

*CONSTITUTION
AND
BYLAWS
OF
AUTUMN CREEK BAPTIST CHURCH*

Revision 25.01 Adopted:
March 23, 2025

CONSTITUTION

Autumn Creek Baptist Church
6735 Barker Cypress Road
Houston, TX 77084

PREAMBLE

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

ARTICLE I

Name: The name of the organization shall be Autumn Creek Baptist Church (hereinafter "ACBC") located in Houston, Texas. It is to be incorporated under the laws of the State of Texas.

ARTICLE II

Purpose: The purpose of ACBC is to be led by the Spirit of God, individually and as a united church body, to proclaim and send the Gospel of Jesus Christ to the whole world.

Mission: The mission of ACBC is "Glorifying God by enriching lives through the good news of Jesus Christ."

ACBC was brought into existence by the special provision of God for the express purpose of presenting God as Father, Son and Holy Spirit and glorifying Jesus Christ as God by:

A. Worshipping and Loving the Lord

ACBC shall love the Lord with all our heart, all our soul, and all our strength according to scripture. Deut. 6:5, Luke 10:27; Mark 12:30-31; Matthew 22:37-39

B. Evangelizing the Lost

1. To provide everyone in this community with the opportunity of receiving Jesus Christ as Lord and savior. Matt. 28:19-20; John 1:12; Acts 1:8, 5:32, Rom. 9:1-13; II Cor. 5:11; Prov. 11:30; Ezekiel 3:17
2. To disciple each person who receives Jesus Christ as Lord so that he/she grows through the spiritual maturing process to become a disciple maker. II Tim. 2:2; Phil. 3:17, 4:9; Matt. 28:19-20

C. Equipping the Saints

ACBC shall spiritually equip, through discipleship, each believer in our body to perform the ministry that God has gifted and called him/her to do for His glory. Eph. 4:11-13; Phil. 4:13

D. Edifying the Church

To build up this body by meeting each other's needs and to encourage and stimulate each other through:

1. Regularly joining together to worship our Lord and Savior through the proclamation of the Word of God, the praise of music, the prayers of the believers, the presenting of tithes and offerings and the observance of the ordinances of the church¹. Heb. 10:24-25; Mal. 3:10; Psalm 100; Psalm 101:1
2. Allowing God to express His love by using our bodies, our resources, and our circumstances to perform His actions. I John 3:18; II Cor 4:6-11; James 1:2-5; James 1:22

E. Educating the Believers

Believers grow in their relationship with God through the study of God's Word, the Bible. We will teach the infallible Word of God and teach our people how to study, memorize and meditate upon God's Holy Word so that each member will be enabled to discern and apply God's will to his/her own life. John 21:15-17; I Tim. 4:13-16; II Tim. 2:15, 3:14; Joshua 1:8; Titus 2:1-11

This statement of purpose will serve as a specific guide to the functions, organizations, and expenditures of ACBC creating opportunities for the church to spread the Gospel and grow the Kingdom of God.

ARTICLE III

Doctrine: The doctrinal position of ACBC is best described in the "[Baptist Faith and Message](#)" statement, as adopted by the Southern Baptist Convention on June 14, 2000².

ARTICLE IV

Membership: The membership of ACBC shall be composed of individuals who have received Jesus Christ as Lord and Savior and obediently followed Him in believer's baptism (immersion) as defined in the "Baptist Faith and Message" statement and who publicly expressed the desire to associate themselves with the fellowship of ACBC and embrace its principles.

¹ Ordinances of the church are defined in the church Bylaws.

² This is available upon request in the church office.

ARTICLE V

Character: The governance of ACBC is vested in the Body of Believers who comprise it. ACBC is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist Churches.

A. Leadership

ACBC will have the leaders who are defined in the New Testament and will conform to the examples found therein. Acts 11:30, 15:2; Phil. 1:1; I Tim. 3:1-13, 5:17, 6:11-21; II Tim. 2:1-20, 4:1-8; Titus 1:5-9

B. Relationships

ACBC will be affiliated with Union Baptist Association, the Baptist General Convention of Texas, and the Southern Baptist Convention. The senior pastor, or his designee, shall represent ACBC in affiliated associations, whose duty it shall be to furnish a statement of the condition of the church, including its changes, to represent the desires of ACBC, and to cooperate with other churches in carrying out the Great Commission of our Lord Jesus Christ (Matt. 28:19-20). ACBC recognizes its relationship with any convention and association as voluntary and the action of the association or convention shall not be binding upon ACBC except by the will of ACBC.

