

# First Baptist Church

Pierre, South Dakota

## PURPOSE, CONSTITUTION AND BY-LAWS

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## **CHURCH PURPOSE**

### **First Baptist Church exists to glorify God through:**

- -worship and fellowship as the People of God;
- -the understanding of God's word and the discovery of God's will in our lives;
- -fostering prayer and Spiritual growth;
- -the witness to God's saving love in Jesus Christ for all people;
- -the maintaining of our unique Baptist heritage.

## **PREAMBLE**

In response to the need for more definite official guidance in matters pertaining to the life of this church, and in harmon with the Articles of Incorporation as set forth on April 1st, 1890, we do hereby adopt the following as our Constitution.

## **ARTICLE 1 CHURCH COVENANT**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus as our Savior, and on the profession of our faith, having been baptized in the name of the Father, the Son, and the Holy Ghost, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, and with the Lord Jesus Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love, to strive for the advancement of this church in Christian knowledge, spiritual growth and evangelism, to promote its spirituality and prosperity, and to sustain its worship.

To contribute cheerfully and regularly to the support of the church, and the spread of the Gospel through all the world.

To be just in our dealings, faithful in our engagements, to be temperate in our thinking and in our living, to abstain from the sale and use of things that are harmful to our bodies or that may cause our brother to stumble, to remember each other in prayer, to aid each other in times of sickness and sorrow, and to avoid all unkind criticism of each other. To be slow to take offense but always ready for reconciliation.

We also strive to maintain family and secret devotions, to educate our children in the fundamentals of the faith, to seek the salvation of our fellowman, and to set a Christian example in the world.

We moreover engage that, if we move, we will immediately unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

## **ARTICLE II CHURCH BELIEFS**

We believe that God tells us about Himself, about His purposes for us, and about His provision for our attainment of these purposes by means of the Bible, the Inspired Book that tells us of His nature and work, and that introduces us to Jesus Christ, the Son of God, born of the Virgin Mary, who appeared in human form in response to Divine purpose, giving Himself in death on the cross for our Salvation, living anew in the Resurrection, and who shall appear

again on earth. We believe that God also reveals Himself in the Holy Spirit, who comforts and sanctifies the saints, and who testifies to the ungodly concerning sin, righteousness, and judgment. We do moreover believe that God speaks through the Christian Church, a Divinely called fellowship.

We do moreover believe that those who have personally confessed Jesus Christ as Savior should, in obedience to His example and command, be immersed in the rite of baptism. We believe that the Lord's Supper is a commemorative meal in which we symbolize His death for us and remind ourselves that we are awaiting His return. We believe in the separation of Church and State. We believe that governing authority should be vested in the local church.

### **ARTICLE III AFFILIATIONS**

This church shall be a member of the Prairie Hills Area of the American Baptist Churches of the Dakotas Region, and of the American Baptist Churches, USA. Through our membership in the American Baptist Churches, USA, we regard ourselves as being in fellowship with all Baptist groups that belong to the Baptist World Alliance.

### **ARTICLE IV MEMBERSHIP**

The membership of this church shall consist of those persons who have fulfilled the requirements for membership and have been accepted as members by action of the church. For just cause, the church may dismiss members who are found unworthy, those who desire to sever relationship with the church, or those who desire to transfer membership.

### **ARTICLE V OFFICERS**

The officers of this church shall consist of a Pastor, a Moderator, a Clerk, a Treasurer, a Financial Secretary, a Board of Deacons, and any other officers and committees that the church may require. The officers shall be members of this church and shall embrace the Church Covenant.

### **ARTICLE VI**

## **AMENDING THE ARTICLES OF THE CONSTITUTION**

Any of the articles of the Constitution may be amended providing the proposed amendment is read at a previous regular business meeting of the church and provided two-thirds of those attending the meeting vote in favor of the amending article.

### **FIRST BAPTIST CHURCH, PIERRE**

#### **BY-LAWS**

##### **I. CHURCH MEMBERSHIP**

###### **A. PRIVILEGES AND RESPONSIBILITIES:**

Any person who has been accepted into the membership of this church shall have the right of voting on all matters pertaining to the church, shall enjoy all the spiritual ministrations that the church has to give, and shall be expected to contribute to the life of the church through Christian living, Christian giving, Christian witnessing, Christian fellowship and worship.

###### **B. CLASSIFICATION:**

1. **ACTIVE MEMBERS**: Those members involved actively in the

privileges and responsibilities of church membership shall be classified as active members. During the past year, they shall have attended worship services at least quarterly, or taken part in the financial giving, or expressed some spiritual interest in the church.

