

CORNERSTONE BAPTIST CHURCH CONSTITUTION & BY-LAWS

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CORNERSTONE BAPTIST CHURCH CONSTITUTION

Preamble

The Bible admonishes saying, “But all things should be done decently and in order” (1 Corinthians 14:40 ESV). To this end we, the membership of Cornerstone Baptist Church of Roseville, Michigan, solemnly and sincerely set forth the following Constitution by which we willingly and cheerfully agree to be governed.

Article I – Name

The name of this Church shall be “Cornerstone Baptist Church,” a Michigan Ecclesiastical Corporation, situated in Roseville, Michigan. This Church is, and shall remain, independent and autonomous. However, it may participate in membership and activity with organizations of like doctrine for the promotion of the Gospel of Jesus Christ, as long this participation does not infringe upon the independence or autonomy of this Church.

Article II – Purpose

The purpose of this Church is to glorify God by helping believers become more like Christ through Worship (Psalm 29:2), Instruction (2 Peter 3:18), Fellowship (Romans 15:5-6), and Evangelism (Matthew 28:18-20).

Article III – Doctrinal Statement

Section 1. What We Believe about the Bible

We believe that the Bible is God’s written revelation to man, and thus the 66 books of the Bible given to us by the Holy Spirit constitute the plenary (inspired equally in all parts) Word of God (1 Corinthians 2:7-14; 2 Peter 1:20-21).

We believe that the Word of God is an objective, propositional revelation (1 Thessalonians 2:13; 1 Corinthians 2:13), verbally inspired in every word (2 Timothy 3:16), absolutely inerrant in the original documents, and infallible.

We believe that the Bible constitutes the only infallible rule of faith and practice (Matthew 5:18; 24:35; John 10:35; 16:12-13; 17:17; 1 Corinthians 2:13; 2 Timothy 3:15-17; Hebrews 4:12; 2 Peter 1:20-21).

Section 2. What We Believe about God

We believe in one God, eternally existing in three persons: FATHER, SON and HOLY SPIRIT.

GOD THE FATHER – We believe in God the Father, Creator of heaven and earth (Genesis 1:1; Nehemiah 9:6; Hebrews 11:3), perfect in holiness (Leviticus 11:45; Isaiah 6:3), infinite in wisdom and measureless in power (Daniel 2:20-21; 1

Corinthians 3:19-20; Isaiah 40:15). We rejoice that He concerns Himself mercifully in the affairs of men (Psalm 8:3-5), that He hears and answers prayer (Psalm 4:3; 1 John 5:14-15), and that He saves from sin and death all who come to Him through Jesus Christ (John 3:16-17; 14:6).

THE SON – We believe in Jesus Christ, God’s only begotten Son (John 1:14; 3:16), conceived of the Holy Spirit (Matthew 1:18), born of the Virgin Mary (Matthew 1:23-25), sinless in His life (Hebrews 4:15), who made atonement for the sin of the world by His shed blood and death on the cross (1 John 2:2).

We believe in His bodily resurrection (Luke 24:1-7; Romans 6:9), His ascension into heaven (Acts 1:9), and His high priestly intercession for His people (Hebrews 7:25-26).

THE HOLY SPIRIT – We believe in the Holy Spirit, who came forth from God (John 14:26; 15:26) to convict the world of sin and convince the world of righteousness and judgment (John 16:8-11).

We believe it is the Holy Spirit who regenerates (Titus 3:5), sanctifies (2 Thessalonians 2:13), and comforts those who believe in Jesus Christ (Acts 9:31).

Section 3. What We Believe about People

MAN – We believe that man was created in the image of God (Genesis 1:27); that he sinned and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 2:15-17; 3:6; Romans 5:12); and that all human beings are sinners by nature and by choice (Romans 3:10-12, 23).

SALVATION – We believe that, “God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life” (John 3:16 ESV).

We believe that all who receive, by faith, Jesus Christ as Savior and Lord are born again of the Holy Spirit and, thereby, become children of God (John 1:12).

We believe that a person who is justified is declared righteous in the sight of God by grace alone, through faith alone, in Christ alone (Romans 3:21-26; Ephesians 2:8-10).

Section 4. What We Believe about the Church

THE CHURCH – We believe in the Church—a living, spiritual body in which Christ is the Head and of which only regenerated people are members (Romans 12:4-5; Ephesians 5:23).

We believe a visible Church is a company of believers in Jesus Christ, buried with Him in baptism (Romans 6:3-5) and associated for the purpose of leading believers toward maturity through worship, instruction, fellowship and evangelism (Psalm 29:2; 2 Peter 3:18; Romans 15:5-6; Matthew 28:18-20).

We believe Christ has committed to the local church, the ordinances of Baptism and Communion to be observed until He comes, and that Christ has committed to the Church the responsibility to proclaim to a lost world their need to accept Jesus Christ as Savior and to recognize Him as Lord (Matthew 28:19-20; 1 Corinthians 11:23-26).

We believe human betterment and social improvement are essential products of the Gospel (Galatians 5:22-23; 1 Peter 4:9-11).

Section 5. What We Believe about the Government

ATTITUDE TOWARD CIVIL GOVERNMENT - We believe that each church is independent and autonomous, and must be free from interference by any ecclesiastical or political authority; that, therefore, Church and State must be kept separate, as having different functions (Matthew 28:19-20; Romans 13:1-7), each fulfilling its duties free from the dictation or patronage of the other.

We also believe it is the responsibility of the Church (individually and corporately) to live in submission to the government (Romans 13:1; Titus 3:1; 1 Peter 2:13-14), as long as such submission does not violate Scripture or conscience (Acts 5:29; 1 Corinthians 11:3), and to pray for those who are in authority over us (1 Timothy 2:1-3).

Section 6. What We Believe about the Future

We believe in the personal, visible and triumphant return of Jesus Christ to the world according to His promise (John 14:3; Acts 1:11; 1 Thessalonians 4:15-17).

STATUS IN ETERNITY – We believe in the bodily resurrection of the just and unjust—the everlasting blessedness of the saved, and the everlasting, conscious punishment of the lost (Matthew 25:46; Revelation 20:11-15).