C. Ownership

If for any reason ACBC ceases to function as stated herein, the title to the buildings and properties will be conveyed to the Union Baptist Association.

BYLAWS

Autumn Creek Baptist Church
6735 Barker Cypress Road
Houston, Texas

I. Church Membership

Section 1. Candidacy

Any person may offer themselves as a candidate for membership of ACBC. All such candidates shall be counseled by a church counselor at the time that candidate presents themselves for membership. The candidate shall be presented to the ACBC congregation at the next opportunity during a regular ACBC service by stating their intention to join by any of the following ways:

1. By profession of faith in Jesus Christ and for believer's baptism (immersion) according to the constitution of this church.
2. By promise of a letter of recommendation from another Baptist church of like faith and order.
3. By statement of faith when a letter of recommendation is not obtainable. This shall be a statement of prior conversion and believer's baptism by a Baptist church of like faith and order.
4. By watch care affiliation – persons of any faith may, upon their request, come under the church's spiritual care and enjoy all the privileges of the teaching and fellowship of the church. "Watch care" members will not be allowed to vote, hold an office in the church or exercise the role of a teacher.

Section 2. Rights of Regular ACBC Members

1. Every regular member of ACBC, eighteen (18) years old or older, is entitled to vote at all elections and official business meetings on all issues submitted to ACBC in conference, provided the member is present in person at the time of voting.
(For a member to be considered an active member they are regular attendees of our Sunday services for at least 50 percent of the Sundays in a rolling 52-week period.)
2. Every regular member of ACBC, who has been a member for at least two (2) years (excluding the office of senior pastor), is eligible for consideration to be an elected officer of ACBC, as delineated in Article II below.
3. Every regular member of ACBC may participate in the ordinances of the church as administered by ACBC. (Ordinances of the church are described in Article III below.)

Section 3. Termination of Membership

Membership shall be terminated in the following ways:

1. Death of the member.
2. Member reports to the church that they have moved to another church.
3. Exclusion, by action of this church, following scriptural recommendation³ found in 1 Corinthians 5:1-7.
4. Removal upon request or verification of membership in a church of a different denomination.

When membership is terminated the name of the former member will be removed from the active member register and will be archived.

II. Church Officers, Committees, and Staff

Section 1. Church Officers

The officers of ACBC shall be the senior pastor, deacons, clerk, treasurer, and trustees. As defined in Article VI of the “Baptist Faith and Message” statement, the pastor and deacons are the scriptural officers of the church. The other offices are functional offices established to assist these officers in administration of the church’s mission.

Senior Pastor – The senior pastor is responsible for leading the church to function as a New Testament church. The senior pastor shall lead, empower, and encourage the congregation, church organizations and the church ministry leaders to perform their individual tasks. The senior pastor is leader of all pastoral ministries of the church. In this capacity, he works with the deacons and church staff to achieve the purpose of ACBC which is to proclaim and send the Gospel of Jesus Christ to the whole world.

- a. A senior pastor shall be chosen and called by ACBC whenever a vacancy occurs. The qualifications of the senior pastor will be in accordance with the Holy Scriptures as described in 1 Timothy 3:1-7.
- b. A pastor search committee shall be selected by the deacon body to seek out a suitable senior pastor as led by the Holy Spirit. Any regular active ACBC member will have the right to bring other nominations for the committee to consider. Once the committee has found a suitable candidate for ACBC, the head of the committee shall bring that man before the ACBC congregation as a recommendation to become pastor of ACBC. Regular members of ACBC will then be given an appropriate period⁴ to pray over the decision before voting on the recommended pastor. The election shall take place at a special called business meeting for the sole purpose of calling a new senior pastor. Members will be given a minimum of one (1)

³ Actions of exclusion are on an individual basis and do not affect family members of the person being excluded in the event of a violation of scripture by an individual.

