

CONSTITUTION
OF
KIOKEE BAPTIST CHURCH
ARTICLE I - NAME AND LOCATION

SECTION 1-The name of this congregation shall be KIOKEE BAPTIST CHURCH

SECTION 2-Location - Appling, Georgia.

SECTION 3-Purpose- Kiokee Baptist Church, Inc. Ministry Purpose Statement:
"Kiokee Baptist Church; Reflecting Jesus Christ In Our Community and the World by;
Honoring God; Encouraging Believers; Serving Others and Sharing the Good News!"

ARTICLE II - CHURCH MEMBERSHIP

SECTION 1- Candidates for membership, shall be received under the watchcare of the Church and accepted into membership as follows:

- A. By public profession of faith in Jesus Christ as Savior and Lord. Upon recommendation by the Membership Council and after baptism by immersion, the candidate shall be accepted into membership by receiving an affirmative vote by a majority of the members voting at any regular service; or
- B. By letter from a Church of like faith and order which includes baptism by immersion and upon recommendation by the Membership Council and by receiving an affirmative vote as described in paragraph A. above; or
- C. By oral testimony to the Church of their Christian experience indicating previous public profession of faith in Jesus Christ as Savior and Lord and having been baptized by immersion and upon recommendation by the Membership Council and by receiving an affirmative vote as described in paragraph A. above; or
- D. By restoration after having been dropped or after having been dismissed by Kiokee Baptist Church, provided their previous experience included baptism by immersion, and upon recommendation by the Membership Council and by receiving an affirmative vote as described in paragraph A. above.

SECTION 2 - Rights: Such members as are in full and regular standing and do not hold letter of dismissal, and such only, may act and vote in all matters and business transactions of the Church, submitted as required under the provisions of this constitution, subject to special voting procedure regarding a vote to pledge Church property as security for a loan.

SECTION 3 - Duties: All members are expected to be faithful to the scriptural teachings essential to the Christian life, to attend regularly the services and programs of the Church, to regularly contribute financially to its support and its causes and to share in its organized work.

SECTION 4 - Termination: Members may be terminated as set forth below:

- A. Transfer of letter to another church of like faith and order upon request.
- B. Dropped from Church rolls.
- C. Issuance of letter of dismissal by recommendation of Deacons, approved by the Church.
- D. Removed from active rolls due to death.

ARTICLE III - OFFICERS

SECTION 1 - The officers of this Church shall be the Pastor, Deacons, Trustees, Clerk and Treasurer. Other officers may be designated in the by-laws as the Church program may dictate. The Pastor shall serve as the Corporate President of the church, and the Clerk shall serve as the Corporate Secretary. In the absence of the Pastor, the Chairman of the Deacons shall serve as President. The active Deacon Executive Team shall serve as the Board of Directors of the corporate entity. Neither the officers nor the board of directors shall exercise any authority which is delegated by this constitution and bylaws to the membership, to any other person, committee, ministry or organization in the church, nor shall they have the power to buy, sell, lease, mortgage or transfer any property of the church without specific instruction of the church.

SECTION 2 - PASTOR

A. The Pastor shall be called for an indefinite period of time. He shall be at liberty to resign the care of the Church by giving the Church sixty (60) days notice of his intention. The Church shall have the right to dispense with his services by similar notice. The sixty- (60) day notice may be waived by mutual consent of the Pastor and the Church. At such time as the Pastor is considering giving notice of his resignation, or the Church has cause to consider dispensing with the Pastor's service, the Pastor and the Pastor's Committee shall meet and discuss the matter prior to actual notice being given.

The Pastor's Committee shall be composed of the Deacon Chairman, Trustee Chairman, Church Clerk, Treasurer, and the Pastor Search Committee Chairperson serving at the time the Pastor was called. The Deacon Chairman shall call such a meeting and shall preside.

