



Salem Baptist Church Constitution and Bylaws

Revised March 2026

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Article One-Constitution

A. Preamble

We declare and establish this *Constitution and Bylaws* to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will

- Preserve and secure the principals of our faith
- Preserve the liberties of each individual church member
- Provide for freedom of action of this body in relation to other churches
- Provide for the orderly conduct of internal affairs, in dealing with others, and of governing church members

B. Name

This body shall be known as Salem Baptist Church and is located in Chesterfield County at 5930 Centralia Road, North Chesterfield, Virginia 23237.

C. Purpose

Salem Baptist Church exists by the grace of God, for the glory of God, which shall be the ultimate purpose in all its activities. This church glorifies God by loving Him and obeying His commands through:

- Worshipping Him
- Equipping the saints through Bible instruction and study
- Proclaiming the gospel of Jesus Christ through preaching and personal evangelism, and any other means consistent with the teaching of Holy Scripture
- Encouraging, supporting, and participating in missions work, local, domestic, and international
- Administering the ordinances of baptism and communion
- Encouraging Biblical fellowship among believers
- Serving other individuals, families, and churches by providing for physical, emotional, and spiritual needs in the name of Jesus Christ

Article Two-Confession of Faith

We accept the *Baptist Faith and Message 2000* adopted by the Southern Baptist Convention on June 14, 2000 to be an accurate expression of our beliefs.

Article Three-Church Covenant

Having, as we trust, been brought by divine grace to repent and believe in the Lord Jesus Christ and to give up ourselves to Him, and having been baptized upon our profession of faith, in the name of the Father and of the Son and the Holy Spirit, we do now, relying on His gracious aid, solemnly and joyfully renew our covenant with each other (Eph. 2:8-9, Acts 2:41).

We will work and pray for the unity of the Spirit in the bond of peace (Eph. 4:3). We will walk together in brotherly love, as becomes the members of a Christian Church, exercise an affectionate care and watchfulness over each other and faithfully admonish and entreat one another as occasion may require (1 John 2:9-11, Gal. 6:1-2).

We will not forsake the assembling of ourselves together, nor neglect to pray for ourselves and others (Heb. 10:25, II Thess. 2:17).

We will endeavor to bring up those who may at any time be under our care, in the nurture and admonition of the Lord, and by a pure and loving example to seek the salvation of our family and friends (John 1:35-42, Deut. 6:6-9).

We will rejoice at each other's happiness and endeavor with tenderness and sympathy to bear each other's burdens and sorrows (I Cor. 12:25-26).

We will seek, by Divine aid, to live carefully in the world, denying ungodliness and worldly lusts, and remembering that, as we have been voluntarily buried by baptism and raised again from the symbolic grave, so there is on us a special obligation now to lead a new and holy life (Rom. 12:1-2, Eph 4:17-24, Rom. 6:1-14).

We will work together for the continuance of a faithful evangelical ministry in this church, as we sustain its worship, ordinances, discipline, and doctrines. We will contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations (Matt. 28:19-20, Acts 1:8, Mal. 3:10, Acts 2:44-45).

We will, when we move from this place, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with us all. Amen.

Article Four-Polity

This congregation recognizes Jesus Christ as the only head of the Church and therefore, seeks to know and understand the will of God in all matters of faith and practice. We hold that the authority to make decisions regarding the spiritual and temporal affairs of the Church rests with the membership of the congregation, who are entrusted to seek and represent God's will on all matters. This Church is independent and autonomous and is subject to the control of Scripture alone, not to any other ecclesiastical authority, body or organization. Recognizing, however, the benefits of cooperation with other churches in world mission, this Church voluntarily affiliates with the Southern Baptist Convention and the SBCV state conservative association.

Article Five-Amendment of Constitution & Bylaws

A new constitution and bylaws may be adopted or this Constitution and Bylaws may be amended or repealed during a quarterly business meeting or special business meeting. The new constitution and bylaws and/or proposed amendments will be submitted in writing to the members at least fourteen (14) days prior to the time of the proposed vote. Passage requires a three-fourths (3/4) affirmative vote of those voting at a regular business meeting or in a special business meeting that has reached a quorum of one-half (1/2) of the Salem Baptist Church voting members in good standing.

