

# THE BYLAWS OF FRIENDSHIP MISSIONARY BAPTIST CHURCH

TUSCALOOSA, ALABAMA

(Approved On April 12<sup>th</sup>, 2003)

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## **Article I. Membership**

### **Section 1. General**

Membership in this body will be made up of persons who make such decision known at any public worship service and presenting themselves as a candidate for membership.

### **Section 2. Acceptance of members**

(1). Professions of faith. Profess Jesus Christ as Savior and believer's baptism by immersion as commanded by Christ in Matthew 28:19. (2). Transfer of a letter. Members of another Baptist church of like faith and order may be received upon transfer of their letter from that church. (3). Statement. Anyone who has been a member of a church of like faith and order, and in consequence of a peculiar circumstance has no regular letter, may be received into the fellowship upon a statement, satisfactory to the members of Friendship Missionary Baptist Church.

### **Section 3. Voting rights**

All active members may participate and vote in the transaction of church business.

### **Section 4. Responsibilities of Membership**

It will be the responsibility of each member to support the Church in fulfilling its mission and purpose. This may be manifested by prayer, tithing, attendance at worship and Bible Study, and service (unless providentially hindered).

## **Section 5. Discipline**

Should any unhappy differences arise between members; the aggrieved member will follow, in a tender spirit, the rules given by our Lord in Matthew 18. Should any case of gross misconduct or public scandal occur, the Deacons will endeavor to remove the offense following the same Biblical teachings as above, and if such fails, will recommend the case to the Church.

If the Church votes to entertain a complaint against a member, which must be in writing, it will appoint a reasonable time and place of a hearing and notify the person in question thereof, furnishing the member with a copy of the charges. At such hearing the accused will be entitled to counsel of his choosing. If the accused fails to attend the hearing the Church may proceed in his absence.

All such proceedings will be prevailing by a spirit of Christian kindness and forbearance, but should an adverse decision be reached, the Church may proceed to admonish or terminate the membership of the member.

## **Section 6. Termination of membership**

Membership in Friendship Missionary Baptist Church, Inc. may be terminated in the following ways. 1. A letter of dismissal or transfer may be granted any member in good or regular standing to any church of like faith and order upon official request of said church. 2. By removal. The names of members joining other churches to which letters cannot be granted are removed from the roll. 3. By discipline. 4. By death. See Article 1, Section 5 above.

## **Article II. Church Government and Meetings**

### **Section 1. Form of Government**

The congregational form of government will be inviolably preserved in The Friendship Missionary Baptist Church. The assumption of authority by any individual or group apart from the duties and responsibilities placed on them under the provisions of these bylaws is thoroughly inconsistent with the spirit and intent of these bylaws and the will of the members of this church.

### **Section 2. Church Year:**

The calendar year will be the fiscal year under which the church will operate. In all other matters, the church year will commence on the first day of October and end on the last day of September.

### **Section 3. Worship Services**

The church will meet regularly every Lord's day for worship, Bible study, and training in Christian service. The church will also meet at least once each week in a service of prayer, Bible study and testimony. The church may hold such additional meetings as may be needed to meet the spiritual needs of the congregation. The Lord's Supper will be observed at least once after each service(s), the first Sunday of each month or as designated by the pastor.

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

For the transaction of its business, the church will hold a quarterly business meeting on the second Saturday following each quarter. A minimum of twenty-five (25) active members present and voting shall constitute a quorum. By majority vote of those active members present and voting, any regular business meeting may be recessed to a specific date. No other agenda matter(s) may be discussed if a regular business meeting is recessed to a specific date.

#### **Section 5. Special Called Business**

Special business meetings may be called for a specific purpose, by the pastor or a majority of the deacons after one week's public notice to the members of the church at a Sunday service, or as written in church bulletin. A minimum of twenty-five (25) active members present and voting shall constitute a quorum. No other subject may be discussed at a special called meeting except for which it was called and previously announced.