Article IV – Member Covenant

Section 1. Introduction

In speaking of the church, 1 Peter 2:9-10 says, “But you are a chosen race, a royal priesthood, a holy nation, a people for his own possession, that you may proclaim the excellencies of him who called you out of darkness into his marvelous light. Once you were not a people, but now you are God’s people;

once you had not received mercy, but now you have received mercy.” As followers of Jesus Christ committed as members through Him to this local church, we want to remind each other of what kind of people we are called to be. The church covenant is equal parts promise, summary of expectations, ethical statements, and biblical standards. In it we summarize how God intends for us to live together as citizens of His kingdom of light. It summarizes the ethics or the moral principles of our worldview and holds out a biblical standard by which we live. Our acceptance of this document follows the practice of believers throughout the centuries who have pledged to God and one another to live out the gospel in community.

We use our covenant in two key ways. We require all new members to agree to it in writing before joining the church and we will reaffirm our commitment to the covenant at our members’ meetings and before taking communion (We may not do this every time.). By featuring the covenant in our life together, we strive to protect ourselves from individual and corporate sin. Of equal importance, we encourage one another to live in light of a greater covenant—one initiated by love, sealed by sacrifice, and kept for eternity by our Lord and Savior, Jesus Christ. Should we ever move from this church, we acknowledge our responsibility (as individual members) to, as soon as possible, unite with another church where the spirit of this covenant and principles of God’s Word are carried out.

Section 2. Covenant

As members of Cornerstone Baptist Church, having (we trust) been brought by divine grace to repent and believe in the Lord Jesus Christ and to surrender ourselves to Him, and having been baptized upon our profession of faith in the name of the Father and of the Son and of the Holy Spirit, and having been brought out of the kingdom of darkness, and into the kingdom of Christ, we do now, relying on His grace, humbly, solemnly, and joyfully commit to live as God's people in accordance with this covenant.

We will work and pray for the unity of the Spirit in the bond of peace.

We will walk together in brotherly love, adorning the gospel that we profess by exercising an affectionate care and watchfulness over each other, faithfully admonishing and entreating each other as occasion may require.

We will not forsake the assembling of ourselves together, nor neglect to pray for each other.

We will endeavor to raise those who are under our care, in the nurture and admonition of the Lord, and by a pure and loving example, seek the salvation of our family and friends.

We will rejoice with those who rejoice and endeavor to bear each others' burdens and sorrows with tenderness and sympathy.

We will seek with God's help to live carefully in the world, denying ungodliness and worldly lusts remembering that, as we have been voluntarily buried by baptism and raised again from the symbolic grave, there is on us now a special calling to lead a new and holy life.

We will work together for the continuance of a faithful gospel ministry in this church as we sustain its worship, ordinances, doctrines, and discipline. We will 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.

May the grace of our King and Savior Jesus Christ, the love of God and the fellowship of the Holy Spirit be with us all. Amen.¹

Article V – Membership

Section 1. Recommendation

All persons applying for membership to this Church shall be examined by the Elder Board (or by those approved by the Church). The Elder Board must recommend an applicant before an applicant's membership may be considered by the congregation. All applicants must be approved by the congregation before they may be considered members.

Section 2. Experience and Baptism

Any person who confesses faith in the Lord Jesus Christ, has been publically baptized by immersion after salvation, gives satisfactory evidence of a changed heart, and adopts the views of faith and practice held by this Church may be received into its membership.

¹ Acts 13:48; Eph 2:1-10, Matt 28:19-20; 1 Pet 2:9; Eph 4:1-3; Rom 12:9-10; Heb 10:19-25; Eph 6:4; Rom 12:15; Eph 5:15; Titus 2:12; Rom 6:4; 2 Cor 8:1-9

Section 3. Instruction

In order to promote fellowship and unity, all prospective members shall be instructed in Church doctrine, Church government, and the responsibilities of membership. The time, place, and number of sessions required shall be under the direction of the Elder Board.

Section 4. Member's Privileges

Those who have been received into this Church shall be considered regular members and have all the rights, duties, privileges, and obligations set forth in this Constitution.

Associate membership may be offered to those who meet the requirements of membership and desire to be under the watch-care of the Church, but who are only temporarily in the area. Associate members may vote and participate in the ministries of the Church but may not hold an elected position.

Section 5. Member's Responsibilities

A. To the Lord:

It is the duty of all members to grow in the grace and the knowledge of our Lord and Savior, Jesus Christ, to develop and use their gifts for the Body and so help the Church fulfill its purpose.

B. To the Church Leadership:

It is the duty of all members to honor, love, and esteem their leaders, to pray for them and protect their reputations.

C. To the Church Body:

It is the duty of all members to demonstrate true Christian love for each other by visiting, praying for, and providing practical help during difficult times.

It is the further duty of all members to look out for each other's spiritual interests by getting involved if a brother or sister is straying from the truth.

D. To the World:

Toward those who are not affiliated with the Church and the gospel, it is the duty of all members to live honorably. Members should be people of their

word (e.g. pay their bills on time), cheerful, diligent, holy, and always ready to communicate the Gospel of Christ to others.

E. To the Church in Giving:

It is the duty of all members to contribute cheerfully, generously, regularly, and in proportion to their ability to the ministry of this Church.

F. To the Church in Attendance:

It is the duty of all members, where not prevented by physical infirmity, to be active and regular participants in the gathering of the Church for worship, instruction, fellowship, evangelism, and the conducting of its business.

Section 6. Restoration and Discipline

- A. If a member of the Church (including its staff) is sinned against by another member, or if a member becomes aware that another member is living a life inconsistent with God's Word, the steps given in Matthew 18:15-17 shall be followed to bring resolution to the matter. These steps shall be followed in the order listed for the purpose of biblical restoration. The offending member's response will determine the number of steps that must be taken.
- A.1. The member shall approach the offending member privately.
- A.2. The member shall approach the offending member again with a group of two or three.
- A.3. The matter shall be brought to the Elder Board for consideration and possible presentation to the Church.
- B. Duties of the Elder Board when considering a matter include, but are not limited to, the following:
- B.1. If, after inquiry, it appears the matter requires it, conduct a thorough investigation including, when possible, asking the offending individual(s) to meet with them.
- B.2. If, after inquiry, investigation, and attempted admonishment by the Elder Board, it is determined that the offending individual(s) will not repent, the Elder Board shall do the following:
- B.2.a. Make a motion to take the issue to the Church.
- B.2.b. Upon approving the motion, present the matter to the Church at a scheduled meeting within thirty (30) days. At that time,

the details of the original offense may or may not be disclosed. Non-members should not be present at this meeting.

