



Constitution and By-Laws



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Mission Statement

With our Lord's Commission in Matthew 28:18-20 in mind, First Baptist Church of Scott City's purpose is "Reaching and Teaching for Changed Lives".

- **Reaching**

FBSC is committed to going into our City, our State, and to the uttermost parts of the world to proclaim the good news of God's salvation through Jesus Christ. We go because *"the times of ignorance God overlooked, but now he commands all people everywhere to repent, because he has fixed a day on which he will judge the world in righteousness by a man whom he has appointed; and of this he has given assurance to all by raising him from the dead."* (Acts 17:30-31 ESV)

- **Teaching**

FBSC is not just committed to going, but also to teaching. We desire to be faithful to our Lord's Commission and make disciples of all nations. As the Bible says, *"Him we proclaim, warning everyone and teaching everyone with all wisdom, that we may present everyone mature in Christ."* (Colossians 1:28 ESV)

- **For Changed Lives**

The passion of FBSC is that the love of Christ would work in people's lives and transform them to love God and love others. We know the power of Christ and desire that all would love and serve Him. Scripture tells us *"Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect."* (Romans 12:2 ESV)



CONSTITUTION AND BY-LAWS OF FIRST BAPTIST CHURCH OF SCOTT CITY, MISSOURI

Section 1 – Constitution

Preamble

Whereas:

It is the purpose of this church to promote the interests of the Kingdom of God by evangelizing the unsaved and seeking the spiritual improvement of its members through the Gospel as set forth in the New Testament; and desiring that all things may be done decently and in order, and that we may more readily help one another in our service in God's house; We, the members of The First Baptist Church of Scott City, Missouri, do ordain and establish the following Constitution and By-Laws to which we voluntarily submit ourselves.

I. Name

This body shall be known as The First Baptist Church of Scott City, Missouri.

II. Articles of Faith

We adopt the statement, "The Baptist Faith and Message," as adopted by the Southern Baptist Convention in 2000.

III. Church Covenant

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, angels and this assembly, most solemnly and joyfully 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 spiritually to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and secret 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, backbiting and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage, or uncontrolled drugs, and zealous in our efforts to



advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling, and courtesy in speech; to be slow to take offence, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

IV. Character

SECTION I – Polity

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist Churches.

SECTION II – Doctrine

This church receives the Scriptures as its authority in matters of faith and practice.

SECTION III – Business Meetings

All business meetings shall be conducted by Roberts Rules of Order-Revised. The church will have regular Business Meetings on the First Wednesday after the first Sunday of each month. The July Business Meeting shall be the First Baptist Church of Scott City's Official Annual Meeting.

A Special Business Meeting may be called by the Deacon Body or the Board of Directors by announcing the time and place from the pulpit during at least two regular worship services or by notification through the mail to all resident members. The purpose of the special called business meeting shall be stated in the notice.



Section 2 - BY-LAWS

ARTICLE I - CHURCH MEMBERSHIP

SECTION 1 – GENERAL

This is a sovereign and democratic Baptist Church under the lordship of Jesus Christ. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

The Church reserves the right to maintain two distinct types of membership: Active and Inactive. All persons who enter into membership are initially considered Active.

SECTION 2 – RECEPTION OF MEMBERS

Any person may offer himself/herself 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:

- A. By profession of faith in the Lord Jesus Christ and for baptism according to the policies of this church.
- B. By promise of a letter of recommendation from another Baptist Church of like faith and order.
- C. By statement of prior conversion experience and immersion baptism when no letter is obtainable.

*All candidates requesting membership shall attend a new member class at the discretion of the Pastor and/or deacons.

SECTION 3 – RIGHTS OF MEMBERS

- A. Every Active member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, providing the member is present.
- B. Every Active member of the church may participate in the ordinances of the church as administered by the church.
- C. Any person whose name is on the membership roll of the church, who has not for one year shown any interest in its activities, or who has moved out of the area, or who has not attended any of its services or contributed financially to its supports shall be designated as Inactive.

NOTE: This does not apply to members who are homebound, in hospice, in active military duty, in college more than 30 minutes away or who cannot physically or mentally participate in services. This only applies to members who can attend but do not wish to attend.



SECTION 4 – DUTIES OF MEMBERS

- A. Each member must believe, affirm and not have any settled convictions that are contrary to the church's Statement of Faith: The Baptist Faith and Message.
- B. Each member must promise to keep the commitments expressed in the Church Covenant.
- C. Members are expected to be faithful in all duties essential to the Christian life: to attend the services of this church, to tithe regularly for its support and causes, to share in its organized work, and to participate in church fellowship.

