

**Agenda**

Regular Monthly Church Conference  
First Baptist Church, Pineville  
June 25, 2023

Meeting called to order by Dr. Stewart Holloway, Pastor.

Review of Minutes of May 2023 Monthly Church Conference. No questions, comments, or corrections. Motion to accept by Mike Canady and seconded by Jack Brossette.

Review of Membership Report - there is one letter to grant to HIS Church on Cristina Gulley.  
No questions, comments, or corrections. Motion to accept by Betty Beard and seconded by Kathy Holloway.

Financial Report given and approved.

What God Is Doing:

Attendance Report / Sunday School Report - Lecompte mid 60's in May. Pineville lower 300's. Total of 464 reached.

Jamey Gilliland's resigned from being a deacon due to moving the family to Arkansas. The Deacon Nomination Committee recommended Fred Beard complete the remainder of Jamey's term (expires in 2024).

Meeting adjourned by Jack Brossette and seconded by Bill Cheek.

Prepared by:

Angela Mahfouz  
Church Clerk

**PINEVILLE MEMBER INFORMATION**  
**SEPTEMBER 1, 2022 – AUGUST 31, 2023**  
**Church Conference**

**Baptism**

1. Reese Laird – 10/2/2022
2. Macy Johnson - 2/5/2023
3. Colton Waters – 11/20/2022
4. Payton Jaques – 11/20/2022
5. Rayne Doucet – 1/15/2023
6. Nicholas Michiels – 2/5/2023
7. Cooper West – 3/12/2023
8. Jett Arnold – 3/12/2023
9. Juanita Dow – 7/9/2023
10. Ava Beth Laird – 7/2/2023
11. Harper Malone – pending
12. Reese Tullos – pending
13. Jacob Doucet – 8/6/2023
14. Wesley Hebert – 7/23/2023

**Received by Letter**

1. Blake Fuselier – 9/18/2022
2. Amy Fuselier – 9/18/2022
3. Kimberly Rabalais – 9/18/2022
4. Paul Baum – 3/12/2023
5. Shan Baum – 3/12/2023
6. Derek Jones – 3/19/2023
7. Erin Jones – 3/19/2023
8. Robbie Briggs – 6/18/2023
9. Ellen Briggs – 6/18/2023
10. Will Briggs – 6/18/2023
11. Luke Briggs – 6/18/2023
12. Nate Briggs – 6/18/2023
13. Charles Stepp – 6/25/2023
14. Carol Stepp – 6/25/2023

15. Dennis Maxwell – 6/25/2023
16. Linda Maxwell – 6/25/2023

6. Donna Sturdivant – 9/21/2022
7. William Sturdivant – 9/21/2022
8. Will Hilburn – 1/25/2023
9. Mark Dorn – 1/25/2023
10. Nita Dorn – 1/25/2023
11. Linda Vercher – 2/26/2023
12. Ali Vercher – 2/26/2023
13. Brent Johnson – 2/26/2023
14. Hope Johnson – 2/26/2023
15. Madilyn Johnson – 2/26/2023
16. Linda Bernard – 3/20/2023
17. Ariana Bryant – 3/20/2023
18. Tiffany Weiss – 4/4/2023
19. Cristina Gulley – 6/25/2023

**Received by Statement**

1. Tomas Michiels – 9/18/2022
2. Katy Michiels – 9/18/2022
3. Kyle Rabalais – 9/18/2022
4. Josie Holt – 11/6/2022

**Deaths**

1. Nell Johnson – 10/03/2022
2. Harold Griffith – 3/13/2023
3. Barbara Smith – 3/19/2023
4. Peggy West – 3/25/2023
5. Dr. Mary Edwards – 4/20/2023
6. Donnis Voth – 5/22/2023
7. Barry Knapp – 6/2/2023
8. Danny Creel – 7/25/2023

**Letter/Drop Requests**

**Requested**

1. Kevin Boles - 7/17/2023
2. Judy Boles – 7/17/2023
3. Maryann Stewart – 7/17/2023

**Letter/Drop Requests Granted**

1. Daniel Criswell – 9/12/2022
2. Leona Criswell – 9/12/2022
3. Harold Granger – 9/12/2022
4. Laura Granger – 9/12/2022
5. Brad Sturdivant – 9/21/2022

**Watch Care**

**Rededication**

**Removed from FBC  
Membership at Member  
Request or duplicate  
membership**

**Missions/Ministry**

\*Indicates membership through Main Street Baptist Mission

**LECOMPTE MEMBER INFORMATION**  
**SEPTEMBER 1, 2022 – AUGUST 31, 2023**  
**Church Conference**

**Baptism**

1. Jason Hathorn – 9/25/22
2. Michele Chapman – 9/18/22
3. Katelynn Price – 10/23/2022
4. Rebecca Price – 10/23/2022
5. Nataleigh McBride –  
11/20/2022
6. Noah Thomas- 1/8/2023
7. Caitlyn Land – 1/15/2023
8. Chloe Boyer – 5/14/23
9. Samantha Dalke – 5/14/23
10. Callie Land – 5/7/23
11. Aleigha McBride – 5/7/23
12. Wyatt Duncan – 6/18/2023

**Letter/Drop Requests Granted**

1. Jerry Matney – 3/22/2023
2. Libby Matney – 3/22/2023

**Watch Care**

**Rededication**

**Removed from FBC**  
**Membership at Member**  
**Request or duplicate**  
**membership**

**Missions/Ministry**

**Received by Letter**

1. Donna Stokes – 2/5/2023
2. Sophia Cheek – 2/26/2023

**Received by Statement**

1. Edward Christie – 9/25/2022
2. Julie Christie – 9/25/2022
3. Emma Ellis – 1/29/2023
4. Brendon Banks Jr –  
1/29/2023
5. Tommy Whisenant –  
7/2/2023

**Deaths**

1. Michael Mason – 11/21/2022

**Letter/Drop Requests**  
**Requested**

**FIRST BAPTIST CHURCH, Pineville, Louisiana**

Operating Fund Balance May 1, 2023	\$209,559.08
May Receipts Over (Under) Expenses	(\$11,121.73)
Fund Balance May 31, 2023	<b>\$198,437.35</b>

**Summary Budget Receipts and Disbursements:**

	<b>May</b>	<b>Monthly Budget</b>	<b>Five Month</b>	<b>5 Month's Budget</b>
Receipts Pineville	139,109.12	143,485.67	618,828.95	717,428.31
Receipts Lecompte	11,586.35	15,968.17	79,885.31	79,840.81
<b>TOTAL Receipts</b>	<b>150,695.47</b>	<b>159,453.84</b>	<b>698,714.26</b>	<b>797,269.12</b>
100 Missions Ministry	15,815.14	16,881.93	74,328.66	84,409.49
150 Pastoral Ministry	291.98	290.85	683.22	1,454.05
200 Education Ministry	970.46	2,141.69	14,556.23	10,708.17
250 Children's Ministries	1,956.90	1,141.68	5,350.87	5,708.24
300 Student Ministry	3,788.77	916.70	3,977.83	4,583.10
350 Music Ministry	375.80	708.36	1,669.61	3,541.48
400 Admin Ministry	9,196.90	6,108.36	38,066.26	30,541.48
450 Property Ministry	55,098.17	50,000.03	229,467.59	249,999.79
500 Media Ministry	222.94	643.77	1,988.38	3,218.61
700 Personnel Ministerial Staff	30,381.84	30,259.60	151,009.52	151,297.80
750 Personnel Support Staff	19,373.16	19,303.94	82,655.87	96,519.42
800 Benefits & Ancillaries	14,615.10	15,089.04	72,439.29	75,444.72
Total Expenses Pineville	152,087.16	143,485.95	676,193.33	717,426.35
1100 Mission Ministry Lecompte	1,230.55	1,713.51	8,446.80	8,567.43
1150 Pastoral Ministry Lecompte	0.00	20.84	0.00	104.12
1200 Education Ministry Lecompte	115.88	458.34	3,306.48	2,291.62
1250 Children's Ministries Lecompte	322.42	125.01	851.12	624.93
1300 Student Ministry Lecompte	175.00	83.34	175.00	416.62
1350 Music Ministry Lecompte	0.00	83.34	0.00	416.62
1400 Admin Ministry Lecompte	479.95	610.02	4,264.39	3,049.86
1450 Property Ministry Lecompte	1,996.48	5,205.04	16,964.04	26,024.72
1500 Media Ministry Lecompte	109.90	83.34	109.90	416.62
1700 Ministerial Staff Lecompte	1,441.66	3,825.01	5,983.38	19,124.93
1750 Support Staff Lecompte	3,067.20	2,215.17	11,246.40	11,075.81
1800 Benefits & Ancillaries Lecompte	791.00	1,545.36	2,895.89	7,726.48
Total Expenses Lecompte	9,730.04	15,968.32	54,243.40	79,839.76
<b>TOTAL Expenses</b>	<b>161,817.20</b>	<b>159,454.27</b>	<b>730,436.73</b>	<b>797,266.11</b>
PV Receipts Over/Under Exp	(12,978.04)	(0.28)	(57,364.38)	1.96
LEC Receipts Over/Under Exp	1,856.31	(0.15)	25,641.91	1.05
<b>Total Receipts Over/Under Exp</b>	<b>(11,121.73)</b>	<b>(0.43)</b>	<b>(31,722.47)</b>	<b>3.01</b>

