

**BY-LAWS  
CLARKS CHAPEL BAPTIST CHURCH  
OF CALDWELL, INCORPORATED**

**PREAMBLE:**

For the purpose of preserving and making secure the principles of our Faith in Christ, and to the end that this body be governed in an orderly manner consistent with the accepted tenets of the Baptist State Convention of North Carolina, Inc, the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual member of this Church, and to set forth the relationship of this body to other bodies of the same faith and order, we do declare and establish these By-Laws. These By-Laws will take precedence over any and all other Constitutions and By-Laws adopted prior to this action. We the members of Clarks Chapel Baptist Church of Caldwell, Incorporated do hereby accept this document as an instrument of church administration for the purpose of guiding the affairs of our Church toward accomplishing our mission as a New Testament Church.

**ARTICLE I. NAME**

The name of this non-profit church corporation shall be Clarks Chapel Baptist Church of Caldwell, Incorporated. It is located at 3212 Clarks Chapel Road in Lenoir, Caldwell County, North Carolina.

**ARTICLE II. DOCTRINE**

In accordance with the historical Baptist position, the only authority for doctrinal belief shall be the Bible. The church recognizes the doctrinal statement adopted by the Southern Baptist Convention in 1963 entitled The Baptist Faith and Message, which Articles of Faith are an adaptation of The New Hampshire Confession of Faith of 1833 which has become a standard for missionary Baptist churches in the United States. This is not a binding creed, but is a statement of Baptist belief with which the church agrees.

Members of Clarks Chapel Baptist Church of Caldwell Incorporated will be given a copy of The Baptist Faith and Message to study for themselves.

**ARTICLE III. CHURCH COVENANT**

The church recognizes only the Bible as authority in matters of Christian conduct. However, as a practical statement of Christian ethics by which the church shall expect its members to abide, the church recognizes the following 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 in Christ.

We engage, therefore, 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 devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of and use of destructive drugs or intoxicating drinks as a beverage; to shun pornography and gambling in any form; 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 one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian 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 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.

Members of Clarks Chapel Baptist Church of Caldwell, Incorporated will be given a copy of the Church Covenant to study for themselves.

#### **ARTICLE IV. PURPOSE**

The purpose of Clarks Chapel Baptist Church of Caldwell, Incorporated is to Exalt the Savior, Equip the Saints, and Evangelize the Sinner to the Glory of God\*.

\*"Total Church Life" by Darrell W. Robinson – Broadman & Holman Publishers – p.7.

In addition, this body shall provide regular opportunities for public worship and fellowship; to sustain the ordinances, doctrines and ethics 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 objects 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 V. GOVERNMENT**

The government of the church, in accordance with the historical Baptist position, shall be congregational in form, all matters (unless otherwise stated) to be decided democratically by majority vote of the members in good standing.

### **ARTICLE VI. AFFILIATION**

This church by choice shall affiliate with the Caldwell Baptist Association, with the Baptist State Convention of North Carolina, Inc. and with the Southern Baptist Convention insofar as affiliation does not violate the free choice and best wishes of the church.

### **ARTICLE VII. MEMBERSHIP**

#### **Section 1 – Methods of Receiving Members:**

Candidates shall be presented to the church at a regular church service for membership in any of the following ways:

- Upon a public profession of faith in Jesus Christ as Savior and Lord and baptism by immersion.
- Baptism Exception: On the recommendation of the Pastor and the Deacons, by unanimous consent, the Deacons may recommend to the Church that the requirement for immersion baptism be suspended as a condition of membership in cases of physical inability or severe hardship.
- By Transfer of Letter: Requesting a letter of transfer from another Baptist church of like faith and practice, generally considered to be any church of the missionary Baptist tradition. In the event of a question, the Pastor shall be free to bring recommendations for special action.
- By statement of faith in those circumstances where having been saved and baptized by immersion, are for some reason unable to secure a letter.
- Associate Membership: Those who desire to hold membership in this church while living in the area for a limited time, but who also wish to maintain membership in their home church in another place may present themselves for Associate Membership. Associate members are entitled to all the privileges of membership except for voting rights.
- By restoration: Members shall be restored to full membership upon recommendation of the Deacons to the church if they have shown godly repentance and sorrow regarding the matter for which they were removed from the membership.

