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CONSTITUTION
PREAMBLE

For the purpose of preserving and making secure the principles of our faith and to the end that this body be governed in an orderly manner, consistent with the accepted tenets of the Missionary Baptist Churches affiliated with the Florida Baptist Convention and the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual member of the church, and to set forth the relationship of this body to other bodies of the same faith, we do declare and establish this constitution.

ARTICLE I - Name

This organized group of Christian Believers of the Baptist Faith shall be known as:

HARBOR CITY BAPTIST CHURCH
MELBOURNE, FLORIDA

ARTICLE II - PURPOSE

The purpose of this body shall be to provide regular opportunities for public worship, to sustain the ordinances, doctrines and ethics set forth in the New Testament for the Church of our Lord Jesus Christ; to nurture its members through a program of Christian Education; to channel its offerings to the support of the Redeemer's Kingdom, and to preach and propagate among all people the gospel of the Revelation of God through Jesus Christ as Saviour and Lord.

The general nature of the object of the incorporated body, hereinafter sometimes referred to as the Church, shall be religious, benevolent and educational, and as such shall have all the powers incident to incorporated beings of such character.

The provisions of this constitution shall prevail over all other provisions (in case of a conflict).

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ARTICLE III - DOCTRINE

The Doctrine of this church shall be in harmony with the Doctrine as stated in the Articles of Faith and as expressed in the Covenant of this Church.

ARTICLE IV - ARTICLES OF FAITH

The sole authority for faith and practice among us is the Bible. Therefore, the Bible is the only complete statement of faith. Any Articles of Faith are by nature incomplete and imperfect and cannot be considered authoritative in the sense that the Bible is authoritative and inerrant. However, it does seem good to summarize the main tenets and distinctives of our people, based on the Bible, to serve as some basis of fellowship and for the guidance and instruction of our own people and of the general public as to the beliefs we hold in common. Therefore, let it be stated as follows:

- Section 1 : We believe that the Holy Scriptures are our only authority for the way of salvation, the Christian life, and the practice of the Church; that all Scripture is given by inspiration of God. II Timothy 3:15-17.
- Section 2 : We believe in the one true and living God revealed in the Scriptures as Father, Son, and Holy Spirit. Deuteronomy 6:4; John 14:7-9; 15:26; Matthew 28:19.
- Section 3 : We believe that all have sinned and come short of the glory of God; that the way of salvation is by faith receiving God's free gift of grace, which is given through the redemption that is in Christ Jesus by His atoning death on the Cross and His victorious resurrection. Romans 3:23-26; 4:23-25; Ephesians 2:1-10.
- Section 4 : We believe that all true believers, those genuinely born again of the Spirit of God, shall be kept by the power of God through faith; that no power or person shall be able to pluck them out of the Father's hand or to separate them from the love of God in Christ Jesus; that they have eternal life as a present as well as a future reality; that should a child of God fall into sin, God will, in love, chasten him as a son and seek to lead him to repentance, forgiveness, and cleansing of sin through confession of sin to God. John 3; John 10:27-29; I Peter 1:5; Romans 8:35-39; I John 5:11; Hebrews 12:5-11; I John 1:9.
- Section 5 : We believe that all who have received Christ as Saviour and Lord should be baptized in the name of the Father, and of the Son, and of the Holy Spirit; that baptism is by immersion in likeness of the believer's union with Christ in death to sin, burial and resurrection to walk in newness of life; that the Lord's Supper should be observed by the churches in remembrance of Him and to show forth His death for our sins until He comes again. Matthew 28:19; Romans 6:3-11; I Corthinians 11:23-26.

