

1 CONSTITUTION
2 Oakland Baptist Church

3 PREAMBLE

4 The purpose of the Constitution of Oakland Baptist Church shall be to preserve the principles of
5 our spiritual organization and heritage, divinely instituted for the propagation of the gospel,
6 according to the teachings of our Lord Jesus Christ as set forth in the New Testament; to
7 recognize the corporate and individual liberties inherent in the Body of Believers; and to assure
8 that this Body be governed in an orderly manner, consistent with the accepted tenets of Oakland
9 Baptist Church.

10 ARTICLE I. NAME

11 The name of this Body of Believers shall be Oakland Baptist Church, which is incorporated and
12 exists in the City of Rock Hill, County of York, State of South Carolina, and shall be hereinafter
13 referred to as "Body" or "Church."

14 ARTICLE II. DECLARATION OF PURPOSE

15 We declare and affirm that the purpose of this Body shall be as follows:

16 To propagate the Gospel of our Lord Jesus Christ through service to our local
17 community as well as to the "uttermost parts" of the world, depending always on the
18 leadership of the Holy Spirit;

19 To provide regular opportunities for Bible study and other forms of Christian
20 education, public worship, service, and fellowship;

21 To sustain the ordinances, doctrines, and ethics set forth in the teachings of our Lord
22 Jesus Christ;

23 To channel our talents and material gifts to the advancement of the Kingdom of God;
24 and

25 To serve our Lord Jesus Christ in all areas of life.

26 ARTICLE III. GOVERNING RELATIONSHIPS

27 This Body shall be self-governing, independent, and autonomous, ~~controlled by the will of the~~
28 ~~members and not~~ subject to the control of ~~no~~any other ecclesiastical organization. This Body
29 ~~is will~~ voluntarily ~~affiliated~~affiliate with, and will support insofar as is practical, the ~~York Baptist~~
30 ~~Association, the South Carolina Baptist Convention, the~~ Cooperative Baptist Fellowship, ~~the~~
31 ~~Southern Baptist Convention, the Baptist World Alliance, and any other fraternal organization~~
32 and other like-minded organizations which the Church may choose- and are in alignment with
33 Church ministries, functions, and mission.

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ARTICLE IV. MEMBERSHIP

36 The membership of this Body (the Membership) is composed of believers who have made a
37 public declaration of faith in the Lord Jesus Christ as their personal Savior, who recognize God
38 as the Supreme Lawgiver and the Bible as the standard by which we shall judge matters of faith,
39 and who have been received by affirmation of the Body.

40 Section 4.01 The candidate for membership

41 The candidate shall be presented by the presiding Minister to the Church after the
42 invitation for membership is given at any regular Church meeting. The candidate will be
43 received by affirmation of members present in one of the following ways:

44 A. Profession of Faith and Baptism

45 The candidate will be received by public profession of faith in the Lord Jesus Christ
46 and upon baptism by immersion. If in the judgment of the presiding Minister,
47 baptism by immersion would be physically unwise for the candidate, then the Church
48 may waive the immersion requirement until such time as health permits.

49 B. Transfer of membership from a Baptist church

50 1. Letter

51 The candidate will be received upon the transfer of a letter from another Baptist
52 church.

53 2. Statement

54 Should a church letter prove unobtainable from another Baptist church; the
55 candidate will be received by personal statement of faith and previous baptism.

56 C. Transfer of membership from a church of Another Denomination

57 The Candidate will be received from a church other than Baptist upon public
58 profession of Christian faith and previous baptism. The ordinance of baptism by
59 immersion as a meaningful symbol of fellowship with Christ and consecration to the
60 service of God is available to all candidates for membership.

61 D. Restoration

62 An individual excluded from membership may request to be restored by affirmative
63 action of the congregationMembership upon presentation of evidence of repentance
64 and reformation.

65 Section 4.02 Membership may be terminated in any one of the following ways:

66 A. Letter

67 Membership may be terminated by request for letter from another Baptist church ~~of~~
68 ~~like faith and order.~~

69 B. Transferal

70 Membership may be terminated by request for letter from a church other than Baptist.

- 71 C. Resignation
- 72 Membership may be terminated by request of any member of the Church to be
- 73 released from his or her obligations to the Church.
- 74 D. Death
- 75 Membership may be terminated upon notification to the Church of a member's death.
- 76 E. Exclusion
- 77 Any member who becomes a liability to the general welfare of the Church by
- 78 persistent breach of the covenant may be excluded from membership. ~~(Every~~
- 79 ~~reasonable effort should be made by the Senior Minister and the Fellowship of~~
- 80 ~~Deacons to resolve the problem before bringing the matter before the Church. The~~
- 81 Fellowship of Deacons must make an investigation, report, and recommendation to
- 82 the Church in a special business meeting before any vote be taken. A two-thirds (2/3)
- 83 majority vote of voting members ~~present to exclude~~ is required for termination ~~by~~
- 84 ~~exclusion.~~).

85 Section 4.03 Inactive status

86 Members who fail to keep the Church advised of change of name or address and who

87 have no contact with the Church for three years shall have their membership removed to

88 inactive status.