**Building Fund Receipts:**

Contributions	\$ 10,074.00
Budget Contributions	\$ 16,400.00
<b>Total Monthly Contributions</b>	<b>\$ 26,474.00</b>

**Making Way Receipts/Building Fund to Date:**

Contributions	\$ 2,377,348.09
Budget Contributions	\$ 1,096,278.39
<b>Total Contributions to Date</b>	<b>\$ 3,473,626.48</b>

**Loan Sabine Bank:**

Prior Month Balance	\$ 2,875,227.96
Principal Paid this Month	\$ 26,017.31
Current Balance	\$ 2,849,210.65
Interest Current Month	\$ 7,424.39
Note Payment Current Month	\$ 16,400.00
Additional Principal Payment	\$ 17,041.70

**Loan Sabine Bank:**

Original Balance 7/1/2018	\$ 3,768,757.92
Addition to Note House 11/22	\$ 108,000.00
Principal Paid To-Date	\$ 1,027,547.27
Current Balance	\$ 2,849,210.65
Interest To-Date	\$ 533,500.06
Note Payments To-Date	\$ 967,600.00
Add'l Principal Pmt to-Date	\$ 593,447.33

<u>Account</u>	<u>YTD</u>
	<u>Current</u>

**ASSETS**

**Current Assets**

10300 Petty Cash	\$250.00
10700 LBF/General Operating Fund	\$173,690.92
10750 Lecompte LBF/General Operating Fund	\$105,736.44
10800 Investment Fund - LA Baptist Foundation	\$323,354.45
10850 Lecompte Investment Fund LBF	\$26,233.06
10900 Sabine State Bank Operating Fund	(\$3,729.55)
<b>Total Current Assets</b>	<b>\$625,535.32</b>

**Fixed Assets**

18002 Education Building	\$2,000,000.00
18004 Buildings and Improvements	\$7,787,941.37
18005 Making Way Buildings & Improvements	\$5,750,755.64
18006 Furniture, Fixtures and Equipment	\$355,375.50
18008 Land	\$293,000.00
18009 Activities' Building Improvements	\$243,359.75
<b>Total Fixed Assets</b>	<b>\$16,430,432.26</b>
<b>TOTAL ASSETS</b>	<b>\$17,055,967.58</b>

**LIABILITIES AND CAPITAL**

**LIABILITIES**

**Current Liabilities**

**Current Payables**

20140 LA Tax W/H	\$1,193.47
<b>Total Current Payables</b>	<b>\$1,193.47</b>

**Missions Offerings**

<b>Total Missions Offerings</b>	<b>\$0.00</b>
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**Designated Funds Pineville**

23105 Children's Ministries	\$2,480.99
23108 Partner in Education	\$53.38
23115 Youth/Children Scholarship	\$2,021.40
23125 FBC Shirts	\$327.22
23130 Music	\$137.00

## Statement of Financial Position for Period 5 - May

Company#: 1 Name: First Baptist Church

Fiscal Year Beginning 1/1/2023

Fund Name: 1 General

<u>Account</u>	<u>YTD</u>
	<u>Current</u>
23135 Drum Fund	\$102.12
23140 E4 Preaching Conference Receipts	\$1,695.56
23150 Poinsettia suspense fund	\$914.31
23185 Fathers in the Field	\$100.00
23195 Tim Stafford Medical Memorial Fund	\$244.32
23198 Helping Hands	\$680.00
24010 VBS Gifts	\$2,180.83
24020 Miscellaneous Designated Receipts	\$196.57
24025 iCampus	\$316.32
24045 Building Use Fees	\$625.00
24060 Connect Camp	\$8,572.97
24061 R.A. Camp	(\$0.84)
24062 G.A Camp	\$180.00
24064 Youth Camp	\$9,431.40
24067 Hospitality	\$662.55
24069 Kids Connection	\$453.78
24071 Youth Activities	\$1,834.97
24080 Building Fund	\$1,295.00
24082 Doing Life Together	\$806.76
<b>Total Designated Funds Pineville</b>	<b>\$35,311.61</b>

## Designated Funds Lecompte

24400 Children's Fund Lecompte	\$989.33
24404 Youth Fund Lecompte	\$1,544.17
24406 Seniors in Service Lecompte	\$843.18
24408 Sunday School Lecompte	\$228.00
24410 Benevolence/Love Fund Lecompte	\$3,085.40
24420 Samaritan's Purse Lecompte	\$421.65
24500 Building Repairs/Maintenance Lecompte	\$2,510.94
24506 Kitchen Fund Lecompte	\$250.33
<b>Total Designated Funds Lecompte</b>	<b>\$9,873.00</b>

## Restricted Funds Pineville

25100 Brakefield Music Fund	\$14,352.59
25110 Vehicle Fund	\$34,258.61
25115 Molly Kate Marcase Preschool Ministry Fund	\$9,814.58
25125 Senior Adult Ministry Fund	\$1,387.81
25130 Church Ministries Fund	\$12,502.79
25140 Deacon Memorial Fund	\$8,141.96
25185 DS Contingency Fund	\$14,115.75
25200 Library Memorial Fund	\$3,106.76
25210 Maintenance Contingency Fund	\$86,213.44
25220 Mission Endowment Fund	\$5,037.98
25250 Server Escrow	\$108.17

## Statement of Financial Position for Period 5 - May

Company#: 1 Name: First Baptist Church

Fiscal Year Beginning 1/1/2023

Fund Name: 1 General

<u>Account</u>	<u>YTD</u>
	<u>Current</u>
25270 Counseling	\$4,986.93
25280 Working Capital Reserve Fund	\$42,906.09
25290 Youth Missions Fund	\$763.90
25310 Missionary Residence Fund	\$3,112.46
25340 Building Fund-Capital Campaign	\$233.59
25360 Grounds Beautification Fund	\$885.02
25390 Legacy Fund	\$30,664.05
25395 Staff Escrow Account	\$38,490.08
25400 Revival Escrow	\$898.80
25405 Upward LBF Fund	\$2,869.56
25407 Golf Cart LBF Fund	\$8,333.53
Total Restricted Funds Pineville	<hr/> \$323,184.45

## Restricted Funds Lecompte

25500 LBF Lecompte	\$25,229.33
25595 Lecompte Staff Escrow	\$1,003.73
Total Restricted Funds Lecompte	<hr/> \$26,233.06
	<hr/> <hr/> \$395,795.59

## Long Term Liabilities

26030 Note payable - Sabine State Bank	\$2,849,210.65
Total Long Term Liabilities	<hr/> \$2,849,210.65
	<hr/> <hr/> \$3,245,006.24

## CAPITAL

31000 Capital/Equity Balance	\$230,159.82
Capital/Equity Balance-Current Year	(\$31,722.47)
Capital/Equity Balance-Current Year-Total	<hr/> \$198,437.35
	<hr/> <hr/> \$13,612,523.99
TOTAL CAPITAL	<hr/> \$13,810,961.34

TOTAL LIABILITIES AND CAPITAL	<hr/> \$17,055,967.58
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**MEMORIALS/HONORARIUMS/SPECIAL GIFTS**  
**April - June, 2023**

In Honor of:	Given by:	Acknowledged to:	Fund:
In memory of:	Given by:	Acknowledged to:	Fund:
Elizabeth Depass	Betty Pharis	Angela Mahfouz	Making Way
Elizabeth Depass	D/M Tom Kent	Angela Mahfouz	Making Way
Wesley Dodge	Phillip & Gayle Granger	David Dodge & Family	Making Way
Wesley Dodge	Karen Stafford	David Dodge & Family	Making Way
Wesley Dodge	Roy & Becky Prestridge	David Dodge & Family	Making Way
Wesley Dodge	Nick & Susan Nixon	David Dodge & Family	Making Way
Wesley Dodge	Kay & Andy Harville	David Dodge & Family	Making Way
Dr. Mary Edwards	D/M Tom Kent	Ryan Drake D/M Stanley Clark	General Fund
Dr. Mary Edwards	Jimmy & Ann Williamson	Ryan Drake & Family	Making Way
Frank Elliott	D/M Tom Kent		Making Way
Harold Griffith	Les & Renee Chappell	Sue Griffith & Family	Making Way
Harold Griffith	Roy & Becky Prestridge	Tamara Winter & Family	Making Way
Barry Knapp	Frank & Debbie Coe	Marilyn Knapp & Family	Making Way
Barry Knapp	Susan & Nick Nixon	Marilyn Knapp & Family	Making Way
Barry Knapp	Karen Stafford	Marilyn Knapp & Family	Making Way
Falis Holloway	Susan & Nick Nixon	Stewart Holloway & Family	Making Way
Falis Holloway	Roy & Becky Prestridge	Stewart Holloway & Family	Making Way
Falis Holloway	D/M Tom Kent	Stewart Holloway & Family	General Fund
Falis Holloway	Betty Pharis	Stewart Holloway & Family	Making Way
Beth Lofton	Jimmy & Ann Williamson	Dr. Jim Lofton & Family	Making Way
Beth Lofton	D/M Tom Kent	Dr. Jim Lofton & Family	Making Way
James Roberts	D/M Tom Kent	Mrs. Sylvia Ritchie	Making Way
Joyce Sears	Betty Pharis	Thomas Martin & Family	Making Way
Joyce Sears	D/M Tom Kent	Thomas Martin & Family	General Fund
Joyce Sears	Susan & Nick Nixon	Thomas Martin & Family	Making Way
Joyce Sears	Roy & Becky Prestridge	Thomas Martin & Family	Making Way
Joyce Sears	Sunshine SS Class	Thomas Martin & Family	Making Way
Joyce Sears	Jimmy & Ann Williamson	Thomas Martin & Family	Making Way
Joyce Sears	Kay & Any Harville	Thomas Martin & Family	Making Way
Barbara Smith	Roy & Becky Prestridge	T. C. Smith, Jr. & Family	Making Way
Barbara Smith	Phillip & Gayle Granger	T. C. Smith, Jr. & Family	Making Way
Barbara Smith	Brossette SS Class	T. C. Smith, Jr. & Family	Making Way