B. The procedure for calling a Pastor shall be as follows:

Whenever a vacancy occurs, a new Pastor Search Committee of five (5) members shall be appointed by the Deacons and approved by the Church. It shall be their duty to seek prayerfully a suitable man to fulfill the requirements and qualifications of a minister for a Missionary Baptist Church. The Pastor Search Committee shall invite to the Church only one candidate at a time. When an invitation is extended to a candidate, it shall be by unanimous consent of the Search Committee. The candidate will be asked to deliver the sermon at two (2) worship services before disposition shall be made. At such time as a suitable candidate has been invited by the Pastor Search Committee and after the completion of the trial sermons, the Pastor Search Committee shall recommend the Deacons consider calling an election of the Pastor at a meeting called for that specific purpose. Upon an affirmative vote of three-fourths (3/4) of the Deacons voting at a called meeting to consider the recommendation from the Search Committee, the call for an election shall be made. For such a meeting, there shall be at least a two-week notice.

Method of voting on the question of calling a pastor shall be as follows:

(1) On the day of election on the question of calling a pastor, a ballot will be issued. The ballot will contain the date, the name of the candidate and a designated place to mark either (yes) or (no).

(2) Following a sufficient time to vote, the ballots will be collected and counted. The result will be announced immediately.

An affirmative vote of three-fourths (3/4) of the members voting shall be required to elect.

At the call of the Pastor the Pastor Search Committee, except the Chairperson, shall stand abolished. (See Article V, Section 1, paragraph D.)

Compensation to be paid to candidate during trial sermons shall be determined by the Budget and Finance Committee and approved by the Deacons.

C. Procedure for Dismissing Pastor shall be as follows:

At such time as the Pastor's Committee and the Deacons at a call meeting determine the Church should exercise the right and authority set forth in this Constitution to dispense with the services

of the Pastor, and the Pastor chooses not to resign as provided for in Article III, Section 2, paragraph A. the Deacons shall call a special Church meeting for the purpose of submitting a recommendation to dismiss the Pastor. A majority vote of the members voting at such meeting is required to dismiss. In the event the Church votes to dismiss, the following procedure shall be followed:

- (1) The sixty- (60) day notice required by this constitution shall be given.
- (2) The Treasurer is notified to discontinue all compensation to Pastor on 61st day.
- (3) The Pastor is notified to vacate the Pastor's home by the 61st day.
- (4) The Pastor Search Committee is appointed.

D. The duties of the Pastor shall be those duties usually associated with a pastor of a Missionary Baptist Church. Those duties shall include, but not necessarily be restricted to, the following:

- (1) Conduct all worship services of the Church as directed in the Church by-laws.
- (2) Attend to the spiritual welfare of the Church members.
- (3) Encourage the unchurched people in the community with their spiritual needs.
- (4) Attend Association, State and Southern Baptist conventions meetings as directed by the Church-actual expenses to be reimbursed by the Church.
- (5) Arrange for suitable ministers for services missed.
- (6) Direct and supervise all staff members.

E. The Pastor shall have the following express privileges, subject to Deacon approval.

- (1) Freedom to conduct revivals in other churches.
- (2) To recommend ministers to conduct special services.
- (3) Vacation time.

The Pastor shall bring to the Deacons any and all matters he wishes to be considered by the Church. Deacons shall make known to the Pastor any and all recommendations to be made to the Church.

SECTION 3 - DEACONS

A. Biblical Qualifications

Deacons shall be men of good report fulfilling the qualifications as specified in 1 Timothy 3:8-13 of the Holy Scripture.

B. Deacons are called for life. They shall consider themselves as servants of the Church. They are to earnestly and prayerfully consider and make recommendations to the Church in all matters pertaining to the Church's work and purpose. They shall be zealous to guard the unity of the Church in the bonds of peace. They shall devote themselves to the spiritual welfare of the members, and seek to enlist them in active service. It shall be their duty to discover those among the membership who may need assistance and to recommend the manner of assistance to be offered. It shall be their duty to use all proper efforts to reclaim those who may have become negligent in their duties as members of the Church. It shall be their duty to pray for, cooperate with and assist the Pastor and staff in all areas of the ministry of the Church. The Deacons shall serve on the Membership Council as provided in Article IV, Section 1.

