

CONSTITUTION
of the
West End United Baptist Church
Halifax, N.S.
(Revised January 1986)
and subsequent amendments
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PREAMBLE

That all things may be done reverently and in order, and that we may the more readily help each other in our Christian service as members of this Church, we adopt the following articles as our method of work:

Article 1—NAME

1.1.1 This Church organized in 1890 shall be known as the West End United Baptist Church of Halifax, Nova Scotia.

Article 2 – OBJECT

2.1.1 The object of this Church, which is a co-operating body of the United Baptist Convention of the Atlantic Provinces, is to faithfully declare the Word of God, the Holy Bible; to have every member a regular worshipper in God's House, a diligent student of God's Word, a willing servant and witness for the Lord Jesus Christ and a proportionate giver to His Cause.

Article 3 -- MEMBERSHIP

Section 1 -- Admission by Baptism

3.1.1 Any person professing faith in the Lord Jesus Christ giving evidence of change of heart and having accepted the aims and ideals of this Church as expressed in Article 2 and the Church Covenant (Appendix A) and who desire admission, shall make their wishes known to the Pastor and Board of Deacons and be interviewed by them, after which applicants may make personal request for membership at any regular meeting of the Church and shall by vote of the Church be received into membership, effective immediately following baptism by immersion.

3.1.2 Any person who genuinely desires Believer's Baptism and is in full harmony with the requirements of this section and who in the opinion of the Pastor and the Board of Deacons is not physically capable of entering the waters of baptism may be presented to the Church for acceptance and full membership immediately without baptism, the will being accepted for the deed.

Section 2 -- Admission by Letter

3.2.1 Believers, having been baptized by immersion and in good standing in other Baptist Churches holding like faith may, by vote of the Church, be received immediately into membership after making affirmation of prior baptism and presenting letters of dismissal from other churches, and accepting the aims and ideals of this Church as expressed in Article 2 and in the Church Covenant.

Section 3 -- Admission by Experience

3.3.1 Persons desiring membership, having been baptized by immersion and giving satisfactory evidence of Christian character, although unable for satisfactory reasons to obtain a letter from a church of like faith and order and who accept the aims and ideals of this Church as expressed in Article 2 and in the Church Covenant, shall make known their wishes to the Pastor and the Board of Deacons and be interviewed by them, after which they may make personal request for membership at any regular meeting of the Church and shall by vote of the Church be received into membership.

Section 4 -- New Members

3.4.1 Members received into this Church under Section 1, 2, 3 and 8 shall be extended the right hand of fellowship in recognition of their admission to all the rights and privileges of this Church.

Section 5 -- Dismission of Members by Letter or Certificate

3.5.1 Any member who is in good standing shall, by vote of the Church, be entitled to a letter of dismission to any church of the same faith and order, or to a certificate of membership and Christian character, if wishing to unite with a church of another denomination. Request for dismission shall be presented at a regular meeting of the Church.

Section 6 -- Exclusion

3.6.1 When it appears that a member has deviated in an essential matter from the spirit of the Church's aim and Covenant, the Pastor and the Board of Deacons shall endeavor to bring about a renewal of fellowship and if unsuccessful, may recommend to the Annual Business Meeting of the Church, or a duly called business meeting the exclusion of the member, subject to a two-thirds majority vote of the members present.

Section 7 -- Membership Review

3.7.1 All members of the Church shall be deemed to be active unless designated otherwise. The Board of Deacons shall on a regular basis review the church membership and recommend that all those who have had no fellowship with the church for at least two years or whose whereabouts are unknown shall be transferred to an inactive list.

3.7.2 Such inactive members shall be visited by the Pastor or by the members of the Board of Deacons with a view to retaining or renewing their interest in the Church and its work. Should personal visitation not be possible, such members shall be communicated with by letters. If no contact has been possible or if the member expresses a desire to have his name moved to the inactive list than such members may be transferred from the active membership roll to the

inactive membership roll at the annual business meeting, upon a two-thirds vote of members present.

3.7.3 The Board of Deacons shall regularly review the inactive list for the purpose of encouraging members to become active again or to transfer their membership to where they are presently worshipping. An inactive member cannot serve in any capacity for which the Church membership is required and they have no voting privileges. Any member wishing to withdraw from membership in the church may do so by giving a notice in writing to the Church Clerk.

