

**BROOKWOOD BAPTIST CHURCH OF JACKSONVILLE, INC.
JACKSONVILLE, NC 28540**

CONSTITUTION AND BY-LAWS

PART I. CONSTITUTION

PREAMBLE

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of the Southern Baptist Convention, the Baptist State Convention of North Carolina, and the New River Baptist Association 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.

Name: This body shall be known as Brookwood Baptist Church of Jacksonville, Inc., Onslow County, North Carolina. (A Non-Profit Corp.)

Article I. Purpose

The purpose of this body shall be to provide regular opportunities for public worship, to sustain the ordinances, doctrines and ethics as set forth in the New Testament for the Church of our Lord Jesus Christ; to nurture its members through a program of Christian education; to channel its offerings to the support of the objectives of the Redeemer's kingdom and to preach and propagate among all people the gospel of the revelation of God through Jesus Christ as Savior and Lord.

Article II. Article of Faith

We affirm the Holy Bible as the inspired Word of God, and the basis for our beliefs. The church subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000.

Article III. 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 Spirit, we do now, in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with one another as one body of Christ.

We will seek, therefore, by the aid of the Holy Spirit, 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 will seek to maintain family and private devotions; raise our children in the nurture and admonition of the Lord; and by a pure and loving example to seek the salvation of our family and friends.

We will, seek, by Divine aid, to live carefully in the world, denying ungodliness and worldly lusts, and remembering that, as we have been voluntarily buried by baptism and raised again from the symbolic grave, we have a special obligation now to lead a new and holy life.

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

We will, when we move from this place, 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.

PART II: BYLAWS

Article I. Membership

Section 1 – Qualifications

A person may present himself as a candidate for church membership at any worship service. The candidate must come with a repentant heart, denying the works of the flesh and embracing the fruits of the Spirit (Galatians 5:19-26; Romans 1:24-32). The candidate will be attending the New Members Orientation Class (taught by the Pastor) and once the candidate shows a commitment to the purpose and programs of the church the candidate will be recommended for membership. The candidate will be presented for membership during the following Monthly Business Meeting. After being duly examined by the church and agreed upon by vote of the congregation a person may become a member by any of the following:

A. New Believer – All new believers will profess their faith in Jesus Christ as Savior and Lord, and they will follow Him in baptism by immersion. They also will undergo a period of orientation.

B. Transfer – Receipt of a letter from a church of like faith.

C. Statement of Faith – Statement of prior conversion experience and baptism by immersion. This person also would be treated as a new member and be required to attend the new member's orientation.

Section 2 – Duties

Members are expected to be faithful in keeping the Church Covenant. Members are expected to be active: in their attendance, in their giving of time – talents – possessions, in their pursuit of personal spiritual growth.

Section 3 – Rights

Members in good standing may:

- A. Participate and vote in any business meeting of this church (at age 16).
- B. Be considered for ministry.

Section 4 – Termination

- A. Death
- B. Any member who desires a letter of transfer to any other Baptist church is entitled to receive it upon his request. Letters will be granted to other churches, not to individuals.
- C. Any member who requests to have his membership terminated may have his request granted.
- D. Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, 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 (Galatians 6:1; Matthew 18:15-18; 1 Corinthians 5:1-13; Galatians 5:16-26; Ephesians 4:10-3).

Section 5 – Inactive

After being contacted by the Deacons and with general consensus of the congregation, a non-participating member (for a period of six months) shall be placed on the inactive roll.

- A. The member on the inactive roll shall not be afforded the rights and or the benefits of membership.
- B. After one year on the inactive roll the inactive member will be contacted, and if no action results, the member’s name will be placed in the archives.

Article II. Meetings

Section 1. This church shall hold regular meetings of worship, teaching, training, fellowship, and prayer.

Section 2. Other meetings of the church as a whole or of authorized groups within the church shall be set according to the needs of the congregation, provided that no such meetings shall conflict with the regularly scheduled meetings of the entire church. All meetings shall be cleared through the church office and scheduled on the master calendar of activities.

Section 3. All meetings in the church building shall be sponsored or approved by the church.

