

**CORPORATE BY-LAWS  
FIRST BAPTIST CHURCH OF PENDLETON  
Pendleton, South Carolina  
Amended April, 2016**

**PREAMBLE**

To preserve and secure the principles of our faith consistent with historical Baptist tenets, to govern ourselves in an orderly manner, and to preserve the liberties inherent in each individual member of the Church, we do declare and establish these By-Laws.

**STATEMENT OF FAITH**

We believe that there is one true and living God. He lives in three persons: the Father, the Son, and the Holy Spirit.

We believe that the Scriptures of the Old and New Testaments are the Word of God given by inspiration, and are the only rule of faith and practice.

We believe that the Lord Jesus is the Head of the Church, which is composed of all true disciples, and in Him is vested all power for its government.

We believe that the local church is a congregation of baptized believers voluntarily united for the purpose of worshipping God and promoting the cause of the Gospel.

**CHURCH COVENANT**

**As we aspire to keep Jesus at the center of our lives, we are Rooted in Faith, and Growing in Love.**

**Jesus at the Center of Our Lives**

We promise to strive to keep Jesus at the center of our lives by nurturing and developing our own understanding of Jesus' life and teachings and demonstrating that understanding as we interact with others in the congregation and the larger community.

***Rooted in Faith***

We promise to seek the wisdom of God through:

- a. study of the Scriptures,
- b. prayer,
- c. worshiping together, and
- d. meditation.

## ***Growing in Love***

As we are rooted in faith and led by the Holy Spirit we:

- a. experience God's redemptive and sustaining grace,
- b. grow in the knowledge of God revealed through Jesus,
- c. love one another, being slow to judge and quick to forgive,
- d. generously contribute time, money, and abilities to the church's ministry,
- e. proclaim the Gospel to those who do not know Jesus as Savior,
- f. serve one another, and
- g. strive for purity.

We promise to interact with others to help them discover Christ through: education and training, service opportunities, and missions by:

- a. instructing others in the Christian faith and in our Baptist heritage,
- b. celebrating different views and gifts among us, confident that we are one body in Christ, and
- c. promoting peace and justice whenever we touch other lives.

And we promise to seek the kingdom of God, knowing that nothing can separate us from God's love.

### **ARTICLE I. NAME**

**Section 1.** This Christian Body shall be known and designated as the First Baptist Church of Pendleton, Anderson County, South Carolina, a corporation organized and existing under the laws of the State of South Carolina, hereinafter referred to as the Church.

### **ARTICLE II. PURPOSE**

**Section 1.** The purpose of this body shall be to provide regular opportunities for public worship; to sustain the ordinances, doctrines, and ethics set forth in the New Testament for the Church of our Lord Jesus Christ; to nurture its members through a program of Christian education; to channel its offerings to the support of the objects of the Redeemer's Kingdom, and to preach and propagate among all people the Gospel of the Revelation of God through Jesus Christ as Savior and Lord.

### **ARTICLE III. MEMBERSHIP**

**Section 1.** The membership of this Church shall be composed of persons who request membership, who have *professed faith in Christ* given who have been baptized, who have *beliefs that are compatible with this church's statement of faith, covenant, and mission*, and who have been received by vote of the Church.

**Section 2.** This Church shall receive members by their profession of Christian faith and baptism by immersion, by transfer of *letter from or statement of previous membership in another Christian church, providing membership in that church required profession of faith and baptism meaningful to the candidate.*

- Section 3.** This Church may receive under Watchcare those persons who are members of another church, who subscribe to the Statement of Faith and Church Covenant, and who expect to be living in the Pendleton area for a limited time. A person under Watchcare shall have all privileges and responsibilities of regular members. A person under Watchcare who leaves this area will automatically be deleted from the Church roll.
- Section 4.** The duties of members are manifold. They are expected to emulate the life of Jesus and thus live above reproach in all areas of life, their main duty being the concern and compassion for the salvation of the lost. They should attend the services of the Church regularly, give faithfully to its support as the Lord blesses them, and be willing to assume the responsibilities and duties necessary to the work of the Church as they are able. Considering the rights involved, only members or members under Watchcare may act and vote in transactions pertaining to the business of the Church.
- Section 5.** This Church shall delete from its membership roll those who die, those who request a letter of transfer to unite with another church, or those under Watchcare who move away from the Pendleton area.
- Section 6.** The Church after due notice and opportunity for hearing and kindly efforts to make such action unnecessary, may terminate the membership of persons who no longer subscribe to the Statement of Faith and Church Covenant.
- Section 7.** The duties of members are manifold. They are expected to emulate the life of Jesus and thus live above reproach in all areas of life, their main duty being the concern and compassion for the salvation of the lost. They should attend the services of the Church regularly, give faithfully to its support as the Lord blesses them, and be willing to assume the responsibilities and duties necessary to the work of the Church as they are able. Considering the rights involved, only members or members under Watchcare may act and vote in transactions pertaining to the business of the Church.

