

CONSTITUTION AND BYLAWS
FOR
THE FIRST BAPTIST CHURCH OF OAK ISLAND, INC
OAK ISLAND, NORTH CAROLINA

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This revision of the Church Bylaws and Constitution were voted into effect by church body of
First Baptist Church of Oak Island, Inc., on April 21, 2010.

**CONSTITUTION FOR THE FIRST BAPTIST CHURCH OF OAK ISLAND
OAK ISLAND, NORTH CAROLINA**

PREAMBLE

We do adopt and establish this Constitution for the purpose of spreading, preserving, and making clear the principles of our Faith, and to the end that this body of believing Christians may be governed in an orderly manner (consistent with the accepted beliefs of missionary Baptist Churches) for the purpose of preserving the liberties inherent in each individual member of the church, and in order to set forth the relationship of this body to other Baptist bodies.

ARTICLE I. NAME AND AFFILIATION

The name of this organization shall be, THE FIRST BAPTIST CHURCH OF OAK ISLAND, INC., Hereafter referred to as Church, whose address is in Oak Island, North Carolina or any subsequent names as may be approved by the church. This church is encouraged to cooperate with the Brunswick Baptist Association, Baptist State Convention of North Carolina, and the Southern Baptist Convention. This organization is not subjected to the control of any other ecclesiastical/organizational body.

ARTICLE II. PURPOSE

THE FIRST BAPTIST CHURCH OF OAK ISLAND, INC is organized for the purpose of advancing and promoting the worship of God through the reading and study of the Holy Bible as the revealed Word of God, the teaching and preaching of the Gospel of our Lord and Savior, Jesus Christ, conducting regular services of worship for the spiritual training, development and benefit of each member, and for the winning of souls to Jesus Christ. This Church shall be missionary in spirit, extending the Gospel to the entire world. It shall exist to provide regular opportunities for public worship, to sustain the ordinances, doctrines and ethics set forth in the New Testament for the Church of our Lord Jesus Christ and to channel its offerings to the support of the objectives of the Kingdom of God.

ARTICLE III. STATEMENT OF FAITH

The Holy Bible is the inspired word of God and is the only basis for our statement of faith. This church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention in 1963. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ, who are personally committed to sharing the good news of salvation to lost souls. The ordinances of the Church are believer's baptism and the Lord's Supper. The government of this Church is vested in the body of believers who compose it.

ARTICLE IV. CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior and Lord and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, and this

assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, and the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and personal/private devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, back-biting, and excessive anger; to abstain from the sale of and use of intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay as outlined in Matthew 18:15-17..

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.

BYLAWS

I. MEMBERSHIP

Section 1. The membership of this church shall be composed of persons who have given evidence of salvation through regeneration by the Spirit of God, cleansed by the blood of Jesus Christ, who have been baptized by immersion, and who are now members or who may hereafter be received into the membership, either by voice vote or show of hands of the Church members present at the service at which the applicant presents himself.

Section 2. Any person may offer himself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

1. By profession of faith and baptism by immersion.
2. By promise of a letter from another Baptist church or assurance that applicant had been baptized by immersion.
3. By statement of prior conversion experience and baptism by immersion.
4. By baptism, when prior baptism in another Christian church had been other than by immersion.

In the event a candidate for church membership is physically disabled and cannot be baptized, the matter shall be referred to the Deacons. The Deacons shall make recommendation to the Church concerning this request for church membership.

Section 3. Membership shall be terminated in the following ways: (1) death of the member, (2) dismissal to another Baptist church, (3) exclusion by action of this church, or (4) erasure upon request or proof of membership in another church.

Section 4. In case there shall be objection by any member to receiving an applicant for membership, this matter shall be referred to the Deacons for review. The Deacons shall then report its findings to the church body. After findings are presented to the church body, a secret written ballot shall be held. A majority vote of the members present and voting shall be required for the applicant's admission into the membership of this church.

Section 5. A letter of transfer to unite with another church of the same faith and order may be issued upon request from the church which the member is planning to join. All such transactions must be reported to the church in the next regularly scheduled business meeting.

Section 6. Individuals who are members of Baptist Churches that baptize by immersion, and reside in this community may upon their request, and with the approval of the church membership present in any regular worship service of the church, be received as Associate Members of this church. Confirmation of membership will be obtained from their present church affiliation. Associate Members shall have the same privileges and responsibility as other members of the church. Upon request, full membership status may be granted.

