

# LAKE O' THE PINES BAPTIST CHURCH, INC.

## BYLAWS

### ARTICLE I MEMBERSHIP

#### Section 1. General Statement

- A. This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this Church.
- B. The membership reserves the exclusive right to determine who shall be members of this Church and the conditions of such membership.

#### Section 2. Candidacy

Any person may offer himself personally, or if he be physically unable, may be presented by the Pastor and Chairman of Deacons as a candidate for membership in the Church. All such candidates shall be presented to the Church at any regular Church service for membership in the following ways:

- A. By profession of faith and baptism according to the policies of this Church.
- B. By promise of a letter of recommendation from a Baptist Church of like faith and order.
- C. By restoration upon a statement of prior conversion experience and baptism in a Baptist Church by immersion when no letter is obtainable. All persons coming by statement must have been visited by the Pastor and be presented to the congregation. Should there be any dissent as to any candidate, such shall be referred to the Pastor and the Deacons for investigation and the making of a recommendation to the Church within thirty (30) days. A three-fourths vote of those Church members present and voting shall be required to elect such candidates.

#### Section 3. Rights and Duties of Members

- A. Every member of the Church is entitled to vote at all elections and on all questions submitted to the Church in business meeting, provided the member is present.
- B. Every member of the Church is eligible for consideration by the membership as candidates for elective positions in the Church in accordance with these bylaws.

- C. Every member of the Church may participate in the ordinances of the Church, Baptism and the Lord's Supper, as administered by the Church.
- D. Every member is requested and encouraged to be faithful in all duties of the Christian life, to attend regularly all Church services, to support financially the Church and its causes through tithes and offerings and to share in its ministries through a commitment of times and talents.

#### **Section 4. Discipline**

- A. It shall be the basic purpose of the Lake O' The Pines Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the Church staff and deacons are available for counsel and guidance. Redemption rather than punishment should be the guidelines which govern the attitude of one member toward another.
- B. Should some serious condition exist which would cause a member to become a liability to the general welfare of the Church, every reasonable measure will be taken by the pastor and by the deacons to resolve the problem according to Matthew 18:15-17. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, finding that the welfare of the Church will best be served by the exclusion of the member, the Church may take this action by a two-thirds vote of the members present at a meeting called for this purpose. The Church may proceed to declare the offender to be no longer in the membership of the Church. The vote shall be by secret ballot.
- C. Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him may upon his request be restored to membership by a majority vote of the Church upon evidence of his repentance and reformation.

#### **Section 5. Termination of Membership**

Membership shall be terminated in the following ways: (1) Death, (2) Granting of letter to another Baptist Church, (3) Exclusion by action of this Church, (4) Upon a member joining a Church of another faith.

## **ARTICLE II CHURCH ORDINANCES**

#### **Section 1. Baptism**

This Church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service and who has indicated a commitment to follow Christ as Lord.

- A. Baptism shall be by immersion in water.

- B. The pastor, or whoever is authorized by the deacons and/or the pastor, shall administer Baptism.
- C. Baptism shall be administered as an act of worship during any worship service of the Church.

## **Section 2. The Lord's Supper**

Utilizing two symbolic elements of bread and the fruit of the vine, the Church shall observe the Lord's Supper quarterly. In accordance with the spirit of 1 Corinthians 11:28 those present shall be urged to examine themselves as to their Christian walk.

# **ARTICLE III CHURCH MEETINGS**

## **Section 1. Worship Services**

The Church shall meet regularly each Sunday morning and evening for preaching, instruction, evangelism, and for the worship of Almighty God, and on Wednesday evening for prayer and Bible study. These meetings will be open for the entire membership of the Church and for all other persons. The Worship Service shall be conducted under the direction of the pastor or an approved supply.

## **Section 2. Bible Studies and Meetings**

### **A. Sunday School**

Classes will be available for all people who desire to study the inerrant Word of God and promote spiritual growth. These classes will normally be held prior to Sunday morning worship service but may be scheduled at other times.

### **B. Other Studies**

Additional Bible Studies may be held for the study of God's Word. These additional Bible Studies and any other study offered by the church must have prior approval by the Church Council and be voted on by the majority of members present at a regular church business meeting.

### **C. Literature**

All Sunday School and Organizational Literature taught in this Church shall be based on the infallible, inerrant Word of God and the Southern Baptist Convention. Any other literature must have prior approval by the Church Council and be voted on by a majority of the church members present.

