

N10000001029

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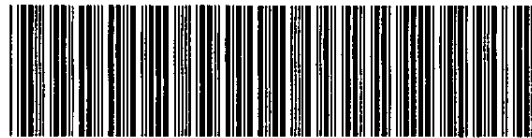
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Amend

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2012 JUL 16 AM 11:44
SECRETARY OF STATE
TALLAHASSEE FLORIDA

DR
7/17/12

COVER LETTER

TO: Amendment Section
Division of Corporations

NAME OF CORPORATION: New Life Fellowship Missionary Baptist Church, Inc.

DOCUMENT NUMBER: N10000001029

The enclosed *Articles of Amendment* and fee are submitted for filing.

Please return all correspondence concerning this matter to the following:

Stella L. Studstill

(Name of Contact Person)

New Life Fellowship Missionary Baptist Church, Inc.

(Firm/ Company)

3239 Old Winter Garden Road, Suite #12

(Address)

Orlando, FL 32805

(City/ State and Zip Code)

newlifefellowship@cfl.rr.com

E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

Stella L. Studstill at 407 826-1635

(Name of Contact Person)

(Area Code & Daytime Telephone Number)

Enclosed is a check for the following amount made payable to the Florida Department of State:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> \$35 Filing Fee | <input type="checkbox"/> \$43.75 Filing Fee &
Certificate of Status | <input type="checkbox"/> \$43.75 Filing Fee &
Certified Copy
(Additional copy is
enclosed) | <input checked="" type="checkbox"/> \$52.50 Filing Fee
Certificate of Status
Certified Copy
(Additional Copy is
Enclosed) |
|--|--|---|---|

Mailing Address

Amendment Section
Division of Corporations
P.O. Box 6327
Tallahassee, FL 32314

Street Address

Amendment Section
Division of Corporations
Clifton Building
2661 Executive Center Circle
Tallahassee, FL 32301

New Life Fellowship Missionary Baptist Church

3239 Old Winter Garden Road, #12 • Orlando, Florida 32805

(407) 826-1635 • Fax: (407) 826-1636 • Email: newlifefellowship@cfl.rr.com • Website: newlifefellowshipmbc.com

Reverend Errol G. Thompson, Sr., Pastor

July 10, 2012

Florida Department of State
Amendment Section
Division of Corporations
PO Box 6327
Tallahassee, FL 32314

**RE: New Life Fellowship Missionary Baptist Church
Amended Articles of Incorporation**

Dear Sir/Madam:

Enclosed are Amended Articles of Incorporation for the above referenced not-for-profit Florida Corporation together with a check for \$52.50 representing \$35.00 filing fee, Certified Copy \$8.50 and Certificate of Status \$8.50 of same.

Detail information of each Article has not been filed. We are amending each article to add the details to be filed and recorded as requested by IRS. They have given us an extension to get the recorded documents to them by July 31, 2012.

Thank you for your assistance.

Sincerely,



Stella L. Studstill, Executive Administrator

Articles of Amendment
to
Articles of Incorporation
of

FILED

2012 JUL 16 AM 11:44

New Life Fellowship Missionary Baptist Church Inc.

(Name of Corporation as currently filed with the Florida Dept. of State)

SECRETARY OF STATE
TALLAHASSEE FLORIDA

N10000001029

(Document Number of Corporation (if known))

Pursuant to the provisions of section 617.1006, Florida Statutes, this *Florida Not For Profit Corporation* adopts the following amendment(s) to its Articles of Incorporation:

A. If amending name, enter the new name of the corporation:

The new name must be distinguishable and contain the word "corporation" or "incorporated" or the abbreviation "Corp." or "Inc." "Company" or "Co." may not be used in the name.

B. Enter new principal office address, if applicable:

(Principal office address **MUST BE A STREET ADDRESS**)

3239 Old Winter Garden Road, Suite #12

Orlando, FL 32805

C. Enter new mailing address, if applicable:

(Mailing address **MAY BE A POST OFFICE BOX**)

3239 Old Winter Garden Road, Suite #12

Orlando, FL 32805

D. If amending the registered agent and/or registered office address in Florida, enter the name of the new registered agent and/or the new registered office address:

Name of New Registered Agent:

(Florida street address)

New Registered Office Address:

(City)

, Florida

(Zip Code)

New Registered Agent's Signature, if changing Registered Agent:

I hereby accept the appointment as registered agent. I am familiar with and accept the obligations of the position.

