

Constitution

Article I. Name

This organization shall be known as the Fellowship Baptist Church of Riverside, California. This church held its first service July 22, 1951, was incorporated November 14, 1951, and was chartered as Magnolia Baptist Church of Riverside, California on February 10, 1952. Its name was changed to Fellowship Baptist Church on October 25, 1987.

Article II. Authority

The primary authority by which this church exists as an ecclesiastical body is God Himself as revealed in the Holy Scriptures, and we acknowledge no other authority in all matters of faith and practice.

The secondary authority is the laws of the State of California, under which the church was incorporated.

Article III. Polity

Under the headship of Christ, the government of this church is vested in its members and no external person or organization has authority over its faith and practice.

Article IV. Affiliation

This church shall cooperate with the Conservative Baptist Association of America (CBAmerica), Conservative Baptist Association of Southern California (CBASC), World Venture (formerly, Conservative Baptist International CBI) and Mission to the Americas (MTTA, formerly the Conservative Baptist Home Mission Society). This shall be so insofar and so long as these organizations shall remain true, in the judgment of our congregation, to the Statement of Faith and the Covenant.

Article V. Purpose

The purposes for which the corporation is organized is primarily to bring glory to God and are exclusively religious, charitable, and educational within the meaning of section 501 (C)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law. As an assembly of believers in Jesus Christ we will gather regularly to worship God; teach, equip and shepherd believers to full maturity; evangelize our community and world with the Gospel of Jesus Christ; and send forth others with our support and prayers to do likewise.

Article VI. Membership

Membership is open to all who have professed faith in Jesus Christ as their personal Savior, publicly evidenced this faith through believer's baptism by immersion, and expressed their intention to live according to the will of God as revealed in the Bible.

Article VII. Officers

The officers of this church shall be persons elected by the congregation including: The Pastor(s), members of the Board of Elders, Deacons, Deaconesses, Church Clerk, Church Treasurer, Assistant Church Treasurer, Church Financial Secretary, and Assistant Church Financial Secretary.

Article VIII. Meetings

Meetings for worship, prayer, praise, Bible study, fellowship, business and special purposes shall be held as set forth in the By-Laws. Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Article IX. By-laws

The By-laws are adopted, and established for the purpose of governance, planning, worship and service. In the event of a conflict, Articles of this Constitution take precedence over the By-laws.

Article X. Use of Property

Members of this church have no personal property rights and no personal interest in its assets at any time. The term of existence of this corporation shall be in perpetuity without a specific term of existence. The property of the corporation is irrevocably dedicated to religious or charitable purposes, and upon the liquidation, dissolution, or abandonment of the corporation, after providing for the debts and obligations thereof, will be distributed to the church's associational affiliate, the Conservative Baptist Association of Southern California to be used for the purpose of evangelistic church planting efforts. In the event that the CBSC is unable or unwilling to accept the assets, they will be distributed, as the existing membership directs, to exclusively religious or charitable organizations which are in keeping with the objective of the church, and whose purposes are within those specified in the Internal Revenue Code, section 501(c)(3). Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.

Article XI. Amendments

The Covenant, Articles of Faith, Preamble or Constitution may be amended by a three-fourths vote of an appropriate quorum at a called meeting of the members. The members must be given two months notice of such a meeting including details of the proposed changes. The two months notice must come by way of a regularly mailed or e-mailed newsletter as well as written announcements in the weekly worship service.

Any Article of the By-laws may be changed or amended by a two-thirds vote of an appropriate quorum at a called meeting of the members. Such a meeting must be announced at the worship services on the two immediate, consecutive Sundays.

Article XII. Resolution/Adoption

Be it resolved that this Constitution and By-Laws, adopted Sunday, January 28th, 2007, will serve as a complete repeal, revocation and cancellation of all previously existing Constitutions and By-Laws of Fellowship Baptist. Immediately upon approval, it will become the operating document of the church, with all adjustments phased into operation immediately.

By-laws

I. Membership

A. Eligibility for Membership

1. A person desiring membership must have a personal experience of salvation through faith in Jesus Christ.
2. A person desiring membership must be baptized by immersion following confession of Jesus Christ as Savior and Lord.
3. A person desiring membership must express a willingness to live a godly life in Christ Jesus and will embrace the views of faith and practice as held by this church. In addition, prospective members shall be instructed in the Covenant, Statement of Faith and the concept of stewardship (including time, talents and possessions).