SECTION 5 – TERMINATION OF MEMBERSHIP

- A. Any Active or Inactive member may request a letter of dismissal at any time. FBSC reserves the right to be made aware of the reason for the request.
- B. If an Active member unites with a church of like faith and order, specifically named, FBSC shall issue the membership letter to that church. No letters are ever issued to an individual.
- C. In the event an Active member unities with a church not of like faith and order, the person's name shall be erased from the roll and, if FBSC so chooses, a letter of commendation shall be sent as to their membership.
- D. Any member (Active or Inactive) who is known to be in willful, unrepentant sin shall be handled according to the Scriptural commands given in Matthew 18:15-17. If the member refuses to listen to the church, the individual shall be brought before the church at a regularly scheduled business meeting for a vote concerning termination of their membership. Any vote on termination of membership will be carried out during the following business meeting.
- E. If a person's membership is terminated according to good circumstances, the church shall rejoice with the person who is leaving. If a person's membership is terminated on bad circumstances, the church shall, by the grace of God, seek the repentance, restoration, and reconciliation of the offending party.

SECTION 6 – RESTORATION

Any person whose membership has been terminated for any offense may be restored by vote of the church, upon evidence of his repentance and reformation.



ARTICLE II – CHURCH OFFICERS

The Officers of this church shall be as follows:

SECTION 1 – PASTOR

- A. **Calling a Pastor.** A Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least seven days notice shall have been given. A Pastor Search Committee shall be elected by the church to seek out a suitable Pastor, and their recommendation shall constitute a nomination. The Committee shall bring to the consideration of the church only one man at a time. Election shall be by ballot, an affirmative vote of three-fourths of the voting members in good standing present being necessary to extend a call.
- B. **Qualifications.** The Pastor shall meet the Scriptural qualifications as outlined in I Timothy 3:1-7, shall be a tither, and shall give evidence of having been born-again. He shall be in agreement with the views of faith and practice held by this church, as set forth in its Constitution.
- C. **Termination.** The pastoral relationship may be terminated at any time by mutual consent of Pastor and church, or by majority vote of the church by ballot in regular session. The resignation of the Pastor may be oral or written. Fifteen (15) days notice of such termination shall be given by the church or Pastor. *In the event the church should consider the dismissal of a Pastor, the congregation shall be notified of such a meeting and its purpose two weeks in advance.* A majority vote of members in good standing at such meeting shall prevail.
- D. **Duties.** The Pastor shall have charge of the welfare and oversight of the church. He shall preside at all meetings, except as herein provided. He shall be ex-officio member of all regular and special committees of the church.
- E. **Absence.** The Pastor shall be granted annually a paid vacation of two weeks, which shall include two Sundays. After six years, vacation time shall be increased to three weeks. The Pastor shall be permitted to hold revival meetings (not to exceed an aggregate of two weeks) each year.
- F. The pastor may attend the meetings of the Missouri Baptist Convention and the Southern Baptist Convention, or other meetings pertinent to his work, his expenses being de-frayed by the church, within the budgeted amount,
- G. The pulpit supply will be paid by the church in the following instances: vacation, attendance at conventions and illness. When extra speakers are invited into the church, the finance committee is to determine the amount of compensation that is to be paid.



SECTION 2 – MINISTERIAL STAFF AND CHURCH PAID STAFF

- A. **Calling.** The Ministerial Staff shall be called and employed as the church determines the need for such offices. A job description and a letter of understanding of the duties signed by the staff member will be kept on file at the church.
- B. Church staff, other than the pastor, will receive one week of vacation after one full year of service and two weeks each year thereafter.
- C. Each year at Christmas, the church will give a Christmas gift to all paid church staff.
- D. **Termination.** The conditions for termination of a staff member shall be the same as those for the Pastor.
- E. **Absence.** The conditions for absence of a Ministerial Staff member shall be defined in the job description.