Article Six-Membership

A. Qualification, Duties and Rights:

To qualify for membership in this Church, a person must be a believer in Jesus Christ who gives evidence of regeneration, who has been baptized in obedience to Christ, following his or her regeneration and who wholeheartedly believes in the Christian faith as revealed in the Bible. Each member must agree to submit to the teaching of Scripture as expressed in our Confession of Faith and must promise to keep the commitments expressed in the Church Covenant. The Lead Pastor and Deacon Body shall be responsible for determining each person's qualification for membership. In making this determination, they may rely on a person's profession of faith, previous membership in another Church of like faith and order or other evidence, as they deem appropriate. To be received into Church membership, applicants shall be recommended by the Lead Pastor and Deacon Body for admission and received by a vote of the members at any official meeting of the Church and shall at that point relinquish any membership in other churches. All persons entering into the membership of this Church shall receive a copy of the Church Manual containing the *Constitution and Bylaws*, *Church Covenant* and the Baptist Confession of faith believed by this Church in order that they may act according to their responsibilities. In accordance with the duties enumerated in the Church Covenant, each member shall be privileged and expected to participate in and contribute to the ministry and life of the Church, consistent with God's

leading and with the gifts of time and material resources each has received from God. Only members of this congregation shall be entitled to serve in the leadership committees of the Church; non-members may serve as members of ministry teams with the approval of the Lead Pastor and Deacon Body and provided they serve under the direct leadership of a Team Lead that is a church member. Under Christ this congregation is governed by its members. Therefore, it is the privilege and responsibility of members to attend all business meetings and vote on the election of officers, on decisions regarding membership status and on such other matters as may be submitted to a vote. Such members as are in good standing, as determined by the Lead Pastor and Deacon Body in accordance with the Church Covenant, may act and vote in the transactions of the Church. Members under sixteen (16) years of age shall be ineligible to vote on matters relating to the sale or purchase of property, the amendment of this Constitution and Bylaws, or the calling or dismissal of a Lead Pastor, but shall be eligible to vote on all other business.

B. Church Discipline

Any member consistently neglectful of his or her duties under the Church Covenant or guilty of conduct by which the name of our Lord Jesus Christ may be dishonored and so opposing the welfare of the Church, shall be subject to the admonition of the Church ministerial staff, Deacon Body and discipline of the Church, according to the instructions of our Lord in Matthew 18:15-17 and the example of Scripture. Church discipline, then should ordinarily be contemplated after individual private admonition has failed. Church discipline may include; admonition by Pastoral staff, Deacon Body or the congregation, suspension from communion for a definite period, deposition from office, and excommunication (see Matt. 18:15-17; II Thess. 3:14-15; I Tim. 5:19-20; I Cor. 5:4-5).

The purpose of such discipline shall be for:

- The repentance, reconciliation, and spiritual growth of the individual disciplined (see Prov. 15:5; 29:15; I Cor. 4:14; Eph. 6:4; I Tim. 3:4-5; Heb. 12:1-11; Ps. 119:115; 141: 5; Prov. 17:10; 25:12; 27:5; Eccl. 7:5; Matt. 7:26-27; 18:15-17; Luke 17:3; Acts 2:40; I Cor. 5:5; Gal. 6:1-5; II Thess. 3:6, 14-15; I Tim. 1:20; Titus 1:13-14; Jas. 1:22);
- The instruction in righteousness and good of other Christians, as an example to them (see Prov. 13:20; Rom.15:14; I Cor. 5:11; 15:33; Col. 3:16; I Thess. 5:14 [note this is written to the whole Church, not just to leaders]; I Tim. 5:20; Titus 1:11; Heb. 10:24-25);
- The purity of the Church as a whole (see I Cor. 5:6-7; II Cor. 13:10; Eph. 5:27; II John 1:10; Jude 24; Rev. 21:2);
- The good of our corporate witness and Gospel witness to non-Christians (see Prov. 28:7; Matt. 5:13-16; John 13:35; Acts 5:1-14; Eph. 5:11; I Tim. 3:7; II Pet. 2:2; I John 3:10); and
- Supremely for the glory of God by reflecting His holy character (see Deut. 5:11; I Kgs. 11:2; II Chr. 19:2; Ezra 6:21; Neh. 9:2; Isa. 52:11; Ezek. 36:20; Matt. 5:16; John 15:8; 18:17, 25; Rom. 2:24; 15:5-6; I Cor. 6:14-7:1; Eph. 1:4; 5:27; I Pet. 2:12).