### **Section 3. Regular Business Meeting**

Regular business meetings shall be held monthly after the evening service of the second Sunday, unless re-scheduled by church vote. The pastor shall serve as moderator of all business meetings. In the pastor's absence the Chairman of Deacons shall preside.

### **Section 4. Special Business Meetings**

A called business meeting may be held to consider special matters of significant nature. Notice of such a meeting must be made two regular Church meetings in advance. If an extreme urgency renders such a notice impracticable, then at a regular worship service the deacons and/or appropriate committee may call for an emergency meeting.

### **Section 5. Quorum**

The quorum consists of those who attend the business meeting, provided it is a stated meeting or one that has been properly called.

### **Section 6. Parliamentary Rules**

*Robert's Rules of Order* will be used as a guideline for business meeting procedures and will be followed unless it conflicts with adopted Bylaws. In these instances Church Bylaws will always take precedence.

## **ARTICLE IV PAID STAFF AND WORKERS**

### **Section 1. Pastor**

#### **A. Qualifications**

1. General qualifications as found in 1 Timothy 3:1-7 and Titus 1:6-9
2. Ordained by a Southern Baptist Church or willing to go through the ordination process.
3. The pastor must acknowledge and be in agreement with the scriptures and be willing to abide by the Church Constitution, Bylaws and Policy.
4. He shall be sufficiently educated, trained and experienced to provide loving care, guidance, preaching and teaching to the Church.
5. He shall not be divorced, nor use alcohol or drugs.

#### **B. Selection**

1. A Pastor Search Committee of five (5) members and one (1) alternate will be elected by secret ballot by the Church membership. All expenses incurred by this committee will be reimbursed by the Church.
2. No more than one member of any family will serve on the Pastor Search Committee.

3. The committee will screen and interview candidates. As led by the Holy Spirit, the committee will, by unanimous vote, present a candidate for approval by the Church.
4. The candidate will be voted on by the Church by secret ballot. No less than 80% majority vote of the members present is required to call the candidate to be pastor.

C. Job Description--[On file in Church Office]

D. Termination of Pastor

1. Resignation—A written notice of resignation is expected. Any accrued vacation would be paid.
2. Dismissal—The Church should view dismissal as a last resort only after every attempt to reconcile differences has been made. The deacons shall have the responsibility to see that every effort has been made to affect reconciliation.
3. The deacons must make recommendation for dismissal to the Church in writing and the church members present at the next business meeting will vote by secret ballot.

## **Section 2. Interim Pastor**

A. Qualifications

The qualifications of the interim pastor shall be the same as for the pastor

B. Selection

1. The interim pastor shall be selected by the deacon body.
2. The deacon body will screen and interview candidates. As led by the Holy Spirit, the deacons will, by unanimous vote, present a candidate for approval by the church at a regular or special called business meeting.
3. The candidate will be voted on by the Church by secret ballot. No less than 80% majority vote of the members present is required to call the candidate to be the interim pastor.
4. The interim pastor selected by the deacons shall not be eligible for the position of Pastor. However, if the interim pastor decides that he wishes to be considered as Pastor, he shall first resign as interim pastor and be absent from this position for at least one month before the Pastor Search Committee can begin to consider him for the pastor's position.

## **Section 3. Minister of Youth**

A. General Qualifications

Basic expectations of the Church for this position include general qualities of good character, evidence of a calling to the ministry and particular strengths in the area of youth ministry. The qualifications include but are not limited to:

1. A genuine conversion experience.
2. A commitment to Southern Baptist beliefs and practices.
3. A sincere dedication to youth ministry and sensitivity to youth needs.
4. Ability to lead others spiritually.
5. A willingness and ability to cooperate.

B. Selection

1. A Minister of Youth Search Committee of five (5) members and one (1) alternate will be elected by written ballot by the Church membership. All expenses incurred by this committee will be reimbursed by the Church.
2. No more than one (1) member of any family will serve on the search committee.
3. The committee will screen and interview candidates. As led by the Holy Spirit, the committee by unanimous vote will present a candidate to the Church for approval.

C. Principal Function

The Minister of Youth is responsible to the Pastor for planning, coordinating, directing and evaluating the youth ministry of the Church.

D. Job Description—On file in the church office

E. Termination of Minister of Youth

1. Resignation—A written notice of resignation is expected.
2. Dismissal—Should be recommended by the Pastor or deacons and presented to the Church for a vote by secret ballot.