- B.2.c. Immediately following the presentation of the matter, the Elder Board shall make a clear and concise recommendation concerning the offending individual(s) to the Church. This recommendation may include the recommendation to remove the individual(s) from the membership.
- C. Grounds for beginning the restoration/discipline process include, but are not limited to, the following:
 - C.1. Slanderous gossip: The hurtful, destructive criticism of the methods and practices of the Church, the Elder Board, elected ministry teams, or the slandering of the character of any member of the Church, shall be considered grounds for discipline.
 - C.2. Circulation of petitions: The circulating of a petition among members without having secured the permission of the Elder Board shall be grounds for discipline.
 - C.3. Unauthorized meetings: The calling of a meeting for the purpose of hindering or interrupting the work of the Elder Board, an elected ministry team, or committee shall be grounds for discipline.
 - C.4. Conduct: Violating Scripture in conduct, promoting discord, and/or injuring the unity and effectiveness of the Church shall be grounds for discipline.

Article VI – Dismissal of Members

Section 1. Letters of Recommendation

Letters of recommendation to churches of like faith shall be granted by the Church upon the recommendation of the Elder Board. The Church Clerk shall direct that letters be sent, on behalf of the Elder Board, directly to the churches named in the requests.

Section 2. Removing the Names of Members from the Church Roll

Upon the recommendation of the Elder Board, the Church may vote to remove the name of a member for the following reasons:

- A. Personal request of the member (preferably in writing)

If the request is made while the restoration/discipline process is under way, the congregation shall be notified of this. The details of the original offense may or may not be disclosed.

- B. As part of the restoration/discipline process outlined in Article V, Section 6.
- C. Failure to attend, defined as follows:
 - C.1. If a member neglects to attend services for a period of three months, except as noted in paragraph (C.3.), the member shall be contacted, where possible, by the Elder Board (or by those whom they appoint) for the purpose of inquiry and instruction regarding the neglect. If after such an interview the member without legitimate reason continues to neglect to attend services for an additional three months, the Elder Board may recommend to the Church that the member be removed from membership.
 - C.2. If any member neglects to attend services due to moving from the vicinity of this Church and, by determination of the Elder Board, has received adequate time and counsel to unite with another Church of like faith and practice, it may be recommended to the Church that the member be removed from membership.

It is the duty of such members to notify this Church of their current address and request a letter of transfer in a timely manner.
 - C.3. If any member, due to physical infirmity, is unable to attend services, the member's lack of attendance shall not be considered neglect or cause for recommendation of removal from membership.

Where possible, the Church Clerk shall direct that all members whose names are removed from the Church Roll be notified by letter.

Article VII – Church Leadership

Section 1. Elders

A. Description

We recognize that the Bible uses the terms “elder” and “pastor” interchangeably. For the sake of clarity, the term “pastor” shall not be used when referring to non-vocational elders.

B. Number of Elders

The number of elders will be determined by the size and needs of the Church as well as by the number of qualified men available to serve.

C. Nomination of Elders

The Elder Board may solicit the congregation for the recommendation of qualified men. Members of the congregation may submit written recommendations to the Elder Board until the end of August. The final nomination of elders for approval by the congregation shall be done by the Elder Board.

D. Approval of Elders

The congregation will vote to approve the names of the men nominated by the Elder Board. A quorum being established, each nominee must be approved by an 80% vote of the eligible membership present and voting.

The Senior Pastor, at the time of his hire, is immediately approved to serve as an elder and does not require an additional vote by the congregation.

E. Length of Service

An elder is elected to serve for the duration of his membership as long as he continues to meet the qualifications of the office.

F. Qualifications

All men preparing to serve as elders must meet the qualifications set forth in 1 Timothy 3:1-7 and Titus 1:6-9 and must fulfill the elder-training process as determined by the Elder Board. A candidate shall have been a member not less than one year at the time of his election.

G. The Elder Board

G.1. Definition

A godly elder board consists of men who are glorifying God by shepherding the congregation with integrity through biblical doctrine, biblical direction, and biblical discipleship.

G.2. Organization

G.2.a. Number of Members

The number of elders serving on the Elder Board will be determined by the size and needs of the Church as well as by

the number of qualified men available to serve. The number of non-vocational elders must be more than the number of pastors also serving on the Elder Board.

G.2.b. Nomination of Members

The Elder Board may solicit the congregation for the recommendation of qualified men. Members of the congregation may submit written recommendations to the Elder Board until the end of August. The final nomination of elders for approval by the congregation shall be done by the Elder Board.

G.2.c. Approval of Members

The congregation will vote to approve the names of the men nominated by the Elder Board. A quorum being established, each nominee must be approved by an 80% vote of the eligible membership present and voting.

The Senior Pastor, at the time of his hire, is immediately approved to serve on the Elder Board and does not require an additional vote by the congregation.

G.2.d. Length of Service

An elder is elected to serve for a three-year term. After serving those three consecutive years, an elder must take a one-year sabbatical before he may be considered again.

In order to maximize the effectiveness of the Elder Board, the length of a term of service for an elder may be shortened so that, as nearly as possible, not more than one-third of the elders are replaced annually.

The Senior Pastor shall serve on the Elder Board for the entire duration of his hire.

An Assistant to the Pastor, as defined by Article VII, Section 2, once approved by the congregation to serve on the Elder Board, is not restricted in the number of consecutive years he may serve and may resume service after stepping off, should the Elder Board request it, without an additional vote by congregation.

G.2.e. Qualifications

All men preparing to serve on the Elder Board must meet the qualifications of an elder as defined by this section.

Assistants to the Pastor, as defined by Article VII, Section 2, are eligible for election to the Elder Board from the time of their hire. No minimum length of membership is required.

G.2.f. Specific Roles

Elders may be given specific roles to fulfill on the Elder Board. These roles shall include, but shall not be limited to, Chairman, Church Moderator, Finance Team Representative, Missions Team Representative, and Secretary.

G.3. General Duties of the Elder Board

The Elder Board is to define the doctrine of the Church, determine the direction of the Church, and be responsible for the discipleship of the Church. All ministries and functions of the Church ultimately operate under the leadership of the Elder Board.

G.3.a. Doctrine

The Elder Board has the responsibility of defining the doctrine of the Church based on the truths of the Bible. This includes writing publications on pertinent doctrinal matters and refuting, when necessary, teachings or trends which are contrary to Scripture.

G.3.b. Direction

The Elder Board is to establish the direction of the Church by determining, reviewing, and revising, as needed, a Philosophy of Ministry.

The Philosophy of Ministry is to serve as a guide when applying the principles of ministry, establishing the plans for the ministry, and administrating all aspects of the Church.

