

Perche

Baptist

Church

Covenant

And

Bylaws

June 2013

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Covenant

Article I - Mission Statement

To glorify God and make disciples of all persons, baptizing them in the name of the Father, Son, and Holy Spirit, teaching them to observe all that Jesus had commanded.

Article II – Statement of Faith and Covenant

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in 1963. We bind ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind.

THE 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 the Holy Ghost, we do now, in the presence of God, angels and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, 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 poor, and the spread of gospel through all nations.

We also engage to maintain family and personal 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, and to be zealous in our efforts to advance the kingdom of our Savior.

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

We moreover engage that when we relocate 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.

We practice and hold to the beliefs outlined in The Baptist Faith and Message 2000, that states that marriage is the union of one man and one woman.

ByLaws

Article I – Membership

Section 1 – Qualifications

The membership of this church shall consist of such persons who offer themselves as candidates for membership in the church at any worship service in one of the following ways:

1. Confession of Jesus Christ as Savior and Lord followed by baptism by immersion;
2. By a promise of a letter of recommendation from another Baptist Church of like faith and order.
3. By a statement of prior conversion experience and baptism by immersion in a Church of like faith and order when no letter is obtainable.

Voting on a candidate for church membership shall take place at a business meeting following the candidate's request for membership and following visitation from church leadership.

Section 2 – Duties

Members shall be expected to be faithful in all practices of the Christian Life; attend habitually the services of the church; tithe to its support and causes; share in its organized work; and conduct themselves toward one another in the spirit of the Church Covenant.

Section 3 – Rights of Members

Every member of the church shall be a member of the church Corporation and shall be entitled to one vote at all meetings of the church and Corporate body.

Section 4 – Termination of Membership

Membership shall be terminated in the following ways:

1. Death
2. Dismissal by letter of recommendation to another Baptist Church.
3. Exclusion by action of this church (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 its covenant vows, or nonsupport of the church, the church may terminate his/her membership by three-fourths vote of those members present and voting, but only after due notice to the member and hearing, and after faithful efforts have been made to bring such member to repentance).
4. Erasure upon becoming a member of a church of another faith or denomination

Article II – General Church Officers

Section 1 – Professional Staff

Pastor

1. The Call

The vote to call a pastor shall come before the church at the regular or called business meeting, notice of such meeting and its purpose having been given from the pulpit the Sunday preceding such business meeting. A favorable vote of 75% of those members present and voting shall be required to issue a call. The vote shall be by ballot only. Only one candidate shall be presented to the church at any one time. The call shall be for an indefinite time.

2. Duties

The pastor is responsible for leading the church in functioning as a New Testament church. The pastor will lead the congregation, and organizations in performing their tasks. The pastor is the leader of worship, proclamation, education, and pastoral ministry.

3. Termination

Resignation by the pastor may be made in writing two weeks prior to termination. Termination by the church may be effected by a majority vote of the members present and voting at any regular or called business meeting, provided the notice and purpose of such meeting shall have been announced from the pulpit the preceding Sunday.

Other Professional Staff

The church may have such other full time or part time professional staff as it may from time-to-time desire.

1. With the concurrence of the pastor, either the deacons or the Personnel Committee may nominate a candidate for the existing or new staff position. Prior to the election, the nominating body shall present to the congregation in a business meeting the proposed financial and other benefits for the candidate and a statement of general duties, allowances for time off for various reasons, and the nature and extent of other permitted activities provisionally agreed to between the candidate and committee. The result of the church action shall become effective if and when the candidate assumes the position.
2. Election, tenure, and separation shall be the same as that of the pastor.

Section 2 – Deacons

1. Election

- a. The deacon candidate(s) shall be elected from the male members of the church using Acts 6:1-6 and 1 Timothy 3:8-13 as scriptural guidelines.
- b. The election shall be by ballot. Voting shall take place at a regular or special called meeting, notice of such meeting and its purpose having been given from the pulpit the Sunday preceding such business meeting.

c. The candidate with the most votes shall be elected, the number being determined by need. The candidate shall be selected from a list of male members, 21 years and older.

