



Alexandria Baptist Church
Alexandria, Ohio

CONSTITUTION

Adopted January 17, 1999

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CONSTITUTION OF THE ALEXANDRIA BAPTIST CHURCH

ARTICLE I NAME

The name of this organization shall be the Alexandria Baptist Church herein known as the "Church".

ARTICLE II PURPOSE

The purpose of this Church shall be the advancement of the Kingdom of God through His Son, our Lord and Savior, Jesus Christ. This Church shall seek to achieve its purpose through public worship of God, the preaching of the gospel, consistent Christian living by its members, personal evangelism, missionary endeavors and Christian education.

ARTICLE III AFFILIATION

This Church shall be affiliated with the Mohican Baptist Association, the American Baptist Churches of Ohio and the American Baptist Churches of the United States of America (ABC/USA). The Church's affiliation can only be changed by an affirmative vote of at least 75% of the membership present at any properly called quarterly, annual or special Church meeting.

ARTICLE IV COVENANT

This Church recognizes the Bible as an all-sufficient basis of doctrine for faith and practice. As a summary of the principles affirmed for Christian conduct among its members, it adopts

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the following covenant.

As we trust that we have been brought by divine grace to receive the Lord Jesus Christ and to give up ourselves to Him, so we do now rely on His gracious aid and solemnly covenant with each other.

That we will walk together in Christian love.

That we will exercise a Christian care and watchfulness over each other and faithfully admonish and entreat one another as occasion may require.

That we will not forsake the assembling of ourselves together nor neglect the great duty of prayer for ourselves and others.

That we will endeavor to bring up those under our care in the nurture and admonition of the Lord; and, by a sure and loving example, endeavor to win our kindred and acquaintances to the Savior, to holiness and to eternal life.

That we will participate in each other's joys and endeavors with tenderness and sympathy and to bear each other's burdens and sorrows.

That we will live circumspectively in the world by denying ungodliness and worldly lusts by setting a worthy example.

And remembering that as we have been voluntarily buried by immersion and have been raised up from the emblematic grave, so there is on us a special obligation henceforth to lead a new and holy life.

That we will strive together for the support of a faithful evangelical ministry among us.

That according to our abilities and opportunities, we will as faithful stewards of the Lord do good to all people; especially, in helping extend to them the gospel in its purity and power to the whole human family.

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In the midst of evil and good in this life, we will humbly and earnestly seek to live to the glory of God who hath called us out of darkness into His marvelous light.

ARTICLE V MEMBERSHIP

SECTION 1: REQUIREMENTS

The term "member" or "membership" used in this Constitution shall be defined as a person or group of people who meet all said requirements of Section 1a or 1b below.

- a) The membership of this Church shall be comprised of those born again believers in Jesus Christ who meet all the following conditions:
 - 1) The believer shall have been baptized by immersion in this Church.
 - 2) The believer shall subscribe to the Church covenant.
 - 3) The believer shall subscribe to the Church's constitution.

- b) The membership of this Church shall also be comprised of born again believers who meet either one of the following conditions:
 - 1) A believer who has presented a letter of good standing from a church of like faith and order.
 - 2) A believer who has given a statement of Christian experience.

And meet all of the following conditions:

- 1) A believer who has been previously baptized by immersion.
- 2) A believer who subscribes to the Church covenant.
- 3) A believer who subscribes to the Church's constitution.

- 4) A believer who has been recommended for membership by the Board of Deacons and receives an affirmative vote from a majority of Church members present and voting at any Church meeting.

SECTION 2: DISMISSAL

Membership in this Church may be terminated by:

- a. DEATH: The Church's clerk at the time of a member's death shall transfer the member's name from the membership roll to the memorial roll.
- b. LETTER: Any member in good and regular standing who desires a letter of dismissal and recommendation to any other church is entitled to receive it upon their request. The name of the church to which membership is to be transferred must be indicated in the request and the letter shall be sent to the requesting church. The Church's clerk shall report such action at the next quarterly, annual or special meeting of the Church.
- c. ERASURE: In all cases involving gross immorality and in case of delinquency through failure to comply with covenant obligation, a member may be dismissed when it is so recommended by the Board of Deacons and approved by a majority of Church members present and voting at a quarterly, annual or special meeting of the Church.