89 Section 4.04 Positions of responsibility for members

90 Only those persons who are resident members shall be eligible for election to a position

91 of responsibility within the Church. Positions of responsibility include Deacon and

92 Church Officers. Church Officers include Clerk, Assistant Clerk, Treasurer, Assistant

93 Treasurer, and Trustee.

94 ARTICLE V. WATCHCARE AFFILIATION

95 An individual living in the Rock Hill area whose church membership remains in another church

96 may come under watchcare affiliation. A person under watchcare affiliation shall not hold the

97 right of vote or ~~elective~~ office in the Church but shall be nurtured and cared for through the

98 various ministries of the Church and encouraged to participate in the life of the Church. As soon

99 as the person moves from the Rock Hill area, his or her name will be automatically removed

100 from watchcare affiliation.

101 ARTICLE VI. MEETING

102 Section 6.01 Regular meetings

103 Regular meetings of the Church shall be held for the purpose of public worship, Christian

104 education, and fellowship. Typically, these meetings shall be on Sunday mornings,

105 Sunday evenings, and Wednesday evenings. These meetings shall be open to the public

106 and shall be conducted under the direction of the Senior Minister.

107 Section 6.02 Regular business meetings

108 Regular business meetings of the Church shall be held annually. ~~A quorum for all~~

109 ~~business meetings shall be at least fifty (50) members.~~

110 Section 6.03 Special business meetings

111 Special business meetings of the Church shall be called to consider matters of significant
112 nature. These meetings shall be called by the Senior Minister or the Chair of the
113 Fellowship of Deacons or a majority of the Fellowship of Deacons or a petition of
114 twenty-five (25) Church members. Verbal notice shall be given to the
115 ~~Congregation~~Membership, announcing the purpose, time, and location of any business
116 meeting one week prior to any scheduled vote, and ~~written~~-notice shall be ~~sent~~distributed
117 to ~~each Church family~~the Membership during the week before scheduled action. An
118 opportunity for discussion of any proposed action shall be made available during the
119 week before the scheduled vote. Results of all votes shall be published in the newsletter
120 the following week.

121 Section 6.04 Protocol

122 A. Quorum

123 A quorum for all business meetings shall be fifty (50) members. For business
124 meetings requiring ballot votes, the total count of absentee votes plus all members
125 present in one or more Worship Service meetings on a given Sunday will determine a
126 quorum.

127 B. Parliamentary Rules

128 The Moderator shall preside at all business meetings. The latest edition of Robert's
129 Rules of Order Newly Revised is the authority for parliamentary rules of procedure
130 for all business meetings of the Church unless in conflict with the Constitution and
131 Bylaws.

132 C. Voting

133 1. Method

134 In all elections ~~and conferences~~, only persons who are members of Oakland
135 Baptist Church shall be entitled to vote. ~~Only those persons who are resident~~
136 ~~members shall be eligible for election to a position of responsibility within the~~
137 ~~Church.~~ The method of voting shall be by secret ballot. However, it is recognized
138 there are matters which lend themselves to voice vote. Therefore, the Fellowship
139 of Deacons may direct a voice vote, or the Church at its discretion may approve a
140 voice vote on any item of business.

141 2. Absentee

142 Absentee voting is permitted, provided the Church member votes in the presence
143 of any Church staff member or any active Deacon.

144 3. ARTICLE VII. Count

145 The absentee votes plus votes from one or more Worship services shall be
146 combined and counted as the total votes recorded. A majority will be calculated
147 based upon the total votes recorded.

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ARTICLE VII. AMENDMENTS

150 ~~All amendments to this Constitution shall be approved by two-thirds (2/3) of the voting members~~
151 ~~present at a special business meeting held during any regular Sunday morning meeting of the~~
152 ~~Church.~~ Amendments to this Constitution shall be reviewed by the Fellowship of Deacons. A
153 special business meeting to consider these amendments will be held during any regular Sunday
154 morning meeting of the Church. Notice ~~for such business meetings shall~~will be given in the
155 manner set forth in Article VI of this Constitution. All amendments to this Constitution shall be
156 approved by two-thirds (2/3) majority vote of the voting members.

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BYLAWS

Oakland Baptist Church

ARTICLE I. CHURCH OFFICERS AND STAFF

Section 1.01 Senior Minister

A. Qualifications, Roles and Duties

The Senior Minister shall have the following qualifications, roles and duties:

1. shall be an Ordained Minister of the Baptist Faith called by the Church to serve as its Senior Minister for an indefinite period
2. ~~.-The Senior Minister~~ shall be the spiritual leader of the Church
3. ~~and~~ shall provide overall ~~direction and~~ guidance to all aspects of the ~~congregation's~~ Church's corporate life
4. shall lead shepherd the Church as it carries out its purpose, ~~the~~
5. shall collaborate with the Fellowship of Deacons, Church Officers, and committees as they pursue their tasks
6. ~~, and~~ shall be an ex-officio member of all organizations and committees of the Church
7. ~~.-The Senior Minister~~ shall ~~direct~~ supervise and coordinate the work of the Associate Ministers and staff of the Church
8. ~~and~~ shall be responsible for the worship services and the administering of the ordinances
9. ~~and~~ shall serve in whatever ways agreed upon by the Church and the Minister to be in the best interests of Christ's Kingdom. ~~In summary, the Senior Minister with God's help shall lead the Church in accomplishing its work.~~
10. shall lead the Church in accomplishing its work with God's help and guidance

B. Calling by the Church

The Senior Minister shall be called by the Church upon recommendation of the ~~Pulpit~~ Pastor Search Committee to serve until the relationship is dissolved by the Senior Minister or the Church.

