGC Ministries shall be structured and designed to encourage and empower spiritually gifted individuals who desire to serve, lead, participate, and develop ministry teams for specific tasks to accomplish the work and mission of the church.

Members of Baptist Grove Church shall have the liberty to participate in and organize themselves for ministries sanctioned by the Pastor and the Deacons' Ministry.

The Pastor and Deacons' Ministry may establish such other committees (Standing and Special) as needed to assist in the discharge of Church business or to further the mission of the Church.

Section 3. Dissolution of Ministries

Ministries at Baptist Grove Church may not dissolve themselves. The establishment and dissolving of ministries must be approved by the Pastor and the Deacons' Ministry.

Article V – Church Finances

Section 1. Financial Support of the Church

All funds needed for maintenance of Baptist Grove Church shall be provided by voluntary contributions, tithes, and offerings. Every member shall decide before God what he or she can cheerfully give to the support of the Lord's work at home and in the foreign field (Malachi 3:10, 1 Corinthians 16: 1-2; Romans 12:8).

All offerings shall be counted by Trustees following sound principles of financial management.

Section 2. Deposits

Deposits shall be made by Baptist Grove Church promptly in a local bank to an account established for Baptist Grove Church. All the funds of the Church shall be deposited in a timely manner to the credit of the Church in such banks, trust companies or other financial institutions as the Finance Committee may select.

The Finance Committee shall select banks, trust companies, or other depositories in which all funds of the Church, not otherwise employed, shall from time to time, be deposited to the credit of the Church.

Section 3. Checks

Any checks written on behalf of Baptist Grove Church must contain two signatures. The signatures must be from two of the following: The Chairperson of the Deacons' Ministry, the Vice-Chairperson of the Deacons' Ministry, the Chairperson of the Trustee Ministry or the Vice-Chairperson of the Trustee Ministry.

Financial records, without exception, shall be kept in the church office.

Section 4. Fiscal Year

The Church fiscal year shall be from January 1 to December 31 or shall be established for such period as may be adopted by the members of the Church from time to time.

Section 5. Finance Committee

The Finance Committee shall provide oversight for all financial matters of the Church. The Finance Committee shall be responsible for the preparation and the presentation of the annual operating and capital budgets to the Church at a regularly scheduled business meeting. This Committee shall be responsible for keeping both the Deacons' Ministry and the Trustee Ministry informed of all financial matters. Additionally, the Finance Committee shall provide, review and approve of all internal financial policies and procedures for the Church.

During the course of the fiscal year, the Finance Committee may, in its discretion, authorize an increase or decrease in expenditures of up to three percent (3%) of the current operating year's budget. For any expenditure adjustment over three percent (3%) of the current operating year's budget, the Finance Committee shall present its request to the Church Membership at a business meeting.

Section 5.1. Composition of the Finance Committee

The Finance Committee shall consist of the Pastor, the Chairperson of the Deacons' Ministry, the Vice-Chairperson of the Deacons' Ministry, the Chairperson of the Trustee Ministry, the Vice-Chairperson of the Trustee Ministry, the Church Treasurer, the Church Clerk, and at least one lay member of the Church. A quorum of the committee, necessary for the transaction of business, shall consist of four members. The Treasurer shall serve as the Chairperson of the Finance Committee. In the absence of the Chairperson, the Chairperson of the Trustee Ministry shall serve as Chairperson of the Finance Committee.

The Church Clerk shall serve as Secretary of the Finance Committee.

Section 6. Audit

Additionally, the Finance Committee shall conduct and arrange for an annual review or audit by an outside auditor.

Section 7. Accounting Procedures

All funds received for any, and all, purposes shall pass through the hands of the Financial Administrator or his/ her designee and be properly recorded within the records of the Church. A system of accounting for handling of all funds shall be the responsibility of the Finance Committee, in collaboration with Church staff.

- A. Financial Administrator:** The Financial Administrator and Assistant Financial Administrator shall not be Church officers and shall be under the direct supervision of the Pastor and the Finance Committee. Among the Financial Administrator's duties will be communicating with banks and other financial institutions on behalf of the Church and at the direction of the Finance Committee. Additionally, the Financial Administrator shall perform other financial duties as may be prescribed to assure the accurate collection, counting, recording, and reporting of all Church revenues and expenses.

The Financial Administrator, at the direction of the Finance Committee, shall ensure that all checks, drafts or orders for the payment of money issued on behalf of Baptist Grove Church have been reviewed and are within the appropriate budget amount, and that all such disbursements are charged to the appropriate account.

- B. Assistant Financial Administrator:** The Assistant Financial Administrator shall be under the oversight of the Financial Administrator and in the absence of the Financial Administrator shall carry out those prescribed duties.

VI-Church Operations

Section 1. Adoption and Amendments

These bylaws shall be considered adopted and in immediate effect if and when a majority of the members present at the business meeting at which the vote is taken shall vote in favor of the same. This vote shall be taken not less than thirty (30) days after presentation of the Bylaws to the church.

These bylaws may be amended, altered, or even repealed by a majority of the members present at any regular business meeting of the church, provided, however, that notice and proposal of such

amendment, alteration or repeal must be given in writing at the preceding regular business meeting of the church.

Section 2. Validate

The adoption by the church of this Constitution and Bylaws shall repeal all previously adopted rules in conflict herewith, provided, however, that no actions taken by the church prior to this date shall be invalidated by the adoption of this Constitution and Bylaws. A copy of this Constitution and Bylaws shall be kept at all times by the church clerk among his/her records and a second copy shall be kept in the church office. All amendments to, or revisions thereof, shall be prepared by the Clerk and attached to copies of the Constitution and Bylaws and made available to the church members generally upon request.

The Constitution and Bylaws shall be made available to all members of the church.