

all phases of its work. Should a deacon miss three consecutive meetings or five during the year without good reason, he shall forfeit his position as an active deacon.

Deacons may assist in baptism and the Lord's Supper - visiting the sick, conducting prayer meetings, aiding the pastor in the basic performance of his tasks. Deacons shall not be given unlimited authority. It is not the duty of the deacons to rule the church but to serve the church in Christian ministry.

Section 4. Moderator

The pastor will be the Moderator of general church meetings. In the absence of the moderator, the chairman of the deacons shall preside; or in the absence of both, the clerk shall call the church to order and an acting moderator shall be elected by the church.

Section 5. Clerk

The church-elected clerk of the church shall keep in a permanent book a record of all the actions of the church, except as otherwise herein provided.

She/He is responsible for keeping a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptism. He shall issue letters

of dismission voted by the church, preserve on file all communications and written official reports and give legal notice of all meetings where such notice is necessary, as indicated in the Bylaws. The church may delegate some clerical responsibilities to the church secretary. All church records and materials, etc. are church property and should be filed in the church office or a designated safe place.

Section 6. Treasurer

Wheat Street Baptist Church shall elect annually a church treasurer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money, or things of value paid or given to the church, keeping at all times an itemized account of all vouchers, receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular monthly business meeting an itemized report of the receipts and disbursements for the preceding month. The treasurer's report shall be audited annually by an auditing committee or public accountant. The treasurer shall be bonded, and all other persons who handle the money of the church.

Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as a part of the permanent records of the church. Two ^{of three} signatures shall

be on checks, treasurer and chairman of the finance committee. ^{OR Chairman of Trustee Board} The pastor shall have no authority to sign checks or handle finances.

Section 7. Trustees

Trustee Board shall consist of a minimum of fifteen (15) members - male and female. The Trustees shall be elected by the church, shall hold in trust the church property. They shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signatures of trustees are required. Trustees may serve on a rotating basis, with one-third (1/3) rotating off after serving three years, one-third (1/3) will rotate off after serving for four years, and one-third (1/3) will rotate off after serving five years. Trustees may be reelected.

Trustees shall sign a statement indicating they do not have a conflict of interest. They will not use their influence to persuade others.

The trustees should have bylaws (Constitution) of the Board of Trustees. Trustees should be persons who have business experience, financial know-how, and perhaps the banker's instincts.