Article III. Church Officers

Section 1. Senior Pastor

A. The qualification and duties of the Senior Pastor shall be defined from 1 Timothy 3:1-7 and Titus 1:5-9.

B. The Senior Pastor's roles:

1. He shall not be a "dictator" (1 Peter 5:3).
 2. Because of his Divine calling, office, training and position:
 - a. He is to be the under-shepherd of the local church (1 Peter 5:4).
 - b. He is to be the Pastor (Acts 20:28; Ephesians 4:11; 1 Peter 5:2).
 - c. He is to be followed as long as he follows Christ and His Word (Hebrews 13:7).
 3. He is to be:
 - a. The elder - Someone who is mature and appointed by God (Titus 1:5; Galatians 6:1).
 - b. The overseer - Assuming serious responsibilities (Acts 20:28; 1 Timothy 3:2-6; 1 Peter 5:2; Hebrews 13:17).
 - c. The preacher (1 Timothy 2:7; 2 Timothy 1:11, 4:1-5).
 - d. The teacher (Ephesians 4:11).
 - e. The evangelist (Acts 1:8)
- C. The Pastor shall give the church not less than thirty days nor more than sixty days notice of his intention to resign as Pastor. The church shall give the Pastor not less than sixty days notice of dismissal.
- E. The Pastor shall have charge of the spiritual welfare of the church; he shall preach the Gospel, teach the Word, and have charge of the services of the church. In his absence he will when possible provide for the filling of the pulpit. He shall administer the ordinances and perform the usual duties of the Pastoral ministry.
- F. The Pastor shall be a member of this church.
- G. The Pastor shall be a voting ex-officio member of all committees.
- H. The Pastor's material compensation will be defined in an employment contract and be reviewed annually.

Section 2. Associate Pastor

- A. The qualification and duties of the Associate Pastor shall be defined from 1 Timothy 3:1-7 and Titus 1:5-9.
- B. All duties and responsibilities shall be defined by an employment contract.

Section 3. Church Administrator

- A. The Administrator will be selected by the Personnel Committee, and be voted on during the next scheduled Business Meeting. The Leadership Discovery Committee will recommend the Administrator if it is a volunteer position.
- B. The Administrator will be the overseer of the day to day operations of the church and its ministries. The Administrator will submit an annual budget to the Stewardship Committee, and will abide by the church approved budget.
- C. If the Administrator is paid he/she will work according to contractual agreement. Vacation time and other benefits will be defined in the employment contract. The Administrator's job performance will be evaluated by the Personnel Committee every twelve (12) months.

D. The Administrator will attend and participate in all Church Council Meetings, Personnel Committee Meetings, and all other necessary meetings. The Administrator will submit a report during every business meeting. The Administrator will also perform other assigned duties.

Section 4. Paid Church Staff

A. Needed staff will be identified by Church Council. The position will be filled and defined by the Personnel Committee.

Section 5. Deacon Ministry

A. Qualifications – Those qualified for nomination will have been interviewed about matters concerning their salvation experience and ministry. Qualification shall be determined by the candidates in light of their understanding of 1 Timothy 3:8-13 and Acts 6:1-6.

B. Number – The church shall seek to have a minimum of one Deacon for each twelve active resident church families.

C. Term of Service – Members of the Deacon body shall serve a three (3) year term and be eligible for re-election for one additional three (3) year term. Following the second term the Deacon will rotate off for twelve (12) months.

D. Nomination and Election – The Deacon Body shall select qualified members who currently support the church ministry and have been members for at least twelve (12) months. The Nominees shall be presented during the July Business Meeting and voted on during the August Business Meeting. Nominees also can be taken from the floor during the Summer Business Meeting for review by the Deacon body. A service will be held during the Fall to ordain and install new Deacons.

E. Duties – In accordance with the meaning of the work and the practice in the New Testament, Deacons are to be servants of the church. They are to be vigilant in their personal Bible studies and prayer life. Their task is to serve with the Pastor and staff in performing the pastoral ministries tasks: leading the church in the achievement of its mission, proclaiming the gospel to believers and unbelievers, and caring for the church members and other persons in the community. Regular contact with every family member that has been assigned. Deacons will also be the trusted Stewards for the church Benevolence fund.

F. Appointment – They shall appoint a Chairman and Secretary from their members to keep permanent records of their meetings, and report Monthly to the church.