B. Admission to Membership

1. The Elders will establish procedures which ensure that those who desire to unite with Fellowship Baptist Church are informed of our beliefs, practices and ministries. Prospective members will also be given opportunity to share their personal experience of faith in Christ and baptism, and ministry interests. The Elders will recommend potential members for approval by the membership at a business meeting. Approval of membership will be granted by a majority vote of the quorum of members at the meeting. Those received into membership will be officially welcomed into the congregation.
2. Individuals may be recommended for membership based upon confession of faith and baptism by immersion.

C. Termination of Membership

1. Move outside the area—Members known to have permanently moved outside the normal commuting area of the church may be removed from the membership roll after one year on the inactive list.
2. Personal request—A member may request in writing that his name be removed from the roll, in which case no letter will be issued.
3. Death—In such cases as death, the members name will be automatically dropped with no need of congregational action.
4. Inaction—When a member does not attend church services evidenced by the absence of support of the ministry as a contributor of record for six months, they automatically become inactive and forfeit the privileges of membership. The Elders will attempt to make contact with the individual by phone or through their address of record and may waive their inactive status at a subsequent Elders' meeting.
5. Discipline—Sadly, some believers are overtaken by sin (Gal. 6:1) and forsake their obedient life-style. Action to restore such members will be initiated by the Elders in accordance with a biblical process (Mt. 18:15-17; Gal. 6:1-5; 1 Tim. 5:19-20). When repentance is absent and/or there is refusal to make confession and enter a restoration process, the Elders may recommend termination of membership as prescribed in Mt. 18:15-20. The contemplated action shall have been announced at a regular service on two Sundays of consecutive weeks prior to the action.

Except in the case of death or inaction, the Elders will present action for changes in membership status to the congregation. A majority vote of the quorum of members affirms the action except in the case of discipline, which requires a two-thirds (2/3)

majority of quorum of members. A disciplined member will be advised in advance of the action, and the vote will be taken by secret ballot.

D. Responsibilities of Members

Each member is expected to seek continued growth in the grace and knowledge of the Lord Jesus Christ and the Bible; to be faithful and systematic in the generous investment of time, gifts, abilities, and resources; to preserve the unity of the Spirit within the congregation in both its doctrine and practice; and to submit voluntarily to the designated leaders of the church. If, after consultation with the Elders, any members are unable to harmonize with the beliefs and practices of Fellowship Baptist Church, they agree to quietly remove themselves and refrain from cultivating conflict and disruption.

E. Classifications of Members/Types of Membership

1. Active Members

Active members are members who actively support the church. This support is normally evidenced by attending, giving, and serving. In addition, active members should strive to live in accordance with the doctrinal standards of Holy Scripture and the church Covenant. At or before each Annual Meeting, the Board of Elders shall update the roll of active church members.

2. Inactive Members

Inactive members are any members who have been absent from the church for a period of six months without manifesting interest and making contribution. Such persons may be placed on the inactive roll by the Board of Elders. Persons carried on the inactive roll shall not be counted as active members and shall have no voting rights. Inactive members will be contacted as expeditiously as possible by the Board of Elders to determine their lack of interest in Fellowship Baptist Church. If after contact the inactive member desires not to covenant with Fellowship Baptist Church, then removal procedures stated above will apply.

II. Officers

A. General

1. All duly elected officers of the church shall be required to show their adherence to the Statement of Faith by signing it annually. All records and keys in the possession of an officer are the property of the church and shall be turned over to the Board of Elders as a permanent record of the close of their term of office. No officer shall spend non-budgeted funds of the church except as authorized by the Board of Elders or the church body.
2. All officers other than pastors will be elected by the church body at a specially called business meeting. Their term of office will begin on January 1, and they are eligible for re-election at the conclusion of that term. All resignations before the conclusion of a term shall be presented in writing to the Board of Elders.
3. Any officer other than a pastor who willfully neglects his or her duty or is found guilty of conduct which impairs his or her service may be removed from office by the following procedure: 1.) either two thirds of the Elders or a petition signed by 20% of the active, voting members will constitute a call for special business meeting with the recommendation for his removal, and 2.) at that meeting a simple majority of those voting can ratify the recommendation to remove him.

