



... for the Word of God and Testimony of Jesus Christ ...

**Pastoral Staff:**

Rev. 1:2

Rev. Nathan O. Osborne, III  
*Senior Pastor*

Rev. Jerry T. Smith  
*Associate in Music & Visitation*

Rev. Peter Brock  
*Associate in Faith's 100 & Outreach*

Rev. David Totman  
*Associate in Family Ministries*

Stephen B. Simpson  
*Assistant to the Pastor*

Sean Fielder  
*Faith Extreme Ministries*

December 20, 2013

Dear Beloved,

Solomon wrote in Proverbs 20:7, "The righteous man walks in his integrity." One of the greatest gifts parents can give their children is a name that they will be proud of because their parents have lived lives of integrity. One of the greatest gifts we can give to our community is to be a church where our lives are daily demonstrations of integrity. God will be honored and the community will be blessed.

The Annual Business Meeting will be held January 19, 2014 after the Sunday Evening Service. We have several items on the agenda:

- 1) The 2014 Proposed Budget – We praise God for the way He has blessed the church financially. I also praise God for the Godly men He has given to the church to record, budget, and oversee the use of those funds. Enclosed is the proposed 2014 Budget. Please read it and pray over it.
- 2) The selection of Deacons – One of the joys of my life is to pray for the deacons and their families daily. I praise God for the men He has chosen to serve Him and the church in the office of Deacon. All of the men have served incredibly well. It has required their time, their wisdom, their experiences and their skills. The list of nominees will be posted on the church bulletin boards in the foyer. A picture with a brief biography will be on the big screen during services starting December 29. Please pray for all the men and their families as they are willing to serve in this office.
- 3) Constitutional Changes – at our last business session James Barfield went over the procedural changes that need to take place in our constitution. Enclosed are the changes which better identify the separation of duties and will enable us to maintain integrity.

If you have any questions about these items we would like to answer them before the Annual Business Meeting. On January 5<sup>th</sup> and January 12<sup>th</sup> the Deacons and I will be in Conference Room B behind the organ at 5:00 p.m. to address any question you may have regarding these important matters.

[www.faithbaptistwh.org](http://www.faithbaptistwh.org)

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Thank you for your prayers, thank you for your words of encouragement, thank you for your generous spirit, and thank you for your Godly integrity in God's church, in your home, and in our community. God bless you all with a very Merry Christmas and a wonderful 2014.

Love,

A handwritten signature in black ink, appearing to read "Nathan O. Osborne, III". The signature is written in a cursive style with a large, sweeping initial "N".