Signature of New Registered Agent, if changing

If amending the Officers and/or Directors, enter the title and name of each officer/director being removed and title, name, and address of each Officer and/or Director being added:

(Attach additional sheets, if necessary)

Please note the officer/director title by the first letter of the office title:

P = President; V= Vice President; T= Treasurer; S= Secretary; D= Director; TR= Trustee; C = Chairman or Clerk; CEO = Chief Executive Officer; CFO = Chief Financial Officer. If an officer/director holds more than one title, list the first letter of each office held. President, Treasurer, Director would be PTD.

Changes should be noted in the following manner. Currently John Doe is listed as the PST and Mike Jones is listed as the V. There is a change, Mike Jones leaves the corporation, Sally Smith is named the V and S. These should be noted as John Doe, PT as a Change, Mike Jones, V as Remove, and Sally Smith, SV as an Add.

Example:

<u>X</u> Change	<u>PT</u>	<u>John Doe</u>
<u>X</u> Remove	<u>V</u>	<u>Mike Jones</u>
<u>X</u> Add	<u>SV</u>	<u>Sally Smith</u>

<u>Type of Action</u> (Check One)	<u>Title</u>	<u>Name</u>	<u>Address</u>
1) <input type="checkbox"/> Change	_____	_____	_____
<input type="checkbox"/> Add			_____
<input type="checkbox"/> Remove			_____
2) <input type="checkbox"/> Change	_____	_____	_____
<input type="checkbox"/> Add			_____
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6) <input type="checkbox"/> Change	_____	_____	_____
<input type="checkbox"/> Add			_____
<input type="checkbox"/> Remove			_____

E. If amending or adding additional Articles, enter change(s) here:
(attach additional sheets, if necessary). (Be specific)

Amending Articles I, to be more specific and add details of Article (see attached Article I).

Amending Articles II, to be more specific and add details of Article (see attached Article II).

Amending Articles III, to be more specific and add details of Article (see attached Article III).

Amending Articles IV, to be more specific and add details of Article (see attached Article IV).

Amending Articles V, to be more specific and add details of Article (see attached Article V).

The date of each amendment(s) adoption: April 2, 2012

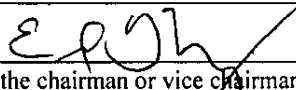
Effective date if applicable: April 2, 2012

(no more than 90 days after amendment file date)

Adoption of Amendment(s) **(CHECK ONE)**

- ☐ The amendment(s) was/were adopted by the members and the number of votes cast for the amendment(s) was/were sufficient for approval.
- ☒ There are no members or members entitled to vote on the amendment(s). The amendment(s) was/were adopted by the board of directors.

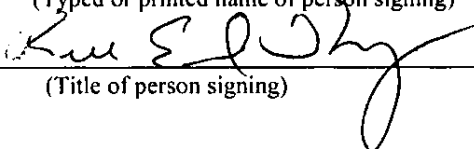
Dated July 10, 2012

Signature 
(By the chairman or vice chairman of the board, president or other officer-if directors have not been selected, by an incorporator - if in the hands of a receiver, trustee, or other court appointed fiduciary by that fiduciary)

Errol G. Thompson, Sr.

(Typed or printed name of person signing)

Pastor


(Title of person signing)

**AMENDED ARTICLES
OF INCORPORATION FOR
New Life Fellowship Missionary Baptist Church
Orlando, Florida**

(AS AMENDED APRIL 2, 2012, BY THE CORPORATION BOARD OF DIRECTORS)

PREAMBLE

We, the Pastor, Assistant Pastor, and Elders of New Life Fellowship Missionary Baptist Church, Inc., established the following articles, to which we do voluntarily submit ourselves.

ARTICLE I: Identity

Section 1 – Name:

This part of Christ's Body shall be called **New Life Fellowship Missionary Baptist Church** (here after known as **New Life Fellowship Missionary Baptist Church**) as incorporated under the laws of the State of Florida.