B. Pastoral Staff

1. Description

a. Senior Pastor

The Senior Pastor will be the leader, teaching elder, shepherd and guide of the church. He will perform all of the biblical duties of the pastoral office. He will be granted authority under God to provide leadership and direction to the church by precept, persuasion, and example. He will either be an ordained minister or a licensed minister moving towards ordination.

b. Associate Pastor

An Associate Pastor will be able to perform all of the biblical duties of the pastoral office. His authority is granted by God to provide leadership and direction to the church by precept, persuasion, and example, and is subordinate to that of the Senior Pastor. He will either be an ordained minister or a licensed minister moving towards ordination.

c. Assistant Pastor

An Assistant Pastor will be able to perform pastoral duties over a specific area of ministry. His authority over that area is granted by God to provide leadership and direction to the church by precept, persuasion, and example, and is subordinate to that of the Senior Pastor. He will possess sufficient training to serve effectively in his designated area of ministry.

2. Qualifications

A Pastor of this church shall have experienced Christ's saving work in his life (cf. Hebrew 13:7; 1 Timothy 3:6; Eph. 2:8-10). He shall accept the fundamental doctrines as expressed by the Articles of Faith (Titus 1:9; cf. Acts. 20:30f). He shall have a sense of God's calling to the pastoral ministry (cf. 1 Timothy 4:14). He shall be a man of prayer and study of the Word (Acts 6:4; Titus 1:9; cf. James 5:14-16; 1 Thessalonians 5:17; 2 Timothy 2:15). He shall have a high moral and spiritual character and godly example which have been recognized by those around him (1 Timothy 3:2-7; Titus 1:6ff). He shall possess demonstrated leadership abilities, yet be able to show pastoral care with genuine gentleness and humility (Titus 1:7; cf. Acts 20:28; 1 Timothy 3:4-f; 1 Peter 5:2f). He shall possess the gifts and talents necessary to perform his particular pastoral duties, especially an ability to teach (1 Timothy 3:2; 2 Timothy 2:24-26; cf. Ephesians 4:11-13). He shall possess the appropriate biblical training and other educational qualifications for his particular area of responsibility (cf. 1 Timothy 3:2, 7). He shall have zeal for evangelism and missions that extend world-wide (cf. 2 Timothy 4:2; cf. Matthew 28:19-20; Acts 1:8).

3. Selection

A vacancy in the office of Senior Pastor will initiate the appointment of a Pastoral Search Committee by the Elders. The Pastoral Search Committee will seek a qualified candidate, secure approval of the Elders, and then present the candidate to the congregation. A written recommendation will be followed by opportunities for the congregation to meet the candidate and his family. No vote will be taken for at least two weeks following the written recommendation. A minimum three-fourths (75%) majority of a voting quorum and voting by secret ballot is required to extend a call. The vote may be taken at a regular or special business meeting of the congregation. Notice of this meeting and its purpose shall be communicated to each

member and read from the pulpit on two successive Sundays immediately prior to the event. The Senior Pastor will serve as an Elder by virtue of his call. Any Pastor shall be called, or offered a position, prior to membership in the church, but he must meet the qualifications of members. The initial salary, allowances and vacation as well as any other considerations deemed advisable shall be determined by the church at the time of the call and submitted to the candidate in writing. These considerations may be changed by a vote of the church at any regular or special business meeting based on a recommendation from the Board of Elders.

4. Term

A Pastor serves for an indefinite period of time. His services may be terminated by either party with a minimum of 30 days written notice.

5. Duties

a. The Senior Pastor shall:

- 1.) preach the Gospel regularly, provide for the ordinances, have oversight of the church's teaching ministry and encourage the missionary program.
- 2.) tenderly watch over the church membership and its spiritual interests, and organize and develop its strength for the best possible service.
- 3.) represent the church in welcoming new members before the congregation.
- 4.) be an ex-officio member of the Board of Elders and may attend the meetings of all committees of the church and its auxiliary organizations.
- 5.) supervise the work of all pastoral staff. He may delegate authority over a particular field of service to an Associate or Assistant Pastor.
- 6.) supervise the work of all non-pastoral staff or, with the approval of the Board of Elders, appoint a person to exercise all or part of this supervision.
- 7.) perform such other duties as generally pertain to such a position.

b. An Associate Pastor shall:

