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BELLE VIEW BAPTIST CHURCH CONSTITUTION

PREAMBLE

For the more certain preservation and security of the principles of our Christian faith, to the end that this body may be governed in an orderly manner consistent with the accepted tenets of missionary Baptists, and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this constitution.

I. NAME

This body shall be known as the Belle View Baptist Church of Alexandria, Virginia.

II. RELATIONSHIPS

The members of this church do declare their friendly cooperation with the Mount Vernon Baptist Association, the Baptist General Association of Virginia and the Southern Baptist Convention.

III. PURPOSE

The purpose of this church is to carry out the will of Christ in the world to proclaim and apply the gospel. This involves the objectives of worship, witness, education, ministry and stewardship.

A. WORSHIP: To promote, provide and encourage regular participation in vital worship services through scripture, proclamation, prayer, music, invitation and decisions for the glory of God.

B. WITNESS: To carry out the Great Commission of our Lord Jesus Christ as found in Matthew 28:19-20, by promoting and encouraging personal evangelism in seeking and reaching the lost by word, deed and example.

C. EDUCATION: To nurture and educate persons according to God's word, for the acceptance of Christ and following conversion guide their development toward the goals of Christian maturity and responsible church membership.

D. MINISTRY: To identify and meet the spiritual, physical and emotional needs of the church body, community, state, nation and world in voluntary cooperation with the Southern Baptist Convention.

E. STEWARDSHIP: To provide resources and facilities to carry out the organizational purposes of worship, witness, education and ministry through biblical stewardship of time, talent and money.

IV. ARTICLES OF FAITH

In 1925 the Southern Baptist Convention adopted the New Hampshire Confession of Faith revised at certain points and with some additional articles growing out of present needs. These articles, as further revised in 1963, and published by the Sunday School Board of the Southern Baptist Convention as *The Baptist Faith and Message*, constitute our basic statement of faith. We do not regard them as complete statements of faith having any quality of finality or infallibility. The sole authority for faith and practice among Baptists are the scriptures of the Old and New Testaments.

Confessions are only guides in interpretation, having no authority over the conscience.

V. CHARACTER

SECTION 1. POLITY. The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches.

SECTION 2. DOCTRINE. This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of the Baptist churches as indicated in the Articles of Faith.

VI. CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Saviour,

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 and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

Therefore, we covenant by the aid of the Holy Spirit, to walk together in Christian love; to watch over one another, and to remember each other in prayer;

To share one another's joys; to aid each other in sickness and distress, and to encourage, counsel and admonish one another;

To be slow to take offense, but always ready for reconciliation and mindful of the rules of our Saviour to secure it without delay.

We also covenant to strive for the advancement of this church in faithful ministries of worship, witness, education, fellowship and service;

To advance the spiritual growth and vitality of the church; to sustain its worship, ordinances, disciplines and doctrines;

To be faithful stewards of our resources and abilities, contributing 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 further covenant to become more Christ-like in all respects, proving the reality of our conversion by leading godly, faithful lives; to walk circumspectly in the world; to cultivate Christian sympathy in feeling and courtesy in speech;

To be just in our dealings, faithful in our engagements and exemplary in our conduct;

To maintain family and secret devotions; to faithfully educate our children, in Christian values;

To seek to lead others to Christ by Christian example and personal witness and to nurture them in their growth toward Christian maturity, and to be zealous in all our efforts to advance the Kingdom of our Saviour.

We moreover engage that when we move 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.

BELLE VIEW BAPTIST CHURCH BY-LAWS

ARTICLE I. MEMBERSHIP

SECTION 1. QUALIFICATIONS. The membership of this church shall consist of such persons as have made a public profession of their faith in Jesus Christ as Savior and Lord, and who (1) after due examination by the Pastor (or his substitute) as to their Christian experience, (2) have been accepted by vote of the church, (3) have been baptized by immersion, and (4) are in sympathy with and subscribe to the faith and practices of this church as set forth in the Church Constitution and the Church Covenant.