**ARTICLE IV.  
CHURCH OFFICERS**

**A. GENERAL**

**Section 1.** All Church officers are responsible to the Church.

**Section 2.** Nominations for all Church officers except ministers and Deacons shall come from the Nominating Committee at a business conference of the Church. Other nominations for Church officers except ministers and Deacons may be presented by any Church members at that conference. As they occur, vacancies may be filled by the Nominating Committee with the approval of the Church in conference.

**B. PASTOR**

**Section 1.** A Pastor shall be called by the Church to serve for an indefinite period and shall be at liberty to resign on giving thirty (30) days' written notice, excluding accrued vacation time. Should conflicts arise between the Pastor and any segments of the Church family, the Deacon Council shall confer immediately with the Pastor about any accusations made against him and they shall refrain from passing judgment until he/she has had the opportunity to defend himself. The Deacon Council shall, if necessary, bring the issue to the Church for discussion and resolution. The Church shall have the right to dissolve the relationship by giving fourteen (14) days written notice. The vote to dissolve the relationship shall be by secret ballot requiring an affirmative vote of three quarters (3/4) of those Church members present and voting. Upon written notice, and except for justifiable cause, the Church will be obligated to pay full benefits for one (1) month, with at least partial benefits possible for up to six (6) months under extenuating circumstances. Cases of immoral conduct may justify immediate dismissal.

**Section 2.** The Pastor shall have in his/her charge the welfare and oversight of the Church; he/she shall provide administrative leadership for the Church staff and coordinate the activities of other Church ministers; he/she shall be a non-voting ex-officio member of all organizations, departments, and committees; he/she may call a special meeting of the deacons and any committee; he/she shall conduct religious services on stated and special occasions; administer ordinances, minister to the members of the Church and community, and perform other duties that usually pertain to that office; he/she shall have special charge of the pulpit ministry of the Church and shall, in cooperation with the Deacons, provide for pulpit supply when he/she is absent and arrange for workers to assist in revival meetings and other special services.

**Section 3.** The Pastor shall conduct an annual evaluation of all ministerial staff and each service staff under his/her or her direct responsibility as specified in the Personnel Policy Manual and review that evaluation with the staff member. Evaluations will be supplied to the Deacon Council and Personnel Committee and the person being evaluated.

**Section 4.** Pastor's time off, vacation, and sick leave shall be approved by the active Deacons. The Pastor shall approve all absences and vacations of all other Church employees. A written record for all personnel of time off, vacation, and sick leave will be maintained in the Church office by the Church Administrative Assistant.

## C. OTHER MINISTERS

### Section 1. Calling additional Ministerial Staff

- a. The Church shall call by three-fourth (3/4) majority additional ministers as needed to carry out its purpose as specified in the job description developed by the Personnel Committee and the relevant committee(s).
- b. A copy of the Personnel Policy Manual shall be furnished to the ministerial staff member upon acceptance of the position.

### Section 2. Supervision and discipline

- a. All ministerial staff shall be supervised by the Pastor.
- b. Unresolved conflicts involving a ministerial staff member shall be referred to the Personnel Committee by the Pastor.
- c. Ministerial staff may initiate a grievance procedure as specified in the Personnel Policy Manual.
- d. If termination is in order, the Pastor, with concurrence of Deacon Council and Personnel Committee, shall have the right to dissolve the relationship.
- e. The Pastor can accept the resignation of Ministerial Staff in compliance with the Policy Procedure Manual.

## D. DEACON COUNCIL

**Section 1.** The purpose of the Deacon Council is to serve as undershepherds of the Church, to concern themselves with the spiritual welfare of the Church, and to serve with the Pastor as co-laborers.

**Section 2.** There shall be twelve (12) active Deacons. Additionally, there shall be one (1) Deacon elected for each 50 resident members, or fraction thereof, in excess of three hundred fifty (350). The membership shall be determined as of December 31 each year.