In memory of:	Given by:	Acknowledged to:	Fund:
Barbara Smith	D/Mrs. Tom Kent	T. C. Smith, Jr., & Family	Making Way
Shirley Vinyard	Les & Renee Chappell	Beverly Price and Family	Making Way
Shirley Vinyard	Beverly's Knitting Group	Beverly Price	Making Way
Shirley Vinyard	Sharon & Tom Zabasky	Beverly Price & Family	Music Ministry
Brenda West	D/M Tom Kent	Stuart West & Family	Making Way
Peggy West	Phillip & Gayle Granger	Family of	Making Way
Peggy West	Barry & Debra Campbell	Family of	General Fund
Peggy West	Roy & Becky Prestridge	Paul & Les West & Family	Making Way
Peggy West	Linda Hendry	Paul & Les West & Family	Making Way
Augi Yi	Missy Yi	N/A	General Budget

## **Summary of Changes to FBC By-Laws**

FBC's Bylaws were last changed in June 2008. With the merger of First Baptist Lecompte, First Baptist Pineville Bylaws had no provisions to include additional campuses and the participation of the members into the Deacon Body or on various committees. We also included the Main Street Mission Pineville since FBC owns the property. With these edits we have recognized the merger and hopefully prepared these revisions as a template so if additional mergers happen, they can be incorporated without an extensive rewrite of the entire document.

The legal entity of FBC, as described in our Charter, is "First Baptist Church of Pineville, Louisiana", which includes First Baptist Church Pineville, First Baptist Church Lecompte and Main Street Baptist Mission.

In the existing Bylaws we had 30 separate Committees the proposed bylaws have a total of 14 core committees. The function of the Committees that were eliminated will be performed by Teams and members can either volunteer or asked to participate by the Pastor or his Ministerial designee. Examples of eliminated are Flower and Decoration Committees, Food Service Committee, Hospitality Committee, and Vehicle Committee Etc....

We clarified some of requirements for serving as Deacon and also how participation from each campus is structured.

On Committee on Committees we also defined how membership from each campus will participate.

Hopefully this brief summary provides some context of what we did but reading through the document will definitely give each person a more detailed understanding.

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## **PREAMBLE**

12

13       For the more certain preservation and security of the principles of our Christian  
14 faith, and to the end that this Church body may be governed in an orderly manner, and for  
15 the purpose of preserving the liberties inherent in each individual member of the First  
16 Baptist Church of Pineville, Louisiana (the “Church”) and the freedom of action of this  
17 Church body with relation to other churches of like faith and order, we do declare and  
18 establish these Bylaws.

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“*Let all things be done decently, and in order.*” *I Corinthians 14:40*

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## ARTICLE I

## **NAME AND PURPOSE**

**Section 1: Name**

The name of this Church, as reflected in the most recently amended Articles of Incorporation is First Baptist Church of Pineville, Louisiana; which includes First Baptist Church of Pineville, Louisiana, First Baptist Church Lecompte, Louisiana; Main Street Baptist Mission of Pineville, Louisiana (hereafter, the "Church").

## **Section 2: Statement of Faith**

No statement of faith can exhaust the extent of our beliefs. The Bible itself, as the Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

### **Section 3: Purpose**

The Church is formed for the propagation of the Gospel of Jesus Christ, to support public worship and to further proclaim the Gospel of Jesus Christ through such ministries as may be determined by the Church, all in accordance with the stated purposes set forth in the Articles of Incorporation.

## **Section 4: Non-Profit Status**

This Church is organized as a non-profit corporation pursuant to the laws of the State of Louisiana. It shall be organized on a non-stock basis and shall at all times be and remain a tax-exempt entity. The Church's constitution, including covenants and confessions of faith as the congregation deems proper is attached to the Bylaws as Exhibit "A."

## ARTICLE II

## CHURCH GOVERNMENT / MEMBERSHIP

## Section 1: Government

The Church is sovereign and autonomous under the Lordship of Jesus Christ and retains unto itself the exclusive right to its governance. Its membership reserves the exclusive right to determine who shall be members of this Church and the condition of such membership. The governance of the Church is founded upon principles of democratic and congregational government, its authority vested in its members. Every member has the right to a voice in the Church's governance, plans,

71 and discipline. This Church is subject to the control of no other ecclesiastical body  
72 but enjoys mutual consent and cooperation with other churches of like faith and  
73 order.

74

## 75 **Section 2: Membership – Candidacy**

76

77 Any person may become a candidate for membership in this Church. All such  
78 candidates for membership shall be presented to the Church at any regular Church  
79 service or any other event set aside for such purpose, for membership in any of the  
80 following ways:

81

- 82 (1) By profession of faith in Jesus Christ as Lord and Savior and for  
83 baptism according to the policies of this Church.
- 84 (2) By transfer of membership (letter of recommendation) from  
85 another Baptist church where such person in is good standing.
- 86 (3) By restoration upon a statement of prior conversion experience  
87 affirming Jesus Christ as Lord and Savior and trusting in Jesus  
88 Christ for the candidate's salvation and baptism by immersion in a  
89 Baptist church where no record of membership is obtainable.
- 90 (4) By statement of faith and prior baptism by immersion after review  
91 by the pastor or his designee.
- 92 (5) By statement on merging of Churches, with membership  
93 stipulated as the original date the member was admitted for  
94 membership in the merging Church.

95

## 96 **Section 3: Membership – Classes**

97

98 In keeping with democratic and congregational principles of governance, there  
99 shall be no classifications of membership, unless proposed by the deacons and  
100 following the vote of the congregation at a specially called meeting.

101

102 This Church may, for purely denominational and other statistical reporting  
103 purposes, use classifications such as "resident" or "non-resident" or other such  
104 classifications as is necessary to provide the statistical information sought by the  
105 denominational or statistical reporting agency or organization. However, such  
106 "statistical reporting classifications" shall have no effect upon rights of membership  
107 as a matter of Church governance.

108

## 109 **Section 4: Membership – Rights**

110

115 Every member of this Church who is on the membership roll is entitled to vote at  
116 all elections and on all questions submitted to the Church at any meeting, provided  
117 the member is present or, if absent, a special provision having been made by the  
118 Church for absentee voting. No person may vote by proxy.

119  
120 Every member of this Church on the membership roll, unless otherwise stated in  
121 these Bylaws, is eligible for consideration by the membership as candidates for  
122 elective offices (and as may be amplified in these Bylaws).

123  
124 Every member of this Church may participate in the ordinances of the Church as  
125 administered by the Church. Further, the Church has traditionally invited members  
126 of like faith and order to participate in the observance of the Lord's Supper.

127  
128  
129 **Section 5: Membership - Meetings**

130  
131 Regular Business Meetings / Conferences. This Church shall conduct regular  
132 business meetings in accordance with the provisions of Article VII of these  
133 bBylaws. All such regular business meetings, as well as any special business  
134 meetings, shall be open to all members.

135  
136 Special Business Meetings / Conferences. Specially called meetings, depending  
137 upon the nature and context of such meeting, may be made pursuant to the  
138 procedure set forth in Article VII of these Bylaws.

139  
140 **Section 6: Membership – Termination**

141  
142 Membership in this Church shall be terminated in any of the following ways:

- 143  
144 (1) Death of the member;  
145  
146 (2) Transfer of membership to another Baptist church;  
147  
148 (3) Exclusion by action of the Church;  
149  
150 (4) Erasure upon request or proof of membership in a church of  
151 another denomination; or  
152  
153 (5) Written request by a member to terminate membership.

154  
155 Upon a member's termination, any and all rights to assert any interest in any of  
156 the assets of the Church are deemed waived and forfeited. Similarly, no person  
157 whose membership has been terminated, may renounce, rescind or revoke any  
158 prior gift, tithe or offering previously made to the Church.