SECTION 2. ADMISSION OF MEMBERS. Membership shall be attained by:

- (1) the ordinance of baptism after a public profession of faith before the congregation of this church;
- (2) letter from any Baptist church of like faith and order;
- (3) personal statement of previous public profession of faith and baptism by immersion.

SECTION 3. DUTIES. Members are expected, first of all, to be faithful in all the duties essential to the Christian life, and also to attend habitually the services of this church, to give regularly for its support and its causes, and to share in its organized work.

SECTION 4. CLASSIFICATION OF MEMBERS. Members shall be classified as either (a) active, or (b) inactive. When a member fails to manifest any interest in the church for a period of one year, e.g., neither attending any church service nor contributing to the church during that period, the member shall, upon a vote of the church, be identified as an “inactive member.” Such determination of inactive membership shall be made by the Membership Committee, who shall present the member’s name to the

church for vote at a regularly scheduled business meeting, but only after notification and discussion with the member, if possible. Inactive members shall be counted on official reports of membership, but shall not be entitled to vote in any business meeting of the church. An inactive member may be restored to active membership by vote of the church whenever the member indicates a desire to be reinstated and gives evidence of renewed Christian spirit.

Members of another Christian Church may entrust themselves to be under watch-care of this church. This membership category is open to individuals who would like to formally identify with Belle View Baptist Church but who have not made a decision to seek full membership as defined in the Constitution and Bylaws. Examples include individuals temporarily residing in the area who do not wish to transfer membership from their home church, college students, and those Baptized in another church who for reasons of conscience and theological understanding have not made a decision to seek full membership by immersion Baptism. An applicant must give evidence of Christian experience and have made a professed decision to live in accordance with the historic Trinitarian Christian faith. Such persons must have been Baptized in a Christian Church but need not have been Baptized by immersion nor have been received into the church by believer's Baptism. A person coming under watch-care will be taken into the church by voice vote. This person is welcomed into the Belle View family and is thereafter entitled to participate in all activities of the congregation including congregational meetings but may not vote on any issues pertaining to property or governance nor would he or she be permitted to hold any church office. Exceptions to the church office rule may be granted to special categories such as designated mission groups organically linked to the congregation.

SECTION 5. RIGHTS. Such members as are in active standing, and do not hold letters of dismissal, and such only, may act and vote in the transactions of the church.

SECTION 6. TERMINATION OF MEMBERSHIP. The continuance of membership shall be subject to the principles and usages of Baptist churches, and especially as follows:

(1) Any member in good and regular standing who desires a letter of dismissal and recommendation to any other Baptist church is entitled to receive it upon request by the clerk of the recipient church. The letter shall be granted by vote of the church, and shall be sent directly to the requesting church.

(2) Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of covenant vows, the church may terminate membership, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment.

(3) Except as prescribed in subparagraph (1) above, no person's membership shall be terminated at the same meeting in which the recommendation for such action is made.

(4) All requests for termination of membership or action looking thereto, except by request from another church, shall first be considered by the deacons, who shall make recommendations to the church.

SECTION 7. RESTORATION. Any member whose membership has been terminated by the church for any offense may be restored by vote of the church, upon evidence of repentance and reformation, or satisfactory explanation.

ARTICLE II. CHURCH OFFICERS

The officers of this church shall be as follows:

SECTION 1. PASTOR.

(1) General. A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week's public notice shall be given. A pastor search committee consisting of five members shall be elected by secret ballot of the church members. This committee shall seek out a suitable pastor, and its recommendation will constitute a nomination; though any member has the privilege of making other recommendations to the committee. The committee shall bring to the consideration of the church only one man at a time, and he must be voted upon by the church before any other man is considered. Election shall be by secret ballot, an affirmative vote of three-fourths of those present being necessary to constitute a call. The pastor, thus elected, shall serve until the relationship is terminated by mutual consent, or his services may be terminated by sixty days' notice by either party. The pastor shall have charge of the welfare and oversight of the church. He shall preside at all meetings of the church, except as hereinafter provided.