SECTION 3 – DEACONS

- A. The number of deacons serving the church at any given time shall be determined by the church and may be changed at the discretion of the church.
- B. **Qualifications.** When elected to serve, Deacons shall meet the Scriptural qualifications outlined in Acts 6:1-7 and I Timothy 3:8-13, and shall attend and actively support all phases of the church program, be tithers of their income, and cooperate in spirit.
- C. **Election.** Procedure for electing deacons and filling an unexpired term shall be at the discretion of the church as recommended by the deacons.
- D. **Duties.**
 - 1) It is the duty of the deacons to seek out any member needing financial assistance. They shall visit the sick. They shall serve as council to advise and confer with the pastor in all matters pertaining to the welfare and work of the church.
 - 2) By properly organizing themselves, they are to seek to know the physical needs and the moral and spiritual struggles of the brethren and sisters; and to serve the whole church in relieving, encouraging, and developing all who are in need.
 - 3) The deacons shall serve as a pulpit supply committee in case of absence or inability of the pastor, subject to advice from and conference with him, they will provide for pulpit supply.
 - 4) Deacons shall reorganize annually by electing a chairman, vice-chairman, and secretary; a majority of deacons shall constitute a quorum. The chairman of the deacons shall preside and act as moderator. He shall serve as vice-moderator of the church.
 - 5) Any deacon who has served the church faithfully, but can no longer serve in an active capacity may be, by a vote of the church, made a Deacon Emeritus.
 - 6) The deacons shall meet each month prior to the monthly business meeting.



- 7) The Deacons shall elect an active church member to the Board of Directors during their July meeting each year.

SECTION 4 – MODERATOR

The Moderator shall be the Pastor, in his absence the Chairman of Deacons, in his absence the Vice Chairman of Deacons.

SECTION 5 – CLERK

The church shall elect annually a clerk whose duties shall be:

- A. To keep a suitable record of all actions of the church, except as otherwise herein provided.
- B. To keep a register of the names of members with dates of admission and dismissal or death as well as a record of baptisms.
- C. To issue letters of dismission, as voted by the church.
- D. To request letters from churches from which prospective members have indicated an active membership.
- E. To make records available for observation to any member or officers of the church on request.

All records, minutes, etcetera shall be kept at the church in a safe place except those in current usage by the clerk. The clerk shall not keep more than one year's accumulation of church business transactions or records in the home at any given time.

In the event the regularly elected clerk should not be present or is incapacitated the assistant church clerk assumes responsibilities.

SECTION 6 – TREASURER

The Treasurer shall be elected by the church as all other officers and shall have custody of all the funds of the church. The Treasurer shall be responsible for the disbursements of all funds in payment of claims for materials, etc. which the church may have contracted, and approved by the finance committee. The Treasurer shall be a bonded officer, and the expense thereof shall be born by the church. Books and accounts of the Treasurer shall be reviewed quarterly, prior to the annual election of officers. In the event the Treasurer is unavailable the assistant treasurer will perform the duties.

SECTION 7 – CONTRIBUTION CLERK

The Contribution Clerk shall be elected by the church and shall receive the empty collection envelopes after the counting of the money, and each giver will be given an annual statement as to the giving of each member.



SECTION 8 – FINANCIAL SECRETARY

It shall be the duty of the Financial Secretary to pay out all money approved by the church keeping at all times an itemized account of all receipts and disbursements. Payments of bills for local work and expenses shall be made promptly by check, and all funds received for denominational or other causes shall be remitted at least monthly. All checks to be signed by either the treasurer or assistant treasurer.

It shall be the duty of the Financial Secretary to submit to the church each month an itemized report of receipts and disbursements of the preceding month. All books, records, and accounts kept by the Financial Secretary shall be considered the property of the church.

ARTICLE III - COMMITTEES

SECTION 1 – GENERAL

All church committee members shall be recommended and elected by the church annually unless otherwise indicated in the following descriptions.

SECTION 2 – NOMINATION COMMITTEE

Three members of the Committee will be elected by the church in May after nomination from the floor, and shall take office June 1. The committee shall bring before the church nominations for the Sunday School Director, Discipleship Training Director, who shall become members of this committee after approval. The Pastor shall be an ex-officio member of the committee. This committee shall bring nominations, after their election, for all officers and committees provided by these By-Laws, and shall bring nominations to fill all vacancies which may occur in the year.

SECTION 3 – PERSONNEL COMMITTEE

This committee shall consist of three members. The purpose of the Personnel Committee shall be to assist the church in matters related to paid employee personnel administration. The duties of the committee shall be as follows:

- A. Survey the need for additional church staff positions.
- B. Prepare and update as necessary job descriptions for all employees.
- C. Recruit, interview, and recommend to the church new employees according to established church policy and staff criteria.
- D. Develop and recommend salary schedules and benefit plans for employees, to submit to the finance committee.
- E. The Personnel Committee shall be composed of three members: one deacon and two members at large to serve on a rotation basis of one, two, and three years and to be recommended by the Nominating Committee.



SECTION 4 – FINANCE COMMITTEE

The Finance Committee shall be composed of five individuals to include:

- 1) Treasurer or Vice-Treasurer
- 2) Financial Secretary
- 3) A Deacon Representative
- 4-5) Two members at large (Members at large are to be nominated and elected at a regular business meeting.) (Rotation every two years for Deacon and members at large.)