SECTION 3: VOTING AND HOLDING OFFICE

Only Church members shall be permitted to vote on official Church matters and hold certain positions within the Church as covered in other sections of this Constitution.

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ARTICLE VI PASTOR

SECTION 1: PASTOR

The Pastor of this Church shall be a believer and preacher of the Gospel and the basic doctrines of Christian faith and shall subscribe to the Church Covenant.

- a. **CALLING:** The Pastor shall be called for an indefinite period by the Church membership upon the favorable recommendation of the pulpit committee. His election shall be by secret ballot at a quarterly, annual or special meeting of the Church. Notice of the intention to vote on the calling of a pastor at such meeting must be given at least one week prior to the vote. Three-fourths of all member votes cast shall be necessary for an election of a pastor for this Church.
- b. **DUTIES:** The Pastor shall have general supervision of the entire worship and work of the Church. The Pastor shall have in his care the stated services of worship, including baptism, communion, weddings and funerals. At his discretion, the Pastor shall attend and serve as a non-voting, ex-officio person on all boards, committees and organizations of the Church. The Pastor shall serve as chairperson of the Church Council and may preside at any quarterly, annual or special Church meeting or any board meeting where the moderator or chairperson is not present and matters of consideration are not directly related to his relationship with the Church. The Pastor shall oversee the preparation of the annual report of the Church.
- c. **RESIGNATION OR DISMISSAL:** The pastoral relationship with the Church may be terminated at any time upon one month's notice from either the Pastor or the Church or without any term of notice by mutual agreement.

ARTICLE VII OFFICERS OF THE CHURCH

SECTION 1: NOMINATION

At least one month before the annual Church meeting, the Church Council shall prepare a slate of officers which is to be presented and voted upon at the annual Church meeting. A slate of nominees shall be posted at least one full week prior to the annual meeting.

SECTION 2: TERM OF OFFICE

The Church officers shall serve a term of one year commencing immediately following the annual meeting. Church officers may be elected for succeeding terms.

SECTION 3: OFFICERS AND THEIR RESPONSIBILITIES

- a. MODERATOR: The moderator shall prepare a meeting agenda and preside at all quarterly, annual and special Church meetings except as provisions allow for a temporary presiding officer. In the absence of a Pastor, the moderator shall serve as chairperson of the Church Council and assume responsibility for the leadership of the Church. The moderator shall also serve on the Church Council. The moderator shall be a member of this Church.
- b. CLERK: The clerk shall keep a correct and permanent record of all Church Council meetings and all quarterly and special Church meetings. The clerk shall also send all letters requesting transfer of membership, shall sign all letters of dismissal and shall maintain a membership register which notes such changes that may occur. The clerk shall enter upon the records of the Church all current events in the life of the Church that are likely to be of historical value thus making the Church record a continuous story of Church history. The clerk shall prepare an annual summary of the Church records to be included in the annual report. The clerk shall also serve on the Church Council.

The clerk shall be a member of this Church.

- c. LOCAL EXPENSE TREASURER: This treasurer shall be the custodian of all local expense funds belonging to the Church with the exception of the Deacons' Fund which shall be handled entirely by the Deacons, the Memorial Fund which shall be handled entirely by the Board of Trustees and any other fund designed by the Church to be handled by others. This treasurer shall disburse money for non-fixed expenses only on a voucher or invoice signed both by the person or board responsible for making the purchase and by a trustee designated by the Board of Trustees. This treasurer shall prepare a current quarter financial report for each quarterly Church meeting and present a yearly financial report for the annual Church report. This treasurer shall serve as a non-voting, ex-officio person on the Board of Trustees. The local expense treasurer shall also serve on the Church Council. This treasurer shall be a member of this Church.
- d. BENEVOLENCE TREASURER: All money for benevolent purposes contributed by donors through Church channels, except the Deacons' Fund, shall be held in custody by this treasurer who shall dispense such money strictly on the basis of the designations toward which contributions have been made. Quarterly and annual reports shall be made to the Church. This treasurer shall also serve on the Church Council. This treasurer shall be a member of this Church.
- e. FINANCIAL SECRETARY: The financial secretary shall receive all money given to the Church through regular channels and special offerings for local expenses, benevolences and other funds as deemed appropriate by the Church. Money received for the Deacons' Fund shall be recorded and turned over to the Deacons. Money received for the Memorial Fund shall be recorded and turned over to the Trustees. This secretary shall keep, in a confidential manner, a complete and detailed record of all individual pledges and payment of the same. Monday of each week, or as nearly as possible, this secretary shall deposit all money on hand for local expenses to the local expense treasurer's account; all money on hand for benevolences to the benevolence treasurer's account; and all money on hand for other funds in their appropriate accounts. This secretary shall send to all contributors a calendar year summation showing their individual givings for that year prior to the end of the following January. A

