

CONSTITUTION AND BYLAWS
For
West Hartsville Baptist Church
Hartsville, South Carolina

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CONSTITUTION

West Hartsville Baptist Church

PREAMBLE

For the purpose of preserving and making secure the principles of our faith and to the end that this body shall be governed in an orderly manner and for the purpose of preserving the liberties inherent in each individual member of the church, we do declare and establish this Constitution.

ARTICLE I - Name, Purpose, and Cooperation

Section 1. The name of this body shall be known as West Hartsville Baptist Church, Inc. of Darlington County, Hartsville, S. C., herein after referred to as Church in the Constitution and Bylaws.

Section 2. The purpose of this Church shall be to provide opportunities for public worship, to carry out the Great Commission of the Lord Jesus Christ, and to promote Christian growth and fellowship among its members.

Section 3. This Church is autonomous, yet as a Baptist Church we shall seek to cooperate with the Welsh Neck Baptist Association, the South Carolina Baptist Convention, and the Southern Baptist Convention.

Section 4. The ownership of this Church and its properties shall reside in its members.

ARTICLE II - Church Covenant

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and 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 and this assembly most solemnly and joyfully enter into the covenant with one another as one body in Christ.

We engage, 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, doctrines, and discipline; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, and the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred 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 tattling, backbiting, and excessive anger; to abstain from the sale of and use of intoxicating drinks as a beverage; and to use our influence to combat the abuse of drugs and the spread of pornography; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another 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 engage that when we remove from this place 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 III - Statement of Basic Beliefs

Section 1. We are in general agreement with the Statement of Basic Beliefs that may be found in "The Baptist Faith and Message".

ARTICLE IV - Membership

Section 1. The membership of this Church shall be composed of persons who have given evidence of regeneration, who have been baptized by immersion, who have subscribed to the Covenant, Constitution and Bylaws of this body, and who have been received by a unanimous vote of this body.

The Pastor shall be granted the authority to confer further with any applicant in lieu of presenting for Church membership.

Candidates for membership may be received into full fellowship of this Church at any regular worship service in one of the following ways:

- (A) By profession of faith in Jesus Christ as personal Savior and submittal to baptism according to the policies of this Church.
- (B) By statement or promise of a letter of recommendation from another Baptist church or denomination of like faith and order that practices baptism by immersion.

(C) By statement of a prior public profession of faith in Jesus Christ as personal Savior, and submittal to baptism according to the policies of this Church.

(D) By request to be reinstated as a full member of this Church following a period of exclusion, and by a statement of willingness to faithfully exercise the responsibilities of membership, and upon recommendation of the Pastor and Chairman of the Deacons.

Section 2. The following outlines the process in dealing with: (A) dissent within the Church associated with any candidate for membership, and (B) problems and/or concerns associated with existing members.

(A) Candidate for Membership: The Senior Pastor in conjunction with the Chairman of the Deacons shall form a committee composed of three additional Deacons to investigate and make recommendations to the Church body within 30 days. A three-fourths vote of those church members present and voting shall be required to elect such candidates into membership.

(B) Existing Members: In the event there are matters and/or concerns with existing members that require church involvement, the senior pastor in conjunction with the Chairman of the Deacons shall make an initial investigation for disposition. The Pastor and the Chairman of the Deacons have the authority to bring others into the investigation, as they deem necessary in an effort to bring resolution to the matter in a Christ-like manner.

Section 3. Termination of Membership-Methods of terminating membership shall be as follows:

(A) By Letter. A letter to transfer to unite with another church of like faith and order shall be issued, upon request, to that church for any member of this Church. All such actions will be reported to the membership of this Church at the next business meeting.

(B) By Removal from Roll. When a member dies or unites with another church without request for Church letter or upon request of the individual member, membership shall be terminated. All such actions shall be reported to the Church membership.

(C) By Exclusion. In the event of a member's persistent breach of his covenant vows, the Church, after due notice and opportunity of hearing, and every possible kindly effort to make such action unnecessary, may upon three fourths vote, terminate the membership of a person in this Church for reasons it considers sufficient to warrant such action.

