

# CONSTITUTION/BYLAWS

College Park Baptist Church  
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“All things should be done decently  
and in order.” I Corinthians 14:40

Submitted by:  
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Revised and  
Approved by Church  
April 21, 1999

**COLLEGE PARK BAPTIST CHURCH of WINSTON-SALEM, NC**  
**CONSTITUTION/BYLAWS**

**Record of Changes**

(See procedure in Article XIII, Section 1, for making changes.)

1. Total Revision-----Approved by Church 4/21/99
  
2. Article VIII, Section 2, Paragraph A3  
(Pulpit Supply Committee) amended -----Approved by Church 7/18/01  
Note: This amendment contains two basic changes:
  - a) Title change to reflect terminology currently being used by Baptist leaders.
  
  - b) Elimination of the required number of persons on the committee. This action is consistent with the Constitution statement for the Pastor Search Committee.
  
3. Article VII, Section 2-E, Meetings  
Rescinded-----Approved by Church 4/24/02  
  
Article VIII, Section 1, Church Officers-----Approved by Church 4/24/02  
Addition of Moderator and Assistant  
  
Article VIII, Section 2, Elections, Role and Responsibilities of Officers  
Addition of 2-H, Moderator and Assistant ----- Approved 4/24/02
  
4. Article VIII, Section 2, Election, Role and Responsibilities of Officers  
Change time for notice for calling Pastor ----- Approved 10/22/03  
  
Article VIII, Section 2, Election, Role and Responsibilities of Officers  
Addition of procedure when a member of Pastor Search Committee  
resigns ----- Approved 10/22/03  
  
Article VIII, Section 2, Election, Role and Responsibilities of Officers  
Addition of procedure when a member of search committee for  
Other Ministerial Staff resigns----- Approved 10/22/03  
  
Article XIII, Section 1, Amendments  
Addition of “and voting” to the requirements of approving Constitutional  
Amendments ----- Approved 10/22/03

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# COLLEGE PARK BAPTIST CHURCH OF WINSTON SALEM

## CONSTITUTION/BYLAWS

### PREAMBLE

To preserve, propagate and make articulate the principles of our faith; to govern this body of Christians in an orderly manner consistent with the teachings of the New Testament; to preserve the liberties inherent in each individual member of the church; and to set forth the relationship of this body to other Baptist bodies, we do adopt and establish this Constitution/By-Laws.

### ARTICLE I NAME

This body shall be known as the College Park Baptist Church of Winston-Salem.

### ARTICLE II PURPOSE

The purpose of College Park Baptist Church shall be to regularly worship God as Creator and Father of our Lord Jesus Christ while sustaining the ordinance of Baptism as a sign of his perfecting grace. Further, this fellowship of the Body of Christ shall nurture its members toward maturity in Christ through a ministry of Christian education centered in the New Testament. As a Great Commission church, College Park shall seek always to participate in God's kingdom work near and far to proclaim Jesus Christ as Savior and Lord by word and deed.

### ARTICLE III STATEMENT OF FAITH

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 originally adopted by the Southern Baptist Convention in 1963.

## ARTICLE IV CHURCH COVENANT

Having been led as we believe by the Spirit of God, to know the love of God in Christ Jesus 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 commit ourselves, therefore, under the guidance 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, doctrines and discipline; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and to reveal His love to all people.

We also commit ourselves to maintain family and private devotions; to mature in His love and in our relationships with each other; to give spiritual education to our children; to seek the salvation of our family and friends; to walk circumspectly in the world; to be just in our dealings, faithful in our commitments, Christ-like in our daily actions and 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 express Christian sympathy; to be slow to take offense, and always ready to forgive, following the example of our Lord and Savior.

We moreover commit that when we remove from this place we will, as soon as possible, unite with some church where we can carry out the spirit of this covenant and the principles of God's word.

## ARTICLE V POLITY AND RELATIONSHIPS

The government of this church shall be congregational in nature, and the final authority for the operation and management of the affairs of this corporation, spiritual and temporal, shall be vested in the membership of the church, which authority shall be exercised in the manner set forth in the Constitution/Bylaws.

