



“But he who looks into the perfect law, the law of liberty, and perseveres, being no hearer that forgets but a doer that acts, he shall be blessed in his doing.”

James 1:25

*Constitution
Bylaws
Committee Codes*

First Baptist Church, Rock Hill, SC

Revised February 2007

CONSTITUTION OF THE FIRST BAPTIST CHURCH OF ROCK HILL, S.C.

ARTICLE I

Name

The name of this church shall be the First Baptist Church of Rock Hill, South Carolina.

ARTICLE II

Purpose

The purpose of the church is to be a Family of Faith passionately committed to following Jesus. Our passions are:

- (A) Intimate Worship – Believers worship God in private and with other believers.
- (B) Intentional Spiritual Growth - Believers endeavor to learn about the Christian faith, live out the principles of Jesus' teaching, and place their faith at the center of their lives.
- (C) Prayer – Believers communicate with their Father who loves them and desires to hear their praises and requests.
- (D) Servanthood – Believers serve others in obedience to Jesus' example.
- (E) Spiritual Conversations – Believers engage people in conversations about God and a personal relationship with Him.
- (F) Spiritual Friendships – Believers become friends with each other, providing encouragement and loving accountability.
- (G) Christ-Centered Homes – Believers teach and model the ways of God in their homes.
- (H) Resource Investment – Believers utilize all their God-given gifts, including time, talent and money, in ministry and missions locally and around the world.

ARTICLE III

Church Covenant

The covenant of the church, into which the members enter at the time of membership, is as follows:

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into this covenant with one another, as one body in Christ.

We commit, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its

prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expense of the church, the relief of the poor, and the spread of the Gospel through all nations.

We also pledge to maintain family and private devotions; to religiously educate our children; to seek the salvation of our relatives and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all gossip and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior.

We further commit to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling, and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover commit that should we relocate, we will, 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.

ARTICLE IV

Church Government

This church shall be an independent, autonomous, self-governing body, controlled by the will of the members. It recognizes no control by any other ecclesiastical body or person. The government of the church shall be in the hands of the members, each member with equal suffrage. In all matters covered herein, this Constitution shall be the supreme law of the church. In all matters covered therein, the By-Laws shall be controlling, except such part or parts thereof as may be contrary to this Constitution. In all matters not covered by this Constitution or by the By-Laws, the vote of the members shall be controlling if the meeting at which the vote was taken was properly constituted, if the required proportion of votes was obtained, and if the matter voted upon was properly noticed, if notice was required. Unless otherwise required by this Constitution or the By-Laws, a simple majority vote of the members present and voting shall determine the issue.

It is hereby declared that the fundamental legal basis of the church is that the above mentioned principle of independent, autonomous, self-governing rule, is paramount and supreme, anything in the past, present, or future church customs, practices, doctrines, or procedure to the contrary notwithstanding. This principle is hereby declared to be more basic and more fundamental than any other thing and, if the proper procedure is used, it may alter, modify, overrule, or reverse any past, present, or future church custom, practice, doctrine, or procedure.

ARTICLE V

Constitutional Amendments

This Constitution may be amended only pursuant to this Article and such amendment may be adopted only at a business meeting when proper notice has been given. The following steps must be taken before this constitution may be amended:

(A) The amendment must be proposed. No prior notice shall be necessary, but such proposal may be made only at a business meeting of the church, and may be made only by a member.

(B) If the proposal to amend receives a second, the presiding officer of the meeting must advise the meeting that a reference to the entire membership is necessary. The proposal may then or thereafter be referred to the Deacons or a special committee for study and report.

(C) Within 8 days after the meeting at which the proposal is made, the Pastor must select the time and place of the Business Meeting, and must commence the giving of the required notices. The time selected must be not later than 60 days after the meeting at which the amendment was proposed.

(D) Written notice of the time, place, and purpose of the Business Meeting must be given once a week for four consecutive weeks in the church bulletin (or in a newspaper of general circulation in the county if no bulletin is then being published). Such notices must be so arranged that the fourth notice precedes the time of the Business Meeting.

(E) Oral notice of the time, place, and purpose of the Business Meeting must be announced from the pulpit at Sunday worship services held between the first and fourth publication of the written notice.

(F) The meeting may be held at any time, either separately or as a part of a worship service. There must be at least 100 members present, though all need not necessarily vote. Seventy-five percent of those voting shall be required for adoption.

A vote may be taken at this meeting or may be scheduled within 8 days without further discussion, provided both meetings have been properly noticed in accordance with this article.

ARTICLE VI

Constitutional Interpretations

The ultimate authority to interpret any provision of this Constitution, or to determine whether or not any rule or By-Law of the church violates any provision of this Constitution, shall reside solely and exclusively in the membership. If such question of interpretation arises during any meeting of the church, it shall thereupon be decided by a majority vote of the

members present and voting. Within 10 days following such meeting, the substance of the interpretation must be published once in the church bulletin (or in a newspaper of general circulation in the county if no bulletin is then being published), and it must be announced orally from the pulpit at all Sunday worship services held during the 10-day period. If nothing further is done, that interpretation shall become final as to the specific matter there decided, but such interpretation shall not become a precedent for future action.

At any time within 20 days after the lapse of the 10-day period mentioned above, a written request, signed by at least 50 members, presented to the Pastor, either publicly or privately, may require that such interpretation be submitted to the entire membership. In so doing, the procedures set forth in Article V (c) through V (f) must be followed, except as changed herein.

At a regular or called Business Meeting, a simple majority vote may affirm or reverse the previous interpretation, but such affirmance or reversal shall not be a precedent for future action unless such affirmance or reversal is carried by a three-fourths vote of the members present and voting. Nothing contained herein shall be interpreted so as to prevent the proposal or adoption of a constitutional amendment which overrules or reverses a constitutional interpretation obtained pursuant to this Article, but in such cases full compliance must be had with Article V.

ARTICLE VII

This Constitution may be adopted by the church, and shall become effective, upon compliance with Article V. For the purpose of such adoption, this Constitution shall be considered as an amendment to an existing Constitution.

BY-LAWS OF THE FIRST BAPTIST CHURCH OF ROCK HILL, S.C.

ARTICLE I

Membership

Sec. 1 There shall be but one class or category of membership in the church, and all members shall be entitled to one vote in the management of the affairs of the church. However, for administrative convenience, different lists of members may be maintained separately.

Sec. 2 The membership shall have the sole right to determine its own composition, and to discipline individual members by reproof, rebuke, suspension, or expulsion. The membership shall also have the sole right to decide for itself in its own discretion whether a candidate for membership is to be received, regardless of qualifications.

Sec. 3 No person may become a member of the church until the occurrence of all of the following conditions:

(A) Such person makes (or has made) a public confession of faith in Jesus Christ as a personal Savior;

(B) Such person is (or has been) baptized (as used in these By-Laws, the word "baptized" or "baptism" means baptism by immersion in connection with membership in this church or a church of like faith and order);

(C) Such person makes known, publicly, the desire to become a member of the church;

(D) Such person agrees to abide by the faith and practices of the church.

