

## SHALLOW WELL CHURH STANDING RULES

### 1. Church Council Meetings:

The Church Council shall meet quarterly in January, April, July, and October, as called by the Chairman, for the purpose of transacting business for the Church. It shall act in keeping with the policies of the Church.

### 2. Annual Meeting:

The annual congregational meeting of the Church shall be held in November of each year at which time the Church Council will submit a slate of officers and committees for election and a budget for approval by the Church membership.

### 3. Other Meetings:

Other meetings of the Church may be called by vote of the Church membership or Church Council or may be called by the Pastor or Deacons. Notice shall be given by mail or announced from the pulpit a week before the meeting.

### 4. Meetings of Boards and Committees:

Within a month after installation and prior to the January Church Council meeting all Boards and Committees should meet, elect a chairman where stipulated in the Constitution, organize, and plan their work for the year. Other meetings shall be on a bi-monthly basis or more frequently if needed.

### 5. Elections:

All persons serving in leadership positions shall be elected annually or as stipulated in the Constitution. They shall take office at the beginning of the Church year in January, and shall hold office until their successors are elected and installed.

### 6. Quorum:

Seventeen (17) members of the Church Council shall constitute a quorum for the transaction of business. Thirty-four (34) members shall be required as a quorum for the transaction of business at a meeting of the Church membership.

### 7. Worship Services:

Services for worship and preaching shall be held each Sunday morning under the direction of the Pastor. Such services may be held on Sunday evenings and during the week when agreed upon by the Church membership, Church groups, or responsible leaders. A regular service may be cancelled, for reason, by the Pastor and the Board of Deacons or by the congregation. Any inserts placed in bulletins distributed at worship services are to be approved by the Pastor, Chairman of the Church Council, or the Parliamentarian.

### 8. Communion:

The sacrament of the Lord's Supper shall be observed quarterly. It may be observed at other times as desired.

9. Vacations:

The Pastor shall have six (6) weeks' vacation annually at such time as may be agreed upon by the Pastor and the Board of Deacons. Vacations for other paid employees of the Church will be as stated in the Job Description for the respective positions.

10. Use of Church Property:

Responsibility of Church property is vested in the Board of Trustees; therefore, policies relative to the use of the property for any event other than any regularly scheduled Church events shall be established by the Board of Trustees and this shall include scheduling, as well as fixing fees.

11. Rules of Procedure:

Rules for the conduct of business shall be those in common usage. Roberts Rules of Order (Revised) shall be final authority.

12. Attendance:

Each Board and Committee duly elected by the Church body shall hold its initial meeting in December prior to taking office for the purpose of electing a Chairman. Meetings shall be held thereafter at least bi-monthly. Attendance records shall be kept, and minutes shall be submitted to the Church Council as a written report from each Board or Committee. Additional meetings may be held at the discretion of the Chairman. Three (3) successive absences by any Board or Committee member shall be deemed just cause for termination of their term of office and replacement shall be made by the Nominating Committee.

13. Immediate Family:

For purposes of determining eligibility for membership on Boards or Committees listed in the Constitution and Standing Rules members of immediate family shall be interpreted as father, mother, son, daughter, or any other family member living in the same household.

14. Scholarship:

The Willie E. (Bill) Cox Memorial Scholarship was created in 1994 and the J. Dudley O'Connell Memorial Scholarship was created in 2000, both for the purpose of providing educational opportunities. A generous gift from the estate of Evelyn McNeill also provides additional scholarship funds. These funds will be administered in accordance with guidelines established by a Scholarship Committee and approved by the Church Council. The guidelines may be amended by action of the Church Council.

15. Monetary Policy:

1. Church bank accounts.

All bank accounts bearing the name of the church shall be under the control of the Church Treasurer with the following exceptions:

- Deacon's Fund
- Sunday School Class Accounts
- Women's and Men's Fellowship Accounts – these accounts shall be under the control of the Women's and Men's Fellowship Presidents whose approval is required for expenditures.

- Youth Fellowship Fund Raising Account – this account shall be under the control of the Chairman of the Board of Christian Education, or someone appointed by him/her. Expenditures must be approved by the Chairman or Youth Pastor.

Any new accounts opened must be approved as follows:

- a. The Stewardship Finance Committee must approve it for recommendation to the Church Council for approval.
- b. The Church Council must approve it for recommendation to the Corporation Board of Directors for approval.
- c. The Corporation Board of Directors must approve it and execute a Corporate Resolution for the bank.

## 2. Expenditure Authorization.

- a. The Church Treasurer is authorized to disburse funds from all accounts relating to salaries and benefits, all normal utilities, insurance, travel allowances, and Association dues.
- b. Those persons authorized to request disbursement by the Church Treasurer from other budgeted items are:

- Music & Supplies – Choir Director and Stewardship Finance Chm. and/or Sr. Pastor.
- Sunday School Literature – Sunday School Superintendent or Chairman of the Board of Christian Education.
- Bible School – Chairman of the Board of Christian Education or Associate Pastor or Youth Pastor.
- Children’s Department – Chairman of the Board of Christian Education or Children’s Department Superintendent.
- Special Programs (Easter, Christmas, etc.), Audio Visual, and Youth Fellowship – Chairman of the Board of Christian Education, Youth Pastor, or Pastor.
- Evangelism & Visiting Speakers – Pastor or Chairman of the Board of Deacons.
- Cleaning Supplies – Church Custodian or Chairman of the Board of Trustees.
- Maintenance for Church – Chairman of the Board of Trustees.
- Office Supplies – Church Secretary or Pastor.
- Ministerial Books & Supplies – Pastor.
- Sunday Bulletins – Church Secretary or Pastor.
- Offering Envelopes – Financial Secretary
- Awards, Christmas, etc. – Chairman of the Board of Deacons.
- Delegate Expense – Delegates submit receipts of expenses for disbursement.
- Library – Librarian

### c. Other.

- Trustee Fund – Chairman of the Board of Trustees with the exception of utility bills which will be paid by the Treasurer.
- Building Fund – Chairman of the Board of Trustees.
- Memorial Fund – Undesignated funds may be allocated by the Memorial Committee.
- Earnings from Cox and O’Connell Scholarship Funds, and McNeill Scholarship – The Scholarship Committee.

- d. Mission Budget – Allocated by the Treasurer in accordance with budgeted priority.

3. Fund Raising

All fund raising for special projects must be approved by the Stewardship-Finance Committee as specified in the Constitution.

4. Budget Integrity

Those persons with expenditure approval authority are responsible for insuring that expenditure does not exceed the amount budgeted unless it is approved by the Stewardship-Finance Committee and to provide input for the next year's budget.

5. Special Contributions

All monetary contributions that are designated for a specific purpose and which requires additional funds to accomplish the purpose, must be approved by the Stewardship-Finance Committee before final acceptance by the Church Treasurer.

All contributions consisting of real or personal property or alterations to the real or personal property must be approved by the Board of Trustees for acceptance.

16. Changes: The rules may be changed by a majority vote at any regular session of the Church Council.

**SCHEDULE A**

DONATION AMOUNTS RECOMMENDED FOR TRANSFER OF CEMETERY PLOTS/LOTS:

Plot (4' x 10')	\$500.00
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