G.3.c. Discipleship

The Elder Board is ultimately responsible for the discipleship of the Church. Means of discipleship shall include but not be limited to:

- G.3.c.1. Maintaining an accurate list of current members.
- G.3.c.2. Overseeing the new membership process.
- G.3.c.3. Encouraging each member to learn and grow in the faith.
- G.3.c.4. Shepherding the restoration/discipline process when needed.
- G.3.c.5. Seeing that qualified and gifted people are equipped and serving in the various leadership positions required.
- G.3.c.6. Ensuring the congregation has a competent understanding of the doctrine and direction of the Church.

G.4. Specific Duties of the Elder Board

G.4.a. Oversight of Church Ministries

The Elder Board is responsible to oversee and annually review every ministry of the Church to make certain that it is fulfilling a specific purpose that is consistent with the Philosophy of Ministry of the Church.

G.4.b. Oversight of Motions

The Elder Board is responsible to review and approve every motion before that motion comes before the Church.

G.4.c. Faithful Service

Elders serving on the Elder Board are required to be faithful in attending Elder Board meetings and carrying out their specific duties. If an elder is unable to carry out these tasks he should submit his resignation to the Elder Board.

G.4.d. Regular Meetings

The Elder Board is required to meet together at least once per month and to report to the congregation every three months regarding the status of the ministry in terms of fulfilling its mission and a public accounting of the funds.

G.4.e. Establish Specific Ministry Objectives

The Elder Board is responsible for providing oversight and direction of the Deacon/Deaconess Ministry, Finance Team, Missions Team and every other group in the Church. It is the responsibility of the Elder Board to see that those who are elected by the Church are made aware of their duties.

G.4.f. Take Leadership in Recommending a New Senior Pastor

In the case of a vacancy in the position of Senior Pastor, the Elder Board will form a search committee tasked with nominating a replacement (see Article VIII, Section 1). The Elder Board may also appoint an interim pastor while the position is vacant.

Section 2. Pastors and Assistants

A. Senior Pastor

A.1. Qualifications

The Senior Pastor of this Church shall be an ordained minister. He shall subscribe to the Church Covenant and Doctrinal Statement.

A.2. Duties

It shall be the duty of the Senior Pastor to preach regularly at the Church, to administer the ordinances of the Gospel, and to perform the various duties incumbent upon his office. He shall be an official member of any organization or team within the Church that he chooses. When he is absent, the Pastor shall advise and coordinate with the Elder Board as to pulpit supply.

The Senior Pastor shall be the chief administrator and is ultimately responsible to direct the work of the Church staff.

A.3. Accountability

The Senior Pastor, while ultimately accountable to the congregation, is directly accountable to the Elder Board.

A.4. Hiring Process

The Senior Pastor is the only staff position that is voted on by the congregation.

The Senior Pastor shall be called for an unspecified term.

A.5. Termination

The Senior Pastor's relationship to the Church may be terminated by notice from the Senior Pastor (given one month in advance) or by a majority vote of the eligible Church membership, present and voting, at any called business meeting. This vote requires a quorum be present and must be based on a recommendation by the Elder Board.

The Senior Pastor's relationship to the Church may be terminated by a shorter period than one month by mutual consent or upon payment of one month's salary in advance.

B. Assistant(s) to the Pastor

B.1. Description

Any staff member with the title Pastor, Director or Minister shall be considered an Assistant to the Pastor.

The titles Pastor and Minister shall be reserved only for men.

B.2. Qualifications

The qualifications for the Assistant to the Pastor shall be the same as for the Senior Pastor, except for ordination.

B.3. Duties

The Assistant to the Pastor shall perform such duties as are assigned by the Senior Pastor or by the Elder Board in the absence of the Senior Pastor.

B.4. Hiring Process

The Elder Board, with the approval of the Senior Pastor, in coordination with the Finance Team, will hire all Assistants to the Pastor on an "as needed" basis.

B.5. Termination

An Assistant to the Pastor may be terminated by the Elder Board under the following conditions:

B.5.a. Mutual agreement (for any date).

B.5.b. With thirty (30) days written notice.

B.5.c. Immediately, if found by the Elder Board to be guilty of heresy, immorality, or is disqualified due to conduct or character.

Section 3. Deacons and Deaconesses

A. Description

We recognize deacons and deaconesses as being the men and women in the Church who are actively assisting the Elders in administration, shepherding, and care for the flock.

B. Number of Deacons/Deaconesses

The number of deacons and deaconesses will be determined by the size and needs of the Church as well as by the number of qualified men and women available to serve.

C. Nomination of Deacons/Deaconesses

The Elder Board may solicit the congregation for the recommendation of qualified men and women. Members of the congregation may submit written recommendations to the Elder Board until the end of August. The final nomination of deacons and deaconesses for approval by the congregation shall be done by the Elder Board.

D. Approval of Deacons/Deaconesses

The congregation will vote to approve the names of the men and women nominated by the Elder Board to serve as deacons or deaconesses at the Annual Leadership and Budget Meeting. A quorum being established, each deacon/deaconess must be approved by a majority vote of the eligible membership present and voting.

E. Length of Service

A deacon/deaconess is elected to serve for the duration of his/her membership as long as he/she continues to meet the qualifications of the office.

F. Qualifications

All deacons/deaconesses of the Church must be spiritual persons of good report and free from worldly habits (Acts 6:3; 1 Thessalonians 5:22; 1

Timothy 3:8-13), at least 21 years of age, and shall have been a member not less than one year at the time of election.

G. Specific Roles

G.1. Church Clerk (Deacon or Deaconess)

G.1.a. Description

The Church Clerk shall be accountable for keeping an accurate record of the proceedings of the Church.

G.1.b. Duties

It shall be the duty of the Church Clerk to:

G.1.b.1. Maintain the Church records.

G.1.b.2. Record the minutes of the Business Meetings.

G.1.b.3. Present a written report to the Church both quarterly and annually.

G.1.b.4. Maintain an accurate register of the membership.

G.1.b.5. When possible, notify by letter all members whose names are removed from the Church Roll.

G.1.b.6. Perform any other work that pertains to the office.

G.1.c. Length of Service

The Church Clerk shall be presented by the Elder Board to the Church for their approval for a one-year term not to exceed three consecutive terms.

G.2. Finance Team Chairman (Deacon)

G.2.a. Description

The Finance Team Chairman shall be accountable for ensuring that the Finance Team fulfills its duties as described in Article VII, Section 4.