G. Yokefellows – The Deacon Committee will establish a Yokefellow program to train potential Deacons. Once a Yokefellow has demonstrated spiritual maturity, the Yokefellow may be nominated.

Section 6. Trustees

A. The deacons shall serve as the trustees.

B. Duties: The Trustees shall not hold title to the property, but shall have the duty of assuring the legal affairs of the corporation are properly addressed, and overseeing issues and implementing congregational decisions related to the property, including but not limited to its maintenance, insurance, legal papers, mortgages and similar matters. The Trustees may also be assigned other tasks by the congregation.

C. The Trustees shall function as the Board of Directors:

The currently serving members of the Trustees shall, meeting and acting together, constitute the Board of Directors of Brookwood Baptist Church of Jacksonville, NC. Such board of Directors shall change by and in the same procedure as for the terms of members of the Trustees so that the Board of Directors shall perpetually be the same as the Trustees. In their capacity as Directors, they shall have the duties and responsibilities attendant to being Directors, subject however to the limitations set forth in this Constitution and Bylaws. The Director shall not have power, except as expressly authorized by the congregation, to purchase or sell or encumber any real or personal property, to install or remove officers or staff, to amend the Constitution or Bylaws, or to bind the corporation to any contract. Consistent with our spiritual principles, Baptist polity and long term practice, the congregation as a whole retains the authority to govern the affairs, spiritual and temporal, of the church.

D. Corporate Officers: The Chair of the Trustees shall, whenever required by law or practice, serve as the President of the Corporation, having however only such express powers as are granted by the congregation, and having no power absent such express powers as are granted by the congregation, and having no power absent such express authorization to bind the corporation in any matter. In a similar manner and subject to the same limitations, the Vice-Chair of the Trustees shall be authorized to act as the Vice-President. The Trustees shall supervise the actions of the Building and Grounds Committee.

Section 7. Moderator

The Moderator shall be elected annually and conduct all business meetings. In his absence, the Chairman of the Deacons shall preside. If the Moderator and the Chairman of the Deacons are both absent, the Church Clerk shall call the meeting to order and an Acting Moderator shall be elected. Robert's Rules of Order (Newly Revised) shall be followed during all business meetings.

Section 8. Church Clerk

The Church Clerk shall be elected annually and be responsible for:

- A. Attending all business and council meetings to accurately record, process, and preserve all business transactions approved in those meetings.
- B. Preserving of membership and other pertinent church records.
- C. Corresponding with other churches and members.
- D. Preparing the annual letter (ACP) to the association.
- E. Ensuring that all resident members are notified of all business meetings.

Section 9. Assistant Clerk

The Assistant Clerk shall be elected annually and be responsible for:

- A. Assisting in the functions of the Church Clerk.
- B. Performing all Church Clerk duties in the absence of the Clerk.

Section 10. Treasurer

The Treasurer shall be elected annually and shall be responsible for:

- A. Receiving and Disbursement of receipts.
- B. Examining supporting data for all check requests and filing such requests until audited.
- C. Authorized to sign all Banking documents.

Section 11. Assistant Treasurer

The Assistant Treasurer shall be elected annually and shall be responsible for:

- A. Assisting in the duties of Treasurer.
- B. Performing all Treasurer duties in the absence of the Treasurer.
- C. Have the ability to sign bank documents.

Section 12. Book-Keeper/Financial Secretary

The Financial Secretary shall be elected annually (if a volunteer). If this position is a paid position the Financial Secretary will be selected by the Personnel Committee and job performance shall be evaluated annually. The Financial Secretary shall be responsible for receiving the empty offering envelopes and posting individual member's record of giving. These records shall be treated in accordance with current IRS regulations. Additionally:

- A. Preparing annual statements for each contributor.
- B. Holding the confidentiality of each individual's contributions.
- C. Submitting a financial report at the monthly business meeting with itemized accounting.
- D. Submitting an annual financial report. All financial records are church property, retained in accordance with current Internal Revenue Service (IRS) regulations.