**Section 3.** Nominations for the office of Deacon shall be accepted in writing from any member of the First Baptist Church of Pendleton, with or without having consulted the nominee, during the first half of the third month before the beginning of the church year. The Pastor and/or the current Deacon Chairman will advise each nominee of the duties and expectations of this office and solicit or confirm concurrence with their nomination. In case the number of persons concurring with their nomination is insufficient to satisfy the constitutional requirement, the Nominating Committee will nominate for this office additional persons, from whom the Pastor and/or current Deacon Chairman will solicit or confirm concurrence, until there are enough concurring nominees to meet that requirement. Concurring nominees will be presented to the congregation at the business meeting called for this purpose. Those nominees receiving the highest number of votes cast, each above a majority, shall be elected to fill the available vacancies. To be eligible to serve as Deacon, a person must have been a member of the First Baptist Church of Pendleton at least two (2) years. There is no obligation to place on the Deacon Council a person who comes to this Church from another Church where he/she has served as Deacon. Those elected shall be set apart to their office by ordination, unless previously ordained.

**Section 4.** A term of office is three (years). No member of the Deacon Council shall be eligible to serve again until after the lapse of one (1) year. However, a Deacon is eligible to serve without a lapse if he/she has served less than half of a three (3) year term. In case of a Deacon's death, resignation, removal, or incapacity to serve, the Church may choose to fill the Deacon's unexpired term.

**Section 5.** The Deacons shall serve as a general Pulpit Committee. In case of absence or inability of the Pastor, subject to advice from and conferring with him, they will provide for pulpit supply. When the Church is without a Pastor, the Deacons will serve as the Pulpit Supply Committee.

**Section 6.** The major functions of the Deacons are:

- a. To promote Church harmony.
- b. To be concerned with the welfare of the total Church membership. (There shall be no forgotten men or women on the Church roll.)
- c. To make a contribution to effective Church leadership.
- d. To serve with a conviction that Christian service is the work of God.
- e. To keep our Church members informed about the moral and social matters which pertain to the Christian community, and the traditional Baptist understanding of the independent relationship between church and state.

**Section 7.** The relationships of the Deacon to the Pastor and Church are:

- a. That a Deacon should be as loyal to the program of the Church as is the Pastor.
- b. To serve and to work by day and by night.
- c. To accept pastoral functions during the Pastor's absence or illness.
- d. To do many things with reference to the membership that will make harmony and fellowship possible.
- e. To attend all meetings of the Deacons.
- f. To offer sympathy and comfort.
- g. To help visit every family unit that is in the Church.
- h. To assist the Pastor in visiting the sick.
- i. To visit new members.
- j. To conduct an annual evaluation of the Pastor that covers the areas of worship and spiritual leadership, pastoral care, Church program leadership and administrative leadership, and to discuss with the Pastor the results of that evaluation. Written and signed copies of the evaluation will be supplied to the Personnel Committee and the pastor.
- k. To assist in making emergency decisions.

**Section 8.** Qualifications of Deacons

- a. Members of honest report, members full of the Holy Spirit and wisdom, who give themselves continually to prayer and to the ministry of the Word.
- b. Deacons are to be spiritual men and women.
- c. Deacons should be full of faith, possessed of a great wisdom concerning the Kingdom of God and the main business of His Church.
- d. Deacons should be full of power in that they should not lose sight of the fact that Deacons tied to the will of God are mighty in their power with God and with man.
- e. Deacons should not be double-tongued. They are to be trusted, steadfast in their convictions, and responsible in their speech.
- f. Deacons are to be men and women of great conviction.

- g. Deacons are to be above reproach, against whom no charge has been brought.
- h. Deacons must be willing to become all they can become, under God's guidance, leading others to grow in Grace and in the knowledge of Jesus Christ.

## **E. TRUSTEES**

- Section 1.** The purpose of the Trustees shall be to act as legal custodians of the Church Corporation.
- Section 2.** There shall be three (3) trustees with the term of office being three (3) years, with one member elected each year. No Trustee may be re-elected to successive terms.
- Section 3.** The specific responsibilities of the Trustees shall be to:
- a. Hold legal title to all real and personal property of the Church in the name of the Corporation, with the Trustees as administrators of said property.
  - b. Transact any legal matters as authorized by the Church Corporation.
  - c. Review the insurance program of the Church annually and to make recommendations as needed.
- Section 4.** The Nominating Committee shall present for Church approval the nomination of one of the Trustees to serve as chairman of the Trustees. Upon receiving Church approval, this chairperson shall also serve in the capacity as president of the Church Corporation. The two remaining Trustees shall serve as Vice-Presidents of the Church Corporation.