#### **Section 6. Moderator**

The pastor will preside as moderator at all regular and special business meetings of the church except in matters directly pertaining to the pastor, at such times the Chairman of Deacons will preside. In the absence of the pastor, the chairman of deacons will preside. In the absence of the pastor and the chairman of deacons, the vice chairman of deacons will preside. In the absence of all three, the clerk will call the church to order and a moderator pro tem will be nominated and elected from among the active members present. All regular and special business meetings of the church will be transacted according to *Robert's Rules of Order* (Revised), but the church may adopt special rules, if desired, not in conflict with the Constitution, these bylaws or generally accepted rules of parliamentary procedure.

#### **Section 7. Majority Rules**

All matters will be decided by a majority of the active members present and voting.

### **Article III. General**

#### **Section 1. Licensing of Ministers**

When a member announces to the church that he feels the call to the ministry, the Church, by majority vote of the active members present, may license him as an acknowledgment of his call to the ministry and encouragement to make preparation for it. The clerk of the Church may furnish the member with a certificate of license as his credentials as directed by the pastor.

## **Section 2. Ordination of Ministers**

In the event Friendship Missionary Baptist Church is requested to ordain a member for the Gospel Ministry, the following procedure will be followed: The pastor will form a Council on ordination to examine the candidate concerning his call and fitness for the ministry. The Council will consist of the Pastor and other ordained men of Friendship Missionary Baptist Church, and other ministers and deacons that may be invited from other Baptist Churches. After the Council has met with the candidate, a report will be made to the Church. Upon recommendation of the Council, and approval by the church, the ordination of the candidate will proceed. It is understood that the performance of civil duties by the member will be governed by state law.

## **Article IV. Church Officers**

### **Section 1. Officers defined**

For the transaction of business the Officers of this Church will be the **Pastor, Deacons, Trustees, Clerk, Treasurer, and Financial Secretary**. All Officers of this Church will be tithers in belief and practice.

### **Section 2. Election and Duties**

#### **Section 2.1 Pastor**

The Pastor is responsible for preaching the Word, reproving, rebuking, and exhorting with all long suffering and doctrine. The pulpit of the church will be under his personal supervision and control during the tenure of his office. It will be the privilege of the Pastor to select the evangelists who will assist in special revival services, and to select the other ministers to fill the pulpit on other stated occasions.

The Pastor will be an ex-officio member of all standing and special committees, Boards, Councils, etc., and exercise leadership toward the purpose as stated in the Constitution.

Whenever a vacancy occurs, a pastor will be called by the Church to serve for an indefinite period. The relationship may be dissolved at the request of the pastor or the Church; however, in either case, at least a thirty-day notice will be given of termination, unless otherwise mutually agreed upon by both parties.

#### **Section 2.2 Music Coordinator**

It will be the duty of the Music Coordinator to direct and supervise the planning, promotion, implementation, and administration of the music program of the church. The Music Coordinator will serve on the church council and assist in coordinating the total church program. The Music Coordinator will work directly with the pastor.

Music Coordinator will recommend and/or enlist persons to assume leadership responsibilities in the music program, delegating responsibilities to provide adequate leadership. Music Coordinator will assist the Pastor in planning, conducting, and evaluating the worship services of the church.

Music Coordinator will administer a graded music program to serve all groups and church functions; organize music groups, choirs, vocal and/or instrumental ensembles. Music Coordinator will enlist and train leadership for the music program.

Music Coordinator will counsel, advise, and assist church leaders in integrating the music program into the church-wide programs.

Music Coordinator will serve as an exofficio member of the Music Staff.

Music Coordinator will supervise other music personnel.

Music Coordinator will supervise the maintenance of all church-owned musical instruments and equipment.

Music Coordinator will submit an annual budget to the Budget and Finance Committee.

### **Section 2.3 Youth Director**

It will be the duty of the Youth Director to coordinate all youth programs by utilizing the organizations of the church. Youth Director will be responsible for leading the church to provide a positive and a spiritual program aimed at helping the young people of the church relate their lives to Christ.

The Youth Director will work closely with the pastor in determining that adult leadership is adequately staffed at all times and to insure that adequate adult leadership is available.

The Youth Director is responsible for providing adequate Bible study in addition to that presented by the youth Sunday School Department, and for supervising youth outreach and mission activities.

The Youth Director will be responsible for planning and coordinating a well-balanced recreational program for youth based on the goals of helping the youth in their overall spiritual, physical, emotional, and mental development.