Section 2 – Purpose:

New Life Fellowship Missionary Baptist Church exists to answer one question: How to have an authentic experience with God:

- By lifting-up Jesus Christ (Worship)
- By living the life of Jesus Christ (Salvation)
- By loving the family of Jesus Christ (Fellowship)
- By learning how to imitate Jesus Christ (Discipline)
- By laboring in the mission of Jesus Christ (Evangelism)

Section 3 – Mission:

We believe an authentic experience of God is manifested by:

1. Honoring Christ as the Head of His Church. We exist to glorify God and everything we do has His glory as its origin and goal. (Rom. 11:36; Eph. 1:22-23)
2. Acknowledging the absolute, authoritative truth of Scripture. We study His inerrant word to learn of His Person and His Purpose for our lives. (Acts 2:42; 2 Tim 3:16)
3. Participating in authentic worship. We desire to celebrate God's presence in our midst in spirit and in truth. (Jn. 4:24; Acts 2:47)
4. Proclaiming the good news of salvation to Orlando, Orange County, Florida, the United States, and the world. (Acts 1:8, 2:47)
5. Fellowshiping with one another. Our relationship should be characterized by love, encouragement, accountability, and self-sacrifice. (Acts 2:42-46)
6. Praying, confessing our sins and sharing our praise, thanksgiving, sins, and desires with our Father. (Act 2:42)
7. Making disciples. We seek to establish men and women in a walk of holiness with Christ and to equip them to do the work of the ministry. (Eph. 4:11-12)

8. Maintaining unity. We are to be one in purpose and essential beliefs. (Jn. 17:21; Eph. 4:3-6)
9. Recognizing the uniqueness of an individual. God has given each of us special gifts to be discovered, developed, and deployed under His authority to display His character to the world. (Rom. 12:4-8)

Article II: Doctrinal Statement

Section 1- The Scriptures:

We believe that all Scriptures are given by the inspiration of God, by which we understand that the whole Bible, (the 66 books of the Old and New Testaments), is inspired in the sense that holy men of God were moved by the Holy Spirit to write the very words of Scripture. We believe that his divine inspiration extends equally and fully to all parts of the Scripture in the original manuscripts. We believe that the whole Bible in the original is without error. (2 Tim. 3:16; 2 Pet. 1:21)

Section 2 – The Godhead:

We believe that there is only one God, but in the unity of the Godhead, there are three eternal and coequal persons: The Father, The Son, and The Holy Spirit, known as The Trinity. These three are the same, in essence having precisely the same nature, attribute and perfections, and are worthy of the same glory, confidence, and obedience. (Mat 28:18-19; Mk. 12:29; Jn. 1:14; Acts 5:3-4; 2 Cor. 13:14; Heb. 1:1-3; Rev. 1:4-6)

Section 3 – God the Father:

We believe that God the Father is the creator of all things through Jesus Christ, and He continues to sustain and preserve all things. In His nature, God the Father is completely holy, omnipotent, omniscient, omnipresent, eternal, just, loving, and good. He is totally sovereign in all things, past, present, present and future. As such, God, by His own choosing, elected a people for Himself, He sent His only son as the atonement for our sin. He is the Father of His people and is their provider and disciplinarian. (Psa. 139:1-18; Mat. 3:1, 6:30-32; Acts 17:29; Gal. 3:26; Eph. 1:3-6; Col. 1:16 Heb. 12: 5-11: 1Jn. 1:5)

Section 4 – God the Son:

We believe that the Lord Jesus Christ, the Eternal Son of God, became wholly man without ceasing to be wholly God. He was conceived of the Holy Spirit and born of the Virgin Mary in order that he might reveal God to man and redeem sinful man. We believe that He accomplished our redemption through His death on the cross as a substitutionary sacrifice. We believe that our salvation is guaranteed by his literal, physical resurrection from the dead.

We believe that the Lord Jesus Christ is now in heaven, exalted at the right hand of God where, as High Priest, He is Intercessor and Advocate for all believers. (Lk. 1:35; Jn. 1:1,14,18; Rom. 3:24-26, 4:25; Heb. 1:3; 1 Jn. 2:2:1,2)

Section 5- God the Holy Spirit:

We believe that God the Holy Spirit is that Person of the Trinity who restrains evil in the world and convicts men of sin, righteousness, and judgment. He also regenerates those who would receive Christ as Savior, and baptizes them at the moment of salvation into the Body of Christ, which is the Church. He indwells them permanently and seals them unto the day of redemption. Jesus Christ to the earth with His saints to establish His millennial kingdom. (1 Thes. 4:13-18; 2 Thes. 1:7-9; Titus 2:11-14; Rev. 20:11-15)

Section 6 – The Eternal State:

We believe that at death, the souls of believers pass immediately into the presence of Jesus Christ. When Christ returns for the Church, they will be reunited with their glorified bodies and associated with Him forever in glory. At death, the souls of unbelievers pass immediately into conscious torment in Hades. At the close of the millennium, they will be reunited with their bodies, judged before the great white throne, then cast into the lake of fire, not to be destroyed, but to be punished with everlasting separation from the presence of the Lord. (Lk. 16:19-26; 2 Cor. 5:8; Phil. 1:23; 2 Thes. 1:7-9; Rev. 20:11-15)