Section 7. Discipline. The church in conference, regular or duly called, after opportunity for hearing and after every possible kindly effort has been made to render such action unnecessary may upon a two-third (2/3) affirmative vote of the membership present and voting, terminate the membership of a person in this body for reasons it considers sufficient to warrant such action. The excluded person may be restored to membership by two-third (2/3) affirmative vote of the church upon evidence of repentance and reformation.

Section 8. Involvement. Any member in good standing is encouraged to hold offices and/or positions in the church, in accordance with their spiritual gifts and callings.

Section 9. Membership in this church involves financial obligation to support the church and its causes with regular tithes and offerings.

II. CHURCH OFFICERS

All church officers must be members/associate members of the church. The officers of this church shall be as follows:

Section 1. Pastor

The pastor is responsible for leading the church to function as a New Testament church. The pastor shall lead the congregation, the organizations, and the church staff to perform their tasks.

A. Call

The call of the pastor shall take place at a meeting especially set by the Pastor Selection Committee for that purpose of which at least one week's notice has been given to the membership. The election shall be upon the recommendation of a Pastor Selection Committee composed of five or more members elected by the church members for the purpose of seeking out and nominating as pastor a minister of the gospel whose Christian character and qualifications fit him for the office. The person called shall be a missionary Baptist in nature who is in sympathy with and supports the program of the North Carolina Baptist State Convention and the Southern Baptist Convention. The committee shall consider only one name at a time for the proper church action. Nominations shall be made only through the committee.

Election shall be by secret written ballot with an affirmative vote of three-fourths (3/4) of those members present and voting necessary for an extension of a call. Should the minister recommended by the committee fail to receive a three-fourths (3/4) vote, the committee will be instructed to seek out another minister and the meeting at which the vote was taken shall be adjourned without debate.

B. Duties

The pastor shall have charge of the welfare and oversight of the church. He shall be an ex-officio (non voting) member of all committees for the purpose of guidance and as a resource person with the exception of the Pastor Selection Committee. He may call special meetings of the church, deacons, or any committee according to procedures which are set forth in this constitution. He shall conduct religious services as stated and on special occasions, administer the ordinances, minister to the spiritual needs of the members of the church and community. He shall perform other duties that usually pertain to that office. He shall have special charge of the pulpit ministry of the church and shall, in cooperation with the deacons, provide for pulpit supply when he is absent. He shall also arrange, with the concurrence of the deacons, for ministers to assist in revival meetings and workers to assist in other special services required by the church.

C. Termination

In the event a person or persons, who have after much prayer felt a strong and sincere need to request the dismissal of the pastor, shall in accordance to the guidance of Christ in Matthew 18 request first to meet with the pastor and prayerfully attempt to resolve their differences. Should no resolution be reached they may again, according to Matthew 18, meet with the pastor and entire deacon body. The deacon body will attempt to resolve the conflict through all possible avenues. Should a mutually satisfactory solution not be possible, the individual(s) raising the questions and/or the deacons, if they deem necessary, may then bring to the church the question for its action. A written notice to all resident members shall be mailed at

least two (2) weeks prior to any meeting called for the purpose of discussing the question. The church shall be careful to maintain an atmosphere of Christian love, courtesy, and respect to all present. At the close of discussion, a 30-day waiting period will be invoked for the purpose of prayer and consideration of the issues. Should the church by a three-fourth (3/4) majority of its membership present and voting agree to terminate the relationship, the pastor may with the consent of the church then be given sufficient time up to 90 days to seek another position. Should the church so desire an extension of 90 days may be given by majority vote of the church. During this period the church shall give the pastor the same benefits and loyalty and privilege as shall have previously existed and during this period the pastor will perform his duties as before with the consent of the church. In the event of resignation, the church requests a minimum 30-day notice.

Section 2. Church Staff

All staff personnel shall function under the direction of the pastor. This church shall call or employ such staff members as the church shall need. A job description shall be written under the direction of the pastor and the Personnel Committee when the need for staff members is determined. Paid Vocational Staff Members other than the pastor shall be recommended to the church by a search committee and employed by church action. At least thirty (30) days notice at the time of resignation is requested.

Should the church decide by majority vote to terminate the employment of a staff member after review and recommendation of the Personnel Committee (other than the pastor) a thirty (30) day severance package shall be offered.