Persons desiring to join Clarks Chapel Baptist Church of Caldwell, Incorporated shall first be considered as candidates for membership before actual membership is granted. All candidates for membership shall complete a membership application (see Addendum 1) that provides appropriate information needed to evaluate their eligibility for membership in Clarks Chapel Baptist Church of Caldwell, Incorporated (evidences of Christian conversion, a willingness to cooperate with the stated purposes of the church, affirmation of our statement of faith and church covenant). Upon successful review of the membership application by the Pastor and deacon (s), actual membership will be granted at the time of baptism by immersion (if joining by profession of faith) or in a business session (if joining by letter, statement, restoration, or as an associate member).

In all cases, the church has final authority for reception of members.

### **Section 2 – Reaffirmation of Faith:**

Any member of Clarks Chapel Baptist Church of Caldwell, Incorporated desiring to reaffirm their faith in Christ as Lord and Savior may be rebaptized as a testimony of this commitment, after having discussed the matter with the Pastor.

### **Section 3 – Duties of Church Members:**

Each member is expected to support the church to the fullest extent possible:

- Financially with tithes and offerings
- Personally through consistent attendance at regular and special meetings of the church
- Agreement with the purpose of this church
- Agreement with the doctrinal position of the church
- Abide by the principles of the Church Covenant

These duties define a member in good standing with this church.

### **Section 4. Rights of Church Members:**

Each member is equally entitled to all blessings and benefits of the ministry of the church.

- Only members in good standing will be permitted to vote in business matters before the church (See Section 3 – Duties of Church Members).
- Except as otherwise set forth herein, every member of the church is eligible for consideration by the membership as candidates for elective office.
- Members shall have access to the principal records of the church including minutes of its governing body and principal financial reports. However, consistent with Baptist Doctrine and practice, these rights shall not include the right to review or inspect individual donor records or personnel files.

### **Section 5 – Discipline of Church Members:**

Each member is subject to disciplinary action of the church in the event of failure to support or cooperate with the church program and in the event of doctrinal or moral default. All disciplinary cases are to be handled in a Christian manner after the scriptural pattern (Matthew 18:15-20; 1 Corinthians 5). Where discipline is considered, the Pastor and deacons shall handle the procedure until such a time as the entire church must be involved. (In the case of a female, the pastor and two women [approved by the pastor and deacons] will handle the procedure.) Attempts will be made to contact and restore the person. If the person fails to respond in a satisfactory manner, formal charges will be made at a special called meeting for that purpose and the member will be dismissed.

The church stands ready to receive any repentant former member. (See Article VII. Membership, Section 1, Subsection 5.)

### **Section 6 – Termination of Membership:**

Membership in this church shall be terminated in the following ways:

- By death – The Clerk shall remove the name of a member from the church roll upon death of that member.
- By discipline – The Church, after due notice and a reasonable opportunity for hearing and kindly efforts to make such action unnecessary, may terminate the membership of persons who fail to fulfill the obligations of the Church Covenant, and of persons whose conduct is of such a nature that it hinders the work of the church and Christ's Kingdom.
- Departing the Baptist faith (joining a church of another denomination) - Upon receipt of reliable information that a member has joined another church, the clerk shall remove the person from the membership rolls of this church, and the church in conference so advised.
- By transfer of letter – Letters of dismissal may be granted to any church of like faith and order for members in good standing. When letters are granted, membership in this church will be terminated.
- By resignation – A member may request that their membership be terminated and such termination shall be effective as of the date the request is received.
- Withdrawal of Membership by the church - The church shall periodically update its roll. When members can no longer be contacted, the church may (in regular business session) vote to withdraw their membership.