(E) Such person is voted into membership by the church.

Sec. 4 Members may be received into the fellowship of the church only by one of the following methods:

(A) Profession of Faith and Baptism: Any person publicly professing Jesus Christ as a personal Savior and the desire to follow Him in obedience and service, may, upon request and vote of the church be received as a member.

(B) Letter: Any person, may upon request and vote of the church be received as a member from another church of like faith and order upon receipt of a letter of recommendation from that church;

(C) Statement: Any person who makes a statement satisfactory to the church to the effect that membership had previously been held in a church of like faith and order may, upon request and a vote of the church, be received as a member without a

letter if the reason such letter is unavailable is satisfactory to the church.

(D) Restoration: Any person whose membership in this church has been terminated or suspended may, upon request and a vote of the church be restored if satisfactory evidence is presented relative to such termination or suspension.

Sec. 5 Candidates for membership may present themselves in person or through proxy at any worship service of the church. Such presentation must be made initially to the Pastor for such examination as he may desire. If, after such examination, the Pastor finds no reason to delay the presentation of the candidate to the membership for a vote, such presentation and vote may be had at the same service at which the candidate presented himself.

Sec. 6 If, after the examination mentioned in Sec. 5, the Pastor finds reason to delay the presentation of the candidate to the membership for a vote, he may, in his sole discretion, do so. In such cases, the Pastor must, within 15 days, either present such candidate to the membership for a vote, or report to the members the reason for not doing so. The members may thereupon take such action regarding the candidate as it may desire.

Sec. 7 Members are expected to be faithful in all the duties of the Christian life, to be regular in attendance at the meetings of the church, to give regularly, cheerfully, and systematically to the support and advancement of Kingdom causes.

Sec. 8 Membership in the church may be terminated only by one of the following methods:

(A) Letter: Upon receipt of evidence, from a church of like faith and order, that a member has expressed the desire to unite with that church, a letter may be forwarded to such church if the membership of this church so votes. In all cases, the letter shall state the person's general record as a member of this church.

(B) Resignation: Any member who requests to be released from his covenant obligations to the church and to terminate this membership herein may, upon vote of the church, receive same. In such cases, however, the church shall kindly and patiently endeavor to secure the continuance of such member in its fellowship before granting such resignation.

(C) Erasure: If any member should unite with a church of unlike faith or order, the church, may, upon vote, terminate that person's membership. In like manner the church may erase the name of a member who dies.

(D) Inactivity: If any member should remove from this community and fail to attend or otherwise support this church's activity for a period of two years, the church may, after effort has been made to enlist him or lead him to join a church in that community, terminate his membership in this church by vote.

(E) Unknown: If any member should fail to keep the church advised of changes of name or address to such an extent that no contact may be established with such member for a period of two years, the church, may, by vote terminate the membership of that person in this church.

(F) Exclusion: If any member becomes an offense to the church and its name by reason of behavior or conduct unbecoming a Christian, or by persistent breach of the conditions and covenants of membership, such person may be excluded by the procedures hereinafter set forth.

Sec. 9 All disciplinary matters which fall or which might fall under Sec. 8(f) must first be referred to the Deacons for investigation, report, and recommendations, and no action may be taken by the church while the matter is before the Deacons. In such cases, the Deacons must make such investigation, report, and recommendation within 30 days after the initial referral (or any extension thereof by the church), in default of which the matter may be recalled from them and placed upon the floor, and the church may conduct its own investigation pursuant to Sec. 14, or may appoint a special committee, pursuant to Sec. 15.

Sec. 10 At all times during the investigation, any and all members against whom accusations have been made or derogatory information received shall have the right to be notified in writing in advance and to be present in person, or by representation, or both, at all meetings. The investigating body shall, in every way practical, make a first hand investigation into all the facts and circumstances. The technical rules of evidence prevailing in the civil courts shall not apply, but the investigating body shall endeavor to obtain only the most trustworthy and competent evidence, preferably live testimony by witness subject to cross-examination. Oaths shall not be required. Accused members shall have the right to see all documentary evidence procured by the investigating body or referred to it. Members of this church, except accused members, shall have a positive duty to appear before the investigating body when requested, and to testify truthfully and completely about their personal knowledge of any matters under investigation, subject only to their rights against compulsory self-incrimination as provided by civil law. Any member who refuses to conduct himself as required herein may himself be subject to

expulsion. The investigating body must, on the request of accused members, request the presence of all persons desired by any accused member, including members of this church.

Sec. 11 In all matters or questions of procedure or evidence arising during the investigation, the same shall be decided by a majority vote of the members of the investigating body who are present and voting. The presiding officer of the investigating body shall have no power to rule on any point of evidence or procedure. Accused members shall have the right to present any evidence or witnesses on their own behalf, but may not be required to make any defense whatever.

Sec. 12 At the conclusion of the investigation, the Deacons shall make a written report and recommendations. The report and recommendations may be presented to the church at any subsequent meeting of the church, but notice as required by Sec. 6, Article II, must be given. In the printing and announcing of the notice, the names of the specific members shall not be given nor shall the substance of the report be stated, but in all such cases it shall be sufficient simply to state that the Deacons will present to the church for its consideration a report and recommendations concerning a disciplinary matter. In addition to all other notices, written notice of the time and place of the meeting at which the report and recommendations are to be presented must be given to all accused members, together with a copy of the report and recommendations.

Sec. 13 Upon the receipt of the report and recommendations of the Deacons, the church shall extend to accused members an additional opportunity to present such other and further evidence as may be desired. At the conclusion of such presentation, the church may take such action as it sees fit, including dismissing the charges, reproof or rebuking the member or members involved, or suspension or expulsion from membership. The church may also recommit the matter to the Deacons or to a special committee for further study and report.

Sec. 14 The church may, instead of acting upon the report and recommendations of the Deacons, conduct its own entirely new and independent investigation into the facts and circumstances. In such cases, the provisions of Sec. 10 and 11 must be complied with, as far as possible. At the conclusion of this investigation, the church may immediately, at the same meeting, take such final action as it sees fit, including those set forth in Sec. 13, or it may delay such action until a future meeting. If the latter course is followed, the notice must be given to accused members. If, however, the time and place of the future meeting is decided upon prior to adjournment of the first

meeting, the future meeting need not be noticed.

Sec. 15 In the event the church recalls the matter from the Deacons as provided in Sec. 9, and does not desire to conduct its own investigation as provided in Sec. 14, a special committee may be set up to consider the matter. The number of members on the committee and the time during which they will have to consider the matter may be settled by resolution of the church or on motion. The members of the committee shall be determined by election, but such election may be had immediately, at the same meeting, though it need not necessarily. Nominations may be made from the floor or by a nominating committee appointed specially by the Pastor for this particular purpose. Election may be had by secret ballot, by voice vote, or by show of hands. After organization, the special committee shall be governed by the provisions of Sec. 10, 11, and 12, as far as possible. The church may, upon receipt of this report and recommendations, take such action as it sees fit, including those mentioned in Sec. 13, or recommitment to the same or another special committee, or to the Deacons.