- 1.) share in the entire pastoral ministry as directed by the Board of Elders.
- 2.) be able to fill the pulpit in the absence of the Senior Pastor.
- 3.) assist in the administration of the ordinances.
- 4.) help supervise the church's teaching ministry and encourage the missionary program.
- 5.) aid in the pastoral care of the church's membership and help organize and develop its strength for the best possible service.
- 6.) be an ex-officio member of the Board of Elders and may attend the meetings of all committees of the church and its auxiliary organizations.
- 7.) may supervise the work of non-pastoral staff.
- 8.) perform such other duties as directed by the Board of Elders.

c. An Assistant Pastor shall:

- 1.) oversee the particular area which has been assigned to him by the congregation, for example: Christian Education, Evangelism, Worship, Visitation, Youth, etc.
- 2.) perform these functions under the supervision of the Senior Pastor.
- 3.) perform such other functions as generally pertain to such a position.

6. Termination

The relationship between a Pastor and the church shall be continuous until dissolved by either giving thirty days written notice or less by mutual consent. In the event the

church initiates such action, the matter shall be presented to the church by the Board of Elders at a Special Business Meeting called for that purpose, due notice of which shall be sent to the membership. In the case of dismissal, the termination shall be immediate, with the Pastor receiving one month's salary as severance pay. The dismissal of a Pastor shall require a three-fourths vote of an appropriate voting quorum to make such an action valid. If there is question about the congregation's support of the Senior Pastor, upon approval of two-thirds of the Elders, or based upon a petition signed by at least 20% of active voting members, the Elders will request a vote of confidence from the membership. At least two weeks written notice of a congregational meeting for this purpose must be given. A simple majority of members present and voting will sustain the pastor. If the majority votes to remove the Pastor, notice of termination will be provided to him.

If the Elders confirm sinful behavior on the part of the Senior Pastor that is disqualifying according to 1 Timothy 3:1-8; 5:19-20, and Titus 1:5-9, they may act to immediately remove the Pastor from all privileges, responsibilities and duties, pending a vote of the membership to affirm their action. If he chooses, the Pastor will be given opportunity to address the charges before the vote is taken.

A Pastor who has been disabled to the point where he cannot adequately perform his duties will be maintained on full salary for a period of three months. After that he may be given a leave of absence without pay for a period of up to nine months. If there is no reasonable prospect of his return to full functioning at the end of that period, his employment shall be terminated.

C. Elders

1. Qualifications

Male members of the congregation who meet the character and leadership qualifications revealed in 1 Timothy 3:1-7 and Titus 1:5-9 and fully support the doctrine and practice of Fellowship Baptist Church are eligible to serve as Elders.

2. Term

Names for prospective Elders are collected by the Nominating Committee which will consider their qualifications. The Nominating Committee will contact those who are considered worthy to determine their willingness to serve and then submit their names for congregational approval. A minimum of three will serve at all times, but more may be elected as God provides. Approximately one third of their number will be up for election each year.

The term of office for an Elder will be three years.

3. Duties

The Elders will work with Senior Pastor and other pastoral staff to shepherd the spiritual affairs of the church and oversee its financial dealings. Together they will establish its mission and vision as well as develop necessary policy and ministries to implement them. Their spiritual duties will include prayer, Bible teaching, pastoral care, and counseling.

The Elders are the Board of Directors for the corporation, and the officers of the Board will also function as the officers of that corporation (Chairman - President; Vice-Chairman - Vice-President, and Secretary – Secretary).

D. Deacons

1. Qualifications

Male members of the congregation who meet the qualifications revealed in 1 Timothy 3:8-13 and fully support the doctrine and practice of Fellowship Baptist Church are eligible to serve as Deacons.

2. Term

Deacons will be elected by the church body. A minimum of three will serve at all times, but more may be elected as God provides. Approximately one half of their number will be up for election each year.

A Deacon shall be elected for a two-year term.

3. Duties: A Deacon shall:

- a. oversee the physical facilities of the church
- b. give attention to the practical aspects of ministry
- c. help support the ministry of the church
- d. oversee ushers

They will select their chairperson, pending approval of the Elders.

E. Deaconesses

1. Qualifications

Female members of the congregation who meet the character and leadership qualifications in 1 Timothy 3:11 are eligible to serve as Deaconesses.

2. Term

A minimum of three Deaconesses will serve at all times, but more may be elected as God provides. Approximately one half of their number will be up for election each year.