- (1) The Deacon Executive Team shall consist of seven (7) Deacons, the Chairman, Vice-Chairman, Secretary and four (4) Active Deacons elected annually by the Deacons in May and approved by the Church at the July Conference.
- (2) The Deacon Executive Team shall serve as the Board of Directors of the Corporation. It shall be their duty to submit, after prayerful consideration, all matters and issues of importance to the ministry and program of the church, to the Deacons with a recommendation and then to the church for final action.

C. Levels of Service

(1) Active - Active participation in the administration, worship leadership and pastoral ministries of the Church.

(2) Emeritus - An active Deacon who by virtue of long-term faithful service may be elected to this honorary status on the approval of the Deacons and the Church.

(3) Inactive - An active Deacon who becomes unavailable for active service or who chooses to become inactive. If his unavailability was temporary and he wishes to return to active status he may be reinstated by request and upon approval of the Deacons.

(4) Apprentice - The Deacon Fellowship will, at its discretion, request the Church to assist in selecting Deacon Apprentices. The Church will be asked to submit by ballot the names of potential apprentices.

Two- (2) weeks notice will be given prior to the day of balloting. After reviewing the ballots the Deacons will determine the number of apprentices to be enlisted, interview the candidates and submit the names of those candidates willing to serve to the Church for approval. A two-week (2) notice will be given prior to the apprentice election.

The Deacon Officers and the Pastor will serve as an Advisory Committee for the apprentice, assisting him for a period of time, to be determined by the Deacons, in his preparation and training for his role of service and in determining the time for his ordination. The apprentice and/or the Deacon Fellowship may choose to discontinue his apprenticeship at any time.

D. Officers and meetings

The Deacons shall elect from their number, a chairman, vice-chairman and secretary. The election shall be annually in the month of June. The Deacon officers shall be eligible for re-election.

The Deacons shall meet regularly each month. The day of the month and the time of regular meetings shall be set by agreement of a majority of the Deacons. The regular meetings shall be devoted to exhortation, prayer and fellowship. Church business shall be conducted at called meetings which may be called by the Chairman or Vice-Chairman, at least three (3) members of the Deacon fellowship, or at least five per cent (5%) of the resident membership of the Church, provided proper notice is given of the called meeting. An official Deacons' meeting shall consist of a quorum of fifty per cent (50%) of the active deacons and, except a quorum be present, official business of any nature or kind shall not be conducted.

It shall be the duty of the Secretary of the Deacons' Fellowship to keep an accurate written account of the proceedings of all Deacons' meetings in a minute book designated for that purpose. Included in the record will be the names of the Deacons present at each meeting, names of others in attendance and the Deacon vote totals on each issue presented and considered.

SECTION 4 - TRUSTEES

A. The Trustees shall consist of not less than seven (7) nor more than eleven (11) members of the Church who are not Active Deacons, nor hold any other Church office. Candidates for the office of Trustee shall be nominated by the Nominating Committee. The Trustee Executive Committee, who shall likewise be selected by the Nominating Committee, shall consist of the Chairman and four (4) Trustees. Upon approval by the Deacons, the candidates names shall be submitted to the Church for approval in December in even numbered years. Trustee candidates shall be committed to the cause and purpose of Kiokee and shall have demonstrated their

devotion and support to the Church by faithful participation to the total ministry program of the Church. Trustees shall serve for a period of two (2) years and shall be eligible for re-election to that office, subject to qualifications set forth herein. At such time as a Trustee may be called by the Church to serve as an active Deacon, the Trustee must, immediately following ordination, resign as Trustee. The vacancy would be filled by nomination of candidate by the Nominating Committee, and approved by the Deacons and the Church. Vacancies caused by death or resignation shall be filled in like manner. The Trustees shall elect their Chairman. A Trustee who by virtue of long-term faithful service may be elected by the Deacons and approved by the Church to the honorary status as Trustee Emeritus.