Section 8 – Restoration

3.8.1 Persons desiring restoration to active membership when it has been lost by exclusion or membership review shall make application to the Pastor and the Board of Deacons and be interviewed by them, after which they may make personal request for active membership at any regular meeting of the Church and shall by vote of the Church be received immediately into active membership.

Article 4 - OFFICERS AND BOARDS

Section 1- Pastor

4.1.1 The Pastor shall give spiritual leadership to the Church. He shall be responsible for the public services of worship and shall supervise the general development of the church work in cooperation with the appropriate boards and committees and shall be a member ex-officio of all boards and committees of the Church, except the Pulpit Committee, acting after his resignation to seek for his successor. He shall as soon as possible after assuming his duties transfer his membership to this Church as provided for in Section 2 of Article 3.

Section 2 - Associate Pastor/Assistant Pastor/ Director of Christian Education (Optional)

4.2.1 The Associate Pastor/Assistant Pastor and/or Director of Christian Education shall carry out such duties as assigned by the Resident Pastor in cooperation with the appropriate boards and committees. In the absence of a Pastor his or her duties shall be assigned by the Board of Deacons in cooperation with the appropriate boards and committees. He or she shall as soon as possible after assuming his or her duties transfer his or her membership to this Church as provided for in Section 2 of Article 3.

Section 3 -- Clerk

4.3.1 The Clerk, who shall be elected annually by the Church, shall keep an accurate record of church business transacted at all mid-week worship services, duly called business meetings and the annual business meeting and shall be responsible for the issuing and receiving of letters of

dismissal and transfer of membership. He shall preserve in a safe place all Church documents and shall keep a correct register of the membership with the date and manner of their admission and dismissal. He shall see that all members are informed of their election or appointment to an office, board or committee. At the annual business meeting of the Church, he shall submit a statistical report of the membership for the past year and a general record of the work of the Church suitable to serve, with due alteration, as the annual report to the United Baptist Convention of the Atlantic Provinces. He shall be privileged to attend meetings of all church boards and committees but if not a member of same shall not be entitled to vote.

Section 4 -- Assistant Clerk

4.4.1 The Assistant Clerk, who shall be elected annually by the Church, shall keep an accurate record of all church business in the absence of the Clerk and shall perform such other duties as may be required.

Section 5 -- Treasurer

4.5.1 The Treasurer, who shall be elected annually by the Church, shall have charge of all monies belonging to the Church with the exception of those provided for in Section 8 of Article 4. He shall, without special vote or authority, pay by cheque, out of the Church funds available for the purpose, all salaries, electric light, advertising, office supplies, telephone, water rates, rent, taxes, interests, monthly and quarterly mortgage payments, insurance premiums, Sunday School supplies and specially designated funds. He shall pay by cheque all other bills only after they have been approved by the Board of Trustees, if incurred by said board, or the Finance Committee, if authorized by said committee. He shall keep a record of all receipts and disbursements with proper vouchers. He shall present a summary of the financial condition of the Church at any duly called business meeting, if requested to do so. He shall present to the Church at the annual business meeting an audited financial statement of the previous year. He shall automatically become a member of the Finance Committee and it shall be his duty to attend all meetings of the Board of Trustees but if not a member of said Board he shall not be entitled to vote.

Section 5A -- Assistant Treasurer

4.5A.1 The Assistant Treasurer, who shall be elected annually by the Church, shall be responsible to the Treasurer and shall assist the Treasurer in the duties assigned that position and assume those duties in the absence of the Treasurer as directed by the Treasurer.

Section 6 -- Head Teller

4.6.1 The Head Teller, who shall be elected annually by the Church, shall be responsible to the Treasurer/Assistant Treasurer, and shall assist in receiving all church monies from the Tellers Committee and depositing same in a chartered bank on the first or second banking day of each week under the direction of the Treasurer/Assistant Treasurer.

Section 7 -- Sunday School Superintendent

4.7.1 The Superintendent of the Sunday School may be recommended to the Nominating Committee by the Christian Education Committee, and shall be elected annually by the Church. He/She shall be a member of the Christian Education Committee, and accountable to it. In cooperation with the Christian Education Committee, he shall be responsible for the organization and leadership of the Sunday School and shall be responsible for the selection of the Sunday School staff. In cooperation with the Sunday School staff he shall plan the Sunday School curriculum or courses for the various departments and classes of the school. Selection of curriculum or courses shall be subject to the approval of the Board of Deacons and the Christian Education Committee.