A Deaconess shall be elected for a two-year term.

3. Duties

Deaconesses shall be responsible, under the authority of the Elders, to provide ministry to the church and to assist the Elders in administrating the programs of the church as needed. They will select their chairperson, pending approval of the Elders.

F. Treasurer

1. Qualifications

The Treasurer of Fellowship Baptist Church will have, at least, a working knowledge of bookkeeping, and will know or be willing to learn the computer software that the church currently uses for budgetary and accounting purposes.

2. Term

The Treasurer shall be elected for a one-year term. He or she shall endeavor to serve his or her respective office until a successor is duly elected and orientated.

3. Duties: The Church Treasurer shall:

- a. make all disbursements by check for which authorizations have been approved in accordance with the By Laws.
- b. keep records required by law as well as records of all money spent.
- c. present a monthly report to the Board of Elders.
- d. present a quarterly report of all receipts and disbursements at the Church's Quarterly Business Meetings.

G. Assistant Treasurer

1. Qualifications

The Assistant Treasurer of Fellowship Baptist Church will have, at least, a working knowledge of bookkeeping, and will know or be willing to learn the computer software that the church currently uses for budgetary and accounting purposes.

2. Term & Selection

The Assistant Treasurer shall be elected for a one-year term. He or she shall endeavor to serve his or her respective office until a successor is duly elected and orientated.

3. Duties

- a. Assist the Treasurer.
- b. Fill in when the Treasurer is absent.
- c. Assume the office of Treasurer should that office become vacant.

H. Financial Secretary

1. Qualifications

The Financial Secretary of Fellowship Baptist Church will have, at least, a working knowledge of bookkeeping, and will know or be willing to learn the computer software that the church currently uses for tracking giving. Potential candidates for this position shall also be people of discretion.

2. Term

The Financial Secretary shall be elected for a one-year term. He or she shall endeavor to serve his or her respective office until a successor is duly elected and orientated.

3. Duties: The Church Financial Secretary shall:

- a. Receive, record and deposit church money in a bank designated by the Board of Elders.
- b. Keep a separate account of each contributor and furnish each with a statement of it at the end of year.
- c. Render to the Church Treasurer a regular report of all deposits.
- d. Present a written report of all church receipts at the church's Quarterly Business Meetings.

I. Assistant Financial Secretary

1. Qualifications

The Assistant Financial Secretary of Fellowship Baptist Church will have, at least, a working knowledge of bookkeeping, and will know or be willing to learn the computer software that the church currently uses for tracking giving.

2. Term

The Assistant Financial Secretary shall be elected for a one-year term. He or she shall endeavor to serve his or her respective office until a successor is duly elected and orientated.

3. Duties: The Assistant Financial Secretary shall:

- a. Assist the Church Financial Secretary.
- b. Fill in when the Church Financial Secretary is absent.
- c. Assume the office of Church Financial Secretary should that office become vacant.

J. Church Clerk

1. Qualifications

In addition to the general qualifications for officers listed above, the Church Clerk shall have the ability to take minutes at business meetings and produce them in printed form.

2. Term

The term is one year. At the conclusion of their term of office the Church Clerk shall endeavor to orient his or her duly elected successor.

3. Duties: The Church Clerk will:

- a. Keep a correct record of the proceedings of the church at all Business Meetings.
- b. Keep a complete list membership of the church with appropriate demographic information.
- c. Conduct the official correspondence of the church and preserve all documents, papers, and letters coming to the church during the term of office.
- d. Present a written report to the congregation at the church's Quarterly Business Meetings.

III. Groups

A. Nominating Committee

1. Qualifications

Because their task is to suggest the names of those to lead the church in the next year, the members of the Nominating Committee must be persons of understanding, maturity and discretion.

2. Composition/Selection

Members of all other leadership teams or ministry directors established by the Elders will be appointed and may be removed by the Elders, except the Nominating Committee. The Nominating Committee shall be made up of five members, composed as follows: the Senior Pastor, an Elder appointed by the Board, and three members of the church elected by the congregation at the October Quarterly Business Meeting. The selection and tenure of the elected members will follow the same procedures as that for commission chairpersons.

3. Duties

The specific task of the Nominating Committee is to prepare and present to the church a slate of qualified candidates for church officers described in section II.C-I above. This slate is to be submitted to the congregation two weeks before the specially called business Meeting following their election. This committee shall also nominate candidates for offices that become vacant during the year.