ARTICLE V - Church Officers & Organizations

Section 1. The officers of the Church shall be composed of those having key leadership roles with delegated and/or administrative responsibilities as shall be required for the work of the Church in any of its departments or organizations. All of these shall be active members in the Church programs at time of election. The officers identified are the Pastor, other ministers as needed, Clerk, Deacons, Moderator, Treasurer, Trustees, Sunday School Director, Women's Ministries Director, and Men's Ministries Director.

Section 2. The Pastor and other Ministers will be selected by Search Committee and presented to the Church in accordance with the By-Laws. The Fellowship of Deacons shall be elected by vote of Church body in accordance with the By-Laws. All other officers of these organizations shall be selected by the Nominating Committee and presented in accordance with the Bylaws to the Church for election.

ARTICLE VI - Councils, Committees, and Teams

Section 1. Councils are to plan and coordinate the execution of the work of the Church. They are comprised entirely of persons who otherwise fill other named positions. As such, there is no separate selection process or term limits applicable. The list of active Councils and their scope of responsibilities are presented in the Bylaws.

Section 2. Committees perform sensitive duties on behalf of the Church body. Because of their power to control Church policy and personnel, committee members are specifically elected, have term limits, and rotate. Members may serve for a maximum of three years and must rotate off at least one year before serving again. Committee members must be church members. Approximately one third of the committee members shall be elected each year by a majority of Church membership voting.

Standing Committees are:

- 1) Constitution and Bylaws
- 2) Finance and Stewardship
- 3) Nominating

The other type of Committees is Ad Hoc. These committees are created for a temporary purpose and are to be disbanded at the conclusion of their scope as established when they are created in Church Business Meeting, defined either by duties or duration. Specific membership and duties are to be determined at the time of their creation by a majority of Members voting. A common example of an ad hoc committee is a Pastor Search Committee.

Section 3. Teams are a group of persons working together in service to the congregation or community. Only the Team Leader is elected yearly by a majority of voting church members. There are no term limits, rotation, or membership requirements. The Team Leader recruits their own members, with any necessary assistance or guidance by the Nominating Committee, Pastor, or Deacon body.

The various Teams and their responsibilities are enumerated in the Bylaws.

Section 4. The Pastor and Deacon body may appoint one active Deacon to serve as ex-officio member as needed on any Council, Committee, or Team.

Section 5. The Pastor shall have the privilege at his discretion to meet with all Councils, Committees, and Teams as an ex-officio member.

ARTICLE VII - Meetings

Section 1. This Church shall have regular worship services on Sunday morning and evening and Wednesday evening unless otherwise agreed to by the Pastor, Church Council and/or Church Deacons. The Lord's Supper shall be observed at least once per quarter.

Section 2. The business of the Church shall be conducted at regular quarterly, or called, business meetings as described in the Bylaws.

The latest revision of Roberts Rules of Order, with the Constitution and Bylaws overriding any conflicts, shall govern business meetings.

ARTICLE VIII - Amendments

Section 1. This Constitution may be amended, altered, or repealed by two thirds of the members present and voting at any regular or called business meeting of the Church, provided that such proposals have been given to the Clerk in writing and that such proposed changes shall have been presented to the Church in writing at least 30 days prior to the time the vote is taken.

ARTICLE IX - Legal Requirements

Section 1. West Hartsville Baptist Church, Inc. shall be incorporated in the State of South Carolina.

Section 2. No officer or employee of, or member of a committee of, or person connected with the church, or any other private individual shall receive at any time any of the net earnings of pecuniary profit from the operation of the Church, provided that this prohibition shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Church in effecting any of its purposes as shall be fixed by the fellowship of Deacons; and no such person or persons shall be entitled to share in the distribution of any of the corporation assets upon dissolution of the Church.

Section 3. Upon dissolution or closure of the affairs of the Church, whether voluntary or involuntary, the assets of the corporation, after all debts have been satisfied, then remaining in the hands of the Board of Trustees shall be distributed, transferred, conveyed, delivered, and paid over, in such amounts as the Fellowship of Deacons may determine or may be determined by a court of competent jurisdiction upon application to the Fellowship of Deacons, exclusively to charitable or religious organization(s) which would then qualify under the provision of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or they may hereafter be amended.