Section 7 – Personal Holiness:

We believe that all the earth is the Lord, that it is good, and that nothing is to be rejected if it is received with gratitude. All things are lawful but not all things are profitable. In this, the Christian is free yet bound to live a life pleasing to God, striving to conform to His will. We believe that it is not for believers to seek to dictate standards to others in those areas of life, for which Scriptural precepts or principles are not clearly given. In all such matters of conduct and conscience, we believe as Christians, we are to maintain harmony with fellow believers and are to bear one another's burdens, doing so in love, responding not only in word, both in deed and in truth. In all these things, we are to maintain a good reputation before the world for the sake of the Gospel. (Romans 14:3-22; 1 Cor. 8:10, 23-33, 9:19; 1 Tim. 4:4; 1 Pet. 2:5-9; Heb. 2:17; 1 Jn. 3:11-24)

Section 8 – Special Concerns:

We recognize that there are doctrines and practices over which people may disagree. The above doctrinal statement is the official stance of New Life Fellowship Missionary Baptist Church and will be taught as such. Anyone teaching under the auspices of New Life Fellowship Missionary Baptist Church must not teach contrary to these tenets. Recognizing the high priority that Scriptures place upon unity, our obligation is to strive for unity. However, there may be times when we permit ourselves to "agree to disagree" on non-essential issues. For those issues not directly addressed in the doctrinal statement, the Elders may prepare apposition papers as issues arise.

If the Pastor, Assistant Pastor and Elders feel a topic warrants apposition paper, a committee led by at least two Elders will be formed to research the topic and prepare the paper. Input from others will be gathered as needed. The Elders will then read the paper and vote on its approval. A unanimous vote of the Elders is necessary to adopt apposition papers as an amendment to the constitution. Once adopted, apposition papers will be made available to the congregation. (Acts 15:1-6; Rom. 14:5; Eph. 4:3-6; Col. 2:15)

ARTICLE III: Membership

Section 1 – Definition:

We believe that all Christians are members of the Body of Christ and members of one another. As such, we share a common purpose (Article I), based on common beliefs (Article II). Any believer who attends New Life Fellowship Missionary Baptist Church on a regular basis is considered a part of the New Life Fellowship Missionary Baptist Church family, and is a member after the right hand of fellowship is given.

Section 2 – Function/Responsibilities:

It is the goal of New Life Fellowship Missionary Baptist Church to faithfully represent locally what Scripture says is true of the Lord's church universally. Membership is not legalistic. The privilege it affords a member is matrimony, infant or child blessings and funerals. Membership is not exclusive. We base our fellowship and scope of ministry on a written roll. It does recognize that we are called out from the world, separated unto Him to live holy lives. We recognize associate members, or watch care members.

Membership is a positive affirmation of the unique relationship we have with fellow believers that God gives us when we become His children. It is recognition that the Church, His Body, is not a loose collection of individual Christians, but an assembly of mutually dependent brothers and sisters in Christ designed to display His character to the world by our mutual love for one another, submission to one another, and service with one another. It is our expectation that faithful attendees of New Life Fellowship Missionary Baptist Church would:

1. Have as their highest goal to glorify God in everything that they think or do;
2. Apply all of their heart, soul, and mind to knowing God and making Him known;
3. Engage regularly in personal Bible reading and prayer, establishing family devotions when possible;
4. Be honest and faithful in all endeavors, exemplary in conduct, denying ungodliness and worldly lust;
5. Bring up such children, as may be entrusted to our care, in the nurture and admonition of the Lord;
6. Walk together in Christian love, exercise Christian care, concern and watchfulness over one another; be thoughtful, considerate, slow to take offense, and quick to forgive and seek forgiveness;
7. Endeavor to provide for the physical, emotional, and spiritual needs of one another;
8. Hold one another accountable to the mandates of Scriptures and exercise discipline in accordance to the Word of God;
9. Assist in the work of the church and aid in the establishment of the church as a witness to the saving-grace of God through Jesus Christ;
10. Persevere – by example, by word, and by payer – in fulfilling the mission of New Life Fellowship Missionary Baptist Church;
11. Contribute to the financial support of New Life Fellowship Missionary Baptist Church and its undertaking, (tithes, offering and donations);
12. Submit to the leadership of the Elders: Deacons, Deaconess, Assistant Pastors, and Pastor;

13. To carry out the work of the ministry in such a way as to include, but not limited to New Life Fellowship Missionary Baptist Church members.