(2) Duties. The duties of the pastor shall be to:

- a. Proclaim the gospel through preaching and teaching.
- b. Minister to the congregation through visitation, contacts, counseling and in times of personal crisis as appropriate.
- c. Serve as administrative head of the church, as chairman of the Church Council, and as an ex-officio member of all committees.
- d. Lead the church to fulfill its objectives of worship, witness, education, ministry and stewardship.
- e. Administer the ordinances of baptism and the Lord's supper.

f. Seek to serve Christ through denominational and community involvement.

g. Share annually, an assessment of the needs of the church and specific objectives for the next twelve months.

SECTION 2. DEACONS

(1) Number. a. There may be seven active deacons for the first three hundred members or portion thereof whose names are on the church roll, and one additional deacon for each additional one hundred members.

b. It shall be pertinent for the church to promote to honorary life membership any deacon who by reason of age or infirmities shall, after honorable service, be no longer able to render active service. Honorary life deacons shall not be included in the number of active deacons authorized.

(2) Eligibility. a. No person shall be eligible for election as deacon except those men who on the date of election are twenty-one years of age or older and have been active resident members of Belle View Baptist Church for the preceding six months.

b. After serving a full term of three years, or twenty-five or more consecutive months of shorter terms, no deacon shall be eligible for re-election until the lapse of at least one year after the expiration of his term of service.

c. There is no obligation to constitute as active deacon a member who comes to the church from another church where he has served as deacon.

(3) Term of Office. The term of office for deacons shall be three years. The terms of approximately one-third shall expire as of June 30 each year. If a vacancy occurs by resignation, death,

removal or otherwise, the vacancy shall be filled in accordance with the procedures in sub-section (5) d below.

(4) Nomination. a. A Deacon Nomination Committee composed of the Pastor, Deacon Chairman, Sunday School Director, Moderator, Personnel Committee Chair, and Music Director shall meet in April of each year to screen the eligible candidates from Section 2(2) and determine those candidates meeting the spiritual qualifications set forth in I Timothy 3:8-11. A candidate receiving more than one vote as not spiritually qualified in this committee will not be eligible for nomination and election.

b. This committee will pass to the Deacons no later than May 1 those candidates for nomination who meet the I Timothy 3:8-11 qualifications. The deacons and/or pastor will then contact each qualified candidate to determine willingness to serve. Those qualified candidates who are unwilling to serve will have their names removed from the nomination list. Those qualified candidates remaining at the end of this process will form the nominated list. Qualified candidates who cannot be contacted will not be nominated. If no qualified candidates remain, no election will be held in that year. The list of eligible and qualified candidates, the nominated list, will be published no later than the last Sunday in May.

c. The work of the Deacon Nominating Committee shall remain totally confidential and should be accomplished in a spirit of prayer.

(5) Election. a. Elections shall be held on the first or second Sunday morning in June. On the designated election Sunday, the pastor shall prepare the church for deacon selection by describing for the congregation the scriptural qualifications for deacons and their responsibilities in the church. In the event that the screening process has not found a sufficient number qualified and willing to serve, only those who are so qualified and willing to serve shall be presented for election.

b. No nominations may be made from the floor.

c. Elections shall be by secret ballot. Election shall be by a simple majority of members present and eligible to vote and by not less than ten affirmative votes.

d. In the event there are vacancies of less than three years to be filled at the time of the election, those men receiving the highest number of votes shall be elected to three-year terms, and those with the next highest number of votes in descending order shall be elected to the shorter terms.

e. When a vacancy occurs between the election and 1 May, the pastor and deacons shall recommend to the church a person, who has previously served the church as an elected deacon, to fill the vacancy until the next regular election.