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160

161 **Section 7: Membership – Exclusion**

162

163 Should a member become an offense to this Church by reason of immoral or  
164 unchristian conduct or by denying acceptance of fundamental doctrines of the  
165 Church, it shall be the responsibility of the deacons to take steps to resolve the  
166 offense in accordance with scriptural directives and, including *Matthew 18: 15-20*.  
167

168

169 At any meeting(s) with the deacons, at which the pastor may also attend, the  
170 member shall have the right to present witnesses and evidence. Should the deacons  
171 determine that grounds exist for expulsion and that there also exists a lack of  
172 contrition on the part of the member so as to allow reconciliation and restoration,  
173 the member shall be given personal notice of the deacons' decision and a written  
174 statement of reasons and basis for the deacons' recommendation to the  
175 congregation that the member be expelled. Such notice shall also include the date  
176 and time of the next regular business meeting, provided that at least ten (10) days'  
177 prior notice is provided. Notice shall also be posted at least once in an official  
178 Church notification. The member shall have the right at such business meeting to  
179 representation by a member of the congregation or legal counsel and may further  
180 present such witnesses and evidence as the member deems proper. Upon the vote  
181 of two-thirds (2/3) of the members present at such special business meeting, the  
182 member shall be excluded, and all rights of membership shall immediately cease.  
183

184

185 Ever mindful of man's sinful nature, his imperfection, and the very purpose of the  
186 Church to support and uphold members who have fallen short of the mark set by  
187 our Savior, such action should be considered only in the most grievous and  
188 necessitous of circumstances. It is and must be the practice of this Church to take  
189 any and all reasonable actions and efforts to assist any troubled member. The  
190 attitude of the Church shall be a concern for redemption rather than punishment.  
191

192

193 This Church may restore to membership any person previously excluded, upon the  
194 written request of the excluded person. Reconciliation conference(s) with the  
195 deacons and the pastor shall be conducted. Upon a showing of clear and convincing  
196 evidence of such person's repentance, contrition, and need for a reconciliation and  
197 restoration of fellowship with the Church, the deacons shall recommend restoration  
198 at the next regularly scheduled business meeting. The Church, following an  
199 affirmative vote of a majority of the members present, shall restore all privileges of  
200 membership to such person.  
201

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## ARTICLE III

**209 CHURCH OFFICERS - STAFF**

## **Section 1: Church Officers**

214 All persons who serve as officers or staff of this Church shall be members of this  
215 Church. The officers and staff of this Church shall be:

- (1) Pastor
  - (2) Ministerial Staff
  - (3) Active Deacons
  - (4) Church Clerk
  - (5) Church Treasurer

The responsibilities of these officers are as follows:

Pastor

231 The pastor is responsible for leading the Church to function as a New Testament  
232 Church. The pastor will lead the congregation, the organization, and the Church  
233 staff to perform their tasks.

235 The pastor is the primary leader of pastoral ministries in the Church. As such he  
236 works with the deacons and Church staff to:

- (a) Lead the Church in the achievement of its missions.
  - (b) Proclaim the Gospel to believers and unbelievers.
  - (c) Care for the Church's members and other persons in the community.

243 A vacancy in the office of the pastor shall only occur upon the pastor's death,  
244 resignation, or termination by the affirmative vote of the Church membership,  
245 following notice and voting provisions as set forth in Article VII, Section 4 of these  
246 Bylaws.

247  
248 In the event of a vacancy in the office of the pastor, a pastor Search Committee  
249 (selected, formed and constituted in accordance with Article IV, Section 17) shall  
250 seek out a suitable pastor, and its nomination will constitute a nomination to the  
251 congregation. The procedure for calling, hiring and employing a pastor shall be the  
252 same as that for termination of a pastor.

253

### 254 **Ministerial Staff**

255

256 The ministerial staff shall be called and employed as the Church determines the  
257 need for such offices. All ministerial positions shall be approved by the Personnel  
258 Committee, and costs associated for each position shall go through approvals in the  
259 yearly budget processes.

260  
261 A Search Committee for such ministerial staff shall be selected, formed and  
262 constituted in accordance with Article IV, Section 17. A job description shall be  
263 written when the need for a staff member is determined.

264  
265 Each employed staff member shall serve until the relationship is terminated by  
266 death, resignation, or termination.

267

### 268 **Church Moderator**

269

270  
271 The pastor shall serve as Church moderator at all regular business meetings or any  
272 other called special meetings (with the exception of a meeting for the specific  
273 purpose of voting on a motion to terminate the pastor from his office). In the event  
274 of the pastor's absence or ineligibility, the chairman of the deacons or designee  
275 shall serve as moderator.

276  
277 In guarding and maintaining the fellowship of the Church, the aim of the Church  
278 must be to bring about unity with people of different views, ideas, and convictions.  
279 The objectives of the Church moderator are to maintain the spirit of christian love  
280 while presiding, to be fair and courteous with all members, and to help members  
281 understand parliamentary procedures without embarrassment to them. Should the  
282 Church moderator so require or think necessary, he or she may request an active  
283 member knowledgeable in parliamentary procedure to serve as a parliamentarian.  
284 The Church moderator shall maintain a neutral position while presiding. If he or  
285 she wishes to debate a question under consideration, he or she should ask an  
286 assistant to preside.

287  
288 At all regular business meetings or specially called meetings of the congregation,  
289 parliamentary procedure shall be followed pursuant to *Robert's Rules of Order*, as  
290 per its most recent revision.

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### **The Church Clerk**

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The Church clerk (“clerk”) shall be elected annually as the Church’s clerical officer and shall serve until a successor has been elected. The clerk shall be responsible for keeping a suitable record of all official actions of the Church and recording minutes of the Church business meetings except as otherwise herein provided. The clerk or an assistant clerk must be present in all regular and special Church business meetings to record the results of all matters voted upon. In regular meetings, the clerk shall record information on applicants for Church membership and other decisions. In business meetings, the clerk shall record all actions voted on by the Church and follow through on all necessary correspondence related to the actions.

305  
306

All Church records are deemed to be Church property and shall be kept in the Church office.

307

308  
309

This Church shall elect annually a Church treasurer as its financial officer who shall serve until a successor has been elected. It shall be the duty of the treasurer to assist the Finance Committee in the preparation and presentation at each regular business meeting of the Church an itemized report of the receipts and disbursements of the preceding month. The treasurer’s report and records may be audited annually by an auditing committee or public accountant.

310

The treasurer shall serve as an *ex officio* member of the Finance Committee and shall work closely with such committee to develop and recommend to the Church adequate policies and procedures related to receiving, accounting, disbursing, and reporting Church monies; to maintain members’ records of contributions; and to provide quarterly and annually reports of same. The Finance Committee, as well as appropriate Church staff, shall assist the treasurer.

311

Personal financial records are deemed strictly confidential and may not be disclosed to any person unless specifically authorized in writing by the member to view, inspect or photocopy such records. If requested by the chair of Committee on Committees or the chair of deacon nomination committee, the treasurer shall confirm that nominee is a regular giver.

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### **Section 2: Non-ministerial Staff**

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The non-ministerial staff members shall be employed as the Church determines the need for their services.

335 This Church Personnel Committee shall have the authority to employ and to  
336 terminate services of non-ministerial staff members. Such employment and  
337 termination of services shall occur after consultation with the supervising staff  
338 member and, as appropriate, with the consultation of related committees of the  
339 Church.

341 Section 3: Active Deacons

343                             (a) Duties and Responsibilities. Each member of the body of deacons  
344 of the Church shall be ordained to provide spiritual leadership for, and service to,  
345 the fellowship of the Church. A deacon's leadership should be seen in the life of  
346 the family, Church, and community, exhibiting a responsible level of morality and  
347 concern for others. A deacon should fulfill the guidelines provided in *Acts 6:1-6*  
348 and *I Timothy 3:8-13*. The New Testament word for deacon, *diakanos*, translates  
349 into "minister" or "servant." The same word is generally used to describe  
350 Christians as servants and also a particular office set aside for service.

353 Deacons shall guard the unity of spirit within the Church and shall recommend  
354 establishment of policies deemed to be in the best interest and manifest advantage  
355 of the Church and in furtherance of its ministries. Deacons shall further show a  
356 positive witness by:

- 358 (1) Supporting the entire program of the Church in mission outreach,  
359 evangelism, education, and ministry.

360

361 (2) Contributing to the financial support of the Church with tithes and  
362 offerings.

363

364 (3) Refusing to use or participate in the sale of alcoholic beverages.

365

366 (4) Honoring the institution of traditional marriage and family. The  
367 biblical ideal encourages a lifetime marriage to the same spouse for  
368 those who choose to marry. However, for some, death of a spouse  
369 or divorce has caused a break in the family structure. Having been  
370 previously married does not preclude a person from being elected  
371 by the Church membership when the candidate has demonstrated a  
372 dedication to family and the Church.

373

374 (5) Any concerns regarding the moral fitness of a deacon shall be  
375 addressed by the deacon chair and the pastor in accordance with  
376 scriptural directives, including *Matthew 18: 15-20*. Any  
377 recommendation for dismissal from the deacon body shall be

brought before the entire deacon body membership for consideration.

- (6) Each deacon is expected to seek out and occupy a chosen place of service in the Church program in addition to performing services as a deacon. All deacons shall actively support, with time and finances, the work of the Lord through the various ministries of the Church. All deacons are expected to attend all meetings of the deacon body, as well as all Church business meetings as a matter of example and service in supplying their voice to these deliberations. All deacons are expected to attend Church worship services and perform assigned duties incident to the conduct of the Sunday services.

The body of deacons shall constitute the corporate power on behalf of the Church. They shall be empowered to do and perform all acts and duties incumbent upon them as fiduciaries of the Church, as set forth in the Articles of Incorporation, subject to the approval of the congregation. The congregation shall have the authority to adopt or initiate any corporate action.

- (b) Qualifications. In addition to the member's agreement to do and perform those duties and responsibilities set forth above in sub-paragraph (a), deacons shall possess the following additional qualifications:

- (1) At least twenty-one (21) years of age;
  - (2) A member of the Church for at least twelve uninterrupted months prior to their election; and
  - (3) A member of a Southern Baptist affiliated church for an aggregate of three (3) years.

- (c) Number. Deacon elections will be held annually. The minimum aggregate number of deacons serving at any one time shall be (30) thirty. The number of deacons elected annually may vary based on the needs and will of the congregation. The aggregate number may be increased by a vote of the Active Deacons when ministry needs require a larger membership as recommended by the pastor and current deacon officers working together to determine the additional positions required. Thereafter, the proposed recommendation for an increase will be presented to the Church for a vote at a special business meeting. At least 75% of the deacon body selected to serve shall be from the membership of the FBC-Pineville campus.