2. **INACTIVE MEMBERS:** Those members who show no interest in the privileges and responsibilities of church membership shall be classified as inactive members. The church, under the direction of the Board of Deacons, shall attempt to make contact with those members when consideration is being given to placing these individuals on an inactive status. Any inactive member may be brought back into active membership upon request and vote of approval by the Board of Deacons.

### C. **RECEPTION OF MEMBERS:**

1. **BAPTISM:** Any person who confesses Jesus Christ, Lord and Savior, and who has given satisfactory evidence of regeneration, may be received as a candidate for baptism by immersion and church membership upon recommendation of the Board of Deacons and by vote of the church.
2. **LETTER:** Any Christian may be received into membership upon receipt of a letter of recommendation of another Baptist church, or a church of similar faith and practice, and by a vote of the church.
3. **STATEMENT OF FAITH:** Persons who are unable to bring a letter of transfer from another Baptist Church, or a church of similar faith and practice, but who have been baptized by immersion and who are in harmony with the teachings of this church, may be received by recommendation of the Board of Deacons and by a vote of the church.

### D. **MEMBERSHIP LIST:**

The Pastor and Board of Deacons shall be responsible for determining and maintaining the active membership list. It is to be approved by a vote of the church at the Annual Business Meeting.

### E. **DISMISSAL OF MEMBERS:**

1. **LETTER OF TRANSFER:** Members of this church who may desire to transfer to another church shall request to have a letter of transfer sent to the specified church; upon receipt of the request, the church will send a letter of recommendation to the specified church.
2. **NOT REQUESTED:** Any member who joins another church without requesting a letter of transfer shall have his name removed from the membership list of this church.

## II. **THE BOARD OF DEACONS**

**A. MEMBERSHIP:**

The Board shall consist of the Moderator, the Clerk, the Treasurer, the Financial Secretary, and seven additional Deacons. All Board Members must be active resident members of the church. The Board shall meet at least monthly.

**B. ELECTION AND TERM OF OFFICE:**

The Board Members shall be elected for a term of three years, in three classes, one class being elected yearly at the Annual Business Meeting to serve three years. If re-elected to the Board, the person must serve in a different office or Department. Unexpired terms may be filled by election at any Quarterly Business Meeting or special meeting called for that purpose. Persons filling unexpired terms may be re-elected to the Board if they have served less than eighteen (18) months. Former Board Members may not serve as appointed Department members in the Department which they last chaired until one year has elapsed. They may serve in other Departments as appointed members.

The three elective classes shall be designated the Moderator Class, the Clerk Class, and the Treasurer Class. Two Deacons, the Financial Secretary, and the Moderator shall be elected in the Moderator Class. Two Deacons and the Clerk shall be elected in the Clerk Class. Three Deacons and the Treasurer shall be elected in the Treasurer Class.

**C. RELATIONSHIP OF THE BOARD TO THE CONGREGATION:**

The congregation shall be central to the activities of the Board. The Pastor and the Board, subject to the direction and approval of the congregation, shall carry out all of the activities of the church in accordance with its covenant and beliefs.

At the Annual Business Meeting, and as needed as subsequent Quarterly and Special Business Meetings, the Board shall submit to the congregation its proposed policy and program for the coming year related to the services and meetings of the church, Christian education, evangelistic and outreach ministry, budget and raising of funds, care and maintenance of church property, missions, fellowship and public relations. Upon approval of the proposed programs by the congregation, the Board shall carry out its responsibility.

The Board shall propose a policy of expectations for those who serve on the Board and shall submit the proposal to the congregation for approval. The Nominating Committee will be responsible to explain fully the sacred and serious intent of this policy, as well as its specifics, to each of the nominees it presents for election. The Moderator will likewise explain this policy at all church elections.

There shall be an annual installation of newly elected Board Members on the Sunday following the Annual Business Meeting, or as soon as can be arranged. At this installation, Board Members elect, with full knowledge and acceptance of church policy concerning their responsibility, shall covenant with God and the

church to serve faithfully in the office with which they are entrusted.

The congregation shall have the authority to review and rescind elective positions to the Board.

### **III. DEPARTMENTS OF MINISTRY**

#### **A. RELATIONSHIP OF THE BOARD AND DEPARTMENTS:**

The Board shall oversee the duties of the Departments of Ministry. There shall be eight (8) Departments: Finance, Worship, Christian Education, Missions, Evangelism-Shepherding-Membership, Fellowship, Property, and Public Relations.