The Youth Director will work with the Pastor in planning and promoting youth revivals and special youth projects as needed. Youth Director will serve as exofficio member of the Youth Department.

Youth Director will submit an annual budget to the Budget and Finance Committee.

#### **Section 2.4 Director of Christian Education**

The Director of Christian Education will direct and supervise the planning, promotion, implementation, and administration of the education program of the church. Director of Christian Education will serve on the Church Council and assist in coordinating the total church program. The Director of Christian Education will work directly with the Pastor.

Director of Christian Education will recommend and/or enlist persons to assume leadership responsibilities in the educational program, delegating necessary responsibilities to provide adequate leadership. Director of Christian Education will assist the Pastor in planning, conducting, and evaluating the worship services of the church.

Director of Christian Education will direct the planning, implementation and evaluation of a comprehensive program of Christian education based on the tasks of the Sunday school, Children Church, Discipleship Training, Brotherhood and Women's Missionary Ministry.

Director of Christian Education will organize, promote and/or conduct a teacher training program.

Director of Christian Education will serve as an exofficio member of the Education Committee.

Director of Christian Education will submit an annual budget to the Budget and Finance Committee.

#### **Section 2.5 Church Outreach Director**

The Outreach Director will be responsible for developing and implementing methods of encouragement to members and others through correspondence and telephone calls.

The Outreach Director will develop and maintain prospect files, initiate and monitor visitation programs and assist the Sunday school in reaching and enlisting new members.

This will include the initiation of training programs for the purpose of training members in witnessing and soul-winning.

The Outreach Director will serve as exofficio member of the public relations committee.

The Outreach Director will submit an annual budget to the Budget and Finance Committee.

### **Section 2.6 Director of Ushers**

The Director of Ushers will direct and supervise the planning, promotion, implementation, and administration of the usher ministry. Director of Ushers will assist in coordinating the total usher program. The Director of Ushers will work directly with the Pastor.

Director of Ushers will recommend and/or enlist persons to assume leadership responsibilities in the usher ministry, whose duty it shall be to attend/greet at the door at the services of public worship, by rotation. Director of Ushers will assist the Pastor in evaluating the worship services of the church to make the worship services pleasant for all who attend. Director of Ushers will work in conjunction with the Nurses Guild to insure that medical attention needs are met and proper medical procedures are adhered to.

Director of Ushers will organize, promote and/or conduct an ushers' training program.

### **Section 2.7 Deacon Chairman**

The Chairman of Deacons will lead and direct the deacon body in a spiritual ministry which supports the pastor and the Church. He will serve on the Church Council, the Budget and Finance Committee and the Nominating Committee, for the purpose of providing input from the deacon body. He will provide encouragement and guidance in the administration of a Family Ministry plan. He will serve as Moderator in the absence of the pastor.

### **Section 2.8 Trustees**

The Chairman of Trustees will lead and direct the trustee body in a professional manner which supports the pastor, deacons, and the Church. The church trustees will be selected by the church. Vacancies may be filled at any time. The trustees, as provided by law and action of the church, will hold in trust the title to all church property. They will execute all legal papers relating to the church and to the community as the church may direct. They will have no power to buy, sell, mortgage, lease, or transfer any property of the church, including both real and personal property, without a specific vote of the church authorizing such action; neither will the trustees have any control over the use of the property of the church except by vote of the church. The trustees will have general oversight over the upkeep, repair, and use of the church property.

The trustees will be responsible for having an annual inventory and a physical appraisal made of all church property. The trustees will be responsible for securing adequate insurance coverage for all church property annually. The trustees will present their recommendation for insurance coverage to the church at any regular business meeting for

approval by member vote. It shall be the trustees' responsibility to count the tithes and offerings and to assist the Treasurer in making bank deposits.

## **2.9 The Financial Secretary**

The financial secretary is a paid position and not an elected position. The financial secretary shall be responsible for the distribution of church envelopes. The financial secretary shall, with the assistance of at least three other trustees, count and record all church offerings. The financial secretary shall keep a record of all current, missionary and designated funds paid by the individual members through church envelopes. The financial secretary shall send annual receipts for contributions to the donors in accordance with Revenue Agency requirements and communicate with the Treasurer regarding the designation of various monies received in accordance with Revenue Agency requirements.

