

bills contracted by the Deacons on behalf of the Church, but these last bills shall not exceed five dollars per month, except they be for ministerial supplies. All other expenditure shall require a vote of the Church, and when this is given an order on the Treasurer for payment shall be signed by the Moderator and Clerk. No money shall be paid without receiving a proper voucher therefor.

ART. 2. The Treasurer shall prepare a financial statement in detail and present it to the Finance Committee whenever requested by them.

ART. 3. He shall also prepare a balance sheet and present it at each annual meeting after it has been duly audited, and at any other time at the request of the Church or Finance Committee upon receiving a month's notice to this effect.

#### SUB-SECTION 4.

##### CLERK'S DUTIES.

ART. 1. The Clerk shall be elected at the annual meeting of the Church. It shall be his duty to keep a complete list of the Church members, with their addresses, how received and other particulars, to take and keep the minutes of the proceedings at Church meetings, in a book provided for the purpose, and to read the same at the next regular meeting, when, on being confirmed, they shall be signed by the Moderator as correct.

ART. 2. He shall prepare letters of dismissal (according to a prescribed form), which may be granted by the Church to any of the members, and also give information, by letter or otherwise, of the action of the Church to all persons whom such action may specially concern.