

WARRENTON BIBLE FELLOWSHIP CONSTITUTION AND BY-LAWS

As of November 2009

CONSTITUTION

PREAMBLE

We, the members of Warrenton Bible Fellowship of Warrenton, Virginia, in order to carry out more efficiently the commission given by Jesus Christ to His Church, do ordain and establish the following Constitution to which we voluntarily submit ourselves.

ARTICLE I - NAME

The name of this congregation shall be Warrenton Bible Fellowship.

ARTICLE II – PURPOSE/VISION

MISSION:

To fulfill our part in Christ's great commission as described in Matt. 28:19-20 and Acts 1:8, witnessing to the lost as well as discipling, baptizing and teaching believers to obey His commands.

VISION:

To Equip the Body of Christ to do the work of the church through the balanced teaching of worship, the truth of God's word and service to each other and those in the community into which He has placed us. In short, to be a place to grow spiritually and a place to connect with others.

ARTICLE III - STATEMENT OF FAITH

(See separate Statement of Faith document)

ARTICLE IV - MEMBERSHIP

The membership of this church shall be composed of individuals who are believers in the Lord Jesus Christ as the Son of God and His atoning work for their salvation, and who, having accepted Him as their Savior and Lord, give evidence by their confession and their conduct that they are living in real fellowship with the Lord Jesus Christ.

ARTICLE V - OFFICERS

All officers of the church shall be appointed to the positions described in the by-laws in accordance with procedures and for the terms set forth therein. Elders, Pastors, and Deacons must also be affirmed by congregational vote in accordance with procedures described in the by-laws.

ARTICLE VI - PROPERTY

Section 1. This church shall have the power to receive, either by gift or by purchase, and to hold such real, personal, or mixed property as is authorized by the laws of the Commonwealth of Virginia, and as is deemed necessary for the business of the church, and shall have the power to dispose of such property by mortgage, deed or otherwise. All such property shall be held in the name of the church. The corporate Trustees shall have the power to receive, purchase, acquire, sell, lease, convey, mortgage, deed or otherwise transfer property of the church, but only after having been duly authorized by the church at a congregational business meeting. All contracts, notes, mortgages, conveyances, assignments, leases, releases and other documents and papers on behalf of the church shall be executed by the corporate Trustees.

Section 2.

Any member who has withdrawn or who has been excluded from the church loses all rights of the church. The private property of the individual members of this church shall be exempt from corporate debt.

Section 3.

If division occurs in the church, the name and all property rights are retained by those adhering to the Constitution. If the church ceases to function and its organization is dissolved, all property rights shall be assigned to the Eastern District Association of the Evangelical Free Church of America. The church shall be considered dissolved if so decided by the organization, or when the church has not had a year- end congregational business meeting for three years, or when less than six members remain. Under no circumstances may either the real or personal property of the church come into the possession of any individual person.

ARTICLE VII - AMENDMENTS

Amendments to this Constitution must be submitted in writing to the Board of Elders at least three months prior to the year- end congregational business meeting. At the year-end congregational business meeting or later specified meeting, proposed amendments unanimously approved by the Elders shall be acted upon and adopted if they receive the affirmation vote of 75% of the membership present.

BY-LAWS OF WARRENTON BIBLE FELLOWSHIP (WBF)

ARTICLE I - MEMBERSHIP

Section 1. Candidates

Candidates who wish to become members of this church shall be individuals who are professed believers in the Lord Jesus Christ as the Son of God and His atoning work for their salvation, and who, having accepted Him as their Savior and Lord, give evidence by their confession and their conduct that they are living in real fellowship with the Lord Jesus Christ.

A. Application

Perspective members will apply to the Board of Elders using the current Application for Membership form. For membership to be granted all Elders must be in unanimous agreement.