B. It shall be the duty of the Trustees:

(1) To secure the proper legal protection of all property of the Church, and to hold in trust. They shall have no power to buy, sell, lease, mortgage or transfer any property of the Church without specific instructions from the Church.

(2) To receive and administer bequests, devises and endowments, if any shall be made, and come into their hands, subject to the will and direction of the Church.

C. The Trustees shall have the additional duty and responsibilities concerning the maintenance, protection and upkeep of the physical properties of the Church.

D. The Trustees shall have the additional duty to receive and process all project requests in accordance with the following procedure:

Any project, including but not limited to, new construction, remodeling, renovations, alterations, modifications, expansions, enlarging, removing, relocation or re-designing, affecting any Church owned property and/or improvements, including but not limited to, buildings, parking areas, driveways, streets, curbs, gutters, walks, steps, shrubbery, lawns, trees, fences, gates, outdoor lights, water pipes, sewer, books, furniture, equipment or utensils shall be considered when duly submitted.

Any entity including, Staff, Deacons, Trustees, Sunday School Department, Men's Brotherhood, Women's Missionary Union, Music Department, Youth Groups, Senior Groups, any Standing or Special Committee or any member or non-member who wishes to submit a project request must do so in writing on a suitable form which shall include the following:

- (1) The requesting party or parties.
- (2) Specific details of project.
- (3) Need or reason for the project.
- (4) Estimated cost of the project.
- (5) Indication of source of funds for project.
- (6) Estimated time necessary to complete project.
- (7) A statement concerning the net effect the project will have on the appearance, function and/or operation of the Church property or program.
- (8) Signature of the Chairman of the entity, or by the individual making request.

This proposal shall be submitted to the Trustees. The Trustee Chairman shall provide a copy of the project request to the Chairman of the Budget and Finance Committee. The Trustee Chairman shall call a meeting of the Trustees to consider the request. The presenter of the request will be asked to attend the meeting to make a case for the project.

Following the meeting, provided sufficient information is made available, the Trustees, who, after due consideration and within a period of time not to exceed sixty (60) days, shall make a recommendation to the Deacons. Additional time shall be authorized when requested by the

Trustee Chairman. The Deacon Chairman, upon receipt of the recommendation, and having received a report from the Budget and Finance Committee shall call a Deacons' meeting to discuss the matter. After due consideration, the Deacons shall make a recommendation to the Church membership, at a meeting called for that purpose. Notice for such meeting shall be in accordance with Article VII, Section 6 of this Constitution. If the recommendation of the Deacons is not favorable to the project, and the Deacons' position is supported by the Church, the project request shall be considered denied. If the recommendation of the Deacons is favorable to the project, and is supported by the Church, the request is considered approved, and the Building Committee is authorized and directed to start the project as soon as funds are available, and shall be completed at the earliest possible date. If during the process, prior to submission to the Church, any reviewing entity makes an unfavorable recommendation, the person or entity submitting the project request has the option of withdrawing the request. In that event, no further action is taken on the project request.

If it is determined by the Trustee Chairman that the interest of the Church would best be served if immediate action be taken on the project request, the Trustees Chairman may request the Deacons, the Budget and Finance Committee and the Trustees meet jointly to consider making a recommendation to the Church.

Normal maintenance and upkeep of properties shall not be considered as projects as described under this section.

E. The Trustees shall meet with the Deacons at a called meeting at least twice during each calendar year.

F. A report of the activities of the Trustees shall be submitted at each regular quarterly Church conference.

G. At such time as the Trustees determine an issue exist that needs to be considered by the Church that is not included in, nor is in conflict with, the Church Constitution and By-laws, the Trustees may bring the matter to the attention of the Deacons by resolution adopted by two-thirds (2/3) vote of the Trustees. Following approval the Deacons will submit the matter to the church as a recommendation for approval.