C. Election

The Senior Minister's election shall take place at a meeting called for this purpose, with notice given to the ~~congregation~~ Membership in accordance with established procedure as set forth in Article III, ~~Section 2~~ of these Bylaws. A two-thirds (2/3) ~~affirmative~~ majority vote of the voting members shall constitute a call.

192 D. Terminating relationship

193 The relationship may be terminated with 30 days' notice:

- 194 1. by the Senior Minister's resignation
- 195 2. ~~or by a two-thirds (2/3) majority vote of the voting members present and voting at~~
196 a special business meeting of the Church ~~after due notice. Notice will be given in~~
197 the manner set forth in Article VI of the ~~purpose of such a meeting has been given~~
198 ~~to the congregation. In either case, thirty days' notice of the termination shall be~~
199 ~~required.~~ Constitution.

200 Section 1.02 Associate Ministers

201 ~~The Church shall call additional Ministers as needed to carry out its purpose. Upon the~~
202 recommendation of the Associate Minister Search Committee, a detailed job description
203 shall be prepared by the Personnel Committee for each position prior to the calling.
204 Procedures for calling and dismissing/terminating the relationship for Associate Ministers
205 shall follow those for the Senior Minister as stated above.

206 Section 1.03 Office personnel, support staff, and contract workers

207 Office personnel and support staff shall be employed by the Personnel Committee. A
208 detailed job description shall be prepared by the Personnel Committee prior to
209 employment.

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211 Contract workers shall be employed by the appropriate committee within approved
212 budget and guidelines.

213 Section 1.04 Deacons

214 A. Purpose

215 According to the New Testament understanding, the purpose of the Deacon is:

- 216 1. to care for all Church members and other persons in the community
- 217 2. to proclaim the Gospel of Jesus Christ
- 218 3. to lead the Church in concert with the Senior Minister in a spirit of fellowship,
219 worship, witnessing, education, peacemaking, and service

220 B. Qualifications (See also I Timothy 3:8-12)

221 Deacons shall have the qualifications that follow:

- 222 1. be full of the Holy Spirit
- 223 2. have compassionate concern for the work of Jesus Christ and His Church
- 224 3. be continually given to prayer and to the ministry of the Word
- 225 4. be of honest report, trustworthy, steadfast in convictions and responsible in speech

- 226 5. maintain a Christian home
- 227 6. be faithful in the attendance and support of worship services and programs of the
228 Church
- 229 7. support the Church financially through offerings as led by the Holy Spirit
- 230 8. be a member of the Church for at least one (1) year and be at least eighteen (18)
231 years of age by the time their active term would begin
- 232 C. Classifications
- 233 1. Active Deacons shall
- 234 a. be duly elected by the ~~Church~~Membership
- 235 b. be ordained
- 236 c. serve for a three (3) year term on the Fellowship of Deacons unless filling a
237 vacancy
- 238 2. Reserve Deacon shall
- 239 a. be a Deacon who has previously been elected by ~~this Church~~the Membership
240 to serve as active Deacon
- 241 b. serve at the discretion of the Fellowship of Deacons
- 242 3. Deacon Emeritus shall
- 243 a. be a Deacon who has previously been elected by ~~this Church~~the Membership
244 to serve as an active Deacon-
- 245 b. be nominated by the Fellowship of Deacons and confirmed by a majority vote
246 of the ~~Church~~voting members in recognition for a long and honored career of
247 Christian service-
- 248 D. Fellowship of Deacons
- 249 1. Purpose
250 The Fellowship of Deacons
- 251 a. shall minister in concert with the Senior Minister to the spiritual and religious
252 needs of the Church
- 253 b. shall give advice in their collective wisdom ~~shall give advice~~ to all
254 Committees or other interested groups of the Church seeking to make
255 recommendations or proposals to the Membership

256 c. ~~The~~ Fellowship of Deacons may choose to endorse, provide guidance,
257 or otherwise react to such recommendations or proposals

258 d. ~~In the absence of endorsement, The Fellowship of Deacons~~ may choose to
259 take other actions- in the absence of endorsement

260 2. Composition

261 The composition of the Fellowship of Deacons shall

262 a. be at least thirty (30) active Deacons serving three (3) year staggered terms-

263 b. be three (3) additional active Deacons elected on a staggered basis for each
264 125 resident members over 1150 membership-

265 c. include the Treasurer of the Church ~~shall~~who may attend all meetings with all
266 privileges except the right to vote (unless the Treasurer is an active Deacon-).