Section 8 -- Board of Deacons

4.8.1 The Board of Deacons shall consist of twelve members of the Church. They shall be elected to serve for a period of three years, and shall be eligible for reelection for a further three-year period. At the end of such period they must retire for at least one year before being eligible for reelection. Any member appointed to serve the unexpired time for another shall be considered to have filled the appointment for the full term.

4.8.2 The Deacons shall cooperate with the Pastor in advancing the spiritual interests of the Church, assist the Pastor with the Lord's Supper and in administration of funds for the needy which they have received from the Benevolent Offering at Communion Services. They shall consider proposed changes in the leading features of the Church and have a general oversight of all activities held in the Church building or under the name of the Church. In absence of the Pastor or when the Church is without a Pastor, they shall provide Sunday pulpit supply preachers and leaders for the Mid-Week Worship Services. It shall be the duty of the Board of Deacons to interview all persons expressing a desire to unite with the Church by baptism or experience. When it appears to be in the best interest of the Church, they may seek an interview with any Church member.

4.8.3 They shall notify the Church membership of vacancies on the Board caused by expiration of term, resignation, death or dismissal at least fifteen days immediately prior to any duly called business meeting, at which appointments are to be made.

4.8.4 The Pastor and Board of Deacons shall recommend to the Nominating Committee at least 21 days prior to any duly called business meeting or annual meeting at least one name for presentation by the Nominating Committee to fill each vacancy on the Board created by expiration of term, resignation, death or dismissal. Each nominee shall be contacted by a representative of the Board of Deacons to ensure that he will accept the nomination. Further nominations may be made by the Nominating Committee and/or, by members of the Church from the floor, provided the nominee has been previously contacted and has agreed to allow his name to stand for nomination.

Section 9 -- Board of Trustees

4.9.1 The Board of Trustees shall consist of nine members of the Church. They shall be elected to serve for a period of three years and shall be eligible for reelection for a further three-year period. At the end of such period they must retire for at least one year before being eligible for reelection. Any member appointed to serve the unexpired term of another shall be considered to have filled the appointment for the full term.

4.9.2 They shall hold in trust all property belonging to the Church and carry out the duties as provided for in the Act of Incorporation and manage all the affairs relating thereto (Statutes of Nova Scotia, 1908, c. 214, as amended).

4.9.3 They shall be responsible for engaging or dismissing the Sexton and defining his duties. They shall determine his compensation in conjunction with the Finance Committee subject to the approval of the Church.

4.9.4 The Board shall meet regularly each month with the exception of July and August and at the call of the Chairman. They shall present to the Finance Committee by December 1 each year an estimate of proposed expenditures for the coming year for their approval and submission to the Church at the Annual Business Meeting. Any proposed expenditure not provided for in the annual budget shall be referred to the Finance Committee for approval and submission to the Church if necessary.

4.9.5 The Board of Trustees shall make a full report of their year's activities to the Annual Business Meeting.

4.9.6 They shall notify the Church membership of vacancies on the Board caused by expiration of term, resignation, death, or dismissal at last fifteen days immediately prior to any duly called business meeting at which time appointments are to be made.

Section 10-- Restrictions

4.10.1 All the Church officers referred to in Section 3 to 7 inclusive of Article 4 must be members of this Church.

4.10.2 At no time shall any one person be elected to more than one of the offices listed in Sections 3 to 7 inclusive of Article 4.

4.10.3 No person shall be a member of both the Board of Deacons and the Board of Trustees at the same time.

4.10.4 Any member of a board anticipating extended absence should consult with the Board with a view to leave of absence or termination of office. If it appears that such member is unable to give reasonable service in that office, he shall be expected to submit his resignation in writing.

Section 11- Elections

4.11.1 In the event that only one nomination for each vacancy is presented, the nominee shall be elected by acclamation. In the event that there are more nominees than the number of vacancies, the election shall be by secret ballot. Each member may cast one vote for each vacancy. The candidate or candidates receiving the highest number of votes shall be elected to fill the vacancy or vacancies.

Article 5 - COMMITTEES

Section 1 -- Finance Committee

5.1.1 The Finance Committee shall consist of eleven members of the Church, including the Church Treasurer and Assistant Church Treasurer. With the exception of the Church Treasurer and Assistant Church Treasurer, members of the Church shall be elected to serve for a period of three years and shall be eligible for re-election for a further three year period; at the end of such period they must retire for at least one year before being eligible for re-election. Not more than one member of each of the Board of Deacons and the Board of Trustees may be a member of the Finance Committee.