Sec. 16 The final action of the church with respect to the accused member or members, whether upon the report and recommendations of the Deacons, or upon its own investigation, or upon the report and recommendations of a special committee, shall be final, conclusive, and binding on all members of the church, both as to matters of fact and as to the sufficiency of such facts as a ground of exclusion or suspension under these By-Laws. Said action shall not be subject to review by any other ecclesiastical authority, including church councils, and it may not be attacked or reviewed by the secular courts, except to see that the proper procedure was followed. However, the church may, on request or on its own motion, reopen the proceedings at any time and modify, reverse, or vacate any such final action upon such grounds as it sees fit.

ARTICLE II

Meetings

Sec. 1 The meetings of the church shall be as follows:

- (A) Worship services as follows:
 - (1) Services of worship, held each Sunday morning and Wednesday night.
 - (2) Sunday evening activities as determined by the church.
 - (3) Revival services and special worship services as scheduled and approved by the pastor and/or the church council.
- (B) Business meetings as follows:

- (1) Regular business meetings, held on a Wednesday evening in January, May, and September, except that the church may agree to cancel same or to hold it at another time if notice of such cancellation or agreement to hold it at another time is given to the members in accordance with Sec. 6 and 7 of this Article.
- (2) Special business meetings, called by the Pastor, if: (a) he considers it necessary, or (b) he receives a written request signed by 50 members. Such meetings must be noticed as required by Sec. 6 and 7 of this Article, and, in addition, if the matter to be considered requires notice, notice of them must also be given in accordance with Sec. 6 and 7 of this Article.

Sec. 2 At all meetings during which matters of business are considered, there must be a quorum of at least 100 members present, though all need not necessarily vote. No vote on a matter of business at which there were not at least 100 members present shall be binding. No quorum shall be required of any meeting at which no business is transacted.

Sec. 3 As a general rule no notice need be given of any meeting mentioned above. All business matters shall be reserved for scheduled business meetings, but votes on the reception of new members may be had at any meetings without notice.

Sec. 4 Notice of the time and place of all business meetings must be given in keeping with Section 6 and 7 and the substance of the matters to be considered must be given in the following cases:

- (A) Matters relating to the election and removal of all church officers.
- (B) Matters relating to the transfer of the title to, or an interest in, real estate.
- (C) Matters relating to the adoption, alteration, or repeal of the church budget or any part thereof.
- (D) Matters relating to the licensing and ordination of preachers, deacons, and other ministers, if such licensing and ordination are to be performed in the name of this church.
- (E) Matters relating to discipline of church members. No vote on a matter of business requiring notice under this section shall be binding on the church or any member unless the required notice is given, or unless the necessity for notice is dispensed

with by some other provision.

Sec. 5 All meetings may be adjourned from time to time, at the pleasure of the members, for the purpose of considering and acting upon unfinished business, or for any other purpose. In such cases, the time and place of the resumption of the meeting, and the substance of the matter to be considered upon resumption must be agreed upon prior to adjournment, in default of which the resumption must be considered a new meeting and, if the nature of the matter to be considered upon resumption is such that notice would be required under these By-Laws, notice of the time and place of the resumption, and the matter to be discussed, must be given.

Sec. 6 As a general rule, the notice required under these By-Laws must be both oral and written.

(A) The written notice must state the time and place of the meeting and the substance of the matter to be discussed, and must be published once in the church bulletin (or published in a newspaper of general circulation in the county if no bulletin is being published). The publication must be so arranged that the bulletin is dispatched by mail to the members (or the publication appears in the newspaper) at least 8 days prior to the time set for the meeting. The mailing of the bulletin to the members of record, to the address last available to the church office, shall be considered sufficient written notice.

(B) The oral notice must be given from the pulpit at each and every meeting of the church during the 8-day period immediately preceding the time set for the meeting. The oral notice must state the time and place of the meeting and the substance of the matter to be discussed.

It shall be the responsibility of the Pastor to see that this section is followed.

Sec. 7 A business matter deemed important may be scheduled for a vote without discussion during a meeting scheduled within eight days of a business meeting in which discussion of the matter was held, provided both meetings have been properly noticed.

Sec. 8 In the absence of some particular provision of the Constitution, By-Laws, or other rules of the church, the conduct of all business meetings shall be governed by the latest edition of Roberts Rules of Order.

ARTICLE III

Officers and Employees

General Provisions

Sec. 1 The officers of the church shall be as follows: Pastor, Deacon,

Trustee, Clerk, and Treasurer. The church may, from time to time, create or eliminate such other officers as its needs may require and fix the compensation, if any, and the duties thereof. The church may also in session, or through an officer or a committee, or through an employee authorized by that committee, engage the services of such employee(s) as may be desired from time to time, and fix the compensation thereof. The term of service for all officers and employees shall be at the pleasure of the church, and any officer or employee may resign at any time. In either case, 15 days notice must be given.

Sec. 2 No officer or employee whatsoever shall have any power to bind the church unless authorized by the Constitution, these By-Laws, other rules of the church, or by the church itself. No officer or employee shall have any power or authority to direct or supervise any activity of the church unless similarly authorized.

Sec. 3 All officers must be elected by the church and must be members thereof, but employees need not meet the same standards. The church may, by separate rules, provide for the hiring and firing of employees by an officer or a committee, or by an employee authorized by the committee created for that purpose. Such committee may exercise all the power and authority granted to it, but may not act in violation of the Constitution or these By-Laws. All officers, except the Pastor, must be elected by the church, either upon written nominations, nominations from the floor, or nominations by nominating committees, as the church may see fit.

Sec. 4 Any officer may be removed from office by the church at its pleasure, upon such ground or grounds as the church may see fit. In such cases, a special committee created and governed as provided in Sec. 15 of Article I may make an investigation and report to the church, or the church may make an investigation and report to the church, or the church may make its own investigation pursuant to Sec. 14 of Article I. At the conclusion of the investigation, the church may dismiss the charges or remove the officer, as it sees fit; but the meeting at which such action is to be considered must, as required by Sec. 4(b), Article II, be noticed in accordance with Sec. 6, Article II. Vacancies in the offices of the church may be filled by elections, but in such cases the rules concerning original elections of officers shall be followed.

Pastor

Sec. 5 When a vacancy in the Pastorate occurs, the church shall promptly elect a pulpit committee consisting of seven members. The election may be made upon nomination by ballot or nominations from the floor or a combination of both. The meeting

at which the election of the pulpit committee is to be held must be noticed as required by Sec. 6, Article II.