C. Termination of Membership

Church Membership shall be terminated in the following ways:

1. Death of the member
2. Transfer to another Baptist church
3. Upon member's own request
4. Evidence of membership in a church of another likeminded evangelical Protestant denomination
5. Removal by action of this Church

Article Seven-Church Meetings

A. Worship Meetings

The Church shall worship each Lord's Day, and may worship at any other time that the Lead Pastor and Deacon Body may determine.

B. Regular Business Meetings

The Church shall hold regular quarterly business meetings each quarter, usually the 3rd Sunday after the end of each quarter. *Robert's Rules of Order, Revised*, is the authority for parliamentary rules of procedure for all business meetings of the Church. In order to give the Church body adequate time to pray and search Scripture for guidance, all new business and motions to be considered and voted on by the Church must be submitted in writing to the Church office no less than two (2) weeks prior to the scheduled business meeting and made available to the congregation in print on the two Sundays prior to the scheduled meeting. A quorum consists of the members who attend a regular business meeting. At such business meetings a majority vote shall transact the business unless specified otherwise by this *Constitution and Bylaws*.

C. Special Business Meetings

The Church or any church member may call a special business meeting on a Sunday after morning service to consider matters of special nature and significance. A two-week notice must be given for a special business meeting unless called for by the Lead Pastor or Chairman of Deacons. The notice shall include the subject, the date, the time and place and it must be given in such a manner that all good standing members have opportunity to know of the meetings. A quorum in a special business meeting consists of one-half (1/2) of the Salem Church members in good standing, unless called for by the Lead Pastor or Chairman of the Deacons on behalf of the Deacon Body. A three-fourths (3/4) vote is required to pass any motion in a special business meeting. If failed, the motion can be brought to the church again in the next regular business meeting.

D. Virtual Attendance

Arrangements can be made with the church office so members in good standing can officially attend business meetings virtually if there are extenuating circumstances, such as health issues or emergencies. Reasons must be approved by the Deacon Body and the Lead Pastor, and virtual attendees will retain all rights as regular attendees.

Article Eight-Church Ordinances

A. Baptism

This Church shall receive for water immersion baptism any person who has received Jesus Christ as Savior and Lord by personal faith and gives evidence of regeneration. The Lead Pastor or whomever the Church shall authorize, shall administer baptism as an act of worship.

B. The Lord's Supper

The Church shall observe the Lord's Supper no less than six times a year as determined by the Lead Pastor and Chairman of Deacons. The Lead Pastor and deacons shall administer the Lord's Supper. The deacons shall be responsible for the preparations of the elements. The observance of the Lord's Supper is a wonderful symbol of the unity of the Church and provides an opportunity for the congregation to renew their covenant commitments while judging themselves. Therefore, the *Church Covenant* shall be called to remembrance and sometimes read during the observance of the Lord's Supper.

Article Nine-Ordination and Licensing for Ministry

A. Ordination

Ordination refers to the recognition of the Lead Pastor and Deacon Body of a man's call to the ministry of the Word, preparation as a shepherd and qualification to serve. Ordination shall be conferred for life, so long as the man continues to manifest the qualifications of the office.

The ordination to the Ministry of Pastor shall be granted to those individuals who have through education and/or equivalent ministry leadership experience in the church demonstrated their spiritual gifting and call to serve as a Pastor/Overseer. Qualifications for this ordination will be set and determined by the Lead Pastor and the Deacon Body on a case-by-case basis. Such ordination will be affirmed to the State for the purpose of official ministerial licensing.

Article Ten-Lead Pastor, Church Ministerial Staff and Employees

A. Calling of the Lead Pastor

A Pastor Selection Team, nominated by the Deacon Body and subject to approval by the Church, shall seek and nominate a suitable man to the Church for consideration of the Church to issue a call to the candidate for the office of Lead Pastor. The Team shall bring to the consideration of the Church only one man at a time. The Church shall determine whether to issue a call to a pastoral candidate at a Church business meeting for which at least one-week public notice shall be given. Voting shall be by secret ballot, an affirmative vote of three-fourths (3/4) of the members present being necessary to

affirm a call. The Pastor Selection Team and the Finance Committee shall also arrange the initial amount of salary/housing allowance, retirement, health insurance, vacation time, conference/speaking/sabbatical time as well as any other appropriate agreements or benefits they deem necessary. A written contract signed by both parties will define the above terms. The Lead Pastor, thus called, shall serve an indefinite period of time until either party concludes the Pastor/Church relationship with at least a thirty-day notice.