2. Ordination of Deacons

Any unordained person elected to the office of deacons shall be ordained as soon as possible.

3. Chairman of Deacons

The deacons shall elect their own chairman, subject to the approval of the church, during June of each year. The chairman of deacons shall serve for a minimum period of one year.

The chairperson shall habitually attend the Church Council meetings.

Section 3 – Trustees

The board of trustees shall be composed of three members, elected by the church to serve a term of three years each on a rotating basis.

The duties of the board of trustees shall be:

1. To serve as the board of directors and officers of the church corporation.
2. To be responsible for functions of the church corporation as provided in Article VII.
3. To supervise all matters pertaining to church property and the maintenance thereof.
4. To be responsible for the employment and supervision of satisfactory help necessary for the proper care and operation of church property.
5. To appropriate funds necessary to carry out their duties, not to exceed a maximum amount set by vote of the church.

The members of the board of trustees shall annually nominate one member of the board of trustees to serve as chairman of the board of trustees. The chairperson shall habitually attend the Church Council meetings.

Article III – Other Officers

*All Church Officers shall be members of Perche Baptist Church

*All Church Officers are responsible for providing yearly budget requests to the Stewardship Committee

Section 1 – Moderator

The Moderator of the church shall be the pastor, or, in his absence, the chairman of deacons, or in his absence, whomever the church body shall elect.

Section 2 – Church Clerk

The duties of the elected clerk of the church shall be:

1. To keep in a suitable book, a record of all the actions of the church except as otherwise herein provided.
2. To keep a register of names of members, with dates of admission, dismissal or death, together with a record of baptisms.
3. To issue letters of dismissal voted by the church.
4. To preserve on file all communications and written official reports.
5. To give legal notice of all meetings where such notice is necessary as indicated in these by-laws.
6. Will provide any changes of the by-laws to the by-law committee chairperson upon approval by the church.
7. Maintain copies of Building Use requests.
8. The Church Clerk shall habitually attend the Church Council meetings.

Section 3 – Financial Officers

1. Church Treasurer

The duties of the church treasurer shall be:

- a. To be custodian of all funds of the church and all her auxiliaries for general and special purposes. All receipts shall be promptly and regularly deposited in a bank approved by the church.
- b. To sign all prepared checks to be issued.
- c. To keep well informed of all journals, ledgers, and payroll records of the church.
- d. To present to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month.

2. Assistant Treasurer

The assistant treasurer will assume the duties of the treasurer in his or her absence and shall fully assist the treasurer at all times as necessary.

Section 4 – Church Council

The primary functions of the council shall be:

1. To recommend to the congregation suggested objectives and church goals.

2. To review and coordinate program plans recommended by church officers, organizations, and committees.
3. To recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities.
4. To evaluate program achievements in terms of church goals and objectives.

Members elected to serve the following year may become members of the Church Council immediately upon election. The Church Council shall be composed of: the Church Clerk, Sunday School Director, , Missions Coordinator, Brotherhood Director, Children’s Church Directors, Chairman of the Deacons, Chairman of the Trustees, Pastor, Music Director, Hostess Chairperson, Nursery Coordinator, Building Equipment and Maintenance Chairperson, and all Chairman of Standing Committees. Elected officers may be invited to meet with the council on matters pertaining to their duties. All matters agreed upon by the Council and calling for action not already provided for shall be referred to the church for approval or disapproval.

(All Chairman of Standing Committees are listed in these By-Laws.)

Section 5 – Nursery Coordinator

The nursery coordinator shall be responsible for all matters pertaining to equipment, the policies of operation, recruitment, and training and supervision of personnel of the church nurseries. The nursery coordinator shall serve as chairman of the nursery committee.

The Nursery Coordinator shall habitually attend the Church Council meetings.

Section 6 –Hostess Chairperson

The church hostess shall be responsible for the Hostess Committee.

The chairperson shall habitually attend the Church Council meetings.