- (d) Nomination / Election. The membership of the Church shall elect the deacons, which shall be a minimum of thirty (30) persons. Nominations for deacon shall be made by any member of the Church, in writing, on a form approved

422 for such use by the deacon nomination committee. The form shall list those  
423 members of the Church who are not eligible for nomination due to such member's  
424 expired term as a deacon. Nominations shall be turned in to the Church office no  
425 later than August 31<sup>st</sup>. There shall be no limit placed on the number of nominees  
426 a member may submit. No nominations may be made from the floor.

427  
428 It shall be the task of the deacon nominating committee during the deacon  
429 nomination process to ensure that all First Baptist Church Pineville Louisiana  
430 campuses are represented. The deacon nomination committee shall have the  
431 authority to exclude any nominee from consideration for election solely on the  
432 following grounds:

- 433  
434 (1) The committee is of the considered view that the nominee  
435 clearly does not meet the qualifications set forth herein or  
436 cannot subscribe and perform the duties and responsibilities  
437 of a deacon.  
438  
439 (2) The committee, following personal contact with the  
440 nominee, as well as prayerful consideration of all relevant  
441 factors concerning the nominee's candidacy, is of the  
442 considered view that the nominee's life does not demonstrate  
443 a positive witness under the expectations outlined pursuant  
444 to the above sub-paragraph (3)(a) ("Duties and  
445 Responsibilities").

446  
447 If the committee excludes any nominee from consideration for election, such action  
448 shall be immediately communicated to the pastor. Otherwise, the action taken by  
449 the committee shall remain private and confidential.  
450

451 The committee shall then develop a ballot listing the ten (10) qualified nominees  
452 having the highest number of nominations and who have expressed a willingness  
453 to serve. If a tie occurs in the number of nominations such that the tenth most  
454 nominated person cannot be determined, then the number of candidates listed shall  
455 include those nominees who are tied for the 10<sup>th</sup> highest number of nominations.  
456

457 A list of nominees who have agreed to serve as deacons will be prepared and  
458 submitted to the Church no later than September 30<sup>th</sup>. On the last Sunday in  
459 October, following the morning worship service, the Church shall meet in a called  
460

461 business meeting to approve the list of nominees submitted by the deacon  
462 nominating committee.

463

464 (e) Ordination. All deacons who have not been previously ordained  
465 shall attend and participate in a deacon ordination council and ordination service.  
466 Ordination shall be within 90 days after the first of the year. An elected deacon will  
467 not be considered Active until ordination is completed.

468

469 (f) Term. Once elected and ordained, the deacon shall serve a term of  
470 three (3) years, beginning on the first day of January following their election, unless  
471 the deacon was elected to fill a shorter term. A deacon may be re-elected for an  
472 additional three-year term, following the expiration of their first term. At the end  
473 of two (2) successive terms, which in no event shall exceed six (6) consecutive  
474 years, the deacon is ineligible to be re-elected to the Board of deacons until at least  
475 a one-year hiatus has elapsed since the expiration of their term. The terms of elected  
476 deacons shall be fixed so that one-third (1/3) of the deacons' terms shall expire each  
477 year. In the event of a deacon's death, resignation, or removal from office where  
478 one or more years remain in said deacon's term, the deacon nominating committee  
479 shall return to the nominated deacon list from the respective calendar year and, at a  
480 regular business meeting, present the next eligible individual nominated to fill the  
481 remainder of the exiting deacon's term.

482

483 (g) Officers. The following officers shall be elected by the deacons  
484 annually: Chair; Vice-Chair; and Secretary.

485

486 (h) Meetings. The deacons shall meet at least monthly, with the  
487 regularly scheduled deacon meetings being held on the first Monday evening  
488 following the third (3<sup>rd</sup>) Sunday of the month, unless modified by the deacon  
489 officers.

490

491

492 **ARTICLE IV**

493

494 **COMMITTEES**

495

496 **Section 1: General Information regarding Committees**

497

498 (1) All committee members shall be members of the Church.  
499 Participation on each committee will strive to include members from  
500 all Church campuses. Members of the Committee on Committees,  
501 Deacon Nomination Committee, Nominating Committee, Pastor  
502 Search Committee, and Personnel Committee shall have been  
503 members of the Church for at least an aggregate of three (3) years  
504 prior to their election. Members of other ministerial staff Search

505 Committees shall have been members of the Church for at least an  
506 aggregate of two (2) years prior to their election. Members of the  
507 Finance Committee and Safety and Security Committee shall have  
508 been members of the Church for at least twelve (12) continuous  
509 months prior to their election.

510  
511 (2) Committee members (excluding the pastor and the ministerial staff)  
512 shall be elected by the Church membership for a three (3) year term.  
513 Membership terms on all committees shall be staggered, with one-  
514 third (1/3) of the members rotating off and being replaced each year,  
515 unless otherwise stated herein.

516  
517 Only in the event an exceptional need exists or prudence dictates  
518 that it is in furtherance of the Church's best interest for such  
519 committee member to immediately succeed himself, should that  
520 committee member do so.

521  
522 (3) Unless otherwise specifically set forth in these Bylaws, no  
523 committee shall consist of more than six (6) voting members.

524  
525 (4) Unless otherwise specifically set forth in these Bylaws, all  
526 committees shall be considered standing and permanent committees.

527  
528 (5) All committees shall be assigned to a member of the ministerial staff  
529 for purposes of administrative oversight. However, the assigned  
530 ministerial staff shall serve in an *ex officio* capacity only. Should a  
531 vacancy exist with regard to the assigned ministerial staff, the  
532 committee shall be assigned to the pastor, or his designee.

533  
534 (6) For purposes herein, the term "*ex officio*" member shall refer to a  
535 person who may participate in all committee discussions, but who  
536 may not make, amend, or second any motion, nor may they vote on  
537 any such motion.

538  
539 **Section 2: General Responsibilities of all Church Committees**

540  
541 (1) Choose a committee chair for each committee.

542  
543 a. The chair shall be responsible for informing members of the  
544 committee and the staff member who is assigned to the  
545 committee about meeting time and place.

- 548                             b. The chair's presence at any meeting shall be counted for  
549                             purposes of obtaining a quorum. However, the chair shall not  
550                             vote unless it is to break a tie vote.
- 551
- 552                             (2) Begin duties on January 1<sup>st</sup>.
- 553
- 554                             (3) Hold an initial meeting to organize and hold other meetings as  
555                             necessary to carry out the specific duties of the committee.
- 556
- 557                             (4) Work in cooperation with an assigned staff member of the Church.  
558                             This staff member should be informed of each committee meeting  
559                             and shall only serve in an *ex officio* capacity. If the meeting is at  
560                             the Church, a room should be reserved. Fifty percent (50%) of the  
561                             committee constitutes a quorum.
- 562
- 563                             (5) Develop, review, and revise appropriate policy statements to be  
564                             approved by the Church and included in the Church policies.
- 565
- 566                             (6) Keep and file minutes of each meeting and report to the Church  
567                             during regular or special business meetings when necessary.
- 568
- 569                             (7) If budgetary resources are needed, recommend such financial need  
570                             to the assigned staff member and/or Finance Committee and assist  
571                             in procuring same when needed.
- 572
- 573                             (8) Report any vacancies that may occur during the Church year to the  
574                             Church office and/or to the chair of the Committee on Committees.
- 575
- 576                             (9) Make any recommendations about the revision of committee duties  
577                             to the Committee on Committees for Church action.
- 578

579                             **Section 3: Building and Grounds Committee**

580

581

- 582                             This committee shall be assigned to the pastor or his ministerial designee. Its duties  
583                             shall include:
- 584
- 585                             (1) Maintain an inventory of all properties and equipment.
- 586
- 587                             (2) Regularly inspect and consult with the pastor, ministerial  
588                             staff, and/or non-ministerial staff concerning needed  
589                             building or mechanical repairs.
- 590

- 591                             (3) Report needed repairs beyond the scope of the budget to the  
592                             Finance Committee.
- 593                             (4) Consult and plan with appropriate program leaders  
595                             concerning the optimum use of space in Church properties.
- 596                             (5) Formulate, revise as needed, and publicize Church-approved  
598                             policies regarding the use of the Church properties.
- 599                             (6) Assist the ministerial staff in evaluating budgetary needs  
601                             and, if necessary, in presenting requests to the Finance  
602                             Committee.
- 603                             (7) Formulate policies for expenditures for maintenance and/or  
605                             repairs.
- 606                             (8) Arrange for repairs and other work that does not require  
607                             contract labor, as deemed advisable by the ministerial staff  
608                             and the committee.

610

611

612

613                             **Section 4:**

614

615                             This committee shall be assigned to the pastor and shall serve, as needed, by making  
616                             recommendations to the pastor or the Church, by coordinating and evaluating  
617                             activities and programs, as requested, for the Church and its organizations.

618                             Any recommendation coming from the Church Council shall first be brought before  
619                             the deacons for such action as deemed appropriate and prudent.

620                             Members of the Church Council shall be:

- 621
- 622
- 623
- 624                             1. Pastor
- 625                             2. Ministerial Staff and Campus Pastor as designated by Pastor
- 626                             3. Chairman of the deacons
- 627                             4. Each Chairman of designated committees

628                             In the event there is no pastor, the Church Council will be led by the chairman of  
629                             the deacons or ministerial designee.