contributor shall receive a partial year statement from the financial secretary upon request. This secretary shall make quarterly and annual reports to the Church on all monies received. The financial secretary shall also serve on the Church Council. The financial secretary shall be a member of this Church.

- f. SUNDAY SCHOOL CLERK: A clerk shall be elected to serve as secretary of the Sunday school. This person shall keep a record of attendance and giving through the Sunday school program and shall forward all monies received to the financial secretary. This clerk shall serve under the direction of the Board of Christian Education.
- g. SUNDAY SCHOOL SUPERINTENDENT: During the term of office, the superintendent will serve as a non-voting, ex-officio person on the Board of Christian Education and will be responsible for the following areas.
 - 1. The Superintendent shall be a liaison between Sunday School teachers and the Board of Christian Education.
 - 2. The Superintendent shall work with the Board of Christian Education on teacher training.
 - 3. The Superintendent shall encourage visitation of teachers to the homes of their pupils.
 - 4. The Superintendent shall oversee the ordering of Sunday School materials.
 - 5. The Superintendent shall give a report on the Sunday School at the quarterly and annual meetings of the Church.
 - 6. The Superintendent shall be responsible for finding substitute teachers to replace Sunday school teachers who are absent on any given Sunday.

ARTICLE VIII BOARDS, COMMITTEES, AND CHURCH COUNCIL

SECTION 1: NOMINATIONS

At least one month before the annual Church meeting, the Church Council shall prepare a slate of candidates to fill expiring board, committee, hospitality and service positions which is to be presented and voted upon at the annual Church meeting. A slate of nominees shall be posted at least one full week prior to the annual meeting.

SECTION 2: TERM OF SERVICE

Committee, hospitality and service persons shall serve a term of one year commencing immediately following the annual meeting. Committee, hospitality and service persons may serve succeeding terms. Board member's term shall be as stated in the following sections.

SECTION 3: CHAIRPERSONS

Unless otherwise provided, all boards and committees of this Church shall elect their own chairpersons. They will be expected to prepare an agenda, preside at their meetings and represent their respective groups by attending and reporting at all regular Church quarterly and annual meetings. All board and committee chairpersons will serve as representatives to the Church Council and be responsible for the preparation of a report to be included in the annual Church report.

SECTION 4: REPLACEMENT OF BOARD OR COMMITTEE MEMBERS

Vacancies on any board or committee during the course of an unexpired term shall be filled by the appointment to that respective board or committee of an eligible person from the Church congregation who is in good standing and who has received approval of Church members

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attending the next quarterly or special meeting. Approval is by a majority vote of attending members.

- a. Board vacancies shall be filled by Church members as defined in Article V, Section 1.
- b. Committee vacancies shall be filled by either Church members or persons from the congregation who are regular Church worshipers.

SECTION 5: CHURCH COUNCIL

There shall be a Church Council composed of the Pastor, elected Church officers (moderator, clerk, local expense treasurer, benevolence treasurer and financial secretary), all board chairpersons and the president of the Church's Women's Missionary Society.

