

# Constitution



Suber Road  
Baptist Church

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## **ARTICLE I - NAME**

The name of this organization shall be Suber Road Baptist Church.

## **ARTICLE II - OBJECT**

Its object shall be to promote the worship of God by the preaching of the Gospel of the Lord Jesus Christ at home and abroad through the establishment and maintenance of a Baptist church, trusting that as a result, sinners shall be saved and believers edified.

Its object is further expressed in the Church Covenant. This Covenant shall be read frequently at, or in connection with, the Communion Service, the audience standing.

### **The Church Covenant**

Having been led by the Spirit of God to receive the Lord Jesus Christ as our Saviour and, on the profession of our faith, having been baptized in the name of the Father and of the Son and of the Holy Ghost, we do now in the presence of God, angels, and this assembly most solemnly and joyfully covenant with one another as one body in Christ. We thus engage by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; and to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the Gospel through all nations. We also engage to maintain family and private devotion; to bring up our children in the nurture and admonition of the Lord; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to keep ourselves unspotted from the world and to be zealous in our efforts to advance the kingdom of our Saviour. We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Saviour to secure it without delay. We moreover engage that when we remove from this place, we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

## **ARTICLE III - DOCTRINE**

Its doctrines shall be in confirmation with those generally accepted by Baptist Churches and expressed in our Confession of Faith.

### **Section 1 - Of the Scriptures**

We believe that the Holy Bible, as originally written, was verbally inspired and the product of Spirit-controlled men, and therefore, has truth without admixture of error for its matter. We believe that it is the true center of Christian union and the only infallible rule for all human conduct, creeds, and opinions (II Timothy 3:16-17; II Peter 1:19-21).

## Section 2 - Of the True God

We believe that there is only one living and true God, infinite in every excellence; that in the unity of the Godhead there are three personal distinctions -- the Father, the Son, and the Holy Spirit -- yet one in substance and equal in every divine perfection (Exodus 20:2-3; I Corinthians 8:6; I John 5:7).

We believe in the absolute Deity of the Son, the Lord Jesus Christ; that He was divine as no other man can be, being very God of very God, existing from all eternity coequal with the Father and the Spirit; that He never ceased to be God for one instant and that His humiliation did not consist in laying aside His deity; that as man He was miraculously begotten of the Holy Ghost and born of the Virgin Mary (John 1:1-2; I John 5:20; Matthew 1:20; Luke 1:26-38).

We believe that the Holy Spirit is a Divine Person, equal with the Father and Son and of the same substance and nature; that He convicts of sin, righteousness and judgment, bears witness to the truth, is the Agent of the New Birth and that He seals, endues, guides, teaches, witnesses to, sanctifies, and helps the believer, indwelling every true Child of God (II Corinthians 13:14; John 14:16-17; Romans 8:14-27).

## Section 3 - Of the Devil, or Satan

We believe in the distinct personality of Satan, that he is the unholy god of this age, author of all powers of darkness and sin, and is destined to the judgment of an eternal justice in the lake of fire (Matthew 4:1-3; II Corinthians 4:4; Revelation 20:10).

## Section 4 - Of the Creation

We believe that God created the heavens and the earth, including all life, "each after its own kind," by direct act, and not by the process of evolution (Genesis 1-2; Colossians 1:16-17, John 1:3).

## Section 5 - Of the Fall of Man

We believe that man, in the person of the first Adam, was created in innocence but by voluntary transgression fell into sin thus plunging the whole race into condemnation and death, so that now all mankind is born in sin and shaped in iniquity and become willful sinners with the first expression of personal choice, and so are without excuse before God (Genesis 3; Romans 5:10-19).

## Section 6 - Of the Redemption from Sin

We believe that the only escape from the condemnation of sin is through the redemption wrought by Jesus Christ, when He voluntarily took upon Him a human body and nature, yet without sin, and by His suffering, death, and resurrection made full satisfaction to the justice of God for the sin of man; that the blessings of this salvation are given on the grounds of grace to all who believe and confess and that it is the immediate duty of all to accept these offers of mercy (John 1:1-3, 14, 3:1-7; Hebrews 10:4-14; Acts 16:30-33).

## Section 7 - Of Salvation by Grace

We believe that faith in the finished work of the Lord Jesus Christ is the only condition of salvation from sin and this salvation is wholly by grace; that no works, however good, make the salvation more secure (Acts 16:31; Ephesians 2:8-9; Titus 3:5-7; Romans 10:9-13).