635      **Section 5: Church Benevolence Committee**

636

637      This committee shall be assigned to the pastor or his designee. Its duties shall  
638      include:

639

- 640            1. Serving as coordinating group for benevolent actions and  
641            projects which may take place outside the normal parameters  
642            of other care groups within the Church (such as Sunday  
643            School classes, Women's Missionary Union, Family  
644            Ministry, or other Church programs).
- 645            2. Maintain a listing of various agencies in the community that  
646            may be able to assist families in need.
- 647            3. Assess the needs of families in the Church who may require  
648            assistance and determine the best means by which assistance  
649            may be provided.
- 650            4. Keep a record of all ministry actions undertaken by the  
651            committee.
- 652            5. Create and maintain links throughout the community with  
653            other cooperating churches and organizations so as to  
654            achieve a network of benevolence for those in need.
- 655            6. Report to the Finance Committee on at least an annual basis  
656            regarding budgetary needs for the committee's work.

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664      **Section 6: Committee on Committees**

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This committee shall be assigned to the pastor or his ministerial designee.

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678

Nomination forms shall be made available to the Church membership at least four (4) weeks in advance of the Sunday morning worship service selected as the time to elect members of this committee. Current deacon officers shall be excluded from being nominated. Nomination forms shall also be made available during Sunday School. All nomination forms must be turned in to the Church office no later than the Sunday before the Sunday selected for the election of the members of this committee. No nominations shall be received from the floor. Voting will be by written ballot. The highest two (2) nominees shall be elected, regardless of age or gender. The deacon Officers shall count the votes and advise the pastor of the election of the members to this committee.

679 At least 2/3 thirds of the committee membership shall be from the membership of  
680 the FBC-Pineville campus.

681

682

683 Primary responsibilities include:

684

685 1. Recommend members for all Church committees during the  
686 4<sup>th</sup> Quarter in order to start their work on January 1<sup>st</sup>.

687

688 2. Receive reports on any committee vacancies occurring  
689 throughout the Church year and recommend immediate  
690 replacements to the Church.

691

692 3. Periodically review the committee descriptions and revise as  
693 necessary. This includes deletion of obsolete committees  
694 and the recommendation of new committees as needed.

695

696 4. Furnish the committee descriptions to each committee chair,  
697 providing clarification of specific committee tasks.

698

699 5. Create an efficient representation and rotation system which  
700 places members from each campus on Church committees.

701

702 6. Nominate members to form special or *ad hoc* committees on  
703 an *as needed* basis.

704

705 In addition to the general qualifications for committee service set forth above,  
706 members of the Committee on Committees shall also have special qualifications as  
707 set forth below:

708

709 (a) Age: Each member of this committee shall be at least twenty-one  
710 (21) years of age.

711

712 (b) Each member of this committee shall have been a member of this  
713 Church for at least an aggregate of three (3) years;

714

715 (c) Other Qualifications: Each member should possess a good  
716 knowledge of the Church membership, and their respective skills,  
717 vocations and expertise, along with the programs and ministries of  
718 the Church.

719

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722

723      **Section 7: Day School and Pre-School Committee**

724

725      This committee shall be assigned to the minister of education and preschool /  
726      children's minister and/or as may be similarly titled. The day school and preschool  
727      Director shall be an *ex officio* member. In the composition of this committee, the  
728      Committee on Committees should, whenever possible, include persons with  
729      preschool or kindergarten teaching or administrative experience, public school  
730      educators, college educators with experience in early childhood education or related  
731      areas, social workers, or such other persons who possess expertise and vocational  
732      skills referable to prudent oversight of day school operations. Its duties shall  
733      include:

734

- 735            1. Assisting the ministerial staff in formulating and publicizing  
736                Church-accepted policies and procedures for the operation  
737                and administration of the day school. These guidelines will  
738                reflect the purpose and design of the program, as well as  
739                outline the practical aspects of management.
- 740            2. Developing programs for the day school and preschool as an  
741                outreach ministry of this Church.
- 742            3. Coordinating activities between the day school and  
743                preschool.
- 744            4. Working with the ministerial staff and director of the day  
745                school to select, train, and supervise employed preschool  
746                teachers.
- 747            5. Reviewing with the day school director such matters as  
748                salaries, benefits, and personnel policies.
- 749            6. Working with the ministerial staff and day school director  
750                regarding all licensure and regulatory entities to ensure  
751                compliance with all applicable laws, codes, regulations, and  
752                ordinances.
- 753            7. Evaluating and updating the program, using such reputable  
754                sources as are available.
- 755            8. Involving members of the Church and parents of children  
756                enrolled in the day school in needed work projects and  
757                program activities.

- 766           9. Informing and educating the Church membership about  
767           activities of the program.
- 768           10. Coordinating the work of the program with other Church  
769           activities involving young children.
- 770           11. Reviewing monthly financial reports and other records  
771           pertinent to the operation of the day school as presented by  
772           the director.
- 773           12. Making regular reports and bringing recommendations to the  
774           Church concerning the work of the program.
- 775           13. Reviewing budget preparation and providing analysis and  
776           input to all interested committees, the ministerial staff, and  
777           the deacons.

778           **Section 8: Deacon Nomination Committee**

779           This committee shall be assigned to the pastor or his ministerial designee.  
780           This committee shall be comprised of six (6) members, all of whom are  
781           active or inactive deacons at the Church. Its duties shall include:

- 782           1. Requesting and securing nominations for deacons in accordance  
783           with the procedure set forth in Article III, Section 3.
- 784           2. Reviewing the qualifications of each nominee in accordance  
785           with the provisions of Article III, Section 3.
- 786           3. Provide the list in the monthly deacons meeting for review by  
787           the Active Deacons and approval by the pastor.
- 788           4. Meeting with each nominee to determine such nominee's  
789           willingness to serve, as well as discussing the qualifications of  
790           such office and the duties incumbent upon a deacon.
- 791           5. Ensuring that the nominee recognizes and acknowledges the  
792           requirements of a deacon.
- 793           6. Providing the Church with a list of nominees on a ballot for  
794           approval.
- 795           7. Assisting in the election process for deacons in accordance with  
796           the procedure set forth in Article III, Section 3.

- 810  
811       8. Providing the list of elected deacons to the pastor and the chair  
812           of the deacons for publication as deemed appropriate.

813  
814       **Section 9: Finance Committee**

815       This committee shall be assigned to the pastor or his ministerial designee.

816       Its duties shall include:

- 817       1. Studying the financial condition of this Church; comparing  
818           income and expenditures with previous months and years.
- 819       2. Establishing a policy of purchasing and a system of authorizing  
820           payment.
- 821       3. Seeing that the expenditures of this Church reflect sound  
822           business management and are in keeping with the appropriations  
823           in the budget.
- 824       4. Preparing and recommending the Church budget in cooperation  
825           with the pastor, campus pastor and ministerial staff, Church  
826           committee chairs and other organization heads.
- 827       5. Recommending to the Church membership the basic  
828           stewardship program for the year.
- 829       6. Studying and interpreting the budget, making decisions when  
830           necessary as to the availability of funds, and considering  
831           requests for unbudgeted expenditures.
- 832       7. Establishing and directing any temporary committees as needed  
833           to carry out programs of finance adopted by the Church.
- 834       8. Reporting, with the assistance of the Church treasurer, the  
835           financial condition of the Church at each regular meeting of the  
836           deacons and at each regular business meeting. Preparing printed  
837           reports of receipts, disbursements, and bank balance for  
838           distribution at least quarterly.
- 839       9. Recommending to the Church membership other stewardship  
840           programs deemed appropriate.

854           10. Recommending appropriate stewardship education for the  
855           Church membership.

856  
857           11. Reviewing liability insurance for all facilities.  
858  
859

860           **Section 10: Main Street Mission Committee**

861  
862           This committee shall be assigned to the pastor or his ministerial designee. The  
863           pastor of the Main Street Mission (“MSM”) shall serve as an *ex officio* member of  
864           this committee. Up to 2 members may come from the Main Street Mission. Its  
865           duties shall include:

- 866  
867           1. Defining and periodically updating the mission of the MSM.  
868  
869           2. Developing and coordinating programs and activities to be  
870           held at the MSM in conjunction with the MSM pastor or his  
871           designee.  
872  
873           3. Working with the MSM Pastor to coordinate scheduling of  
874           programs and activities to be held at the MSM, to include all  
875           Sunday worship services and Wednesday night services and  
876           activities.  
877  
878           4. Working in conjunction with the MSM pastor in evaluating  
879           programs and activities at the MSM.  
880  
881           5. Making requests to the Finance Committee for funding  
882           needs which exceed the annual budgetary allocation .  
883  
884           6. Working with the MSM pastor to develop an annual budget  
885           for all programs, activities, and necessary expenses to be  
886           presented to and approved by the deacons and the Church.  
887  
888           7. Conducting a search for a new MSM pastor in event of a  
889           vacancy in such position and presenting such report to the  
890           deacons and Church members.  
891  
892           8. Making regular reports and bringing recommendations to the  
893           Church concerning the work of the program. A financial  
894           report should be presented at regular business meetings.

895  
896           **Section 11: Missions Committee**  
897

898  
899 This committee shall be assigned to the pastor or his ministerial designee. The  
900 director of Women on Mission shall be an *ex officio* member. Its duties shall  
901 include:

- 902
- 903     1. Coordinating the local mission programs in conjunction with the  
904         mission organization and appropriate committees.