**Section 4. Music Director**

A. General Qualifications

Basic expectations of the Church for this position include general qualities of good character and particular strengths in the area of music. The music director must acknowledge and be in agreement with Scriptures and be willing to abide by the Church Constitution, Bylaws and Policies. The qualifications include but are not limited to:

1. A genuine conversion experience
2. A commitment to Southern Baptist beliefs and practices
3. A sincere dedication to worship through music and sensitivity to congregational needs.
4. Ability to lead others spiritually
5. A willingness and ability to cooperate

B. Selection

1. A Music Search Committee of five (5) members and one (1) alternate shall be elected by secret ballot by the Church membership. All expenses incurred will be reimbursed by the Church.
2. No more than one (1) member of any family shall serve on the search committee, unless due to extenuating circumstances it is necessary in order to complete the required five (5) members and one (1) alternate.
3. The committee will screen and interview candidates. As led by the Holy Spirit, the committee, by unanimous vote, will present a candidate for approval by the Church.
4. The candidate will be voted on by the Church by secret ballot. No less than 80% majority of the members present is required to call a candidate to be Music Director.
5. The Music Director should be nominated and presented to the Church by the Music Search Committee after salary arrangements have been discussed with the Stewardship Committee.

6. Salary increases shall be recommended to the Church by the Stewardship Committee and voted by secret ballot.
7. The Music Director, in agreement with pastor, shall be responsible for filling the position when he is absent.

C. Job Description—on file in church office

D. Termination of Music Director

1. Resignation—A written notice of resignation is expected.
2. Dismissal—Should be recommended by the Pastor or deacons and presented to the Church for a vote by secret ballot.

## **Section 5. Other Paid Workers**

A. Custodian

1. Selection—The Personnel Committee, working with the pastor and the Building & Grounds Committee Chairman, will interview and recommend to the Church, during a business meeting, a candidate for the position of custodian, as well as salary after consulting with the Stewardship Committee.
2. Job Description—The Building and Grounds will write a complete job description for the candidate which will be kept on file in the Church office. The work of the custodian will be supervised by the Building & Grounds Committee.
3. Dismissal—The Personnel Committee may bring a recommendation to the Church to dismiss the Custodian.

B. Nursery Worker

1. Selection—The Personnel Committee will recommend to the Church, during a regular business meeting, a candidate for the position of Nursery Worker as well as salary consulting with the Stewardship Committee.
2. Job Description—on file in the church office.
3. The Personnel Committee may bring a recommendation to the church to dismiss the nursery worker.

C. Secretary

1. Selection—The Personnel Committee, working with the pastor, will interview and recommend to the Church, during a regular business meeting, a candidate for the position of secretary as well as salary after consulting with the Stewardship Committee.
2. Job Description-- on file in church office
3. Dismissal—The Personnel Committee may bring a recommendation to the church to dismiss the secretary.
4. Resignation—A two (2) weeks written notice of resignation is required.

## **ARTICLE V CHURCH OFFICERS**

**All Church Officers must be members of the Church.**

### **Section 1. Deacons**

#### A. Qualifications

1. Biblical Teaching as described in 1 Timothy 3:8-13
2. Be a member of Lake O' the Pines Baptist Church for a period of at least one year.

#### B. Selection

1. The active deacons will study the Church needs and recommend to the Church the number of deacons needed to be added.
2. At least 14 days prior to a regular business meeting, a printed copy of deacon qualifications shall be made available to church members. Each church member shall be instructed to nominate a specified number of men.
3. Candidates will be interviewed by the deacons to determine if they meet the qualifications of the Bylaws and are willing to serve as deacons. The deacons will present each candidate at a regular business meeting for election by secret ballot. The candidates who receive a majority vote will be elected to serve.
4. The pastor and any candidates that need to be ordained will meet and agree on an appropriate date for the Ordination Service.
5. The active deacons may consider a man who has served as a deacon in another church. If he meets the qualifications as stated in the Bylaws, he may then be presented to the Church for election as an active deacon.

#### C. Duties

1. Biblical Teachings as described in Acts 6:1-8.
2. Others—as outlined elsewhere in the Bylaws.
3. The Deacon Body only makes recommendations to the church.