We believe that all who take Christ as their Saviour are born from above and are eternally secure in Christ (John 10:28-29; Romans 8:35-39; Philippians 1:6).

#### Section 8 - Of the Church

We believe that the Church universal is a New Testament institution; unknown to the Old Testament prophets; established by Jesus Christ, Who is its sole Head; revealed through the holy Apostles; empowered and perpetuated by the Holy Spirit; Christ's "body" for service and His "bride" for glory. It began with the New Testament saints and will be consummated at the coming of Christ in the Rapture (Matthew 16:18; Acts 1:8, 2:1-13, 41-47, 15:14; Romans 16:26, I Corinthians 12:12-28; Ephesians 1:22-23, 3:21, 5:23-33; I Thessalonians 4:13-18).

We believe that the Church universal is manifest through the local church, which is congregation of immersed believers, associated by covenant of faith and fellowship of the Gospel; observing the ordinances of Christ; governed by His laws; exercising the gifts, rights and privileges invested in it by His Word; that its officers are pastors and deacons; that it has the absolute right of self-government directed by the Holy Spirit and it is answerable only to Christ, and that in all matters of membership, policy, government, discipline and benevolence the will of the local church is final (Matthew 18:15-17; I Corinthians 1:2, 6:4-5, 7:17, 11:16; I Timothy 3:1-15).

#### Section 9 - Of the Ordinances

We believe that there are the two church ordinances: Baptism and the Lord's Supper. Baptism is the immersion of a believer in water and is properly called "Believer's Baptism." It sets forth in a beautiful and solemn way our faith in a crucified, buried, and risen Saviour, with the effects of that faith in our lives as it produces death to sin and resurrection to a new life. Baptism is a prerequisite to the privileges of church relation. The Lord's Supper is the commemoration of our Lord's death until He comes and our continual fellowship with Him and should be preceded by baptism and always by careful self-examination (Acts 8:36-39; Romans 6:3-5; I Corinthians 11:23-32).

#### Section 10 - Of the Righteous and Wicked

We believe that there is a radical and essential difference between the righteous and the wicked; that only such as through faith are justified in the name of the Lord Jesus Christ, and sanctified by the Spirit of God, are truly righteous in God's esteem; while all such who continue in impenitence and unbelief are in His sight wicked, and under the curse; and that this distinction holds among men both during life and after death, in the everlasting conscious felicity of the saved and the everlasting conscious suffering of the lost (Malachi 3:18; Romans 6:17-23; Matthew 25:34-41; Luke 6:25; John 8:21).

#### Section 11 - Of the Return of Christ

We believe in the bodily, personal, premillennial return of Jesus Christ; that He will come before the seven-year tribulation period to catch away His church, coming only into the air; and that He will come with His church at the close of the tribulation to judge the living nations and to set up His kingdom on earth (I Thessalonians 4:13-18; Matthew 25:31-46; Revelation 19:11-21).

#### Section 12 - Of the Resurrection

We believe in the resurrection of the bodies of the dead; that believers who sleep in Jesus will be raised at the coming of Christ for His church and caught up with the transformed living saints to meet the Lord in the air, and that the wicked dead will be raised at the close of the millennial kingdom and stand in their bodies at the Great White Throne of judgment to receive their final doom (John 5:21-30, I Thessalonians 4:16; Revelation 7:9-17; 20:11-15).

### **ARTICLE IV - ASSOCIATIONS**

As a New Testament Church cannot "join" anything outside itself but only affiliate therewith on the grounds of fellowship, this church declares itself to be independent and autonomous but may fellowship with or support other churches and/or organizations that are in harmony with the doctrine, polity, practice, and purpose of Suber Road Baptist Church.

#### Section 1 - Self Autonomous

Such official fellowship or support shall be subject to the approval of the congregation.

#### Section 2 - Facility Use

Pastoral approval shall be required if Suber Road Baptist Church is to serve as host or if the facilities of the church are to be used for meetings of any fellowship, convention, or association.

### **Article V - MEMBERSHIP**

#### Section 1 - Present Membership

All whose names appear on the rolls of this church are members, but only those on the "Active" list are considered in good and regular standing. Those whose names appear on the "Inactive" list have no voting rights and may not be granted a letter of good and regular standing. Members who have not reached their sixteenth birthday shall not have the right to vote.

