



Muldraugh Hill

BAPTIST CHURCH

*"Growing Together by Serving,
Sharing, and Loving Others"*

During the Monthly Business Meeting on September 9, 2020, motions were made and seconded, to make four proposed amendments to the Constitution and By-Laws document. According to our Constitution and By-Laws:

“Changes in this constitution and bylaws may be made at any regular business meeting of the church, provided such amendments shall have been presented in writing at a previous meeting, and copies of the proposed amendment be furnished to each member present. Amendments to the constitution shall be by two-thirds vote of all members of the church present entitled to vote; amendments to the bylaws shall have a concurrence of a majority of the members present and voting.”

Therefore, after a time of discussion, the motions were tabled until the October 7, 2020 Monthly Business Meeting for the final vote that will be taken by paper ballot. As the four proposed amendments are bylaws, there will be a required majority necessary to pass each proposed amendment.

If you would like a copy of the current Constitution and By-laws document, or if you have questions about any of the proposed amendments, please contact one of the Constitution and By-laws Committee members: Josh Veatch (Chairman), Barbara Jean Benningfield, Betty Helm, or Kaylene Poff. The church financial secretary, Andrea Morrison, will be happy to answer any questions concerning the proposed Financial Committee.

The following proposed amendments that were submitted as motions, in writing to those present at the business meeting, are as follows:

Proposed Amendment #1:

The Constitution and By-Laws Committee, as requested at the October 2019 and December 2019 Monthly Business Meetings, make a motion to amend the Constitution and By-Laws document as noted in the description of the Church Officers regarding the church secretary position being split into the clerical secretary and financial secretary:

Section 6 Clerical Secretary

The church shall elect or employ a church Clerical Secretary. The Clerical Secretary shall serve until the relationship is terminated by his or her request or the church's request. He or she shall give at least a thirty-day notice at the time of resignation before terminating his or her responsibilities as Clerical Secretary. The Clerical Secretary will provide clerical support to the pastor and deacons. The Clerical Secretary will handle all office tasks from filing to answering phone calls and responding to emails and will act as a liaison between the parishioners and administrative committees and/or staff. He or she shall be of high moral and Christian character in order to be a good representative for our church. See *Clerical Secretary* job description as written by the Personnel Committee for complete list of duties.

Section 7 Financial Secretary

The church shall elect or employ a Financial Secretary. The Financial Secretary shall serve until the relationship is terminated by his or her request or the church's request. He or she shall give at least a thirty-day notice at the time of resignation before terminating his/her responsibilities as Financial Secretary. It shall be the duty of the Financial Secretary to receive, preserve, and pay out, all money, or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It is his or her responsibility to communicate regularly with the finance committee and meet at a minimum on a quarterly basis to review the church's financial position. It shall be the duty of the Financial Secretary to render to the church at regular business meetings a financial report for the preceding month. As a member of the finance committee, the financial secretary will participate in the annual preparation of a church budget. He or she will prepare all required payroll reports and returns as required by the federal, state & local governments. He or she shall also be responsible for preparing and mailing annually records of contributions to all contributing members. See *Financial Secretary* job description as written by the Personnel Committee for complete list of duties.

Proposed Amendment #2:

As requested at December 4, 2019 Monthly Business Meeting, the Constitution and By-Laws Committee make a motion to amend the following section of the described Church Finances:

Section 5 Expenditure greater than \$10,000.00

A motion to make a purchase with a cost greater than \$10,000.00 but less than \$25,000.00 may be made at any regular business meeting. It will require a second but the motion will require being tabled until the next regular business meeting in which the final vote will be taken. During the time between the meetings, an announcement describing the purchase shall be placed in the church bulletin and it shall be verbally announced to the congregation from the pulpit on two consecutive Sunday mornings following the business meeting. The committee presenting the motion should present it in writing to the church clerk for documentation in the minutes and to the clerical secretary to be placed in the church bulletin. The announcement will include a statement stating that the final vote will be taken at the next regular business meeting. The final vote will be taken by paper ballot.

Likewise, proposals to make purchases costing more than \$25,000.00 may arise at any regular business meeting. A motion and second must be made but the final vote will be taken at a special called meeting during the Morning Worship Service in which a greater majority of members are present. The description of the proposed purchase shall be posted in the church bulletin and announced from the pulpit two consecutive weeks prior to the special called business meeting. The committee presenting the motion should present it in writing to the church clerk for documentation in the minutes and to the clerical secretary to be placed in the church bulletin. The announcement will include a statement stating that the final vote will be taken at the special called business meeting. The special called business meeting will take place at least one week after the notice and announcement period. The final vote will be taken by paper ballot.

Proposed Amendment #3:

The Constitution and By-Laws Committee, as a result of the July 2020 Monthly Business Meeting and research of the updated Kentucky KRS law pertaining to perpetual care and maintenance of cemeteries, make a motion to amend the Constitution and By-Laws document as noted in the description of the Committee Handbook regarding the Cemetery Committee:

Section 9 Cemetery Committee

This committee of three shall have the responsibility of administering funds received and/or generated for the purpose of caring for the church cemeteries. The members are to be elected for a three-year term but may succeed themselves. The committee shall administer funds to effectively maintain the cemeteries as appropriated by the church for up-keep of the cemeteries. According to Kentucky KRS 367.952 regarding perpetual care and maintenance of cemeteries, amended July 15, 2014, no less than \$20,000 shall remain in an established "Cemetery Fund" with money exceeding this amount to be used to maintain the cemeteries.

Proposed Amendment #4:

In reviewing the constitution and bylaws when tasked with dividing the secretarial position into clerical & financial, we realized that a restructuring of the existing “finance” related committees may be beneficial.

The Constitutional and By-laws Committee would like to make a recommendation and motion to create the “Finance Committee” as in the following section of the described Church Finances.

Section 1 Finance Committee

The Finance Committee shall include the pastor and financial secretary as standing members. This committee will consist of six rotating members; two members will be selected annually to serve 3 three-year terms. Each rotating member of the committee shall not be eligible for re-election to the committee until one year has lapsed. The six members will include two active deacons, a trustee, and three other members of the church who are known to have a financial background, recommended annually by the deacons to the Nominating Committee and are voted on by the church. This committee shall develop and recommend an overall stewardship plan, and administer the gifts of the church members, using sound principles of financial management. A budget shall be prepared and submitted to the church for approval prior to the beginning of each new fiscal year. This committee will be responsible for reviewing all expenditures that exceed aforementioned budget or that are unusual or extraordinary in nature. And this committee is responsible for following proper procedures in communicating said expenditures to the church body. This committee shall meet on a quarterly basis to review financial statements as prepared by the financial secretary and will audit the financial records as needed. This committee, in consultation with other committees, has the discretion to determine when to make recommendations to the church for the use of emergency funding.