Purpose: The Finance Committee is to act purposely and prayerfully on a panel of review in regard to the church financial resources

Function:

- A. Develop and present budget in layman's language.
- B. Present monthly review of expenditures vs. budgeted. Recommend budget adjustment when appropriate.
- C. Review and make recommendation to the church body on all expenditures not in the present budget.
- D. Assure a review is performed at least annually to confirm prudent procedures are being used and accurate accounting of all expenditures has been made.

SECTION 5 – COUNTING COMMITTEE

The counting committee will consist of 3 members, Treasurer plus two others.

SECTION 6 – PROPERTY COMMITTEE (TRUSTEES)

The Property Committee shall consist of five members elected annually, one of whom shall be an active deacon. They shall supervise up-keep of grounds, building, and church vehicles within the appropriation of the budget.

SECTION 7 – FLOWER COMMITTEE

A chairman shall be elected annually and may choose others to assist, in seeing that flowers are sent to funerals of deceased members and/or of their immediate families.

SECTION 8 – USHER COMMITTEE

There shall be a Chairman of Ushers elected annually. The Chairman of ushers shall schedule ushers for each service where ushers are needed. The duties of the ushers shall be as follows:

- A. Greet people before and after services.
- B. Provide information to people concerning church services, programs, facilities, etc.
- C. Distribute bulletins and visitors cards.
- D. Receive the offering.



E. Be alert to the needs of persons during the services.

SECTION 9 – PRESCHOOL COMMITTEE

This committee shall consist of two members who shall bring recommendations to the church concerning policies and operation of the preschool.

SECTION 10 – FELLOWSHIP COMMITTEE

This committee shall consist of four people elected annually who shall provide planning and direction of social activities in the church and shall work in coordination with the Pastor and other leaders who may need to be consulted.

SECTION 11 – BEREAVEMENT COMMITTEE

This committee shall consist of three members who shall arrange for meals for bereaved members and family primarily the day of the funeral.

SECTION 12 – DECORATION COMMITTEE

A Church Decoration Committee of three, a chairman and two other members nominated by the Nomination Committee and approved by the church each year, will be given the responsibility of coordinating decorations at First Baptist Church of Scott City.

The Decoration Committee shall focus upon the auditorium, the vestibule, and the foyer. They will be given an expense account, to be set each year by the Finance Committee, as part of the regular church budget. Anyone wishing to contribute creatively to the Decoration Committee should feel welcome to confer with them. Part of the Decoration Committee's job will be to actively involve others who are interested in helping with this ministry, especially for special occasions (Christmas, Easter, Mother's Day, etc.), at the committee's discretion.

SECTION 13 – PASTOR SEARCH COMMITTEE

When the church is without a pastor, a pastor search committee shall be elected by the church. This committee shall arrange for pulpit supply during such time. The committee shall recommend to the church only one man at a time to be considered. The day of the trial sermon shall be in the bulletin advising that the vote shall be the following Sunday. Election shall be by ballot, an affirmative vote of three-fourths of those voting being necessary to a choice. The committee will consist of five members and two alternates.



ARTICLE IV - CHURCH FINANCES

SECTION 1 – BUDGET

The Finance Committee shall prepare and submit to the church for approval an inclusive budget, and shall administer funds of the church.

SECTION 2 – ACCOUNTING PROCEDURES

This church shall be supported by tithes, offerings, and gifts. All funds shall be counted and deposited by the Counting Committee. The Treasurer will account for the expenditure of all funds. Monthly reports of receipts and expenditures shall be presented to the Church Council for review and to the church for approval.

SECTION 3 – FISCAL YEAR

The fiscal year of the church shall begin July 1 and end June 30.

ARTICLE V - CHURCH PROGRAM ORGANIZATIONS

SECTION 1 – GENERAL

All organizations of the church listed below shall be under church control, all officers being elected by the church unless otherwise indicated in the description below.

SECTION 2 – SUNDAY SCHOOL

There shall be a Sunday School, divided into departments and classes for all ages for the study of God's Word. The tasks of the Sunday School shall be to teach the Biblical revelation; lead in reaching all church member to worship, witness, learn, and minister daily; provide and interpret information regarding the work of the church and the denomination.

The Sunday School Director shall see that each class has enough teachers and workers; that they are equipped to conduct their classes; that accurate records are kept; and that materials are distributed to each class.