#### Section 2 - Reception of Members

Paragraph A: Anyone professing faith in the Lord Jesus Christ as personal Saviour, giving evidence of a change of heart, and declaring himself in accord with the principles, practices, and doctrines of this church may become a candidate for church membership.

Paragraph B: Candidates may become members of the church in one of the following ways: (1) By Scriptural immersion once only in the name of the Father, Son, and Holy Spirit; (2) By letter from an acceptable church of like faith and order as this; (3) By profession of faith in Christ (having been previously Scripturally immersed); and (4) By restoration.

Paragraph C: Candidates for church membership shall appear personally before one of the pastors along with at least one deacon who shall pass upon their qualifications and prescribe any restrictions they may deem advisable for the best interests of the church. Having been recommended by the deacons, the name shall then be submitted to the church for acceptance or rejection at a regular business meeting or a special meeting called for that purpose, with five dissenting votes constituting refusal of admission; but any member objecting may be required to present the grounds of this objection before the deacons at their next meeting. A two-thirds (2/3) vote of the deacons shall overrule the objection, and the name shall be submitted once more to the church.

### Section 3 - Dismissal of Members

#### Paragraph A: Church letters

(1) Letters of dismissal may be granted by congregational action for any member in good and regular standing. Such letters will be issued by the clerk of the church.

(2) A member not in good and regular standing may receive a letter, by congregational action, giving his standing to date. Such letters will be issued by the clerk of the church.

#### Paragraph B: Discipline of Members

(1) The matter of discipline of the membership shall be in the hands of the deacons under the leadership of the pastors and/or the Chairman of the deacons whenever necessity arises. In cases of dismissal from membership, final action must be taken by the church. No member shall be dismissed until every Scriptural effort has been made (including, if physically possible, a personal visit) to reclaim him for Christ and the church (Matthew 18:15-17).

(2) Members failing to support the church by their attendance for a duration of six months, without a legitimate excuse (such "support" and "excuse" to be defined by the pastor and deacons), may be placed by congregational action on the "Inactive" list and so lose their right to vote. Names on the "Inactive" list for more than a year may be removed from the church membership rolls subject to (1) of this paragraph.

## **ARTICLE VI - ORDINANCES**

### Section 1 - Baptism

Those professing saving faith in Jesus Christ as personal Saviour shall, by one of the pastors or some person authorized by the church, be immersed in water in accordance with the Scriptural teaching. Immersion shall be prerequisite to church membership. This church recognizes only "Believer's Baptism" as valid. (Refer to Article III, Section IX.)

#### Section 2 - Lord's Supper

The Lord's Supper (Communion) shall be served to the assembled church by one or more of the pastors (or by some person, designated by the church) and the deacons at the discretion of the pastors. Since it is the Lord's Table, none who are His shall be barred, but the pastor shall frequently remind those who partake to fulfill the Scriptural injunction to, first of all, examine themselves (I Corinthians 11:28).

### **ARTICLE VII - OFFICERS AND BOARDS**

The officers of the church shall consist of pastors, deacons, trustees, treasurer, financial secretaries, clerk, Sunday School superintendent, and assistant Sunday School superintendent, all of whom, except the pastors, shall have been a member of this church for a period of at least one year before being nominated; and their terms of office shall begin on the first of the month following the Annual Business Meeting. Retiring officers shall hold office until the terms of the newly elected officers begin. Other minor offices may be created from time to time when deemed necessary. No person shall hold more than two major offices at one time, and no member on the "Inactive" list is eligible to hold office in the church or in any of its organizations.

#### Section 1 - Pastors

Paragraph A: The pastors shall be elected for an indeterminate term. Notice of the proposed choice of pastor shall be given from the pulpit for two successive Sundays preceding the election; voting shall be by ballot, and two thirds (2/3) of the votes cast shall be required for election. While the Bible does not command a plurality of elders (pastors) for the local church, it is permissible and advisable for the leadership of a larger local church to be provided by more than one pastor (elder). As the need arises, the senior pastor may select biblically qualified men to serve as pastors in this church. The church will approve the selection and extend the call to any man who receives a vote of two thirds (2/3) of voting members present. The pastors shall be selected for an indeterminate term.