⁴ “Appropriate period” will be no less than one week (seven days) and no more than two weeks (fourteen days).

week's public notice⁵ of the date and time of the meeting. Voting shall be conducted by ballot. An affirmative vote of three-fourths (75%) majority of the voters present is required to approve the call of a pastor. Consistent with the hiring procedure, the search committee will make a formal offer to the selected candidate. The senior pastor, duly elected, shall serve in the office of senior pastor until the relationship is terminated at his request or by action of ACBC.

- c. The senior pastor (or his designee) shall preside at ACBC meetings and serve as moderator in all business meetings (except those in which he may have a conflict of interest due to the subject of the meeting) in keeping with rules of order authorized in these bylaws. This authority is automatically delegated to the head of the deacon body if the pastor is unable to perform this duty for any reason.
- d. The senior pastor shall be given a required two-week, paid sabbatical after faithfully serving for a minimum of twenty-four (24) months and every twenty-four (24) months following. This shall be in addition to the agreed upon vacation time granted to the senior pastor. During the senior pastor's sabbatical, the next senior-most pastoral staff member will assume the role of acting senior pastor. In the event of an emergency where the senior pastor's presence is required, the senior pastor will be recalled and an appropriate time to resume the sabbatical will be agreed upon by the senior pastor, the pastoral staff, and deacons. This sabbatical is intended be a time of rejuvenation for our senior pastor to allow him to remain effective as the leader of ACBC.
- e. The senior pastor may relinquish the office of senior pastor by submitting a thirty-day (30) notice of his resignation. This shall be a written notice addressed to the personnel committee and the head of the deacon body.
- f. ACBC may declare the office of senior pastor to be vacant. This action may take place upon the unanimous recommendation from the deacon body. The head of the deacon body shall be designated to be moderator of the special called business meeting at which he shall present the recommendation to declare the office of senior pastor vacant to the congregation. The head of the deacon body shall be available to the congregation for questions. During this time, the senior pastor would be placed on a paid leave of absence until the matter is resolved.
- g. The vote to declare the office of senior pastor vacant requires the same three-fourths (75%) majority vote as was required to call a pastor.

⁵ Notice to be given through announcements in the service and in the church bulletin.

- h. Except in the instance of gross misconduct by the senior pastor which would scripturally exclude the man from holding the office, ACBC will compensate the terminated senior pastor with not less than one-twelfth of his annual salary, plus an additional one-twelfth for each 10 years of continuous service (with a maximum of half his annual salary), as severance pay. The compensation shall be paid in equal installments, consistent with regular pay periods, following formal notice of immediate termination, unless it is determined by the treasurer and the finance committee that there are insufficient funds to provide this severance.

Deacons – In accordance with the description of deacon in the New Testament, deacons are to be servants of the church. Their task is to support and encourage the senior pastor and staff in performing the purpose of ACBC as well as caring for the members of ACBC and the community.

Clerk – ACBC shall elect a clerk as its clerical officer. The clerk shall serve for a period of three (3) years and is responsible for keeping a suitable record of all official actions of ACBC, except as otherwise herein provided. The clerk shall be responsible for keeping an official membership register, with names, dates of admission, dismissal, death, or erasure, including a record of baptisms. The clerk shall issue letters of demission voted by the church and preserve a record of all communications and written official reports. ACBC may delegate some of the clerical responsibilities to the senior administrative assistant who will assist the elected clerk. All church records are church property and shall be kept in the church office or secured online where appropriate.

Treasurer – ACBC shall elect a treasurer annually at the first business meeting of each year. The treasurer is responsible for developing, maintaining, and managing the budget. This includes:

- Working in cooperation with the finance committee and ministerial staff as well as the leader of each ACBC ministry to develop a draft annual budget. The draft annual budget shall be presented to the congregation, for information only, at the last quarterly business meeting that precedes the annual business meeting. Alternatively, a special called business meeting may be scheduled, at least two (2) months before the annual business meeting, where the draft budget may be presented to the congregation.
- Preparing the final budget for the upcoming fiscal year incorporating any suggested modifications to the draft budget, as appropriate. The final budget will be made available to all ACBC members a minimum

of two (2) weeks prior to the annual business meeting where the final budget is to be approved and adopted.