Sec. 6 The pulpit committee, when elected, shall organize itself and shall proceed, with as little delay as possible, to select some minister of the gospel to recommend to the church as Pastor. The committee may also, unless otherwise instructed by the church, select some other minister of the gospel to recommend to the church as Interim Pastor, to serve until a Pastor takes office or until removed in accordance with Sec. 4 of this Article. The Interim Pastor shall not be an officer of the church and need not be a member, but he must be elected by the church.

Sec. 7 When the committee has made its selection (either for Pastor or Interim Pastor or both) it may present its report and recommendation to the church at any meeting noticed in accordance with Sec. 6, Article II. The committee shall place only one name before the church for vote at any one time. The first candidate for Pastor who receives three-fourths of the votes cast shall be declared elected, and the church shall forthwith issue a call to such candidate. Only a simple majority shall be required to elect an Interim Pastor, and he shall be called in like manner. In the event no candidate receives the required proportion of votes, the presiding officer shall declare one of the candidates elected and shall refer the matter back to the committee for further study and selection. The composition of the committee may be changed by the church at any time for any reason it sees fit.

Sec. 8 The Pastor shall be the chief spiritual leader of the church. He shall have the right to preside at all meetings of the church, or he may designate a presiding officer for a particular meeting. He shall, subject to the overruling vote of the church, control the pulpit of the church. On all matters, his advice, preaching, and opinion shall be given to the church without fear or favor. When presiding, he may vote as any other member. He shall be responsible for seeing that all notices required by these By-Laws are properly given. He shall perform such other duties as the church may require, from time to time. His compensation, housing, vacation, leave, allowances, and other such matters shall be governed by individual contractual arrangements in each particular case, subject to the Constitution and these By-Laws.

Sec. 9 In the event of vacancy in the Pastorate, or prolonged absence or inability of the Pastor to act, the powers and duties of that office, except as may otherwise be provided by these By-Laws or by the church, shall devolve upon the Interim Pastor if there is one, and if there is no Interim Pastor, then upon the chairman of the

Deacons, until such time as an Interim Pastor is secured. However, the control of the pulpit shall devolve upon the pulpit committee (if there is one) rather than upon the Deacons until such time as a pulpit committee is elected.

Sec. 10 In the event the Interim Pastor is the presiding officer at any meeting, he shall have no vote whatsoever, unless he is also a member of the church, in which case he may vote as any other member. In all cases where the vote is tied (even after the vote of the Pastor, or Interim Pastor), the negative of the issue shall prevail.

Deacons

Sec. 11 For clarification purposes, the word "Deacons" as used herein will refer to active Deacons only, unless clearly indicated otherwise.

The Deacons are to be the spiritual leaders of the church, and shall assist the Pastor in ministering to the spiritual needs of the church.

Sec. 12 General Information:

(A) A deacon shall be considered an officer of the church only when he is actively serving on the Deacon Fellowship.

(B) The Deacons act in an advisory capacity only, and have no power or authority to bind the church or supervise any activity of the church unless authorized by the Constitution, these Bylaws, other rules of the church, or the church itself.

(C) When acting as a Fellowship, the Deacons shall be general advisors to the church on all matters, and the church may refer any matter to the Deacons for study, report and recommendations of the group.

(D) The Fellowship may, on its own, present any matter to the church about which it feels action should be taken.

(E) The Pastor and other members of the ministerial staff shall be ex-officio members of the Fellowship.

(F) The Deacons shall assist the Pastor in the distribution of the elements of the Lord's Supper.

(G) The Deacons may hold regular or special meetings as required to effectively carry out their ministry and assigned task.

(H) The Fellowship may organize itself and appoint such committees within it best suited, in its judgment, to carry out its responsibilities.

(I) The term of a deacon will be 3 years unless stated otherwise.

(J) A deacon whose term has expired shall not be eligible for re-election for one year, unless his term was eighteen (18) months or less.

Sec. 13 Qualifications To Be A Deacon: In 1st Timothy 3:8-13 we are given the qualifications that God expects a man to meet to be a deacon. These qualifications are;

(A) SCRIPTURAL

(1) **RESPECTED.** A man who takes seriously his responsibilities and duties. A man of good report in both the church and community.

(2) **SPIRIT-FILLED.** A man whose life and actions are motivated by the Holy Spirit on a consistent basis. A man who is having a daily walk with the Lord.

(3) **NOT DOUBLE-TONGUED.** A man who does not say one thing to one person and something different to another. He does not "talk out of both sides of his mouth." One who is truthful and consistent. One who does not spread rumors, gossip, or complain.

(4) **NOT ADDICTED TO WINE.** A man who is committed to the concept of total abstinence from the use of alcoholic beverages. This is done out of a desire to be a positive witness and example to a world that confuses consumption of alcohol with sophistication. This also is done because of the pervasive problems of alcoholism, and its abuse in our society; a man must not be a part of causing another to stumble.

(5) **NOT PURSUING DISHONEST GAIN.** A man who is not employed in illegal or immoral work and who is not deceitful in a legitimate profession.

(6) **DOCTRINALLY SOUND.** A man who can explain what he believes from the scriptures and knows how to introduce people to Jesus Christ.

(7) **PROVEN.** A man who is already active and participating in the ministries of the church.

(8) **HUSBAND OF ONE WIFE.** A man who is a loyal husband living in a pure marriage relationship without adulterous relationships or attitudes. If a man is unmarried he must be living a lifestyle of celibacy.

(9) **MANAGES HIS HOUSEHOLD WELL.** A well-ordered home where the husband is leading his family spiritually and meeting their emotional needs to the best of his ability. This does not mean he has a "perfect family" or that his children will not go through the normal phases of growth, but that a man is basically in control of his household.

(B) ADDITIONAL CHURCH QUALIFICATIONS

(1) Must have made a personal commitment to our Lord Jesus Christ.

(2) Must be at least 21 years of age.

- (3) Must have been a member of First Baptist Church for at least one (1) year.
- (4) Must be a regular tither to the church's ministries and offerings.
- (5) Must regularly attend the church's Bible study and worship services.
- (6) Must participate in church visitation.
- (7) Must be willing to publicly share his faith and lead in prayer.
- (8) Must be willing to serve as a deacon if nominated.

Sec. 14 DEACON SELECTION PROCESS: The process for selecting Deacons shall be carried out in the following manner;

(A) Annually, at a time prior to the deacon selection process, the deacon ministry needs for the upcoming church year will be reviewed by the deacons and the senior pastor. The number of active deacons needed to meet ministry needs will be determined by the deacon executive committee. The number of active deacons in any year shall not be less than twenty. During the deacon selection process, information about the deacon ministry and the qualifications for deacon service will be presented to the church membership. Individual church members will nominate men they believe are qualified to serve as deacons. Nomination forms will be available in various locations within the church, and in church publications.

(B) Nominees who meet the above stated church qualifications will be notified.

They will be asked to prayerfully consider serving as a deacon, and to complete and return information and commitment forms as they are led by the Lord.

(C) The Deacon Nominating Committee, an ad-hoc committee of the deacon fellowship, consisting of all third-year deacons and the senior pastor, will review the nominees' information and will interview the deacon candidates. The committee may seek the assistance of church members who serve with the nominated men.