Section 7 – Church Librarian

The church librarian shall be the chairman of the library committee and shall assume leadership in the promotion, supervision, and upgrading of a church library to minister to the ready needs of the membership.

Section 8 – Sunday School Director

Weekly:

Maintain Sunday School class enrollment cards and attendance, give announcements at the beginning of the church service

Monthly:

Verify attendance, compute monthly average attendance

Quarterly:

Order Sunday School literature, prepare enrollment cards

Yearly:

Coordinate Promotion Sunday

The director shall habitually attend the Church Council meetings.

Section 9 – Brotherhood Director

The director shall be assisted by three assistants under the age of 20.

The director shall habitually attend the Church Council meetings.

Section 10 – Building Equipment and Maintenance Chairman

The chairman shall be responsible for the maintenance, repair and care of all church property including equipment, parking areas, playgrounds, walks, shrubbery, signs and motor vehicles.

The chairperson shall habitually attend the Church Council meetings.

Section 11 – VBS Director

The VBS Directory is responsible for organizing and directing Vacation Bible School for the church.

Duties include:

1. Ordering VBS supplies.
2. Set dates for VBS, working with pastor and church calendar.
3. Recruit volunteers to help with VBS and prayer warriors.
 - a. May include putting on a job fair.
 - b. Recruiting luncheon
4. Promote VBS in church and the community.
 - a. Promote during church service
 - b. Contact area churches to participate with our VBS.
 - c. Fliers sent to local schools.
 - d. Advertising on radio
5. Lead organization and training meetings as needed.
6. Plan schedule for VBS.
7. Keep track of expenses and turn receipts into church treasurer.
8. Work closely with each teacher and area volunteers to meet their needs.
9. Be a prayer warrior for VBS!
10. Be available each night of VBS to handle any problems, with parents and/or students.
11. Keep track of attendance and report to Southern Baptist Convention.
12. Plan follow-up for students that do not regularly attend the church.
13. Responsible for verifying all volunteers working in VBS have a background check completed.
14. The chairperson shall habitually attend the Church Council meetings.

Section 12 – Music Director

Responsibilities/Duties

1. Plan celebrative and meaningful worship services in conjunction with the pastor.
2. Lead the church's worship services, including congregational singing.
3. Oversee and direct the church's music ministry.
4. Choose musical selections.
5. Select and arrange special singing, instrumental groups, and soloists.
6. Work with sound technicians to insure proper maintenance of musical instruments.
7. Organize and store music for church music groups.
8. Work with drama director to incorporate drama into worship services and special productions.

9. Make sure platform/sanctuary is properly arranged for services and special productions.
10. Pray for, uplift, and minister to those who are involved in the worship ministry.
11. The director shall habitually attend the Church Council meetings.

Section 13 – Missions Coordinator

The Missions Coordinator will lead the effort to maintain a comprehensive missions program in the church and is responsible for exploring local and international missions opportunities, keeping the church informed regarding potential and ongoing missions involvement and serving as a liaison between the church and missionaries. This position will serve for 2 years.

Responsibilities/Duties

1. Act as a liaison with missionaries and organizations the church supports.
2. Research, locate, validate, and follow-up on missions projects, opportunities, needs with the local community as well as home and foreign mission fields.
3. Organize the church's efforts in supporting missions.
4. Educate the church regarding missions, including planning a yearly missions awareness emphasis.
5. The coordinator shall habitually attend the Church Council meetings.

Section 14 – Children's Church Directors

The children's church director is responsible for scheduling volunteers to teach children's church for weekly or monthly commitments.

Responsibilities/Duties:

1. Plan and lead weekly children's church program.
2. Works with children's ministry director to select or develop the curriculum for children's church.
3. Pray for children and volunteers.
4. Work with children's ministry director to select or develop a rotating song list to make available to volunteer teachers.
5. The directors shall habitually attend the Church Council meetings.

Section 15 – Funeral Host Coordinators

The funeral host coordinator is responsible for promptly coordinating funeral dinners as requested by church family.