Section 4. Neither the Church body, Church staff, Church trustees, officers, nor other office-holders in the Church, when acting in their Church capacity, shall take action or shall fail to act in such a manner as to result in violation of law or the loss of status as a charitable organization under current interpretation of Section 501(c)(3) of the Internal Revenue Code.

BYLAWS

West Hartsville Baptist Church

1.0 GOVERNMENT OF THE CHURCH

A. The government of West Hartsville Baptist Church (Church or WHBC) shall be in the hands of the members, and the members present at regular and called business meetings shall constitute a quorum for the transaction of business.

B. The Church operational year shall begin September 1 and end August 31. The Church's financial year shall run concurrently with the calendar year.

C. Regular business meeting of the Church shall be conducted on the last Wednesday evening of the first month of each quarter. The order of business shall be as follows:

- | | |
|----------------------------------|------------------------|
| 1. Reading of minutes | 4. Unfinished business |
| 2. Officers and Councils reports | 5. New business |
| 3. Committees and Teams reports | 6. Adjournment |

D. Special business meetings shall be called by a majority of Deacons or majority of Trustees or by the Pastor. Such a called meeting shall be announced publicly at a service at least one week prior to the called meeting or by written notice sent to the resident members of the Church at least one week prior to the called meeting. No matter shall be considered at the called meeting except that for which it was called and previously announced.

E. The Moderator shall preside at all business meetings. The Chairman of Deacons shall serve in the absence of the Moderator. In the absence of both, the Church Clerk shall preside. In the absence of all three, a temporary moderator may be elected.

F. Only members present, including those serving in other locations inside the building such as youth or children's ministries or the nursery during the time of the Church meeting, shall be eligible to vote at Church business meetings. Ballots are to be counted immediately by a tally committee consisting of six Deacons, appointed for that purpose by the Moderator. Results of the balloting will be announced as soon as possible. Ballots shall be maintained in the Church office as a matter of record for 30 days.

G. Church Property -Legal title to all real and personal property of the Church shall be vested in and owned by the Church Corporation, West Hartsville Baptist Church, Inc., of Hartsville, S.C. There shall be no sale, conveyance, transfer, mortgaging, or encumbering of such Church property unless same shall be authorized by motion adopted by a majority of the Church members

present and voting at a regular or special business meeting after at least 30 days notice of the proposed action. If the Church so authorizes any such sale, conveyance, or mortgage of Church property, the deed or mortgage of same shall be executed by the Trustees. Provided the Finance Committee concurs the Trustees are also empowered to renew mortgages and loans as the need arises.

1.1 Policy Manuals

A. As a means of controlling various activities Policy Manuals may be established as needed and allowed by the Bylaws. The allowed Policy Manuals, and their assigned owners, are:

1. Personnel - Personnel Council
2. Wedding - Membership Team
3. Facilities - Buildings and Grounds Team
4. Finances - Finance and Stewardship Committee

B. Policy Manuals shall be subservient to the Church Constitution and the Bylaws. Should any inconsistencies exist, the Constitution and Bylaws shall prevail. In the event that any part of a Manual is inconsistent with provision(s) of any legal contract, or state or federal law(s), the contract or law shall prevail.

C. The creation, enforcement, and revision of each Policy Manual is the responsibility of the particular Church Committee/Team to whom the Policy Manual is assigned.

D. The content of each Policy Manual shall be substantially within the realm of responsibility of the assigned owner.

E. While Policy Manuals are intended to be inclusive of their subject, the existence of a given Policy does not preclude the applicability of other Church guidance on that subject.

F. Exception for emergency situations may be taken or granted to any clause of a Manual either by the assigned Committee/Team, or with the concurrence of both a church minister and the Chairman of the Deacons.