G.2.b. Duties

It shall be the duty of the Finance Team Chairman to:

- G.2.b.1. Schedule, hold, and moderate all meetings of the Finance Team.
- G.2.b.2. Ensure that each member of the Finance Team is carrying out his/her responsibilities.
- G.2.b.3. Report to the Elder Board regarding the financial condition of the Church on a monthly basis.
- G.2.b.4. Oversee the preparation of a budget annually.
- G.2.b.5. Monitor the Church's compliance with the budget.
- G.2.b.6. Report to the congregation quarterly and annually regarding the financial condition of the Church.

If the chairman is unable to fulfill these duties, special arrangements may be made with the approval of the Elder Board to appoint a new chairman.

G.2.c. Length of Service

The Finance Team Chairman shall be presented by the Elder Board to the Church for approval for a one-year term not to exceed three consecutive terms.

G.3. Church Treasurer (Deacon or Deaconess)

G.3.a. Description

The Church Treasurer shall be a member of the Finance Team and accountable for all Church monies.

G.3.b. Duties

It shall be the duty of the Church Treasurer to ensure:

- G.3.b.1. Accurate records of all receipts and expenditures.
- G.3.b.2. Accurate disbursements by check, as ordered by the Finance and Missions Teams, according to the approved budget.
- G.3.b.3. Accurate written statements of expenditures and bank balances presented to the Finance and Missions Teams on a monthly basis.

G.3.b.4. Accurate written quarterly and annual statements presented to the Church.

G.3.c. Length of Service

The Church Treasurer shall be presented by the Elder Board to the Church for their approval for a one-year term not to exceed three consecutive terms.

G.4. Receivables Treasurer (Deacon or Deaconess)

G.4.a. Description

The Receivables Treasurer shall be accountable for counting and depositing all monies of the Church. The Receivables Treasurer is not required to be a member of the Finance Team.

G.4.b. Duties

It shall be the duty of the Receivables Treasurer to:

G.4.b.1. Count, with other persons bonded by the Church, all monies received by the Church.

G.4.b.2. Keep an accurate record of all Church offerings received.

G.4.b.3. Deposit all monies of the Church, as soon as possible, in the established account(s) of the Church, at one or more federally insured institutions approved by the Finance Team.

G.4.b.4. Each week, turn over the deposit slips as designated by the Finance Team.

G.4.b.5. Verify the accuracy of receivables on written reports provided to the Church quarterly and annually.

G.4.b. Length of Service

The Receivables Treasurer shall be presented by the Elder Board to the Church for their approval for a one-year term.

If Receivables Treasurer is also a member of the Finance Team, the deacon/deaconess may not serve more than three

consecutive terms. If the Receivables Treasurer is not a member of the Finance Team, the consecutive term limit does not apply.

G.4.c. Absence/Vacancy

In case of the absence of the Receivables Treasurer or appointed assistants, the Finance Team shall appoint a temporary assistant for counting the monies.

G.5. Missions Team Chairman (Deacon)

G.5.a. Description

The Missions Team Chairman shall be accountable for ensuring that the Missions Team fulfills its duties as described in Article VII, Section 4.

G.5.b. Duties

It shall be the duty of the Missions Team Chairman to:

G.5.b.1. Schedule, hold, and moderate all meetings of the Missions Team.

G.5.b.2. Ensure that each member of the Missions Team is carrying out his/her responsibilities.

If the Chairman is unable to fulfill these duties, special arrangements may be made with the approval of the Elder Board to appoint a new chairman.

G.5.b. Length of Service

The Missions Team Chairman shall be presented by the Elder Board to the Church for their approval for a one-year term not to exceed three consecutive terms.

H. Ministry Teams

H.1. Missions Team

H.1.a. Description

The Missions Team is comprised of deacons/deaconesses who are responsible for all of the missionary activities of the Church.

H.1.b. Organization

H.1.b.1. Number of Members

No less than five and no more than nine deacons/deaconesses, including the chairman, will comprise the Missions Team. The number of deaconesses shall be no more than half the number of members on the team.

H.1.b.2. Nomination of Members

The Elder Board may solicit the congregation for the recommendation of qualified men and women. Members of the congregation may submit written recommendations to the Elder Board until the end of August. The final nomination of Mission Team members for approval by the congregation shall be done by the Elder Board.

H.1.b.3. Approval of Members

Missions Team members shall be presented for congregational approval at the Annual Leadership and Budget Meeting. A quorum being established, each member must be approved by a majority vote of the eligible membership present and voting.

H.1.b.4. Length of Service

A Missions Team member is elected to serve for a three-year term. After serving a full term, a Missions Team member must take a one-year sabbatical before he/she is again eligible.

In order to maximize the effectiveness of the Missions Team, the length of a term of service for a Missions Team member may be shortened so that, as nearly as possible, not more than one-third of the Missions Team is replaced annually.

H.1.b.5. Qualifications

All Missions Team members must be qualified deacons or deaconesses of the Church.

H.1.c. Responsibilities

H.1.c.1. General Responsibilities

H.1.c.1.a) Give thoughtful study to the Mission's philosophy, objectives and programs of the Church as directed by the Elder Board.

H.1.c.1.b) Promote the study of missions.

H.1.c.1.c) Promote missionary meetings and programs.

H.1.c.1.d) Distribute missionary literature (either personally or by assigning responsibility to various auxiliary organizations).

H.1.c.2. Specific Responsibilities

H.1.c.2.a) Meet, at least monthly, to review the missionary activities of the Church and confirm that they are in line with the Philosophy of Ministry as established by the Elder Board.

H.1.c.2.b) Communicate regularly with the Elder Board concerning the missions ministry within the Church.

H.1.c.2.c) Interview all potential missionaries and make recommendations to the Elder Board for congregational approval and support.

H.1.c.2.d) Ensure a quarterly report is prepared for the Elder Board and the congregation on all of the receipts and expenditures related to the missionary budget.

Note: The Church must approve any extra-budget expenditure exceeding \$1,000.

H.1.c.2.e) Prepare the missionary section of the budget in a manner that adequately reflects the missionary interest of the Church.

The missionary section of the budget shall be submitted to the Elder Board for initial approval and then to the Church for final approval at the Annual Leadership and Budget Meeting.

H.1.d. Missions Team Policies Regarding Missionaries

H.1.d.1. For Those Pursuing Missions

The Missions Team shall provide counsel and recommendations to Church members interested in entering mission work before they join a missionary-sending agency.

Persons desiring the Church's financial support shall contact the Missions Team upon their acceptance by a missionary-sending agency.