#### D. Removal

Deacons shall be terminated in the following ways: (1) Death, (2) Granting of a letter to another Baptist Church, (3) Exclusion by action of this Church, (4) Upon a member joining a Church of another faith, (5) Resigning from the office.

### **Section 2. Trustees—Corporate Officers**

- A. Three trustees presented by the Nominating Committee and elected by the Church will hold in trust the Church property. They shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the Church authorizing each action.



- B. It shall be the function of the trustees to affix their signatures to legal documents where the signatures of the trustees are required.
- C. Three trustees shall consist of a President, Secretary & member at-large elected by the trustees.
- D. Trustees shall be responsible for the contents of the safety deposit box.
- E. Termination

Trustees shall be terminated in the following ways: (1) Death, (2) Granting of letter to another Baptist Church, (3) Exclusion by action of this Church, (4) Upon a member joining a Church of another faith, or (5) resigning from the position.

**Section 3. Other Church Officers—terms are from Sept. 1 through Aug. 30.**

A. Parliamentarian

Will be nominated by the Nominating Committee and will be responsible for parliamentary procedure in accordance with Robert's Rules of Order.

B. Church Clerk & Assistant

Shall be present for all regular and called business meetings, call for and receive all church letters, act as recording secretary while in business taking minutes and corresponding as the church instructs, and secure information from persons presenting themselves for membership. The Clerk and Assistant Clerk shall be nominated by the Nominating Committee and shall be elected before Sept. 1.

C. Treasurer and Assistant

1. The Treasurer and Assistant, presented by the Nominating Committee, shall be elected annually by the Church. It shall be the duty of the treasurer to receive, preserve, and pay out upon receipt of vouchers approved and signed by authorized personnel, all money, or other things of value paid or given to the Church, keeping at all times an itemized account of all receipts and disbursements. It will be the treasurer's responsibility to notify the Stewardship Committee Chairman of any line item approaching budget limits. 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 Stewardship Committee will be responsible for seeing that the records are audited annually. The Treasurer and Assistant may serve as ex officio members of the Stewardship Committee.

2. Upon rendering the account at the end of each fiscal year, December 31, and its acceptance and approval by the church, the records shall be delivered by the Treasurer to the Church Clerk, who shall keep and preserve the account as a part of the permanent records of the Church.

D. Sunday School Director and Discipleship Training Director

These shall be secured by the Nominating Committee. The Sunday School Director and Discipleship Training Director will be elected no later than July business meeting, if possible, and become members of the committee.

E. General Church Musicians

1. Will strive to be present for all Church services.
2. Will be supervised by the elected music director.
3. Will play for all services unless the music director instructs otherwise.
4. Will play for all revivals unless directed otherwise by the director.

F. Messengers

Will be elected by the church prior to meetings of the Association, State and Southern Baptist Conventions. The number to be in keeping with the policies of the respective bodies.

**Section 4. Church Council**

A. Membership

The membership of the Church Council will consist of the following:

Pastor	Stewardship Committee Chairman
Sunday School Director	Building & Grounds Committee Chairman
Minister of Music	Church Host Committee Chairman
Minister of Youth	Long & Short Range Planning Committee Chairman
Chairman of Deacons	Benevolence Chairman
Children Ministry Leader	Women's Ministry Leader
Senior Adult Ministry Leader	Missions Leader

B. Purpose

The Church Council shall plan, coordinate, and evaluate the ministries of the entire church body. The Church Council shall recommend matters relating to planning, coordinating, and evaluation of church ministries to be brought before the church in a regularly scheduled business meeting for approval or disapproval.

The Church Council shall nominate new members for the Nominating Committee annually to fill vacancies for the new Church year and fill any vacancies when they occur during a church year.

They shall maintain the over-all church activity calendar.

The Church Council shall meet monthly prior to the scheduled business meeting.

The Pastor shall preside over the Church Council.

**ARTICLE VI**

## COMMITTEES

There shall be two types of committees, standing and temporary. Standing Committees shall serve from September 1 through August 31, elected annually and nominated by the Nominating Committee. The Short/Long Range Committee shall serve a term of five (5) years with rotation of one fifth each year. All other committees will serve a term of three (3) years with rotation of one third each year.

The outgoing chairman should first call a meeting to elect a new chairman. The Pastor shall serve as an ex-officio member of all committees. Temporary Committees shall be in duration of the specified business.

Official and binding action can only be taken by each committee when a quorum (majority) of the members are present. Every member should be notified of meetings and those not present should be notified of action taken.