B. Qualification of Candidates

- All candidates will be required to attend the membership classes.
- Each candidate shall have attended WBF for at least six (6) months. Exceptions to this rule can only be made by the unanimous decision of the Board of Elders.
- Each candidate will submit an oral or written testimony to the Board of Elders.
- An Elder interview will take place with each candidate.
- Each candidate must subscribe to the Statement of Faith and the Constitution and by-laws of WBF. If a candidate cannot fully subscribe to each point of the Statement of Faith, he or she may submit in writing a description of their concern(s) along with their application for membership. The Elders, at their discretion, may waive this requirement for membership for that individual if they believe that the candidate has subscribed to all the essential elements of the Statement of Faith.

Section 2. Membership

A. Responsibilities

- Members shall consider it their responsibility and privilege to regularly attend services and serve in the church.
- Members are urged to pledge themselves to systematic contributions from their income for the support of the church.
- Toward the world and each other, members are expected to be an example in speech and conduct, in love, in faith, and in purity.

B. Privileges

- Members of Warrenton Bible Fellowship, who are 16 years of age or older may vote in the congregational business meetings of the church provided their names are on the eligible voting list approved by the Board of Elders.
- Members of Warrenton Bible Fellowship may expect the shepherding care of the Pastoral and Elder leadership and mutual support and acceptance of the Body of Christ at WBF.

Section 3. Pastors

Pastors, upon assuming a pastoral position on staff, will be considered to be members of this congregation, and will be released from membership upon leaving pastoral duties with this congregation unless otherwise desired by the Pastor.

Section 4. Discipline and Restoration

The goal of any church discipline, as with everything we do, is to glorify God. Church discipline accomplishes this by maintaining purity in the local church, by deterring sin and by making a way of restoration through the repentance of the offender. (1 Cor. 5:6, 1 Tim. 5:20 and Gal. 6:1)

If it is determined by the Board of Elders that any member (or non-member) is in violation of scripture by engaging in sinful and ungodly activities or who is causing division by teaching doctrine which is in error, that member shall be subject to church discipline up to and including immediate dismissal from membership according to Matt. 18:15-18. However, before such an individual is dismissed, there are three steps that should generally be followed:

1. Any member of this church who has knowledge of the erring individual's misconduct should go to this individual in private and seek to convince that brother or sister of their need for repentance so he or she might be restored.
2. If this is not successful, the member who has knowledge of the misconduct should go again to the erring individual along with one or two other individuals who can confirm that the misconduct has occurred or is continuing to occur. These witnesses shall also be able to confirm that the erring individual has been appropriately confronted and still refuses to repent
3. If the erring member continues to refuse to repent, the Board of Elders should be notified. The Board of Elders will then conduct a thorough investigation as mandated in Scripture (see Matt. 18:15-18 and 1 Tim. 5:19). If there is corroborating evidence that the sin has occurred or that the sin is continuing, that the member has been appropriately confronted and still refuses to repent then the Board of Elders will inform the church at a regularly scheduled worship service. The purpose of this notification is so that the congregation may call that erring member to repentance. (For non-members who refuse to repent, the Board of Elders will not publicly inform the congregation but will immediately dismiss this individual from fellowship of the congregation privately.)

If the Board of Elders subsequently determines that the disciplined member has demonstrated repentance, they will notify the congregation at another regularly scheduled worship service.

4. However, if the disciplined individual still does not choose to repent then the Elders will go to the fourth step of church discipline and publicly dismiss this individual from membership and fellowship of the congregation at a regularly scheduled worship service.
5. If the disciplined individual later demonstrates repentance and requests reinstatement before the Board of Elders, then the Elders, at their discretion, may restore this individual to all of the rights, duties, privileges and responsibilities of membership and will announce this publicly at a regularly scheduled worship service. Likewise, if the Board of Elders subsequently determines that the disciplined non-member has demonstrated repentance, and requests to be restored to fellowship, the Board of Elders will privately inform the non-member that he or she may be restored to fellowship with the congregation.

There is no specific time limit within which any of these steps must occur.