B. Duties of the Lead Pastor

The Lead Pastor's main duty is to preach the Word of God in the Church (2 Tim. 4:1-5). The character and life of the Lead Pastor shall be in keeping with the prescriptions of the New Testament in I Timothy 3:1-7 and Titus 1:5-9. Further, it shall be the duty of the Lead Pastor to oversee, arrange and conduct all worship services, assume leadership in all phases of Church life, and promote the spiritual welfare of the Church. The Lead Pastor shall act as both the lead spiritual leader of the Church and as the lead administrator of the Church. The Lead Pastor will organize and oversee Ministry Teams to perform the ministries of the church as needs arise and develop leaders within the Church to perform the duties of Team Leads. The Lead Pastor shall be the Moderator of business meetings and shall be ex-officio member of all standing ministry committees. The Lead Pastor is the leading member of the Church ministerial staff.

C. Calling of Church Ministerial Staff & Employees

The Lead Pastor shall have the responsibility to lead the Church in obtaining such Church ministerial staff members and/or Church employees as needed. The Lead Pastor shall retain the privilege to present all recommendations of Church ministerial staff candidates and/or Church employees to the Deacon Body and/or to the Church when appropriate. All Church ministerial staff members and/or Church employees shall work under the supervision and direction of the Lead Pastor who shall set their duties. A written contract signed by both parties will define the compensation, benefits and any other appropriate agreements or benefits which are deemed necessary.

D. Calling and Duties of the Treasurer

The Lead Pastor shall recommend to the Church a candidate for Treasurer. The candidate shall be brought before the Church in a business meeting and approved by a majority vote. As an employee of the Church, it shall be the duty of the Treasurer to keep an account of all deposits and disbursements. All books, records and accounts kept by the Treasurer shall be considered property of the Church and shall be housed on the Church property. The Treasurer will provide a quarterly statement to the Church and be present in all quarterly business meetings. A written contract signed by both parties will define the compensation, benefits and any other appropriate agreements or benefits which are deemed necessary.

Article Eleven-Church Officers

A. Assistant Treasurer

The Assistant Treasurer shall be nominated by the Nominating Ministry Team, elected annually by the Church in a business meeting and will perform the duties of the Treasurer in the Treasurer's absence.

B. Church Clerk

The Church Clerk shall be nominated by the Nominating Ministry Team and elected annually by the Church. Duties include keeping a record of all business meetings and minutes with a copy on file in the Church office.

C. Assistant Church Clerk

The Assistant Church Clerk shall be nominated by the Nominating perform the duties of the Church Clerk in the Clerk's absence.

Article Twelve-Deacon Body

The active Deacon Body of Salem Baptist Church shall be composed of ordained men who have been elected to active deacon service by the Church in business session. The active Deacon Body shall retain the sole privilege of recommending new candidates to the Church for consideration to the Deacon Body. All candidates shall be brought before the Church members for a vote. The character and life of the deacons shall be in keeping with the New Testament in Acts 6:1-3 and I Timothy 3:8-13. They shall be diligent in attendance at Church services, Church ministry programs and shall manifest at all times full cooperation with the Church leadership and entire program of the Church. When the Church is without a Lead Pastor, the Deacon Body shall oversee, arrange and conduct all worship services, assume leadership in all phases of Church life and promote the spiritual welfare of the Church.

Article Thirteen-Trustees

The Trustees shall consist of five members of the Church, nominated by the Church to be presented to the Judge of the Circuit Court of Chesterfield County. The Trustees will represent the Church in all matters required by law and to execute for the Church such instruments that may be approved by the Church. They will be responsible for holding in trust the property of the Church but shall have no power to buy, mortgage, sell, lease or transfer any property without the Church authorizing such action by a three-fourths (3/4) vote of super majority. The Lead Pastor and Trustees will meet when necessary.

Article Fourteen-Tellers

Tellers shall count the offering after each service that a collection is made. Total amounts shall be recorded on bank deposit slips and recorded into the Church records. An accounting shall also be given to the Lead Pastor, the Chairman of the Finance Committee, the Church administrative assistant and the Treasurer. Anytime Church monies are to be handled and/or counted, two members (not related) of the Tellers must be present. The team members shall together deposit monies into the proper banking facility. No monies shall be taken out of the Church for any purpose other than being deposited within the Church's bank account. The Tellers shall be bonded and insured at the expense of the Church.