SECTION 5 - CLERK

The Clerk, who is not an active Deacon or Trustee, shall be nominated by the Nominating Committee, approved by the Deacons and approved by the Church in December in even numbered years. The Clerk shall serve for a period of two (2) years and is eligible for re-election. It shall be the duty of the Clerk to keep a correct record of the proceedings of the Church in meetings for business. To keep a register of the names of all members of the Church. To sign all letters of dismissal. To be the custodian of all records and papers belonging to the Church and to submit to the quarterly business meetings of the Church a summary of the membership of the Church.

SECTION 6 - TREASURER

The Treasurer, who is not an active Deacon or Trustee, shall be nominated by the Nominating Committee, approved by the Deacons and approved by the Church in December in even numbered years. The Treasurer shall serve for a period of two (2) years and shall be eligible for re-election. It shall be the duty of the Treasurer to receive all monies contributed to the Church for General Fund use, place same in an FDIC depository approved by the Church, and pay same out in checks only according to the approved budgetary allowance. Any bills or statements for products or services that would deplete the line item appropriation in the approved budget, or any bills or statements for products or services that are not approved budget items shall be paid by the Treasurer only after review and approval by the Budget and Finance Committee. It shall also

be the duty of the Treasurer to receive all designated funds given for specific purposes and to keep the designated funds separate from the general funds according to the following conditions:

A. In the event the project or program for which a designated fund has been made does not receive approval from the Church for a period of twelve (12) months from the date of the donation, the funds shall be:

- (1) Transferred to another approved project or program, or
- (2) Transferred to the General Fund.

Note: The time requirement set forth in paragraph A above shall not apply to major building projects costing in excess of fifty thousand dollars (\$50,000.00.)

B. In the event funds are contributed as designated funds, but no stipulation for special use other than not for General Fund use, the funds shall be kept separate from General Funds. If after a period of twelve (12) months, the donor has not designated a project or program for which the funds may be used, the funds shall be:

- (1) Transferred to another approved project or program, or
- (2) Transferred to the General Fund.

The choice of options in paragraphs A. and B. above shall be made by the donor and if deceased by his or her heirs at law.

ARTICLE IV - MEMBERSHIP COUNCIL

SECTION 1 - The members of the Membership Council are the Kiokee Deacons, Deacon's wives, the Church Ministry Staff and other members who may be designated by the Pastor. When the need exists the Pastor shall select a delegation of the membership council who shall meet at the earliest time, with any candidate/s requesting membership as described in Article II, Section I, paragraphs (a), (b), (c) or (d) of this Constitution.

The purpose of the meeting is to interview and/or counsel and to request information needed by the Membership Council to make their recommendation to the Church as required by this Constitution regarding the candidate's request for membership.

ARTICLE V - COMMITTEES

SECTION 1 - Standing and Special (Ad hoc) Committees

The following standing and special Committees, unless otherwise provided for in the Constitution, shall be elected each year by the Church in December.

The Committee members shall serve until their successors are elected or until the committee is eliminated by provisions of the constitution or by action of the Church in conference.

A. Nominating Committee

The Nominating Committee shall consist of the Deacon Chairman, Deacon Vice-Chairman, Church Clerk, Church Treasurer, two members at large who hold no other church office, who shall be approved by the Deacons and elected by the Church in December of each year. The Committee shall submit to the Deacons, not later than the first week of December in each even numbered year, nominees for all officers, (except Pastor, Deacons, Moderator and Parliamentarian), all program leaders and committee persons designated in the Church by-laws, (except W.M.U. President and Secretary and Men's Brotherhood President). Following approval by the Deacons the nominees will be submitted to the Church for approval in December in even

numbered years. The Committee shall act to fill vacancies throughout the year with the approval of the Deacons.

B. Budget and Finance Committee

The Budget and Finance Committee shall consist of nine (9) members of the Church. The Treasurer, Deacon Chairman, or designee, Trustee Chairman, or designee, and Clerk, shall serve by virtue of the office held, and five (5) members at large, who shall be selected by the Nominating Committee, one of whom shall serve as Chairman, who shall likewise be selected by the Nominating Committee. Following approval by the Deacons, the nominees will be submitted to the Church for approval in December in even numbered years. At large members shall serve for two (2) years and may be re-elected.