1. Available for spur-of-the-moment ministry.
2. Plan well rounded dinner for family on day of funeral and call church members to help provide food, serve, and clean-up. Purchase meat and prepare it if needed.
3. Call the family to arrange time of meal and determine estimated number of family members who will attend.
4. Check church supplies for table service and drinks. Contact Hostess Coordinator(s) if supplies are needed. Order ice.
5. Set up tables and chairs. Set up serving area.
6. Make sure dishes are returned to those who provided food.
7. Oversee budget and expenditures for the Funeral Dinner Ministry.
8. Note: Church will reimburse cost of meat and kitchen supplies.

Section 16 – Sound Coordinator/Technician

The Sound Coordinator/Technician will adjust and maintain the sound system to ensure a clear and comfortable sound level within church facilities.

Responsibilities/Duties:

1. Operate or coordinate the operation of sound equipment during all church approved services, special events, and building requests held in the church sanctuary.
2. Maintain equipment and arrange for repairs as necessary. Report equipment replacement needs or recommendations to the pastor and/or appropriate committee.
3. Coordinate set up and operation check of needed sound equipment prior to worship service or event.

Section 17 – Webmaster

The Webmaster is responsible for maintaining and updating the church website.

Perchebaptistchurch.org is the main website.

Other registered domains:

1. Perchebaptistchurch.net
2. Perchebaptistchurch.us
3. Perchebaptistchurch.biz
4. Perchebaptistchurch.info

Baptistwebsite.com is the hosting and registrar provider for the website and domains.

Section 18 – Drama Director

The Drama Director is responsible for overseeing all aspects of the church Drama Ministry. The Church Drama Ministry presents God’s message through drama.

Section 19 – Election of Officers

All officers shall be elected by the church annually. All officers except the pastor, shall be nominated by the nominating committee and elected annually.

Those officers nominated by the nominating committee shall be elected in the May business meeting.

Section 20 – Removal of Officers

Any officer who for a period of three months shall fail to faithfully perform duties pertaining to his office or shall fail to attend the meeting pertaining to his office without adequate reason automatically vacates said office. The church has the power for good and sufficient cause, to remove any officer. In the event of such action, the officer in question shall be notified by letter of his dismissal.

Section 21 – Provision for Other Officers

The church may elect other officers as it deems necessary.

Article IV – Church Committees

Section 1 – General

The following committees will be standing committees. Standing committee vacancies which occur in the church year shall be filled immediately by the nominating committee and followed by church action.

Section 2 – Nominating Committee

The nominating committee shall consist of three members who shall nominate persons to fill all positions and officers in church not otherwise herein provided.

The current year nominating committee shall nominate the nominating committee to serve the following year. The term of the committee shall run from June 1st through May 31st inclusive.

Duties may include the following:

1. Be familiar with job descriptions of positions in church.
2. Meet with committee and pray and discuss positions available.
3. Contact those currently serving to see if they wish to serve another year.
4. Recruit members to fill vacancies.
5. May conduct a job fair to promote positions available.
6. Present nominations to the church at the May business meeting.
7. Continue seeking members to fill available positions.

Each person on this committee will serve for 3 years. During your third year, that person will be the chairperson of the committee.

Section 3 – Auditing Committee

The Auditing Committee shall consist of three members. The Auditing Committee will audit the books and financial records of the church at least once a year. The yearly church audit should take place in February of each year. Once the audit has been completed, the Auditing Committee will submit and present a written report to the church at the following business meeting for approval.

Section 4 – Stewardship Committee

This committee shall be composed of 5 members: chairman of deacons, church treasurer, asst treasurer, chairman of trustees and one member elected at large (by the church). The pastor shall be a non-voting member of this committee. This committee shall submit a proposed budget to the church for approval no later than the November business meeting.

The stewardship committee shall consider recommendations from any committee or organization of the church.

Section 5 – Library Committee

The library committee, consisting of at least three members and a vocational staff member, shall make every effort to keep an adequate church library for the use of the church membership. The members of this committee will function as the library staff and will advise in the selection of library materials.