Members alone shall have the authority to amend the Articles of Incorporation (Charter) and Constitution/Bylaws, approve the budget, incur debt, purchase, sell or encumber real or personal property, bind the church by contract, alter the denominational affiliations of the church, receive members and govern and conduct the affairs of the church. The Deacons, officers and other persons elected or appointed to positions of leadership shall have only such powers as are provided by the Charter and Constitution/Bylaws, all other powers being reserved to the members.

While the church is independent and autonomous, it recognizes the value of Christian fellowship and cooperation in missions and other matters with other churches and organizations. As a Baptist Church we will cooperate with the Pilot Mountain Baptist Association, the Baptist State Convention of North Carolina, the Southern Baptist Convention and other organizations, to the extent and in the manner decided by the members from time to time. The discontinuance or the beginning of affiliation with any Baptist group or other organization will be decided by the church members at a regular or called business meeting, consistent with the provisions of this Constitution/Bylaws.

## ARTICLE VI MEMBERSHIP

The membership of this Church shall be composed of persons meeting the following conditions.

Section 1. Eligibility. Persons who have publicly professed their faith in Jesus Christ as Savior and Lord, have experienced believer's baptism by immersion in a Christian church and seek to order their lives in accordance with His teachings, shall be eligible for membership.

Section 2. Baptism. Believer's baptism by immersion, as observed by College Park Baptist Church, shall be required of those who have not previously been so baptized in another Christian church and who publicly profess their faith and present themselves for membership in this church. Exceptions will be approved by the Pastor, with the concurrence of the Deacons, only for health-related reasons.

Section 3. Means of Reception

A. By Letter or Statement. A person eligible for membership who is a member of another Christian church and has experienced believer's baptism by immersion may be received into membership by a letter of transfer or by a statement of previous membership made to the Pastor. The applicant shall be under Spiritual Watchcare until the letter of transfer is received. When a person comes upon the promise of a letter of transfer and the letter is not received within ninety days of the request, the person shall be deemed as coming on statement of faith for baptism.

B. By Profession of Faith. Any person coming by profession of faith in Jesus Christ as Savior and Lord, giving witness to regeneration and requesting immersion baptism, may be received as a candidate for membership in this church.

Section 4. Other Applicants. Applications for membership under circumstances other than those described in A or B above will be considered and the decision of the church in conference will be final in each case.

Section 5. Admission of Members. A candidate for membership shall be referred to the Pastor for consultation and orientation, and the name of the candidate shall be presented

at a regularly-scheduled Church conference for admission of the candidate by a majority vote of the members present and voting. (See Article VII, Section 2C1).

#### Section 6. Rights of Members.

- A. Each member is entitled to vote upon all matters submitted to the members for a vote and is eligible, in accordance with the Constitution/Bylaws, for consideration as a candidate for elective office.
- B. 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, counseling files or personnel files.

Section 7. Spiritual Watchcare. Christians who are temporary residents or members of another church or mission, or other persons under circumstances deemed appropriate by the members, may, upon request, come under the Spiritual watchcare of the church. Such persons shall be encouraged to participate in the worship services and other activities of the church, but shall not be members and shall not vote or hold an elective office. Spiritual watchcare is to be used only when such a relationship to the church is the best way to meet the spiritual needs of individuals in temporary residence in this community. ("Temporary" is defined as a time span of less than a year, or in the case of students, the period of time to complete degree work.)

#### Section 8. Termination of Membership.

- A. Upon request of another congregation, a letter of transfer shall be granted on behalf of a member who wishes to unite with another Christian church, and the membership of the person for whom the letter was requested shall terminate.
- B. When a member joins another church and no letter is requested, upon proper verification that the person has joined another church, the person's membership in this church shall terminate.
- C. Upon request of a member, preferably in writing to the church, the membership of the person making the request shall terminate.
- D. After kind and repeated efforts by the Deacons to make such action unnecessary, and after due notice and an opportunity to be heard by the Deacons, the church in conference may terminate the membership of a person for reasons it considers sufficient to warrant such action.

## ARTICLE VII MEETINGS

Section 1. Worship. This church shall hold regular meetings for worship, training and fellowship.

The ordinance of the Lord's Supper shall be observed quarterly on dates selected by the Pastor, and at such times as the Pastor may deem appropriate.

The ordinance of Baptism shall be observed when a candidate is ready and on a date determined by the Pastor.

Section 2. Business Meetings of Members.