### **Section 7 – Non-Resident Membership:**

The church shall maintain a non-resident membership list and, when possible, encourage these members to affiliate with a local church.

## ARTICLE VIII. CHURCH MEETINGS

### Section 1 – Business Meetings

#### A. Annual Meeting:

The annual meeting of the Corporation for the election of officers shall be held during September.

#### B. Regular Meetings:

##### B.1. Worship Services:

The church shall maintain such worship services as are essential to the inspiration, information, encouragement, and growth of its constituency. The times, hours, and periods of its worship shall be freely determined by the church as events, social conditions and community needs may call for. The church shall carry on an educational program to meet the needs of all those who come into its fellowship.

No business shall be conducted during a worship service of the church other than to receive new members, approve deacons, approve a pastor or staff, and approve the yearly budget. Such votes should be held at the end of the worship service.

The church shall be free to conduct any and all services that it may deem necessary and/or desirable for its growth, outreach, and development. Revivals and/or special studies will of necessity be a part of this development.

##### B.2. Regular Business Meetings:

The church shall conduct its regular business meeting on the first Wednesday after the first Sunday every other month. If circumstances prevent the meeting, it will be rescheduled for the following Wednesday.

#### C. Special Business meetings:

Special Business Meetings may be called by the pastor and/or any other corporate member of the church with knowledge of the Pastor, providing the nature of the item to be presented cannot wait until a regular business meeting. A special called session must be publicly announced from the platform in a regular worship service and the item to be presented clearly stated. No other business may be considered nor transacted than that announced at the time of the special called session.

#### D. Voting:

All members in good standing present shall be entitled to vote except when approving the budget, legal matters, and calling or dismissing the Pastor or a staff member in which case members in good standing who vote must be at least 16 years old. Voting by absentee ballot or proxy shall not be permitted in any matter.

**E. Quorum:**

All members in good standing present *and voting* at a regular or duly called special business meeting shall constitute a quorum for transaction of business.

**F. Moderator:**

The Pastor shall moderate all business meetings and in his absence, the chairman of the Deacons shall moderate.

**G. Procedure:**

The latest edition of Robert's Rules of Order shall be followed in all matters of Parliamentary procedure.

**H. Order of Business:**

The Order of Business shall be as follows:

1. Call to order
2. Reading of minutes of the last stated and all intervening business meetings
3. Treasurer's Report
4. Department reports
5. Committee reports
6. Clerk's report
7. Unfinished business
8. New business
9. Adjourn.

**I. Matters of Concern:**

The church shall decide upon matters of concern by voting at duly constituted business meetings, by majority vote of those present and voting; except in the case of the vote to call a Pastor or amend the By-Laws, in which cases at least three fourths (3/4- 75% per-cent) vote.

**J. Minutes of all Business Meetings:**

The minutes of all meetings shall be the property of the church and kept at the church office and available to all members for inspection.

**ARTICLE IX. GENERAL OFFICERS****Section 1. Generally:**

Officers of the church shall be Pastor, Deacons, Board of Directors (Trustees), Church Clerk, Treasurer and such others as the church shall determine. For all such officers the church shall establish and set forth in the church's Policies and Procedures Manual, their means of selection and duties. All officers must be members of the church in good standing, and serve at the pleasure of the congregation.