If the Board of Elders at their sole discretion, determines that it is in the best interest of the church, they may proceed directly to step three above (notifying the congregation at a regularly scheduled worship service so that they might call the erring member to repentance) or directly to step four (the dismissal from membership and fellowship) when one or more of the following have occurred:

- The member's transgression was against the entire church and both the transgression and the refusal to repent have been done publicly (1 Cor 5:1-5);
- When the member to be disciplined has first taught or otherwise disseminated doctrine that the Elders have determined to be false and then has chosen to ignore the direction and reproof of the Elders and has continued to teach or disseminate this false doctrine (Rom. 16:17).
- When the individual has twice ignored the warning of the Elders to cease from factious and divisive conduct (Tit. 3:10-11).

Both members and others who participate with the church agree that there shall be no appeal to any court due to any church discipline. This includes, but is not limited to the dismissal of a member or to statements that are made publicly to the congregation during the third and fourth state of church discipline.

At the discretion of the Board of Elders, any member or non-member may be notified that he or she is not to be present on church premises or participate in any church-sponsored activity for any time period that the Elders determine is necessary for the safety and well-being of others in the church. This may, but need not, be done as part of the church discipline process described above.

Section 5. Resignation from Membership

Only members who are in good standing may voluntarily resign from membership. Members who are in any step of church discipline described above or who are have been subject to any other disciplinary action waive the right to resign from membership until the church discipline process has been completed (see Section 4).

Section 6. Absence and Withdrawal

If any member of the church in good standing leaves the area or desires a letter of commendation for an evangelical church, the letter shall be written by a Pastor or an Elder upon request.

Church membership is automatically revoked when the Board of Elders determines that a member has moved out of the area or otherwise has stopped attending services for more than three months. A member, however, may submit a verbal or written request to the Board of Elders that their membership be temporarily extended because their absence is temporary (i.e. due to school, temporary job assignments, health issues, family responsibilities or at the Elders' discretion). Upon the approval of the Elders, their membership may be extended for up to one year. Members may submit additional requests if the temporary absence continues past one year. Individuals whose membership has been revoked may reapply for membership. The membership will be reinstated provided they still meet the qualifications in Section 1B and upon the approval of the elders.

ARTICLE II - ORGANIZATION

Section 1. Congregation

A congregational meeting shall be called by the Elders once per calendar year. Additional meetings may be called by the Board of Elders as the need arises or when twenty-five (25) members sign a written notice requesting the meeting.

Congregational meetings must be called to approve the annual budget (or to subsequently approve an amended budget that exceeds the already approved annual budget by more than 3%), to affirm Elders and Deacons, to approve the purchase, sale or rental of property or to call a Senior or Associate Pastor. Voting shall be by members as described in Article I who are 16 years old or older.

Notice of the meeting must be posted in the church bulletin or newsletter and announced during the Sunday morning services for at least two consecutive Sundays before the date of any such meeting. However, if the situation is urgent, this notice requirement may be met by attempting to notify all voting members personally, by E-Mail, or by phone.

- A quorum consisting of twenty-five percent (25%) of the members who are eligible to vote is necessary to conduct any congregational meeting. If, after announcements have been made of a congregational meeting for two consecutive Sundays and a quorum is not present at the congregational meeting, the announcement shall be made again for two consecutive Sundays for another congregational meeting. If then a quorum is not present at that meeting, decisions shall be made by unanimity of those Elders present. If the necessary quorum is present, decisions shall be by a 75% majority of those attending members voting.
- Voting by proxy or absentee voting is not permitted.

Section 2. Elders

A. Purpose

- Executive authority to administer, guide, protect and direct the church and its ministries is vested in the Board of Elders.
- The Elders are responsible for determining the church's official doctrinal positions.

B. Selection Procedure

- The Elders will select men as candidates for the office of Elder based on the qualifications for an Elder as listed in 1 Timothy 3 and Titus 1 along with the candidate's doctrinal beliefs and demonstrated pastoral and teaching abilities.

