

FIRST BAPTIST CHURCH

*The Church that cares
851 Washington Street
Bath, ME 04530
Phone: (207) 443-5356
www.firstbaptistofbath.org*



**CONSTITUTION AND BY-LAWS
of the
FIRST BAPTIST CHURCH, INC
BATH, MAINE**

**September 3, 1995
(Revised February 13, 2005)**

Revised 2/13/2005

CONSTITUTION AND BY-LAWS
Of the
FIRST BAPTIST CHURCH, INC
BATH, MAINE

Revised September 3, 1995

Whereas, we a body of believers in Jesus Christ, organized for the purpose of spreading the Gospel of our Lord and Savior, and believing the principles and practices of the faith held by Baptist, and deeming it advisable to have definite laws to direct us so that all things be done decently and in order.” Therefore be it resolved that we adopt the following Constitution:

ARTICLE I – NAME

The name of the Church shall be “The First Baptist Church, Incorporated, of Bath, Maine.”

ARTICLE II – PURPOSE

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

ARTICLE III – POLICY

The government shall be vested in the body which composes its members, and implemented by elected officers and boards as set forth in the document.

ARTICLE IV – DOCTRINE

This Church accepts the Bible from Genesis through Revelation as an all sufficient basis of doctrine and practice. As a summary of principles for Christian conduct among its members, it adopts the following church covenant commonly accepted by Baptist Churches.

CHURCH COVENANT

‘Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully, enter into covenant with one another, as one body in Christ.’

‘We engage there for, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines, to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations.’

‘We also engage to maintain family and secret devotion; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; and to be just in our

dealings, faithful in our engagements, exemplary in our deportment; to avoid tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drink as a beverage; and to be zealous in our efforts to advance the Kingdom of our Savior.’

‘We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, always ready for reconciliation, and mindful of the rules of our Savior, to secure it without delay.’

‘We moreover engage, that when we remove from this place, we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God’s Word.’

ARTICLE V – MEMBERSHIP

SECTION 1. Admission of Members:

Persons may be received into membership by any of the following methods, subject in each case to the recommendation of the Diaconate Board and vote of the Church.

- a) By Baptism – Any person who confesses Jesus Christ as Savior and Lord and adopts substantially the views of faith and principles of this Church and is baptized by immersion may be received into the Fellowship of this Church.
- b) By Letter – A person who is in substantial accord with the views of faith and principles of this Church may be received by letter from any other church that practices baptism by immersion on profession of faith in Jesus Christ.
- c) By Experience – A believer of worthy character who has formerly been a member of a Baptist Church, but who, for sufficient reason cannot present a letter from that Church, but who is in substantial accord with the views of faith and principles of this Church may be received upon statement of experience.
- d) By Restoration – Any person who has lost his membership for any reason may be restored to active membership upon recommendation of the Diaconate and vote of the Church.
- e) By other – Any person who has a severe physical condition and whose health might be injured by immersion may be admitted into membership without Baptism upon recommendation of the Diaconate and vote of the Church.
- f) Associate Members:

Members of the First Baptist Society of Bath, Maine, who are not members of the First Baptist Church, Inc. of Bath, Maine, if they so desire, shall be accepted as Associate Members of the First Baptist Church, Inc. They shall have the same voting privileges they had as members of the first Baptist Society in good standing.

SECTION 2 – Dismission of Members:

- a) By Death –
- b) By Letter of Transfer – A letter of transfer and recommendation will be granted to any member in good standing. The member must make request for transfer to another church through a letter of request from that church to this church. Upon receipt of such letter, the Board of Deacons will be notified. The board will vote as soon as possible upon whether or not the member is in good standing. If the member is voted to be in good standing, the church clerk will be notified. The clerk shall send a letter of transfer and recommendation to that church which requested the transfer. If the member is voted not in good standing, the clerk shall send the letter of transfer, but shall omit any recommendation.
- c) By Exclusion – Should any member become an offense to the Church and to its good name by reason of immoral or un-Christian conduct, or by consistent breach of his covenant vows, the Church may terminate his membership, but only after due notice, and a hearing before the Diaconate Board and after faithful efforts have bring such member to repentance and amendment.