Article Fifteen-Ministry Committees

A. The Role of Ministry Committees

Ministry committees shall be organized to help the Church achieve its goals. Members of each ministry committee shall be selected every three (3) years by the Church Nominating Committee and voted on and approved by a two-thirds (2/3) vote in any regular or special business meeting that has met a quorum. The nominated members of each ministry committee shall carry out the duties as designated by the Chairperson of each committee. All members of Church ministry committees shall be members in good standing with the Church Covenant. When an opening becomes available on a ministry committee, the Nominating Committee will nominate a replacement as soon as possible to the Church membership for approval. The target membership of each committee will be five members, including the Lead Pastor, with three (3) being the minimum number to conduct official duties. Members of a single committee cannot be immediate family to avoid conflicts of interest. Members should serve no more than two (2) consecutive terms of three (3) years, unless approved by the Deacon Body and Lead Pastor, due to special circumstances.

B. The Nominating Committee

The Nominating Committee shall select and enlist the most qualified persons to serve on various ministry committees of the Church. After securing the positive response from the nominee, the Nominating Committee shall bring that person's name before the membership of the Church for approval. The Nominating Committee, Deacon Body and the Lead Pastor, shall review the official ministry committees every three (3) years for the purpose of deleting Committees that are no-longer required or increasing ministry committees as needed to achieve the Church's goals. The Nominating Committee shall be selected every three years by the Deacon Body and the Lead Pastor and approved by a majority vote of the Church membership.

C. Finance Committee

The Finance Committee has as its primary responsibility in leading of the Church in budget subscription, budget administration and promotion of stewardship education in all areas of the Church programs. The Finance Committee is to seek to help Church

members grow as Christian stewards by encouraging development of an understanding of and a commitment to the biblical teachings of stewardship. Further, the Finance Committee shall review expenditures periodically, in terms of budget allocations, recommend needed adjustments in budgets and request periodic auditing of the Church books. The Chairman and Lead Pastor shall review bank statements, the monthly check registry and all financial reports given to the Church by the Treasurer with the aim of knowing how money is being spent. Moreover, the Finance Committee shall develop and recommend methods of using the appropriate channels of the Church to introduce biblical stewardship concepts. The Finance Committee shall seek to increase mission understanding and develop Christian stewards by sharing mission education materials, mission support information and encouraging an understanding of growing commitment to missions and mission's support through the Cooperative Program. The Finance Committee is to take steps to ensure sound procedures are used for receiving, counting, safeguarding and disbursing funds.

D. Buildings and Grounds Committee

The Buildings and Grounds Committee shall be the stewards of God's property in possession of the Church. The Buildings and Grounds Committee shall be responsible for the upkeep and maintenance of all Church buildings, all Church grounds and all Church equipment pertaining to the buildings and grounds. Decisions and matters pertaining to the buildings and grounds shall be approved by the Buildings and Grounds Committee.

Article Sixteen-Ministry Teams

To perform the work of the ministry of the Church, the Lead Pastor or Ministry Committee may form a Ministry Team. A Ministry Team will be led by a Team Lead, a Church Member in good standing, who will be responsible for the goals, organization, growth, and health of the team. Team Leads will be appointed by the originating committee or pastor and must have been a member in good standing for at least six (6) months.

Team Leads will recruit team members as needed. All team members must conduct themselves in a manner consistent with the good character of the church and will agree to refrain from promoting doctrine and behavior inconsistent with the Church Statement of Faith and Church Covenant while performing their ministry duties.

A Ministry Team may be dissolved by the originating committee or the Lead Pastor at any time and any Team member can be dismissed at any time at the will of the originating Committee or Lead Pastor. If a Team Lead is dismissed, the Chairman of the originating Committee or originating pastor will serve as the temporary Team Lead until the position is filled.

Ministry Team members may include paid workers, whose compensation will be approved and set by the Lead Pastor and Finance Committee. Compensation will be managed through the Church Treasurer's office.

Article Seventeen-Settlement of Disputes and Disagreements

In order to protect the unity of the Church in any dispute or irreconcilable difference arising between Church members, Church ministerial staff and Church employees pertaining to any matter of spiritual teaching or practices, Church finances and/or any other matter, the dispute shall be resolved by the Lead Pastor and Deacon Body of the Church or a ministry team appointed by the Lead Pastor and Deacon Body. A decision regarding the dispute and disagreement shall be reached after prayerful consideration, in a spirit of humility, with each person regarding one another before himself and striving to preserve the unity of the Spirit in the bond of peace (Eph. 4:1-3).