Section 3. Deacons

We shall endeavor to have at least one (1) deacon for every thirteen (13) church families. Deacons shall be elected in the following manner: A list of candidates will be provided two (2) weeks before the election, scheduled on the second Sunday in September. Ballots containing the names of a greater number of candidates than are to be elected are to be presented to the membership following the morning worship service. Each member present shall cast his vote for the specified number of persons to be elected. The candidates receiving the largest number of votes shall be deemed elected and the results shall be announced at the next worship service.

The Deacon year (Term of Service) will end with the conclusion of old business at the last regular deacon meeting in September.

Those deacons who have a year or more left in their term of service, and the newly elected deacons will constitute the Deacon Body.

The Deacon body will then proceed with the election of officers for the ensuing year.

Those deacons who have concluded their elected service may leave or remain as a visitor at the September meeting of the Deacon Body.

It shall be the responsibility of the deacon body prior to the election of deacons to investigate possible candidates, interview and screen them for fitness, in accordance with I Timothy 30, and recommend to the church a list of candidates greater than the number of offices to be filled.

1. The deacons shall serve on a three (3) year rotation basis.
2. After serving a term of three years, a deacon shall be eligible for reelection after the lapse of at least one year.
3. There is no obligation to constitute as an active deacon a person who comes to the church from another church where he has served as deacon.
4. In case a vacancy occurs during the term of a deacon, the deacons shall canvass all inactive deacons; determine their willingness to fill the unexpired term; and submit the list to the church body for election. The elected deacon shall complete the unexpired term.

In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. The role of the deacon is to serve with the pastor and staff in performing ministerial tasks; proclaim the gospel to believers and unbelievers; care for church members and other persons in the community; lead the church to engage in a fellowship of worship, witness, education, ministry, and application; and lead the church in performing its tasks.

The Deacon Board will annually, during the month of August, complete an evaluation report on the pastor with the results reported to the church and a copy to the Stewardship Committee accompanied by a salary adjustment recommendation.

No one should serve as a deacon unless he is willing to serve in the Spirit as outlined in the New Testament; further, such deacon will be expected to loyally support the programs of the First Baptist Church of Oak Island, including but not limited to regular attendance and participation in our church services and programs and its stewardship, including tithing.

A person shall have been a member of this church for one complete year before beginning his/her term of deacon service.

If a deacon misses three consecutive deacons' meetings except for a continuous sickness, the deacon body, at its discretion, should visit and determine if the deacon's role is being fulfilled. If the deacon body determines the individual is not fulfilling his/her duties and fails to appear at the fourth meeting he/she should be replaced.

Section 4. Clerk

The elected clerk of the church shall keep suitable records of all the actions of the church. He/She is responsible for keeping a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms. He/She shall be responsible for letters of dismissal after voted on by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in these bylaws. The church may delegate some of the clerical responsibilities to a church

secretary. All church records are church property and shall be filed in the church office when an office is maintained.

Section 5. Treasurer/Assistant Treasurer

The church shall elect annually a church treasurer who shall serve January 1 through December 31. The duties of the treasurer shall be: to receive and preserve all monies; pay all bills upon receipt of vouchers approved and signed by authorized personnel; and keep an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month. The treasurer's report shall be audited annually as arranged by the Stewardship Committee.

The treasurer shall render the annual account at the end of each fiscal year for its acceptance and approval by the church. The records shall be delivered by the treasurer to the church office which shall keep and preserve the account as a part of the permanent records of the church.

Section 6. Corporate Officers

Three (3) or more Corporate Officers elected by the church will hold in trust the church property, real and personal. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the Corporate Officers to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signatures of trustees are required. Corporate Officers shall serve on a rotating basis, with one new Corporate Officer being elected every year.

Section 7. Moderator

The church shall elect annually a church Moderator. It shall be the duty of the Church Moderator to preside at all church regular or special business meetings. The church Moderator will speak neither pro nor con on any question before the church at a business meeting, but will explain the issue before the church in a fair manner. The Moderator will not vote on any issue or question before the church when presiding over that meeting.

Section 8. Church Hostess

The church Hostess shall be elected for a one (1) year term. He/She shall chair the food service committee and make arrangements for lodging and entertainment for all guests of the church and plan and coordinate social events for the church.

III. COMMITTEES AND COORDINATING GROUPS

Section 1. General

All church committee members shall be recommended by the nominating committee and elected by the church unless otherwise indicated in the description below. Each committee shall consist of at least three members taking office on October 1. Committee business may be transacted only if a quorum of voting members are present.