- A. Annual Meeting. The regularly scheduled quarterly business meeting in January shall be considered the annual meeting.
- B. Regular Business Meetings. This Church shall hold regular quarterly business meetings for the disposition of business matters, to hear reports from the various Church organizations and to consider other matters essential to the spiritual welfare, stewardship, and witness of the church.

Such Church conferences shall usually be held the first month of each quarter on the Wednesday following the third Sunday. The Congregation or Deacons may, with proper notice, establish an alternate date within thirty days of the normal schedule.

C. Special Meetings.

- 1. At any regular meeting of the church, the pastor may call for an immediate business conference to act upon certain specific matters of business: those being the reception of members, appointment of messengers to meetings, the granting of letters, and the annual church letter.
- 2. Special meetings of the members may be called by the Pastor, the Chair of the Deacons, or a majority of the Deacons. A special meeting must be called by the Moderator upon the written request of any 30 members. Notice stating purpose, date and time of the meeting shall be given to members. No matter shall be considered at the called meeting except that for which it was called and previously announced as stated in G below.
- 3. In the event of an emergency, the Pastor or Chair of the Deacons may, with consent of two-thirds of the Deacons call an emergency meeting without full notice to the members. Such notice as is possible will be given to the membership, and action is limited to the items requiring the emergency meeting. Such emergency meetings shall not be subject to the special procedures set forth in Section F below. No meeting under this provision may be called in regard to personnel matters.

- D. Quorum. Fifty members shall constitute a quorum for the transaction of business at a meeting of the members.
- E. Matters Requiring Special Procedures. On any motion properly brought before a business meeting dealing with the purchase or sale of real property, the employment terms or salaries of church staff, the removal of officers, the modification in the budget exceeding \$1000, or the affiliation relationships of the church, where the membership has not been given notice of the general subject and nature of the proposals to be voted upon at such a meeting, any member may, by request at such a meeting, require that the motion be tabled and referred to the Deacons, who will have up to 30 days to make a non-binding recommendation regarding the proposal. Upon their recommendation or the expiration of 30 days, the congregation may vote upon the motion.
- F. Notice. Except where otherwise required by these Constitution/Bylaws, any requirement of notice for a meeting or item of business to be presented shall be satisfied if announcement is made at a Sunday morning worship service two weeks in advance of any meeting or action, or notice is provided in any regular or special church newsletter mailed ten days in advance.
- G. Voting. All items of business, unless otherwise provided for herein, shall be approved or disapproved by a majority vote of those members present and voting. Voting by proxy or absentee ballot shall not be permitted except that in the election of the Deacons, the Deacons may establish a process for absentee voting.
- H. Minutes. The church clerk shall keep minutes of each business meeting and shall record the approximate number present, whether a quorum was present, and what actions were taken by the church. The minutes of all meetings shall be the property of the church and a copy kept at the church office and available to all members for inspection.
- I. Procedure. Except where specific provisions are made herein, Robert's Rules of Order, Revised, shall be a general guide for the conduct of all business meetings of the church, except that the moderator may, absent objection or with the consent of the majority, deviate from such rules in the interests of full discussion and harmony.

## ARTICLE VIII CHURCH OFFICERS

The Officers of College Park Baptist Church are elected by the church members to provide the primary spiritual and organizational leadership necessary for the church to carry out its mission and purposes in the world. In our society the church exists not only as a spiritual body but also as a legal entity within the statutes applicable to it. Recognizing this truth, some of the church Officers listed below are asked to serve in a dual role.

### Section 1. Officers of the church.

The officers of this church shall be the Pastor, other Ministerial Staff, Deacons, Clerk and Assistant, Treasurer and Assistant, Moderator and Assistant. The leadership roles and primary responsibilities of these Officers within the church are stated in Section 2 below.

### Section 2. Elections, Role and Responsibilities of Officers.

#### A. Pastor.

The Pastor shall be elected by the members and shall be the spiritual and pastoral leader of the church.