- d) By Suspension – The Diaconate Board should prepare, from year to year, a list of those members who have for a period of one year failed to participate in the service of worship or financial support of the Church without valid excuse. The Diaconate Board shall encourage such persons, by letter, to renew their fellowship within three months. If the member fails to return to fellowship, the Diaconate Board shall present to the Church a recommendation that these delinquent members be moved to an inactive list. Upon such action being taken by the Church they shall be duly notified by the Church Clerk.
- e) By Request of the Member – Any member who wishes his or her names to be removed from the membership roll may submit a request, in writing to the clerk of the church. The clerk shall immediately inform the pastor and the Board of Deacons. The Deacons shall investigate the reason(s) for the request as soon as possible. If the member cannot be persuaded to withdraw the request within one month of the letter, a letter of dismissal will be granted. This letter shall read as stated below. Relevant personal comments may be inserted after the first sentence.

“Dear (member name), at your request we are removing your name from the membership roll of First Baptist Church, Inc., of Bath, Maine. (Insert relevant personal comments). May God grant you and us peace and guidance. Sincerely in Jesus Christ our Lord.

(Signed) Clerk of the First Baptist, Inc., of Bath, Maine.

ARTICLE VI – THE PASTOR AND OFFICERS

SECTION 1. Pastor:

- a) The Pastor shall preach the Gospel, administer the ordinances, watch over the membership, have charge of the spiritual welfare of the congregation and the stated services of worship.
- b) The Pastor shall be an ex-officio member of all boards and committees of the church and its auxiliary organizations except those appointed for the specific purpose of considering matters in which the Pastor is an interested party.

SECTION 2. Moderator:

A Moderator shall preside at all business meetings of the church, and shall be elected at each annual meeting to serve for one year.

SECTION 3. Clerk:

- a) A Clerk shall serve for one year or until a successor shall be chosen, and shall be elected at each annual meeting, and shall keep a complete record of all transactions of business at the meetings of the Church. This record shall be read for approval at the next following business meeting.
- b) The Clerk shall keep a record of the names and addresses of all members, with dates and manner of admission and dismissal, and a record of baptisms, exclusions, and suspensions. Following a vote of the Church, the Clerk will initiate correspondence for letters of transfer, in accordance with Article V, second 1 (b) or section 3 (b) and 3 (d) as the case may be.
- c) The Clerk will notify all officers, committee members and delegates of their election and appointment, issue letters of dismissal and recommendation voted on by the Church, and give legal notice of all meetings when such is required by this constitution.
- d) The Clerk shall, with the assistance of the Pastor, prepare denominational reports, and deliver immediately to any elected successor all books and records for which the Clerk is responsible.

SECTION 4. Treasurer:

- a) The Treasurer shall serve for one year, or until a successor shall be chosen, and shall be elected at each annual meeting.
- b) The Treasurer shall have charge of all funds of the Church, other than those entrusted to the Diaconate, and shall keep correct books of accounts showing all receipts and disbursements, with proper voucher for payment.

- c) Except in the case of payments required to meet salaries fixed by the Church, or unless otherwise directed by the Board of Trustees, the Treasurer shall disburse funds of the Church upon order of the Board of Trustees.
- d) The Treasurer shall present a report showing present financial condition of the Church at each annual meeting, at other times when requested by the Trustees or by vote of the Church.
- e) The Treasurer shall maintain separate line item accounts within the church bookkeeping system which will allow determination of the status of all accounts. Funds sufficient to meet general expenses will be deposited in a commercial bank, and after consultation with the Board of Trustees, excess funds will be invested in a prudent manner to obtain the highest possible interest income for the Church.
- f) Funds donated to the Church as a memorial or for a special purpose, and those accounts maintained by Church groups will be accounted for in the Church records as though each was a separate bank account. Interest accruing to these accounts through investment will be credited to that account at the end of the fiscal year.

SECTION 5 Assistant Treasurer:

- a) The Assistant Treasurer shall serve for one year or until a successor is chosen. The Assistant Treasurer shall assist the Treasurer in every way.
- b) Should the Treasurer be incapacitated, the Board of Trustees may invest the Assistant Treasurer with full authority of the Treasurer's office, while the Treasurer is incapacitated.

SECTION 6 Financial Secretary:

- a) The Financial Secretary shall serve for one year, or until a successor is chosen.
- b) The Financial Secretary shall have charge of the collection of pledges and offerings for the support of the Church and benevolence, except the Deacons' Fund and shall pay over to the Treasurer, as soon as possible, all monies collected.
- c) The Financial Secretary shall keep proper accounts of all money collected and transferred, and shall submit a complete Financial Report at the annual meeting, or at other times when requested by the Board of Trustees, or by vote of the Church.