Section 3 – Leadership:

In order to model the above expectations, and to help preserve the unity of New Life Fellowship Missionary Baptist Church, we require all Elders, Deacons, Pastoral, administrative staff, teachers, and small group leaders to uphold the doctrinal statement, (Article II), submit to the leadership of the Elders, Deacons, Deaconess, Ministers, Assistant Pastors, and Pastor and be in agreement with the mission and purpose of New Life Fellowship Baptist Church, (Article I).

Article IV: Government:

- A. This church acknowledges the Lord Jesus Christ only, as its Head and Chief Shepherd, and receives the Holy Scriptures as the only infallible authority and guide in matters of faith, church order, discipline, and is not under the authority of any other ecclesiastical body.
- B. The government of this church, under the leadership of the Holy Spirit, is vested in the Pastor, Assistant Pastor and Elders, whose unanimous vote at any duly convened meeting shall be final. The Pastor, Assistant Pastor and Elders are to be in submission to the chief Shepherd and are not to lord it over the flock they shepherd.
- C. The Pastor, Assistant Pastor and Elders are to be sensitive to the needs of the flock-at-large. The congregation may be polled by the Elders to help determine the desires of the congregation in major decisions.

Section 1 – Pastor, Assistant Pastor, Elders, Deacons and Church Officers:

A. Pastor

1. Definition: The biblical leader of a local church is identified as Pastor or bishop, (Ephesians 4:11; I Timothy 3:1-7). The Pastor of New Life Fellowship Missionary Baptist Church is the president, corporate officer and principal overseer of all that pertains to spiritual nature ministries, all business, and operation of the New Life Fellowship Missionary Baptist Church. He is therefore, ex-officio Elder and Deacon.
2. Method of Selection: The existing Elders shall consider candidates on the basis of their first spiritual qualification to serve as a Pastor, then other credentials to help the process. The two most qualified are to be selected.
3. The candidates shall be personally interviewed by the Elders to confirm qualifications and to ascertain willingness to serve.
4. Once the Elders have prayed and fasted, then at the leading of the Holy Spirit there is to be a vote by consensus or secret ballot (using (Y) “yes”) on one candidate, then the candidate shall be submitted to the membership for consideration. The membership is to vote by secret ballot using (Y) “yes” or (N) “no” on the candidate and if the candidate gets the majority voted of members sitting session, candidate can serve as Pastor. If not, the second candidate name is to be submitted for Pastoral consideration. The vote for Pastor requires 2/3 of active members in a called meeting, after announced to the church two consecutive Sundays.
5. Pastor shall serve the church as long as he meets the Biblical qualification of serving.

6. Removal of a Pastor: Should the Pastor fail to meet the Biblical role of the office, the Elders shall seek to restore the Pastor **first** (see Matthew 18:15-20, Galatians 6:1-2). If the Pastor is unwilling to go through process of restoration, or restoration fails, then the Elders will contact the Pastor and begin the process of resignation or removal from the office in private, after it is communicated to the church the proceedings and request for approval. This is a time of counsel, prayers, and biblical reflection from Godly men and women.

Duties of the Pastor:

To shepherd the people of God, and is the chief administrator of the church in business, programs, events, ministries and all areas related to the ministries, operations, and developments of the New Life Fellowship Missionary Baptist Church.

The Pastor shall have direct supervision of all staff personnel, ministerial staff, paid or associates.

The Pastor is responsible for the development and training of Elders, Ministers, Deacons, Deaconess, and other leaders of the New Life Fellowship Missionary Baptist Church.

The Pastor is responsible for Pastoral counseling, marrying, eulogizing, sick visitation, baptism, and communion.

The Pastor can matters of transacting business on behalf of the church, has the authority to sign leases, rentals, authorize use of the church or contents, contracts, sign checks, use church credit card, issue payment(s) or authorize payment with one other financial person of the church.

The Pastor may appoint, reappoint ministers, Elders, Deacons, Deaconess, and other lay leaders as he deems for the spiritual maturing, development and operation of New Life Fellowship Missionary Baptist Church. He may also remove from office any Elder, Deacon, Deaconess or leader deemed rebellious, divisive, non-supportive to the vision of the church, not holding to Articles I and II of the church at his discretion.

The Pastor is primarily responsible for the spiritualizing the members of New Life Fellowship Missionary Baptist Church preaching and teaching the Bible.