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- Section 6 : We believe that each local church is autonomous as far as human government is concerned; that a pastor led, deacon assisted, congregation ruled church is a good biblical pattern for church government and that neither the Pastor, or any member is sole authority in the church. All leaders are accountable to each other and to the congregation; that each church should look to “CHRIST alone” as its head and earnestly seek the guidance of the Holy Spirit; that we can please God and promote His work by cooperating together for missions, publication, education, community, and many other joint efforts. Ephesians 1:22-23; 5:21; Acts 14:23; Acts 6; Revelation 3:22.
- Section 7 : We believe in the priesthood of all believers; that every Christian has direct access to God in prayer through Jesus Christ, our Great High Priest; that there is no mediator between God and Man other than Christ Jesus. Revelation 1:6; I Timothy 2:5; I Peter 2:5.
- Section 8 : We believe in the imminent, personal return of the Lord Jesus Christ; that the righteous dead shall be raised immortal to dwell eternally with the Lord; that the unrighteous dead shall be raised to be sentenced to the second death of the lake of fire. Acts 1:9-11; I Corinthians 15; Revelation 20:11-15.
- Section 9 : We believe in religious liberty for all; that a free church in a free State is the Christian ideal. Matthew 22:21; I Timothy 2:1-2.
- Section 10 : We believe that we are under a mandate from our Lord as stewards of the Gospel and of our lives and possessions to live holy and separate lives of Christian love and to give cheerfully and liberally of our time, talent, and means to bear witness of Christ both personally in our own lives and corporately through our churches and missionary efforts. II Corinthians 6:14-18; John 20:21-23; II Corinthians 9:6-15.
- Section 11 : We believe that the unity of the church will be advanced when, after the church body has made a decision (by the voting process or otherwise) that all dissenting members will unify their hearts and “press on” in love, with the majority. I Corinthians 1:10; Romans 12:5; Psalm 133.

ARTICLE V - CHURCH COVENANT

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

We agree, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinance, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealing, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from using any substance that has been known to cause others to stumble in the Christian walk. Proverbs 20:1 & I Corthinians 8:9

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Saviour to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

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ARTICLE VI - ORDINANCES

Section 1 : The ordinances

- A. The Ordinances of this Church shall be Baptism and the Lord's Supper.

Section 2 : Baptism

- A. Baptism shall be by immersion.
- B. Baptism shall be administered by the Pastor or his appointee, when approved by the deacons.
- C. Baptism by immersion is the only Baptism to be recognized when receiving members.
- D. Candidates for Baptism shall give evidence to the Church and/or its authorized representative of their repentance and faith in Christ and purpose to live a Christian life.

Section 3 : The Lord's Supper

- A. The Lord's Supper is to be recognized as a legal Church Ordinance.
- B. The format for observance of the Lord's Supper shall normally be prescribed jointly by the Pastor and Deacons.
- C. The Lord's Supper shall be observed at least once each quarter as specified in the Church By-Laws.

ARTICLE VII - MEMBERSHIP

Section 1 : Membership

- A. The membership of Harbor City Baptist Church shall consist of persons who have publicly made a profession of their faith in Jesus Christ as Saviour and Lord; who desire to be numbered among His disciples; who have experienced the New Testament Baptism by immersion following salvation; who are in harmony with the faith and practices of this Church (given to them in a New Members Class or Pastor's Counseling Session); and who have the recommendation of the Pastor and Deacons; and who are approved by a vote of the congregation.

Section 2 : Admission of Members

- A. Membership in the Church may be attained as follows.
 - 1. By profession of faith in Christ as Lord and public testimony (as in the "Articles of faith") followed with baptism by immersion and later completion of Pastor's "New Members Class" or "Pastor's Counseling Session".
 - 2. By letter from another Southern Baptist Church, that meet conditions of Section 2A1.
 - 3. By statement of their conversion experience and Believer's Baptism by another Baptist Church, that meet conditions of Section 2A1.
 - 4. From another denomination if the following requirements have been met and later "New Members Class" or "Pastor's Counseling Session" completion:
 - a. Testimony of a conversion experience relating salvation by Grace through faith in Jesus Christ.
 - b. Statement of baptism by immersion and belief that the baptism was to show salvation, not to save, and was performed by a duly ordained minister and/or proper authority of a church of the Lord Jesus Christ.
 - 5. By restoration to the membership roster after having been removed.

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- B. Membership Procedures

1. Prospective new members shall come forward (if physically possible) at a regular worship service and relate to the Pastor, his assistant or a counselor - as to the purpose of coming forward. Appropriate spiritual counseling shall then take place (unless counseling was done earlier). After the salvation of the prospective new member has been established and membership is requested, the Pastor or his assistant will decide whether the prospective new member needs to attend the “New Members Class” or “Pastor’s Counseling Session” and inform him/her of his decision and then inform the church of this decision as soon afterward as practical.
2. When the Pastor or his assistant (with deacon approval), is ready for a positive recommendation for membership, there shall be a New Member Presentation to the church that takes place at a Sunday Morning Worship Service. Church members shall give their approval with a verbal vote for official membership. The Pastor or his assistant shall see that notice of this official membership is given to the church clerk for official documentation, or any follow-up action that is needed.