This Committee shall prepare and submit to the Deacons, each year, a proposed budget of the various items of current expenses, building obligations, missionary contributions, staff salaries and benefits, including suggested salary for pastor candidates, when appropriate.

Upon approval by the Deacons, the proposed budget shall then be presented to the Church not later than December, each year, at a conference called for that purpose, for adoption with, or without, revisions. When approved by the Church, the items in the budget shall stand as authorized for payment for the purpose specified, not to exceed the amounts allocated, unless recommended by this Committee and approved by the Church.

The Committee shall have the responsibility of reviewing all project requests received from the Trustees and shall make a report to the Deacons at the earliest possible date following receipt of the project request.

C. Building Committee

The Building Committee shall be the Trustees, Deacon Chairman, and the Chairman of the Budget and Finance Committee. The Committee has the option to add two (2) additional at large members who shall be approved by the Deacons and the Church. The Trustee Chairman shall serve as the Chairman of the Building Committee.

D. Pastor Search Committee

The Pastor Search Committee, a special committee, shall be appointed by the Deacons, and approved by the Church when needed. Their duties and responsibilities and the procedure for the termination of the committee's service are set forth in Article III, Section 2, paragraph B. and C. of this constitution.

ARTICLE VI - MEETINGS

SECTION 1 - Meetings

A. Worship services shall be conducted both morning and evening each Sunday except as may be modified by the Deacons and the Church to meet special conditions. The times of such services shall be established by the Church by-laws.

B. Mid-week Prayer Service shall be conducted on Wednesday evenings of each week except as may be modified by the Deacons and the Church. The time of such service shall be established by the Church by-laws.

C. The ordinance of the Lord's Supper shall be observed quarterly. Additional Lord's Supper observances may be scheduled on special occasions.

D. The Ordinance of Baptism shall be conducted as required. The time shall be scheduled by the Pastor or by the Deacons in the absence of a Pastor.

ARTICLE VII - CHURCH CONFERENCE

SECTION 1 - Authority

- A. All authority for the affairs of the Church, not specifically delegated in the Constitution and by-laws, shall be vested in the Church in conference.
- B. Only members present shall vote. No provision shall be provided for absentee or proxy voting.

SECTION 2 - Regular Conference

Regular conference shall be held on the fourth Sunday evening of the first month of each calendar quarter starting in January each year. Quarterly reports shall be received as information. Reports of standing committees may be made at this time, and acted upon by the members present, subject to the limitations herein provided.

SECTION 3 - Special Conference

A Special Conference may be held during any Sunday evening service provided that the business to be considered by the Church is of such nature and importance as would not be feasible to delay action until the next regular conference. No business shall be transacted during a Special Conference except that business for which such conference was called. Notice of all Special Conferences shall be given as set forth in Article VII, Section 6 of this Constitution.

SECTION 4 - Business Transacted

Any lawful business may be transacted at any conference except that the following business may be transacted only at a special conference:

- A. Calling, dismissing or accepting resignation of the pastor.
- B. Buying, selling, leasing or pledging as security any real estate or property owned by the Church.
 - (1) Authority to pledge Church owned real estate or property, as security shall be provided in the following manner:
 - (a) A written resolution specifying the details shall be submitted to the Deacons, having been approved by the Trustees of the Church.
 - (b) Adoption of the resolution by three-fourths (3/4) vote of the Deacons, provided the Deacons have received not less than a week notice of a meeting to consider adoption of said resolution.
 - (c) A Church conference shall be held to consider the question of receiving the resolution of the Trustees if approved by the Deacons. In the event the Church votes in the affirmative by majority vote to receive the resolution, the church will call a special conference to take action on the resolution, provided the conference to vote on the issue is called not sooner than one week after the conference to receive the resolution was approved. A three-fourths (3/4) vote is required to approve the resolution. Only members who are eighteen (18) years or older shall be authorized to vote to pledge Church property as security.
- C. Adopting or amending the Church budget.
- D. Authorizing the expenditures of any sum in excess of two thousand dollars (\$2,000) not included in the adopted budget of the Church.

