be on checks, treasurer and chairman of the finance com-
or Chairman of Trustee Board
mittee. 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.

A trustee should be a person of impeccable character, ennate honesty, and possess the ability to use good judgment in property and financial decision making. They need to understand property deeds, stock transfers, mortgages, and bank notes.

The trustees should have the full responsibility for the care and maintenance of the church buildings. A subcommittee under the Board of Trustees is called the Properties Committee. It oversees the general use of the building's rooms in cooperation with other boards and committees.

It is the task of the Board of Trustees to control the budget expenditures. A well working concerned board will seek ways to stretch dollars. Suggestions:

1. Centralize all purchasing by having Trustees purchase for all areas of church life.
2. Utilize some central agency for purchasing.
3. Use a tax free number at all times.
4. Make special efforts to utilize people in the church who will volunteer services.
5. Examine insurance program annually; shop around for better prices.
6. Check out accounts. Are funds being deposited and invested so as to earn the most interest?
7. Pay bills so as to receive discount for paying within the specified time.
8. Seek professional guidance on saving on management and investments.

Trustees shall be bonded. Trustees missing three to five consecutive meetings without good reason shall forfeit their position as an active trustee.

VII. CHURCH BUSINESS MEETINGS

Section 1. The regular business meetings of Wheat Street Baptist Church shall be held ~~monthly.~~ quarterly (Rev. 1990) Special conferences may be called after being announced in two consecutive regular church services. Special conferences may be called and announced by the pastor or chairman of the deacons.

Section 2. Members present shall constitute a quorum for the transaction of business.

Section 3. The church shall meet every Lord's Day for public worship and service, and one night each week for the purpose of Bible Study, Prayer, Praise and Testimony.

Section 4. The Ordinance of the Lord's Supper shall be observed once each month, during the morning service. (First Sunday).

Section 5. The Ordinance of Baptism shall be held ~~quarterly.~~ at the discretion of the Pastor. (Rev. 2/7/93)

Section 6. The Order of Business shall be as follows:

A. Reading of minutes of previous meeting

B. Reports of officers and committee chairman

C. Unfinished business

D. Recommendations from active deacons

E. New business, letters-Amendments

F. Acknowledgements

G. General suggestions for the good of the church and its members.