The Treasurer and Financial Secretary shall co-chair the Finance Department. All other Departments shall be chaired by one of the Deacons. Annual assignment of Deacons to Departments will be made by the Moderator with the consensus of the Board. At the discretion of the Moderator and Board, Deacons may serve all three years with the same Department, or they may move from Department to Department annually.

The Departments shall be accountable to the Board in the exercise of their ministries. The Departments shall also be faithfully represented on the Board by their chairpersons. In the absence of a Department chairperson, an appointed member of the Department shall be designated to represent that Department at the Board meeting.

The Board shall have the authority to review and rescind appointive positions to Departments of Ministry.

Members of the Board and appointed members of the Worship Department shall be responsible for serving Communion.

#### **B. MEMBERS:**

Each Department shall consist of a chairperson(s) from the Board, and not less than two nor more than five appointed members from the congregation, with the exception of the Finance Department which may have not less than one nor more than five appointed members. Appointments shall be made by the Board from the current list of active resident members of the church.

#### **C. TERM OF OFFICE:**

Appointed Department members shall serve two year terms, appointed in two classes, one class being appointed annually in March to serve for two years and not being eligible to serve again as an appointed member of that Department until one year has elapsed. Persons may serve consecutive appointive terms if they are with different Departments. Appointed Department members who are subsequently elected to the Board the year their appointive term expires may serve as chair of that same Department if they are so assigned.



**D. RESPONSIBILITIES OF DEPARTMENTS:**

**The Departments shall meet at least monthly for the purposes described.**

1. **FINANCE DEPARTMENT:** The Finance Department shall oversee the ongoing financial program of the church, including the collection and depositing of all funds, the acceptance and designation of monetary gifts, the payment of all bills, the communication of the church's financial status to the congregation, the development of ways and means to meet the budget and other financial obligations, the proper recording of financial records, and audits of church books. "First Baptist Church financial records to be audited by one Deacon and one appointed person from the Finance Department at least every third year corresponding with the term of the Treasurer."
  
2. **WORSHIP DEPARTMENT:** The Worship Department shall foster and oversee all functions related to Sunday worship, communion, baptism, music, pulpit supply, greeters, ushers, and flowers. In regards to the serving of communion...past and present members of the Board and others approved by the Worship Department shall be responsible for the serving of communion. The Department shall also foster and oversee special celebrations and seasonal worship opportunities, nursing home worship, and any other worship opportunities it desires to make available to the congregation or public. The Department shall seek to involve members and interested friends of the church in meaningful activity as worship leaders and participants.
  
3. **CHRISTIAN EDUCATION:** The Christian Education Department shall plan and set policy for the educational programs of the church. It shall oversee the Sunday School, Vacation Bible School, Children's Church, and Youth Ministry. The Department shall sponsor periodic leadership training, shall provide for nursery care, shall maintain the church library, and shall oversee promotion of church camp.
  
4. **MISSIONS:** The Missions Department shall promote the knowledge of and the support of the various mission fields, programs, projects, or needs. The concern of this Department shall include local, state, national, and international ministries. It shall annually develop goals for missions giving. The Missions Department shall also keep abreast of denominational emphases, needs and resources in areas pertaining to missions.
  
5. **EVANGELISM-SHEPHERDING-MEMBERSHIP:** The Evangelism-Shepherding-Membership Department shall develop programs to maintain a high spiritual life within the church and to bring non-believers to a saving knowledge of Jesus Christ. It shall oversee the church visitation program and visitation training, it shall assist the Pastor in

conducting new member/inquiry classes, and it shall maintain a prayer chain. The Church Clerk shall be a member of this Department to facilitate the proper upkeep of the church membership record.

6. **FELLOWSHIP**: The Fellowship Department shall plan and sponsor various activities and functions on a regular basis, creating opportunities for congregational interaction and fellowship. Areas of responsibilities shall include: receptions at baptisms, dedications, those for new members, and for those who move; church dinners; Sunday evening home fellowships; all-church social-recreational events; and the encouragement of special interest fellowship groups (young singles, coffee and prayer, etc.).
7. **PROPERTY**: The Property Department shall provide for and oversee the maintenance and improvement of church buildings, furnishings, and grounds. It shall be responsible for securing a church custodian, developing custodial duties, and overseeing the custodial budget. The Department shall provide for storage space of church property, maintain and license church vehicles, contract for and hold all insurance policies, and oversee the disposition of all property gifts to the church. The Department shall bring any capital or permanent alterations to the facility to the Deacon Board for approval prior to congregational approval.
8. **PUBLIC RELATIONS**: The Public Relations Department shall provide publicity for church activities and programs through various news media. It shall also oversee the publication of the church newsletter, and it shall be responsible for the submission of articles to the American Baptist Churches of the Dakotas for publication in the Dakota Baptist. The Department shall represent the church in the greater community in so far as the church is involved with ecumenical/inter-church programs and community/service organizations. It shall be responsible for the advertising of all paid church positions in consultation with the appropriate Department chairperson(s) and the Moderator.