- a. FUNCTION: The Church Council has a coordinating function and is open to representatives of any group in the Church.
- b. CHAIRPERSON: The Pastor shall preside as chairperson of the Church Council, prepare the agenda for its meetings and provide general leadership for its work. In the absence of a Pastor, the elected Church moderator will preside at Church Council meetings and assume the responsibilities of its chairperson.
- c. AUTHORITY: Because of its function, the Church Council will only make recommendations to the Church and will have no administrative authority unless designated by the Church on specific projects.
- d. BUDGET:
 - 1. Tentative budget: The Church Council shall prepare a tentative budget for the following fiscal year. The tentative budget shall be based on the projected needs of the Church to do its ministry and shall be presented at the October quarterly meeting as a proposed budget.

2. Budget: The Church Council shall present a budget for the ensuing fiscal year for consideration and approval by the Church at the annual meeting.
- e. NOMINATIONS: The Church Council shall prepare nominations for all Church offices and for all positions to be filled on Church boards and elected committees. Nominees shall be informed clearly as to what is expected of them. Notice of election of officers, board positions and committee positions shall be given to the congregation at least two Sundays prior to the annual meeting Sunday. A slate of nominees shall be posted at least one full week prior to the annual meeting.
- f. SPECIAL PROJECTS: The Church Council will work on whatever projects may be assigned to it by the Church.

SECTION 6: DECISION MAKING AUTHORITY

Ultimate authority for all decisions belongs to the membership of this Church and is designated in the following way.

- a. The Board of Trustees has authority to make decisions concerning the use of Church property and is responsible for the general supervision of the same.
- b. The Board of Deacons has authority to make decisions concerning spiritual matters and matters of moral integrity within the life of the Church.
- c. The Pastor, working together with the deacons and trustees, has authority to make decisions that do not stand contrary to the accepted practices of the Church. When such practice or policy is not clear, he should go to the respective board for clarification and approval.

SECTION 7: THE BOARD OF DEACONS

There shall be a Board of Deacons consisting of up to eight persons elected for a term of three years each. A person elected to the board shall be a member of this Church. Deacons shall be elected in rotation, two or three each year, as may be needed to complete the board. Any person on this board, having completed a full three year term of office, shall not be eligible for re-election for a period of at least one year.

- a. **PURPOSE:** The Board of Deacons shall take as their major area of responsibility an active concern for the spiritual welfare of the Church fellowship and community.
- b. **LIFE STYLE OF A DEACON:** He is a born again Christian so he has a clear conscience in the faith; therefore, he has honesty, integrity and high moral standards. Because of this, he has great boldness in the faith. He has dedication to the furtherance of the gospel; greater maturity in the faith than being a "babe" in the faith; honors the Lord's name in word, deed, and thought; and has concern for those within and without the Church. Further, we accept the Biblical standard as found in I Timothy 3:8-13 as qualification for service on the Board of Deacons.
- c. **RESPONSIBILITIES:** This board shall have general supervision over the spiritual life of the Church; aid the Pastor in the performance of his duties; and have general authority to make decisions concerning the spiritual and moral use of the Church facilities. This board shall be concerned with providing an effective program of the ministry to the congregation of this Church and its surrounding community. Following pastoral instruction, this board shall meet with all candidates for Church membership. Membership action will be taken only upon their recommendation. This board shall maintain and administer a special Deacons' Fund and be accountable only to themselves as a board for its use. This board will maintain a general concern for overseeing the cheerful reception of visitors to the Church and for ushering at special occasions. This board shall cooperate with the Pastor in preparing for the observance of the Ordinances of the Church (Baptism and the Lord's Supper) and shall arrange for pulpit supply during the Pastor's vacation or during times of his illness. The Pastor in turn shall consult with the Board of Deacons and secure their approval for the scheduling of his vacation, for any other absence from the pulpit or for any other use of

his time for matters other than the local ministry of this congregation. This Board shall report on activities for that quarter at the next quarterly meeting.

SECTION 8: THE BOARD OF TRUSTEES

There shall be a Board of Trustees consisting of six unrelated persons elected from the membership (see Article 5, Section 1) of the Church for a term of three years each.

Exception: A Trustee's spouse can not serve on the Board at the same time as that Trustee.

Trustees shall be elected in rotation: two each year to complete the board. Any member of this board who has completed a full three year term of office shall not be eligible for re-election for a period of at least one year.