- Those men who are recommended will be asked to provide information about their qualifications and be prepared to come before the Elders with their wives (if married) for an interview
- The Elders will then make its recommendation to the congregation. This will be done both from the pulpit in both services and in the church bulletin.
- The congregation shall have a minimum of two weeks to provide input to the Board of Elders on its recommendation.
- At a congregational meeting, the candidates selected by the Elders will be voted on for affirmation.
- Within one month, the Elders will then confirm the congregational affirmation by a Service of Installation.
- The Senior and Associate Pastor(s) will be considered voting members of the Board of Elders.

C. Termination and Suspension Procedure

- No pastoral staff member serving on the Board of Elders shall have a vote in the issue of dismissing or disciplining another member of the pastoral staff.
- If, after prayerful consideration, the other members of the Board of Elders unanimously request the temporary suspension of an Elder, he shall immediately submit to the suspension. During the period of suspension, all duties associated with the position of Elder or Pastor will be suspended. (In the case of an Elder who is a pastoral staff member, continued pay during suspension shall be at the discretion of the Elders).
- If, after prayerful consideration, the other members of the Board of Elders unanimously request the resignation of an Elder, he shall immediately resign. If he fails or refuses to resign, his position is automatically terminated. Notification to the congregation will be made at the first Sunday service following such action.
- Any Elder who does not fulfill the qualifications or duties of his office, fails to attend three consecutive Board of Elders meetings without good reason or does not regularly attend the Sunday Services of the church shall, after notice and attempt to restore said member be asked by the Elders to resign from the Board of Elders and notification of such action shall be made at the first Sunday service following.

D. Term of Office

Once initially confirmed, Elders shall continue to serve unless removed by the other Elders for one of the reasons above or until 75% of the members voting at a congregational meeting request the Elder to resign.

An elder who is not facing termination or suspension may request to be relieved of his responsibilities on the Board of Elders temporarily. He will continue to be an elder and may resume his place on the board upon his request.

E. Authority and Responsibilities

- To ensure that the Purpose of Warrenton Bible Fellowship, as set forth in Article II of its Constitution, is being fulfilled.

- To pray for, provide spiritual oversight, pastoral care and counsel to the congregation.
- To ensure that the teaching presented to the congregation is biblically sound and accurate and to guard the congregation from false teachers, dangerous doctrines and other influences that could harm the flock that God has placed in their charge.
- To approve and maintain statements outlining major doctrinal and policy, minutes of Board of Elders meetings and other appropriate governance records.
- To annually review the job description, including duties and responsibilities of pastoral staff and their performance.
- To provide general supervision and assume final authority over all ministries of the church, the respective ministry teams and all staff.
- To continually encourage, support and pray for each ministry of the church, their respective ministry teams and the pastoral staff, both individually and collectively.
- To annually review and approve the goals, direction, organization and accomplishments of all programs and ministries of the church, including, but not limited to, the statements of purpose, operating procedures, bylaws, and budget prior to year end congregation business meeting.
- To set compensation package for the staff subject to congregational approval of the budget of the church.
- To recommend senior and associate pastoral candidates to the congregation.
- To hire other staff including other ministerial staff.
- To recommend termination of employment of the Senior Pastor to the congregation.
- To terminate employment of the Associate Pastor or any other member of the pastoral staff.
- To terminate employment of any non-pastoral staff member. Note: the Elders may delegate this responsibility to the Senior Pastor.
- To recommend to the congregation candidates to the Board of Deacons for affirmation.
- To request the suspension or dismissal of members of the Board of Deacons.
- To review and authorize the formation of any ministry teams, boards, committees or auxiliary organizations of the church and to approve their respective charters, bylaws, membership rosters and leadership.
- To act as overseer to the teams, boards, committees and organizations of the church and may, if necessary, overrule the decisions of any particular team or organization.
- To consider and decide all recommendations brought before it by the ministries of the church, teams, partnership ministries, auxiliary organizations, or individual members of the church.
- To present the annual budget to the congregation for affirmation.
- To oversee all expenditures of the church.