H.1.d.2. For Those Missionaries Returning from the Field

The Missions Team shall meet with our missionaries upon their return from the field of service to review their past and future service and/or problems.

H.1.d.3. For Those Missionaries on the Field

H.1.d.3.a) The Missions Team shall ensure regular communication with all missionaries related to the missionaries' activities.

H.1.d.3.b) The Missions Team shall not transact any business or enter into an agreement with any person or persons, missionary board, or society relative to their work which shall involve an extra expenditure of the

Church's money without first receiving permission from the Elder Board.

H.1.d.3.c) The Missions Team shall ensure that all missionaries are in agreement with the Doctrinal Statement as set forth in this Constitution and serving, or going out under, an agency approved by the Church.

H.2. Finance Team

H.2.a. Description

The Finance Team is comprised of deacons/deaconesses who are responsible for all of the finances and properties of the Church.

H.2.b. Organization

H.2.b.1. Number of Members

No less than five and no more than nine deacons/deaconesses, including the chairman, Church Treasurer, and Receivables Treasurer (when applicable), will comprise the Finance Team. The number of deaconesses shall be no more than half the number of members on the team.

H.2.b.2. Nomination of Members

The Elder Board may solicit the congregation for the recommendation of qualified men and women. Members of the congregation may submit written recommendations to the Elder Board until the end of August. The final nomination of Finance Team members for approval by the congregation shall be done by the Elder Board.

H.2.b.3. Approval of Members

Finance Team members shall be presented for congregational approval at the Annual Leadership and Budget Meeting. A quorum being established,

each member must be approved by a majority vote of the eligible membership present and voting.

H.2.b.4. Length of Service

A Finance Team member is elected to serve for a three-year term. After serving a full term, a Finance Team member must take a one-year sabbatical before he/she is again eligible.

In order to maximize the effectiveness of the Finance Team, the length of a term of service for a Finance Team member may be shortened so that, as nearly as possible, not more than one-third of the Finance Team is replaced annually.

H.2.b.5. Qualifications

All Finance Team members must be qualified deacons or deaconesses of the Church.

H.2.c. Responsibilities

H.2.c.1. Meet, at least monthly, to review the financial activities of the Church and confirm that they are in line with the budget as established by the Church.

H.2.c.2. Communicate regularly with the Elder Board concerning the financial state of the Church.

While the Elder Board governs the Church, the Elder Board will not bring a financial motion to the congregation without first involving the Finance Team.

H.2.c.3. Ensure quarterly and annual reports on the financial state of the Church are prepared for the Elder Board and the congregation giving a complete accounting of the Church's financial affairs.

H.2.c.4. Prepare a budget of the estimated expenses for the upcoming fiscal year of the Church.

The budget shall be submitted to the Elder Board for initial approval and then to the Church for final

approval at the Annual Leadership and Budget Meeting.

H.2.c.5. Upon authorization by the Elder Board, the Finance Team shall employ all Assistants to the Pastor and/or additional Church staff.

H.2.c.6. Oversee the building and property interests of the Church and keep the same adequately insured and maintained.

H.2.c.7. Authorize the payment of all expenditures incurred for the carrying on of the general work of the Church.

Note: The Church must approve any extra-budget expenditure exceeding \$1,000 and no mortgage or encumbrance may be placed upon the property, nor shall any portion of it be sold, without special vote of the Church (Article X, Section 7).

H.2.c.8. Appoint an auditor, or auditors, to make an annual audit/review of the financial records of the Church, unless the congregation deems otherwise. The report of this audit/review shall be available to the congregation.

Auxiliary organizations shall be audited/reviewed as deemed necessary.

H.2.c.9. Ensure a safe and honorable collection process for the offering and other monies given to the Church

H.3. Membership Team

H.3.a. Description

The Membership Team is comprised of the elders and their wives, plus designated deacons and deaconesses, and is accountable for interviewing, and then recommending to the Elder Board, all Church membership candidates who satisfy the requirements for membership.

H.3.b. Organization

H.3.b.1. Number of Members

No less than four elders, deacons, or deaconesses will comprise the Membership Team.

H.3.b.2. Nomination of Members

The Elder Board may solicit the congregation for the recommendation of qualified men and women. Members of the congregation may submit written recommendations to the Elder Board until the end of August. The final nomination of Membership Team members for approval by the congregation shall be done by the Elder Board.

H.3.b.3. Approval of Members

Membership Team members shall be presented for congregational approval at the Annual Leadership and Budget Meeting. A quorum being established, each member must be approved by a majority vote of the eligible membership present and voting.

H.3.b.4. Length of Service

A Membership Team member is elected to serve for a one-year term. There is no limit to the number of consecutive terms that may be served.

H.3.b.5. Qualifications

All Membership Team members must be qualified elders, deacons, or deaconesses of the Church.

H.3.c. Responsibilities

H.3.c.1. Ensure that each membership candidate has a clear understanding of the gospel and a testimony of salvation.

H.3.c.2. Ensure that each membership candidate has a clear understanding of the purpose and function of the Church.

H.3.c.3. Ensure that each membership candidate has been publicly baptized by immersion after salvation.

H.3.c.4. Ensure that each membership candidate expresses a clear commitment to this ministry.

H.4. Fellowship Team

H.4.a. Description

The Fellowship Team is accountable for overseeing the distribution of the Fellowship Fund. This fund is primarily designed to assist in meeting genuine financial needs among members of the congregation.

H.4.b. Organization

H.4.b.1. Number of Members

No less than three elders, deacons, or deaconesses will comprise the Fellowship Team. The number of deaconesses shall be no more than half the number of members on the team.

H.4.b.2. Nomination of Members

Board may solicit the congregation for the recommendation of qualified men and women. Members of the congregation may submit written recommendations to the Elder Board until the end of August. The final nomination of Fellowship Team members for approval by the congregation shall be done by the Elder Board.

H.4.b.3. Approval of Members

Fellowship Team members shall be presented for congregational approval at the Annual Leadership and Budget Meeting. A quorum being established, each member must be approved by a majority vote of the eligible membership present and voting.

The Elder Board will appoint one member of the approved Fellowship Team to act as the Treasurer of the Fellowship Fund.

H.4.b.4. Length of Service

A Fellowship Team member is elected to serve for a one-year term. There is no limit to the number of consecutive terms that may be served.

H.4.b.5. Qualifications

All Fellowship Team members must be qualified elders, deacons, or deaconesses of the Church.