(D) The Deacon Nominating Committee will then prepare a list of men recommended as deacons and present that list to the church for approval. A profile of each recommended nominee will be sent to the church family in the week prior to the deacon selection. The selection will be held at the close of the morning worship services.

(E) The church will be asked to set aside and approve the list of nominated men as deacons. The nominees will be presented to the church for approval as a group during the designated worship services. A simple majority of the votes cast is required to affirm the

list of men as deacons.

(F) The men would then be installed to the ministry position of deacon to serve a three (3) year term.

(G) If a Deacon ordination service is needed it should be coordinated with the Pastor. This service must be held prior to the start of the new church year.

Sec. 15 ADDITIONAL SELECTION ISSUES:

(A) Absentee ballots may be submitted to the church office in the week prior to the vote in a sealed envelope dated and marked "ABSENTEE BALLOT."

(B) All selected Deacons must, before entering the ministry position, be (or have been) ordained by this church or a church of like faith and order.

(C) If during the course of the church year a deacon vacancy occurs, the Deacon Fellowship will determine if the vacancy needs to be filled prior to the next scheduled deacon selection. If the deacon fellowship determines the vacancy needs to be filled, the normal deacon selection process will be followed.

(D) The selection process must begin by the first week of June and be completed by the last Sunday in August.

Sec. 16 Honorary Life Deacon:

(A) Upon recommendation of the deacons, the church may elect and set apart as honorary life deacons, not to exceed three (3) in service at any time, men who possess the following qualifications;

- (1) Shall have the love, respect and confidence of the church.
- (2) Shall have given not less than twenty-five (25) years of dedicated service in the life of the church.
- (3) Shall have served not less than fifteen (15) years as active deacon in this church.

(4) Shall be seventy (70) years of age or older.

(5) Shall meet the New Testament qualifications of a deacon.

(B) The purpose of making one an Honorary Life Deacon is to honor a deacon for lifelong faithful service to God through the church. Honorary Life Deacons are not expected to have the rights and privileges of an active deacon or any of the obligations and responsibilities; therefore, he shall not be eligible to serve as an office of the Deacon Body.

(C) The deacons may recommend to the church to elect and set apart an honorary life deacon in any one calendar year; it being understood that honorary life deacons shall serve for life or until they voluntarily remove their church membership.

Clerk

Sec. 17 The clerk shall be elected annually by the church, and shall be eligible to succeed him/herself. He shall have charge of all records of the church, except financial records and records of the Treasurer. He shall keep and maintain a written record of all matters transacted at all business meetings, or during the business portion of other meetings.

Sec. 18 The Clerk shall have the primary responsibility of the preparation and presentation to the church of the annual letter to the association. He, along with the presiding officer of any particular meeting, shall be authorized to certify to the proceedings at such meeting, or to prepare and certify to the accuracy of excerpts, copies, or summaries of any part or all of the proceedings. He shall perform such other duties as the church may, from time to time, require.

The clerk shall maintain an up-to-date copy of the Constitution, By-Laws and Committee Code. The clerk shall note in the minutes of business meetings any amendments of these instruments, together with the effective date of each amendment.

Treasurer

Sec. 19 The Treasurer shall be elected annually by the church, and shall be eligible to succeed himself. He shall receive and disburse all monies of the church, and shall be authorized to be one of the required 2 signatures on all checks and other instruments for the payment of money when the expenditure has been authorized by the church.

Sec. 20 The Treasurer shall disburse funds of the church only by specific authority of the church. When the budget of the church is adopted, this shall be sufficient authority for disbursement of the funds therein provided for. When the budget of the church is not sufficiently detailed concerning specific items, the church may provide, in separate budgetary or fiscal procedures, such other additional rules to effectuate the prompt payment of the obligations of the church.

Sec. 21 The Treasurer and all other officers and employees of the church shall be bonded. The Treasurer shall assist the Stewardship Committee in preparing and presenting a financial report to the church at its regular business meetings and in rendering such other reports as may be required. The Treasurer shall perform such other duties as

the church may, from time to time, require. An Assistant Treasurer will be elected by the church to assist in the absence of the regular treasurer.

Trustees

Sec. 22 The number of Trustees shall be set at three. They shall be elected annually, and shall be eligible to succeed themselves. Whenever practicable, their action shall be joint, but one Trustee shall have full power and authority in the absence of the others to do anything authorized by the Constitution, these By-Laws, other rules of the church, or by the church itself.

Sec. 23 The Trustees shall, when authorized by some specific action of the church, sign all legal documents on behalf of the church, including documents used in connection with litigation in which the church, or some agency thereof, is a party. Unless otherwise provided by the church or by some rule of court or statute, service of legal papers on the trustees shall be equivalent to service upon the church. The Trustee shall also, unless otherwise provided by the church, serve as a liaison between the church and the attorneys representing the church, in the event of litigation involving the church or any agency of the church.

Sec. 24 The Trustees shall have no power to sell, mortgage, or otherwise encumber or dispose of church property unless specifically authorized by the church. When so authorized, the Trustees shall have full power to borrow money on behalf of the church and to execute, on behalf of the church, all necessary or proper documents, including promissory notes. When so authorized, the Trustees shall also have full power to execute, on behalf of the church, all instruments necessary or proper to secure such debts, including mortgages of real estate. The church may, by special action, authorize anyone else to perform any duty outlined herein, and the actions of such persons, if within the authority granted by the church, shall be as fully binding and effectual as if executed by the Trustees.

ARTICLE IV

Financial Matters

Sec. 1 The financial needs of the church shall be met only by voluntary, free gifts of money, property, or services. All monies shall be paid into and disbursed from the church treasury. The unified budget of receipts and disbursements must be followed at all times.

Sec. 2 No debt, commitment, or other financial obligation shall be created except by the authority of the Constitution, these By-Laws, other rules of the church, or

by the church itself.

Sec. 3 For the sake of efficiency, the church shall operate on a budget determined, adopted, and subscribed by the church. Proposals for raising special funds must be submitted to the Stewardship Committee for consideration and approval. Extraordinary disbursements and proposals as determined by the Stewardship Committee, for raising special funds, must be authorized by specific action of the church, though this may be accomplished at a meeting which has not been noticed, if such action does not involve a change in the church budget.

Sec. 4 The preparation of the budget may be accomplished by the church by any means seen fit. The budget shall not become effective, however, until it has been adopted by at least a simple majority of the members present and voting at any meeting duly noticed in accordance with Article II, Sec. 6 and 7.

Sec. 5 For the purpose of these By-Laws, the following records shall be considered "financial records":

- (A) The envelopes of the church containing the offerings of contributors which are delivered to the church.
- (B) The ledger of the church which lists the names of all contributors to which postings are made periodically showing a running total of the amount contributed by each donor.
- (C) The pledge cards of the church, showing the amount of money pledged by each contributor.
- (D) Any other record of the church which shows any specific amount contributed by any particular donor.