Section 3 : Termination of Membership

- A. Membership in this church shall be terminated as follows:
 1. By letter of transfer to another Church of like faith.
 2. When a member joins a Church of different faith and order.
 3. By disciplinary action of the Church. Prior to disciplinary action by the Church against any member, said member shall be called before the Pastor and Deacons to be examined in regards to any charge of gross immorality, persistent failure to comply with covenant obligations, or overt denial of any part of the doctrinal statement of this Church. Failure to the member to appear, when requested, shall not serve to stay action of the examining body. The Pastor and Deacons will then make recommendations for appropriate disciplinary action to the church at a Business Meeting. Compliance with Matthew 18 must be met.
 4. By death.
 5. Members may terminate their membership with a written request.

Section 1 : Meetings

- A. Meetings shall consist of two (2) types; Religious Services and Business Meetings.

Section 2 : Religious Services

- A. Religious Services shall consist of the following:
 - 1. Sunday Morning Worship Service.
 - 1. Sunday Evening Worship Service
 - 2. Wednesday Mid-week Prayer Service

Section 3 : Business Meetings

- A. Business Meetings shall be for the purpose of handling the business of the Church.
 - 1. The church year shall begin November 1 and end October 30 of the following calendar year.
 - 2. Regular Business Meetings shall be held as prescribed in Article 3 of the Church By-Laws.
 - 3. The election of Church and Corporate Officers and all committee members shall be held at the Regular Annual Business Meetings in October.
 - 4. Special Business Meetings shall be called when in accordance with the provisions of Article 3, Section 2 of the Church By-Laws and all requirements have been met and the agenda of the meeting announced to the congregation at two Sunday Worship services.
 - 5. Voting age minimum shall be 18 years of age.
 - 6. Copies of the current Constitution and By-Laws shall readily be available when asked for by anyone.

ARTICLE IX - CHURCH OFFICERS

Section 1 : Officers

- A. The officers of this Church shall be a Pastor, and other vocational or staff leadership as needed; Deacons, Trustees, Corporate Officers (President, Vice President, Secretary, Treasurer); Moderator, and Vice Moderator, Clerk, Treasurer, Financial Secretary, and the Church Council (Sunday School Director, Nursery Director, Church Training Director, Music Director, and the Deacons).

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- B. Any officer vacancy that occurs shall be filled by appointment by the Pastor and Deacons and approval by the Church body at the next Regular Business Meeting.

(Does not apply to the Pastor, staff, or paid positions.)

- C. Officers minimum age shall be 21 years of age.

Section 2 : Election and Duties

A. Pastor

1. Whenever a vacancy occurs, a new Pastor shall be called to serve until the relationship is dissolved at the request of either the Pastor or the Church. In either case, at least thirty (30) days notice shall be given of termination of the relationship, unless otherwise mutually agreed upon, with both the Pastor and the Church seeking to follow the Will of God and the Leadership of the Holy Spirit.
2. The call of a Pastor shall take place at a Business Meeting following at least two weeks notice to the membership that the call will be on the agenda of the meeting. The election shall be upon the recommendation of the Pastor Search Committee, which has been elected by the Church after recommendation by the Nominating Committee, to seek out and nominate as Pastor, a Minister of the Gospel whose Christian character and qualification fit him for the office of Senior Pastor of this church, per I Timothy 3; I Timothy 5:9-10. Financial agreements with the candidate shall be coordinated in advanced with the Financial Committee and Treasurer.
The Pastor Search Committee shall nominate only one candidate at a time for consideration by the Church, and no nomination shall be made except that of the Committee. Election shall be by an affirmative ballot of 75% of those present and voting. Should the one recommended for nomination by the Committee fail to receive 75% of the vote, the Committee will seek out another candidate for consideration by the Church. The vote will be by secret ballot, and counted by the Deacons (who will enlist a non-officer brother to help if possible).
3. The Pastor shall conduct religious services on stated and special occasions, administer ordinance, minister to the members of the Church and community, equip the saints for the work of service, to the building up of the body of Christ, and help the Church grow in truth, providing leadership for the total Church: giving training and counseling to other Deacons and leaders as needed. (Ephesians 4:11-13), and perform other duties that usually pertain to that office.
4. He shall have charge of the pulpit ministry of the Church and shall, in cooperation with the Deacons, provide for pulpit supply when he is to be absent, and arrange for workers to assist in revival meetings and other special occasions.