## **Section 2.10 Treasurer**

The treasurer will be elected annually. It will be the duty of the treasurer to receive and make bank deposits. The treasurer will be an exofficio member of the Budget and Finance Committee.

The church will also elect annually an assistant treasurer. The assistant treasurer will also assist the treasurer in the performance of the duties imposed upon him by these bylaws.

The treasurer and assistant treasurer will be bonded. The amount and conditions of the bonds will be recommended by the Budget and Finance Committee and approved by the church.

## **Section 2.11 Clerk**

The clerk will be elected annually. It will be the duty of the clerk to attend, or to be represented at all business meetings of the church and to record all actions of the church in the form of minutes. A register of the names of members, with dates of admission, dismissal, or death, together with the dates of baptisms, as well as a listing of inactive members will be maintained. The clerk will issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings as directed in these bylaws.

The clerk will prepare the annual association letter to be submitted to the Associations each year. The church may delegate clerical responsibilities to the church secretary. All church records are the property of the church and will be filed in the church office.

## **Article V. Deacons**

### **Section 1. General:**

All Deacons must be members of Friendship Baptist Church. They must possess belief in sound Biblical doctrine and "The Church Covenant." They will be tithers in belief and practice. Their social and moral standards should be above question. Their life and conduct at all times should be the type that will bring honor to the name and cause of Christ and a credit to the Church. They should be willing to give of themselves to serving Christ through ministering to the membership of Friendship Baptist Church. They should support the programs and ministries of the Friendship Baptist Church, New Antioch Bethlehem District, Northwest, State and the National Baptist Conventions.

### **Section 2. Qualifications:**

All Deacons will meet the spiritual requirements set forth in Acts 6:3 and I Timothy 3:8-13. To serve as a Deacon he must have been a member for one or more years by the time of selection unless credentials are accepted from another church of like faith. He should be able to attend regularly scheduled monthly meetings of the Deacons. He will be faithful and a loyal supporter of the entire Church Program.

### **Section 3. Selection:**

The Church will nominate men to serve in the office of a deacon as follows: Any member of the Church may nominate one or more male members of the Church who meet the qualifications as stated above, by using the nomination forms provided. Nominations must be in the Church office by the first Sunday in September anytime deacons are up for nomination.

A letter, in the form of a questionnaire along with a copy of these bylaws will be sent to each nominee. A Deacon nominating committee will consist of, the Pastor, the Chairman of Deacons, and three other deacons selected by the deacon body. The committee will meet with each nominee for the purpose of counseling, examination and to determine if the nominee desires that his name be placed on the ballot.

The selection will be held during the last Sunday Morning service in September, using a preprinted ballot. The nominees receiving the most votes will be selected, up to the number needed.

### **Section 4. Duties and Responsibilities:**

In accordance with the meaning of the word and the practice of the New Testament, deacons are to be servants of the Church. They are to be zealous to guard the unity of the spirit within the Church in the bonds of peace. They shall support the Pastor. Deacons will serve as council of advice, conference, and action with the Pastor in matters pertaining to the welfare and work of the Church. They will be witnessing servants. They are to assist in formulating plans for constant progress of the Church in all things pertaining to evangelistic outreach and discipleship of Christians for the extension and growth of the Kingdom of God. They will be regular in their attendance in the worship services of the Church.

By proper organization and method among themselves, they are to establish a Family Ministry Program for the purpose of maintaining personal relations with, and inspiring oversight of all members of the Church. They are to seek to know the physical and spiritual needs of the members, and to serve the whole Church by supporting, encouraging and edifying those who are in need.

In counsel with the Pastor, except where the Pastor is the subject of the disciplinary action, either singularly or as a group and by such methods as the Holy Spirit may direct, in accordance with the New Testament teachings, they are to have oversight of the discipline of the Church. They are to be guided always by the principles set forth in Matthew 18:15-17, I Corinthians' 5:9-13 and I Thessalonians 5:12-14. The Deacons will be free to call upon any member of the Church to aid in discipline.

Deacons will assist the Pastor in the serving of the Lord's Supper.

Every deacon will accept the responsibility of witnessing and soul winning.