5.1.2 They shall have the general care of the finances of the Church. They shall examine and pass for payment all bills not provided for in Section 5 Article 4. They shall present to the Church at the Annual Business Meeting the proposed budget for the ensuing year.

5.1.3 They shall meet regularly each month with the exception of July and August and at the call of the Chairman. Proposals to raise money by special appeal or offering shall be referred to this committee.

Section 2 -- Christian Education Committee

5.2.1 The Christian Education Committee shall consist of 12 members, including the Associate/Assistant Pastor or Christian Education Director, the Sunday School Superintendent, a representative from one of the Women's Missionary Societies, two leaders from the youth groups, a deacon recommended by the Board of Deacons and six members-at-large.

5.2.2 The function of the Christian Education Committee shall be to strengthen and support existing youth organizations; to see that leaders are available for the various groups; to act in an advisory and resource capacity; to co-ordinate the present programs and to assist in new Christian Education activities as the need arises.

5.2.3 They shall, before organizing any new group or program, forward their recommendations to the Board of Deacons for the approval of the Board.

5.2.4 They shall be responsible for the organization, supervision and administration of the Sunday School, Junior Church, and the Vacation Bible School. They shall, where practicable, plan a

program of leadership and education for Sunday School teachers and youth leaders, and for the discovery, selection and training of prospective teachers and leaders. They shall hold their first fall meeting before September 15th in order to review and plan the ensuing year's program and to ensure leadership for the groups under their jurisdiction. They may make a recommendation for Sunday School Superintendent to the Nominating Committee.

Section 3 - Missionary Committee

5.3.1 The Missionary Committee shall consist of eleven members of the Church, including a member recommended by the Women's Missionary Society and a Deacon recommended by the Board of Deacons.

5.3.2 They shall be responsible for keeping the Church informed on the general missionary program of the Church.

5.3.3 They shall be expected to take the initiative in promoting our missionary endeavors wherever promotional work is needed.

5.3.4 The Missionary Committee in consultation with the Board of Deacons shall make arrangements for any missionary conference, and financial arrangements for such conferences shall be cleared through the Finance Committee.

Section 4 -- Social Committee

5.4.1 The Social Committee shall consist of not more than forty persons, divided into four teams with an overall Chairman. Each team shall have a co-chairman. The general Chairman shall be responsible for the selection of the four teams and have general supervision of all the activities of the committee.

5.4.2 The committee shall be responsible for arranging refreshments for events pertaining to the Church as a whole and they shall co-operate with the Picnic Committee. They may at their own discretion co-operate with Church groups or outside groups.

Section 5 --Visitation Committee

5.5.1 The Visitation Committee shall consist of twenty members of the Church in addition to the Board of Deacons. The Church may at their discretion include as members of this committee persons who are particularly suited for visitation but whose membership is in their home Baptist Church. It shall be the duty of this committee to visit sick and shut-in members of the Church family and as many others of the Church family as possible.

Section 6 - Ushers and Offertory Committee

5.6.1 The Ushers and Offertory Committee shall consist of not more than forty persons of whom twenty percent may be juniors (age 12 to 16 inc.). In addition the Board of Deacons shall be on this committee ex-officio.

5.6.2 The ushers shall be responsible for the seating of the people at regular and special services of the Church. They shall receive the offering at such services when called upon to do so.

5.6.3 It shall be their responsibility to see that the temperature and ventilation are adjusted to provide as great a degree of comfort as possible for the congregation. They shall be responsible for the arrangement and distribution of the hymn books, bulletins, and material for the cardholders as necessary.

Section 7 - Tellers Committee

5.7.1 The Tellers Committee shall consist of not more than forty members of the Church. They shall be responsible for counting the offering except as provided for in Section 8 of Article 4, and handing over same with a summary to the Treasurer or Assistant Treasurer.

Section 8 -- Baptismal Committee

5.8.1 The Baptismal Committee shall consist of the Board of Deacons and their wives. They shall assist the Pastor and candidates at baptismal services.

Section 9 -- Pulpit Committee

5.9.1 The Pulpit Committee shall consist of nine members of the Church, two representatives appointed by the Board of Deacons, one representative appointed by the Board of Trustees, one representative appointed by the Finance Committee, one representative appointed by the Christian Education Committee, the Church Clerk, the Church Treasurer, and two Church members-at-large, who are not members of the above mentioned Boards and Committees. The Church members-at-large shall be elected at the duly called business meeting which the resignation of any member of the ministerial staff is accepted.