Nathan O. Osborne, III  
Pastor

NOO,III:gs

	YTD Oct 2013	Annualized	2013 budget	inc / (dec)	2014
<b>3000 Tithes &amp; Offerings</b>	<b>856,082</b>	<b>1,027,298.89</b>	<b>985,000</b>	<b>30,000</b>	<b>1,025,000</b>
4102 Insurance	28,242	33,890.20	35,000	2,500	37,500
4103 AC Maintenance	4,099	4,919.20	10,000	1,000	11,000
4104 Cleaning Supplies	3,530	4,235.52	5,000		5,000
4105 Equip & Furn	7,106	8,527.15	250	250	500
4106 Kitchen	1,324	1,588.88	3,000	(1,000)	2,000
4107 Landscaping	932	1,118.40	500	300	800
4108 Maintenance	14,974	17,968.51	15,000	3,000	18,000
4110 Utilities	43,062	51,674.47	57,500	(2,500)	55,000
<b>Total Church Bldgs</b>	<b>103,269</b>	<b>123,922</b>	<b>126,250</b>	<b>3,550</b>	<b>129,800</b>
4201 Gas	4,415	5,298.12	6,000		6,000
4202 Insurance	2,436	2,923.51	2,500		2,500
4203 Maintenance	8,439	10,127.30	6,000		6,000
<b>Total Church Vehicles</b>	<b>15,291</b>	<b>18,349</b>	<b>14,500</b>		<b>14,500</b>
4301 Payroll	355,726	426,871.63	465,600	2,000	467,600
4302 Payroll Fees	10,947	13,136.88	13,200		13,200
4303 Payroll Taxes	30,919	37,103.11	38,500	1,000	39,500
4304 Health Insur	46,813	56,175.91	53,500	11,500	65,000
4305 Retirement	11,506	13,806.68	14,000	1,000	15,000
4306 Workers Comp	4,080	4,895.42	5,200		5,200
<b>Total Personnel Costs</b>	<b>459,991</b>	<b>551,990</b>	<b>590,000</b>	<b>15,500</b>	<b>605,500</b>
4401 Advertisement	917	1,100.57	2,000	(500)	1,500
4402 Bank Fees	441	529.76	-	500	500
4403 Equip - Capital	1,517	1,820.08	2,000		2,000
4404 Office Expense	5,649	6,778.75	4,200	2,000	6,200
4405 Printing	2,705	3,245.70	6,000	(1,000)	5,000
4406 Postage	2,259	2,710.45	2,500	250	2,750
4407 Repair - Maintenance	6,115	7,338.42	6,500	1,000	7,500
4408 Professional Fees	820	983.40	1,000	250	1,250
<b>Total Office Costs</b>	<b>20,423</b>	<b>24,507</b>	<b>24,200</b>	<b>2,500</b>	<b>26,700</b>
4501 Awana	4,500	5,400.00	4,500	500	5,000
4502 Camp Scholarships	720	864.00	500	500	1,000
4503 Children's Church	60	71.90	500	(250)	250
4505 Encouragement	4,379	5,255.04	4,000	1,000	5,000
4507 Evangelism / Discipleship	4,355	5,225.70	2,000	1,000	3,000
4508 Flamigos	1,876	2,251.13	3,000		3,000
4509 FX	5,000	6,000.00	5,000		5,000
4510 Guest Speaker	1,860	2,231.47	2,000		2,000
4511 Hospitality	2,925	3,510.44	2,450	3,000	5,450
4512 Multimedia	5,795	6,954.31	2,000		2,000
4513 Nursery	141	169.26	500		500
4514 Pastor's Library	441	529.02	200	500	700
4515 Risk Management	486	583.46	750		750
4516 Special Programs		-			-
4517 Sports	370	443.40	500		500
4518 Staff Continuing Education	3,642	4,370.56	3,000	2,000	5,000
4519 Summer Programs	3,200	3,840.00	3,200	300	3,500
4520 Sunday School	5,243	6,291.98	5,450	300	5,750
4521 Young at Heart	802	962.83	1,000		1,000
4522 Women's Ministries	500	600.00	500		500
<b>Total Ministry</b>	<b>46,295</b>	<b>55,555</b>	<b>41,050</b>	<b>8,850</b>	<b>49,900</b>
4601 Youth General	8,000	9,600.00	8,000		8,000
4602 Youth Mission Trip	1,952	2,342.63	2,000		2,000
<b>Total Youth</b>	<b>9,952</b>	<b>11,943</b>	<b>10,000</b>		<b>10,000</b>
4701 Music Equip & Repairs	1,546	1,855.13	500		500
4702 Music Material	1,086	1,303.49	1,000	600	1,600
4704 Music General	345	414.00	-		-
<b>Total Music</b>	<b>2,977</b>	<b>3,573</b>	<b>1,500</b>		<b>2,100</b>
4801 ABWE	16,500	19,800.00			-
4802 Agencies	4,500	5,400.00			-
4803 BCP	10,200	12,240.00			-
4804 BMM	17,400	20,880.00			-
4805 CBM	8,700	10,440.00			-
4806 College Student	5,500	6,600.00	6,000		6,000
4808 Faith 100	100,000	120,000.00	120,000	12,000	132,000
4809 Missions Conference	4,532	5,438.20	3,000		3,000
4800 FBM	6,000	7,200.00	69,500		69,500
<b>Total Missions</b>	<b>173,332</b>	<b>207,998</b>	<b>198,500</b>	<b>12,000</b>	<b>210,500</b>
<b>FBM</b>	<b>(17,500)</b>	<b>(21,000.00)</b>	<b>(21,000)</b>	<b>(3,000)</b>	<b>(24,000)</b>
<b>Total Expense</b>	<b>813,837</b>	<b>976,836</b>	<b>985,000</b>	<b>39,400</b>	<b>1,025,000</b>
<b>Net Income</b>	<b>42,052</b>	<b>50,463</b>	<b>-</b>		<b>-</b>

per monthly rpt

## Original

### Section 5 - Financial Secretary

- A. The Board of Deacons shall appoint one of its members to be the church financial secretary. It shall be the duty of the financial secretary, together with one or more of the deacons, to count and record in a permanent record all monies received in the offerings of the church.
- B. The financial secretary shall be responsible for the oversight of the depositing of all funds in the bank, including monies received from organizations within the church or from individuals.
- C. The financial secretary shall provide the treasurer with a record of all monies received and deposited, specifying the distribution into various funds, as indicated by the donors or by special offerings.
- D. The chairman of the Board of Deacons shall assume the duties of financial secretary in the absence of the latter, except that he may not assume simultaneously the duties of the treasurer as outlined in Section 6.

### Section 6 - Treasurer

- A. The church treasurer shall be appointed annually by the senior pastor and Board of Deacons from the church membership, and shall be responsible for the recording of all financial transactions in permanent records, and shall make monthly and annual reports to the church.
- B. The duties of the treasurer shall be administration of all church funds as directed by the Board of Deacons and the maintenance of proper and complete records thereof.