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5. He shall be the administrative and spiritual Leader of the Church in conjunction with the Deacons and Church Council. He shall arrange and

- approve all absences and vacations of all Church employees.
6. He shall be an ex-officio (non-voting) member of all organizations, departments, and committees, and has a right by virtue of his office to attend and take part in all meetings of the same.
 7. He may call a special meeting, in conjunction with the Deacons, of any committee or recognized Church group according to procedures which may be set forth in the By-Laws.
 8. He shall seek harmony with the Deacons and all other leaders at all times and they with him. For major decisions affecting the Church, the pastor shall consult with the deacons and the church council as appropriate. He shall rescind any decision he makes that affects the Church, when it is opposed by the majority of the active Deacons and the Church Council.
 9. He may have an Administrative Secretary to assist him in performing the Church duties, and will outline the secretary's duties in writing and have approval of the personnel committee, and if a paid position, the finance committee.
 10. He shall perform the Church administration assisted by the Administrative Secretary, the Financial Secretary, the Deacons and Church Council and others he may enlist.
 11. He shall see that his and the staffs' administrative records are kept up to date by the Administrative Secretary or Financial Secretary as applicable. (Vacations, sick leave, etc.).
 12. He shall see that Counselors are available for all worship services and be an active part of their training and qualification process.
 13. He shall see that there is a yearly and monthly "Church Calender" of scheduled church events, and coordinate the events during monthly meetings with the Church Council and Deacons or others as needed.

B. Staff Assistant (s)

1. This is normally a paid professional position to directly assist the Pastor.
2. Whenever a ministry need arises or vacancy occurs, a Staff Assistant shall be called to serve until the relationship is dissolved at the request of either the Staff Assistant or the Church. In either case, at least thirty (30) days notice shall be given of termination of the relationship, unless mutually agreed, with both Staff Assistant and the Church seeking to follow the Will of God and the Leadership of the Holy Spirit.
3. The call of the Staff Assistant shall take place at a Business Meeting following at least one week's notice (2 worship services) to the membership that the call subject will be on the agenda of the meeting.

Nominating Committee, to seek out and nominate a Staff Assistant (s) whose Christian character and qualifications fit him for the position, I Timothy 3; I Timothy 5:9-10. A Staff Assistant may be an Assistant Pastor, Director of Education, a Minister of Music, a Director of Youth Activities, or any combination thereof, or other type based on the current need identified to the Special Committee jointly by the Pastor, the Church Council, and the Deacons. Financial agreement with the candidate (s) shall be coordinated in advance with the Finance Committee and Treasurer.

The Committee shall nominate only one candidate at a time for consideration by the Church and no nomination shall be made except of that Committee. Election shall be by affirmative ballot of 75% of those present and voting. Should that one recommended by the Committee fail to receive 75% of the vote, the Committee will seek out another candidate for consideration by the Church. The vote will be by secret ballot.

4. The Staff Assistant (s) will assist in programs directed by the Pastor in support of the activities of the Church.
5. He shall be an ex-officio non- voting member of all organizations, departments, and committees related to his area of responsibilities, and has a right by virtue of his office to attend and take part in all meetings of the same.

C. Deacons

1. There may be four Deacons for the first 100 members of the Church and two additional Deacons for each 100 additional members up to 500 members, and then as many other Deacons as the Deacon Body determines necessary to minister effectively with approval by the Church.
2. Deacons shall be elected from among those men who have proven themselves to have scriptural qualifications.
 - a. No divorced person shall be considered eligible to serve as Deacon
 - b. They promise to obey God in the matter of tithes and offerings.
 - c. They believe in the program of Southern Baptists and of this Church's doctrine and Articles of Faith.
 - d. They meet the other qualifications for Deacons as recorded in Acts 6:3 and I Timothy 3:8-13.
3. Deacons shall be elected for a term of three years, beginning service the first day of January following their election, with the exception when filling an unexpired term. They shall be elected to meet two conditions as follows:
 - a. To replace the Deacons rotating off after three years service.
 - b. To replace a Deacon who has resigned.

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A deacon who has served three consecutive years shall not be eligible for re-election until after a lapse of one year. A Deacon who is completing a term of a

previously resigned Deacon shall be eligible for re-election but shall not serve more than three consecutive years.

If a Deacon resigns or is incapacitated during a Church year, the Deacons shall recommend that the Church elect a replacement as soon as possible in accordance with Article IX, Section 2 paragraph C (3) of the Constitution.