Sec. 6 The Financial Records of the church shall be under the exclusive control and custody of the Treasurer and Financial Secretary, or such other person who is, from time to time, designated by the Stewardship Committee.

Sec. 7 It shall be the responsibility of the Financial Secretary and the Treasurer to insure that the financial records are maintained in an accurate and complete manner. It shall also be the responsibility of the Treasurer and Financial Secretary to ensure that the financial records are kept completely confidential, and that no person whatsoever has access to, or is permitted to see, such records, except as contained herein.

Sec. 8 Members of the ministerial staff of the church may, when the discharge of their duties require, have access to such portions of the financial records as

may be necessary in the proper discharge of their responsibilities.

Sec. 9 The Treasurer and Financial Secretary will enlist the aid of other persons in opening the envelopes and counting the funds of the church. During the portion of the year set aside by the church for subscription to the budget designated persons may solicit the commitment of members and other supporters of the church to definite monetary amounts to be contributed to the church in the future. In this connection, those designated persons may receive from the donors the signed pledge cards and may return them to the church.

Sec. 10 Contributors shall, upon request, be permitted to see such portions of the financial records as pertains to their contributions.

Sec. 11 The church shall, at all times, have the right to call forth the financial records for examination at any meeting, and the Treasurer and Financial Secretary shall, at such meeting or at any other time and place designated, forthwith surrender such records to the presiding officer.

Sec. 12 In the event any duly authorized agent of the Internal Revenue Service of the United States (or any duly authorized agent of the South Carolina Tax Commission) desires information contained in the financial records, the following procedures shall govern:

- (A) Such agent shall be permitted to examine such portions of the financial records as pertains to the taxpayer then being considered by such agent. This examination must be made at the church office during normal office hours, and must be made by such agent in person. No information, except information concerning these procedures may be given on the telephone.
- (B) In the event a Summons is served upon the custodian of the financial records (under Secs. 7602(b), 7603, and 7605, Internal Revenue Code, or Sec. 65-325, Code of Laws of South Carolina, 1952), compliance with the Summons is authorized.
- (C) If such agent makes a written request to receive any information which he could otherwise learn by an examination pursuant to Sec. 12(A) above, the custodian of the financial records may make a written reply to such agent, giving the desired information. In such cases, a copy of the reply must be sent by the custodian to the taxpayer.

Sec. 13 In the event the custodian of the financial records is served with a Subpoena issued by any duly authorized Court, compliance with such Subpoena is authorized, including the production and delivery to such Court such portions of the records Subpoenaed.

Sec. 14 Any person who, by virtue of Sec. 9 above, is entitled to see any portion of the financial records, may, by a written authorization, permit the custodian to release such portions of the financial records to any person or organization.

Sec. 15 The custodian of the financial records may compile and deliver to any officer of the church, upon request, statistical and similar data, showing the number of tithers, the daily, weekly, or monthly receipts per person, and such other similar statistical information. In such cases, there may be no disclosures pertaining to particular contributors unless authorized by some other provision.

Sec. 16 In the event of prolonged inability of the Financial Secretary, the powers and duties of such person shall devolve upon such person as may be selected by the church, or the Stewardship Committee, until such time as a new Financial Secretary is secured.

ARTICLE V

Miscellaneous Matters

Sec. 1 The church will have permanent ministries in the following areas: Bible study, discipleship training, missions education and music. The church may, from time to time, authorize the organization of other groups as it see fits, but no person or persons shall institute any organization upon any plan or ideal except upon authority of the church. Such organizations may adopt Constitutions, By-Laws, and other rules which are not inconsistent with general rules of the church. They may select and empower such officers or officials as they see fit, but such persons shall not be considered officers of the church, even though the church membership-at-large may elect them.

Sec. 2 The church herein authorizes the church council to form or discontinue on behalf of the church, other lay led ministries. Ministries are to address needs and opportunities that are not a function of an existing committee, minister or approved group within the church. Each ministry will have a written mission statement, approved by the church council, and a lay director, elected by the church. The church council may appoint an interim director until such time as the church may elect a director. The church council will maintain a current listing of all ministries, along with their mission

statements, directors and other members enlisted by the directors to help in the ministries.

Sec. 3 The Church Council will consist of eleven (11) members, who will serve by virtue of some other office or position as follows: Pastor, three ministers designated by the Pastor, the Bible Study and Missions Education ministry directors, and the chairpersons of Deacons, Stewardship Committee, Missions Committee and Ministerial and Staff Relations Committee. The council may invite other members to meet with it as needed.

The Church Council will have the following assignments:

(A) To act as a special advisor to the church in the area of broad planning of the total program of the church.

(B) To assist the ministries, committees and programs of the church by maintaining a church calendar and by evaluating the results of various ministries and programs, recommending any needed changes.

(C) To form or discontinue on behalf of the church lay led ministries, as authorized in section 2 of this article.

Sec. 4 Articles of Faith: The Baptist Faith and Message, adopted by the Southern Baptist Convention in 1963, shall be the Articles of Faith for our church.

Sec. 5 Ordinances: There shall be two ordinances of the church, namely, Baptism, and the Lord's Supper.

(A) The Ordinance of Baptism shall be performed only by immersion of believers in water, and shall, except as may otherwise be provided by the church, be administered on the authority of, and in the presence of, the church. The Pastor shall, as a general rule, administer the Ordinance, but the church may authorize any baptized believer to do so.

(B) The Ordinance of the Lord's Supper shall be observed at a worship service with such frequency as the church may determine. All members in good standing of other churches of like faith and order may participate. The Pastor shall preside at the table, and shall be assisted by the Deacons.

Sec. 6 Standing or Special Committees: The church may, from time to time, provide for the performance of special functions through Standing or Special Committees, each with definite duties and responsibilities. Such Standing or Special Committees shall always be subject to the overruling power of the church.

Sec. 7 Each minister of the church except the Pastor, will have a minister support team to provide suggestions, support and encouragement to the ministers.

(A) The teams will assist the minister as needed with program formulation and implementation. Team members will provide the ministers with feedback on the programs and their performance as ministers. Team members are to be familiar with and supportive of the vision of the ministers for their program assignments. The ministers are responsible for final program decisions, subject to approval by the pastor or the church.

(B) The Ministerial and Staff Relations Committee will, in the personnel manual, outline the membership requirements of each team. The committee will also make an annual review of the membership requirements, making any needed adjustments. However, teams are not to have fewer than five members or more than nine members.

(C) Members of the minister support teams are to be selected by the nominating committee, in consultation with each minister, subject to approval by the church.

Sec. 8 Licensing: Any member of the church who, by his piety, zeal, and aptness to teach, gives evidence that he is called to the work of preaching or any other type of ministry may, upon request, and upon such examination as the church may see fit, be licensed by the church. In such cases, the meeting at which the vote is to be taken concerning such licensing must be noticed in accordance with Article II, Sec. 6.