H.4.c. Responsibilities

H.4.c.1. Assist primarily members of the congregation in meeting genuine financial needs during times of hardship.

H.4.c.2. The Fellowship Team Treasurer shall submit written quarterly and annual reports showing the totals for receipts and disbursements along with a current balance.

The names of people who are helped by the Fellowship Fund shall not be made public to the congregation but shall be reviewed, at least annually, by the Elder Board.

H.4.d. Procedure for Disbursement of Funds

H.4.d.1. Determine the specific need.

H.4.d.2. Determine if the need is short-term or long-term.

H.4.d.3. If there is not a consensus on meeting the need, seek the additional input and authorization of the Elder Board.

H.5. Additional Ministry Teams

Additional Ministry Teams may be formed at the discretion of the Elder Board to aid in ministering to the congregation. These additional teams may include, but are not limited to visitation, funeral, baptism, communion, and widow and orphan care.

Members of these teams will serve one-year terms that are renewable annually upon the approval of the Elder Board.

Section 4. Miscellaneous Procedures

A. Officers

- A.1. In legal matters the officers of this Church are as follows: Church Clerk, Church Treasurer, Receivables Treasurer, all members of the Elder Board, all members of the Finance Team, and all members of the Missions Team.
- A.2. No officer of this Church shall enter into any legally binding agreement on behalf of the Church without it being approved by the Elder Board, and by the Missions Team or Finance Team depending on the nature of the agreement.

B. Service on the Elder Board, Missions Team, and Finance Team

With the exception of the Senior Pastor, no person shall be allowed to serve on the Elder Board, the Missions Team, or the Finance Team concurrently.

C. Procedure for Making Elder, Deacon, and Deaconess Candidates Public

Names presented to the congregation for consideration shall have been made public at least two weeks prior to being presented.

D. Procedure for Declaring a Ministry Position Vacant

- D.1. If the Church lacks a sufficient number of qualified persons to fill an elected ministry position, such position shall be declared vacant.
- D.2. Failure of an elder, deacon, or deaconess of the Church to fulfill his/her responsibilities to a ministry, board, or committee for a period of three months, without a satisfactory reason, shall be considered sufficient cause for the Elder Board to recommend to the Church that the position be declared vacant and recommend the approval of a successor. The Elder Board shall notify said elder, deacon, or deaconess at least 30 days before such action is taken.

E. Procedure for Filling a Vacant Ministry Position

- E.1. Vacancies in elected ministry positions may be filled at any regular meeting of the Church, provided that the names of those to be considered are made public at least two weeks before the meeting and notification of intent to fill the position is announced during the previous two Sunday Services.

E.2. Elders, deacons, and deaconesses elected during the Annual Leadership and Budget Meeting shall take office the first of January. Those elders, deacons, or deaconesses elected at a regular meeting of the Church, in order to fill a vacancy, shall take office immediately.

F. Procedure for Determining a Quorum for a Board or Team

A quorum for a Board or Team shall consist of a majority of its members.

G. Procedure for Determining if a Member Shall Be Insured

All individuals responsible for the major funds of the Church shall be insured. Other individuals may be insured at the discretion of the Elder Board and/or Finance Team.

Article VIII – Calling a Senior Pastor

Section 1. Establishing a Search Committee

When a vacancy occurs in the Senior Pastorate, the Elder Board shall appoint a Search Committee of no less than five and no more than nine members. Non-vocational elders shall comprise the majority of the Search Committee and the Search Committee shall not be moderated by a pastor.

Section 2. Presentation of the Candidate to the Congregation

The Search Committee shall thoroughly investigate and prayerfully consider all candidates, making a report to the Church at least once per month.

The Search Committee shall present the name of one candidate at a time for approval by the Elder Board and, upon approval of the Elder Board, they shall present the candidate for approval to the Church at a Special Business Meeting (Article X, Section 6) called for that purpose.

Before the candidate is presented to be voted upon, the Search Committee must secure his permission and present to the Church, at the time of voting, a signed statement by the proposed candidate signifying his unreserved acceptance of the Church's Constitution (which includes the Doctrinal Statement).

An 80% majority approval of the eligible members, present and voting, shall be required to call a Senior Pastor. A quorum must be established before voting.

Section 3. Extending the Call to the Candidate

Following at least an 80% vote of approval by the Church, the call shall be extended by the Church through the Chairman of the Elder Board to the new Senior Pastor.

Should the candidate fail to receive an 80% majority approval, or refuse the call, the Search Committee shall seek out another acceptable candidate.

Section 4. Formulating the Salary Package

The Elder Board, in cooperation with the Finance Team, shall draw up and present to the new Senior Pastor a salary and benefit package in keeping with the Church budget.

Section 5. Qualifications for a Candidate for Senior Pastor

- A. He must be an ordained Minister.
- B. He shall have read this Constitution and declare himself to be in harmony with it.
- C. He must promise to abide by the Church Constitution during his pastorate.
- D. He must submit a written statement to the Church expressing his adherence to the great doctrines of the Scriptures as epitomized in the Doctrinal Statement adopted by this Church.
- E. He must meet the qualifications of an elder as set forth in 1 Timothy 3:1-7 and Titus 1:6-9.

Article IX – Licensing and Ordaining Ministers

Section 1. Licensed Ministers

Any member who, in the judgment of the Church, gives evidence that he is called of God to minister, whose doctrinal views comply with our Doctrinal Statement, and who has preached in the hearing of the Church may be licensed as a Minister of the Gospel of Jesus Christ, provided 80% of the active membership present and voting at any regularly called meeting shall agree thereto.

Section 2. Ordained Ministers

When the Elder Board affirms that one of the members of the Church possesses the Scriptural qualifications, the doctrinal views of the Church (as set forth in our

Doctrinal Statement), and the proper training for full ordination, they shall make a motion to the congregation to call for a council of pastors/elders to examine and approve the qualification of the candidate for ordination.

- A. The council shall meet with the candidate to examine his life, theology, and preparedness for the gospel ministry. The council should be comprised of the pastors and elders of Cornerstone Baptist Church along with any other qualified pastors and or elders that the Elder Board chooses to invite.
- B. Upon a satisfactory examination, the council shall recommend the candidate to the Church for ordination.
- C. The congregation shall vote on the recommendation from the ordination council at a special Church business meeting. A quorum being established, a candidate must be approved by an 80% vote of the eligible membership, present and voting, for ordination.

Article X – Meetings of the Church

Section 1. Sunday Services

The Church shall meet every Lord's Day for public worship, except at the discretion of the Elder Board.