267 3. Election

268 a. During the month of April, the Fellowship of Deacons shall receive from the
269 Membership nominations for new Deacons. Any Church member ~~can~~may
270 make written nominations which can be turned in to the Church office, put in
271 the offering plate, or submitted by any other means approved by the
272 ~~deacons-~~Fellowship of Deacons. The Chair of the Fellowship of Deacons
273 shall ensure that each person nominated will be contacted. The member shall
274 be informed of the nomination and of the purpose and qualifications of a
275 Deacon as stated in these Bylaws. Permission to present the nominee's name
276 for election shall be obtained. Any eligible member receiving a nomination
277 and expressing willingness to serve shall be included on the list of nominees
278 to be presented to the Church.

279 b. This list of nominees shall be compiled by the Fellowship of Deacons,
280 ~~mailed~~distributed to ~~home~~the Membership, and then presented to the Church
281 for election on the Sunday before the Memorial Day weekend during the
282 morning worship ~~service-~~services. Each member shall vote for no more than
283 the number of Deacons to be elected. The nominees receiving the highest
284 number of votes shall be declared active Deacons to serve, beginning
285 September 1 of the current year. In the event of a tie vote, the Fellowship of
286 Deacons shall ~~determine a proper method to~~ resolve the tie vote.

287 c. Should a vacancy occur, the Chair of the Fellowship of Deacons shall appoint,
288 for the duration of the vacant term, the individual receiving the next highest
289 number of votes in the preceding Deacon election.

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291 d. ~~d. At the expiration of the term of a deacon, the deacon~~A Deacon who serves
292 for more than an 18-month term shall be ineligible to serve as an active
293 Deacon for a period of one year after the end of his/her term.

294 4. Procedures and Organization-

295 a. The latest edition of Robert's Rules of Order Newly Revised is the default
296 guidelines for parliamentary rules of procedure for all meetings unless in
297 conflict with the Constitution or By-laws.

298 ~~a.-b.~~ b. Fifty-one (51) percent of the active Deacons constitutes a quorum.

299 ~~b.-c.~~ c. The organization of the Fellowship of Deacons shall be determined by the
300 active fellowship as it complies with the Constitution and these Bylaws. ~~The~~
301 ~~Fellowship of Deacons shall serve as the counters of all written ballots of the~~
302 ~~Church.~~

303 d. The Fellowship of Deacons shall serve as the counters of all written ballots of
304 the Church.

305 e. The Fellowship of Deacons shall develop/maintain a procedure for Trustee
306 nomination.

307 Section 1.05 Moderator-

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309 A. The Senior Minister, as moderator, Role
310 The Moderator shall preside at all business meetings of the Church and conduct all
311 meetings of the Church in accordance with the established procedures of the
312 Constitution and these Bylaws.

313 B. Line of Succession

314 1. The Chair of the Fellowship of Deacons shall serve as ~~moderator-~~the Moderator
315 for Church Business Meetings.

316 2. In the event the Chair of the Fellowship of Deacons is unable or ~~unwillingdefers~~
317 to serve as the Moderator, the Vice Chair of the Fellowship of Deacons shall serve as
318 ~~moderator-~~the Moderator.

319 ~~1.-3.~~ 3. In the event the Vice Chair of the Fellowship of Deacons is unable or defers to
320 serve as the Moderator, the Senior Minister shall serve as the Moderator.

321 ~~2.-4.~~ 4. ~~Fellowship of Deacons~~In the event the Senior Minister is unable or
322 ~~unwillingdefers~~ to serve as ~~moderator-~~the Moderator, a Church Clerk shall call
323 the Church into a business meeting to elect a Moderator.

324 Section 1.06 Clerk

325 A. Election

326 The Church ~~Clerk~~Clerks and ~~an~~ Assistant ~~Clerk~~Clerks shall be ~~elected~~nominated
327 annually by the Nominating Committee and be elected by the Membership. They
328 may serve successive terms.

329 B. ~~—Church. Duties~~

330 The duties of the ~~Clerk~~Clerks are as follows:

331 ~~A. to attend or be represented at all Church business meetings~~

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333 1. ~~to record as defined in permanent form the transactions of the Constitution, Article~~
334 ~~VI-Meetings. These instances consist of regular business meetings and maintain a~~
335 ~~complete set of reports and minutes, which shall be available in the church~~
336 ~~office all special business meetings~~

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338 ~~C. to request letters from other Baptist churches and provide proper notification to~~
339 ~~churches of other denominations of transfer of membership~~

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341 ~~D. to provide letters of transfer when requested by another church~~

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343 ~~E. to notify church members of action taken in business meetings~~

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345 ~~F. to ensure that an accurate roll of the church membership is maintained~~

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347 2. to confirm that a quorum of members is present and advise the Moderator
348 (minimum of 50 required at all business meetings for official actions such as
349 elections, budget approval, motion approvals but not necessarily for discussions)

350 3. to document the timing and action taken to announce, discuss and conduct each
351 instance of a Church business meeting. This includes but is not limited to the
352 dates and types of announcements of the business meeting, a copy of the contents
353 and dates of distributions to the Membership, the dates of discussion session(s)
354 with copy of any handouts, and date and minutes of the business meeting
355 including results of any voting, elections or conferences.