### **Section 5. Organization:**

The whole body of Deacons will be organized as a unit for the consideration of general policies to perform their assigned duties and will meet at least monthly. They will organize themselves as directed.

## **Article VI. Committees**

### **Section 1. General**

The church will establish such committees as are needed to carry out its work. Each committee will have six members serving on a two-year rotation system with one half to be elected each year. Except as provided in these bylaws, each committee will be responsible for electing their own chairperson. The nominating committee will serve from June 1 to May 31; all other committees will serve from October 1 to September 30.

#### **Section 1.1. Budget and Finance Committee**

The Budget and Finance Committee will be composed of, the pastor, the chairman of deacons, two additional deacons, chairman of trustees, two additional trustees, financial secretary, the church treasurer, and the church clerk. They will meet monthly, or at other times as the committee deems necessary, to consider the financial condition of the church and make regular reports of the financial condition to the church in regular business meetings. The committee will present the proposed budget to the deacons and trustees a week prior to October business meeting for their information. It will be the duty of the Budget and Finance Committee to designate the depository or depositories of all church funds; prepare annually a proposed budget, giving due consideration to the needs of the various departments, organizations, and programs of the church; and submit the proposed budget to the church at the October business meeting. In addition to the specific duties

imposed upon it herein, the Budget and Finance Committee will have general oversight of all church finances, the procedure for approval of disbursement and expenditure of all funds.

This committee will cause an audit of the church financial records to be made annually. This audit will be made by a contracted auditing firm approved by the budget and finance committee.

An audit report will be made to the church not later than April of the ensuing year.

The clerk will keep a written and accurate record of all the activities of the committee, and will make such records available to the deacons, trustees, and the church upon request.

### **Section 1.2. Building and Grounds Committee**

It will be the duty of this committee to care for all the real property of the church, and to recommend and supervise necessary purchases and repairs. This committee consists of the Chairman of trustees, two trustees, one member, and two custodial workers.

The Chairman of trustees will submit an annual budget of the Building and Grounds Committee to the Budget and Finance Committee.

### **Section 1.3. Church Council**

The Church Council will consist of the Youth Director, Chairperson of Public Relations Committee, Director of Christian Education, Music Coordinator, Discipleship Training, Vacation Bible School, Deacon Chairman. The Church Council will meet as often as needed to plan and coordinate church-wide activities. (I.E.: picnics and etc.)

The Church Council will make recommendations to the church for action.

### **Section 1.4. Committee on Committees**

The Committee on Committees will be composed of six members recommended by the Nominating Committee and approved by church vote annually. The chairperson will be selected by the Nominating Committee.

The Committee on Committees recommends persons to fill expiring terms on committees, except as otherwise specified in these bylaws, each year and fills the vacancies occurring throughout the church year.

The Committee on Committees will have the responsibility of overseeing the active function of each committee, and to insure that each committee has elected officers within 30 days of the beginning of the new church year.

### **Section 1.5. Education Committee**

The Education Committee will assist the Director of Christian Education in planning, development and promoting activities and programs for the purpose of enlisting and involving the church membership in the total education ministry of the church. The committee will also function in an advisory capacity, responsible for the screening of curriculum used in the church educational programs. (In the absence of a Director of Christian Education, the Director of Sunday School will fill this role). The Director of Christian Education will serve as an exofficio member.

### **Section 1.6. Heritage Committee**

The Heritage Committee will be a regular committee and will consist of six members nominated by the Committee on Committees. The Heritage Committee will be responsible for collecting and preserving the history of The Friendship Missionary Baptist Church. Their duties will include preparing and maintaining scrap books and other display materials illustrating the church's history, maintaining an area within the church where historical materials are stored and preserved.

### **Section 1.7. Music Committee**

The Music Committee will assist the Music Coordinator in all musical training efforts and work to improve the general standards of the music of the church. This committee is charged with the purchase and care of music properties such as instruments and hymnals.

The Music Coordinator and pianist will be exofficio members of the Music Committee

### **Section 1.8. Nominating Committee**

At the regular nominating business meeting in May each year, the existing nominating committee will nominate three persons to serve on the nominating committee for the coming year. Upon their selection, these, in addition to the chairman of deacons, will be the new committee.