SECTION 7 Assistant Financial Secretaries:

There shall be two Assistant Financial Secretaries who shall serve for one year or until their successors are chosen. They shall assist the Financial Secretary and perform those duties of required.

SECTION 8 Auditor:

An Auditor shall serve for one year or until a successor shall be chosen and shall be elected at each annual meeting. The auditor shall audit all financial records of the Church at least once each year and shall report in writing to the Church at the time of the annual meeting.

SECTION 9 Officers of the Sunday School:

A Superintendent of the Sunday School and Assistant shall serve for one year or until a successor shall be chosen and shall be elected at each annual meeting. They shall serve beginning in June of each year, for one year.

- a) Following general directives of the Diaconate Board, the Superintendent shall be executive head of the Sunday Church School.
- b) The Assistant shall assist the Superintendent, and if absent, perform that officer's duties.

ARTICLE VII – BOARDS

SECTION 1. Diaconate Board:

- a) There shall be a Board of four, one to be elected each year to serve for four years. If for any reason a member of the Board is unable to fulfill the duties of that office, a member may be elected pro-tem until the regular member will be able to resume or fulfill their duties, and serve out their term.
- b) This Board shall choose annually a Chairman, Secretary and Treasurer and shall meet regularly each month. Special meetings may be called by the Chairman or Secretary, who will notify the other members. A majority of the members shall constitute a quorum.
- c) The Board shall in every way assist the Pastor in his work, and with him, consider all applications for Church membership and requests for letters of dismission, visit the members, care of the sick, needy and distressed members of the Church, using The Diaconate Fellowship Offering Funds as may be needed.
- d) The Board shall promote Christian instruction and ministry to the Church and membership, provide for the Lord's Supper and aid in its administration, deliver to the Treasurer of the Diaconate Board the Fellowship Offering for the relief of the needy, and make a written report at the annual meeting of the Church of the matters in its charge.
- e) The Diaconate shall oversee all ministries of Christian Education within the Church.
- f) To insure compliance with the goals and regulations of the First Baptist Church, Inc., of Bath, Maine, all groups using sponsorship of the Church through meetings at or use of the name of the Church, shall be chartered by the Diaconate Board.
- g) The charter process will constitute a review of purpose, goals, operation and by-laws of the group, and a briefing for the organization on their responsibilities to the Church and the Church's responsibilities to the group.
- h) The Diaconate shall act as the Evangelism Committee. They shall co-operate with the Pastor in arranging special evangelistic meetings, visitation evangelism and printed page evangelism.

SECTION 2. Board of Trustees:

- a) There shall be a Trustee Board of at least three members and the elected church treasurer. One to be elected each year to serve for four years. One Trustee to be elected each year. The Church Treasurer shall be a voting member of the Board of Trustees with the term of service being the term of service as Treasurer. If for any reason a Trustee of this board shall be unable to fulfill the duties of that office, a member may be elected pro-tem until the regular Trustee will be able to fulfill and serve out the balance of their term.
- b) The Board shall choose annually a Chairman and Secretary and shall meet regularly each month. Special meetings may be called by the Chairman or Secretary, who will notify the other members. A majority of the members of this board shall constitute a quorum.
- c) The Board of Trustees shall hold in trust all property belonging to the Church and shall take all necessary measures for its protection, management and upkeep.
 - 1. All emergency repairs, minor maintenance and budgeted operating expenses shall be handled by the Board of Trustees as soon as possible without specific approval required from the church.
 - 2. In the event of new "improvement" projects which involve costs in excess of \$1,000, the Board of Trustees will plan the project, and present the project with accompanying bids to the Church for approval prior to commitment of funds toward the project.
- d) The Trustees shall control the use of Church buildings for all extra or secular purposes, and set forth the regulations and conditions for all activities outside of normal church services.
- e) Individuals requiring keys to the church building will request them from the Board of Trustees who will keep a record of issue and return.
- f) The Trustees will institute and publish a "Church Building Improvement Plan" which will identify a prioritized listing of projects and requirements for improvement of the church building. This plan may be modified or priorities changed as required but is intended as a guide for financial planning and an assistance to individuals or groups desiring to make a contribution or memorial to the Church.
- g) All individuals or groups intending to establish a memorial or make a gift to the Church should consult the Board of Trustees, prior to its announcement, in order to coordinate the establishment of the gift or memorial within the building improvement plan and prevent conflicts with or allow adjustment of priorities on projects if required.