G. A copy of each Policy Manual shall be given to the Church office upon approval.

1.2 CHURCH STAFF

A. The Church staff shall be composed of all paid employees of this Church.

B. Personnel policies and guidelines are contained in the Church Personnel Policy Manual. The purpose of this manual is to set forth the Church personnel policies including hiring, termination, benefits, and responsibilities of the Church staff. It shall guide the Personnel Council, Pastor, and other individuals

specified within the manual. Exceptions to the manual may be made with the concurrence of the Personnel Council. Revisions to the manual are the responsibility of the Personnel Council.

2.0 ELECTION AND DUTIES OF CHURCH OFFICERS

2.1 PASTOR AND OTHER MINISTERS

A. PASTOR (Senior)

1. Responsibilities - The Pastor is responsible for leading the Church to function as a New Testament church. The Pastor will lead the congregation, the organizations, and the Church staff to perform their tasks (the Church staff being all paid employees of WHBC). The Pastor shall have full supervision of Church staff and all members of staff will cooperate with him loyally and efficiently.

The Pastor is leader of pastoral ministries in the Church. As such he works with the Deacons and Church staff to: (1) lead the church in the achievement of its mission, (2) proclaim the gospel to believers and unbelievers, and (3) care for the church members and other persons in the community.

2. Filling Vacancies - Three types of vacancies might occur: Permanent, Supply, & Interim.

A. Permanent - When a permanent vacancy occurs, a Pastor-Search Ad-hoc Committee shall be elected by the Church to seek out a suitable pastor, and its recommendations will constitute a nomination. The Committee shall bring to the consideration of the Church only one name at a time. All contractual arrangements, oral or written, between this Committee and the prospective pastor are subject to approval by the Church. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. An affirmative vote of three fourths of those present and voting is necessary for a choice. The Pastor, thus elected, shall serve until the relationship is terminated by his request or the Church's request.

B. Supply - A supply pastor is defined as fulfilling a short-term need e.g. vacations, conferences, or illness/surgery. A supply pastor will be appointed by the Pastor or Pastor/Minister Supply Council.

C. Interim - An interim pastor is defined as fulfilling the needs greater than a supply pastor but less than a permanent pastor. An interim pastor will be nominated by the Pastor/Minister Supply Council to fill the vacated position. A simple majority vote of those present and voting at the business meeting is necessary for final approval.

3. Termination (Permanent Position) - The Pastor may relinquish the office of pastor by giving at least two weeks' notice to the Church at the time of resignation.

To terminate the relationship the Church may declare the Office of Pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon the recommendation of a majority of the Personnel Council and a majority of the Deacons. The vote to declare the office vacant shall be by secret ballot, and affirmative vote of three fourths of the members present and voting shall be necessary to declare the office vacant. The termination shall be immediate and full compensation for an additional 30 days shall be rendered.

B. OTHER MINISTERS -May include but not limited to Music, Children's, Youth, Seniors, Evangelism and Discipleship etc.

1. Responsibilities - As outlined by job description, Search Committee, and as assigned by Senior Pastor. All Other Ministers shall be under the supervision of the Pastor, who will be responsible for their performance.

2. Filling Vacancies - Three types of vacancies might occur: Permanent, Supply, & Interim:

A. Permanent - When a permanent vacancy occurs, a Search Ad-hoc Committee shall be elected by the Church to seek out a suitable minister, and its recommendations will constitute a nomination. The Committee shall bring to the consideration of the Church only one name at a time. All contractual arrangements, oral or written, between this committee and the prospective minister are subject to approval by the Church. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.

An affirmative vote of three fourths of those present and voting shall be necessary for a call to be extended by the Church. Ministers, thus elected, shall serve until the relationship is terminated by their request or by the Church's request.

B. Supply - A supply minister is defined as fulfilling a short-term need e.g. vacations, conferences, or illness/surgery. A supply pastor will be appointed by the applicable minister in conjunction with the Pastor or Pastor/Minister Supply Council.

C. Interim - An interim minister is defined as fulfilling the needs greater than a supply minister but less than a permanent minister. An interim minister will be nominated by the Pastor/Minister Supply Council in conjunction with the Senior Pastor to fill the vacated position as outlined in committee responsibilities. A simple majority vote of those present and voting at the business meeting is necessary for final approval.