## **Section 2. Pastor**

- A. The Pastor shall be a spiritual leader of high Christian character. He shall be a duly licensed and ordained minister in full fellowship with the Southern Baptist Convention.
- B. Upon the unanimous recommendation of the Pulpit Committee duly elected by the church, the Pastor shall be called for an indefinite period by 75% vote (by secret ballot) in favor by members in good standing present and voting in a duly authorized business meeting on a Sunday morning recommended by the Pulpit committee.
- C. Upon resignation, the Pastor shall inform the church thirty (30) days prior to termination of his services.
- D. Any member in good standing has the right to ask for the dismissal of the pastor. The following procedure must be followed: 1) A special called meeting only for that purpose must be called by the member(s) in good standing desiring such by announcing it on Sunday morning both (ten) 10 days and (three) 3 days prior to the meeting (on a Wednesday night). (Refer to Article VIII. Church Meetings, Section 1; Sub-sections B and C.)
- E. In the event of dismissal, the church, with 75% (3/4) of members in good standing present voting in favor (by secret ballot), will give the Pastor thirty (30) days notice or thirty (30) days pay before declaring the pulpit vacant.
- F. As soon as it is known that the pulpit is to become vacant, the church shall elect a Pulpit committee numbering five (5) plus one (1) alternate – naming the chairman of the committee from those selected. The committee shall present recommendations for only one prospective pastor at a time.
- G. The Pastor shall be the recognized leader of the church. He shall give direction to its total ministry, working through all duly constituted officers and committees in promotion of the church program. He shall moderate all business meetings when possible; shall provide in the administration of the church ordinances; shall be ex-officio member of all committees and functions of the church; shall preside at all general meetings of the church; shall have control of the pulpit; and shall be expected as much as possible to minister to the total spiritual needs of all members collectively and individually.

## **Section 3. Other Staff Members:**

- A. All other paid staff members shall be employed or dismissed by the church in a regular or special called business meeting upon at least 75% of those members in good standing present and voting in favor by secret ballot.
- B. In the case of a vote for dismissal, 10 days notice must be given (announcing it on Sunday morning both (ten) 10 days and (three) 3 days prior to the meeting (on a Wednesday night).

C. They shall minister in cooperation with the pastor and other staff members.

#### **Section 4. Deacons:**

- A. New deacons shall be selected for ordination by 75% vote (by secret ballot) in favor by members in good standing present and voting in a duly authorized business meeting of the church from a list of eligible candidates (having agreed to serve if elected) using the secret ballot method.
- B. The church shall use the rotating system for maintaining the deacon body. Approximately one-third of the body shall rotate off each year with their replacements elected for a period of three (3) years. Those rotating off may not succeed themselves for a period of one year.
- C. In order to return to active duty as a deacon, each deacon must be reelected to serve by 75% vote in the affirmative by members in good standing present and voting (using the secret ballot method).
- D. The church may temporarily suspend the rotation system at times of extenuating circumstances.
- E. No deacon shall serve automatically by virtue of previous ordination. He shall be a member for at least one year before election to the deaconship unless having previously been a member of this church.
- F. The church shall determine the number of deacons as it deems wise, and they shall serve upon ordination or election by the church in the event of previous ordination.
- G. In accordance with the meaning of the work and practice found in the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the pastor in performing pastoral ministries tasks; proclaim the gospel to believers and unbelievers; care for the church members and other persons in the community (See Addendum 2 for Benevolence Policies.); lead the church to engage in a fellowship of worship and witness, education, ministry and application; and lead the church in performing its tasks.
- H. The Chairman of the Deacons shall be elected by the church annually upon the recommendation of the deacon body.
- I. The Chairman of the Deacons serves as Vice-Moderator of the church.
- J. The Deacons may at various times choose to watch certain men in the church as potential future deacons. Some may be asked to serve as Yokefellows (Jr. Deacons) in order to determine their fitness to serve as Deacons at a later time should the church elect them.
- K. The Deacon selection process is as follows:
  - 1. All members in good standing will be presented with a list of all the men of the church who are members in good standing who are not already serving as a deacon.

2. Depending on the number of deacons needing to be elected, members in good standing will select from that list (see #1) those they believe would qualify and serve faithfully as a deacon.
3. After this selection has taken place, the Pastor and the Deacons will tally the nominations and will review whom the church has nominated.
4. After this review, which includes speaking with those nominated about the responsibilities of the deaconry and determining their qualifications and interest in serving, the Pastor and Deacons will recommend that the church approve those who are qualified and willing to serve (See Letter A – above).
5. In this process, it is assumed that church members will use their discretion when nominating potential deacons in regards to Christlikeness, commitment, maturity, age, and 1 Timothy 3.