356 4. to ensure there is a completed membership card on each new member joining in a
357 Worship Service and that a photo is taken

358 5. to provide a copy of the documentation in items 3 and 4, above, to the
359 Administrative Assistant for archiving and to be kept available in the Church
360 office

361 6. to call the Church into a business meeting and to elect a Moderator from those
362 present if:

363 a. a business meeting of the Church is properly called for, scheduled, and
364 announced and

365 b. the business meeting convenes and none of the choices, as outlined in the
366 Bylaws, is able or willing to serve as the Moderator

367 Note: The ~~Assistant~~Traditional Worship Service Clerk shall have primary responsibility
368 for ensuring that materials are properly documented and archived and that the duties of
369 the Clerk are covered at combined or single meeting sessions. An Assistant Clerk may
370 act in the absence of the Clerk, performing duties as outlined.

371 Section 1.07 Treasurer-

372 A. Election

373 The Church Treasurer and Assistant Treasurer shall be ~~elected~~nominated annually by
374 the ~~Church~~Nominating Committee and be elected by the Membership. They may
375 serve successive terms. The Treasurer shall, unless already an active member of the
376 Finance Committee or the Fellowship of Deacons, may serve as an ex-officio member
377 of the Finance Committee and shall serve as an ex-officio member of the Fellowship
378 of Deacons (unless either or both.

379 ~~A.~~B. Duties

380 The duties of the Treasurer ~~is an active member~~ are:

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382 ~~The duties of the Treasurer are to ensure the following:~~

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384 1. all funds received are safeguarded and properly transported to use a lockable bank
385 bag to store and secure funds collected at one or more services on a Sunday

386 2. to keep any/all special offerings collected in an envelope separated from the
387 general offering

388 ~~1-3.~~ to secure and transport the locked bank bag to the bank of the Church

389 2-4. to sign checks for disbursal of funds ~~are disbursed~~ after receiving properly
390 signed vouchers and supporting documents.

391 Note: The Assistant Treasurer shall act in the absence of the Treasurer as outlined above.
392 In the absence of ~~the above, either both,~~ the Chair of the Fellowship of Deacons ~~or,~~ the
393 Chair of the Finance Committee, or the Trustee shall act as designated above.

394 Section 1.08 Trustees:

395 A. Election

396 There shall be three (3) Trustees. The individuals who serve as Trustees shall be
397 nominated by the Fellowship of Deacons and elected by the ~~congregation of the~~
398 ~~Church Membership~~ to serve a three (3) year term. Church action on this nomination
399 shall coincide with the election of Church Committees.

400 B. Term

401 A Trustee may serve, when nominated and elected, consecutive terms without limits.
402 Terms shall rotate with one of the ~~Trustees'~~ Trustees being nominated each year.

403 C. Authority

404 The Trustees ~~shall~~ have the power and authority:

405 1. to sign any and all legal documents on behalf of the Church

406 2. to take any and all action necessary on all matters approved by the Membership

407 3. to sell and convey Church property or to borrow money on behalf of the Church
408 when so authorized by the Membership

409 ~~4. to execute, on behalf of the Church, all necessary or proper documents,~~
410 ~~including, but not limited to, deeds, promissory notes, and mortgages of real estate~~

411 ~~2-5. to sign on behalf of the Church any and all documents that are necessary to be~~
412 ~~signed in conducting the regular daily business activities of the Church.~~

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414 ~~The Trustees shall have the power and authority~~ Note: to sign any and all legal documents
415 ~~on behalf of the Church and to take any and all action necessary on all matters approved~~
416 ~~by the Congregation of the Church.~~ HOWEVER, the Trustees shall have no power to
417 sell, mortgage, or otherwise encumber or dispose of Church property, unless specifically
418 authorized and directed by the ~~Congregation of the Church to do so.~~ When so authorized,
419 ~~the Trustees shall have full power to sell and convey Church property or to borrow~~
420 ~~money on behalf of the Church and Membership to do so.~~ to execute, on behalf of the
421 ~~Church, all necessary or proper documents, including, but not limited to, deeds,~~
422 ~~promissory notes, and mortgages of real estate.~~

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424 Section 1.09 ARTICLE II- Termination of Church Officer or Deacon
425 A Church Officer or Deacon may be terminated

426 A. by resignation

427 B. by two-thirds (2/3) majority vote of voting members at a special business meeting of
428 the Church. Notice will be given in the manner set forth in Article VI of the
429 Constitution.

430 ARTICLE II. PROGRAM ORGANIZATIONS AND OFFICERS

431 The Program Organizations of the Church shall include, but shall not be limited to, the Sunday
432 School, ~~Christians on Mission (.COM)~~, Student Ministries, Merry Makers, and the Church Music
433 Program. Each of these organizations shall be under the guidance and control of the Church and
434 function through its own structures.