SECTION 3 – CHURCH MUSIC PROGRAM

There shall be a Church Music Program under the direction of the Music Director. The Music Director shall see that leadership is provided for the congregational singing, shall select appropriate music for each service, shall assemble and lead a church choir/praise team and shall provide special music for each regular worship service.



ARTICLE VI – CHURCH COUNCIL

SECTION 1

There shall be a church council to evaluate and coordinate activities and the organization of the church. This council shall consist of the Pastor, Minister of Music, Youth Director, Chairman of Deacons, Director of the Sunday School, Director of Discipleship, W.M.U. Director, Women Ministry Director, Men's Ministry Director. Chairman of Property Committee and Treasurer. They shall meet quarterly or when called by the Pastor.

ARTICLE VII – CHURCH BOARD OF DIRECTORS (Non Profit Incorporation Laws)

SECTION 1

There shall be a Board of Directors of the church that shall consist of three officers and one other member. The president of the Board of Directors shall be the Chairman of Deacons. The vice-president of the Board of Directors shall be the chairman of trustees. The secretary/treasurer of the Board of Directors shall be the church clerk. The fourth member of the Board of Directors will be elected annually in July by the deacons.

SECTION 2

The Board of Directors shall have general supervision of the affairs of the church during the time between the church's regular business meetings. The Board of Directors shall be subject to all previous orders of the church and shall report any necessary emergency decisions to the church at the next regularly scheduled business meeting or a special called business meeting for discussion and ratification.

SECTION 3

None of the acts of the Board of Directors shall conflict with any of the provisions of this Constitution and By-Laws. The Board of Directors shall meet only at such time as the members agree to meet, or at the call of the president or upon the written request of two members of the Board.



ARTICLE VIII – CHURCH ORDINANCES

SECTION 1 – BAPTISM

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.

- A. Baptism shall be by immersion in water.
- B. Baptism shall be supervised by the pastor or ordained minister authorized by the church.
- C. Baptism shall be performed as an act of worship during any worship service.

SECTION 2 – THE LORD’S SUPPER

The Lord’s Supper is a symbolic act of obedience whereby members of the church, the body of Christ, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His return.

- A. The Lord’s Supper shall be observed quarterly, preferably the first Sunday of the quarter, or as otherwise scheduled.
- B. The Pastor may, at his discretion, schedule one additional observance of the Lord’s Supper each quarter.
- C. The Pastor and Deacons shall be responsible for the administration of the Lord’s Supper.
- D. The Deacons shall be responsible for the physical preparations of the Lord’s Supper.

ARTICLE IX – CHURCH MEETING

SECTION 1 – WORSHIP SERVICE

The church shall meet regularly for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the Pastor or as stipulated by the church.

SECTION 2 – REGULAR BUSINESS MEETING

The church will have regular Business Meetings on the First Wednesday after the first Sunday of each month. The July Business Meeting shall be the First Baptist Church of Scott City’s Official Annual Meeting

SECTION 3 – SPECIAL BUSINESS MEETING

No special business meetings shall be called without one week’s notice. The Pastor may, and shall, when he deems necessary or when requested by church council, the deacons, trustees, or a church committee, call special business meetings from the pulpit at least two regular worship services or



by notification through the mail to all resident members. The particular object of which is clearly stated in the announcement.

SECTION 4 - QUORUM

A quorum shall be considered present when at least ten percent of the preceding month's average Sunday School attendance is attained by members in good standing, except for the calling of a Pastor, election shall be by ballot, an affirmative vote of three-fourths of those voting being necessary..

SECTION 5 – RULES OF ORDER

Robert's Rules of Order, Revised, shall govern all business sessions of the church.

ARTICLE X - DISSOLUTION OF CHURCH AND DISPOSITION OF PROPERTY

SECTION 1

In the event of the dissolution of the First Baptist Church of Scott City, all property of the First Baptist Church of Scott City, real, personal and mixed of whatsoever kind and wheresoever located shall be transferred to another non-profit organization of similar kind and purpose.

SECTION 2

Dissolution of the church shall occur if the church, by official action, votes to dissolve as a church. Upon such action, the president of the corporation is authorized to sign all necessary documents to convey the property to the non-profit organization designated by church action.

ARTICLE XI - REVISIONS

This By-laws may be amended by a two-thirds vote of Active members present at any annual meeting of the church or at a meeting especially called for that purpose, provided one month's notice shall be publicly announced from the pulpit. No change shall be made in the Baptist Faith and Message 2000. Each amendment shall have been presented in writing at a previous business meeting, and read aloud at that same meeting, and copies of the proposed amendment(s) be furnished to each member.