E. Amending the Constitution of the Church.

SECTION 5 - Other Business

At any regular worship service, the Church may without special advance notice act upon the reception of members or candidates for membership as set forth in Article II, Section 1, of this Constitution, or upon the dismissal of members to other churches and upon appointment of delegates to conventions, conferences and association meetings, but not upon any other business.

SECTION 6 - The word notice, when and wherever found in the Constitution and by-laws, shall be construed to mean that the information shall be: posted on the Church bulletin board; announced at any regular scheduled service; and published in the Church bulletin. Unless otherwise provided elsewhere in this Constitution, any announcement concerning matters requiring action by the Church shall be made at least seven (7) days prior to the time for consideration by the Church. When time permits the methods of informing the Church as specified above shall be repeated.

ARTICLE VIII - MANNER OF CONDUCTING BUSINESS

SECTION 1 - The Deacon Chairman, or his designee shall serve as Moderator in all meetings for the transaction of business. In the absence of the Deacon Chairman or his designee the Deacon Vice-Chairman shall serve as-Moderator. In the absence of the Deacon Chairman or his designee, and the Deacon Vice Chairman, the Church Clerk shall call the meeting to order and call for the election of a moderator pro-tempore to serve for that specific conference.

It shall be the duty of the Moderator to keep order, to explain all propositions offered, to take votes and announce the results and to perform such other duties as may devolve upon the presiding officer of a deliberative assembly.

The Moderator shall call for the business of the Church in the following order:

- A. Reading of the minutes of previous meeting(s).
- B. Unfinished business.
- C. Reports of officers and program leaders.
- D. Reports of standing and special committees.
- E. Deacons' recommendations.
- F. Church action on reports and recommendations, if required.
- G. New business.
- H. Action on request for letters of dismissal.
- I. Other acknowledgments
- J. General suggestions for the welfare of the Church and its members.
- K. Adjournment with benediction.

The Moderator may vary from the above order of business only for special called conferences in which only the business for which the conference was called shall be transacted.

The Moderator may make a re-arrangement of the above order of business for any given meeting with the consent of the Church.

All questions of a controversial nature, or those likely to cause embarrassment when brought to vote, shall be by written ballot. The vote to call a Pastor shall always be by written ballot in accordance with Article III, Section 2, C. of this Constitution.

SECTION 2 - The business of the Church will be transacted according to Roberts Rules of Order, except where in conflict with this Constitution.

SECTION 3 - The Moderator shall appoint, with the approval of the Church, a Parliamentarian whose duty it shall be to be totally familiar with the provisions of this Constitution and see that the transaction of business of any kind by the Church is conducted according to the provisions therein.

ARTICLE IX - DISCIPLINE

SECTION 1 - In all cases of personal difficulty between members of the Church, the parties involved shall endeavor to bring about a reconciliation in the manner laid down by our Savior as recorded in His Gospel according to Matthew 5:23-24 and 18:15-17.

Any disciplinary action, or the consideration that disciplinary action should be taken against a member of this Church, shall be determined by the Pastor and Deacons and shall be based on the Biblical principals set forth above.

ARTICLE X - AMENDMENTS

SECTION 1 - The Church Constitution may be amended by a two-thirds (2/3) affirmative vote of members present at a special conference, provided one (1) month previous notice has been given. Proposed changes as to Article and Section of said Constitution shall be made available in writing at time of notice.

ARTICLE XI - ADOPTION

SECTION 1 - This Constitution shall be adopted and considered to have immediate effect upon an affirmative two-thirds (2/3) vote of the members present, and voting at a special conference called for that purpose provided one month notice has been given.