- a. PURPOSE: The Board of Trustees shall hold in trust all property of the Church and shall be responsible for the upkeep and management of the Church property. The Board of Trustees shall abide by all appropriate sections of the Ohio Revised Code, Title 17, Chapter 15.
- b. ELECTION: Trustees shall be elected by secret ballot.
- c. RESPONSIBILITIES: This board shall hold in trust all the property of the Church and shall be responsible for the upkeep and management of the same. They shall have responsibility for receiving, investing and maintaining the Memorial Fund principal and have the authority to use only the interest for Church purposes at their discretion. They shall not sell or encumber any real estate or other intangible and/or tangible property of the Church unless authorized to do so by a two-thirds vote of the members present and voting at a quarterly or special meeting where a decision on such a transaction is to be decided. Such a meeting of the Church must be called in accordance with the provisions of the laws of the State of Ohio (Ohio Revised Code, Title 17, Chapter 15) which govern the selling or encumbering of Church property. This board shall make a regular inspection of all Church property, arrange for needed repairs and improvements, and then report such activities at the next quarterly meeting. This board shall recommend to the Church Council the amounts to be included in the annual budget for maintaining the Church property and for the Pastor's salary. Any change in

staff salaries made during the fiscal year shall be made upon this board's recommendation and approved by a vote of the Church members at a meeting called for that purpose with notice of the meeting and its purpose having been given at one regular Church service prior to the meeting. The local expense treasurer shall be a non-voting, ex-officio person on this board.

SECTION 9: THE BOARD OF CHRISTIAN EDUCATION

There shall be a Board of Christian Education consisting of six persons elected from the membership of this Church to a term of three years each. Persons on this board shall be elected in rotation, two each year to complete the board. Persons elected to this board shall, where possible, be nominated to fill the particular office of Chairperson of the Board of Christian Education, Chairperson of Children's Work, Chairperson of Youth Work, Chairperson of Adult Work, Chairperson of Leadership Education, and Chairperson of Missionary and Stewardship Education. The Sunday School Superintendent (elected annually under separate provision of this Constitution) shall also be a non-voting, ex-officio person on this board. No person on this board having completed a full term of office shall be eligible for re-election for a period of at least one year.

- a. PURPOSE: This board shall take as its major area of responsibility the planning and administration of the educational program of this Church. This includes work with children, youth, adults, shut-ins, missions, stewardship and leadership education.
- b. RESPONSIBILITIES: This board shall promote missionary and stewardship education, shall provide leadership education, shall provide encouragement and communication to student and military personnel and shall be responsible for planning, promoting and implementing the educational program of this Church and such special summer ministries as may be needed in the community. This board shall be responsible for fellowship activities.

SECTION 10: STANDING COMMITTEES

The following committees shall be established and maintained in this Church.

- a. **PULPIT COMMITTEE:** When the Church is in need of a Pastor, a Pulpit Committee shall be formed consisting of six Church members. Each of the boards shall elect one person, two people shall be elected by the Church from the Church membership, and one person shall be elected from the Pastoral Relations Committee. This committee will prepare a Church profile, conduct a search for a pastoral candidate and recommend to the Church a desirable candidate for the pulpit. After evaluating possible candidates, this committee shall consult with the Trustees and make recommendations concerning salary and vacation which shall be determined at the time of the call. No consideration shall be given by this Church to any candidate who is not first recommended to the Church by the Pulpit Committee.
- b. **AUDITING COMMITTEE:** There shall be an Auditing Committee composed of two persons elected annually by the Church membership. It shall be the duty of this committee to audit the books of both the benevolence and local expense treasurers for the past fiscal year and to make a report of the same to the Church at the second quarterly meeting.
- c. **STEWARDSHIP COMMITTEE:** There shall be a Stewardship Committee composed of three persons who are elected by the Church membership for a three year term, one person being elected each year. This committee shall plan and organize the annual stewardship enlistment program which shall be conducted in October and November. In addition, this committee shall meet quarterly to review stewardship matters.
- d. **MUSIC COMMITTEE:** This committee shall be composed of three persons who are elected by the Church membership for a three year term, one person being elected each year. This committee shall promote and oversee the music program of this Church and have authority for the supervision, maintenance and use of Church instruments. The chairperson of this committee shall also serve on the Worship

Committee.