- To inform and submit to the congregation its recommendations for an amended budget that exceeds the already approved total annual budget by more than 3% or \$10,000 whichever is higher
- To authorize, approve and oversee procedures for the raising and collecting of funds.
- To appoint a financial committee to make budget recommendations, handle routine financial operations and make recommendations on financial matters to the Board of Elders.
- To oversee those assigned the responsibility for the purchase, use and maintenance of all property and assets of the church.
- To review and make recommendations to the congregation for the purchase and sale, mortgage and rental of the real property of the church.
- To present to the congregation a roster of candidates for election to serve on the Deacon Board.
- To oversee the production of an Annual Report for distribution to the congregation at the year-end congregational meeting.
- To choose, oversee, support, and pray for Partnership and Associate Ministries.
- To convene, arbitrate, and make final decisions regarding church discipline in accordance with Article I, Section 4.

F. Board of Elders Meetings

Board of Elders meetings shall meet at least once a month. Special meetings shall be called upon request of any two or more board members. A quorum of 75 percent of the Board of Elders must be present to make decisions. All decisions must be unanimous among the voting members of the Board of Elders present and eligible to vote. Each Board of Elders meeting should have an acting chairman (usually the Elder with most tenure) and an acting secretary.

All Elders must be informed of all Board of Elders meetings. This includes when the dismissal or discipline of an Elder is being considered. During such a meeting it is understood that an Elder being considered for discipline or dismissal may be excluded from the meeting but not the notification of such a meeting.

Section 3. Senior Pastor, Associate Pastor(s) and Ministerial Staff

A. Calling

When the need arises to call a man as Senior or Associate Pastor the intent to do so must be formalized as a motion put to congregational vote at a congregational business meeting. Passage of such a motion obliges the Board of Elders in a timely fashion to:

1. Define the particular qualities expected in a pastor for a specific position. This includes the candidate's training, experience, reputation, ministerial standing, doctrine, and required giftedness.
2. Produce a job description that covers goals, duties, tasks, and salary/compensation package.

3. Appoint a Pastoral Search Team. Such a team consists of five persons; three members of the Board of Elders and two other voting members of the church who are affirmed by the congregation at a congregational business meeting. The team will identify potential candidates, and after appropriate, careful investigation and personal interviews, one candidate will be invited to meet with the Board of Elders. Following their approval the candidate will be invited to minister the Word at a service of the church (this applies even in the case of non-preaching positions). Additionally, the candidate and his wife (if married) will be invited to meet with the congregation at an informal gathering or dinner for the occasion. The candidate the Board of Elders agrees upon then will be recommended to the church for a vote.

B. Ministerial Staff

When the Elders determine that there exists a need to hire additional intern pastors, church planting pastors or other ministerial staff, the Board of Elders must:

1. Define the particular knowledge, skills and abilities for a specific position. This includes the candidate's training, experience, reputation, ministerial standing, doctrine, and required giftedness.
2. Produce a job description that covers goals, duties, tasks, and salary/compensation package and length of term.
3. Identify potential candidates, and after appropriate, careful investigation and personal interviews, hire the ministerial staff member.

C. Pastoral and Ministerial Staff Term

Senior and Associate Pastors serve an indefinite term. Ministerial staff members may be appointed to serve for an unlimited or limited period of time as specified in their job description at the time of appointment.

D. Oversight

The daily supervision and training of the Associate Pastor(s), ministerial staff and non-ministerial staff is the responsibility of the Senior Pastor. The Senior Pastor, Associate Pastor(s) and ministerial staff are accountable to the Board of Elders in matters of pastoral ministry and department.