**E. ANNUAL PASTORAL CONSULTATION:**

In January, the Pastor will meet with each Department to discuss his role, responsibilities and performance over the past year in their area of accountability. Expectations for pastoral ministry in the coming year will also be explored. From these discussions, the Pastor will frame a summary of personal ministry priorities and responsibilities for the coming year. This summary will be presented by the Pastor to the Board at their February meeting for discussion, review/revision and approval. This process will aid the Pastor in focusing and directing his efforts in ways most consistent with church needs and expectations; it will clarify the continuing relationship between the elected Board and the Pastor; and it will provide specific areas of accountability for pastoral ministry.

**F. RECORDS:**

Each Department shall maintain a written record of its meetings to be kept by the

Department for two years, and then to be permanently filed at the church. Financial records shall be filed annually and kept for five years and then discarded. All church records, except records of giving kept by the Financial Secretary and Deacons' Help Fund expenditure records shall be open to members of the church.

#### **IV. RESPONSIBILITIES OF VARIOUS CHURCH OFFICERS**

##### **A. MODERATOR:**

The Moderator shall set the agenda and preside over all church business meetings and all Board meetings. The Moderator shall serve as chairperson of the Board, coordinating the ministries of the Board and shall see that the Board is accountable and responsive to the policies of the congregation. The Moderator shall have the authority to call Special Business Meetings and shall be authorized to sign checks against the church's account in the absence of the Treasurer.

##### **B. VICE-MODERATOR:**

In the Moderator's absence, the Vice-Moderator shall preside and serve in the Moderator's stead. The Vice-Moderator shall be appointed by the Board from among its Deacons.

##### **C. CLERK:**

The Clerk shall keep a record of minutes for church business meetings and Board meetings. A record of church membership additions and dismissals shall also be kept. To facilitate this, the Church Clerk shall be a member of the Evangelism-Shepherding-Membership Department. The records shall be filed bi-annually with the church. The Clerk shall also compile the records for and oversee the completion of the church's annual report to the church membership, the American Baptist Churches of the Dakotas Region and the American Baptist Churches, USA.

##### **D. TREASURER:**

The Treasurer shall co-chair the Finance Department, pay bills, send in missions contributions, keep clear and complete records of accounts from the Financial Secretary and keep a record of progress toward the attainment of the annual budget. The Treasurer shall present an itemized statement to the Quarterly and Annual Business Meetings of the church and shall give a monthly written report to the Church Board.

##### **E. FINANCIAL SECRETARY:**

The Financial Secretary shall co-chair the Finance Department, count offerings, keep careful records of collections, give credit to proper funds, and make deposits to the proper accounts. The Financial Secretary shall keep records of all

pledges, send annual reports to givers of record, prepare reports for Quarterly and Annual meetings, and shall maintain a record of all monetary gifts to the church. An appointed member of the Finance Department shall be designated to serve in the Financial Secretary's absence.

**F. PASTOR:**

**1. DUTIES:** The Pastor shall have general supervision over all church activities, perform all spiritual services normally pertaining to the office and be a permanent, voting member of the Board, serving as advisor and resource person for all church activities. All records of the church's Board, Departments, committees, or task forces shall be open to the Pastor. The Pastor shall have authority to call Special Business Meetings. In consultation with the Moderator and the Pastoral Relations and Church Staff Committee, the Pastor shall be responsible for securing a Church Secretary and overseeing the responsibilities of that position. After resignation, the Pastor may be involved with the newly formed Pulpit Committee only at the request of the committee.

**2. TERM OF OFFICE:** The Pastor shall be called for an indefinite period of time. The congregation must have at least one week's notification via mail before a vote to dismiss a Pastor may be taken. A simple majority is required to dismiss a Pastor. In the case of dismissal, after the vote, thirty days notice must be given the Pastor in writing. Should the Pastor desire to terminate the pastorate, a thirty day formal notice in writing must be given to the church.