Whenever Deacons are to be elected, an insert shall be put in the bulletin every Sunday in October. The insert will function as a voting ballot and list all of the present active deacons, with those rotating off, clearly identified. The insert will advise the membership of the exact number of Deacons to be elected and request each member to list in the blank spaces provided, the names of the men they vote for other than those listed. The insert will contain the qualifications of a Deacon in accordance with Article IX Section 2, paragraph C (2) of the Church Constitution and will instruct that only one ballot is to be turned in by each member with the member's signature. A ballot box will be provided at the morning and evening service every Sunday of October. The chairman of Deacons is responsible for collecting these ballots after each Church service. The ballots shall be placed in an envelope and sealed and opened only when the Council of Deacons meet to tally all ballots after the last night of October; assisted by the Pastor and with his approval. The elected Deacons' names shall then be published in the church bulletin. Absentee ballots are permitted under the following conditions: for members who will be out of town during the month of October or for members who are incapacitated and unable to attend services during October. Such ballots must be signed, mailed and received by the Chairman of Deacons by the last Sunday in October.

4. Deacons shall at all times consider themselves as servants of the Church.
5. With the Pastor, and as the Holy Spirit may direct, they are to consider and make recommendations to the Church in all matters pertaining to its work and progress, including oversight of the discipline of the Church, and oversight of nepotism in leadership positions. Acts 6:2.
6. They shall assist the Pastor in the observance of the Ordinances and in concert with him, exercise general superintendence over the spiritual welfare of the Church.
7. They shall arrange for regular monthly meetings and such committees as are necessary to the discharge of their duties. The Chairman of the Deacons may call the Deacons into special sessions whenever necessary. When a tied vote exists between the voting Deacons on any issue, the Deacon Chairman shall decide the issue being voted on.
8. They shall be formally ordained, without undue delay, by this Church, after January 1 of each year, except those who have already been ordained by a Church of like faith and order.
9. They shall see that the Nominating Committee is activated in the absence of a full time Senior Pastor.
10. They shall also function as Administrative Directors as needed (in the absence of a full time Senior Pastor), so as to allow the Church to function normally until a full time Senior Pastor is called. They may appoint existing staff members to assist in their duties.

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11. They shall elect a new Chairman of Deacons as soon after January 1st as is practical. He shall be presented to the Church, and his name published in the Church bulletin.

12. Ordained Deacons shall function as regular members during inactive periods of Deacon service.
13. They shall approve the Treasurer's list of "counters" of receipts of Church monies.

N. TRUSTEES

1. The Church shall elect five Trustees. They shall also serve as the Board of Trustees of the Corporation. Their term of office shall be for two years, with three of the number elected each odd calendar year and two elected each even calendar year.
2. Vacancies may be filled at any time as per Article IX Section 1 B of Constitution, with the newly elected filling out the unexpired term of the one whose vacancy is being filled. Having served as a Trustee during a previous term, will not disqualify a member for appointment.
3. They shall in general superintend the temporal affairs of the Church.
4. They shall be responsible for the inventory care of all personal property of the Church, and that the Church facility is functional as much as possible at all times.
5. The chairman of the Trustees shall hold regular meetings, make reports on activities, and submit recommendations at the Regular Business Meetings of the Church.
6. They may organize into committees as is necessary to the discharge of their duties if they so desire.

E. CORPORATION OFFICERS

1. The President, Vice President, Secretary, and the Treasurer shall be elected annually at the Annual Business Meeting in September. Any corporate vacancy that occurs shall be filled by appointment by the Pastor and Deacons and approved by the Church at the next Regular Business Meeting.
2. Their duties shall be limited to the provisions of the Articles of Incorporation unless otherwise provided for in the Constitution or By-Laws.
3. They shall be assisted by the Church clerk as needed.

F. MODERATOR

1. The moderator and vice moderator shall be elected annually to this office.
2. He shall preside at the Business Meetings of the Church. It shall be his duty to see that the stated meetings of the Church are held regularly; that required reports are submitted to the Church by various officers, departments, committees, boards, etc. of the Church.

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3. When the Moderator is absent or incapacitated, his duties shall be performed by the Vice Moderator. If both are unable to assume the duties, the Pastor, with Deacon approval, shall appoint a temporary Moderator for

the pending meeting.