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436 ~~All~~Program officers ~~shall may be nominated annually by the Nominating Committee and~~ be
437 elected by the Membership or may be selected by the organization. Program officers nominated
438 by the Nominating Committee must be resident members of the Church~~and. They~~ may serve
439 successive terms. The Senior Minister shall serve as an ex-officio member or appoint an ex-
440 officio member to all organizations.

441 Each organization shall be responsible for its contribution to the total Church program, shall
442 submit ~~a written~~an annual report to the Church, and shall submit a proposed annual budget to the
443 Finance Committee.

444 The Church may establish other organizations that may adopt constitutions, bylaws, and other
445 rules that are not inconsistent with this Constitution and Bylaws.

446 ARTICLE III. COMMITTEES

447 Section 3.01 Standing committees

448 The organization and responsibilities of all standing committees are presented in the
449 Committee Manual as part of these Bylaws.

450 Section 3.02 Special committees-

451 A. Senior Minister Transition Committee

452 1. Activation

453 ~~:-~~Immediately upon determination that a Senior Minister vacancy will occur, the
454 ~~Chairman~~Chair of the Fellowship of Deacons will activate the Senior Minister
455 Transition Committee.

456 2. Composition:~~-~~ and Organization

457 The Senior Minister Transition Committee will be comprised of the following:

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- a. ~~The Chairman~~the Chair of the Fellowship of Deacons (1)
- b. all Members of the Personnel Committee (6)
- c. ~~The Chairman~~the Chair of the Finance Committee (1)
- d. ~~The Chairman~~the Chair of the Pulpit Supply Committee (1)
- e. six additional Church Members (6) selected by the ~~Chairman~~Chair of the Fellowship of Deacons and approved by the Fellowship of Deacons.

~~The Chairman~~The Senior Minister Transition Committee shall be organized as follows:

- f. The Chair of ~~the~~this Committee and other Committee officers shall be elected by ~~the~~this Committee.
- g. The ~~Chairman~~Chair of the Fellowship of Deacons and all other members serving as the result of participation on other Church committees shall remain on the Senior Minister Transition Committee if and when their qualifying terms end. Their successors in such qualifying positions shall be added to the Senior Minister Transition Committee.

3. Functions

~~:-~~The Committee shall function as follows:

- a. to ensure communication, cooperation and collaboration between the Personnel Committee, the Finance Committee, the Pulpit Supply Committee and the ~~Pulpit~~Pastor Search Committee during the transition process.
- b. to evaluate and engage outside resources, if deemed necessary, to assist with the transition to a new Senior Minister.
- c. to assimilate and organize demographic information concerning the Church Membership (i.e., who we are and what we believe) for use by the ~~Pulpit~~Pastor Search Committee and for the benefit of prospective Senior Ministers.
- d. to prepare a current description of the Church, including its organizational structure, its ministries and other pertinent information for use by the

490 PulpitPastor Search Committee and for the benefit of prospective Senior
491 Ministers-

492 e. to monitor the progress of the transition to ensure that all required actions are
493 completed in a timely manner-

494 f. to determine if the projected period of vacancy necessitates engagement of an
495 interim Minister and to identify and engage an interim Minister as needed-

496 g. to ensure adequate preparation for the Senior Minister selection process and to
497 initiate the PulpitPastor Search Committee process-

498 h. Pulpitto ensure the selected Senior Minister is received with charity into the
499 new Church family

500 B. Pastor Search Committee

501 1. Election

502 :-Upon the announcement of a Senior Minister vacancy, the Church shall elect a
503 PulpitPastor Search Committee. The election process shall be as follows:

504 a. Notice of a special business meeting shall be provided to the —
505 CongregationMemberships in the manner set forth for all business meetings
506 (see Article VI of the Constitution).

507 b. Each member present on the following Sunday morning shall nominate eight
508 (8) members at least eighteen (18) years of age. Absentee ballots as defined
509 in the Article VI of the Constitution shall be counted.

510 c. All members receiving 10 or more nominations shall comprise a Listing of
511 Nominees.

512 d. The currently serving Nominating Committee shall then select a PulpitPastor
513 Search Committee of eight (8) members from the Listing of Nominees. The
514 Nominating Committee shall work diligently to select a balanced PulpitPastor
515 Search Committee that fairly represents the various demographic components
516 of the Church while acknowledging the ~~congregational~~ support shown to each
517 Nominee by the Memberships. No two members selected shall reside in the
518 same household or be closely related. The Nominating Committee shall
519 verify the willingness of each selected party to serve and shall work with
520 prospective nominees to offer temporary relief from other Church
521 responsibilities as may be needed.

522 e. The Nominating Committee shall present its PulpitPastor Search Committee
523 selections and its selection rationale to the Fellowship of Deacons for
524 approval. Upon approval, the PulpitPastor Search Committee shall be
525 activated.

526 f. The Chair and the Secretary shall be elected by the committee members, and
527 all expenses of the committee shall be paid by the Church.