- h) The Trustees shall have no power to buy, mortgage, or transfer any church land or buildings without specific vote of the Church authorizing such action.
- i) The Trustees shall designate the bank where the funds of the Church shall be deposited. All bills shall be approved by the Board before payment is made.
- j) When so instructed by the Church, the Board shall secure the services of a caretaker and organist, at such salary as is authorized by the Church and ensure acceptable service in accordance with a written job description for each position.
- k) The Board shall perform such other duties as are imposed upon it by the Church and the State.
- l) The Board shall supervise ways and means of raising the necessary funds for the support of the Church and for benevolence. It shall supervise disbursement of these funds as appropriated. It shall make written reports to the Church at the annual meeting and at such other times as may be desired. The Board shall be responsible to prepare the proposed Annual Budget for final approval by vote of the Church.
- m) The Board shall have charge of all trust funds now belonging to or hereafter given to the Church, and all such other funds that have been or hereafter are committed to their care and keeping by vote of the Church. This Board shall keep said funds invested in a safe manner, using the income from the funds from time to time as may be necessary or advisable for carrying out the purpose of the various trusts created, or if permitted by terms of the trust, for general purpose requirements of the Church.

SECTION 3: Nominating Board

- a) The nominating Board shall consist of four members, one of whom shall be the Chairman of the Diaconate Board. The Chairman of the Diaconate Board shall convene the Board to elect a Nominating Board Chairman.
- b) The Board shall prepare a list of persons qualified to fill the various offices and committees, interview each nominee proposed and ascertain his or her willingness to serve if elected.
- c) The Nominating Board shall nominate only one person for each office to be filled and shall post a list of these nominations at least one week before the annual meeting. All offices and Board members must be members of the First Baptist Church, Inc.

ARTICLE VIII – COMMITTEES AND CHURCH GROUPS

All Committee members will be elected by vote of the Church at th Annual Meeting.

SECTION 1: Music Committee:

The Music Committee shall consist of three members. Their duties shall be to assist the Music Director in selecting music and making preparations for Sunday and other special services.

SECTION 2. Ushering Committee:

- a) The Ushering Committee shall consist of a Head Usher and an Assistant Head Usher. They shall be authorized to appoint such additional ushers as may be necessary.
- b) The Assistant Head Usher shall be in charge when the Head Usher is absent.

SECTION 3. Baptismal Committee:

The Baptismal Committee shall consist of the Diaconate Board, and four members. The committee shall have general oversight of baptism, including care of robes and other similar duties.

SECTION 4. Flower Committee:

The Pulpit Flower Committee Shall consist of two or more members. They shall have general oversight for the provisions of floral displays at worship services.

SECTION 5. Nursery Committee:

- a) The Nursery Committee shall consist of two or more members. Nominations shall be made by the Nominating Board.
- b) The Nursery Committee shall have general oversight of the nursery including providing an adequate number of nursery workers during the church service Sunday morning, establishing nursery rules and other similar duties.

SECTION 6. Publicity Committee:

- a) The Publicity Committee shall consist of one or more members.
- b) This committee is responsible for submitting articles to the local newspapers, radio or media of any events being held in our church. The committee may also use posters or other literature to advertise the upcoming event(s).

SECTION 7. Social Committee:

- a) The Social Committee Shall consist of one or more members.
- b) This committee is responsible for organizing all church suppers, church coffee hours, or any social gathering that is church oriented. They are to make sure the kitchen is kept in order and are responsible for ordering supplies for the kitchen.

SECTION 8. Pulpit Committee:

- a) The Pulpit Committee shall consist of the members of the Diaconate Board, Trustee Board, and two voting members.
- b) They shall prepare a contract for the Pastor.

Section 9. Church Groups:

- a) A Church group is defined as a group of people using the sponsorship of the Church and chartered by the Church in accordance with Article VII; Section 2. Paragraph f and g.
- b) Chartered groups or organizations can serve social, service, educational or recreational purposes, but cannot be intended as a profit making organization, and will have specific goals established toward all moneymaking activities in accordance with Article XII, Section 4 of this document.

Article IX – The Pastorate

SECTION 1. Calling of a Pastor:

- a) The call of a pastor shall come before the Church at a properly called business meeting, notice of such meeting and its purpose having been posted on the bulletin board and given from the pulpit on two successive Sundays. A majority vote of the members present and qualified to vote, shall be necessary to extend a call.