### Section 1 - Budget Committee

- A. The Budget Committee shall consist of the senior pastor, a select number of deacons and the treasurer. The chairman shall be appointed by the senior pastor and the Board of Deacons.
- B. The duty of the committee shall be to prepare the budget for the ensuing year for the presentation to the church for its approval at the annual meeting.
- C. The committee shall function throughout the year to recommend budget revisions to the church as may be deemed necessary.

### Section 3 - Audit Committee

- A. The Audit Committee shall consist of two members appointed by the Board of Deacons following the annual election. The chairman shall be appointed by the senior pastor and the Board of Deacons.
- B. It shall audit all accounts of the church and its organizations and certify same, reporting at the annual business meeting.
- C. The Audit Committee, subject to the approval of the Board of Deacons, shall be responsible for establishing the procedures and methods to be followed by the financial secretary and treasurer in maintaining the financial records.
- D. The church may vote to authorize the audit by a professional auditing firm rather than by a committee.

### Section 2 - Business Meetings

- A. The official church year shall begin January 1 and end December 31.
- B. The annual meeting shall be held on the third Sunday in January.
- C. A quarterly business meeting shall be held at the conclusion of the third Sunday evening service in the months of January, April, July, and October. At this time, written reports shall be read as required by the Constitution.
- D. The senior pastor or Board of Deacons or any ten percent of the voting membership of the church may call a special meeting by giving notice of the same and the purpose for which it is called, to the church at both regular stated services of worship, on the two Sundays prior to such meeting. No other business shall be transacted at such meeting save that which is stated in the purpose of the meeting.
- E. Only members sixteen years of age and above shall be eligible to vote. Only members eighteen years of age and above shall be eligible to vote upon corporate matters such as buying, selling or mortgaging of property, or elections of deacons.
- F. Twenty-five percent of the active voting membership shall constitute a quorum.

## Proposed Changes

### Section 5 - Financial Secretary

A. The Board of Deacons shall appoint one of its members to be the church financial secretary. It shall be the duty of the financial secretary to oversee all receipts and disbursement of funds. This shall be done in accordance with the Financial Policies of FBC as established by the Finance Committee.

B. The financial secretary shall be responsible for the oversight of the depositing of all funds in the bank, including monies received from organizations within the church or from individuals.

C. The financial secretary shall provide the treasurer with a record of all monies received and deposited, specifying the distribution into various funds, as indicated by the donors or by special offerings.

D. The chairman of the Board of Deacons shall ensure that the duties of financial secretary are carried out in the absence of the latter, except that he may not assume simultaneously the duties of the treasurer as outlined in Section 6.

E. To ensure adequate separation of duties, the Financial Secretary shall not have the ability to record financial transactions to the book of record.

### Section 6 - Treasurer

A. The church treasurer shall be appointed annually by the senior pastor and Board of Deacons from the church membership, and shall be responsible for the recording of all financial transactions in permanent records. This shall be done in accordance with the Financial Policies of FBC as established by the Finance Committee.

B. To ensure adequate separation of duties, the Treasurer shall not have the ability to disburse funds.

### Section 1 - Finance Committee

A. The Finance Committee shall consist of the senior pastor, the Financial Secretary, the Treasurer, and those appointed by the Deacons. The chairman shall be appointed by the senior pastor and the Board of Deacons. The Committee shall be responsible for presenting financial statements to the congregation on a quarterly basis.

B. The duty of the committee shall be to prepare the budget for the ensuing year for the presentation to the church for its approval at the annual meeting.

C. The committee shall function throughout the year to recommend budget revisions to the church as may be deemed necessary. It shall also review the monthly financial statements.

D. The Finance Committee shall be responsible for establishing the procedures and methods to be followed by the financial secretary and treasurer in maintaining the financial records.

### Section 3 – Financial Review Committee

A. The Financial Review Committee shall consist of a minimum of three members appointed by the Board of Deacons following the annual election. The chairman shall be appointed by the senior pastor and the Board of Deacons.

B. It shall review all accounts of the church and certify same, reporting at the next quarterly business meeting.

C. The Deacons may vote to authorize the audit by a professional auditing firm rather than by a committee.

### Section 2 - Business Meetings

A. The official church year shall begin January 1 and end December 31.

B. The annual meeting shall be held on the third Sunday in January.

C. A quarterly business meeting shall be held at the conclusion of the third Sunday evening service in the months of January, April, July, and October. At this time, written reports shall be read as required by the Constitution.

D. The senior pastor or Board of Deacons may call a special meeting by giving notice of the same and the purpose for which it is called, to the church at both regular stated services of worship, on the two Sundays prior to such meeting. Also, any ten percent of the voting membership of the church may call a special meeting by giving written signed notice of the same and the purpose for which it is called, to the Senior Pastor and Chairman of the Deacon Board on the two Sundays prior to such meeting. No other business shall be transacted at such special meeting save that which is stated in the purpose of the meeting.

E. Only members eighteen years of age and above shall be eligible to vote.

F. Those members present at a meeting duly noticed shall constitute a quorum.