Section 2. Prayer and Instruction Services

The Church will meet for prayer and instruction at least once each week or at the discretion of the Elder Board.

Section 3. The Lord's Supper

The observance of the Lord's Supper shall take place the first Sunday of each month or at the discretion of the Elder Board. In the case of a change, prior notice of at least one week shall be given to the congregation.

Section 4. Quarterly Meetings

A Quarterly Meeting shall be held as close as possible to the first Sunday of February, May, and August as well as the third Sunday in November. The officers of the Church who are required to submit written financial reports shall present them at these meetings.

It shall be the duty of all team chairmen to give their annual reports at the February Quarterly Meeting. All reports shall be in writing and must be filed with the Church Clerk.

Section 5. Annual Leadership and Budget Meeting

An Annual Leadership and Budget Meeting shall be held on the third Sunday in November to approve the budget, officers, and team members for the coming year. This meeting shall serve as the November Quarterly Meeting. The date of the meeting may be rescheduled by the Elder Board if at least two weeks notice is provided in the bulletin and also posted in the Church.

The Fiscal Year of the Church shall be from January 1 through December 31.

Section 6. Special Business Meetings

Special Business Meetings may be called by the Elder Board provided that notice of such meetings be published or posted for at least two Sundays prior to the meeting. The meeting shall also be announced at all regular services during this time period.

Special Business Meetings shall be called when buying or selling real estate (Article X, Section 7), making changes to the Doctrinal Statement of this Constitution (Article XIV), or calling a Senior Pastor (Article VIII). These activities may also be conducted at Quarterly Meetings of the Church provided all obligations for notifying the congregation are satisfied.

Church business that does not require special notification of the congregation may be conducted at any regular meeting of the Church.

Section 7. Church Property

In matters relating to the purchase or sale of real estate by the Church, a Special Business Meeting must be called and written notice be sent to each member.

A quorum being established, all matters related to the purchase or sale of real estate by the Church must pass by a two-thirds majority vote of the eligible members, present and voting.

Section 8. Rules Governing Business Meetings

A. Conduct

We agree that our conduct at all business meetings will follow the pattern of behavior outlined in I Corinthians 13: 4-7. We will listen patiently and respond with words of kindness—not with arrogance or rudeness. We will not be irritable or resentful or insist on our own way, but will rejoice with the truth and strive to show the love of Christ in every aspect of our gathering. The pattern for our meetings is outlined in the By-Laws, Article I.

B. Quorum

At Quarterly Business Meetings a quorum shall be considered 10% of the voting membership. At Special Business Meetings and the Annual Leadership and Budget Meeting a quorum shall be considered 20% of the voting membership. The voting membership shall be all members (age 16 and above) as of January 1 of the current year.

Article XI – Giving Policy

The giving policy of this Church and its organizations requires that only voluntary donations be accepted. Receiving funds sufficient to cover the cost of any social, supper, entertainment, or paid reservations is not prohibited. Any exceptions to this policy must be approved by the Finance Team and Elder Board.

The giving of gifts to recognized Church line items in the budget, or designating that the gift be used by or for a specific person(s), organization(s) or projects(s), will not be accepted without prior approval from the Finance or Missions Team and the Elder Board.

This does not prohibit the Finance or Missions Teams, with the approval of the Elder Board, from seeking, collecting, or distributing funds for a specific use in accordance with the Constitution.

Article XII – Organizations

All organizations of this Church shall be under the authority of the Church. No organization shall meet during any Sunday service of the Church except by the approval of the Elder Board.

Article XIII – Dissolution of Church Property

In the event of the dissolution of this Church, all of its debts must, when possible, be fully satisfied. None of its assets or holdings shall be divided among the members or any other individuals. All funds received from the sale of assets or holdings shall be designated by corporate vote, prior to dissolution, to such other non-profit religious organizations as are in agreement with the letter and spirit of the Doctrinal Statement adopted by this Church and in conformity with requirements of the United States Internal Revenue Service Code of 1954, Sec. 501 c(3).

Article XIV – Amendments

This Constitution, with the exception of the Doctrinal Statement, may be amended at any regular meeting of the Church by a two-thirds vote of the eligible members present and voting. A quorum must be established before a vote may be taken.

The Doctrinal Statement may be amended only at a Special Business Meeting (Article X, Section 6) by an 80% vote of the eligible membership, present and voting, once a quorum has been established.

All proposed changes to the Constitution must be made available to the congregation, in writing, at least two weeks in advance of voting. Amendments, when approved, shall be published and copies made available to the membership.

Article XV – By-Laws

By-Laws of the Church shall be adopted or amended in accordance with the procedures specified in Article XIV of this Constitution. By-Laws shall become effective immediately upon Church approval.

By-Laws and amendments, when approved, shall be published and copies made available to the membership.

CORNERSTONE BAPTIST CHURCH BY-LAWS

Article I – The Pattern for Business Meetings

- A. The Moderator will read all motions presented for consideration and will clearly explain the details of such motions.
- B. All motions presented by the Elder Board are 'on the floor' and ready for consideration by the congregation and do not need to be seconded before a vote is taken.
- C. It is the responsibility of the Moderator to answer all questions as he is able or to defer to another member of the church.
- D. A request from the congregation to amend or table a motion being discussed may be considered at the discretion of the Elder Board. Only the Elder Board may move to amend or table a motion since all motions presented come from the Elder Board.
- E. Any member may propose a motion for future consideration by presenting the motion in writing to the Moderator or Elder Board Chairman at least 30 days before the next scheduled business meeting. The Elder Board will review any such motion for conformity to Scripture and the Church Constitution, and also the orderly functioning of the church.
- F. Discussion of motions during a business meeting is welcome; however, the following guidelines will be adhered to:
 - a. The Moderator or another church officer will correct any inaccurate statements made by a presenter or a member of the congregation.
 - b. Any voting member may ask any question or make any statement which pertains to the business being considered; however, our conversation must be edifying to those in attendance and honoring to our Lord.
 - i. Members should recognize that others may desire to speak and should limit themselves to one question/statement and then yield the floor to another.
- G. A "Call for the Motion" will be acknowledged by the Moderator; however, he may allow for additional questions not previously asked. The vote will be taken when the Moderator determines relevant questions have been answered.
- H. For motions requiring approval by simple majority, the 'voice-vote' is the method of choice; however, anyone may request that a paper ballot be taken. All votes will be to 'accept' or 'reject'.