- Maintaining a detailed record of all receipts and disbursements using generally accepted accounting principles.
- Producing, publishing, and distributing a monthly financial report which will be made available to the ACBC members by the third Sunday of the following month. This will include an itemized list of the receipts and disbursements of the preceding month, comparisons with actual versus budget, and year-to-date actual expenditures. A minimum of five years of all treasurer's reports shall be kept in the ACBC office and electronic files.
- Establishing internal controls, working cooperatively with the finance committee, to safeguard ACBC's assets against fraud or misappropriation.
- Providing recommendations on improving financial processes or implementing new processes, as needed.

In the event the treasurer's office is vacated unexpectedly, a special called business meeting will be held at the earliest opportunity to elect a new treasurer, or an interim treasurer, to maintain continuity.

Church Trustees – ACBC shall elect three (3) trustees to serve as legal officers for the church for a period of three (3) years. Trustees should rotate off at the end of their three-year tenure but may be reelected for an additional three (3) year period. There should be one trustee that rotates off each year to stagger the terms of office. They shall hold in trust the church property. A trustee must be a regular active ACBC member for at least three (3) years and at least thirty (30) years of age. Prior to a trustee signing any legal obligation, the trustees must be in unanimous agreement with the proposed action. After reaching unanimous agreement on the proposed action, the trustees will meet with the Senior Pastor and the Treasurer to obtain their concurrence. They shall have the power to sign documents for the church to buy, sell, mortgage, lease, or transfer any church property or any such legal documents.

Trustees are the only church officers with the authority to sign any legal documents such as contracts and loans for ACBC. Trustees can be nominated and elected from the church membership during any business meeting. This sole power of signature, however, does not preclude signing checks and paying bills by other officers who are granted signatory authority by these bylaws and as defined in the processes established by the finance committee.

Other Ministerial Staff – All other ministerial staff, as recommended by senior pastor and approved by the ACBC body in a business meeting, shall be called and employed as ACBC determines the need for such offices.

- a. A job description shall be written by the personnel committee when the need for a staff member is determined. Those staff members, from whom ACBC requires evidence of a personal call of God to minister, shall be recommended to the ACBC congregation by the senior pastor and called by official ACBC action.
- b. A staff member may terminate their service to ACBC by providing a minimum of a two-week notice addressed to the senior pastor and the personnel committee.
- c. ACBC may vote to vacate a ministerial staff position upon recommendation of the pastoral staff. Terminations shall be immediate and, if agreed upon by the remaining pastoral staff, and upon confirmation from the treasurer that sufficient funds exist to do so, the staff member may be offered severance pay of up to one (1) month of their annual salary, plus an additional month for each 10 years of continuous service. The severance pay shall be paid to them in accordance with regular pay periods.
- d. An annual performance evaluation of all ministerial staff, except for the senior pastor, will be conducted by the senior pastor in January of each year. These evaluations are critical to the ongoing development of each individual minister and provides an opportunity for the senior pastor and other ministers to discuss the past year's performance as well as the goals and opportunities for the coming year. The senior pastor, at his discretion, may seek additional input from other officers, ministers, or ACBC members to provide the staff member with a comprehensive review of their performance.
- e. The annual performance of the senior pastor shall be evaluated by the personnel committee in consultation with the deacon body. The deacon chair should provide the senior pastor the results of the annual performance evaluation in January of each year.

Non-Ministerial Staff – Non-ministerial staff⁶ members shall be employed as ACBC determines the need for their services. The senior pastor and finance committee, with pastoral staff approval, shall have the authority to employ and terminate services of non-ministerial staff members. The senior pastor should provide all non-ministerial staff members with an annual evaluation of their performance in February of each year. The senior pastor, at his discretion, may seek additional input on the staff

⁶ Non-ministerial staff currently at Autumn Creek Baptist church is the senior administrative assistant. New positions may be added at the discretion of the Senior Pastor and/or the Finance Team

member's performance from additional ministerial staff, ACBC officers, or ACBC members.