The Pastor is the chief representative of the church in the temporal and church community.

The Pastor is responsible to cast vision for the church, and help in its implementation and may appoint others he deems needed to execute work, ministry, represent the church, in all areas of the church life.

B. Assistant Pastor

The Assistant Pastor is appointed by the Pastor and has the authority to carry out all duties on behalf of the church. The Assistant Pastor helps the Pastor in the execution of overall church goals and help with the implementation and monitors the progress and has the authority to act

on matters in the Pastor's absence, contained within the scope of the church constitution and bylaws.

Duties: The Assistant Pastor is responsible for and monitors the use of the church and all its contents. Ensure membership accuracy; keep records of church discipline executed by the Pastor and Elders.

The Assistant Pastor works closely with the Pastor, ministerial staff, paid staff in helping to ensure work is being carried out and carry out other duties assigned by the Pastor.

The Assistant Pastor coordinates the Bible Teaching Ministries, assign preaching schedules, retrieve reports from Elders, Deacons, Deaconess and lay leaders on progress of ministries as needed.

The Assistant Pastor may form committees to carry out special assignments as needed and will serve as overseer when the Pastor is away on business.

The Assistant Pastor is to ensure ministries are functional and effective in ministering.

Removal of Assistant Pastor: (See Elders' removal).

C. Elders

1. Definition: The biblical leaders of the local church are men identified variously, but synonymously as Elders and overseers. (Acts 20:17,28; Titus 1:5,7)
2. Number: There may be as many Elders as are biblically qualified and recognized.
3. Method of Selection:
 - a. The existing Elders shall consider candidates on the basis of their apparent qualifications to serve as an Elder.
 - b. The candidates shall be personally interviewed to confirm their qualifications and to ascertain their willingness to serve.
 - c. The Elders' recommendation of all new candidates shall be submitted to the congregation for consideration. During the following two weeks, anyone may voice his or her objections regarding any candidate privately to an Elder.
 - d. After this two-week period, the congregation shall be given the opportunity to approve or disapprove the recommendation of the Elders. This shall be done by secret ballot with any vote of disapproval including the signature of the dissenting individual so that any conflicts might be resolved.
 - e. The Elders shall approve or disapprove the candidates at its next regular meeting after the two-week waiting period.
 - f. The approved candidates shall be recognized before the congregation at an ordination service.
4. Qualifications of Elders: Elders shall meet the qualifications for the office according to the provisions set forth in Scripture. (1 Tim. 3:1-7; Titus 1:5-9; 1 Pet. 5:2)
5. Term of an Elder: An Elder shall serve as long as he and the Elder Board desire.
6. Removal of an Elder: An Elder must continue to meet the Biblical qualifications for an Elder. If he fails to do so, the remaining Elders will seek to restore him to a qualified

position. Failing to do so, they will ask for his resignation or remove him from office by a unanimous vote of the remaining Elders.

7. Duties of Elders:

- a. To help oversee all functions of the church. Every decision must be the Lord's will, discerned from the Scriptures and united prayer; (Acts 11:30, 20:28; 1 Tim. 3:4-5, 5:17; 1 Pet. 5:2)
- b. To guard the purity of doctrine in the church; (Acts 20:28; 2 Tim. 2:2; Titus 1:5-9)
- c. To provide the teaching of the fundamentals of faith, covering the whole counsel of the word of God and giving no undue reservation or emphasis to its parts;
- d. To help Pastor the flock of God with sensitivity; (Act 20:28; 1 Pet. 5:2)
- e. To visit and pray for the sick; (Jas. 5:14)
- f. To carry out church discipline; (Mat. 18 15-17)
- g. To provide for widows; (1 Tim. 5:5-12)
- h. Interpret and apply this Constitution;
- i. To act as corporate officers with Pastor and Assistant Pastor of New Life Fellowship Missionary Baptist Church and hold title to church property in trust for the corporation.

8. Organization of the Ministry of Elders:

- a. Officers: A Chairman, Vice-Chairman, and Secretary shall be elected by the Elders at the first meeting in January each year. The Chairman does not have authority above the other Elders, but shall be responsible for the organization of Elder affairs, for communication with the Deacons and the congregation, and for congregational meetings, and all officers shall not serve more than three year term.
- b. Meetings: The Elders shall meet at least once a month with Pastor and Assistant Pastor. Special meetings may be called by the Chairman. A majority of the Elders must be present to constitute a quorum. Periodic meetings shall be held with the Deacons and may be requested by the Chairman of either ministry to perform urgent church business.
- c. Decision-making: All votes within the Elders must be unanimous. However when a non-unanimous vote is taken, all sides shall have time to express their views, and a session of prayer for guidance of the issue should follow. Then, either a re-vote may be taken, or the topic may be tabled until the next meeting to allow for further prayer and examination of the issue. If an issue involves an individual Elder, that person shall be rescued.