1. Call. Whenever a vacancy occurs, a Pastor shall be called by the church to serve until the relationship is dissolved at the request of either the Pastor or the church. The call of the Pastor shall take place at a regular Sunday morning worship hour, especially set for that purpose, of which at least two week's notice has been given the membership.
2. Pastor Search Committee. The election shall be upon the recommendation of a special committee recommended by the Deacons and elected by the church, and composed of both men and women representative of the total life of the church. In the event that a member or member(s) of the committee resign or are no longer able to serve, the Deacons may nominate a replacement member(s) to be elected by the church. The committee shall seek out and nominate for Pastor a minister of the Gospel whose Christian character and qualifications fit that person for the office. The committee shall bring only one name at a time for the consideration of the church and no nominations shall be made except by the unanimous recommendation of the committee. Election shall be by written ballot with an affirmative vote of three-fourths of the members present and voting necessary for an extension of a call. Should the minister recommended by the committee fail to receive a three-fourths vote, the committee will be instructed to seek out another minister and the meeting at which the vote was taken shall be adjourned without debate.
3. Transition Committee. During the interim period when a Pastor Search Committee is appointed, a Transition Committee shall also be appointed to assure that the pulpit is filled until a new pastor is installed. This Transition

Committee shall be recommended by the Deacons, composed of both men and women representative of the total life of the Church and elected by the Church.

4. **Role of Pastor.** The Pastor shall give primary attention to the role as spiritual leader of the congregation in partnership with the Deacons. Spiritual leadership involves attention to personal spirituality as a follower of Christ as well as attention to the spiritual needs and spiritual growth of individuals and the church as a whole. The pastor's model for leadership shall always be the servant model endorsed and exemplified by Christ himself.

Responsibilities within that spiritual leadership include:

Proclamation. The pastor has responsibility for the corporate worship of the body. He shall conduct regular worship services, preside over the pulpit ministry, and invite speakers for pulpit supply, as well as special preaching events such as revivals and spiritual enrichment. The leadership of worship should reveal a concern for pointing persons to God and calling them to faith in Christ. This proclamation ministry should be undergirded by attention to personal growth through prayer and study.

Pastoral Care. The role of the pastor calls for sensitivity to the pastoral needs of the people. This involves a ministry to persons in personal crises such as sickness and death as well as in times of nurture toward spiritual growth. The pastor's role in pastoral care includes enabling the people to recognize, develop, and use their own gifts in pastoral care.

Congregational Leadership. The pastor shall at all times seek to lead the church to fulfill its mission as a church. This includes oversight over all congregational life. As the congregational leader, the pastor shall serve as an ex officio member of all organizations and have the authority to call special meetings of any body or organization of the church, subject to those conditions spelled out in the Constitution/Bylaws.

5. **Termination.** The pastor is called to serve until the relationship is dissolved at the request of either the pastor or the church.
  - a. **Resignation.** The pastor may resign but shall normally provide at least two week's notice before the termination of his services. A written resignation or an oral resignation delivered at a Sunday morning service or business meeting of the church, if without conditions, shall be final and binding. If any resignation is subject to conditions it shall be effective and binding when accepted by majority ballot vote of the church.
  - b. **Removal.** A pastor may be removed by a majority ballot vote of the members present and voting at a properly called meeting. Such a vote may be held only at a meeting in regard to which notice has been mailed to all church members with a known address of the pending action, and the

pastor is provided an opportunity to be heard. Such a vote may be initiated by the recommendation of the Deacons or by other motion properly brought before the church.

- i. The officers and the members shall make every effort to follow biblical principles including the process set forth in Matthew 18 in dealing with conflicts regarding pastoral staff. An effort should be extended to permit reconciliation of conflicts in a manner consistent with our Christian faith and doctrine.
- ii. Removal shall be effective immediately upon the adoption of a motion terminating the pastor, but salary and benefits shall continue for not less than thirty days. Any resolution to dismiss may also contain recommendations concerning other financial aspects of the termination including severance pay.

## B. Other Ministerial Staff

### 1. Call of Other Ministerial Staff

Other ministerial staff shall be called and employed as the church determines the need for such offices. When a need is established, a job description shall be written and approved by the church for that staff position. In the event that a member or member(s) of the committee resign or are no longer able to serve, the Personnel Committee may nominate a replacement member(s) to be elected by the church. The job description shall be made a part of the church Policy Manual, and revised as needed by Church action.

A search committee shall be nominated by the Personnel Committee and elected by the church to seek out and, together with the Personnel Committee and the Deacons, recommend to the church a candidate qualified for such position. The search committee shall bring only one name at a time for consideration by the church, and no nomination shall be made except that of the committee. Election of other ministerial staff shall take place at a regular or called business meeting, of which at least two week's written notice has been given to the membership. Voting shall be by ballot and a three-fourths vote of members present and voting shall be necessary to extend a call.