Section 2. Committees

The committees of ACBC shall be such regular (standing) and special (ad hoc) committees as ACBC shall authorize. All committee members shall be recommended by the ACBC congregation and elected by same unless otherwise specified within these bylaws. The senior pastor will serve as an ex-officio member of all committees. In the absence of a senior pastor, the associate pastor (or qualified designee) or the deacon chair, if the associate pastor is unable to do so, shall serve on all committees to provide coordination and communication between the committee and the ACBC congregation.

2.1 Personnel Committee

Committee Purpose

To define staff roles and duties for all ACBC staff. This also includes establishing and implementing a performance evaluation methodology and procedure for evaluating the performance of ALL ACBC staff – both ministerial and non-ministerial.

Committee Composition:

- Deacon body chair – will act as committee chair
- Finance committee chair
- Up to three active members selected by the deacon body who are not currently on ACBC staff

Committee Member Requirements:

- Must be a regular active member for at least three (3) years
- Must be at least thirty (30) years of age

Committee Responsibilities:

- Maintain position descriptions for all staff positions at ACBC
- Establish and maintain an annual performance evaluation process to evaluate the performance of all ACBC staff – both ministerial and non-ministerial.
- Support the senior pastor to nominate other ministerial staff and to ensure adherence to personnel policies.
- Review all personnel policies and recommend revisions as necessary.
- Provide support to all staff.
- Recommend, to the deacon body for their consideration, removal/appointment of a senior pastor or interim pastor as needed.
- Develop a succession plan for all critical positions.
- The personnel committee meetings will be considered “executive sessions” meaning they are not open to non-

committee members for the purpose of deliberating potentially sensitive and confidential matters.

- Any committee member with an actual or a perceived conflict of interest in any matters being discussed must abstain from any such discussion, out of an abundance of caution, and should excuse themselves from that particular meeting, or portion of a meeting, to avoid the appearance of impropriety.
- Committee chair is responsible for reporting to the congregation, at each regularly scheduled business meeting, the activities of the committee.

2.2 Finance Committee

Committee Purpose:

The finance committee is responsible for supporting the treasurer with managing the ACBC budget. This includes reviewing the draft budget prior to it getting shared with the congregation.

Committee Composition:

- Treasurer – will act as committee chair
- Two regular active ACBC members, elected by the ACBC congregation
- Two deacons, selected by the deacon body

Committee Member Requirements:

- Regular active member for at least three (3) years
- Background in finance, accounting, or bookkeeping preferred

Committee Responsibilities:

- Reviewing and approving the internal controls established by the treasurer.
- Committee chair is responsible for reporting to the congregation, at each regularly scheduled business meeting, the activities of the committee.

2.4 Bylaws Committee

Committee Purpose:

- To maintain, preserve, and revise, as needed, the ACBC constitution and bylaws.

Committee Composition:

- One member of the pastoral staff

- Three members of the deacon body
- One member of the Finance Committee
- The committee chair will be selected by the five members of the committee and will serve at chair for a two-year term but may be reselected for an additional two-year term. Members of the pastoral staff are ineligible to be selected committee chair.

Committee Member Requirements:

- The pastoral staff will appoint one pastor to serve on the bylaws committee.
- The deacon body will appoint three deacons to serve on the bylaws committee.
- Committee chair is responsible for reporting to the congregation, at each regularly scheduled business meeting, the activities of the committee.

Committee Responsibilities:

- The bylaws committee will be an active standing committee responsible for ensuring the bylaws are being properly followed, but also ensuring they are maintaining relevancy in an ever-changing environment.
- The committee will review any and all suggested changes to the bylaws and/or to the ACBC constitution prior to presenting draft bylaws and/or constitution changes to the ACBC congregation for their consideration.
- The committee will meet no less frequently than once per year in order to consider potential changes to either document.
- The bylaws committee meetings will be considered “executive sessions” meaning not open to non-committee members for the purpose of deliberating potentially sensitive and confidential matters.
- Any committee member with an actual or a perceived conflict of interest in any matters being discussed must abstain from any such discussion, out of an abundance of caution, and should excuse themselves from that particular meeting, or a portion of a meeting, to avoid the appearance of impropriety.
- Committee chair is responsible for reporting to the congregation, at each regularly scheduled business meeting, the activities of the committee.