Section 2. Church Councils

The functions of the church councils are to plan, schedule, and coordinate educational, ministry, and mission activities for the church. The councils, unless otherwise determined by vote of the church, shall be as follows:

- A. Council on Christian Education.** This council shall be composed of the Minister of Education, Sunday School Director, Discipleship Director, Director of Multi-Media Center, and any other staff personnel relating to the Christian Educational Program of the church.
- B. Council on Missions.** This council shall be composed of the Director of WMU and each of its sub-organizational directors, Director of Brotherhood and each of its sub-organizational directors, and any other member deemed necessary by the council.
- C. Council on Worship and Ministry.** This council shall be composed of the Pastor, a Representative of the Deacon Body, Director of Music Ministry, Director of Youth Ministry, Director of Children's Ministry, Chairman of Ushers, Church Hostess, and any other representative member deemed necessary by the council.
- D.** The pastor or his designee shall preside at all church council meetings and report to the church body for necessary action.

Section 3. Nominating Committee

The Nominating Committee is responsible for recommending all volunteer positions that are filled by volunteers, and shall recommend persons for all volunteer positions to be elected by the church.

The nominating committee shall consist of at least five (5) members elected by the church in the March conference for a three-year term beginning on April 1. The deacons will recommend persons for this committee along with any nominations from the floor. This committee shall present to the church body nominations of dedicated and qualified personnel to fill volunteer church staff leadership positions unless otherwise specified herein.

During the June church conference, nominees for Sunday School Director, Discipleship Director, Brotherhood Director, and WMU Director shall be presented. After election, each officer shall serve as a member of the Nominating Committee for the purpose of fulfilling positions in their respective areas.

Section 4. Church Property and Space Committee

The Church Property and Space Committee is responsible for the maintenance of all church properties, recommending policies regarding use of properties, recommending candidates for maintenance personnel such as the custodian in conjunction with the Personnel Committee, and assigning responsibility to appropriate personnel.

Section 5. Stewardship Committee

It shall be the responsibility of the Stewardship Committee to develop and recommend to the church body an annual budget providing for the church's total ministry; to serve as comptroller of the approved budget; to promote a continuous program of stewardship among the church membership, for the purpose of enlisting every member in a systematic plan of giving; and to arrange for an annual audit. The Stewardship Committee will consist of 5 members and will serve on a three-year rotation.

The Treasurer and the Chairman of the Deacon Body shall be ex-officio (non-voting) members of the Stewardship Committee.

Section 6. Computer- Technology Committee

The Computer- Technology Committee will consist of at least three members recommended by the nominating Committee and elected by the Church. This committee is responsible for maintaining the Church sound system, computers, assisted- listening devices and video equipment, including the electronic bells.

This committee will provide for the operation of the sound system for all regular and special church services, and provide a member to operate the sound system for Adult and Youth Choir rehearsals. Operating the sound system includes making audio recordings of Sunday services. The committee will also make a video recording of Sunday morning worship services.

The committee will make recommendations regarding upgrades to the sound and video equipment.

The committee will keep an ongoing list of trained operators of 3-5 persons for all technology devices; including, soundboard, computer, camera, and assisted- listening devices.

Section 7. Food Service Committee

The food service committee is responsible for formulating and recommending to the church policies for use of the kitchen, communicating these policies to church members, and maintaining a schedule for kitchen use and associated responsibilities. The Church host/hostess shall be chairperson of this committee.

Section 8. Church Ushers

Every church usher shall be selected by the nominating committee and elected by the church. The ushers are to greet people as they enter and leave the church, seat people at the proper time, provide bulletins and/or other materials at the time of seating. The ushers will be attentive to the needs of the congregation and the pastor.

Section 9. Flower Committee

The flower committee is responsible for securing, arranging, and disposing of floral arrangements for church services and for providing remembrances for sick and bereaved members.

Section 10. Pastor Selection Committee

The Pastor Selection Committee shall be composed of five (5) members, at least two (2) of whom shall be women. The deacons shall nominate five (5) members, whose names will be presented to the membership of the church at a Sunday morning worship service along with nominations from the membership of the church at that service. At the beginning of the next succeeding Sunday morning worship service, written ballots containing the names of all nominees shall be distributed to the membership then present. Each member shall vote for not more than five (5) of the nominees listed on the ballot with the three (3) men and two (2) women receiving the highest number of votes being elected. Should a tie-breaking vote be necessary, ballots will be distributed at the end of the morning worship service, with the membership voting only for those to be filled, two (2) votes if there are two (2) positions, etc.

It is strongly recommended that before a member's name is presented for nomination this person be contacted concerning his/her willingness and availability for serving on this committee.