**V. DEPARTMENT AGENCIES**

The Departments shall have the authority to appoint and commission individuals, standing committees, and task forces to conduct the ministries of the Department. Such individuals and groups must be members of the church, except when, at the discretion of the Board, active non-members are permitted to serve. The Board's exercise of this policy shall be subject to review by the congregation at any Quarterly Business Meeting or Special Business Meeting designated for that purpose.

**VI. NOMINATING COMMITTEE**

There shall be a Nominating Committee of three persons elected yearly at the Annual Meeting, each serving a one-year term, eligible for subsequent re-election one time for a total of two year's service, and not being eligible again until one year has elapsed.

At the December Special Business Meeting, the Nominating Committee shall present a report suggesting a slate of nominees to be considered at the Annual Business Meeting for vacant or expiring positions on the Board, as well as one nominee for the new Nominating Committee. The Board will also present a report suggesting two nominees for the Nominating Committee. These nominees need not be members of the Board.

On or before the first Sunday in January, the Nominating Committee shall post or publish a roster of all known nominations to be presented at the Annual Business

Meeting. The Nominating Committee shall also oversee the printing of ballots for use at the Annual Business Meeting.

When vacancies of elective positions occur during the year, the Nominating Committee shall seek persons to fill those positions, placing their names in nomination at a Quarterly Business Meeting or special meeting called for that purpose.

When a pastorate is concluded, the Nominating Committee shall present five Pulpit Committee nominees to be considered for election at the Special Business Meeting called for that purpose.

## **VII. PULPIT COMMITTEE**

### **A. TERM OF OFFICE:**

Immediately upon the resignation of a Pastor, and the acceptance of that resignation, the Moderator shall call a Special Business Meeting to elect a Pulpit Committee of five members for the purpose of searching for a successor. The Pulpit Committee disbands after the formal installation of the new Pastor.

### **B. DUTIES:**

Immediately upon its election, the Committee shall meet to elect a Chairman and Secretary, and shall proceed to select candidates to present to the church. The Committee shall see that the pulpit is supplied each Sunday that the church is without a Pastor. As part of extending a call, the Committee shall secure a Pastoral-Church Agreement which shall be signed by both parties. The Committee shall also make arrangements for an installation service after the new Pastor is on the field.

### **C. EXTENDING A CALL:**

From candidates recommended by the Committee, the church shall extend a call. The vote shall be by secret ballot at either a Special or Quarterly Business Meeting, provided that notice of intention to vote has been given via mail and at the morning worship service at least one (1) Sunday prior to the meeting. A three-fourths (3/4) majority of all votes cast shall be necessary to extend a call.

## **VIII. PASTORAL/CHURCH STAFF RELATIONS COMMITTEE**

### **A. MEMBERSHIP, ELECTION AND TERM OF OFFICE:**

The Pastoral/Church Staff Relations Committee shall consist of three active members of the church. The Board shall nominate the candidates for the committee in consultation with the Pastor. Each committee member shall be elected for a term of three years, in three classes, one class being elected yearly at the Annual Business Meeting to serve three years, and not becoming eligible for re-election to the committee until one year has elapsed. Unexpired terms may be filled by election at any Quarterly Business Meeting or Special Business Meeting called for that purpose. Persons filling unexpired terms may be re-elected to the

committee if they have served less than eighteen months.

**B. DUTIES**

The Pastoral/Church Staff Relations Committee shall elect a chairperson and secretary at its first meeting after the Annual Business Meeting to serve for a period of one year. The Committee shall report to the congregation at the Quarterly Business Meetings and shall submit a written report at the Annual Business Meeting. The Committee shall provide a communication link between the Pastor and church staff and the congregation, help the Pastor and church staff deal with conflict, counsel with the Pastor regarding continuing education, review the Pastor's and church staff members' compensation annually and provide recommendations to the Board (excluding the church custodian's compensation which is overseen by the Property Department), assist in helping a new Pastor/Church Staff Member begin, and assist in a Pastor's and Church Staff Member's termination process.

**IX. BUSINESS MEETINGS**

**A. ANNUAL MEETING:**

The Annual Meeting shall be held the second Sunday in January. Printed annual reports shall be made for the church and all its organizations, the audit report shall be made, the annual church budget shall be adopted, and the church Calendar on Ministries and Programs shall be adopted. The final report of the Nominating Committee shall be presented, and the church shall proceed with the elections.

**B. BUSINESS MEETINGS:**

There shall be quarterly meetings of the church, held on a Sunday in April, July and October as determined by the Board. At these meetings, minutes shall be read, financial reports presented, plans made, and the general business of the church shall be conducted.