4. The moderator, or in his absence, the Vice Moderator or Deacons, will announce special business meetings of the Church as required for the prompt handling of official business. The purpose of the Special Meeting will be stated to the membership as far in advance of the meeting date as possible. No items of business shall be considered in Special Business Meetings except the one matter for which the meeting is called.
5. The appointing of any new committee that may arise as a suggestion at a Business Meeting or the necessity of appointing a committee (from business action) will be the responsibility of the Pastor with Deacon approval.
6. The moderator may be the Pastor, if approved beforehand by the Deacons each year, and confirmed by the Church at a business meeting (prior to the annual election process).

G. CHURCH CLERK (Business)

1. The Clerk shall be elected annually (may serve as the Pastor's secretary).
2. It shall be his/her duty to attend, or be represented at all Church Business Meetings and to keep accurate records of all business transactions.
3. He/She shall issue letters of dismissal as authorized by the Church, preserve all legal papers, valuable correspondence, information and records that belong to the Church, and preserve a true history of the Church.
4. He/She shall keep an accurate roll of the Church membership with dates and methods of admission and dismissal, change in name, correct mailing addresses and other pertinent information.
5. He/She shall perform such other duties as normally pertain to the office of Church Clerk.

H. TREASURER

1. The Treasurer shall be elected annually, and shall be the Corporate Treasurer also unless designated differently by the Deacons.
2. It shall be his/her responsibility to receive, keep in local banks, and disburse by check, upon proper authority, all money or things of value for any and all purposes, and keep at all times an itemized account of all receipts and disbursements. To furnish a list of names to the Deacons of those chosen to count church receipts.
3. He/She shall make a detailed written report (with copies available to the Church) at each Regular Business Meeting of the Church of all receipts, expenditures, and balances in the Church funds. Such written report will be preserved by the Church Clerk.
4. He/She shall have custody of and be responsible for all money, stocks, bonds, and other securities belonging to the Church.

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5. He/She shall draw and sign all checks for the expenditure of the Church. During any temporary absence of the Treasurer, checks for the expenditures of money of the Church may be drawn and signed jointly by the President of the Corporation and a designee approved by the Finance

Committee Chairman. All signatures needed shall be on file at HCBC 's bank signature list.

6. His books shall be audited as arranged by the Church (See By-Laws Article 7 Section 3A), and all books, records and accounts kept by him/her shall be considered the property of the Church.
7. He/She shall be bonded at the expense of the Church.
8. He/She shall be an ex-officio member of the Finance Committee, and attend all meetings of Finance Committee if possible.
9. He/She shall report any oversight of finances immediately to the Pastor and Deacons only.
10. He/She shall see to it that all items over the amount budgeted is approved by the Pastor, Deacons and Church Council.
11. He/She shall designate the amount of fees to charge, when applicable, for use of the Church property with Deacons approval (See Article 7 Section 7 of By-Laws), and give this list of fees to the Pastor, the Administrative Secretary and Finance Secretary, so that they can be used when needed.

XII. FINANCIAL SECRETARY - Duties

1. The Financial Secretary shall receive the empty offering envelopes after the money has been removed and counted by the proper persons.
2. He/She shall give each contributor individual credit as provided in the record system approved by the Church.
3. He/She shall keep the envelopes as a reference as the Church directs.
4. He/She shall keeps records of the receipts from envelopes, plate or loose, and miscellaneous or special offerings.
5. He/She shall be responsible for preparing and mailing regular statements to all contributing members as the Church directs.
6. He/She shall work in close relation with the Treasurer and Finance Committee whenever desired by either or both of these. This position is the working arm of the Treasurer and Finance Committee. This job may also be performed by an administrator or whomever the Deacons and Pastor may designate (with Church approval) - to get the job done.

J. ADMINISTRATIVE SECRETARY - (Non Officer)

1. He/She shall assist the Pastor in running the Church Office as directed by the Pastor and/or Deacons and Personnel Committee. This may be an hourly paid position.

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ARTICLE X - REMOVAL OF OFFICERS

Section 1. The Pastor and other officers of the Church may be removed from office for just and sufficient cause in accordance with the following procedures.