SECTION 2. Termination of Pastorate:

- (a) The term of office of the Pastor may be ended upon 30 days notice on the part of the Pastor or the Church, or by mutual consent.
- (b) Termination of the office shall be by vote of the Church at a properly called business meeting, notice of such meeting and its purpose having been posted on the bulletin board and announced from the pulpit on two successive Sundays. A majority vote of members present, shall make a valid termination of said office. The vote shall be by written ballot.

SECTION 3. Review of Pastor's Salary:

The Pastor's salary is to be reviewed annually and findings set up in the Church budget. Actual change in salary rate must be by vote of the Church as the annual meeting.

ARTICLE X – ELECTIONS

SECTION 1. Time:

The annual election of officers shall be held during the annual meeting of the Church.

SECTION 2. Qualification of Voters and Nominees of Office:

- (a) All voters must be members of the First Baptist Church Inc., of Bath, Maine and at least eighteen (18) years of age.
- (b) To be eligible for Office in the Church, a nominee must be a member and at least eighteen (18) years of age.
- (c) No absentee ballots will be allowed.

SECTION 3. Procedure:

- (a) At least one week before the election, the Nominating Board shall post and present to the Church Clerk the name of one person for each office to be filled.
- (b) At the time of the annual meeting it shall be the privilege of any member present and qualified to vote to place in nomination the name of any eligible person for any office, with the exception of Diaconate and Trustee Boards.
- (c) Nominations to fill vacancies on the two major boards (Diaconate and Trustee) shall be presented by the nominating board at the annual or quarterly business meeting. No nominations for these positions will be accepted from the floor at the above said meetings. The position shall be left vacant if the nominating board cannot find a suitable candidate.
- (d) A majority of the ballots cast are necessary for election to any office. Where there is more than one nominee, voting shall be by secret written ballot, the ballots to be counted by three appointed tellers.

SECTION 4. Vacancies:

Vacancies occurring during the year may be filled for the unexpired term at any properly called business meeting. The Nominating Board shall present the Church nominees for the vacancies to be filled.

SECTION 5. Impeachment:

- (a) Any officer may be deprived of authority after a just hearing before the Diaconate Board and that office made vacant by a majority vote of the members present at any properly called business meeting, provided the nature of the business to be transacted has been published on the bulletin board and announced from the pulpit by a member of the Diaconate Board at a regular service.
- (b) Except by vote of the Church, only members of the Church shall be present at meetings called to consider matters of Church discipline or for the purpose of depriving officers of their authority.

ARTICLE XI – Meetings

SECTION 1. Worship Services:

- (a) Public services shall be held on each Lord's Day and the Youth Fellowship and Sunday School shall hold weekly meetings at times fixed by the Pastor and Diaconate Board.
- (b) The Lord's Supper shall be celebrated at least once each month at a time determined by the Pastor and the Diaconate Board.
- (c) Other religious meetings may be scheduled by the Pastor and the Diaconate Board or by vote of the Church. The Board of Trustees will be notified of all dates for scheduling purposes.

SECTION 2. Business Meetings:

- (a) A quorum for transaction of business shall be a ten (10) voting members.
- (b) The annual business meeting shall be held in the second week in February for the purpose of receiving annual reports of the individual officers, boards and committees of the church, auxiliary organizations and groups, the election of officers, and the transaction of such business as is proper to come before this meeting. Formal notice of this meeting shall be posted by the clerk, and announced from the pulpit on the two preceding Sundays.
- (c) The date of the annual business meeting can be changed by vote of the Church.
- (d) Quarterly business meetings shall be held in May, August and November, the date to be set by the Board of Trustees and posted and announced from the pulpit for two Sundays prior to the meeting.
- (e) Special business meetings may be called at any time by the Pastor, the Clerk, or by written request of seven Church members. Notice of such meeting and the object for which it is called must be posted on the bulletin board and announced from the pulpit at least one week in advance of the date of the meeting.
- (f) During any regular Church service the Church may act upon the reception of members; upon dismissal of members to other churches, and upon appointment of delegates to councils, associations and conventions, but not on routine business defined in other paragraphs of this document.
- (g) Robert's Rules of Order shall govern the conduct of all Church Business meetings and those of Boards and Committee appointed by the Church.

ARTICLE XII – CHURCH FINANCIAL POLICY

SECTION 1. The Church Fiscal Year:

The fiscal year of the Church shall be the calendar year.