**C. SPECIAL BUSINESS MEETINGS:**

There shall be a Special Business Meeting on the second Sunday of December, in addition to any called by the Moderator or Pastor. Notice of a Special Business Meeting shall be announced at least one week prior to the meeting. Such announcements may be made at Sunday morning worship or via the mail to all active resident members.

The general purpose of the Special Business Meeting shall be stated at the time of announcement, and all business at that meeting shall be limited to the purpose stated. At the December meeting, the Nominating Committee shall make its initial report, and the Board shall present the proposed budget and church program. The purpose of this meeting is to give counsel to the Nominating Committee, Finance Department and Board in their preparation for the Annual Business Meeting, and to inform the congregation so that individual members

might participate in church decisions in the fullest manner. No final action will be taken concerning elective offices, budget or church program.

**D. QUORUM:**

A quorum of twenty-five (25) active members of the church shall be necessary for conducting the business of the church.

**E. PARLIAMENTARY PROCEDURE:**

Parliamentary procedure of this body shall be governed by Robert's Rules of Order.

**F. PROXY VOTES:**

Voting by proxy shall not be allowed by this corporation.

**X. AMENDING THE BY-LAWS**

Any of the by-laws may be amended providing the proposed by-law is mailed to the active members two weeks prior to a regular or specially called business meeting of the church and provided a simple majority of those attending the meeting vote in favor of the amending by-law.

**FINANCE DEPARTMENT OPERATING POLICY**

**BEQUESTS, SPECIAL GIFTS AND ENDOWMENTS**

**I. NAME:**

A separate fund to be known as The Memorial Gifts Fund hereinafter called The Fund is hereby established.

**II. ORGANIZATION:**

The Board of Deacons shall maintain and be responsible for general oversight of The Fund.

The Finance Department shall approve all gifts to The Fund, shall be responsible for the direct administration and management of The Fund and shall maintain the Memorial Gifts Book as the proper book of record indicating type of gift, the name of the donor(s) and those honored.

In the event this congregation ceases to exist, disposition or transfer of The Fund shall be at the discretion of the Board of Deacons in consultation with the Executive Minister of the South Dakota Baptist Convention.

### **III. GIFTS:**

Gifts, direct or by bequest, may be given to the church in these forms:

Unrestricted: the use to be determined by the Board of Deacons.

Designated: specified by the donor for a particular purpose and restricted to that use.

Contingency: specified for a particular purpose, but with the privilege of changing the use of the gift under certain conditions, such as termination of the need to which it was initially designated.

Memorials: either unrestricted or designated, and dedicated to the memory of a deceased family member, church member or friend.

Trusts and Annuities: created for the benefit of the congregation, but with lifetime income to the donor. Because of legal and tax implications, the church should never attempt to manage these forms of gifts. A regional or national denomination office for deferred giving is available for consultation and administration.

Gifts received must be consistent with the religious and ethical standards of the church, and must be seen to have the economic potential for achieving their designated purpose.

### **IV. ADMINISTRATION:**

No portion of The Fund shall be expended, loaned or encumbered unless authorized in the terms of such gifts, or, in the case of unrestricted gifts, by action of the congregation.

All gifts received in the form of real property will be converted to cash at its fair market value as soon as practicable, with such conversion approved by the Board of Deacons. Cash thus received will be administrated as an unrestricted gift.

The Finance Department shall be responsible for investment of The Fund's assets in order to obtain reasonable income with security of the principal.

Income from The Fund shall be distributed at such times as deemed necessary and/or



feasible to accomplish a stated purpose. Both principal and income are to be administered in such a way that they do not diminish the joy and responsibility of the members of this church for personal involvement and current support of regular ministries.

Income, and principal where appropriate, may be used by this church in its total mission and ministry and that a division of these resources be for local outreach and for denominational and ecumenical causes.

Programs for support shall be recommended by the Finance Department and approved by the Board of Deacons for funding.

**V. INTERPRETATION:**

Notices of this Fund, its purpose, encouragement to support it and the various gift plans available shall be promoted from time to time as events lend themselves to such interpretation.

All gifts are received in prayerful gratitude to God, and to the person(s) who gave, for their love, commitment, and loyalty to the work of Christ's Church through this congregation. All gifts will be acknowledged in a personal letter from the Chairperson of the Finance Department.

Where specific designations are included, they should not be so restrictive as to make them difficult to administer. It is suggested that an alternative, flexible use be included in all such gifts.