2.5 Ad Hoc Committees

At various times, a need may arise to establish an ad hoc committee for a very specific purpose and for a specified period. Depending upon the

nature of the need, the senior pastor, in consultation with the deacons, personnel committee, and the finance committee may establish and define such a committee.

Section 3. Pastoral Staff

Pastoral staff shall be defined and determined by the needs of ACBC by the senior pastor in conjunction with the personnel committee. The senior pastor, deacons and personnel committee have the authority to organize a committee when searching for new staff members. In the absence of a senior pastor, the deacon body shall form a search committee and make recommendations to the church. The pastoral staff shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries⁷ and programs of the church and its organizations.

ACBC ministries and the staff member overseeing them:

1. Pastoral Ministries (Senior Pastor)
2. Education (Associate Pastor)
3. Youth (Youth Pastor)
4. Children's Ministries (Children's Pastor)
5. Praise Team (Worship Leader)

Section 4. Other Roles and Positions

Church Counselor – The role of church counselor is a critical part of our regular Sunday morning worship services. In the event someone comes forward during the invitation for any reason, it is the responsibility of a counselor to meet with them to determine if they are responding to the call for salvation, interested in becoming of member of ACBC, or is just in need of prayer.

Senior Administrative Assistant – ACBC leadership has determined that a critical role in the administration of the church is the senior administrative assistant. The senior administrative assistant shall provide all administrative support to the senior pastor and other pastoral staff, when needed. The pastoral staff, in conjunction with the finance committee, will determine if this role if a paid full-time position, paid part-time position, or an unpaid volunteer position. The senior administrative assistant will be supervised and managed by the senior pastor, or his designee, who will be responsible for evaluating the performance and proficiency of the staff member. The senior pastor, or his designee, will develop a detailed job description, in conjunction with the

⁷ Ministry evaluation is a continuous process and shall be conducted by the Staff member with responsibilities for that ministry. Evaluation process shall be determined by the Senior Pastor in conjunction with the staff.

personnel committee, that lays out essential job functions and expectations regarding how performance will be measured.

III. Administration of Church Ordinances

Section 1. Believer's Baptism

1. The senior pastor or any regular member of ACBC shall be authorized⁸ to administer baptism. The deacons shall assist in preparation for, and the observance of, the ordinance of baptism.
2. All persons who profess their faith in Christ shall be counseled by the senior pastor or ministerial staff about the meaning of baptism and urged to be baptized as soon as possible. They shall not be added to the full membership register of ACBC until they have followed the Lord in believer's baptism.
3. In addition, anyone requesting membership by providing a "statement of faith" who has not had believer's baptism from a like faith and practice shall not be added as a regular member until they have followed the Lord in believer's baptism.

Section 2. Lord's Supper

1. ACBC shall observe the Lord's Supper at least once a quarter, the schedule for which is the responsibility of the deacon body.
2. The pastor, deacons, and if necessary, additional men of ACBC shall administer the Lord's Supper.
3. The deacons or ushers shall be responsible for the physical preparation.
4. Other believers of like faith and order shall be invited to participate at the time the ordinance is observed.

IV. Church Meetings

Church business shall be conducted only in officially convened business meetings, either regularly scheduled or special called, except for routine actions and activities for normal operations not specified in this section.

Section 1. Annual Business Meeting

ACBC shall hold an annual business meeting to approve the budget prior to the beginning of the next fiscal year. If new deacons are to be added, recommendations from the deacon body shall be voted on during this meeting.

⁸ In accordance with the scriptures any true follower of Jesus Christ may perform a baptism, and the baptism can take place wherever a biblical baptism (immersion) can take place (e.g., swimming pool, lake, etc.). This will be addressed by the pastor prior to baptism.