## **Section 5. Board of Directors:**

### **A. Number and Term:**

The church shall have four (4) trustees. The currently serving Trustees shall, meeting and acting together, constitute the initial Board of Directors of Clarks Chapel Baptist Church of Caldwell, Incorporated. Such Board of Directors shall change by and in the same procedure as for the terms of Trustees. Each year one (1) Director will be elected to serve a term of four years. A Director completing his term may serve again if the church so desires. If a Director does not complete his term, another person shall be approved by the church to complete that term.

### **B. Duties/Responsibilities:**

In their capacity as Directors, they shall have the duties and responsibilities attendant to Directors, subject however to the limitations set forth in the Charter (Articles of Incorporation) and By-Laws. The Directors 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 By-Laws or Charter (Articles of Incorporation), or to bind the Corporation to any contract.

1. The Directors serve as legal representatives in all transactions of the church. The Corporation, Clarks Chapel Baptist Church of Caldwell, Incorporated shall hold legal title to the church property.
2. The Directors shall sign all documents related to the purchase, sale, mortgaging, insurance, or rental of church property after approval by the church in regular business session. The signature of at least two Directors is required in order to reduce the possibility of collusion.
3. The Directors shall arrange an annual audit of the accounts of the Church Treasurer of a type and nature they deem appropriate.
4. The Directors can never act independently of the church.

5. Neither the Treasurer nor the Assistant Treasurer may serve as a Director.

6. Directors are to assure that the Corporation is in compliance with the laws of the state of North Carolina and follow the procedures outlined in the papers of Incorporation from the Secretary of State of North Carolina.

7. The Board of Directors shall be bonded.

### **Section 6. Corporate Officers:**

The Chairman of the Board of Directors 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 authorization to bind the corporation in any manner or act for it. In a similar manner and subject to the same limitations, the Vice-Chairman of the Board of Directors shall be authorized to act as the Vice President of the Corporation.

### **Section 7. Financial Secretary:**

- A. The Financial Secretary will post individual members' records of giving from offerings received from the counting committee, assist in preparing monthly financial statements for church business meetings, and mail out end-of-year giving records.
- B. The church shall elect the Financial Secretary annually.
- C. The Financial Secretary shall be bonded.

### **Section 8. Treasurer:**

- A. It shall be the duty of the Treasurer to serve as chairman of the Budget and Finance Committee; to disburse all funds necessary for the work of the church as determined by the most recent budget information or as directed by the church; to keep an accurate record of all funds; to give an oral and written report at regular business meetings; to keep the Assistant Treasurer informed of all pertinent information so that he/she can assume the duties of the Treasurer during any absences.
- B. All Sunday receipts shall be deposited on Sunday, unless providentially hindered, at the assigned financial institution (other offerings shall be deposited as soon as possible).
- C. The Treasurer may assign routine duties to the Assistant Treasurer from time to time.
- D. If the office of Treasurer becomes vacant, the Assistant Treasurer shall become the Treasurer.
- E. The Treasurer shall be bonded.
- F. The church shall elect the Treasurer annually.

- G. The Treasurer shall serve whenever required by law or practice as the Treasurer of the Corporation.

**Section 9. Assistant Treasurer:**

- A. The Assistant Treasurer shall disburse all church funds as directed by the Treasurer and perform all duties assigned by the Treasurer. He/she shall assume the duties of the Treasurer during any absence.
- B. If the office of Treasurer becomes vacant, the Assistant Treasurer shall become the Treasurer.
- C. The Assistant Treasurer shall be bonded.
- D. The church shall elect the Assistant Treasurer annually.

**Section 10. Clerk:**

- A. It shall be the duty of the Clerk to receive information on all new members; to keep an up-to-date, accurate and complete account of the church roll, both of resident and non-resident members; to receive and make known to the church all requests for letters; to send all letter transfers according to the action of the church.
- B. It shall be the duty of the clerk to make accurate records of all business transacted by the church in regular or special conference, and make a report of those records in a business meeting.
- C. If the office of Clerk shall become vacant, the Assistant Clerk shall become Clerk.
- D. The church shall elect the Clerk annually.
- E. The Clerk shall serve whenever required by law or practice as the Secretary of the Corporation.