D. Deacons

1. Definition: the word Deacon means servant and identifies those officers of the church who serve officially as helpers to the body. (Act 6:1-6)
2. Number: The Deacons ministry shall consist of as many deacons as the Elders deems necessary to assist in the ministry. (Acts 6:3)
3. Qualifications of Deacons: A Deacon shall attest to his qualification for office according to the provision set forth in Scripture. (1Tim. 3:8-13)
4. Appointment:

- a. The Elders shall ask the members of New Life Fellowship Missionary Baptist Church to submit the names of qualified men.
- b. The nominations will be screened by the Deacons and approved by the Elders.
- c. Those qualified shall be appointed by the Elders. (Acts 6:3-6)
5. Duties:
 - a. Assist the Elders as requested in ministries of the church;
 - b. Assist the Elders by being responsible for the protection, management, and upkeep of New Life Missionary Baptist Church property.
6. Organization:
 - a. Officers: The Chairman, Vice-Chairman, and Secretary shall be elected by the Deacons at the first meeting in January of each year. The position of Chairman does not confer more authority than that held by other Deacons, but is meant to facilitate organization and communication with the Elders and the congregation. A Chairman may not serve more than two consecutive years.
 - b. Meetings: The Deacons shall meet monthly or as often as necessary. Meetings may be called by the Chairman of the Deacons, by any two Deacons, or by the Elders. The presence of a majority of Deacons shall constitute a quorum for any meeting. Adequate minutes shall be kept and given to the Elders.
7. Term of office:
 - a. A deacon shall serve for three years.
 - b. At the end of the three-year period, the deacon shall be reevaluated. If the Deacons and the Elders desire, and the Deacons agree, he may be reappointed for a second, three-year term.
8. Removal of a Deacon:
 - a. A Deacon may serve no more than two consecutive terms. A total of six years, after which he must step down. He may be reappointed by the Elders after a period of one year.
 - b. A Deacon must continue to meet the Biblical qualifications and desire to serve. Removal of a deacon shall be done by the Elders in accordance with church discipline.

E. Church Administrator

1. Provide for the administrative needs of the and free the Pastor for effective ministry. Reports to the Senior Pastor and relates with the Associate Pastor, Elders and Ministry Leaders.
2. Responsibilities and Duties:
 - a. Responsible for the Office Staff
 - b. Answer calls, screens and refer request.
 - c. Make sure office supplies are stocked, equipment working and postal services.
 - d. Keeps all legal documents of the church, track all projects, facilitate projects and programs, and handle insurance of church and taxes.
 - e. Manage and track financial records, set up annual budgets, and track finances.
 - f. Organize and maintain payroll, deposits, payments, bank accounts, sign checks as needed. Provide monthly profit and loss statements and other financial documents.

- g. Maintain and update all financial records of the church.
- h. Prepare church for audits as required.
- i. Schedule and keep Pastor's meeting schedule.
- j. Keep minutes for Elders meeting as needed and other specific typing related to the business of the church.
- k. Give clerical support when needed.
- l. Make sure the monthly news letter is published.
- m. Serve on the Elders Council.

F. Church Clerk/Secretary

Responsibilities and Duties:

- a. Greet those who come into the office, answer their questions, give needed assistance, and refer them to proper staff person.
- b. Answer all incoming calls.
- c. Keep church records as assigned, including records of discipline, and maintain current church membership roll and mail listing.
- d. General typing of Sunday school articles, newsletter, flyers, church committees, brochures and notices.
- e. Send out notice of church conferences or church related activities via church web or voice media.
- f. Ability to operate a computer for daily task of organizing and implementing church business. Assist with proof reading, typing draft letters, reports, records, etc., as needed for ministries, programs or official church business.
- g. Assist and maintain current and updated list of church membership, status, birthdays, weddings, anniversaries for church official business files.
- h. Help with the financial records, deposits and payments.
- i. Assist with and maintain church website.
- j. Order material for ministries as needed for other church related workshops and seminars.
- k. Maintain a master calendar of church activities, events, programs and use of church facilities, material and equipment.
- l. Perform task assigned by Administrative Assistant, Assistant Pastor or Pastor.
- m. Schedule generals meeting for Pastor, Assistant Pastor or Administrative Assistant as needed for church conferences, workshops, seminars, etc.