Sec. 9 Ordination of Ministers of the Gospel: If a church of like faith and order calls a member of this church as its Pastor, and if such member possesses the scriptural qualifications for the gospel ministry, the church may, upon the request of the other church, ordain such member to the Gospel Ministry by complying with the following procedures:

- (A) In the event the church, at a meeting noticed in accordance with Article II, Sec. 6 votes to ordain such member, the Pastor shall promptly arrange for an Ordaining Council of ordained Ministers of the Gospel of like faith and order, and Deacons of like faith and order, to assemble and examine such member.
- (B) If such candidate is approved by the Ordaining Council, the Council shall proceed to perform the ceremony of ordination in the name of, and in the presence of, the church. If such candidate is not approved by the Ordaining Council, the church may take such action as it sees fit.

Sec. 10 Ordination of Deacons and Other Ministers: If the church, at a meeting noticed in accordance with Article II, Sec. 6, selects a member or members of this church to the office of Deacon, or to some other office to which ordination is desired,

the Pastor shall, if such persons have not been ordained to the specific office by a church of like faith and order, forthwith arrange for an Ordaining Council, and the ceremony or ordination may be performed in similar manner as upon Ministers of the Gospel.

ARTICLE VI

Sec. 1 The provisions and procedures set forth in Article V of the Constitution, relating to Constitutional Amendments, shall be applicable to By-Laws Amendments, except that at the Special Business Meeting there need only be the ordinary quorum of 100 members, and the required proportion of votes for adoption shall be only two-thirds.

Sec. 2 The provisions and procedures set forth in Article VI of the Constitution, relating to Constitutional Interpretations, shall be applicable to By-Laws Interpretations, except that at the Special Business Meeting there need only be the ordinary quorum of 100 members, and the required proportion of votes to be considered a precedent for future action need only be two-thirds.

Sec. 3 These By-Laws may be adopted by the church, and shall become effective, upon compliance with Article VI, Sec. 1, above. For the purpose of such adoption, these By-Laws shall be considered amendments to existing By-Laws.

**COMMITTEE CODE OF
FIRST BAPTIST CHURCH
ROCK HILL, S.C.**

**ARTICLE I
General Provisions**

Sec. 1 APPLICATION: The provisions of this code shall apply to all permanent or standing committees of the church. The Code may also be used as a guide with respect to the election, organization and function of other committees approved by the church.

Sec. 2 RESOLUTION: This Code is considered a Resolution of the church. It is not a By-Law, nor is it part of the Constitution. Any section, or part of a section of this Code, which is in conflict with any provision of the Constitution or By-Laws of the church is considered null and void.

Sec. 3 GENERAL RULES: The following general rules apply to all committees governed by this code:

(A) **ELECTION:** Committee members must be elected by the church, unless otherwise stated. As a general rule, the election will be made upon nominations from the Nominating Committee. Nothing contained within the Code is intended to prevent nominations from the floor.

(B) **ROTATION SYSTEM:** All permanent or standing committees are required to maintain a system of rotation of committee members. The term of each committee member will begin with the commencement of the church year to which elected, and will terminate approximately three (3) years, unless sooner ended as provided below. (See Sec. 3 {d}). The composition of each committee will be so arranged that, as nearly as practical, the term of approximately one-third of the members will expire at the end of each church year. With respect to the nomination and election of members to newly created committees, the Nominating Committee will specify the exact term of each nominee, when presenting the name of that nominee to the church.

(I) **EXCEPTIONS:** In the event a committee member filled an unexpired term and served less than 18 months on that committee, this committee member shall be eligible to serve on the same committee for the next full term. Otherwise, committee members may succeed themselves only if their continued participation on the committee is required to complete a project. A written request must be made to the Nominating Committee by the respective committee, and the recommendation, after consideration and discussion with the committee chairman, may or may not be accepted by the Nominating Committee for nomination and election by the church. The practice of committee members succeeding themselves is to be discouraged, since the rotation system is designed to provide all church members with the opportunity to serve in responsible positions.

Church members may serve as non-voting volunteers on any committee when requested by the committee.

(C) REQUIREMENT: All nominees submitted to the church for election to specific committees must meet the following requirements:

(1) All nominees must be members of the church.

(2) All nominees may serve on one standing committee only. It is the responsibility of the Nominating Committee to ascertain that all nominees, including any nominations from the floor, be limited to service on one committee.

(3) There are no age, sex or experience requirements for membership on a committee. Nothing contained in this Code prevents the Nominating Committee from taking these factors, along with other matters considered important to that committee, into consideration when presenting its nominations to the church.

(D) REMOVAL FROM COMMITTEE: Committee members serve at the pleasure of the church and may be removed by the church at any time, at any meeting, with or without notice, for any reason or for no reason at all. Committee members may resign at any time. Vacancies created by the above, as well as by death, incapacity, or termination of church membership, will be filled by election by the church upon nominations from the Nominating Committee or nominations from the floor at any meeting of the church called into conference for that specific purpose.

(E) ORGANIZATION: Each committee will organize itself and, unless otherwise provided, elect such officers, including a chairman, as necessary to carry out its responsibilities. The chairman is primarily responsible for planning the agendas for the meetings, for ensuring that the work of the committee is carried out and for submitting reports to the church. A chairman, once selected, will continue to serve in that capacity as long as he or she is a member of the committee, or until a successor is selected and assumes the duties and responsibilities of the chairman, whichever is earlier. If it is anticipated that the existing chairman will rotate off the committee at the expiration of the church year, the Nominating Committee will have the responsibility of recommending to the church, from among the carryover members of the committee, a temporary chairman, who, if elected by the church, will assume the duties of the chairman until such time as the newly constituted committee will, after election of the new member or members, have an opportunity to meet, to organize itself, and to elect its own permanent chairman.

(F) MEETINGS: Each committee shall meet as often as necessary to accomplish its work, but not less frequently than once every four months.

(G) REPORTS: Each committee will make a written report to the church at the regular business meetings in January, May and September, and if appropriate, such other and further reports and recommendations as may be called for by the church, or necessary and appropriate in its function.

(H) **RECORDS:** Each committee is responsible for maintaining among its permanent records, to be passed on from year to year, the following documents:

- (1) A permanent written record of its proceedings, copies of minutes of its meetings and reports to the church.
- (2) A written record of any rules adopted by the committee by majority vote to facilitate the operation of the committee. These rules may not be in conflict with this Code or the Constitution and By-Laws of the church.

(I) **MAJORITY RULE:** As a general rule each committee should act together, jointly, as a group, under the principle of majority rule. In the absence of a committee rule to the contrary, any member of the committee may, in unusual or emergency circumstances requiring immediate action on behalf of the church or committee, act for the committee. In such cases the acting member shall, as quickly as possible, inform the other committee members of the action taken, and the committee may thereafter take such action as may be proper.