The nominating committee will submit nominations for clerk, assistant clerk, treasurer, assistant treasurer, director of Sunday school, and assistant director of Sunday school no later than the September business meeting. The nominating committee cannot nominate persons currently holding chairperson positions, and/or nominate one person for more than one office.

The term of office for clerk, assistant clerk, treasurer, assistant treasurer, director of Sunday school, and assistant director of Sunday school will begin on the first day of October each year. Nominations for vacancies will be submitted to the Church by the committee to fill unexpired terms.

### **Section 1.9. Nursery Committee**

With a goal as outlined in Proverbs 22:6, "Train up a child in the way he should go, and when he is old he will not depart from it."

The Nursery Committee will be responsible for staffing the nursery with qualified nursery workers during worship service(s) of the church. Regardless of whether paid or volunteer workers are used, every effort should be made to obtain active members of the Church. This committee will also work to make sure that child births in the membership are acknowledged. The Committee will develop procedures with the budget and finance committee for requesting and approving any paid nursery workers.

The Nursery Committee will be responsible for providing necessary supplies and equipment, and insuring proper maintenance and cleanliness of equipment and facilities.

### **Section 1.10. Ordinance, Funeral and Wedding Committee**

This committee will be composed of three deacons and three deacon wives. The Committee will assist the Pastor in preparing for and administering the ordinance of baptism, and will assist the Pastor and the Deacons in preparing for and administering the ordinance of the Lord's Supper.

The committee will insure that all needed baptismal and Lord's Supper supplies and materials are in place prior to the observance of each ordinance. This committee will make recommendations for supplies and equipment as needed. The committee will insure that all equipment is gathered, cleaned, and stored after each observance of the ordinance.

The committee will also work with the Pastor and the wedding parties in making the wedding a meaningful and happy experience to all involved. This committee will be responsible for insuring that the church facility is accessible and comfortable for the preparation and ceremony.

The committee will also work with the Pastor and the bereaved family in making necessary funeral arrangements for deceased members. This committee will be responsible for insuring that the church facility is accessible and comfortable for the services. This committee will also insure ministry service requirements are met.

The committee will be responsible for establishing and maintaining rules governing weddings and funerals at Friendship Missionary Baptist Church, and for insuring that the date and time are placed on the church calendar.

### **Section 1.11. Personnel Committee**

The Personnel Committee will make recommendations to the church in matters regarding staff and employees. The committee's responsibilities include recommending staff positions, salaries, benefits, hiring and termination of services.

This committee will write job descriptions for all staff members and update job descriptions annually.

This committee will prepare and maintain an organizational chart relating to the employed staff.

All employed staff, except the Pastor, will notify chairman of the Personnel Committee in writing when they desire to terminate their employment. A two-week notice is expected.

This committee will review all church personnel salaries annually in August and make recommendations to the Budget and Finance Committee.

The Personnel Committee will make policy recommendations to the church, regarding office hours, vacation, sick leave, holidays, compensatory time, and time off for revivals and special meetings for church staff. This committee will also be responsible for the maintenance and preservation of personnel records.

#### **Section 1.12. Planning and Development Committee**

The Planning and Development Committee is responsible for all visionary planning. It is responsible for recommending to the church future building and equipment needs. All such recommendations will be acted upon by the Church before implementation.

**Section 1.13. Public Relations Committee** The public relations committee is responsible for advertising the ministries and communicating special projects, events, bulletins and activities of the Church. The Church secretary will work with the Public Relations Committee.

#### **Section 1.14. Technical Services Committee**

This committee will be responsible for overseeing the proper operation and maintenance of all sound, recording, and Video Equipment and computers owned by the church. The committee will be responsible for training any individuals not on the committee in the operation of the equipment as needed. The committee will be responsible for overseeing replacement or repair of the equipment upon loss or damage, acquisition of any new equipment.

#### **Section 1.15. Youth Committee**

This committee will assist the Youth Director in providing a positive and spiritual program for the purpose of helping the young people of the church to relate their lives to Christ. The committee will work closely with the church leadership to develop a Christ-centered youth program. A young person, selected by the youth group will also serve as a member. The Youth Director will serve as an exofficio member.