(6) Duties. a. In accordance with the meaning of the word and the practice of the New Testament, deacons are to be servants of the church.

b. They are to be zealous to guard the unity of the spirit within the church in the bonds of peace.

c. They shall serve as a council to advise and confer with the pastor in all matters pertaining to the welfare and work of the church. With the pastor they are to consider and formulate plans for the constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the Kingdom of God.

d. By proper organization and method among themselves, they are to establish and maintain personal fraternal relations with, and inspiring oversight of, all the membership of the church. Especially are they to seek to know the physical needs and the moral and spiritual struggles of the brethren and sisters, and to

serve the whole church in relieving, encouraging, and developing all who are in need.

e. In counsel with the pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to have oversight of the discipline of the church, in administering which they are to be guided always by the principles set forth in Matthew 18:15-17; I Corinthians 5:9-13, I Thessalonians 5:12-14. The deacons shall be free to call upon any member of the church to aid in disciplinary action.

f. They shall be responsible for preparation and conduct of observance of the Lord's Supper.

(7) Method of Procedure. a. They shall meet monthly. They may organize themselves into such committees as their wisdom may direct for efficiency in service; however, all general policies and larger problems shall be considered by the whole body of deacons. A majority of the active deacons shall constitute a quorum to act on matters of business.

b. They shall apportion the membership of the church among themselves, or make plans whereby the entire membership may have the benefit of the oversight in Christ of their brethren.

c. Each deacon shall freely confer with the pastor about all matters and cases of discipline which in his judgment would be most wisely and spiritually handled in private.

SECTION 3. MODERATOR. The moderator shall be elected by the church. In the absence of the moderator, the chairman of deacons shall preside; or in the absence of both, the senior deacon present shall preside. The moderator, while presiding at business meetings, shall, if he deems necessary for the best interest of the church, call for the postponement of voting on any proposal, spiritual or administrative, for such time as is necessary for meditation and discussion with the Church Council.

SECTION 4. CLERK. (1) The church shall elect annually a church clerk. The church clerk shall:

a. Keep a full and faithful account of the proceedings of the business meetings of the church.

b. Keep in a suitable book a record of all actions of the church, except as otherwise herein provided.

c. Keep a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms.

d. Notify all officers, members of committees, and messengers of their election or appointment.

e. Issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in these by-laws.

(2) The church may delegate some of the clerical responsibilities to the church secretary, who will assist the elected clerk.

SECTION 5. TREASURER. (1) The church shall elect annually a church treasurer, and an assistant treasurer. The treasurer shall:

a. Receive, preserve, and pay out, upon receipt of approved vouchers, all money given to the church.

b. Keep at all times an itemized account of all receipts and disbursements, including all things of value given to the church.

c. Pay promptly, by check, all bills for local work and expenses.

d. Remit at least monthly, by check, all funds received for denominational or other causes.

e. Render each month, to the finance committee and to the deacons, an itemized report of receipts and disbursements for the preceding month. These reports shall be presented to the church in the regular business meeting.

f. Within thirty days after the end of each fiscal year, render to the finance committee, the deacons, the audit committee and the church an annual report showing the total amount of receipts and an itemized statement of all disbursements. This report shall be audited by the audit committee and their signatures placed at the end of the report before it shall be accepted by the church.

g. Deliver the annual report, after its acceptance by the audit committee and its acceptance and approval by the church, to the church clerk, who shall keep and preserve it as a part of the permanent records of the church.

h. Arrange with the audit committee, as soon as practicable after the end of the fiscal year, for the annual audit of all books and records of the church.

(2) All books, records and accounts kept by the treasurer shall be considered the property of the church. The books shall be open to inspection at all times by any member of the church. The treasurer shall, upon the election of a successor, at the completion of the fiscal report, promptly deliver to the chairperson of the finance committee all books, records and accounts pertaining or relating to in any manner, the duties of the office which is being relinquished.

(3) Assistant Treasurer. The assistant treasurer shall assist in the duties of the treasurer.