Article IV. Ministries

Section 1. Sunday School

A. Sunday School Director – The Director shall be elected annually at the January Business Meeting and will be responsible for:

- 1. Overseeing all Bible Study activities.
- 2. Attending all Church Council Meetings.
- 3. Establishing policies, practices, and materials for Age Group Leaders, Teachers, and Helpers.
- 4. Procuring all necessary materials, including ensuring all materials used for instructional purposes and are Southern Baptist or are otherwise approved by the Director and the Pastor.
- 5. Ensuring every adult working with minors is subject to a security background check and that such forms are submitted to the Church Clerk for processing and filing.
- 6. Work with the Leadership Discovery Committee to assign teachers and helpers.

B. Sunday School Secretary – The Sunday School Secretary shall be elected annually at the January Business Meeting and will be responsible for:

1. Maintaining all class records. Adding to or removing members from class rosters, as necessary.
 2. Providing a written report of the current enrollment and average attendance during the Monthly Business Meetings.
- C. Sunday School Teachers: The Teachers/Leaders will be elected annually and will be responsible for:
1. Preparing and teaching spiritual truths for their different Age Groups (i.e., Adults, Youth, Children, Pre-School.)
 2. Maintaining contact with and praying for each member of the Age Group for whom they are responsible.
 3. Attend Teacher Training meetings.

Section 2. Discipleship Groups

- A. Discipleship Leader -- The Discipleship Group Leader shall be elected annually and will be responsible for:
1. Facilitating or coordinating training for those who desire a deeper Spiritual relationship with Jesus Christ.
 2. Approving all formed Groups, studies, and activities, as appropriate.
 3. Establishing practices and guidelines for all Discipleship Leaders
- B. Group Leader -- Group Leaders are volunteers and require the approval of the Discipleship Group Leader and shall be responsible for:
1. Preparing and teaching Spiritual truths.
 2. Ensuring their group and studies have received prior approval by the Discipleship Group Leader.
 3. Maintaining contact with and praying for each member of their group.

Section 3. Childcare.

- A. The Childcare Ministry will be:
1. Operated by the Childcare Administrator under the direction of the Personnel and Finance Committees.
 2. The Childcare Administrator will screen and recommend the hiring and terminating of all Childcare Ministry employees.
 3. The Childcare Administrator will set all policies within the ministry for the safe and successful conduct of early childhood education with a perspective in accordance with Local, State, and Federal regulations.
 4. The Childcare Administrator will set all fees and rates

Article V. General

Section 1. License: When a member announces to the church that he/she feels the call to the ministry, the church, by majority vote, may license him/her as an acknowledgment of this call to the ministry and encouragement to make preparation for it. The clerk of the church may furnish the member with a copy of the minutes or a certificate of license or both as he/she may desire as

his/her credential. It is understood the performance of civil duties by the member shall be governed by state law.

Section 2. Ordination: In the event the church has been requested to ordain a member who has been called as pastor of a Baptist church, the following procedure shall be followed: The church will express its approval by a vote of three-fourths (75%) of the members present at any regularly arranged business meeting of the church. The church shall invite the Associational Council on Ordination to examine the candidate concerning his fitness for the ministry. In the event the association has no such council, the church shall invite representatives of neighboring churches of like faith to examine the candidate and report to the church. Then, in the event the report of the candidate is favorable, the church shall proceed with the ordination.

Section 3. Affiliation with Associations and Conventions. We recognize that there is mutual helpfulness in the association of churches who are in such agreement in faith and practice as to encourage the spirit of fellowship and good will. We also recognize that there have been devised through the voluntary cooperation of churches of like faith and order, organizations whose purpose it is to implement the missionary, educational, and benevolent interests and obligations of the individual Christian and his/her church family.

Believing that the New River Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention are organizations whose purpose it is to implement the missionary, education, and benevolence in keeping with the Constitution and Articles of Faith of this church, we therefore agree to participate in these organizations through our duly elected messengers and our support of the causes which these organizations represent.

Section 4. Property Holding. This church may withdraw from affiliation with the New River Baptist Association in order to join another Baptist Association of like faith and order by a majority vote of the members present at any regularly arranged business meeting of the church.