4. Term

The term of office for members of the Nominating Committee shall be one year.

B. Constitution Review Committee

1. Qualifications

Members of the Constitution Review Committee shall be active members of the church and shall possess sufficient organizational and administrative understanding to fit them for this task.

2. Composition/Selection

The Constitution Review Committee shall be composed of five members, and they shall elect one of their number as Chairman.

This committee shall be appointed by the Board of Elders every even-numbered year.

3. Duties

It shall be the responsibility of the Constitution Review Committee to review the Church Covenant, Constitution and By Laws and to study the propriety of making any changes in these documents. It shall suggest changes to the Board of Elders when they are deemed necessary.

4. Term

The term of office shall be two years.

C. Pastoral Search Committee

1. Composition/Selection

The Pastoral Search Committee shall be composed of five members, two of whom shall be Elders or Deacons. The other three shall be active members of the congregation and shall include at least one woman and should include one person aged 18-25, if possible. The members of this committee shall be elected by the congregation at a Special Business Meeting.

2. Duties. The Pastoral Search Committee shall:

- a. Seek a qualified candidate to fill a vacant Pastoral Staff position.
- b. Present only one candidate at a time for consideration by the church.
- c. The Pastoral Search Committee will also present a report of its progress to the congregation at least quarterly.

3. Term

The term of office shall expire when a new Pastoral Staff member has officially been received by the church.

IV. Other Employees

Salaried and hourly employees, except as otherwise provided in this document, will be employed and dismissed by the Elders, or those to whom they delegate the task.

V. Other

A. Procedural Matters

1. Church Moderator

a. Qualifications: The Church Moderator shall:

- a. Be an adult church member other than the Chairman of the Board of Elders or a Pastor.
- b. Possess an even disposition, equitability and fair-mindedness.
- c. Have an ability to lead discussion well.
- d. Have a knowledge of parliamentary procedure.
- e. Be well-established in the congregation, knowing its needs.

b. Duties: This person shall preside at all Business Meetings of the church body.

c. Manner of Selection: The Church Moderator shall be appointed by the Board of Elders.

d. Term of Office: The term of office for Moderator shall be one year.

2. Meetings

a. Church Services. The Church shall conduct the following services:

- 1.) A worship service on Sunday morning.
- 2.) Sunday School on Sunday morning.

- 3.) Times during the week for Bible study, prayer and fellowship.
- 4.) An observance of the Lord's Supper at least once each month.
- 5.) Any other services deemed necessary or useful by the Board of Elders.

b. Business Meetings

1.) Regular

The Regular Business Meetings are the Quarterly Business Meetings held in January, April, July, and October. The specific date and time of each meeting shall be determined by the Board of Elders, and this information shall be announced two weeks in advance in writing and in church services.

2.) Special

- a.) Special Business Meetings may be called at any time by the Senior Pastor or the Chairman of the Board of Elders provided that the announcement of the meeting and its purpose is made for two weeks from both the pulpit and in the bulletin. Matters of greater gravity may require a mailed notice to all the membership.
- b.) The Pastor or the Chairman of the Board of Elders shall call a Special Business whenever requested to do so by ten percent of the active adult membership of the church.
- c.) A meeting may be called at any regular service by the Pastor or the Board of Elders without a two week notice for the purpose of acting on the recommendation for the reception or dismissal (except disciplinary) of members.

3. Quorum

Thirty-five (35%) percent of the active adult membership (eighteen years or over) shall constitute a quorum for the transaction of business.

4. Voting

a. Eligibility

All active members except those under eighteen years of age are eligible to vote.

b. Voting Percentages

- 1.) A vote of three-fourths (3/4) of the members present shall be necessary for the following:
 - a.) The call or dismissal of any Pastoral Staff.
 - b.) The amending of the Covenant, Articles of Faith or Constitution.
- 2.) A vote of two-thirds (2/3) of the members present shall be necessary for the following:
 - a.) The election of an Elder or Deacon to their respective Boards.
 - b.) The discipline of church members.
 - c.) The amendment of these By-Laws.
 - d.) The expenditure of large sums of money.
 - e.) The transfer of property.
- 3.) A majority vote of the members present shall be necessary in all other matters of business.