E. Termination of a Pastor's Ministry

The relation between a Senior Pastor, Associate Pastor(s) or ministerial staff member and the church may be dissolved at the option of either, by the giving of a three-month notice, or by mutual consent.

If a Senior Pastor or Associate Pastor should radically depart from the Word of God in his conduct or in doctrine as contained in the Statement of Faith of Warrenton Bible Fellowship as determined by the Board of Elders, the Elders shall admonish him in love. Should this not have the desired result, the Elders shall take the initiate procedures to terminate the offending Pastor's employment.

A Senior Pastor may be discharged from his term of office by the church subject to the following conditions:

- The Board of Elders' must recommend to the congregation that the Senior Pastor be discharged. This recommendation must include the reasons for the dismissal. A congregational meeting shall be called so the congregation may vote on the dismissal.

- After hearing the reasons for his recommended dismissal, a Senior Pastor shall be accorded the right of stating his position before the congregation at the duly called congregational meeting. He shall not be present at the time of voting.
- If the congregation then votes for dismissal, the Senior Pastor may be dismissed immediately, or he may be allowed to remain in the pulpit for an agreed time at the discretion of the Board of Elders.

Section 4. Board of Deacons

A. Qualifications

Candidates for Deacon must meet the spiritual qualifications for leadership as stated in Acts 6:3, 1 Timothy 3, and Titus 1. They must also be members of the church.

B. Appointment

The Board of Deacons will select candidates that meet with their approval and then present the names to the Board of Elders for review. The Elders will formulate a roster of candidates and present the candidates' names to the congregation during the morning service two weeks prior to a congregational meeting so that they may prayerfully consider them or bring up any objections to their appointment. At the congregational meeting the men will be introduced and a vote of affirmation will be conducted.

C. Board of Deacon Meetings

Board of Deacon meetings shall meet at least once a quarter or more often as determined by the Chairman of the Board of Deacons. Special meetings shall be called upon request of any two or more board members. All decisions must be unanimous among the deacons present and eligible to vote.

D. Term of Office

Once initially confirmed, a Deacon shall continue to serve unless removed by the Board of Elders (see Section 4F) or until he resigns.

E. Duties

The Board of Deacons shall recommend its own chairman, secretary and treasurer and submit those names to the Elders for approval. Each Deacon is to be responsible for a specific area of service in the church. He will also be responsible for enlisting and coordinating volunteers to help. These areas include such things as:

- Maintenance and care of the building, information technology, vehicles, etc.
- Maintenance and care of the grounds
- Purchase of equipment, supplies and other day-to-day needs of the church.
- Sunday morning activities such as security, offerings collection, greeters, sound system and/or audio-visual.

- Disbursement of the Benevolence Fund for internal needs and community social action under the oversight of the Elder over Finances
- Coordinate schedules and facilitate requirements for special functions, and the needs of various ministries including partnership ministries
- Assist the Board of Elders with planning for building and maintenance programs, equipment replacement, budgeting and financial planning, and special projects.
- Visitation as requested by the Pastoral Staff
- Oversee and coordinate outreach or administrative activities and other ministries of mercy as determined by the Board of Elders.

F. Discipline and Dismissal

- Every effort must be made to restore a Deacon ensnared in sin according to Article I, Section 4.
- The Chairman of the Board of Deacons must attempt to restore any Deacon who does not fulfill the qualifications or duties of his office, fails to attend three consecutive Board of Deacon meetings or functions without good reason, or does not regularly attend the Sunday Services of the Church. If these efforts are not successful, the Chairman of the Board of Deacons will make a recommendation to the Elder Board that they consider requesting the suspension or dismissal of the offending Deacon.
- If the Board of Elders requests the temporary suspension of a Deacon, he shall immediately submit to the suspension. During the period of suspension, all duties associated with the position of Deacon will be suspended.
- If the Board of Elders requests the resignation of a Deacon, he shall immediately resign. If he fails or refuses to resign, his position is automatically terminated. Notification to the congregation will be made at the first Sunday service following such action.