A. Pastor

1. Any person or persons having information deemed just and sufficient cause for removal of the Pastor, shall present such information to the Deacons in written form.
 2. The Deacons shall make necessary investigation to substantiate or disprove the charge and advise the complainant and the Pastor of their findings, and recommendations.
 3. A recommendation for removal shall require a minimum concurrence of three-fourths of the active Deacons. A Special Business Meeting shall be called in accordance with Article 3 Section 2 of the By-Laws to deal with the recommendation.
 4. The recommendation shall be presented to the Church at the Special Business Meeting and shall require a minimum three-fourths majority vote of the members present for adoption.
 5. Just and sufficient cause for removal of the Pastor shall only be that which can be supported by specific New Testament Scripture
- B. Other Officers
1. Any person or persons having information deemed just and sufficient cause for removal of any officer other than the Pastor shall present such information to the Pastor and/or Deacons in written form.
 2. The Pastor and/or Deacons shall make necessary investigation to substantiate or disapprove the charges and advise the complainant of their findings. The affected officer may be advised of the charges if considered appropriate, even if disproved.
 3. Upon concurrence of the Pastor and the Deacons for removal of the charged officer, the recommendation shall be presented to the Church in a Regular or Special Business Meeting in accordance with Article 3 Section 2 of the By-Laws. A majority vote of the members present is required for removal.
 4. Just and sufficient cause for removal shall be such that is Scripturally supportable.

ARTICLE XI - CORPORATION

Section 1: Incorporation

- A. Harbor City Baptist Church in the City of Melbourne, County of Brevard, and State of Florida, shall be incorporated as a Corporation not for profit and as a benevolent association, under the laws of the State of Florida.
- B. The general nature of the object of the Corporation, some times hereinafter referred to as Church, shall be religious, benevolent, and educational; and as such, shall have all the powers incident to corporations of such character.
- C. Anyone accepted into membership of the Church under the Constitution and By-Laws automatically become members of the Corporation.
- D. The Officers of this Corporation shall be a President, a Vice President, a Secretary, a Treasurer and Trustees.
- E. The Articles of Incorporation dated 3/22/63 may be amended,

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altered, or repealed in accordance with the procedure established in Articles 9 of the Article of Incorporation.

- F. The Article of Incorporation and the Certificate of Incorporation shall be on file in the church office.

ARTICLES XII - GENERAL

Section 1: Officers

- A. Church officers, elected by the Church to fill specific official positions, shall hold only one major office at a time. They may, however, in addition to the major office serve at other endeavors such as teacher, counselors, leaders, representatives, delegates, on committees, and in similar capacities.

1. Major offices shall be identified as Pastor, Staff Assistant, Deacons, Trustee, Moderator, Clerk, Treasurer, Financial Secretary, Sunday School Director, Nursery Director, Church Training Director, Music Director, and Brotherhood Director.
2. Exception: Members elected as Deacons or Moderator may hold one other major office.

Section 2: Financial Support

A. Tithes and Offerings

1. The Church shall be supported by tithes and offerings. It is understood that membership in this Church involves financial obligations to support the Church and its causes with regular proportionate gifts. Each member shall be encouraged in Scriptural giving.
2. Members and visitors shall be given the opportunity at each Lord's Day Worship Service and at other appropriate times to contribute towards the support of the Church program.
3. Special offerings may be taken by the Church or one of its organizations only upon approval of the Pastor.

Section 3: Fiscal Year/Church Year

- A. The fiscal Year of the Church, shall be from January 1 through December 31.
- B. The Church year shall begin November 1st and end on October 30 of the following calendar year.

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Section 4: Church Property Usage

- A. As per Article 7 of the Church By-Laws.

ARTICLE XIII - ADOPTION AND AMENDMENTS

Section 1: Adoption

- A. The Constitution shall be considered adopted and in effect when approved by a two-thirds vote of the membership present and voting at a Business Meeting.

Section 2: Amendments

- A. This Constitution may be amended, altered, or repealed by a two-thirds vote of the membership present and voting at any regular Business Meeting of the Church; provided, however, that the amendment, alteration, or repeal is given to the Clerk in writing. This proposed change shall be referred to the Constitution and By-Laws Committee at a Regular Business Meeting for their study and recommendation at least one month prior to the time the vote is taken.
- B. Copies of all changes or revisions proposed shall be made available to members at least 4 worship services prior to the membership voting date.

ARTICLE XIV - CONSTITUTION CERTIFICATION

- A. I, the undersigned, being the secretary of Harbor City Baptist Church, Inc., do here by certify that the above Constitution of Harbor City Baptist Church, Inc. was adopted on _____ (date) at a business meeting per Article XIII , Section 1a of this Constitution.

Barbara Collins, Secretary

Date