Qualifications:

- 1. Must have organization skills and able to use Microsoft Word, Outlook, Excel, Website, and Quick Books.

Section 2 – Special Committees:

Special committees, either temporary or permanent, may be established to meet a particular need or to act in a special area of service. Formation of such a committee and its members may be proposed by either the Elders or Deacons.

ARTICLE V: Church Meetings

Section 1 – Annual Corporate Meeting

- A. The Pastor and Assistant Pastor shall convene a corporate meeting to be held in conjunction with the first meeting of the Elders in the new calendar year.
- B. All officers of the Corporation shall be present. Additional participants will be invited as needed.
- C. The purpose of the meeting will be to address the past years' events and evaluate the next year's goals and finances.

Section 2 - Other Special Congregational Meetings

- A. Other special meetings may be called by unanimous vote of the Elders.
- B. Prior written or published notifications of the congregational meeting shall be provided.

Article VI: Church Finance

Section 1 – Funding

The church's primary source of revenue shall be donations; other sources of revenue may be interest from investments or the sale of church property, the disposal of which has been approved by the Pastor, Assistant Pastor and Elders.

Section 2 – Organization

The church is organized exclusively for charitable, religious, educational purposes, including, for such purposes, the making of distributions to organizations qualifying as an exempt organization from Federal income tax under section 501(c)(3) of the internal Revenue Code, or corresponding section of any future Federal tax code.

Section 3 – Property Rights

The church shall not be obligated by a single or accumulative exchange or transaction in excess of 1% of the annual budget per annum for real, personal, or intangible property without the unanimous approval of the Pastor, Assistant Pastor and Elders. Title to all property whether real, personal, or intangible shall be in the name of the corporation known as New Life Fellowship Missionary Baptist Church; there shall be no individual ownership of church property.

Section 4 – Limitations

No part of the net earnings of the church shall inure to the benefit of, or be distributed to its members, officers, or other private persons, except the organization shall be authored and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the church shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the church shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of this document, the church shall not carry on any other purpose not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or (b) by an organization, contributions to which are

deductible under section 170 (C) (2) of the Internal revenue Code, or corresponding section of any future Federal tax code.

Section 5 – Dissolution

In the event that the corporation is dissolved, there shall be a liquidation of all assets. The Board of Elders shall be in charge of the liquidation unless the court appoints a trustee to be in charge of receivership. Debtors shall be paid in accordance the priority of indebtedness unless ordered by the court to proceed on a pro rata basis or in any other manner that the court deems proper. Any assets in excess of indebtedness shall be distributed at the discretion of the Board of Elders in compliance with Internal Revenue Service requirements.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed the Federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 6 – Stewardship

As a precaution against imprudent stewardship, all bank and savings accounts shall be in the name of New Life Fellowship Missionary Baptist Church. Furthermore, the title of all bonds, treasury certificates, money market certificates or any other form of intangible property shall be in the name if New Life Fellowship Missionary Baptist Church. Two signatures shall be required to negotiate a transfer of title to any of the above. (2 Cor. 8:20-21)

Section 7 – Oversight

The Pastor, Assistant Pastor and Elders are ultimately responsible for the finances of New Life Fellowship Missionary Baptist Church. The Pastor, Assistant Pastor and Elders shall upon their discretion, authorize the Treasurer or other designated person to issue checks in the amounts of 1% of the annual budget may be delegated to the Board of Deacons at the discretion of the Board of Elders.

An annual audit of New Life Fellowship Missionary Church shall be performed by a reputable accountant.

ARTICLE VII: Constitutional Amendments

Section 1 – Method of Amendment

This constitution may be amended by the submission of the proposed amendment, in writing, by any member of New Life Fellowship Missionary Baptist Church to Elders, where a unanimous affirmative vote is required.

Section 2 – Establishing Bylaws

Bylaws will be written by the Elders to clarify and standardize various procedures and protocols within New Life Fellowship Missionary Baptist Church. The Elders will establish a committee of at least two Elders to research and submit a draft bylaw. Additional people may be added to the committee at the discretion of the Elders. The proposed bylaw will then be voted upon by the Elders, whose unanimous approval is necessary for adoption. Once adopted, the bylaw will go into effect immediately unless otherwise stated in the bylaw.