Paragraph B: The qualifications for the pastors shall be such as are prescribed and set forth in the New Testament (I Timothy 3:1-7; Titus 1:5-9).

Paragraph C: A pastor shall give the church written notice not more than sixty (60) days and not fewer than thirty (30) days of his intentions to discontinue as pastor. The church may by a two-thirds (2/3) vote at a regularly called meeting (see Article XII, Section II) declare the pulpit vacant, provided a notice of not fewer than thirty (30) days from the time this action is taken be given the pastor occupying the pulpit to vacate the same.

Paragraph D: The pastor shall be the moderator of the church and ex officio member of all boards, committees, and auxiliaries. In the event the pastor is absent or incapacitated, the full-time assistant pastor with the longest term of service in our church shall become the moderator of the church. In the event that no full-time assistant pastor is remaining, the chairman of the deacons shall become the moderator of the church.

Paragraph E: The pastor shall serve as undershepherd and spiritual leader of the church under the Lord Jesus Christ. As overseer of the work, he may issue invitations and make final arrangements at his discretion, not including financial compensation, for any guest speakers and special meetings that will edify the church and assist in its mission. The pastor, with the cooperation of the deacons and other officers and committees, shall coordinate the activities of the church and its auxiliaries.

Paragraph F: The pastor, all guest speakers, and all officers of the church and its auxiliary organizations shall be in hearty agreement with the church's confession of faith as expressed in Article III of the Constitution and with the ordinances, policies, and procedures contained herein.

## Section 2 - Deacons

Paragraph A: The church shall elect from its membership at the Annual Business Meeting not fewer than four (4) men to serve as deacons. Their terms shall be for two (2) years and arranged to end alternately.

Paragraph B: The qualifications for a deacon shall be such as are prescribed and set forth in the New Testament (Acts 6:3; I Timothy 3:8-13).

Paragraph C: It shall be the duty of the deacons to (1) prepare the elements and table for the Lord's Supper and assist in serving the same; (2) assist the pastors in administering Baptism, in the spiritual supervision of the church, carefully examining all candidates for church membership, recommending to the church such as they consider, eligible for membership; (3) have charge of all matters of discipline of members under the leadership of the pastors and/or the chairman of the deacons whenever necessity arises; and (4) under the leadership of the pastors, have oversight of and make recommendations concerning support of missionaries and mission projects.

Paragraph D: The deacons shall elect from their number a chairman, who shall have general oversight of their work.

Paragraph E: In the event of a pulpit vacancy, the deacons shall act as a pulpit committee, with the chairman as moderator. The deacons may also choose to add to this committee up to 10 men who are church members in good and regular standing. They shall engage pulpit supply as shall be required, shall arrange for the administration of the ordinances, and shall conduct a search for suitable pastoral candidates and make recommendations regarding the same to the congregation of the church. No more than one pastoral candidate shall be considered at a time.

Paragraph F: The deacons are authorized to spend up to \$500 at any one time (within the budget guidelines).

## Section 3 - Trustees

Paragraph A: The church shall elect from its membership at the Annual Business Meeting not fewer than three (3) men to serve as trustees. Their terms shall be for two (2) years and arranged to end alternately.

Paragraph B: The qualifications for a trustee shall be such as are prescribed and set forth for deacons in the New Testament (Acts 6:3; I Timothy 3:8-13).

Paragraph C: The trustees shall have the care of all property of the church, to hold, repair, invest, and preserve the same. They shall hire and supervise the caretaker. They shall superintend any improvements that are not entrusted to a special committee and carry forward such other business concerns of the church as shall from time to time be assigned to them.

Paragraph D: The trustees shall not have authority to sell, lease, give away, or dispose of church property in any manner to exceed \$500 in value nor to mortgage or encumber the same with debt to exceed the above amount, except as the church shall order the same by a corporate act.

Paragraph E: The trustees are authorized to spend up to \$1,000.00 at any one time (within the budget guidelines).

Paragraph F: Upon approval of the congregation as aforesaid the trustees shall be the only parties who shall execute as binding on this corporation such deeds, notes, mortgages, right of way agreements, contracts, commitments, and other documents of every kind and nature which relate directly or indirectly to the real or personal properties of this corporation.

Paragraph G: The trustees shall elect from their number a chairman, who shall have general oversight of their work.