**Section 11. Assistant Clerk:**

- A. The Assistant Clerk shall assist the Clerk in any way the Clerk may deem necessary and shall serve as Clerk in all cases where the Clerk is prevented.
- B. If the office of Clerk shall become vacant, the Assistant Clerk shall become Clerk.
- C. The Church shall elect the Assistant Clerk annually.

**ARTICLE X. MINISTRIES AND LEADERSHP**

**Section 1. Ministry Organizations:**

The ministry organizations of the Church shall be Sunday School, Women's Missionary Union, Brotherhood and auxiliaries related thereto, and such others as the Church may deem appropriate.

**Section 2. Positions of Leadership:**

The Church may establish such positions of leadership for its work as it deems appropriate and for each such position shall establish the qualifications, terms, duties and

means of selections. These, when approved, shall be set forth in the Church's Policy and Procedures Manual. The Church shall place its approval upon all church officers and other workers by electing them annually by majority vote of those present and voting at a business meeting.

### **Section 3. Committees:**

The church shall elect such committees as are deemed necessary to carry on the various phases of the program of the church efficiently and effectively.

#### **A. Nominating Committee - Election of Committees:**

1. Annually, during the annual March business meeting, the church shall elect three people who are to be nominated from the floor. These three will form the nucleus of the Nominating Committee.
2. This committee of three shall bring recommendations for all department heads to the May business meeting. Upon their election, all department heads (i.e. Sunday School, Discipleship Training, Brotherhood, WMU, Music) shall join with the original committee of three to form a full nominating committee.
3. The Nominating Committee shall bring recommendations for all organizations, committee officers, and teachers (after having been approved within the committee) to the July business meeting in order that all positions may be filled and all elected personnel are prepared to assume their duties by the first of September.
4. This committee shall be responsible for bringing recommendations for any vacancies that may occur during the year and advising those who serve of the requirements and expectations for the position they hold.
5. The church shall, for all such committees, establish their means of appointment, terms and duties and set them forth in the Church's Policy and Procedures Manual.

#### **B. Temporary Committees:**

The church, upon recommendation by the Deacons, may elect at any time committees to perform temporary functions.

### **Section 4. Church Staff:**

Such staff workers as the church may deem necessary may be employed by the church. The church shall establish job descriptions, means of selection, supervision, accountability and termination for all such positions, and set them forth in the Church's Policy and Procedures Manual. The church shall also establish appropriate personnel policies for all staff.

## **ARTICLE XI. LICENSE AND ORDINATION**

### **Section 1. License**

When a member announces to the church that he feels the call to the ministry, the church, upon recommendation of the Pastor and Deacons, by majority vote, may license him as

an acknowledgement of his 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 as his credential. It is understood that the performance of civil duties by the member shall be governed by state law.

### **Section 2. Ordination:**

If in the event this 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, if in favor, will express its approval by a vote of three-fourths (75%) of the members present and voting at any regular conference meeting of the church. The Church shall request the Ordination Committee of the Caldwell Baptist Association to examine the candidate and report to the church. If the report is favorable, the church shall proceed with the ordination.

## **ARTICLE XII. CHURCH FINANCES**

### **Section 1 – Financial Policies:**

- A. The church shall review its financial structure annually and shall be free to use the program that is best suited to its stewardship and financial needs.
- B. The church shall operate its year-round financial program in keeping with the function of the officers and committees.
- C. The Budget-Finance Committee shall expend all funds from the budget items for organizations and committees in counsel with the representative heads and chairmen.
- D. Under no circumstance shall any member of the church have the authority in any expenditure of church funds except through budgeted allocation or special action of the church as funds are available and needed.
- E. Church members will be reimbursed for budgeted items they purchase with their own money. All requests for reimbursement must include a receipt showing the amount to be repaid and what the item(s) will be used for. Requests are to be left in the Treasurer's box. If this procedure is not followed, reimbursement will not be issued.
- F. All church officers, committees, and members shall, in counsel with the Pastor, work through the Budget-Finance Committee concerning any special financial requests outside of budget considerations. No money shall be expended beyond that of the budget until presented to the church in its regular business session and then only as the church designates.
- G. In the event the church fails to meet its budget a given month, either on the basis of essential or non-essential items, the Budget-Finance Committee in counsel with the representative heads of committees and organizations and wishes of the church as

stated in the budget, may recommend or request action of the church and the Treasurer shall expend funds as the church outlines in business session.