3. Termination - If termination is at the minister's request, the compensation shall end with the last day worked. If termination is by the Church's request, the procedures for declaring the office of Pastor to be vacant will be followed. Termination shall be effective immediately and full compensation for an additional 30 days shall be rendered beyond the last day worked.

2.2 DEACONS

A. Number - There shall be a total of twelve active deacons. B. Qualifications - One must be at least 21 years of age, a member of this Church, a regular contributor, an active participant in our Church programs, must have been a Church member for at least one year prior to election, shall understand and support the Church's Constitution, Bylaws, and traditions, and meet the Biblical qualifications of Deacon.

C. Term - Deacons shall serve three years on a rotating basis, one third elected each year during the month of May at a morning worship service. Retiring deacons who have served a full term can be elected to active duty after being inactive for one year. In case a vacancy occurs, an alternate shall be activated for duration of the unexpired term.

D. Election - It is the responsibility of the Vice Chairman of the Deacons to initiate and complete the deacon election process based on the prescribed time frame herein.

A thirty (30) day nominating period shall be allotted for Church members to nominate nominees to serve as Deacon. Members making the nomination must be certain the nominee is willing and able to serve if elected. A church member may nominate as many nominees as they desire.

Nominees shall be contacted by the Pastor and/or Deacon Officers regarding their eligibility, qualifications, and willingness to support the Church by living by biblical doctrines and principles and adhering to the Church Constitution and Bylaws.

Subject to a nominees' vetting by the Pastor and/or Deacon Officers, a list of candidates shall be printed in the church announcement sheet for two consecutive Sundays. The date of the election shall be the Sunday immediately following the two-Sunday notification period. The Church shall hold a special called business meeting for the purpose of Deacon Election at a Sunday morning worship service during the month of May. Timing of the election during the service will be at the discretion of the Pastor, Worship Leader, and Chairman of the Deacons and shall minimize the impact on the continuity of worship.

The ballot of candidates shall be presented to each Church member upon whom members shall vote for the number of deacons to be elected. Absentee ballots shall not be allowed. Voting shall only be allowed during the business meeting portion of the service.

The retiring deacons, Church Clerk, or Church Moderator shall count the ballots and provide the results to the Church. The nominees receiving the highest number of votes shall be declared elected and shall fill the appropriate vacancies. Those nominees receiving the next two highest numbers of votes shall be considered alternates subject to activation as needed. The Church Clerk shall maintain records of election results for a period of not less than 30 days.

E. Duties - In accordance with the meaning of the word and the practice in the New Testament, Deacons must be servants of the Church and zealous to guard the unity of the Spirit within the Church in the bonds of peace. Their task is to serve with the Pastor and staff in performing the following tasks: (1) leading the Church in the achievement of its mission; (2) following the Constitution and Bylaws; (3) upholding Church traditions; (4) proclaiming the gospel to believers and unbelievers; (5) caring for Church members; (6) establishing and maintaining spiritual and fraternal relations with all members; (7) making recommendations to the Church on all matters pertaining to its work and progress; (8) having general oversight over the upkeep, repair and use of the Church property; (9) supervising the financial program of the Church; (10) arranging for regular meetings and for such committees/teams as may be necessary for the proper discharge of their duties, and (11) meeting in special sessions when called by Pastor or Chairman of Deacons.

2.3 TRUSTEES

- A. Number - The Church shall have three Trustees.
- B. Term - Their terms shall be for three years with one-third of the number elected each year.
- C. Election - The Trustees shall be selected by the Nominating Committee - one to be presented to the Church for election at the July Business meeting each year. Vacancies shall be filled within 60 days to fill an unexpired term.
- D. Duties - The Trustees shall, as provided by law and the action of the Church, hold in trust the title to all property of the Church, and shall represent the Church in all matters of legal responsibility regarding the purchase, improvement and disposal of Church property. They shall execute all legal papers relating to the Church and to the community as the Church may direct. They shall have no power to buy, sell, mortgage, lease or transfer any property of the Church without a specific vote of the Church authorizing such action; neither shall they have any control over the use of the Church property except by the vote of the Church.