#### Section 4 - Treasurer

At each Annual Business Meeting the church shall elect a treasurer. He shall assist the Financial Director in receiving all monies of the church and applying the same as directed by the church, keeping a true and fair record of accounts, and making a full report to the church at each Annual Business Meeting and when otherwise directed by the church. The treasurer shall not serve on the Board of Trustees.

#### Section 5 - Clerk

The church shall elect from its membership at the Annual Business Meeting a clerk for the ensuing year. He shall keep a fair and complete record of the proceedings of the church, have charge of all records, keep a register of all members of the church, write letters of dismissal, and perform such other particular duties as may be prescribed by the church.

#### Section 6 - Sunday School Superintendent

The church shall elect from its membership at each Annual Business Meeting a Sunday School superintendent. He shall be in charge of the administration and promotion of the church Sunday School and shall work in close cooperation with the pastor. His duties shall be such as pertain to the operation and promotion of the Sunday School, including securing proper teachers for the various classes.

#### Section 7 - Assistant Sunday School Superintendent

The church shall elect from its membership at each Annual Business Meeting an assistant Sunday School superintendent. His duty shall be to aid the Sunday School superintendent in the operation and promotion of the Sunday School.

## Section 8 - Financial Secretaries

At each Annual Business Meeting, the church shall elect from its membership financial secretaries. They shall prepare the weekly deposits with at least one of the trustees and keep an accurate record of the individual contributions to the church.

## Section 9 - Employees of the Church

The senior pastor shall have the authority to employ needed personnel at his discretion, within the approved budget of the church. The duties of each staff member and employee shall be assigned by the pastor. He shall have the authority to dismiss or replace any employee of the church. The pastor may delegate this responsibility to other pastors, managers, or directors as necessary.

## **Article VIII - FINANCES**

### Section 1 - Fiscal Year

The fiscal year shall begin on January 1 each year and end the following December 31.

### Section 2 - Fund Raising

No moneys shall be raised by the church or an auxiliary organization except by free-will giving.

### Section 3 - Financial Obligations

No financial obligation shall be placed on the church either as a mortgage, note, or outstanding bill, or in any other form unless money is in hand to meet the same, except as stated in Article VII, Section III, Paragraph D, or by corporate act of the church.

### Section 4 - Auxiliary Expenditures and Accountability

Any auxiliary organization that receives, holds, or dispenses funds may contribute only to such causes and ministries as are in harmony with the doctrinal policies and practices of the church. A written accounting of the same shall be submitted at each Annual Business Meeting of the church or at the next regular business meeting following the close of the auxiliary's fiscal year. Said report shall become part of the church clerk's records.

### Section 5 - Auxiliary Indebtedness

No auxiliary of the church shall incur any indebtedness except as approved by the church, nor shall an auxiliary make purchases for which money is not in hand.

#### Section 6 - Financial Director

The pastor may, at his discretion and with the approval of the church, appoint a Financial Director to oversee the financial dealings of the church. The Financial Director will have direct oversight of the Budget Committee, Treasurer, and Financial Secretaries. He is responsible to make sure that a monthly financial report is prepared and presented to the church family.

### **ARTICLE IX - MISSIONS**

It shall be the policy of this church to support missions engaged in fundamental evangelization and church planting. They shall be known to be in hearty agreement with our Confession of Faith, both in doctrine and in practice.

### **ARTICLE X - AUXILIARY ORGANIZATIONS**

#### Section 1 - Sunday School

This organization shall be considered as the church studying the Bible; it shall be under the general supervision and control of the church.

#### Section 2 - Other Organizations

There shall be such other organizations as the most efficient prosecution of our object shall demand, but none shall be started without the consent of the church. These organizations shall be self-governing but finally subject to the control of the pastor and the Board of Deacons and subject to the approval of the church.

#### Section 3 - Officers of Auxiliary Organizations

All major officers of auxiliary organizations and all regular teachers in the Sunday School must be members of the church and in good and regular standing.

### **ARTICLE XI - COMMITTEES**

The church shall elect at its Annual Business Meeting, or at such other times as it may desire, the following committees and others as deemed necessary:

#### Section 1 - Nominating Committee

Each year at the August monthly business meeting a nomination committee shall be formed as follows: The deacons shall designate two of their number to serve on such a committee; three others shall be elected from the membership by the congregation. This committee shall nominate a full slate of officers for

the coming year. The committee shall encourage church members to suggest qualified candidates, and at the October business meeting the committee shall present its slate of nominations.