5. Secret Ballot. The use of the secret ballot shall be mandatory:

- a. For all matters requiring more than a majority vote.
- b. For the election of officers.
- c. When a motion is passed requesting a secret ballot.

6. Elections

After the slate prepared by the Nominating Committee has been presented, nominations except for the office of Elder may be made from the floor, providing the nominee has consented to serve if elected and understands the job description of the particular office.

7. Rules of Order

It is understood that the Bible is our final authority and that the biblical principles of unity, cooperation, and doing all things to the glory of Jesus Christ are the guiding concern. If procedural assistance is required, and questions of order arise, these shall be settled by the customary rules governing deliberative bodies as given in *Robert's Rules of Order, Revised*.

8. Minutes & Agenda

Minutes of church business meetings and Elders' meetings are the official records of the corporation. The Church Clerk and Secretary of the Elders, respectively, will maintain these records, assisted by any clerical help appointed by the Elders. Minutes of meetings, balance sheets, and budget reports are open to the members upon request. All other records maintained by the Secretary, Clerk, and Treasurer are only available to the members with the permission of the Elders. Matters of a sensitive nature may be treated as confidential in the records.

Agendas for business or Elders' meetings may be requested for review prior to the meeting. Items not included on the agenda may be brought to the floor by the moderator or chairman at his or her discretion. The Elders will determine when issues on their agenda are only suitable for executive session. Executive sessions are open only to the Elders and any others they request to attend, and the minutes will be treated as confidential.

Regular records should be maintained by all Committees and ministries as appropriate. Copies should be forwarded to the Chairman of the Elders and Senior Pastor.

9. Annual Report

Following the close of each fiscal year the Elders will be responsible to direct the Treasurer to present an annual report to the congregation. This report will at least contain financial and membership status reports and a summary of the activities, accomplishments and/or future goals of the committees and ministries.

B. Financial Matters

1. Fiscal Year

The fiscal year of the church will be January 1 through December 31.

2. Annual Budget

Each December the Elders will recommend a budget for approval by the membership. Once approved, the budget is not a mandate to spend, but provides reasonable parameters for fulfilling the ministry in the coming year. The Elders are authorized and responsible to conduct the affairs of the church within that budget and see that delegated budget managers also do so. The Elders are also authorized to establish, manage, and disburse designated funds which will advance the ministry of the church. They may also take action outside the budget if emergency conditions exist where a

delay would likely cause material or irreparable loss, damage, or injury to people, property, or the welfare of the church, provided these expenses are reported to the congregation at the next regular business meeting. They may also make strategic expenditures beyond the budget if funds are available, but not to exceed three percent (3%) of the annual budget without prior congregational approval and provided the congregation is notified at the next regular business meeting.

3. Financial Reports

The fiscal reports of the church shall be rendered on a fiscal year beginning the first day of January and continuing through the last day of December. Following the close of each fiscal year the Elders will be responsible to present an annual report to the congregation. This report will at least contain financial and membership status reports and a summary of the activities, accomplishments and/or future goals of the commissions and ministries.

4. Financial Review

A review of the church financial records will be conducted annually, in accordance with acceptable practices and by qualified individuals. Appropriate professionals will be retained by the Elders, and at least every other year will be external to Fellowship Baptist. In January, the Board of Deacons shall either appoint two members of the church other than the Financial Secretary, the Treasurer and their assistants, or secure the services of an accountant to audit the books of the church and submit a report. An audit of these books shall also be made upon the change in the office of Church Treasurer during the fiscal year. The auditors shall work with the Treasurer and Financial Secretary to answer any questions or resolve any discrepancies. They shall submit a report to the Board of Elders within two months. The Board shall bring any unresolved discrepancies to the congregation at the next Quarterly Business Meeting.

5. Financial Policy

Funding for the local and world-wide ministry of Fellowship Baptist will be obtained through the voluntary gifts of the members and friends of the church. All fund-raisers are subject to approval by the Elders according to adopted policy. Funds for auxiliary or para-church ministries may not be solicited without approval of the Elders.

6. Gifts

Any gifts of money or other physical property given to the church or any of its ministries will become the property of the church and will be administered by the Elders or their designees. Designated gifts may only be given to funds established by the Elders, and will be used for the purposes designated within legal limits. If a gift is given under unacceptable conditions or for unapproved purposes, the church will seek an appropriate designation or attempt to return the gift to the donor.