905

  - 906     2. Working in conjunction with the pastor in planning, carrying  
907         out, and evaluating direct mission projects, both home and  
908         international.

909

  - 910     3. Establishing and maintaining the necessary communications  
911         with the Associational Mission Committee in order to cooperate  
912         on community-wide efforts.

913

  - 914     4. Advising the pastor regarding the Church's financial  
915         participation in missions through the budget.

916

  - 917     5. Following the approved Church policy in requesting and  
918         obtaining financial and other resources to be used in specific  
919         mission projects.

920  
921  
922 **Section 12: Nominating Committee**

923  
924     This committee shall be assigned to the pastor or his ministerial designee.

925  
926     All persons nominated shall be members of the Church.

927  
928     This committee shall bring to the Church nominations for the following offices or  
929         positions as the below stated times as vacancies occur.

930  
931     **Position or Office**

- 932  
933             (1) Sunday School and general officers and teachers.  
934             (2) Mission organization general officers and workers  
935             (3) Church Treasurer  
936             (4) Graded choirs' leadership (nominated by the  
937                 Minister of Music)

941      **Section 13: Personnel Committee**

942

943      This committee shall be assigned to the pastor or his ministerial designee. Each  
944      member shall agree to adhere to the confidentiality policy provided to each member  
945      at the beginning of his or her term of service. The committee duties shall include:

946

947      As to Non-Ministerial Staff:

948

- 949            1. Receiving from the pastor (or assigned supervising minister)  
950            the recommended job description and supporting  
951            information regarding the position, including salary and  
952            benefits.
- 953            2. Approving the job description and salary and benefits (with  
954            supporting data) or suggestions as to modifications.  
955            Financial matters will be decided in cooperation with the  
956            Finance Committee.
- 957            3. Advertising for qualified and competent candidates (if the  
958            committee feels it is prudent to do so).
- 959            4. Following the interview of the applicant(s) or candidate(s),  
960            and after evaluating their responses, the Pastor, or assigned  
961            supervising minister, will consult with the Personnel  
962            Committee prior to extending the candidate a formal  
963            invitation to join the Church non-ministerial staff. Final  
964            financial arrangements will be approved by the Personnel  
965            Committee in consultation with the Finance Committee. In  
966            all instances, the committee shall report any and all action to  
967            the deacons at their next scheduled meeting.
- 968            5. Annually reviewing the performance appraisals from the  
969            managing Staff member of the Non-Ministerial employee.
- 970            6. Working with the managing staff member on discipline  
971            issues and confirming the need for termination, by a majority  
972            vote of the committee, in the event those situations are  
973            presented.

974

975      As to Ministerial Staff:

976

977

978

979

980

981

982

- 983            1. In the event of a ministerial staff vacancy work with the  
984            Pastor to secure interim leadership.

- 985
- 986        2. Working in conjunction with the applicable Search
- 987           Committee regarding the job description and supporting
- 988           information regarding the position, including salary and
- 989           benefits for such minister.
- 990
- 991        3. Working in conjunction with the Finance Committee
- 992           regarding salary and benefit packages for the ministerial
- 993           staff.
- 994
- 995        4. Reporting any action taken regarding ministerial staff to the
- 996           deacons at their next scheduled meeting.
- 997
- 998        5. Reviewing the pastor's annual performance appraisals of the
- 999           ministerial staff.
- 1000
- 1001       6. Will work with the pastor on discipline issues. If the
- 1002           situation warrants termination, will confirm by a majority
- 1003           vote of the committee and agreement with the chair of the
- 1004           deacons.
- 1005
- 1006       The committee is responsible for adopting and approving an Employee Handbook
- 1007           containing appropriate and prudent policies and procedures affecting the Church
- 1008           staff.
- 1009
- 1010       Information regarding compensation, disciplinary issues, and termination are
- 1011           considered confidential and should not be discussed outside the Personnel
- 1012           Committee members.
- 1013
- 1014
- 1015       **Section 14: Property Acquisition Committee**
- 1016
- 1017       This Committee shall be assigned to the pastor or his ministerial designee.
- 1018
- 1019       The property acquisition committee is created with the mission of guiding the long-
- 1020           term property needs of the Church. In doing so, this committee will seek to remain
- 1021           abreast of opportunities to purchase properties that are contiguous or in close
- 1022           proximity to the current campuses that might benefit the Church in expanding its
- 1023           holdings for future ministry needs. In addition, the group will work with the staff
- 1024           and other committees in the Church to determine if the ministry outreach of the
- 1025           Church may require investments in other property apart from the main campus.
- 1026           This committee will also make recommendations on the disposition or use of any
- 1027           property owned or donated to the Church.
- 1028

1029 The property acquisition committee shall be composed of the following members:  
1030 deacon chair, Finance Committee chair, a Church member at large (preferably with  
1031 a real estate background), and one staff member as appointed by the pastor. Any  
1032 prospective acquisitions shall be reviewed and researched by Church legal counsel.  
1033

1034 The property acquisition committee will meet on an as needed basis, but at least on  
1035 a semi-annual basis and report to the Church on any purchase recommendations as  
1036 they arise.

1037

1038

## 1039 **Section 15: Safety and Security Committee**

1040

1041 This committee shall be assigned to the pastor or his ministerial designee.

1042

1043 This committee shall be nominated by the Committee on Committees.

1044

1045 This committee shall be responsible for implementation and oversight of safety and  
1046 security procedures for people attending all programs (educational and worship  
1047 services, day school, and other activities) held in or on the grounds of the Church.  
1048 It shall be their responsibility to create and maintain a current safety and security  
1049 policy and procedure Manual.

1050

- 1051 1. The Committee on Committees will give preference to individuals  
1052 in related fields (such as law enforcement, military, EMT, Legal,  
1053 insurance etc).
- 1054 2. This committee will be responsible to recruit and maintain an  
1055 appropriate number of individuals for the courtesy team for each  
1056 campus.
- 1057 3. The policy and procedure manual will be subject to approval of the  
1058 Safety and Security Committee, the pastor and/or his designee, and  
1059 the chair of the deacons.
- 1060 4. The policy and procedure manual will be reviewed by the Church's  
1061 legal team to ensure it is not in conflict with the Church's insurance  
1062 policy.
- 1063 5. Members of the courtesy team will be approved by the Safety and  
1064 Security Committee, the pastor (and/or his designee), and the chair  
1065 of the deacons.

1066

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1072      **Section 16: Search Committee(s)**

1073

1074      In the event of a vacancy in the office of pastor (whether interim or permanent) or  
1075      other ministerial staff members (permanent) and the Church desires to fill such  
1076      position, a Search Committee shall be nominated by the Committee on Committees  
1077      consisting of six (6) active members.

1078

1079      The pastor Search Committee shall be both nominated and elected by the Church  
1080      membership. Search committees for other ministerial staff shall be nominated by  
1081      the Committee on Committees and elected by the Church membership. The  
1082      composition of such *ad hoc* committee shall be as follows:

1083

- 1084            1. One (1) male member under forty (40) years of age;
- 1085            2. One (1) female member under forty (40) years of age;
- 1086            3. One (1) male member between the ages of forty (40) and sixty  
1087                (60);
- 1088            4. One (1) female member between the ages of forty (40) and sixty  
1089                (60);
- 1090            5. One (1) male member over the age over sixty (60); and
- 1091            6. One (1) female member over the age over sixty (60).

1092

1093      Such *ad hoc* Search Committees shall work in conjunction with the pastor,  
1094      ministerial staff, Finance Committee and Personnel Committee and deacons in the  
1095      interview stages prior to making any recommendations to the Church.

1096

1097

1102      **Section 17: Other Ad Hoc Committees**

1103

1104

1105

1106      The deacons can form other *ad hoc* committees from time to time to address issues  
1107      or concerns relating to Church governance and operation. Such other *ad hoc*  
1108      committees shall report directly to the deacons.

1109

1110

1111      **Section 18: Teams**

1112

1113

1114

1113      The pastor, ministerial staff or committees may form team(s) from time to time in  
1114      order to address particular issues or concerns related to Church needs. Teams will

1115           be approved by the Committee on Committees and shall report to the pastor or his  
1116           designee.

1117

1118

1119

1120           **ARTICLE V**

1121

1122           **CHURCH PROGRAM ORGANIZATIONS**

1123

1124           **Section 1: General Overview**

1125

1126           The Church shall maintain programs of Bible teaching (Sunday school),  
1127           discipleship development and training, Church leader training, new member  
1128           orientation; mission education, action and support; and Church music education,  
1129           training and performance at each campus. All organizations related to the Church  
1130           programs shall be under Church control, all officers being selected by the Church  
1131           and report regularly to the Church, and all program activities subject to Church  
1132           coordination and approval. The Church shall provide the human, physical and  
1133           financial resources for the appropriate advancement of these programs, to-wit:

1134

1135           **Section 2: Sunday School**

1136

1137           The basic responsibility of Sunday school is Bible teaching and biblical revelation  
1138           in a way that will reach people for Christ, increase Church membership, and aid in  
1139           the interpretation of information pertaining to the Church and denomination.

1140

1141           The Sunday school shall be divided into departments and/or classes depending upon  
1142           its size to meet the needs of all ages and shall be under the direction of a campus  
1143           Sunday school director nominated by the nominating committee and elected  
1144           annually by the Church.