This church may withdraw from affiliation with the Baptist State Convention of North Carolina and/or the Southern Baptist Convention by vote of two-thirds (66%) of the resident church membership; provided that, in the event such vote is less than unanimous, the property of the church shall remain vested in the group in the church desiring to retain its affiliation with the New River Baptist Association and/or the Baptist State Convention of North Carolina and/or the Southern Baptist Convention; provided further that in all matters relating to its internal affairs the church remains and shall be an autonomous body.

Article VI. Missions

Section 1. The church shall encourage the establishment of missions in needed areas. All missions, whether Sunday Schools or churches, shall be approved by a majority vote of the church in regular business conferences, and the personnel to operate them shall be elected by the church in regular business meetings.

Article VII. Members Meetings

Section 1. The church shall hold quarterly members meetings, normally in February, May, August, and November. Special members meetings may be called by the pastor or the chairman of the deacons at such time as they may be needed, with one week's notice of the time, place and purpose of the meeting given to the congregation.

Section 2. The government of this church shall be congregational in nature, and final authority in all matters shall be vested in the membership of the church.

Article VIII. Church Council

The Church Council shall hold an open forum for all church members to present ministry ideas and to express concerns.

Section 1. Membership

The Church Council shall consist of the Pastoral Staff, Deacon Chair and all Committee Leaders. Every church member has the right to attend any and all Church Council meetings.

Section 2. Duties

The Church Council shall be responsible for:

- A. Recommend and plan programs for the continued success of the church.
- B. Coordinating all ministerial functions of the church.
- C. Reviewing and taking appropriate action on all presented programs and projects.
- D. Maintaining a calendar to coordinate church activities.
- E. Council will meet monthly.
- F. Authorizing short-term use of church facilities and equipment in accordance with the Building and Grounds policy.

Article IX. Standing and Special Committees

The Church shall elect such standing Committees as may be deemed necessary to carry on the various phases of the program of the church efficiently and effectively. Such Committees shall be defined and adopted as a part of the By-Laws. These Committees shall include but are not limited to: the Leadership Discovery Committee, Finance Committee, Building and Grounds Committee, Personnel Committee, Baptism Committee, Lord's Supper Committee, and the Constitution and By-Laws Committee.

Standing and Special Committees shall be elected for specific obligations as desired by the church. These Committees shall be elected by the church upon the recommendation of the Leadership Discovery Committee unless the church directs their appointment in a different manner.

Special Committees such as the Pastor Search Committee, Special Finance Committee, and Leadership Discovery Committee shall be recommended to the church by the deacons with the privilege of nominations from the floor.

Section 1. Leadership Discovery Committee

- A. The Committee shall consist of four (4) at-large members nominated at the September Business Meeting by the existing Leadership Discovery Committee. The Sunday School Director shall serve as a voting member.
- B. Members of the new Leadership Discovery Committee shall serve a two (2) year term beginning at the September Business Meeting and will not be eligible for re-election for a period of twelve (12) months following their term.
- C. The Committee shall be responsible for:
 - 1. Presenting to the church a slate of Officers and Committee nominees for the coming year during the June Business Meeting. Nominees will be voted on during the July Business Meeting for the new church year.
- D. Nominations can be taken from the floor during the Business Meetings for consideration with prior consent of the nominee. Vacancies occurring during the year will be referred by the Leadership Discovery Committee.

Section 2. Finance Committee

- A. The members shall be elected annually at the June Business Meeting.
- B. The Committee shall consist of five (5) members at large. In addition, the Treasurer, and Assistant Treasurer shall serve as voting ex-officio members.
- C. The Committee shall be responsible for:
 - 1. Planning, preparing, and presenting the budget, in conjunction with the other church committee chair's budgetary submissions.
 - 2. Ensuring the proposed annual budget is presented 14 days before the August Business Meeting.
 - 3. Seeking membership support and commitment to growth in Christian stewardship.
 - 4. Evaluating ongoing budget needs.
 - 5. Perform and supervise all accounting functions, necessary for the oversight and processing of all revenue from all sources and ministries of the church.
 - 6. Auditing the financial records.
 - 7. Being responsible for developing and overseeing Policies and Procedures that safeguard the financial resources of the church.
 - 8. Train the Head Teller.
 - 9. Sign and execute all vendor and service contracts in excess of one thousand dollars (\$1,000).