- e. **WORSHIP COMMITTEE:** There shall be a Worship Committee composed of a deacon who will be the chairperson of this committee, a person from the Music Committee, the Usher chairperson, the Greeter chairperson and a Flower Committee chairperson. This committee shall meet to consider our worship practices, recommend worship practice changes and receive concerns relating to worship. This committee shall report its findings to the Board of Deacons.
- f. **PASTORAL RELATIONS COMMITTEE:** This committee shall be composed of three members who are elected by the Church membership for a three year term, one person being elected each year. The purpose of the Pastoral Relations Committee is to serve as a liaison between the congregation and the Pastor regarding strengthening Pastor-people relationships, channelling congregational reactions to the Pastor's leadership and the Pastor's reactions to the congregation's responsiveness to his leadership. The committee shall elect one of its members to serve on the Pulpit Committee when the need arises.

SECTION 11: HOSPITALITY AND SERVICES

- a. **USHER CHAIRPERSON:** An usher chairperson shall be elected from the Church congregation by the Church membership each year to provide ushers for the regular worship service of the Church. The Usher Chairperson shall also serve on the Worship Committee.
- b. **GREETER CHAIRPERSON:** A greeter chairperson shall be elected from the Church congregation by the Church membership each year to provide greeters for the regular worship services of the Church. The Greeter chairperson shall also serve on the Worship Committee.
- c. **CRADLE ROLL CHAIRPERSON:** A cradle roll chairperson shall be elected from the Church congregation by the Church membership each year to maintain contact with the families listed on the cradle roll and to provide adult supervision in the Church nursery

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during the regular worship services of this Church. The chairperson shall also provide a new flower for each newborn child of any person of our Church shortly after the child's birth. The flower shall be displayed in the Sanctuary and then given to the child's parent(s).

- d. HOUSEKEEPERS: Two or more housekeepers shall be elected from the Church congregation by the Church membership each year to keep the Church kitchen in order. They shall also be responsible for taking a yearly inventory of kitchen equipment and overseeing the replacement of kitchen equipment and supplies.
- e. FLOWER COMMITTEE: A person shall be elected from the Church congregation by the Church membership each year to make arrangements for flowers for appropriate occasions. This person shall also serve on the Worship Committee.

ARTICLE IX MEETINGS

SECTION 1: THE ANNUAL MEETING

The fiscal year shall run from January 1 through December 31. The annual meeting of this Church shall be held on the third Sunday in January. All elected positions shall be voted upon at this meeting. The term period for these positions shall start and end on the date of the annual meeting.

SECTION 2: QUARTERLY MEETING

Quarterly meetings for the transaction of Church business shall be held on the third Sunday of the first month of each quarter.

SECTION 3: SPECIAL MEETINGS

Special meetings may be called by the Pastor, moderator or chairperson of one of the Church boards with proper notification being given to the congregation at least one full week ahead of the meeting date.

SECTION 4: THE LORD'S SUPPER

The Lord's Supper shall be commemorated at such times as the Board of Deacons may decide.

SECTION 5: QUORUM

A quorum shall consist of Church members present at any properly scheduled or called meeting with notification of that meeting having been made at least one week in advance.

ARTICLE X AMENDMENTS

SECTION 1: PROVISION FOR AMENDING THE CONSTITUTION

This Constitution may be revised or amended at any quarterly or special meeting of the Church provided two weeks notice of such proposed revision or amendment shall be given. A 75% vote of all Church members present is necessary to carry an amendment.

SECTION 2: AMENDMENTS

(Use this space to record Constitutional amendments.)

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ALEXANDRIA BAPTIST
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ADDENDA TO THE CONSTITUTION

ADDENDUM 1: ALEXANDRIA BAPTIST CHURCH (ABC) LEARNING ADVENTURES

The Alexandria Baptist Church (ABC) Learning Adventures is a preschool mission of this Church. The preschool shall be operated as a non-profit, self-supporting mission of this Church. This Church shall provide to the preschool as its mission the Church's facilities, all utilities (heat, water and electricity) and other items used by the Church during its normal daily activities such as but not limited to the copy machine and supplies, security-fire system and restroom supplies. The Church insurance policy will also include coverages for the preschool.