SECTION 2 - This Constitution supersedes any and all other Constitutions that may have been previously adopted by this Church and all rules and regulations previously adopted by this Church which are in conflict with this Constitution are hereby repealed.

SECTION 3 - Upon adoption of this Constitution the Church Clerk is directed to cause it to be entered into and become a permanent part of the Church minutes.

SECTION 4 - Upon adoption, a copy of this Constitution shall be kept by the Church Clerk, Deacon Chairman, Deacon Vice-Chairman, Parliamentarian and Church Moderator. A copy shall be present at each and every Church Conference for ready reference if necessary.

ARTICLE XII - CHURCH BY-LAWS

SECTION 1 - The Church may adopt such by-laws as it may deem appropriate and needful by simple majority vote at any regular conference subject however not to conflict with the Church Constitution.

A. Officers, staff and employees of the Church not covered in the Constitution shall be:

Minister of Music and Activities
Sunday School Director
Assistant Sunday School Director
Sunday School Secretary
President of Women's Missionary Union
Men's Brotherhood President
Church Secretary
Part-time secretary

(1) In addition to the regular duties of the Sunday school Director in conducting the Sunday school program, he/she shall appoint a committee to obtain teachers for the several Sunday school classes. The teachers' names shall be submitted to the Deacons, each year, by the first week of June.

(2) The President and the Secretary of the Women's Missionary Union shall be elected by their members. The President of the Men's Brotherhood shall be elected by the Brotherhood membership.

(3) The Caretaker's job description shall be developed by the Personnel Committee.

(4) Personnel Committee

The Personnel Committee shall consist of seven (7) members of the Church. One (1) Deacon, one (1) Trustee, one (1) member of the Budget and Finance Committee and four (4) members at large, who shall be selected by the Nominating Committee, one of the seven shall serve as Chairman who shall likewise be selected by the Nominating Committee. Following approval by the Deacons, the nominees will be submitted to the Church for approval in December in even numbered years. Members of the Personnel Committee may be re-elected.

It shall be their responsibilities to:

Review Church Personnel Policies and job descriptions and make recommendations for changes or modification as may be needed.

Provide employment application forms, conduct interviews, check references and background checks (when deemed advisable) and make recommendations regarding employment to fill vacancies and for new Church authorized positions (except Pastor).

Conduct hearings and make recommendations regarding employee (except Pastor) discipline, dismissal and special employee request.

Advise Pastor, Deacons and Trustees of any and all personnel recommendations at least two (2) weeks prior to making recommendations to Church.

Make any and all salary recommendations to Budget and Finance committee at least two (2) weeks prior to making recommendations to Pastor, Deacons and Trustees.

B. Type of Service and Time:

Sunday school	9:30 A.M.
A.M. Sunday Worship Service	10:45 A.M.
P.M. Sunday Worship Service	6:00 P.M.
Wednesday Night Supper	5:30 P.M.
Wednesday Mid-Week Prayer Service	6:30 P.M.
Women's Missionary Union	To be announced
Men's Brotherhood, 4th Sunday	7:30 A.M.
Other Services	To be announced

Note: The above regular schedule may be changed from time to time by the Pastor, as needs may dictate, as well as the schedule for special meetings and services, provided timely announcement is made.

C. The Church will observe a January through December fiscal year.

SECTION 2 - The Church by-laws may be amended from time to time by simple majority of votes at any regular conference, subject however, not to conflict with the Church Constitution.

SECTION 3 - These by-laws supersede any and all other by-laws that may have been previously adopted by this Church and all By-laws rules and regulations previously approved which are in conflict with these by-laws are hereby repealed.

SECTION 4 - Upon adoption of these by-laws, the Church Clerk is directed to cause them to be entered into and become a permanent part of the Church minutes.

SECTION 5 - Upon adoption a copy of these by-laws shall be kept by the Church Clerk, Deacon Chairman, Deacon Vice-Chairman, Parliamentarian and Church Moderator.

KIOKEE CONSTITUTION/BY-LAWS REVISED IN CONFERENCE OCTOBER 2004