5.9.2 As soon as possible thereafter, and on direction of the Church, this committee shall take the necessary action to bring before the Church the name of a candidate to fill the vacancy. Progress reports shall be given to the Church as often as is practical or when requested by the Church.

Section 10 -- Publicity Committee

5.10.1 The Publicity Committee shall consist of three persons who shall co-operate with the Pastor in the promotion through advertising of all Church activities.

Section 11 -- Floral and Decoration Committee

5.11.1 The Floral and Decoration Committee shall consist of four persons who in cooperation with the Pastor shall arrange for the distribution of floral offerings and for the decoration of the Church on regular and special occasions.

Section 12 -- Bulletin Committee

5.12.1 The Bulletin Committee shall consist of two or more persons. It shall be their duty to assist in the preparation of Church bulletins.

Section 13 -- Picnic Committee

5.13.1 The Picnic Committee shall consist of six persons. It shall be their duty to organize the Church picnic including transportation and recreation. The catering shall be done in co-operation with the Social Committee.

Section 14 - Mid-Week Service Pianists Committee

5.14.1 This Committee shall consist of six persons whose duty it shall be to provide piano music for the Midweek Service.

Section 15 -- Audit Committee

5.15.1 The Audit Committee shall consist of three members of the Church. It shall be their duty to audit and verify the accounts of the Church at least once a year or at the call of the Church.

Section 16 -- Music Committee

5.16.1 The Music Committee shall consist of seven members of the Church including two representatives of the choir, one representative each of the Board of Deacons, Board of Trustees and Finance Committee and two members-at-large. The representatives of the Boards, Committee and members-at-large shall not be members of the choir. The representatives shall be appointed by the respective Boards and Committees.

5.16.2 The Organist and Choir Director may attend meetings in advisory capacity but shall not be entitled to a vote.

5.16.3 The Committee shall be responsible to the Church for the selection and recommendation of a candidate for the position of Organist and Choir Director and shall in conjunction with the Finance Committee, recommend compensation for approval by the Church. They shall appoint accompanists for the Junior and Intermediate Choirs.

5.16.4 The Music Committee, the Pastor and the Organist and Choir Director shall meet at least quarterly and work closely together in the ministry of music of the Church.

Section 17 - Nominating Committee

5.17.1 The Nominating Committee shall consist of twelve members of the Church. The Nominating Committee presently in office shall present to the Church at the Mid-Week Service preceding the first Sunday in October the names of not less than twelve nominees for the ensuing year. These names shall include a representative of each of the Board of Deacons, the Board of Trustees, Finance, Social, Christian Education, Missionary, Tellers, Visitation, Ushers and Offertory Committees, and three members-at-large, one of which to represent the young people. The stated representatives shall be appointed by the respective Boards and Committees. Further nominations for members-at-large may be made from the floor. The term of office shall be for one year. This committee shall be elected by vote of the Church and no member shall serve more than two consecutive terms on the committee.

5.17.2 The Nominating Committee shall nominate candidates to fill all vacancies in offices, boards and committees as provided for in this Constitution, and the report shall be posted on the Church Bulletin board at least fifteen days prior to the date set for the Annual Business Meeting. No person shall be nominated to more than three committees. The report shall be posted on the date indicated even though incomplete.

5.17.3 The Nominating Committee shall present a complete list of nominations at the Annual Business Meeting of the Church. Further nominations may be made from the floor provided the nominee has been previously contacted and has agreed to allow his name to stand for nomination. The committee shall be responsible for nominees to fill vacancies, which occur during the year. The names of such nominees shall be presented to the Church at a duly called business meeting.

Section 18 - Other Committees

5.18.1 Additional Committees may be appointed or elected as deemed necessary by the Church. If the Church so instructs, personnel for such committees shall be nominated by the Nominating Committee

Section 19 -- Election of Committees

5.19.1 All committees included in Section 1 to 16 inclusive of Article 5 shall be elected by the Church at the Annual Business Meeting.

Article 6 -- ADDITIONAL PERSONNEL

Section 1-- Sexton

6.1.1 The Sexton shall be engaged as provided in Section 9 of Article 4.

Section 2 -- Church Secretary (Optional)

6.2.1 The Board of Deacons may engage a Church Secretary for full or part-time service as deemed necessary and, in conjunction with the Finance Committee shall recommend compensation.