2.4 CLERK

- A. Election - The Clerk shall be selected by the Nominating Committee and presented to the Church for election at the July business meeting.
- B. Duties - It shall be the duty of the Clerk to attend, or be represented at, all Church business meetings, to keep an accurate record of all business transactions, to prepare the annual Association letter and to notify all officers, members of committees/teams and messengers of their election or appointment. The Clerk shall issue letters of dismissal as authorized by the Church, preserve all papers and valuable letters and records that belong to the Church, and preserve a true history of the Church. It shall also be the duty of the Clerk to see that an accurate roll of the Church membership is kept with dates and methods of admission and dismissal, change in name, correct mailing addresses and other pertinent information, and perform such other duties as pertain to that office.

2.5 TREASURER

- A. Election - The Treasurer shall be selected by the Nominating Committee and presented to the Church for election at the July business meeting.
- B. Duties - It shall be the duty of the Treasurer to receive, keep in a bank, and disburse by check, upon proper authority, all money or things of value that are given to the Church, and keep at

all times an itemized account of all disbursements, rendering monthly account to the Church to be preserved by the Church Clerk. The Treasurer's books shall be audited at least once every five years as directed by the Fellowship of Deacons. The audits will be performed by an independent auditor and will be of the level of detail as specified by the Deacon request. All books, records, and accounts kept by him or her shall be considered the property of the Church. The Treasurer shall be bonded, for an amount designated by the Fellowship of Deacons.

2.6 MODERATOR

A. Election - The Moderator shall be selected by the Nominating Committee and presented to the Church for election at the July business meeting.

B. Duties - It shall be the duty of the Moderator to serve as the presiding officer during regular and called business meetings of the Church. The Moderator should be familiar with Church polity and the latest edition of The New Robert's Rules of Order.

2.7 SUNDAY SCHOOL DIRECTOR

A. Duties - The Director of the Sunday School shall have general supervision of the Sunday School. The Director shall see that sufficient officers and teachers are provided, appropriate building greeters are in place before classes begin, adequate space and equipment is available, and records are properly kept. The Director shall preside at the officers and teachers' meetings, make reports of the condition of the Sunday School to the Church in conference, make such recommendations as is deemed in the best interest of the Sunday School, and serve on Church Council.

2.8 WOMEN'S MINISTRY DIRECTOR

A. Duties - The Director is responsible to the Church for leading in planning, conducting and evaluating the work of women's ministries. The Director shall oversee promotion and collection of offerings for specified mission projects and will assist with the promotion of church-wide giving for State, North American, and International missions. She shall serve on the Church Council and work with the Pastor, confer with any age level directors, leaders, or director-in-training and planning for effective service. She will make reports to the Church in conference.

2.9 MEN'S MINISTRIES DIRECTOR

A. Duties - The Men's Ministries shall be the Church's organization for mission education, mission action, and mission support for men, young men and boys. Its task shall be to teach missions, engage in mission action, support world missions through

praying and giving, and provide and interpret information regarding the work of the Church and the denomination. He shall serve on the Church Council. He shall make reports to the Church in conference.

3.0 COUNCILS, COMMITTEES, and TEAMS

3.1 Councils

3.1.1 Church Council

Purpose - The purpose of the Church Council is to do short term planning, coordinating and evaluating of the overall program and activities of the Church. All matters agreed upon by the council, which call for action not already approved shall be referred to the Church for approval or disapproval.

Composition - The Church Council shall be composed of Pastor, a representative from the Deacons, Sunday School Director, Women's Ministries Director, Men's Ministries Director, Senior Adult Representative, and other ministers. The Pastor shall preside.

3.1.2 Interim Pastor/Minister Supply Council

Purpose - To secure an interim pastor and other interim minister(s) when needed. When securing an interim pastor or other minister(s), this Council shall present the name of the selected interim pastor or other interim minister(s) to the church body at a regular or called business meeting with one-week notice for final approval.

For short-term supply purposes; normally, the Pastor will select his own short-term replacement in situations such as illness or vacation. If he is unable to perform that duty for whatever reason, then this Council shall assist.