### 2. Supervision

Other ministerial staff shall be considered as assistants to the Pastor in carrying out the program of the church. The other ministerial staff shall be under the supervision of the Pastor and responsible to the church through the Personnel Committee. Inquiries concerning their work shall be referred to the Pastor and Personnel Committee for investigation and, as appropriate, recommendations to the church.

### 3. Termination

Other ministerial staff shall serve until the relationship is terminated by the request of the staff person or the church. At the time of resignation, a staff

member shall give at least a 30 day notice, unless mutually agreed upon by the staff member and the church. Removal from office of a staff member other than by resignation shall be handled through the Personnel Committee, with a recommendation for action brought to the church.

C. Employment Policies. The church shall establish and set forth appropriate employment policies in regard to the pastor and other ministerial staff, and periodically review such policies. Such policies shall not constitute a contract and are subject to modification by the church at any time.

#### D. Ministerial License and Ordination

1. License. This church may license a member to the ministry upon recommendation of the deacons and a majority vote of members present and voting as an acknowledgment of the candidate's call to the ministry and encouragement to make preparation for it. The clerk may furnish the candidate a copy of the minutes or a certificate of license. State law shall govern the performance of civil duties by the licensed minister.
2. Ordination. This Church may ordain a person who has been called to the ministry. Upon recommendation of the deacons and approval of the church by a three-fourths vote of members present and voting, the Ordination Council of the association may be invited to examine the candidate to determine his or her fitness for the ministry. In the absence of such a council, this church shall invite representatives of other Baptist churches to form an ordination council. Having received the report of the council, the church may proceed with the ordination.

#### E. Deacons

1. Qualifications, Number, Term. The Deacons shall be elected from among those members who have proved themselves to have Scriptural qualifications according to I Timothy 3 and Acts 6:3. There shall be at least four Deacons for the first 100 resident members of the church and three additional Deacons for each 100 resident members thereafter. They shall be elected for terms of three years, with the terms of one-third of the active Deacons expiring each year. When a term of office has expired, that Deacon shall retain the title of Deacon and may be called upon for service by the church at any time, but shall not be eligible to serve another term until after the elapse of at least two years.
2. Deacon Election Committee. The Deacon Election Committee shall consist of two outgoing Deacons, the Pastor and three Church members elected at large. This Committee will be nominated by the Enlistment Committee and elected annually by the church in the same manner as other Church committees.
3. Deacon Election. Deacon elections shall be held between the dates of October 15 and November 15 of the fall prior to the beginning of the term of office on

January 1. Prior to the election of Deacons, the Deacon Election Committee shall receive nominations of active, resident members of the church twenty-one years of age or older and a member in good standing of this Church for at least one year. The Deacon Election Committee shall provide a nomination ballot to all members of the church. Any Church member may offer as many nominations as there are Deacons to be elected. The Deacon Election Committee shall contact all nominees, assure that nominees understand the role and responsibilities of the Deacon, and compose a list of all nominees who express a willingness to serve as Deacon. This list will be mailed to each resident family of the church, and shall constitute the ballot to be used by each Church member present at the designated time of the election. The Deacon Election Committee shall collect the ballots, determine the nominees elected, and report the names to the church.

4. Ordination. If one or more persons who has not been ordained as a deacon is elected, an ordination service shall be held following the election.
5. Duties. Deacons shall at all times regard themselves as servants of the church. Therefore as the Holy Spirit may direct, the Deacons shall assist the Pastor in carrying out the ministries of:
  - a. Leading the church in the accomplishment of its mission and assuring that programs conducive to spiritual growth are provided for the fellowship.
  - b. Proclaiming the Gospel to believers and non-believers.
  - c. Caring for the church's members and other persons in the community.
  - d. Assisting in the observance of the ordinances.
  - e. Having oversight of the discipline of cultivating and maintaining spiritual and amicable relations among all members of the church.
6. Officers. The Deacons at their annual meeting shall elect a chair (who shall be the president of the corporation), a vice chair (who shall be the vice president of the corporation), a secretary and such other officers as may be needed. These officers shall serve a term of one year, beginning January 1 of succeeding year or until their respective successors are elected and assume office.
7. Meetings. The annual meeting of the Deacons shall be in November. Regular monthly meetings of the Deacons shall be held. The Chair of the Deacons may change or cancel a meeting for good reason. The Pastor or the Chair of the Deacons may call a special meeting whenever the need arises and shall do so upon the request of three or more of the Deacons. Notice of meetings shall be given by the secretary or the person calling the meeting at least five days before the meeting.
8. Quorum. One-half of the Deacons in office shall constitute a quorum for the transaction of business.