6.2.2 The duties of the Church Secretary shall be assigned and supervised by the Pastor.

Section 3-- Organist and Choir Director

6.3.1 The Organist and Choir Director shall be engaged by the Church as provided for in Section 16 of Article 5 and shall be responsible for providing the music at all regular Sunday Church services and other special meetings when called upon to do so. The Organist and Choir Director shall be responsible for the direction of the Senior Choir, coordination of the Church Pianists and the general supervision of all Church Choirs unless the Church directs otherwise.

Section 4-- Financial Secretaries

6.4.1 There shall be a Financial Secretary and an Assistant elected annually by the Church, both of whom shall be members of the Church. It shall be their duty to keep an accurate record of the giving of the contributors to the Church based on information provided by the Treasurer and Tellers' Committee. They shall be responsible for the distribution of the yearly envelopes. They shall provide statements of individuals' giving as directed by the Finance Committee.

Section 5-- Church Pianists and Song Leaders

6.5.1 The Organist/Choir Director may select Church Pianists and Song Leaders to preside at Church services as required.

Section 6-- Moderator

6.6.1 A Moderator for Church business meetings shall be nominated annually by the Nominating Committee at the Annual Business Meeting. The appointment shall take effect immediately and the term of office shall be one year. The Moderator shall be a member of the Church.

6.6.2 It shall be the duty of the Moderator to preside at the Annual Business Meeting and all duly called business meetings and conduct such business as appears on the agenda provided by the Church Clerk. He shall at all times be subject to the will of the Church.

6.6.3 He shall before the transaction of any business read aloud Section 10 of Article 9, rights of members, pertaining to eligibility to vote or speak.

6.6.4 In the absence of the Moderator, a Moderator pro-tem shall be appointed from the floor.

Section 7 -- Other Officers of the Sunday School

6.7.1 There shall be one or more Assistant Superintendents, all of whom shall be elected annually by the Church.

Article 7 --MEETINGS

Section 1 -- Lord's Day Services

7.1.1 The Church shall meet regularly on each Lord's Day both morning and evening for public worship, unless otherwise directed by the Pastor and the Board of Deacons.

7.1.2 The Ordinance of the Lord's Supper shall be observed once a month preferably on the first Sunday of the month at which time a Benevolent offering shall be received and set apart for administration as provided for in Section 8 of Article 4.

Section 2 -- Mid-Week Service

7.2.1 There shall be a regular Mid-Week Worship Service at which opportunity may be provided for prayer, praise, testimony, and Bible Study. At such meetings items of recurring business may be transacted such as appointments of delegates, voting on membership as set out in Article 3, Section 1 to 3 and 5.

7.2.2 The Mid-Week Service immediately preceding the first Lord's Day of each month shall be the monthly Covenant Meeting of the Church.

7.2.3 At least once each quarter an opportunity shall be given for the mid-week service to become a missionary service in co-operation with the Pastor and the Women's Missionary Society or the Missionary Committee.

Section 3 -- Annual Business Meeting

7.3.1 There shall be an Annual Business Meeting of the Church for presentation of written reports from officers, boards, committees and other departments of the Church, also the election of officers, boards and committees and the transaction of any other business pertaining to the Church.

7.3.2 The date of such a meeting shall be the last Wednesday of the month of January. In the case of not having a quorum or in the event of inclement weather the said meeting shall be called as soon thereafter as possible.

Section 4 -- Duly Called Business Meeting

7.4.1 Meetings for the transaction of special business shall be called when necessary by the Church Clerk at the request of the Pastor, Board of Deacons, Board of Trustees, Finance Committee or on written request signed by twenty-five members of the Church.

7.4.2 The announcement of such meeting and the nature of the business to be transacted shall be made at least once on each of two Sundays prior to the date of such meetings.

Section 5 -- Order of Annual Business Meeting

- 7.5.1
- Opening Hymn
 - Opening Prayer
 - Call to Order by the Moderator
 - Minutes of the Preceding Meetings
 - Consideration of Reports
 - Election of Officers
 - Election of Boards and Committees
 - Other Business
 - Adjournment with Prayer

Article 8 - LICENSE TO PREACH

8.1.1 A member in good standing preparing for the ministry or contemplating lay ministry in our churches may apply to the Board of Deacons for a license to preach. The Board shall give careful consideration and may present for a vote of the Church such applications as they approve. Licenses so granted shall be for one year and may be revoked at any time at the will of the Church.