Article Eighteen-Nonprofit Status and Liquidation

The Church is not organized for profit. In the event of liquidation or dissolution of the Church, the Church itself shall by a super majority vote of three-fourths (3/4) decide to either liquidate or dissolve the organization in a Church business meeting that has reached a quorum. The Church alone shall possess the authority to dissolve or liquidate the organization. In the event of the Church voting for liquidation or dissolution of the Church, any and all of its assets and property shall be transferred to another like-minded not for profit organization as the Church shall designate. The liquidation or dissolution shall occur under the direction of the Church trustees when given the authority to do so by the Church membership under the guidelines listed above.

Appendix A
SALEM BAPTIST CHURCH
Cemetery Policies and Procedures

I - Cemetery Committee

I.1 - Cemetery Committee Members

The Church shall elect a Cemetery Committee consisting of five persons, one of whom shall be the Pastor, all shall be members of Salem Baptist Church, to serve for a term of five years, or until their successors shall have been elected.

I.2 - Cemetery Committee Duties

It shall be the duty of the Cemetery Committee to have general oversight of the cemetery by exercising the following duties:

- Provide for the cemetery upkeep and maintenance from the proceeds of the invested cemetery funds and maintenance fees
- Maintain an accurate record and chart of graves (a copy of which shall be filed in the Church office)
- Assign and mark plots
- Coordinate with funeral homes/mortuaries to insure proper interment
- Inspect burial sites after interment for damage and seek appropriate restitution for any found damage
- Provide recommendations to the church for the proper investment of cemetery funds.
- Recommend major improvements or expansion when needed

II - Eligibility for Cemetery Burial

Any current member of Salem Baptist Church can be buried in the Church cemetery upon payment of a one-time \$1200.00 fee for care and upkeep of the cemetery grounds. Non-members will be eligible for burial only at the discretion of the Cemetery Committee and after payment of a one-time \$2400.00 fee. Consideration will be given toward cases of unusual hardship. The fee amounts will be reviewed annually for adequacy by the Cemetery Committee. Approval by a quorum of the Church in business session is required to change the fee amounts. All requests for grave sites must be approved by the Cemetery Committee, and proper documentation must be completed and on file in the Church records before interment can commence.

III - Care and Upkeep of the Cemetery

III.1 - Cemetery Committee Administration

Care of the cemetery will be administered by the Cemetery Committee.

III.2 - Planting

No shrubs or flowers are to be planted by individuals.

III.3 - Removal of Wilted and Faded Flowers

Live or artificial potted plants, wreaths, or flowers should be removed when they wilt, die or fade (approximately six weeks).

IV – Internment

Permission to open graves and allow interments or disinterments must be granted through the Cemetery Committee before any grave is opened. It is the responsibility of the agent requesting internment to secure the services of a reputable funeral home/mortuary to perform the internment. This includes digging the grave, placement of a state approved vault, grave liner, or receptacle, closing of the grave, and site clean-up. The Cemetery shall be left free of trash and collateral damage from the funeral process. Any excessive landscaping damage or permanent damage done to surrounding graves, shall be corrected at the agent expense.

V - Markers and Tombstones

Markers and tombstones are subject to approval by the Cemetery Committee. A church-approved type of marker, uniform in design and style, bearing adequate identification, shall be required for otherwise unmarked graves. The cost and maintenance of all markers and tombstones is the responsibility of the agent requesting internment, and proof of purchase must be provided to the church before internment can commence. A marker or tombstone must be placed within 6 months after internment; however, a temporary marker can satisfy this requirement if approved by the Cemetery Committee.

VI - Cemetery Fund

V.1 - Cemetery Fund

A. The Church shall establish and maintain a permanent Cemetery Fund, the proceeds from which shall be used exclusively for the normal upkeep and maintenance of the church cemetery. No part of the principal amount of the Cemetery Fund shall be used for any purpose, except for expansion and major improvements of the cemetery as may be authorized by a three-fourths ($\frac{3}{4}$) affirmative vote of the Church in business session that has reached a quorum. The notice of the session shall be given from the pulpit two Sunday mornings immediately preceding the date fixed for the meeting.

B. The Cemetery Fund shall be deposited or invested in accordance with the authorization of a quorum of the Church in business session. This fund shall be accounted for separately from all other church funds. The Church Treasurer shall be the treasurer of the Cemetery Fund.