9. Manner of Acting. The act of a majority of the Deacons at a meeting at which a quorum is present shall be the act of the Deacons.
10. Vacancy. When a vacancy occurs on the Board of Deacons, that vacancy may be filled in keeping with the "Church Policy for Deacon Vacancy," as stated in the Policy Manual.
11. Corporate Duties
  - a. Function as Board of Directors. The currently serving Deacons shall, meeting and acting together, constitute the Board of Directors of College Park Baptist Church. Such Board of Directors shall change by and in the same procedure as for the terms of Deacons so that the Board of Directors shall perpetually be the same as the Deacons. 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 and Constitution/Bylaws. 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 Constitution/Bylaws or Charter, 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.
  - b. Corporate Officers. The Chair of the Deacons 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 matter or act for it. In a similar manner and subject to the same limitations, the Vice-Chair of the Deacons shall be authorized to act as the Vice-President. These officers shall have the power to, upon authorization by the congregation, execute legal and other documents on behalf of the church.

#### F. Clerk

1. The clerk shall be elected for a 3-year term. It shall be the clerk's responsibility to attend or be represented at all church business meetings. The clerk shall keep an accurate and complete record of business transacted by the members at their meetings. The clerk shall see that the annual association letter is prepared and transmitted to the clerk of the Pilot Mountain Baptist Association. The clerk shall be responsible for informing the appropriate person or committee of actions taken by the members, except that the Enlistment Committee shall notify persons who have been elected by the members. The clerk shall, in cooperation with the church office, issue letters of dismissals authorized by the church. It shall be the duty of the Clerk to see that an accurate roll of the church membership is kept, the dates and methods of admission and dismissal, change in names, correct mailing addresses and

other pertinent information about each member. The clerk shall preserve on file all communications and written official reports and give legal notice of all meetings where such notice is necessary, as indicated by these Constitution/Bylaws. All Church records are permanent property of the church and not for private disposition, and should be filed in the church office. The clerk shall serve as the Secretary of the Corporation.

## 2. Assistant Clerk

The church shall elect an Assistant Clerk for a 3-year term. The assistant clerk shall serve in the absence of the clerk and render to the clerk such help as is necessary in the execution of the Clerk's duties.

## G. Treasurer

1. The church treasurer shall be elected for a 3-year term at the regular annual election of Church officers, but shall not take office until the first of the new calendar year, except when the office has become vacant for other reasons before this time, in order that the newly elected treasurer may work with the outgoing treasurer during this time and have opportunity to become acquainted with the work.

The treasurer shall serve as treasurer of the Corporation and shall have custody of the funds of the church. It shall be the duty of the treasurer to receive, keep in a bank, and disburse upon proper authority all money or things of value that are given to the church, in accordance with instructions from the church. The treasurer shall be responsible to see that there are kept at all times an itemized account of all receipts and disbursements, rendering an account to the church at its quarterly business meeting and at other times at the request of the church. The annual account at the end of each fiscal year, upon acceptance and approval by the church, shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as part of the permanent records of the church. The church books shall be audited at least once a year by a qualified auditor as arranged by the church, and all books, records and accounts kept by the treasurer shall be the property of the church. The treasurer shall upon invitation meet with the Deacons. The treasurer shall be an ex officio member of the finance committee and the budget planning committee.

2. The treasurer, assistant treasurer, and chair and assistant chair of the counting and depositing committee shall be placed under bond in an amount in keeping with the amount of cash handled by them, the church paying for the bond.
3. Assistant Treasurer.  
The assistant treasurer shall be elected for a 3-year term and shall take office with the treasurer. The assistant treasurer shall serve as the treasurer in the absence or inability of the treasurer to act and shall otherwise be of assistance to the treasurer.