When a pastor has been duly elected and has assumed his duties, this committee shall be considered dissolved.

Section 11. Special Selection Committee for Paid Staff Personnel

The Special Selection Committee shall be composed of five (5) members. The Nominating Committee shall nominate a minimum of seven (7) members whose names will be presented to the membership of the church at a Sunday AM worship service. Written ballots shall be distributed to the membership present. Each member shall vote for not more than five (5) names; with the top five (5) vote getters being elected to serve as representatives of the Special Selection Committee. Should a tie-breaking vote be necessary, ballots will be distributed at the end of the morning worship service.

Members of the body are encouraged to work with the Nominating Committee by making recommendations known prior to presentation of the ballot.

Section 12. Ordinance Committee

The Ordinance Committee will assist in preparation, observance and clean up of Baptism and the Lord's Supper.

Section 13. Personnel Committee

The Personnel Committee will consist of six (6) members, serving 3 year terms, with one-third (1/3) rotating off annually. The responsibilities of this committee are to:

- Serve as an advisory liaison to all search committees in reviewing applications for all permanent and part-time positions other than the pastor.
- Review and develop job descriptions.
- Review annual staff evaluations.
- Act as liaison between staff and church body.
- Develop personnel policies and procedures to be approved by the church body.
- Recommend salary scales for church staff in conjunction with the Stewardship Committee and final approval by the church body.
- Conduct all personnel matters in a **strictly** confidential manner on behalf of First Baptist Church of oak Island, Inc.

Section 14. Recreation Committee

The recreation committee staff will serve the church in seeking to meet the recreational needs of members and groups such as softball, volleyball, festivals, Vacation Bible School, etc. They will provide recreation activities, consultation, leadership assistance, and resources. The Recreation Committee will consist of 5 members. Two of these 5 will be filled permanently by the Youth Minister and Children’s Minister.

Section 15. Multi-Media Center Committee

The Multi-Media Center and its committee will serve as a resource center for the church providing and promoting the use of printed and audio-visual materials.

IV. MISSION ORGANIZATIONS

Section 1. General

All organizations of the church shall be responsible to the church body. All leaders are to be nominated by the Nominating Committee, elected by the body, and shall report to the church on a regular basis.

Section 2. Bible Study

The tasks of the Bible Study shall be to teach biblical revelation, reach persons of all ages for Christ, promote church membership, perform the functions of the church within its constituency, provide and interpret information regarding the work of the church and denomination.

The Bible Study shall be divided into departments and classes; conducted under the direction of the Bible Study Director for the study of God’s Word.

Section 3. Discipleship Training Program

The tasks of the Discipleship Training Program shall be to orient new church members; train church members and leaders to perform the functions of the church; teach Christian leaders; teach Christian theology, ethics, and history; church policy and organization; provide and interpret information regarding the work of the church and denomination.

The Discipleship Training Program shall be divided into departments for all ages and conducted under the direction of a Discipleship director. The Discipleship Training Program shall serve as the training organization of the church.

Section 4. Women's Missionary Union/Women on Mission/Women's Mission Ministry

The tasks of the Women's Missionary Union shall be to teach and engage in mission action; support world missions through prayer and giving; provide and convey information regarding the work of the church and the denomination.

The Women on Mission will be conducted by a director, which is elected by the Church, with officers and organization as needed.

Section 5. Baptist Men/Men's Missions Ministry

There shall be a Baptist Men with such organization as needed. This program shall be directed by a director who shall be elected by the church. The tasks of Baptist Men and/or any other Men's Missions Ministry are to teach and engage in mission action; support world missions through praying and giving; provide and interpret information regarding the work of the church and the denomination. The Baptist Men will be conducted by a director with officers and organization as needed.

Section 6. Church Music Program

There shall be a Church Music Program under the direction of the Minister of Music. Such officers and/or organizations shall be included as needed. The purpose of the Church Music Program shall be to teach music; train persons to lead, sing, and play music; provide music in the church and community; provide and interpret information regarding the work of the church and the denomination.

V. ORDINANCES

Section 1. Baptism

Baptism is a symbolic act of obedience; commemorating Christ's death, burial and resurrection. A person who receives Jesus Christ as Savior by personal faith; who professes him publicly at any worship service; and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

1. Baptism shall be by immersion in water.

2. Baptism shall be administered by the pastor or whomever the church shall authorize.
3. Baptism shall be administered as an act of worship during any worship service.
4. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the pastor, staff, and/or deacons. If negative interest is ascertained, he shall be deleted from the list of those awaiting baptism.