SECTION 2. Disposition of Revenue:

- (a) Tithes and Offerings – The normal collection taken at Church services will become part of the Church General Fund except for that portion designated on the envelope as intended for specific special funds. Funds collected in a special offering will be handled as intended for the purpose of that offering.
- (b) Gifts and Memorials – When memorials of cash are contributed by individuals, the funds if specified by the giver, in agreement with the Trustee Board, shall be used as the giver specifies.
- (c) Interest and Dividends – Interest and dividends on trust funds, savings accounts and investments will become part of the Church General Fund unless the details of the trust specify the handling of the interest.

SECTION 3. Description of Church Funds:

- (a) Church General Fund – The General fund is the primary operating treasury of the church. Salaries and all normal operating expenses as approved by the Board of Trustees are paid from this fund.
- (b) Building Fund – The Building Fund is intended for accumulation of funds for major construction or maintenance projects, as planned by the Board of Trustees.
- (c) Restoration Fund – This fund is intended to repay financing for specific projects which requires funding beyond the capabilities of the Building Fund. These restoration projects involve outside financing and will be approved by the Church members at a regular or special meeting of the Church.
- (d) Fuel Fund – This fund is maintained as a budget line item to maintain visibility. It is paid from the Church General Fund.
- (e) Special Projects – A specific fund can be established to accomplish a specific purpose such as to accumulate enough money to purchase a specific item or provide a service.
- (f) Trust Funds – Trust Funds can be established to provide continuous funding for a specific purpose. The life of the fund and disposition of revenue must be specified or income will become part of the Church General Fund.
- (g) Memorial Funds – Funds given the Church toward a specific project will be kept separate on the Church books for accounting purposes until completion of the specified project.

- (h) Investments – Funds being held by the Church which are not in use, may, at the discretion of the Board of Trustees, be invested to obtain the maximum safe return for the funds.

SECTION 4. Funding for Chartered Church Groups:

- (a) Operation – Church groups which have been chartered by the Diaconate Board will be responsible for obtaining funding for operation of their group. In special instances the Church may authorize special funding for a specific purpose if voted by the Church.
- (b) Group Funds – Church groups are not intended as profit making units and other than normal operating expenses should not retain large amounts of money in the group treasury. Funds may be accumulated for a specific goal, however, this project or goal shall be coordinated with the Board of Trustees prior to establishment of the project or goal. In the event of projects of a nature which would affect the décor of the Church, the Trustees may elect to require a vote of the church to accept the project.
- (c) At the end of the fiscal year, funds retained by a Church Group over \$500 will be reverted to a Special Project Fund maintained by the Church Treasurer. The specific special project fund will be agreed upon by the organization and the Board of Trustees, or a new fund will be created for it. If the funds are not designated for a specific purpose they will become part of the Church General Fund. At no time, will an organization override the decision of the Board of Trustees. The project fund will be maintained as a separate line item in the Church financial records by the church treasurer. Special Project Funds cannot be used for any other purpose unless the Board of Trustees and the donating organization agree thereon.
- (d) If at any time, a project should arise, for which the Trustees need immediate funding in excess of the present building fund balance, the Trustees will communicate the need at a Church meeting, and request a loan from existing Special Project Funds. If approved by a vote of the Church, the funds will be transferred within the bookkeeping of the Church and paid back by the Treasurer from contributions as though paying a bank loan. Interest on the Special Project Funds will be paid at pre-loan balance from Church General Fund Revenues. If the borrowed funds are required by the designated project prior to repayment of the loan, the Trustees are authorized to obtain funds through commercial bank borrowing, if necessary, to cover the amount needed by the Special Project.
- (e) If at any time the organization needs funds from their special Project fund they will notify the Board of Trustees, who will see to it that the Treasurer issues the required amount and deducts that amount from the fund balance.

SECTION 5. Audit of Funds:

The general fund and all dedicated funds, including those maintained by church groups, will be audited by the elected Church Auditor prior to the annual Church Meeting.

SECTION 6. Financial Reports:

The Church Treasurer, Financial Secretary and Chairman of all Boards, Committees, and Church Groups will include a Financial Report as part of their report to the Church at the Church Annual Meeting.

SECTION 7. Disposal of Church Assets:

- (a) Upon dissolution all assets will be given to another 501(c) (3) qualified charitable organization.

ARTICLE XIII – AMENDMENTS

This Constitution may be amended at any regular or special business meeting of the Church, by a majority of those members present, being at least 18 years of age, and that proper notice of such amendments shall have been posted and the purpose of the meeting announced from the pulpit on two consecutive Sundays.