Section 5. Trustees

- There shall be at least three Trustees to serve in a fiduciary capacity for all church assets and to perform such duties as are prescribed by the Statutes of the Commonwealth of Virginia governing religious corporations and duties pertaining to trusteeship. Only Elders or deacons may serve as a Trustee. One of the three must be the church Treasurer. The Senior Pastor, Associate Pastor or other members of the ministerial team may not serve as Trustees.
- The Board of Elders will appoint Trustees and will notify the congregation of their appointment. Trustees will continue to serve in that capacity until they resign, the Board of Elders requests their resignation or the Congregation votes to ask for their resignation at a duly-called congregational meeting. Application shall be made to a court of competent jurisdiction for the judicial appointment of those Trustees to serve as juristic representatives of the congregation in financial and property concerns of the church.
- The Trustees shall have the authority to buy, sell, mortgage, lease, or transfer any real or personal property as authorized by congregational vote and may execute any legal documents required for that sale, mortgage, purchase, or rental of that real or personal

property. They have the authority to execute any legal documents required to hold in trust all savings, investments, or accounts where assets must be held in trust. Trustees also have the authority to sign, execute, or otherwise authenticate and all documents required by State or Federal law to be executed by Trustees on behalf of the church.

- The private property of the Trustees of this church shall be exempt from corporate debt.

Section 6. Officers

A. Chairman

The Elders shall appoint an Elder from their number to serve as Chairman of the Board of Elders. The Chairman shall not be a Pastor or other paid employee of the church. In addition to presiding at all meetings of the Board of Elders, the Chairman or his designee shall preside as Moderator at all business meetings of the congregation.

B. Secretary

The Elders shall appoint annually a secretary. The secretary must be a voting member of the church. The secretary shall keep the minutes of all congregational business meetings. The secretary shall also serve as clerk of the congregation and shall oversee the church roll of members and registration at congregational business meetings. The secretary shall be charged with the duty of giving proper notice to the Elders and the congregation of all congregational business meetings.

C. Elder over Finances

The Elders shall appoint an Elder to be responsible for the accounting of all moneys collected and disbursed by the church and each of its ministries and making regular financial reports to the other Elders for them to use to monitor and oversee all expenses. The Elder over Finances may serve as long as the Elders deems him competent and he desires to serve.

- The Elder over Finances shall ensure that the congregation receives a Financial Report at regularly scheduled congregational business meetings and that the congregation is informed periodically of the status of church finances and arrange audits as required by the Elders.
- The Elder over Finances will serve as the Treasurer. He may recommend to the Elders' approval others to serve as Assistant Treasurer, Bookkeeper, Finance Committee members and/or all other helpers he deems necessary. He will also assist the Elders in the selection of professional accounting or auditing services to insure the correct and timely payment of bills and salaries to staff, the maintenance of orderly and accurate records and reports of disbursements and income, and to provide accurate accounting and tax advice.
- He chairs the Finance Committee, and oversees the finances of the Missions Committee, the Benevolence Fund and all other church funds and activities.
- He shall also present giving reports to the congregation by the end of January for tax purposes.

E. Other Chairpersons

Adequate boards and teams shall be appointed and maintained by the Board of Elders as need for efficient service in the church. The Chairperson(s) of each respective board and team shall be

affirmed by the Elders. The Board of Elders shall ask each board or team to produce job descriptions for their chairpersons for the Elders' approval.

ARTICLE III. OTHER MATTERS

Section 1. Services

Worship services, Sunday School, and other church services and shall be conducted at such times as decided by the Elders.

ARTICLE IV.

AMENDMENTS

These by-laws may be amended or altered by a 75% majority of those voting at the congregational business meeting provided notification of the proposed amendment or alteration has been made in writing, and announced to the congregation at least two Sundays in succession prior to such meeting.