SECTION 6. FINANCIAL SECRETARY. (1) The financial secretary shall:

a. Be elected annually.

b. Receive the offering envelopes after the money has been removed and counted.

c. Give each donor individual credit as provided in the record system offered by the Baptist Sunday School Board.

d. Keep the envelopes for reference for a period of twelve months after the end of the calendar year.

e. Be responsible for preparing and mailing annual statements to all contributing members.

(2) The financial secretary has no responsibility for keeping money of the church.

SECTION 7. MUSIC DIRECTOR. The music director shall be charged with responsibility to provide worshipful music for all services and departments of the church, and shall have general charge and direction of the music. The music director is to direct the sanctuary choir or choirs in practice and public singing, and is to coordinate with the pastor and other leaders in the selection of suitable music and the devising of appropriate musical programs for all occasions where such services are needed.

SECTION 8. CHAIRPERSON OF USHERS. The chairperson of ushers shall, on the approval of the church, select a sufficient number of ushers to care for the seating and comfort of the congregation, the greeting and introduction of visitors, the prevention of interruptions and distractions, and similar needed services.

SECTION 9. OFFICERS OF CHURCH ORGANIZATIONS.

(1) General. All organizations of the church shall be under

church control, all officers being elected by the church and reporting regularly to the church. It is understood that the pastor is ex-officio head of all the organizations named, and his leadership is to be recognized in them all.

(2) Sunday School Officers. The Sunday School director and other general officers, division officers and teachers shall be elected annually by the church upon nomination by the Nominating Committee (see Article III, Section 7). Following their election a public installation service shall be held. The duties of these officers and teachers shall be those ordinarily designated in the approved denominational standards.

(3) Discipleship Training Officers. The Discipleship Training Director, and other officers of the Training program, as required, shall be elected annually by the church upon nomination by the Nominating Committee.

4) Woman's Missionary Union Officers. The general officers of the Woman's Missionary Union (W.M.U.), consisting of director, associate director, secretaries, treasurer, circle chairpersons, together with

leaders of auxiliary organizations constituting the graded W.M.U. Department, shall be elected annually by the church upon joint nomination by the W.M.U. and the Nominating Committee. Other officers, leaders and committees shall be selected by the W.M.U. Executive Committee. The duties of these officers and committees shall be those designated by the approved denominational standards.

(5) Brotherhood Officers. The officers of the Baptist Brotherhood and leaders of auxiliary organizations (e.g., Royal Ambassadors) shall be elected annually by the church upon joint nomination by the Nominating Committee. The duties of these officers shall be those designated by the approved denominational standards.

(6) Other necessary officers shall be nominated and elected.

SECTION 10. EMPLOYEES AND STAFF. Janitor, caretaker, or similarly employed persons, shall be recommended to the church by the personnel committee, in coordination with the appropriate committee chairperson or staff member, and approved for employment by church action (see Article III, Section 14 (1) and *Policy and Procedures Manual*, Section 14(2)a). Staff members, such as church secretary, assistant or associate pastor, minister of education or of music, business administrator, and the like, shall likewise be recommended to the church by the personnel committee and duly elected. Employees and staff members shall be under the general guidance of the pastor, but shall be under the immediate supervision of the appropriate committee chairperson or staff member when applicable.

ARTICLE III. COMMITTEES

The following standing committees shall be elected:

SECTION 1. TRUSTEES. At least three trustees shall be elected by the church for a term of six years. They will hold in trust the property of the church. They shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing such action.

SECTION 2. MEMBERSHIP COMMITTEE. The membership committee shall consist of the church clerk and three other persons, not more than one of whom shall be an active deacon. This committee shall seek to maintain a roll of active and inactive members of the church.

SECTION 3. MISSIONS COMMITTEE. The missions committee shall consist of five members, to include the church W.M.U. director, and shall be concerned with the church's support of and involvement with missions.