### **Section 2 – Special Offerings:**

- A. The church may support the following offerings without a special vote of the church:
- Annie Armstrong Easter Offering for North American Missions
  - Lottie Moon Christmas Offering for International Missions
  - North Carolina Missions Offering
  - Heck-Jones Offering for WMU of NC
  - NC Offering for Older Adults
  - Baptist Hospital Mother’s Day Offering
  - Baptist Children’s Homes Thanksgiving Offering
  - Love Offerings
- B. An offering for the Benevolence Fund will be received every fifth Sunday after the Lord’s Supper.

### **Section 3 - Budget and Finance:**

- A. The Budget-Finance Committee shall be elected by the church annually and be composed of a Deacon, a Director from the Board of Directors and the Head of each department/organization, with the Treasurer serving automatically as Chairman.
- B. It shall be the duty of this committee to prepare the budget for church approval; to promote its support; to work with the Treasurer in any way needed; and to recommend to the church any action needed concerning financial matters.
- C. The church budget for the next calendar year must be approved at a business meeting to be held on or before the last Sunday in December.

### **Section 4. Accounting Procedure:**

Monies shall be properly counted and deposited by the Counting Committee, accounted for by the Treasurer, and shall be administered in keeping with the instruction of the Church, and be properly recorded on the books of the Church. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Budget and Finance Committee.

### **Section 5. Expenditures and Receipts of Funds:**

- A. No funds shall be disbursed without the express authorization of the Church as provided for in the budget or separate authorization.
- B. No designated funds shall be received except for Church approved projects, causes, or expenditures. Separate accounting shall be maintained for all designated gifts and funds.

**Section 6. Audit:**

The Board of Directors shall arrange an annual audit of the accounts of the Church Treasurer of a type and nature they deem appropriate.

**Section 7. Fiscal Year:**

The fiscal year of the Church shall begin on January 1 and end on December 31.

**ARTICLE XIII. POLICIES AND PROCEDURES**

The Board of Directors shall assure the creation and maintenance of a Policies and Procedures Manual which shall contain all currently controlling policies and procedures governing any aspect of the church's affairs including committee task descriptions, policies regarding the handling of funds, use of facilities, and employment policies and practices.

**ARTICLE XIV. AMENDMENTS****Section 1. Adoption:**

The adoption by the church of these By-Laws shall affect a repeal of all previously adopted rules in conflict herewith.

**Section 2. Amendments:**

These By-Laws may be amended by the following steps:

1. An announcement of any proposed change (whether addition or subtraction or a change in wording) in the By-Laws must be made thirty (30) days prior to the time of consideration with each member having been provided a clearly stated copy of the proposed change.
2. The proposed amendment may be considered in a special called business meeting or at the church's regular business meeting (whichever is most convenient). If a special called business meeting is scheduled for consideration of the proposed amendment, no other business will be conducted at that meeting.
3. All changes shall require approval of 75% (or 3/4) of the members in good standing present and voting.
4. A copy of these By-Laws shall at all times be kept by the Church Clerk among his or her records and another 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 Church Clerk and pasted in the copies of the By-Laws and made available to church members generally upon request.

5. These By-Laws should be reviewed every five years at a minimum for possible revision. A committee for this review will be recommended by the Board of Directors and will be elected by the church at that time.

Clarks Chapel Baptist Church of Caldwell, Inc.

“Draft” By-Laws

Rev. 01, November, 28, 2010