## H. Moderator and Assistant

The church shall elect annually from its membership a Moderator and Assistant Moderator. They shall be nominated by the Church Enlistment Committee and elected by the membership at the regular annual election of church officers. The term of office for each shall be one year, not to exceed three consecutive terms, and shall coincide with the church fiscal year. Members of the church ministerial staff shall not hold the office of Moderator or Assistant Moderator.

The Moderator shall preside at all regular and special business meetings of this church in accordance with Article VII, Section 2-J. In the absence of the Moderator, the Assistant Moderator shall preside; or in the absence of both, the Senior Minister or another member of the ministerial staff shall call the church to order and an Acting Moderator for that meeting shall be elected from the membership. The Assistant Moderator shall render to the Moderator such help as is necessary in the execution of the Moderator's duties.

## ARTICLE IX MINISTRIES AND LEADERSHIP

The church may establish such organizations and ministries as it deems appropriate -- establishing for each their duties and leadership, and shall set forth same in the Church Policy Manual.

## ARTICLE X COMMITTEES AND COUNCILS

Section 1. Committees. The church shall have such committees as designated by its members from time to time. The chair and members of the committees shall be elected by members of the church upon recommendation by the Enlistment Committee. The committees shall have such duties as are assigned to them by the church. Committees shall be of three types: (a) Standing Committees; (b) Rotating Committees, and (c) Temporary or Ad Hoc Committees. The church members may establish other committees (standing, rotating temporary), having such membership and duties as the members may prescribe. The committees, their functions, and a description of their duties shall be contained in the church Policy Manual (see Article XII of the Constitution/Bylaws). Provisions for filling vacancies that occur on committees are also contained in the Church Policy Manual.

Section 2. Councils. The church members may establish Councils, having such membership and duties as the church members may prescribe, upon recommendation of the Pastor or other ministerial staff and as described in the Church Policy Manual.

## ARTICLE XI FINANCES

Section 1. The Budget Committee shall prepare and submit to the church for approval an annual budget.

### Section 2. Accounting Procedures

All funds for any and all purposes shall be handled in accordance with procedures established by the Finance Committee, be reported to the church treasurer or financial secretary, 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 Finance Committee.

### Section 3. Fiscal Year

The fiscal year of the church shall run from January 1 to December 31. The fiscal year may be changed by a majority vote of the church in conference upon recommendation of the Finance Committee.

### Section 4. 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 where the church has approved the receipt of funds for the designated cause. Separate accounting shall be maintained for all designated gifts and funds.
- C. The receipt of gifts of real or personal property must be approved by the appropriate authorities.

## ARTICLE XII CHURCH POLICY MANUAL

The Constitution/By-Laws Committee of the church shall maintain a minimum of three (3) copies of a Church Policy Manual as references the conduct of church business. The Church Policy Manual shall include copies of :

1. All existing Church policies and procedures duly approved by the church membership.
2. Responsibilities and duties of standing, rotating, and temporary church committees and councils.
3. The annual report of the Enlistment Committee as approved by the church membership.
4. Personnel policies (including Job Descriptions).

A copy of the Church Policy Manual, along with a copy of the church Charter, Constitution/By-Laws, and The Baptist Faith and Message (1963) shall be kept in the church office, in the church media center, and one maintained by the Constitution/By-Laws Committee.

Any member, committee or organization of College Park Baptist Church may initiate suggested changes to the Church Policy Manual by submitting the suggested changes in writing to the Pastor, Chair of the Deacons, and the Constitution/By-Laws Committee, for review to assure consistency with existing policies, procedures and By-Laws. The Constitution/By-Laws Committee shall report the results of the review to the initiating individual or group in a timely manner, following which the proposed changes may be presented to the church for consideration in business session.

### ARTICLE XIII AMENDMENTS

Section 1. This Constitution/By-Laws may be amended, altered, or repealed when so voted by two-thirds of the members present and voting at any regular business conference of the church, provided, however, that notice and proposal of such amendment, alteration or repeal must be given in writing at the preceding regular business conference of the church.

Section 2. A copy of this Constitution/By-Laws shall be kept by the church clerk at all times among the clerk's records, and another copy shall be kept in the church office. All amendments to or revisions thereof shall be prepared and dated by the clerk and attached to copies of the Constitution/By-Laws and made available to the church members upon request.