1145

1146           **Section 3: Discipleship Development and Training**

1147

1148           The Church shall maintain programs of discipleship development and training at  
1149           each campus to train Church members to perform the functions of the Church; train  
1150           Church leaders; orient new Church members; teach Christian theology, ethics,  
1151           history, and Church polity and organization; and provide and interpret information  
1152           regarding the work of the Church and denomination.

1153

1154           **Section 4: Women's Missionary Union**

1155

1156           The Women's Missionary Union ("WMU") shall be the mission education, mission  
1157           action, and mission support organization of the Church. Its tasks shall be to teach  
1158           missions; engage in mission action; support world missions through prayer and

1159 stewardship; and provide and interpret information regarding the work of the  
1160 Church and denomination. The WMU shall have such other officers and  
1161 organizations as the program requires.

1162

1163

1164 **Section 5: Church Music Ministry**

1165

1166 Church music, under the direction of the minister of music, shall be the music  
1167 education, training, and music in worship organization of the Church. Its tasks shall  
1168 be to teach music, train persons to lead, sing, and play music; provide music in  
1169 worship in the Church and community; and provide and interpret information  
1170 regarding the work of the Church and denomination. The Church music ministry  
1171 shall have such ministers, officers and organization as the program requires.

1172

1173

1174 **ARTICLE VI**

1175

1176 **CHURCH ORDINANCES**

1177

1178 **Section 1: Baptism**

1179

1180 The Church may receive for baptism all persons who have received Jesus Christ as  
1181 their Savior by personal faith, who profess Him publicly at any worship service,  
1182 and who indicate a commitment to follow Christ as Lord. Baptism shall be by  
1183 immersion in water. The pastor, or his designee, shall administer baptism. The  
1184 baptism team shall assist in the preparation for and the observance of baptism.  
1185 baptism shall be administered as an act of worship during any worship service of  
1186 the Church. Persons approved by the Church for baptism are not added to the  
1187 Church membership until baptized.

1188

1189 **Section 2. Lord's Supper**

1190

1191 The Church shall observe the Lord's Supper at least once each quarter. The pastor  
1192 (or his designee) and deacons shall administer the Lord's Supper. The lord's supper  
1193 team is responsible for the preparations at each campus.

1194

1195

1196 **ARTICLE VII**

1197

1198

1199

1200 **Section 1: Worship Services**

1201

1202       The Church campuses shall meet regularly each Sunday morning and Wednesday  
1203       evening for the worship of Almighty God. Prayer, praise, preaching, instruction  
1204       and evangelism shall be among the ingredients of these services. The pastor or his  
1205       designee shall direct the services for all Church members and for all others who  
1206       may choose to attend.

1207

## 1208       **Section 2: Special Services**

1209

1210       Revival services and any other Church meetings for the advancement of the  
1211       Church's mission shall be held as recommended by the pastor and approved by the  
1212       Church.

1213

1214

## 1215       **Section 3: Regular Business Meetings**

1216

1217       The Church shall hold quarterly business meetings and notification of scheduled  
1218       meetings shall be made through email and announced at two (2) worship services  
1219       and included in regular print or digital communication in the same time period.

1220

1221       Any business of the Church may be conducted by the membership at a regularly  
1222       scheduled meeting of the membership without prior notice or announcement,  
1223       except for items stipulated in Section 4.

1224

1225

## 1226       **Section 4: Called Business Meetings**

1227

1228       The Church may conduct called business meetings to consider matters of special  
1229       nature and significance. The notice of a called business meeting shall be made by  
1230       the deacons and shall give notice of the subject, the date, the time, and the place of  
1231       the meeting; and it must be given by announcement in the Sunday worship service  
1232       and the one week prior to the meeting. No business other than that for which the  
1233       meeting was called may be transacted.

1234

## 1235       **Section 5: Special Business Meetings**

1236

1237       A special business meeting may be called by the deacons or by a written petition  
1238       signed by not less than one-fourth of the Church members on active membership  
1239       roll, or as otherwise provided specifically in these Bylaws.

1240

1241       The following Church actions require a specially called business meeting:

1242

1243              1.       Purchase or sale of Church owned immovable property;

1244

- 1245           2. Authorization for architectural or other professional designs, plans  
1246           and specifications involving the renovation or construction of  
1247           Church buildings.
- 1248
- 1249           3. Erection or construction of Church buildings;
- 1250
- 1251           4. Borrowing money where Church real estate or other asset(s)  
1252           is/are encumbered or secured by a mortgage or other security  
1253           interest;
- 1254
- 1255           5. Amendment of the Church Articles of Incorporation or  
1256           Bylaws;
- 1257
- 1258           6. Calling, hiring, and employing a Pastor;
- 1259
- 1260           7. Discharging or terminating a Pastor;
- 1261
- 1262           8. Altering the number of members of the deacons or  
1263           prescribing their qualifications; or
- 1264
- 1265           9. Withdrawal, expulsion or dismissal of a Church member.

1266

1267           Any action contemplated in paragraphs (1) through (9) above must be considered  
1268           only at a regular Sunday service, or a regular Wednesday evening service of the  
1269           Church following (1) an announcement from the pulpit of the Church at a regular  
1270           Church service on Sunday or Wednesday within ten (10) days prior to the meeting  
1271           at which such action shall be considered and authorized; and (2) notice of the time,  
1272           place and purpose of the meeting having been published in two consecutive  
1273           weekly worship guides. Additional notification shall be made by electronic  
1274           notification. No business other than that for which the meeting was called may be  
1275           transacted.

1276

1277

1278           **Section 6: Quorum**

1279

1280           The quorum consists of those members in attendance at any regular or special  
1281           business meeting.

1282

1283           **Section 7: Parliamentary Procedure**

1284

1285           The most recently revised version of *Robert's Rules of Order* is the authority for  
1286           parliamentary rules of procedure for all business meetings of the Church.

1287

1288

## **ARTICLE VIII**

## CHURCH FINANCES

## Section 1: Budget

The Finance Committee, in consultation with the deacons, shall prepare and submit to the Church for approval an inclusive budget, indicating by items the amount needed and sought for all expenses.

It is understood that membership in this Church involves financial obligation to support the Church and its mission with regular, proportionate gifts. Consistent with the Finance Committee's obligations pursuant to Article IV, Section 9, such committee shall provide, promote, and emphasize financial support through tithes and offerings from the Church members.

## **Section 2: Accounting Procedures**

All funds received for any and all purposes shall pass through the hands of the financial secretary and be properly recorded on the books of the Church.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Committee.

The deacons shall be authorized to select and designate such depository or depositories for the funds and securities of the Church as they shall deem proper, upon recommendation of the Finance Committee. All checks, notes, and contracts of the Church, and all orders for deposit or withdrawal of securities from the designated depository or depositories shall be signed by the Church treasurer or such other persons as are authorized by the Church.

### **Section 3: Fiscal Year**

The Church fiscal year shall be on a calendar year basis (January 1<sup>st</sup> - December 31<sup>st</sup>).

## **ARTICLE IX**

## **AMENDMENTS**

Pursuant to Article VII, Section 5, changes in the Bylaws may be made only at a special business meeting, provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall

1333 have been furnished to each member present at the earlier meeting or upon request.  
1334 Amendments to the Bylaws shall be adopted by two-thirds (2/3) vote of Church  
1335 members present.

1336

1337

1338

## **ARTICLE X**

1339

1340

### **OPERATION AND DISSOLUTION**

1341

1342

This Church is organized and operated primarily for the purpose of engaging the  
1343 religious worship or promoting the spiritual development or well-being of  
1344 individuals. It is to be operated in a way that does not result in accrual of  
1345 distributable profits, realization of private gain resulting from payment of  
1346 compensation in excess of a reasonable allowance for salary or other compensation  
1347 for services rendered, or realization of any other form of private gain.

1348

1349

The Church pledges its assets for use in performing the organization's religious  
1350 functions. It directs that on discontinuance of the Church by dissolution or  
1351 otherwise the assets are to be transferred to a charitable, educational, religious, or  
1352 other similar organization that is qualified as a charitable organization under  
1353 Section 501(c)(3), Internal Revenue Code of 1986, as amended.

1354

1355

1356

1357

## **ARTICLE XI**

1358

1359

### **MISCELLANEOUS**

1360

1361

#### **Section 1 - Governing Law.**

1362

1363

1364

These Bylaws shall be governed by and construed in accordance with the laws of  
the United States of America and the State of Louisiana, in general, and the  
Louisiana Non-Profit Corporations Act in specific.

1365

1366

#### **Section 2 - Table of Contents and Headings; Exhibits and Schedules.**

1367

1368

1369

The table of contents and section headings of these Bylaws are for reference  
purposes only and are to be given no effect in the construction or interpretation of  
these Bylaws.

1370

1371

#### **Section 3- Severability.**

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1374

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1376

If any part or provision of these Bylaws shall be declared invalid or unenforceable  
under the applicable law by a court of competent jurisdiction, said provision or part  
shall be ineffective to the extent of such invalidity or unenforceability only, without  
in any way affecting the remaining parts or provisions of these Bylaws.

1377     **Section 4 – Ratification.**

1378       Except as specifically modified by this Amendment, all of the other terms and  
1379       provisions of the previous Bylaws shall remain in full force and effect, are hereby  
1380       ratified and confirmed. Notwithstanding the foregoing, in the event there is any  
1381       conflict between the terms and provisions of the previous Bylaws and this  
1382       amendment, the terms and provisions of this amendment shall control.

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1386       Approved and Adopted:

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1390       Secretary, Deacons

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1393       Attest:

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1397       Chairman, Deacons

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