528 g. Should a vacancy occur, the Nominating Committee shall fill the vacancy
529 using the same criteria used in the original selection process. ~~Fellowship of~~
530 ~~Deacons approval shall not be required.~~

531 2. Recommendation

532 The ~~Pulpit~~Pulpit ~~Pastor~~Pastor Search Committee shall, after thorough and prayerful
533 consideration and investigation, recommend ~~a suitable~~their candidate for Senior
534 Minister to the Church. The process shall be as follows:

535 a. The ~~Pulpit~~Pulpit ~~Pastor~~Pastor Search Committee shall notify the Church during a Sunday
536 morning service that a prospective candidate shall be recommended on the
537 following Sunday.

538 b. A notice of the announcement shall be ~~mailed~~mailed~~distributed~~distributed during the subsequent
539 week to ~~all church members~~the Membership.

540 c. On the following Sunday morning, the announcement of the prospective
541 candidate's name and notification of a ~~called~~called~~special~~special business meeting shall be
542 made.

543 d. A biographical sketch of the prospective Minister and ~~written~~-notification of the
544 special business meeting shall be ~~mailed~~mailed~~distributed~~distributed to ~~all members~~the
545 Membership during the week prior to the vote.

546 e. Discussion on the recommendation shall be held on the Wednesday prior to the
547 vote.

548 f. The prospective Minister and family shall meet the Church prior to the vote.

549 g. The ~~Church~~Church ~~Membership~~Membership shall vote during a ~~called~~called~~special~~special business meeting on
550 the following Sunday morning. A two-thirds ~~affirmative~~affirmative (2/3) ~~majority~~majority vote ~~of~~
551 the voting members shall constitute a call.

552 C. Pulpit Supply Committee

553 ~~÷~~ While the Church is without a Senior Minister, the Chair of the Fellowship of
554 Deacons shall appoint a committee of six (6) persons to obtain supply for the pulpit
555 each Sunday and obtain speakers for the mid-week prayer service.

556 D. Associate Minister Search Committee

557 ~~÷~~ Upon the announcement of an Associate Minister vacancy ~~and subsequent review of~~
558 ~~the existing job description and any necessary modification of that job description by~~
559 the following shall take place.

560 1. Review Job Description

561 The Personnel Committee, ~~will review and make any necessary modifications.~~

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1.2. Election

The Church shall elect an Associate Minister Search Committee. ~~The using the same~~ process for electing a search committee and its subsequent recommendation of a candidate ~~shall be the same~~ as that of the PulpitPastor Search Committee. The only exception is that the 18 year-of-age requirement is waived ~~for to be~~ a member of the Associate Minister Search Committee.

2.3. Reassignment of Duties

While the Church is without an Associate Minister, the Senior Minister will reassign the duties to existing staff. In the absence of a Senior Minister, the Personnel Committee will temporarily reassign duties of the Associate Minister to the existing staff or engage interim support as necessary until the position is filled.

E. Other Special Committees:

1. Activation

The Chair of the Fellowship of Deacons shall activate Other Special Committees of the Church as the need arises.

2. Membership

Members of Other Special Committees of the Church shall be nominated by the Nominating Committee. These ~~committees~~ nominations shall be approved by the ~~Church.~~ Membership.

3. Duration

These committees are responsible to the Church and shall be dissolved either upon completion of their obligation or by the Church.

ARTICLE IV. ORDINANCES

Section 4.01 Baptism

Baptism is an ordinance established by Jesus Christ for perpetual observance by His people throughout history. The truths symbolized in baptism as historically recognized by Baptists are the following: remission of sins, fellowship or union with Christ in His death and resurrection, cleansing from all unrighteousness, and consecration to the service of God.

Baptism, *itself*, does not confer salvation. Baptism is simply the outward symbol of what has already taken place within the person.

Persons who publicly declare their faith in the Lord Jesus Christ at any of the worship services shall be received by the Church for baptism.

A. Baptism shall be by immersion in water.

B. Baptism shall be administered by ~~the Senior~~ an Ordained Minister ~~or any other ordained minister.~~

600 C. Baptism shall be administered as an act of worship primarily during one of the
601 regularly scheduled worship services.

602 Section 4.02 The Lord's Supper

603 The Lord's Supper is an ordinance established by Jesus Christ whereby members of the
604 Church, through partaking of the bread and the cup, commemorate the death of Jesus Christ
605 and anticipate His second coming.

606 A. The Lord's Supper shall be observed at least twice quarterly.

607 B. The Ministers and Fellowship of Deacons shall be responsible for the administration
608 of the Lord's Supper.

609 C. The Ministers and Fellowship of Deacons shall ~~be made to include~~ make the ~~shut-~~
610 ~~in~~ Lord's Supper available for members ~~of the~~ unable to attend Church ~~in the~~—
611 services.

612 D. All members of the body of Christ present during the observance of the Lord's
613 Supper, whether members of this Church or not, are to be invited to participate in the
614 observance.