Section 3. Building and Grounds Committee

- A. The Building and Grounds Committee is responsible for the procurement, care, management, and maintenance of all church property. The Committee shall consist of at least six (6) members without term limits. They shall have authority to spend the Budgeted funds for all minor

expenditures without prior church approval up to \$500.00. All major expenditures which exceed this threshold must receive approval of the Deacons, who can approve Budgeted funds not to exceed \$3,000.00. Any purchases of assets costing more than \$3000.00 shall be approved by majority vote of the membership at a regularly scheduled business meeting or at a called business meeting.

B. The Building and Grounds Committee shall be responsible for:

1. Conducting and compiling an annual inventory of all church property and equipment and submitting a report to the Trustees for review.
3. Researching the purchase of any equipment and keeping current manuals of instructions of its operation and maintenance.
4. Developing a program to inspect and maintain the church building, equipment and grounds.
5. Securing custodial help and preparing job descriptions, cleaning procedures, and work schedules.
6. Being responsible for proper thermostat settings at all times.
7. Being responsible for securing the building after each use.

Section 4. Personnel Committee

A. The Personnel Committee of six (6) members shall consist of: The Church Administrator; two (2) Deacons, two (2) members at large; and one (1) Finance Committee member. Deacon, and Finance, members will be elected by their particular committees. The committee with exception to the Administrator will establish a staggered three (3) year rotation.

B. The Committee will be responsible for:

1. Hiring and terminating all church employees with the exception of the Senior Pastor.
2. Maintaining current background checks (i.e. cleared by the North Carolina State Police (NCSP) and Federal Bureau of Investigation (FBI) on all paid personnel.
3. Developing a performance plan in conjunction with all paid personnel. The Committee will conduct an annual evaluation of all paid personnel according to that plan.
4. Recommending to the Finance Committee any adjustments in compensation.
5. Making recommendations for discipline in the event of any moral and/or ethical transgressions.

Section 5. Baptism Committee

A. The Baptism Committee will be responsible for:

1. Informing candidates about when, where, and what to bring.
2. Accounting for and maintain all baptismal robes.
3. Making sure baptistery is filled and heated.

Section 6. Lord's Supper Committee

A. Supplying everything necessary for the Lord's Supper.

Section 7. Constitution and By-Laws Committee.

This Committee shall have the responsibility to initiate studies, conduct research, and recommend amendments, or alterations to the church constitution and by-laws. It shall review, at least annually, the constitution and by-laws to determine if changes are needed to ensure a more effective ministry within the church. All suggestions or motions to amend, alter, or repeal any part of the constitution and by-laws shall be referred to this Committee.. The Committee shall refer such suggestions or motions to the church in accordance with the amendment and alteration procedures. Five [5] members shall comprise this Committee serving two [2] year terms.

Article X. Quorum

No business except routine reports of the different organizations of the church shall be conducted without a quorum of at least thirty bona fide members of the church present.

Article XI. Adoption and Amendments

Section 1. The Adoption of this Constitution and these By-Laws shall effect a repeal of all previously-adopted rules in conflict herewith.

Section 2. A copy of this Constitution and these By-Laws shall at all times be kept by the clerk among his/her records, and another copy shall be kept by the Secretary of the Deacons, and a third copy shall be kept in the church office, and all amendments to or revisions thereof shall, after passage by the church, be prepared by the clerk and amended in the original copies of the Constitution and By-Laws and made available to the church members generally upon request.

Section 3. This Constitution and these By-Laws shall be printed and distributed to each resident family and a copy presented to each new member or family as they come into the church, together with other pertinent materials that might be decided upon.

Section 4. This constitution may be amended, altered, or repealed by a two-thirds (66%) vote of the members present at any regular business meeting of the church; provided, however, that such amendments, alterations or repeal must be given to the clerk in writing and this proposed change shall be presented to the church at least 30 days prior to the time the vote is taken.

Article XII. Calendar

Section 1. The term of office for officers and Committee members shall commence September 1 and conclude August 31 in the last year of the term for which they were elected, unless the Church calendar year is altered.

Section 2. The fiscal year of the church shall begin September 1 and conclude August 31.

Section 3. The annual report to the New River Association shall conform to the dates designated as the Associational year.