SECTION 4. PROPERTY COMMITTEE. The property committee shall be composed of five members, who shall have general charge of the administration and upkeep of church property, building, and grounds.

SECTION 5. MUSIC COMMITTEE. The music committee shall consist of five members. It shall be the duty of this committee to have general oversight of all matters in connection with the music of the church.

SECTION 6. BAPTISMAL COMMITTEE. The baptismal committee shall consist of two men and three women who shall make arrangements for the ordinance of baptism and assist the pastor and candidates as needed.

SECTION 7. NOMINATING COMMITTEE. A nominating committee shall be appointed annually by the pastor at least five months before the election of officers. The committee shall consist of five members and the pastor, and shall be supplemented by addition of the Sunday School director elected for the coming year. This committee is to seek persons suitable for the various positions, obtain their willingness to serve, and bring to the church nominations of officers and committees as provided for in these by-laws.

SECTION 8. FLOWER COMMITTEE. The flower committee shall consist of five members. This committee is responsible for arranging for flowers for church services and functions.

SECTION 9. FINANCE COMMITTEE. (1) The finance committee shall consist of five members, each elected for a three-year term, beginning 1 July. The terms of the elected members shall be so constructed so that approximately one-third shall expire each year. In addition, the deacon chairman and the church treasurer shall serve as ex-officio members of the committee. The finance committee shall handle all financial matters of the church.

SECTION 10. AUDIT COMMITTEE. The audit committee shall consist of five members, none of whom shall be an active deacon or a member of the finance committee. The committee shall audit the financial records of the church annually and upon the resignation or replacement of the treasurer.

SECTION 11. HOSPITALITY COMMITTEE. The hospitality committee shall consist of five members. The committee shall be responsible for providing and serving food for all designated church occasions.

SECTION 12. LIBRARY COMMITTEE. The library committee shall consist of three members. The committee shall endeavor to set up and maintain an efficient church library based on approved library standards.

SECTION 13. TRANSPORTATION COMMITTEE. The transportation committee shall consist of five members. The committee shall be responsible for care and maintenance of church-owned transportation equipment, and for providing transportation as necessary.

SECTION 14. PERSONNEL COMMITTEE. (1) The personnel committee shall consist of five members, each elected for a three-year term. The terms of the selected members shall be so constructed in order that approximately one-third shall expire each year. The committee assists the church in matters of personnel administration and management, including employment procedures, salary plans, performance evaluations, personnel benefits and services, and legal requirements.

SECTION 15. AUDIO-VISUAL COMMITTEE. The audio-visual committee will operate and ensure proper maintenance of the sound and visual equipment and materials of the church.

SECTION 16. PUBLICITY COMMITTEE. The publicity committee shall be responsible for general publicity for the church

and special church functions, using press releases, newspaper advertisements, signs and related items.

SECTION 17. SPECIAL COMMITTEES. A special (select or ad hoc) committee may be appointed to carry out a specified task. Such committee shall cease to exist upon the completion of that task and the presentation of its final report to the church. A special committee shall not be appointed to perform a task which falls within the assigned function of an existing standing committee.

SECTION 18. COORDINATION. Committee chairpersons and organizational heads shall coordinate proposed actions with other affected committees and/or organizational heads.

ARTICLE IV. CHURCH FINANCE

SECTION 1. The finance committee in consultation with the pastor, deacons, and responsible leaders of various organizations, shall prepare and submit to the church for approval at a regular business meeting (or at such other time as may be deemed best by the church) an inclusive budget, indicating by items the amount needed and sought for all local expenses and purposes, and in like manner for all denominational or other approved non-local causes.

SECTION 2. The Treasurer shall account for all funds, for any and all purposes, and shall properly record such funds and their expenditure on the books of the church. The expenses of all organizations, as approved by the church, shall be paid from the general fund as heretofore provided.