#### Section 2 - Financial Review Committee

The Financial Review Committee shall carefully examine the records, receipts, and vouchers of the Financial Director, Treasurer, and Financial Secretaries each month. The committee shall consist of two members elected at the Annual business Meeting and a Trustee. The Financial Director, Treasurer, nor any financial Secretary shall be on the Financial Review Committee. A licensed CPA not affiliated with our church shall examine the records every third year beginning with the fiscal year 1987 in lieu of the Financial Review Committee. Any individual not affiliated with an accounting firm shall not perform this service two consecutive times. A formal audit would be performed only by the will of the people.

#### Section 3 - Sunday School Committee

The Sunday School Committee shall consist of the Sunday School superintendent, the assistant Sunday School superintendent, and the Sunday School teachers. Their duties are to aid in the promotion and operation of the Sunday School under the leadership of the Sunday School superintendent.

#### Section 4 - Missionary Committee

The missionary committee shall consist of at least three members appointed by the deacons and subject to church approval at the Annual Business Meeting. This advisory committee shall be free to recommend the missionaries and missions projects for the church to support and shall submit these recommendations to the Board of Deacons for its action.

#### Section 5 - Budget Committee

Each year a Budget Committee shall be formed consisting of the following members: the Financial Director, who shall serve as the moderator, two deacons, and two trustees." Their purpose is to establish a proposed budget for the coming year and administrate any adjustments to the budget during the year and make such recommendations to the congregation for their action. They shall be advised to compile the necessary data from the officers, directors, committees, and auxiliary organizations of the church. This committee shall begin its work no later than October 1 of each year.

### **ARTICLE XII - BUSINESS MEETINGS**

#### Section 1 - Annual Business Meeting

There shall be an annual meeting of the church on the second Wednesday in December to elect deacons, trustees and other officers and standing committees and to transact any other business. In case of any omission in holding the election as above, the meeting shall be called and held on the earliest available date thereafter.

## Section 2 - Special Business Meetings

Special business meetings may be called by the pastor, the majority of the Deacon Board or Trustee Board, or any ten (10) members at any regularly scheduled service with the following exceptions, which shall require an announcement from the pulpit for two (2) preceding Sundays:

- (1) For calling or dismissing a pastor,
- (2) For dismissing a member,
- (3) For hearing appeals on the removal of a member from a position as an officer, teacher, or worker, and
- (4) For amending the Constitution.

## Section 3 - Quorum

All business meetings of this church shall require for a quorum the presence of at least thirty percent (30%) of the members eligible to vote.

## Section 4 - Order of Meetings

In the conduct of business, rules contained in Sturgis Standard Code of Parliamentary Procedure (most recent edition) shall govern all cases to which they apply. If Sturgis Standard Code of Parliamentary Procedure does not apply to a case(s), a majority vote shall establish the rule.

## Section 5 - New Business

Any voting member shall have the privilege of bringing any new business before the congregation, providing that he has first presented it in person or in writing to the acting chairman of the deacons or trustees prior to their monthly meeting. A written agenda of each regular business meeting shall be available to each member of the congregation on the Sunday prior to the regular monthly business meeting.

## Section 6 - Chairman

In all business meetings of the church, its committees, and auxiliaries, the chairman or moderator shall not vote to break a tie.

## Section 7 - Special Voting Rule

Any motion to spend in excess of two thousand dollars (\$2,000) or any action to incur five thousand dollars (\$5,000) or more in debt shall require approval by at least a two-thirds (2/3) vote of the members voting at any regular or called business meeting.

## Section 8 - Minutes and Record Review Rules

The meetings, minutes, and financial records of the church, its boards, committees, and auxiliary organizations shall be open upon reasonable request to any member except that (1) the Board of Deacons may in executive session discuss matters related to personnel, benevolence, or church discipline, and (2) the Board of Trustees may in executive session discuss matters related to personnel, and (3) the treasurer or financial secretary's records of individuals' contributions shall be exempt from this provision.

### **ARTICLE XIII - AMENDMENTS**

This constitution may be amended by a two-thirds (2/3) vote of the members present at any Annual Business Meeting or at a called business meeting, provided that notice of proposed amendment shall be posted in a conspicuous place and an announcement shall have been given from the pulpit for the two Sundays prior to the meeting at which action is desired.

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