#### **Section 1.16. Kitchen Committee**

The kitchen committee consists of members who shall be in charge of making sure that requirements are met for the preparation of food for various functions of the Church; such as, special programs, banquets, etc. The committee will report any equipment service requirement or purchases to the Chairman of trustees. The church council will work with the kitchen committee on any activities requiring attention of the kitchen committee.

#### **Section 1.17. Weekday Education Committee**

This committee will be composed of active members with a goal as outlined in Proverbs 1:7, "A respect and understanding of God are the beginning of all knowledge and wisdom." The purpose of this committee will be to oversee a church ministry to the community, a school which is to be used to enhance the spiritual lives of children. This committee will formulate operating policies and give guidelines pertaining to tutorial, after school and summer programs and any further migrations. This committee will also work in conjunction with the state funded ROY (Reclaiming our Youth) program.

#### **Section 1.18. Transportation Committee**

The transportation committee consists of the Chairman of trustees, two trustees and members who shall be responsible for overseeing the transportation functions of the church. This committee will assure that authorized and insured drivers who have completed the defensive driver's course or possess a commercial driver's license operates a church owned vehicle. They will be responsible for overseeing scheduling, maintenance and care of the transportation pool of vehicles.

#### **Section 1.19. Scholarship Committee**

Scholarship Committee administers the Scholarship Fund based on the guidelines and criteria established for the government and disbursement of funds. This committee of the Scholarship Fund shall constitute its Executive Board. The Executive Board shall have general supervision of the affairs of the Scholarship Fund, set business meetings of the Board, fix the hour and place of meetings, and shall perform such other duties as are specified in these bylaws. The Board shall have the power to invest and reinvest the principal and income of the Scholarship Fund in such manner as it shall deem appropriate and to employ a bank as custodian of the funds. Three members of the Board shall constitute a quorum. The Executive Board shall serve without pay. The Board shall adopt guidelines for the administration of the Scholarship Fund, subject to the approval of pastor, deacons, and the church. The Board shall have the authority to determine the recipient(s) of the Scholarship(s). The Board shall make available an annually financial statement of all income and expenditures to the budget and finance committee immediately following the end of the calendar year.

#### **Section 1.20. Pastor's Aide Committee**

The purpose of the Pastor's Aide Ministry is to provide supplementary support to the Pastor and his family. The goal is to show appreciation to the pastor for his leadership

and spiritual guidance in the Church. Gifts, monetary or non-monetary, are given on such occasions as birthdays, anniversaries, vacations, etc. Personal items, such as, handkerchiefs, towels, juices, etc. are provided as needed. Membership is open to anyone who wishes to participate.

### **Section 1.21. Standing and Temporary Committees**

In addition to the deacon body and the committees named herein, the church may elect such committees as may be needed. The members of such standing or temporary committees will be nominated by the Committee on Committees and elected by the church unless otherwise specified by church action. The members of such standing or temporary committees will serve such terms and perform such duties as may be determined by the church.

## **Article VII. Adoption and Changes**

### **Section 1. Adoption**

These Bylaws will be voted on by the members of Friendship Missionary Baptist Church, at a regular business meeting or a special business meeting called for that purpose. These Bylaws will be considered adopted and in immediate effect if two-thirds of the active members present and voting at such business meeting will vote in favor of their adoption. It is provided, however, that a copy of these bylaws must be made available to each member of the Church, at least two weeks prior to the date of the business meeting at which it is to be voted on.

### **Section 2. Changes**

These Bylaws, or any provision thereof, may be amended or altered by a two-thirds vote of the active members present and voting at any regular business meeting of the church. It is provided, however, that any proposed change must be given to the church clerk in writing, and the church clerk must make copies available of the proposed change to each member of the church, at least two weeks prior to the date of the business meeting at which the proposed change is to be voted on.

### **Section 3. Maintenance**

The original copy of these Bylaws, with the Constitution, will be kept by the church clerk. The church clerk will be responsible for insuring that a copy is filed in the church office. All amendments and changes to The Constitution and these Bylaws, after approval by the church, will be attached to any copies of the Constitution available for distribution. A current dated and amended copy of the Constitution will be kept by the church clerk, with a copy available in the church office for distribution as requested. Copies of such changes and amendments will be made available to church members upon request.