Composition - This Council shall be composed of the Chairman of Deacons, Vice-Chairman of Deacons, and Chairman of Finance and Stewardship Committee.

3.1.3 Personnel Council

Purpose - The Personnel Council shall cooperate with the Pastor in the selection of staff employees, except other ministers. This Council shall cooperate with the Pastor in the direction of all staff employees and act as liaison between all members of the Church staff and between staff and congregation when there are grievances. Failing to achieve reconciliation, they shall promptly refer the matter to the deacons.

Composition - This Council shall be composed of the Chairman of Deacons, Chairman of Finance Committee, Trustee President, and Sunday School Director.

3.1.4 Welfare Council

Purpose - to investigate circumstances of need within the fellowship of this Church or others that may be requested, and supply food, clothing, or other such items as may be necessary to relieve dire need. The Council should take advantage of, and coordinate with, any community resources that may apply.

Composition - This Council shall be composed of the Pastor, a representative from the Deacons, and Treasurer.

3.2 Committees

3.2.1 General

The groups constituting Committees are delineated in the Constitution, Article VI, Section 2. That section also specifies who may serve on committees and when, except those who serve by way of service in other positions as named in the following sections.

3.2.2 Constitution and Bylaws Committee

Purpose - They may receive suggestions from church members and recommend revisions of the Constitution and Bylaws as needed. This Committee shall meet at least annually to review the Constitution and Bylaws. Any recommended changes must be submitted to the Church for approval per the designated process.

Composition - This Committee shall be composed of three members and the Church Moderator.

3.2.3 Finance and Stewardship Committee

Purpose - This Committee develops and recommends an overall stewardship development plan, a unified Church budget, and budget subscription plan. It advises and recommends in the administration of the gifts of Church members and others, using sound principles of financial management. It works with the Treasurer in the preparation and presentation to the Church of required reports regarding the financial affairs and financial management of the Church. This Committee shall meet monthly to review the Church finances and take action to make necessary correction, projections, and select objectives. They shall keep the Fellowship of Deacons informed of upcoming financial audit requirements and shall schedule such audits as approved by the Deacons.

Composition - This Committee shall be composed of five members, three elected members plus the Treasurer and Chairman of Deacons.

3.2.4 Nominating Committee

Purpose - The Nominating Committee, working with the Pastor shall identify a nominee to replace retiring members of the various Officers (except Deacons), Committees, and Team Leaders and shall recommend to the Church at the July business meeting. The Nominating Committee shall select the chairperson for each committee

The Sunday School, Men's Ministries, and Women's Ministries Directors as well as the new member of the Finance and Stewardship Committee shall be nominated and presented to the Church at the April business meeting. The Nominating Committee shall work with each of these directors and a representative from the Deacons to complete the slate of Church workers.

Composition - This Committee shall be composed of three members.

3.2.5 Ad Hoc Committees

3.2.5.1 Search Committee

This ad hoc Committee shall be composed of five members plus two alternates. They shall be elected on an as needed basis and shall serve from the time of their selection until the newly acquired minister has begun work, as follows:

A. Election Method - Following a Church vote to create a Search Committee, a one-month period will be allotted for Church members to nominate candidates to serve on the Search Committee. A Church member may nominate as many candidates as they desire. Members must be sure the nominee(s) is willing to serve. It does not matter how many times a person has been nominated. Nominees are contacted about their qualifications. They are asked about their willingness to support Church by searching for a pastor who will uphold the Constitution and Bylaws, and the traditions of the Church; with all nominees appearing on the ballot Church members will cast their votes. The Moderator will designate a committee of Deacons to tally the ballots. The five nominees receiving the most votes shall constitute the Search Committee. The sixth and seventh highest will serve as alternates.

B. Pastor Search Committee - It shall be the responsibility of this Committee to locate the type and quality of pastor needed and recommend him to the Church for election. They shall also present for the Church's approval all contractual arrangements with the prospective pastor.

C. Other Minister(s) Search Committee - This Committee shall be responsible for finding such other ministers as deemed appropriate by the Church. The Committee will work closely with the Pastor throughout the search process. The nominee and any contractual arrangements with the nominee shall have the Pastor's endorsement and shall then be presented to the Church for approval.