### Section 1. Nominating Committee

This committee shall be a standing committee, serving from September 1 through August 31 for securing workers for the year including:

1. All committees (standing)
2. Sunday School and Discipleship Training Workers
3. All Church Officers—See Article V
4. Pianist and Organist as the need may arise.
5. Ministry leaders

### Section 2. Administrative Committees

#### A. Building & Grounds Committee

Will see to the purchasing, repairs, and disposal of all Church property after property has been identified and Church approved, with the exception of Church Vehicles. Will make such purchases as specified in the church budget. Non-budget items must be approved by the Stewardship Committee and Church body. Emergency expenditures for repair or replacement of existing church property shall be under the authority of the Building and Grounds Committee by a two-thirds approval vote by a committee quorum. The Secretary/Treasurer shall be present at the meeting to advise with regards to the availability of funds. The limit of the committee's emergency expenditure authority is three thousand dollars. Notification to the congregation will be made at the next business meeting.

#### B. Constitution & Bylaws Committee

1. Will review the Constitution & Bylaws annually.
2. Refer to Lake O' the Pines Baptist Church Articles of Incorporation, Articles IV & V.

#### C. Stewardship Committee

1. Will formulate the budget for the year ahead. This is to be presented to the Church no later than November and voted on in December. The budget shall be active from January 1 through December 31.
2. Budget needs will be presented by department heads and Committee Chairmen by October 15.

3. Will work with the Pastor and Treasurer in all financial programs in the Church.
4. Will see to all financial needs existing during their term of office.
5. Will see that the Treasurer's reports are audited annually.

D. Short and Long Range Planning Committee

1. Discover the planning needs and lead in setting Church goals.
2. Make recommendation for the needs of the Church to be presented to the Church for approval then referred to the proper committee.
3. This committee is responsible for the Community Ministry. This Committee will secure help (assistance) within the local church body and local community. No funds will be given directly to any individual, except in special circumstances, when this rule may be waived with  $\frac{3}{4}$  of committee approval. Identity of all persons helped will be kept confidential.

E. Personnel Committee

1. The Personnel Committee will be responsible for locating, screening and recommending selected applicant to the Church for all paid positions other than Church Staff.
2. The Personnel Committee shall be responsible for reviewing job performance of paid workers other than staff.
3. The Personnel Committee shall bring recommendations for dismissal of paid workers, other than Church Staff, to the Church for their vote.

F. Insurance Committee

The Insurance Committee will consist of the three Trustees, the Chairman of the Stewardship Committee, and the Chairman of the Building and Grounds Committee. They will be responsible for reviewing all church insurance, making any recommendations for changes, and filing claims as needed. The Committee will meet as needed.

## **ARTICLE VII POLICY AND PROCEDURE GUIDE FOR PREVENTION OF CHILD ABUSE AND SEXUAL MISCONDUCT**

**Lake O' the Pines Baptist Church** opposes any form of sexual misconduct by ministers, lay staff, employees and volunteers. This policy and procedure applies equally to ministers, associate ministers, lay staff, employees and volunteers.

### **Section 1. Paid Workers**

The Personnel Committee will be responsible for screening all applicants for paid positions and staff that have been previously screened.

The applicant will:

- A. Complete an employment application.

- B. Complete a screening form.
- C. Be interviewed.
- D. Submit two references that will be checked and documented. These references will be of an institutional nature (i. e. former employers or other organizations at which the individual has worked or volunteered) as opposed to personal friends or relatives. The person serving as a reference should have known the individual for at least one year.
- E. Complete and sign a criminal records check authorization form. A national criminal background search will be conducted on all employees, both paid and unpaid positions, including clergy.

Any job applicant who has been convicted of or pleaded guilty to child abuse will not be eligible for employment in any position giving them access to children or youth.

## Section 2. Adult Volunteer Workers

The Personnel Committee will screen all volunteer workers who will have frequent unsupervised access to children.

The applicant will:

- A. Attend **Lake O' the Pines Baptist Church** for no less than six months and exhibit faithfulness in attendance and spiritual growth (An applicant transferring membership from another church where they have had a long history of faithfulness working with minors may be eligible with less than six months attendance upon approval by the committee).
- B. Complete a Screening Form and Volunteer Service Form.
- C. Be interviewed.
- D. Submit two references, which will be checked and documented.
- E. Complete and sign a criminal check authorization form. At a minimum, either a statewide *criminal* background search or statewide *sex offender* search will be conducted on all volunteers who:
  1. Sponsor overnight activities involving minors, whether at church or away
  2. Counsel or monitor one-on-one with a minor

A minor is anyone under age 18.