(J) **MINISTERIAL STAFF ADVISOR:** Each committee will, upon request, be entitled to the assistance of a ministerial staff advisor. The ministerial staff advisor, assigned by the Pastor, will, if requested by the committee, meet with the committee and render to the committee such assistance, cooperation and help as the advisor is able to furnish. The ministerial staff advisor shall not be a member of the committee, and shall have no vote.

(K) **AUTHORIZATION AND EMPOWERMENT OF STAFF MEMBER:** Each committee at its discretion, may consider it to be in the best interest of the church, to authorize and empower some regular full-time or part-time member of the church staff to act for it with respect to some portion of its powers, duties or responsibilities; provided, that such authorization is approved by the Pastor and is clearly understood between the committee and the staff member. To avoid any possible misunderstandings, the authorization and empowerment must be reduced to writing and the Nominating Committee will revise the Committee Code and submit the revision to the church for final approval.

(L) **BUDGETS:** Each committee is responsible for the preparation and presentation to the Stewardship Committee of appropriate budget requests and recommendations as more fully set forth hereinafter. Each committee will exert its very best efforts to stay within its approved budget and will not except in very unusual circumstances, come to the Stewardship Committee or the church with requests for additional funds.

Sec. 4 Standing Committees: The committees hereafter named will have functions and responsibilities set forth herein, and shall be the sole and only permanent or standing committees of the church.

Sec. 5 Avoidance of conflicts: All previous resolutions of the church which are in conflict, in whole or in part, with any provisions of this Code are, automatically amended to conform to this code, and if this is impossible, repealed.

ARTICLE II

Nominating Committee

Sec. 1. The Nominating Committee shall consist of nine (9) members, seven (7) of whom must be elected by the church in the usual manner, with the Pastor, or his designee, together with the Minister of Education, serving as the eighth and ninth members. For purposes of the rotation system the elected members shall be divided into three groups, with three (3) members on one group, and two (2) members on each of the other groups.

Sec. 2. The Nominating Committee shall have the following duties, responsibilities and assignments:

(A) To work in close cooperation with the church officers, church staff, organizational directors, teachers and other members of the church in an effort to compile and maintain a list of the names of qualified members to be considered by the committee for possible presentation to the church as nominees for the various posts and positions to be hereafter mentioned.

(B) To consider carefully each member whose name has been mentioned or suggested by the source set forth above, together with such other and further members as might be brought to the attention of the committee, with a view toward the selection and presentation of the best qualified and willing workers for the particular posts or positions involved.

(C) To make its own initial decision or determination as to which member should be nominated to which post or position.

(D) To contact each member whose name has tentatively been selected for presentation to the church, in order to secure the agreement of that member to serve, should that member be nominated and elected; provided, however, that nothing contained herein shall be interpreted so as to prevent the committee from requesting that the various organizational heads make these contacts with respect to workers who are continuing to serve, from one year to the next, in a particular post or position.

(E) To place in nomination, for election by the church, the names of the members selected by the committee as nominees for the various posts and positions mentioned herein. Only one member shall be nominated for each post or position.

(F) To build up, if practicable, a reservoir of names of qualified and willing members, to the end that vacancies in the various posts and positions mentioned herein shall be filled as quickly as practicable, throughout the church year.

(G) To make, on behalf of the church, a continuing review of the committee system, including the composition, term, function and assignment of each committee of the church, whether standing or special.

(H) To develop and present to the church all resolutions providing for the establishment of all special or temporary committees, defining the composition, term, function and assignment of such committees.

(I) To act as the special advisor of the church with respect to any changes or amendments to this code.

Sec. 3. The various posts and positions for which the committee shall have the responsibility of presenting nominees are:

(A) Unless otherwise stated, all members of all committees, whether standing or special, except for the Pulpit Committee.

(B) All Bible Study directors and teachers.

(C) All general officers and division leaders of the Missions Education ministries.

(D) All officers of the church, except Pastor and Deacons.

(E) All directors of lay led ministries.

(F) All members of the Minister Support Teams, in consultation with the ministers and in keeping with membership requirements for each team.

ARTICLE III

Ministerial and Staff Relations Committee

Sec. 1. The Ministerial and Staff Relations Committee shall be composed of seven members.

Sec. 2. The Committee shall be responsible, but not limited to, the following assignments:

(A) To recommend and monitor personnel policies, working hours, vacations (not otherwise negotiated), compensation levels, budgets, and other aspects of the work environment. Compensation recommendations will be made to the Stewardship Committee as required.

(B) To address any concerns between members and ministers, members and staff, or between and among any staff or minister group. To work, as necessary, to improve relationships and/or communications in or among the above groups. Church members, staff or ministers are encouraged to address any concerns with the Ministerial and Staff Relations Committee.

(C) To employ and terminate, on behalf of the church, all non-ministerial employees.

(D) To review job descriptions and positions with ministers and staff periodically.

(E) To make recommendations to the church for new or revised Ministerial or Staff positions.

(F) To coordinate service recognitions of ministers and staff.

(G) To determine and review annually the membership requirements for each Minister Support Team in accordance with Article V, Section 7 of the By-Laws.

ARTICLE IV

Stewardship Committee

Sec. 1 The Stewardship Committee shall be composed of twelve (12) members, ten of whom shall be elected by the church, with the Treasurer and Church Administrator serving as the eleventh and twelfth members. For purposes of the rotation system, the elected members shall be divided into three groups, with three members on each of two groups and four members on the remaining group.

Sec. 2 The Stewardship Committee shall have the following duties, responsibilities and assignments:

- (A) To act as the special advisor to the church on all matters pertaining to the formulation, adoption, pledging, interpretation, execution and amendment of the church budget.
- (B) To receive from various committees, officers and organizations, budget requests and recommendations, and to prepare, present and recommend to the church a proposed budget.
- (C) To work in cooperation with the Treasurer in the administration, interpretation and execution of the budget, and, with the assistance of the Treasurer, to adopt and enforce such other procedures and policies (not inconsistent with this code or the constitution and By-Laws of the church) to ensure that each expenditure is authorized by church action.
- (D) To conduct, when appropriate, special emphasis programs or announcements with respect to budget promotion, budget needs, or special offerings, and to inform the membership, at regular intervals, of financial conditions of the church.
- (E) To inform the various committees, officers and organization directors of their spending record, and to encourage them to stay within their budgets.
- (F) To make recommendation to the church concerning the investment of temporarily surplus funds not covered in the budget, and to assist the Treasurer in carrying out the directives of the church with regard to those funds.
- (G) To hear, on behalf of the church, all requests for funds in excess of the amounts specified in the budget; to determine the propriety and suitability of those requests; and, in cases of genuine need, unforeseen circumstances or emergencies, to authorize the expenditure of justified amounts from the Contingency Fund; provided however, that all such authorizations must be reported to the church, and, should any one amount exceed One Thousand and no/100 (\$1,000.00) Dollars, the Justifying reasons should be stated. The committee is, however, fully justified, in cases of doubt, to refuse such a request and, instead, refer the entire matter to the church for action, along with its recommendation.