Section 2. Quarterly Business Meetings

ACBC shall hold quarterly business meetings to discuss the plans and status of the ministries and business of the church. A written notice two weeks in advance and a verbal notice one week prior must be given for a quarterly business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject of the meeting, the agenda, date, time, and place; the verbal notice must be announced at a regular ACBC Sunday service and the written notice must be published in the e-bulletin and physical bulletin at least two-weeks in advance of the proposed meeting. Any member may request additions to the agenda, raise questions, and participate in discussions under the leadership of the senior pastor or his designee. Standing agenda items for each business meeting shall include committee reports, from each committee chair, regarding the activities of their particular committee since the last quarterly business meeting. Also, all ministry leaders should provide a brief report to the congregation regarding the activities of that specific ministry including any upcoming events or needs.

Section 3. Special Called Business Meetings

ACBC may conduct special called business meetings to consider matters of special nature and significance. A written notice two weeks in advance and a verbal notice one week prior must be given for a special called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject of the meeting, the agenda, date, time, and place; the verbal notice must be announced at a regular ACBC Sunday service and the written notice must be published in the e-bulletin and physical bulletin at least two-weeks in advance of the proposed meeting. All special called business meeting agendas shall be limited to the specific issue(s) for which the meeting was called.

Section 4. Quorum (only necessary for Special Called Meetings)

The quorum⁹ consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

Section 5. Parliamentary Rules

“Robert’s Rules of Order Newly Revised, 12th edition” will be used as a guide for parliamentary rules of procedures for all business meetings of the church. As clearly stated in Robert’s Rules, the presiding officer over every meeting must be familiar with the proper parliamentary procedures as outlined in Robert’s Rules. When necessary, another member should be appointed parliamentarian prior to the meeting whose purpose is to assist the presiding officer to ensure all parliamentary rules are properly followed.

⁹ Definition-Quorum – Minimum number of members that must be present for the meeting to be valid. A quorum will be determined by the members present.

V. Church Finances

Section 1. Budget

The treasurer, in consultation with the staff and finance committee, shall prepare and submit to the ACBC membership for approval an inclusive budget for the upcoming fiscal year, consistent with generally accepted accounting principles. The budget shall be submitted for approval no later than December 31st.

Section 2. Accounting Procedures

All funds received for any purpose shall be accounted for by the church treasurer and be properly recorded on the ACBC books using generally accepted accounting principles. Maintaining a system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the finance committee in coordination with the treasurer.

Section 3. Fiscal Year

The church fiscal year shall begin January 1st of each year.

VI. Amendments

It is common for the constitution and the bylaws to be revised, amended, modified, and updated for a variety of reasons. This section describes the process ACBC will employ to revise the constitution or the bylaws. The bylaws committee shall be responsible for maintaining and developing any proposed revisions to the constitution or the bylaws using the following process:

- The ACBC clerk will maintain and preserve an official editable (e.g., MS Word) file of each version, in addition to a non-editable (e.g., PDF) version, of these documents.
- Any ACBC member may submit proposed modifications to the bylaws committee at any time for the committee to consider.
- The bylaws committee shall convene no less often than once per year to deliberate over all proposed modifications received.
- The bylaws committee shall produce a draft revised document with all proposed modifications clearly delineated using redlining (for any text deleted) or highlighting (for any text added). The proposed revisions will always be in relation to the currently adopted version of either document.
- Any proposed changes to the documents will be clearly communicated to the ACBC membership at least two (2) weeks prior to a special called business meeting, or a regular quarterly business meeting, where the proposed amendments are to be voted on by the ACBC regular members.

- Public notification of the business meeting shall be provided in the e-bulletin, physical bulletin, and verbally at a regular Sunday ACBC service at least two (2) weeks in advance of the meeting, stating the intention for the ACBC membership to consider and take possible action on the proposed bylaws and/or constitution revisions.
- Proposed revisions to the constitution and/or the bylaws will be considered officially adopted based upon an affirmative vote of at least two-thirds (66%) of the quorum present at the meeting. The resulting revised ACBC constitution and bylaws will remain as the current version unless and until a subsequent revision is adopted.
- The clerk shall, with the assistance of the senior administrative assistant, replace the prior version of the constitution and bylaws on the official ACBC website with the newly adopted documents.