Article 9 -- GENERAL REGULATIONS

Section 1 -- Organization of Committees

9.1.1 The first named on each committee shall call the committee together to decide on a chairman and to appoint such other officers or sub-committees as may be necessary. In the event that the first named is unable to convene the committee within two weeks after appointment, the Church Clerk shall be empowered to convene the committee or appoint one of the committee members to act as convener.

Section 2 -- Vacancies in Office

9.2.1 The Chairman of each committee shall report to the nominating committee the need of filling any vacancies, which may occur during the year. In the event of the resignation or removal by death of any church officer the Pastor shall notify the Nominating Committee of the necessity of filling the vacancy thus created.

Section 3 - Reports

9.3.1 The Church may request a report from any officer or committee at any duly called business meeting if reasonable notice has been given. Such report shall not be regarded as a substitute for the annual report at the Annual Business Meeting.

Section 4 -- Quorums, Boards and Committees

9.4.1 A quorum for the transaction of business by the Board of Deacons, Board of Trustees, Finance Committee, Christian Education Committee, Missionary Committee, Music Committee or Nominating Committee shall consist of a majority of the members of the said boards or committees. The majority of the votes cast on any question shall decide such question.

Section 5 - Quorums for Annual and Duly Called Business Meetings

9.5.1 A quorum for the commencement of business at the Annual Business Meeting or duly called business meetings shall be not less than fifty members of the Church. Such meetings may continue and business may be duly transacted as long as forty-five or more members of the Church remain in attendance.

Section 6 -- Method of Support

9.6.1 The Church shall be supported by the free will offerings of its members, adherents and friends.

9.6.2 Special offerings may be received by the Church from time to time as deemed necessary on the approval of the Finance Committee

9.6.3 All giving and funds received by the Church shall be used for the ministry and missions of the Church and shall be without purpose of gain for its members. Any surplus or other increases shall be used in promoting the objectives of the Church.

Section 7 -- Church Year

9.7.1 The fiscal year of the Church shall begin on the first day of January and end on the thirty-first day of December.

Section 8 - Rules of Order

9.8.1 All business meetings shall be governed by the rules of ordinary parliamentary procedure. A copy of Robert's Rules of Order shall be in the hands of the Clerk at all business meetings for reference.

9.8.2 Any member may have the privilege of asking for a vote by ballot if the matter is of personal or serious nature. A majority vote of the members present shall determine whether such a ballot shall be taken.

9.8.3 Scrutineers: At least three persons shall be named by the Moderator to count ballots when required for election purposes. The results shall be given secretly to the Moderator, who shall, if a tie is indicated, cast the deciding vote. In election ballots the numbers shall not be reported to the meeting, and the scrutineers shall be sworn to secrecy.

9.8.4 However, when there is a ballot vote on other matters, the numbers may be reported if so ordered by the meeting, and a tie vote shall be declared lost, without resort to a deciding vote.

Section 9 -- Will of the Church

9.9.1 All officers, boards, committees and organizations of the Church shall act in conformity with the will of the Church within the terms of this constitution.

Section 10 -- Rights of Members

9.10.1 All church members shall have the right to take part in the deliberations at any Church business meeting and may vote on any question.

9.10.2 No person shall speak more than twice to any motion unless by permission of the Church at that meeting.

9.10.3 The Church may grant permission to a person other than a member to speak to any question but may not grant permission to vote.

Article 10 -- AMENDMENTS

10.1.1 This constitution may be amended, added to, altered or repealed at the Annual Business Meeting of the Church by a two thirds vote of the members present, provided that three months notice of any proposed amendments have been given in writing to the Church Clerk. Such notice of motion shall be announced to the Church membership from the pulpit on three occasions, three months before the Annual Business Meeting.

APPENDIX "A" - CHURCH COVENANT

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Saviour; and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, 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 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, 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, and whatever we eat or drink or whatever we do, we will do it all for the glory of God. (1 Cor. 10:31) Furthermore, we will constantly strive to abstain from all appearances of evil and wrongdoing and be zealous in our efforts to advance the Kingdom of our Saviour.

We further engage to watch over one another in brotherly love; to remember 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 Saviour to secure it without delay.

And 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.