Section 2. The Lord's Supper

The Lord's Supper is a symbolic act of obedience commanded by the Lord Jesus Christ to be observed by His followers, commemorating His death and anticipating His second coming. The Lord's Table shall be open to those who have accepted Him as Lord and Savior and are members of a Christian church.

1. The Lord's Supper shall be observed at least quarterly, preferably the first Sunday of the quarter, or as otherwise scheduled.
2. The Lord's Supper may be observed in the morning or evening worship services.
3. The pastor and deacons shall be responsible for the serving of the Lord's Supper.
4. The pastor and deacons may administer the Lord's Supper to shut-ins and/or Church members as required off church grounds.

VI. CHURCH MEETINGS

Section 1. Worship Services

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God, in accordance with the Church calendar. These services will be open to all people and shall be conducted under the direction of the pastor and/or his designee.

Section 2. Special Services

Revival services and any other special times of worship may be held throughout the church year.

Section 3. Regular Business Meetings

Regular business meetings shall be held quarterly on a designated Wednesday night. Unless otherwise designated, this meeting shall be held the first month of each quarter on the third Wednesday night

Section 4. Special Business Meetings

A specially called business meeting may be held to consider special matters of significant nature. A one-week notice of the subject, date, time, and location must be given for the specially called business meeting.

Section 5. Quorum

The quorum consists of those members of the church who attend the business meeting, provided it is a scheduled meeting or one that has been properly called. In committee meetings fifty percent (50%) of the members must be present to transact business.

Section 6. Parliamentary Rules

The most current issue of “Robert’s Rules of Order” shall be the authority for parliamentary rules of procedure for all business meetings of the church, secondary to the Constitution and Bylaws for First Baptist Church of Oak Island, Inc.

VII. CHURCH FINANCES

Section 1. Budget

The stewardship committee, in consultation with the appropriate committees and church organizations, shall prepare and submit to the church for approval an inclusive line item budget that promotes the gospel of Jesus Christ.

Section 2. Accounting Procedures

All funds shall pass through the church business office, shall be deposited by a 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 stewardship committee.

Section 3. Fiscal Year

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

VIII. CHURCH OPERATIONS MANUAL

Section 1. Policies and Procedures

Church policies and procedures shall be described in the church Policy and Procedure manual. The manual shall be kept in the church office and made available to any member of the church. The manual shall be maintained by the church secretary. Additions, revisions, or deletions of church policies require: (1) the recommendation of the church officer or organization (including committees) to whose areas of assignment the policy relates, (2) discussion by the church council, and (3) approval by the church. Procedures may be added, revised, or deleted by: (1) recommendation of the appropriate officer or group, (2) approval by the church council, and (3) approval of the church if deemed necessary by the church council.

IX. AMENDMENTS

Changes in this constitution and bylaws may be made at any regular business meeting of the church, provided each amendment shall have been presented in writing at a previous meeting, and copies of the proposed amendment be furnished to each member present. Amendments to the constitution shall be by two thirds (2/3) vote of all members of the church present entitled to vote. Amendments to the bylaws shall have a concurrence of a majority of the members present and voting.

AMENDMENT 1:

Addition to Chapter II, Section 3. Deacons (July 19, 2000)

The Deacon Board will annually, during the month of August, complete an evaluation report on the pastor with the results reported to the church and a copy to the Stewardship Committee accompanied by a salary adjustment recommendation.

AMENDMENT 2: (February, 2002)

Section 5. Stewardship Committee (page 8)

Add to the first paragraph:

The Stewardship Committee will consist of 5 members and will serve on a three-year rotation.

IV. Recreation and Multi-Media Services

Section 1. Church Recreation Service (page 10)

Add to the first paragraph:

The Recreation Committee will consist of 5 members. Two of these 5 will be filled permanently by the Youth Minister and Children's Minister.

ATTACHMENT 1 Proposed change to Business Meetings

AMMENDMENT 3:

Revision to Regular Business Meetings to read as follows.

Section VII. CHURCH MEETINGS

Section 3. Regular Business Meetings

(Current reading - Regular business meetings shall be held monthly on a designated Wednesday night. Unless otherwise designated, this meeting shall be held on the third Wednesday night.)

(Proposed reading)

Regular business meetings shall be held quarterly on a designated Wednesday night. Unless otherwise designated, this meeting shall be held the first month of each quarter on the third Wednesday night.