A committee shall be formed to govern the preschool and to be a liaison between the preschool and this Church. This committee shall be composed of six persons. One person from each of the following boards shall be selected to serve on this committee: the Board of Trustees, the Board of Deacons, and the Board of Christian Education. Three at-large candidates shall be elected to this committee by the Church membership for a term of three years. These terms shall be staggered so one at-large candidate will be elected each year. Any at-large position that is vacant shall be promptly filled by this committee and such action reported to the Church membership at the next quarterly meeting. The person filling the vacancy shall serve the entire unexpired term. This committee shall select a chairperson, secretary and treasurer. The treasurer shall be responsible for maintaining a separate bank account(s) and making financial reports to the Church membership at each quarterly meeting. The treasurer shall reimburse the Church for preschool telephone service and worker's compensation if not directly paid. The secretary shall report all committee actions and preschool activities that occurred each quarter at the next quarterly meeting. The secretary shall also be responsible for providing the Church with a current copy of the preschool's policies, rules, guidelines and regulations. This committee shall oversee the total preschool operation.

This committee shall be charged with the duty to abide by all state and federal rules, guidelines and regulations; shall be responsible for establishing written preschool policies, rules, guidelines and regulations; and shall set personnel compensation.

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ADDENDUM 2: FUNDS OF THE ALEXANDRIA BAPTIST CHURCH

a) MEMORIAL FUND OF THE ALEXANDRIA BAPTIST CHURCH

Mr. George Van Ness and his wife, Rosetta, were prominent members of this Church for many years and contributed \$1,000 in 1899 when the present brick church was built.

George Van Ness died in 1917 and Rosetta died in 1926. Mrs. Van Ness' will, recorded in Vol. 31, page 154 of the Licking County Probate court provided, among other things, that the money that she had on hand be used to establish "The George Van Ness" incidental expense fund and for the income from that fund to be used for incidental expenses of the Church other than the Pastor's salary. This is the \$5,552 that appears as the first item in what is now known as the "Memorial Endowment Fund". Another provision of the will is that if the Alexandria Baptist Church ceases to exist the money, being the above \$5,552, be turned over to the Ohio Baptist Education Society to be used to educate young men for the Baptist ministry. As long as the annual incidental expenses of the Church are several times more than what is received from the \$5,552 annually, there seems to be no particular point setting out the identity of the income from it. In 1960 many years after the Van Ness endowment fund was established, the members of the Church voted to invite others to make contributions to the endowment account. When the \$5,552 was turned over to the Church, the Probate Court did not make any specific provisions about it but it is implied and a moral obligation follows that when the gift was accepted it was accepted on the terms under which the Van Ness family gave it. This, of course, would be the case where there were no specific instruction from the Court to the contrary.

On June 16, 1963, a Book of Remembrance was established in memory of John T. Reese and his wife Laura Amore Reese and presented to the Church. A record is made in the book of all contributions to the Memorial Endowment Fund and is kept up to date as new gifts are made.

The fund currently known as the "Memorial Fund of the Alexandria Baptist Church".

The principle shall be invested and only the interest used for the operating expense of the Church. The Church Board of Trustees will be the custodian of this fund.

b) SCHOLARSHIP FUND OF THE ALEXANDRIA BAPTIST CHURCH

This fund is proposed in order to aid needy and worthy students to attend a Christian college or Christian university. It is proposed that memorial gifts or donations be made to this fund.

This fund shall be handled by the Deacons of this Church.

The fund is not to be considered a loan to the student, but it is hoped those who may receive help from this fund will be able to contribute to it later in order to help others.

This fund has no endowment feature but is an investment in the future of our young people.

c) PEASLEE FUND OF THE ALEXANDRIA BAPTIST CHURCH

This fund shall be handled by the Trustees of this Church.

The interest from this fund shall only be used for Church camping activities.

As designated by the Trustees, the local expense treasurer shall handle this fund.