3.3 Teams

3.3.1 Audio-Visual

This Team is to operate and maintain the audio-visual equipment of the Church, both for regular services and special events at the Church.

3.3.2 Baptismal

This Team shall assist and cooperate with the Pastor in all matters relating to the baptismal services. They shall be responsible for the continuing care of baptismal robes. It is recommended that both males and females participate on this Team.

3.3.3 Building & Grounds

This Team shall be responsible for the maintenance and upkeep of the building, its equipment, and the Church grounds and semi-annually inspect for necessary repairs. The Team shall have supervision of the lawn care service and the work of the maintenance and housekeeping personnel through the Church office.

This Team shall have supervision of all Church property. Church property shall be used for ordinary Church purposes and activities, and shall not be loaned to any persons or organization for any purpose without the express approval of this Team. In the event that certain activities require removal of any property from the premises, it shall be the responsibility of the person removing the such property to secure approval of the leader of this Team, or as otherwise directed by the Team, and to leave a signed record of such removal in the Church office and promise to return the property in same condition as received.

The issuance of keys to Church-elected persons shall be the responsibility of this Team.

3.3.4 Bus

This Team shall be responsible for the upkeep and operation of the Church bus.

3.3.5 Care

The Care Team ministers to families during time of special needs, particularly funerals. The primary responsibility is to provide food for dinners if the funeral is held at the church.

3.3.6 Decorating

The decorating team's focus will be on the sanctuary and foyer for the Christmas season. Responsibilities include, but are not limited to, the following tasks:

- decorating the sanctuary/foyer
- maintaining the poinsettias for the entire season
- undecorating and storing decorations
- removing remaining poinsettias from the building

3.3.7 Kitchen

This Team shall identify the cooking teams, oversee the collection of the funds generated, and ensure the kitchen equipment is maintained to a high standard. They shall ensure that the various organizations of the Church who use these facilities keep them clean, place food back where it belongs and thoroughly clean utensils, flatware, and dining ware. The Team shall also arrange host and decorating duties as necessary when the Kitchen Team prepares the food.

3.3.8 Lord's Supper

This Team shall be charged with making all preparation for the Lord's Supper and shall have custody of the communion equipment and supplies.

3.3.9 Membership

This Team shall assist the Church Clerk and Church Office in maintaining accurate membership records; to oversee the Wedding Policy Manual, revising it as needed; to assemble and distribute New Members Packets to new church members; to take pictures of new church members for the New Members Bulletin Board and *The Spirit*; and to determine when there is a need for a new pictorial directory, assuming responsibility for securing a company to produce the directory, then following through with details of producing the directory.

3.3.10 Outreach & Evangelism

This Team shall be composed of the Women's Ministries Director, Men's Ministries Director, and an elected team leader. Others may be recruited as needed.

The Team shall be responsible for maintaining and promoting an outreach and evangelism ministry in our Church. Some of the duties are as follows:

- a) Develop and promote strategies to meet mission and evangelism opportunities in our community and beyond that are not initiatives of Women's Ministries, Men Ministries, and Youth.
- b) Help coordinate mission trips for interested groups in our Church, and oversee the collection and distribution of special

funds, outside of Youth, Womens Ministries, or Men Ministries mission offerings, for use in support of the mission opportunities.

c) Provide visitors with information about the Church and assist them where needed in getting them established in the community.

d) Identify and minister to new residents in the community in search of a church home.

3.3.11 Senior Adult

This Team shall be responsible for planning of the Young At Heart/ Senior Adult program.

3.3.12 Usher

The Usher Team is responsible for overseeing the ushering requirements of the Church during worship service and other services as directed by the Pastor.

4.0 AMENDMENTS TO BYLAWS

4.1 General - These Bylaws may be amended, altered, or repealed, by a simple majority vote of the members present and voting at any regular or called business meeting of the Church, provided that such proposed changes have been given to the Clerk in writing and that such proposed changes shall have been presented to the church at least 30 days prior to the time the vote was taken.