615 ARTICLE V. MESSENGERS AND REPRESENTATIVES

616 Messengers or representatives, as required, shall be chosen by the Church at a regular or special
617 business meeting to attend the regular or special meetings of the ~~York Baptist Association, the~~
618 ~~South Carolina Baptist Convention, the Cooperative Baptist Fellowship, the Southern Baptist~~
619 ~~Convention, the Baptist World Alliance or any other fraternal organization~~ organizations to which
620 the Church may choose ~~to send messengers or representatives.~~

621 The number chosen shall be determined by the outside organization, and the messengers shall be
622 chosen on the basis of their expressed interest in attending. Should more than the appropriate
623 number express an interest in attending, those receiving the highest number of votes shall serve
624 as messengers or representatives. The alternates shall be determined by the highest number of
625 votes.

626 ARTICLE VI. FINANCE

627 The financial needs of the Church shall be met by voluntary gifts.

628 All monies shall be deposited into the treasury and disbursed as prescribed in these Bylaws and
629 the Constitution.

630 The Church shall operate under an approved budget.

631 Financial records shall be maintained in a form that demonstrates appropriate accountability.

632 No debt, commitment or other financial obligation shall be created except by the authority of the
633 Constitution, these Bylaws, or by the Church itself.

634 The Finance Committee or the Fellowship of Deacons may authorize up to one half of one
635 percent (.005) of the current budget total when necessary for an unbudgeted item.

636 ARTICLE VII. MINISTERIAL ORDINATION

637 Section 7.01 Calling

638 On the occasion that a Church member or someone closely associated with the Church
639 desires to serve our Lord as an Ordained Minister, that person can request the initiation of
640 an ordination process.

641 Section 7.02 Ordination Process

642 A. Calling

643 A person desiring ordination will make that desire known to a Church Minister or
644 other Church leader such as the Fellowship of Deacons Chair. In doing so, the
645 candidate for ordination will relate his or her Christian belief and the nature of the
646 calling.

647 B. Qualifications

- 648 1. The candidate shall be known to the Church through membership or internship,
649 other Christian work history, or service over a period of time.
- 650 2. The candidate shall show evidence of his or her faith, character, and calling during
651 that period.
- 652 3. The candidate shall be presented by the Minister to the Church Membership at a
653 regular meeting.

654 C. Council

- 655 1. After endorsement by the Fellowship of Deacons, an Ordination Council should be
656 formed collaboratively by Minister/Church leader(s) and candidate for ordination
657 consisting of:
- 658 a. persons influential or important to the candidate (mentors, teachers, people in
659 the Church or other congregations)
- 660 b. a Church Minister, Church leader(s) such as Deacon Chair, Moderator, etc.
- 661 c. at-large person(s) selected for their Christian character, discernment, and
662 church experience/leadership
- 663 d. at least one leader from another church or Christian organization
- 664 2. The Council should examine the candidate for Christian experience, character,
665 calling, and fitness for ministry. The process of examination should be thorough

666 and probe the depth of the candidate's faith and calling to ministry but not
667 adversarial.

668 3. If the Council supports the candidate, they will present their recommendation to
669 the Church.

670 4. If the Council declines recommendation, the candidate may withdraw the request
671 to pursue further training.

672 D. Church

673 1. The member of the Ordination Council will present the approved candidate for
674 Church affirmation.

675 2. A voice vote will be taken to affirm the candidate by simple majority.

676 3. With an affirmative vote by the Membership, a service of ordination will occur on
677 a date suitable to the Church and candidate.

678 4. The ordination service will be developed by the candidate and the Senior Minister
679 to fit the special occasion to the candidate.

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681 ARTICLE VII. ARTICLE VIII. CHURCH POLICIES

682 Section 7.01–Section 8.01 General procedures

683 Certain general operating procedures shall be ~~written~~established as Church Policies. The
684 policies may be proposed by the Fellowship of Deacons, Church Officers, Committees,
685 or by individual members and shall be approved at the discretion of the Fellowship of
686 Deacons, or by the Church. The Fellowship of Deacons is responsible for the
687 interpretation of the policies that shall be carried out by the appropriate committee.

688 Section 7.02–Section 8.02 Ex-officio

689 All references to ex-officio ~~member~~ in these Bylaws and Committee Manual shall be
690 deemed to mean "~~a member~~ without a vote."

691 Section 8.03 Distribution to the Membership

692 The master list for distribution to the Membership of announcements, formal motions,
693 proposals and other notifications will be maintained by the Administrative Assistant in
694 the Church office. These notifications will be written and communicated using printed
695 and/or electronic methods.

696 ARTICLE VIII. ARTICLE IX. AMENDMENTS

697 Amendments to the Bylaws shall be reviewed by the Fellowship of Deacons. A recommendation
698 to adopt amendments shall be announced at a regular meeting of the Church. A special business
699 sessionmeeting shall be called in accordance with Article VI of the Church Constitution for
700 consideration for adoption. Amendments to these Bylaws shall be approved by simple majority

701 of the voting members ~~present~~ at a ~~called~~special business meeting held during any regular
702 Sunday morning meeting of the Church. In cases where the amendment relates to the calling or
703 termination of Ministerial staff a two-thirds (2/3) majority vote of the voting members is
704 required.

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