SECTION 3. Special offerings may be sought by the church or any of its organizations only upon approval of the church after recommendation of the finance committee and the church council. This does not preclude individuals making special offerings at any time as the Spirit of God may move them.

SECTION 4. Proposals to increase or to change approved budget items shall be presented to the church for approval in a church business meeting.

ARTICLE V. MEETINGS

SECTION 1. WORSHIP.

(1) Worship services shall be held statedly on the Lord's Day and on Wednesday of each week.

(2) The Lord's Supper shall be celebrated at such time as the church may determine, but no less frequently than once each quarter.

(3) Occasional additional religious meetings may be appointed by the pastor at his discretion, or by vote of the church.

SECTION 2. BUSINESS

(1) Regular business meetings of the church shall be held quarterly, at which time reports shall be presented, officers elected, and such other business transacted as may be specified in the call or authorized in the by-laws.

(2) The pastor may, and shall, when requested by the deacons, trustees, or a standing committee, call from the pulpit special business meetings, the particular object of a meeting being clearly stated in the notice. A special meeting of the church may also be called by the clerk upon the written application of five adult members specifying the object thereof, which notice shall be read at the worship service on the Lord's Day prior to the day fixed for such meeting.

(3) At any of the regular meetings for worship, the church may, without special notice, act upon the appointment of messengers, but not upon other business.

(4) All business meetings shall be conducted in accordance with *Roberts' Rules of Order*.

(5) Five percent, but not less than ten persons of the active roll of the membership shall constitute a quorum, except that for the election of officers, ten percent, but not less than fifteen persons, and for call of a pastor, thirty-five percent shall be necessary.

ARTICLE VI. DISCIPLINE

SECTION 1. Should any unhappy differences arise between members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in the eighteenth chapter of Matthew.

SECTION 2. Should any case of gross breach of covenant, or public scandal occur, the deacons shall endeavor to remove the offense; and if such effort fail, shall report the case to the church.

SECTION 3. If the church votes to entertain a complaint, which must be made in writing, it shall appoint a reasonable time and place of hearing and notify the person in question thereof in writing, furnishing him with a copy of the charges.

SECTION 4. At such hearing, the accused member may call to aid any member of the church as counsel. If the accused member shall not be present at the time appointed, or give satisfactory reasons for neglect to do so, the church may proceed in the accused member's absence.

SECTION 5. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance, but should an adverse decision be reached, the church may proceed to admonish or declare the offender to be no longer a member of the church.

SECTION 6. In case of grave difficulty, the church will be ready, if requested, to ask the advice of an acceptable council from neighboring churches.

ARTICLE VII. THE CHURCH COUNCIL

SECTION 1. The church council shall seek to correlate and coordinate the activities and organizations of the church, yet with advisory powers only.

SECTION 2. The council, unless otherwise determined by vote of the church, shall be composed of the pastor, music director, chairman of deacons, directors of the Sunday School, Woman's Missionary Union, Outreach and Youth, and the chairmen of the property, finance, transportation and hospitality committees. Other committee chairpersons may be requested to attend as needed.

SECTION 3. The council shall meet monthly or quarterly, as may be desired, or on call of the pastor or chairperson at any time deemed necessary.

SECTION 4. All matters agreed upon by the council, calling for action not already provided for, shall be referred to the church for approval or disapproval.

ARTICLE VIII. AMENDMENTS AND REVIEW

SECTION 1. AMENDMENTS. This constitution and accompanying by-laws may be amended by a two-thirds vote of the members present and voting at a regular business meeting of the church, or at a meeting specially called for that purpose, the proposed amendment being inserted in the call; said proposed change having been laid before the church in writing at a business meeting not less than four weeks before the time of the proposed action, and read from the pulpit or inserted in the church bulletin for three successive Sundays next succeeding such proposal.

SECTION 2. REVIEW. The deacons shall be responsible for reviewing, on a biennial basis, this constitution and by-laws for the purpose of recommending to the church such amendments as may be necessary or desirable.

Notes