Background searches are not required for volunteers having only occasional contact with minors (i.e.- a mother dropping off cookies for an activity and deciding to stay and serve as a sponsor) or volunteers serving on a regular basis as a teacher or helper in group activities connected with regular worship services or other events, such as:

- A. Sunday School or worship
- B. Nursery
- C. Youth
- D. Children's Church or Extended Session
- E. Revivals
- F. Wednesday night Bible study and children's groups
- G. Field trips involving groups.

Any adult who has been convicted of or pleaded guilty to either child abuse or physical abuse will not be allowed to work as volunteers with either children or youth.

Although Lake O' the Pines Baptist Church does not currently provide any kind of daily programs such as a Christian day care or nursery, nursery school, pre-school, academic school, head start program, mother's day out, etc, should the church incorporate any such program in the future, a background check will be required for anyone working as a paid worker or volunteer with such a program.

### **Section 3. Youth Volunteer Workers (volunteers under the age of 18)**

Youth volunteers must undergo the same screening and criminal background searches as adult volunteers, in order to:

- A. Serve in the nursery;
- B. Sponsor an overnight activity involving other minors;
- C. Counsel or monitor one-on-one with another minor;
- D. Mentor other minors.

Any youth who has been convicted of or pleaded guilty to either child abuse or physical abuse will not be allowed to work as volunteers with either children or other youth.

### **Section 4. Supervision**

There will be at least two adults supervising minors at all times.

### **Section 5. Location of Activities**

All activities for children will be held in central locations with high visibility.

### **Section 6. Monitoring Activities**

A responsible supervisor will randomly monitor all children activities.

## **Section 7. Prevention and Awareness**

The church will strive to educate staff, children and parents concerning the problem of sexual abuse in our society and why the church is developing a sexual abuse prevention plan.

## **Section 8. Reporting an Allegation**

In the event of a sexual misconduct allegation, the church will conform to the following underlying principles:

- A. The allegation will be taken seriously.
- B. Each situation will be handled forthrightly with due respect for peoples privacy and confidentiality.
- C. Immediate notification will be given to the church's insurance company as well as the church's attorney. Where the alleged perpetrator is a minister, the appropriate church leaders will be notified.
- D. The church will give full cooperation to civil authorities under the guidance of the church's attorney.
- E. Adequate care will be shown for the well being of victims and their families.
- F. In receiving a complaint, the following information will be collected and confidentially maintained.
  - 1. The name, age, gender and address of the victim;
  - 2. The name, age, gender and address of the alleged perpetrator;
  - 3. The nature of the sexual misconduct alleged to have occurred;
  - 4. The number of times the alleged misconduct occurred.
- G. While any alleged misconduct complaint is being investigated the activities of the alleged perpetrator will be limited to low risk activities that pose little threat of sexual misconduct. If the allegations are substantiated, dismissal will normally occur.

## **Section 9. Criminal Background Searches**

A person(s) designated by the church shall conduct all criminal background searches needed.

## **Section 10. Maintaining Confidentiality**

In order to maintain individual confidentiality, the safe-keeping of all files related to this policy shall be stored and secured in the church office under the supervision of the church secretary. Only the pastor, Personnel Committee and person(s) designated by the church to conduct criminal background searches shall be allowed to view the files upon request. The files must remain in the church office at all times and its contents deemed confidential.

## **ARTICLE X AMENDMENTS**

Changes in this Constitution and Bylaws may be made at any regular business meeting of the Church, provided each amendment will have been presented in writing by the Constitution and Bylaws Committee at the previous meeting and copies of the proposed amendment be furnished to each member present. Each amendment will pass by two-thirds vote of all members of the Church present that are entitled to vote. Each proposed Amendment would be limited to five minutes for and five minutes against in discussion.

**(The following is not part of the Bylaws, but is inserted here for your convenience.)**

### **AMENDMENTS MADE SINCE LAST REVISION**

Should there be any amendments made to the Bylaws, the congregation will be given an official copy of the approved changes. Attach the copy to this page and make reference note within the Bylaws to serve as a reminder. Approved changes will be included in the next revised printing of the Bylaws