Section 6 – Music Committee

The music committee, consisting of three members, shall support and assist the music director in arranging for the musical program of the church.

Section 7 – Personnel Committee

The Personnel Committee, consisting of the chairman of deacons, chairman of trustees, and church treasurer, shall assist the church in matters related to all paid church employees. The Personnel Committee is responsible for

assessing staff needs, establishing salaries and benefits, evaluating paid personnel, and general oversight of personnel matters. The Personnel Committee will meet at minimum twice a year (every six months) to assess church needs and evaluate paid personnel. The Personnel Committee will submit yearly recommendations to the Budget Committee for consideration in the development of the yearly church budget. The Personnel Committee will present a report, at least once a year, to the church summarizing the committee's findings and recommendations regarding church employees.

Section 8 – Flower Committee

The Flower Committee will consist of two active members of the church. They shall, upon notification, be in charge of ordering flowers for the funeral of church members and their immediate family member funerals on behalf of the church.

Responsibilities/Duties:

Contact a florist for ordering flowers for the funeral of a church member or a church member's immediate family member, grandparents of member, grandchildren of members, and siblings of members. It is not required to send flowers to inactive members, but will be left up to the committee.

Section 9 – Bylaws Committee

The by-law committee shall consist of three members, chaired by the chairman of the deacons plus two members elected by the church. All motions from the floor concerning the amending of the by-laws, all suggestions, and/or all requests, are to be referred to the by-laws committee, to be given consideration, wording, and possible recommendation to the church. Members at large to serve for two years on a rotating basis.

It shall also be the duty of this committee to maintain copies of these by-laws and to distribute one to each church family.

Section 10 – Hostess Committee

This committee consists of two members.

Responsibilities include:

1. Schedule year of hostess assignments, June to May
2. Maintain supplies for Perche Baptist Church which includes the following: Plates, napkins, cups, paper towels, toilet paper, Kleenex, plastic silverware, bathroom hand towels, tea, lemonade, sugar, koolaid, dish soap, Children's Church snacks. Not limited to these supplies.
3. Before each social event, check on supplies needed, and check with those responsible for hosting that event. Make sure ice is available also.
4. Responsible for purchasing supplies at Sam's Club or Wal-Mart with Sam's Card provided by Perche Baptist Church. Give the receipt to the Treasurer for Church records.
5. Special events – may be called upon to purchase food and other items for special events.

Section 11 – Building Equipment and Maintenance Committee

At least three (3) members. This committee shall be responsible for the maintenance, repair and care of all church property including equipment, parking areas, playgrounds, walks, shrubbery, signs and motor vehicles. They shall maintain perpetual inventory of all church equipment, a depreciation schedule of all such equipment, etc., and purchase needed equipment. They shall work with the Board of Trustees and keep them informed of all transactions pertaining to repairs and replacements and inventory schedules. They shall also work with the Finance Committee in all matters pertaining to expenditures of church money in carrying out their duties.

Section 12 – Brotherhood

Responsible for the following:

1. Royal Ambassadors
2. Breakfasts, dinners, prayer meeting, fellowships throughout church members, visitation of homebound.
3. Laymen’s Day – lead entire church service for 1 day a year – allowing young men & boys to train in church service. Using their own talent and encouraging them by allowing them to grow in the will of God.

Section 13 - Pulpit Committee

The pulpit committee shall be composed of five members who represent all interests of the church and shall be nominated and elected at a business meeting. The election of the pulpit committee shall be called for by the church upon the vacancy in the pastoral office.

It shall be the duty of this committee to take necessary steps to secure a pastor. When a suitable man is found, the committee shall share the name of the man and his qualifications with the deacons for their information, and then shall invite him to come before the church and preach.

Section 14 – Removal from Office

Any committee person who for a period of three months shall fail to faithfully perform the duties pertaining to his committee or shall fail to attend the meetings pertaining to his office without adequate reason, automatically vacates said office. The church has the power, for good and sufficient cause, to remove from a committee any committee person. In the event of such action, the committee person in question and his committee chairman shall be notified by letter of the dismissal.

Section 15 – Other Committees

The church shall elect any other committee which it deems necessary

Article V – Church Finance

Section 1 – Fiscal Year

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

Section 2 – Special Offerings

Special offerings may be sought by the church or any of its organizations only upon approval of the church, except for church wide revival or similar specially scheduled events.

Section 3 – Financial Obligation

It is understood that membership involves financial obligation to the support of the church and its causes with regular proportionate gifts

Article VI – Church Meetings

Section 1 – Meetings of Worship

The church shall meet regularly each Sunday morning for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor. The Lord's Supper shall be observed at least quarterly and be open for all believers present to participate.

Section 2 – Meetings of Business

1. Regular Business Meetings

The regular monthly business meeting shall be held at a time designated by the church.

2. Parliamentary Rules

Robert's Rules of Order Revised is adopted as the authority for parliamentary rules of procedure for all business meetings of the church.

3. Special Business Meetings

Special business meetings may be called at any time by the moderator, or by the church clerk upon written request of five percent of the members of the church. Notice of such meeting and the object for which it is called shall be given from the pulpit not later than the preceding Sunday. No other business except the preannounced object may be discussed.

4. Quorum

A quorum consisting of 10 percent of the total resident membership, as reported in the annual letter, is required to conduct business at a regular or called business meeting.

5. Annual Meeting of the Corporation

The June business meeting of the congregation shall be the annual meeting for the corporation. Any regular or called meeting of the church for business may constitute a meeting of the corporation.

Article VII – Licensing and Ordaining

Any member who in the judgment of the church gives evidence by his piety, zeal, and “aptness to teach”, that he is called of God to work of the ministry: after having preached in the hearing of the church, may be licensed to preach the Gospel of Jesus Christ, provided at least three-fourths of the members present at any regular meeting shall agree thereto.

If the church decides that one of its licensed preachers possess the Scriptural qualifications for full ordination, it shall call a council of ordained pastors and deacons from neighboring Baptist churches of like faith and order to examine the qualifications of the candidate, to which council the propriety of ordaining shall be referred.

Any ordination of license granted by this church may be revoked in any regular business meeting, by two-thirds majority vote of those present and voting, provided the motion of revocation was presented at the former monthly business meeting.

Article VIII – Corporation

Section 1 – Officers

1. The chairman of trustees shall be president of the corporation.
2. The pastor of the church shall be vice-president of the corporation.
3. The clerk of the church shall be the secretary of the corporation.
4. The secretary of the deacons shall be the assistant secretary of the corporation.
5. The treasurer of the church shall be the treasurer of the corporation.

Section 2 – Board of Directors of the Church Corporation

The board of directors of the church corporation shall be the duly elected members of the board of trustees of the church as provided in Article II, Section 3, herein.

Section 3 – Control of Church Property

All property owned by the congregation shall be recorded in the name of the corporation. The government, administration, control of said corporation and all property thereof are vested in the congregation and their successors. All loans, mortgages and other legal transactions shall be transacted by the corporate board when so instructed by the congregation

Article IX – Miscellaneous

Section 1 – The Church Year

The calendar year of the church shall begin on the first day of July and close on the last day of June for associational business. The fiscal year of the church shall begin on the first day of January and close on the last day of December. The organizational year shall begin on the first day of June and close on the last day of May.

Section 2 – Visual Structural Changes

Any motion for visual structural changes to the educational building, the sanctuary or any permanent building shall be announced from the pulpit the week before the next business meeting. Voting shall be by ballot and require a two-thirds majority for approval

Section 3 – Definition of Marriage

Perche Baptist Church practices and holds to the beliefs outlined in The Baptist Faith and Message 2000, that states that marriage is the union of one man and one woman.

Article X - Amendments

These by-laws may be amended by two-thirds majority vote of the members present and voting at any regular meeting of the church provided the proposed amendment is read at the prior regular business meeting.