## **F. CLERK**

- Section 1.** It shall be the duty of the Clerk to attend, or to be represented at all Church business meetings and to keep an accurate record of all business transactions. He/She 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.
- Section 2.** The Clerk and an Assistant Clerk shall be elected annually.
- Section 3.** The Assistant Clerk shall act in the absence or inability of the Clerk to discharge and perform all duties of this office.

## **G. TREASURER**

- Section 1.** The responsibilities of the Treasurer shall be to:
- a. Receive all checks, monies, bonds, or other fund of the Church.
  - b. Receipt for above monies to the Budget and Finance Committee.
  - c. Deposit the monies in a bank approved by the Budget and Finance Committee.
  - d. Disburse funds by check in accordance with the approved budget of the Church or upon orders signed by the designated officer of the Budget and Finance Committee.
  - e. Keep records as directed by the Budget and Finance Committee.
  - f. Submit all records, orders from the Budget and Finance Committee and other supporting papers to the Auditing Committee annually and at other times if so directed.
  - g. Be an ex-officio member of the Budget and Finance Committee.

**Section 2.** The Treasurer and an Assistant Treasurer shall be elected annually.

**Section 3.** The Assistant Treasurer shall act in the absence or inability of the Treasurer to discharge and perform all duties of this office.

#### **H. CHURCH MODERATOR**

**Section 1.** The duties of the Moderator shall be to:

- a. Preside at all of the business conferences of the Church (both regular and special).
- b. Conduct all meeting of the Church in accordance with the established procedures of Roberts Rules of Order and these By-Laws.
- c. Collect activity reports and plans of church committees and provide guidance and encouragement for the efficient operation of committees.

**Section 2.** The Moderator and a Vice Moderator shall be elected annually.

**Section 3.** The Vice Moderator shall serve in case the Moderator is unable to serve.

**Section 4.** The Moderator shall not simultaneously serve as Chairperson of either the Deacons, Trustees, or Budget and Finance Committee.

**Section 5.** The Vice Moderator or his/her designee shall act as parliamentarian at all business meetings.

#### **ARTICLE V. CHURCH SERVICE STAFF**

**Section 1.** Service staff shall be employed by the Church as needed.

**Section 2.** Duties (job descriptions) and compensation will be developed by the Personnel Committee and the relevant committee(s) and approved by the Church.

**Section 3.** Service staff may initiate a grievance procedure as specified in the Personnel Policy Manual.

**Section 4.** Church staff with responsibility for managing Church monies shall be bonded in amounts requested by the Budget and Finance Committee; cost of same to be paid by the Church.

**Section 5.** A copy of the Personnel Policy Manual shall be furnished to the service staff member upon acceptance of the position.

**Section 6.** If termination is in order, the supervisor, with concurrence of the Personnel Committee, shall have the right to dissolve the relationship.

#### **ARTICLE VI. CONTRACTED SERVICES**

**Section 1.** Contract workers shall be employed from time to time by an appropriate, responsible committee according to the approved Church budget but without necessity for specific approval by the Church in each instance.



## **ARTICLE VII. CHURCH COUNCIL**

- Section 1.** The purpose of this Council is to exercise general oversight of the organizational life of our Church as well as to plan its general programming.
- Section 2.** This Council shall consist of the Pastor, other ministers, Sunday School Directors, the major educational Councils, Keenagers, and missions organizations and programs, Chair and Vice-Chair of the Deacons and Chairs of Standing Committees. Chairs of other Church committees may be invited to Council meetings whenever projects or programs in which they are involved are to be considered. The Pastor shall serve as chair of this Council and in his/her absence the Chair of the Deacon Council will serve. A majority of this Council shall constitute a quorum.
- Section 3.** The duties of this Council are to:
- a. Develop yearly objectives and goals for the general Church programs based on the long range planning report.
  - b. Recommend objectives and goals for Church approval.
  - c. Monitor progress on yearly objectives and goals and report quarterly.
  - d. Outline a calendar of activities for accomplishing these objectives and goals and present these at each quarterly business meeting.
  - e. Develop a spirit of wholehearted cooperation for accomplishing these objectives and goals.
  - f. Nominate members for the Nominating Committee.
  - g. Coordinate scheduling for Church related activities.
- Section 4.** This Council shall meet at least quarterly, more frequently as needed.
- Section 5.** This Council is responsible to the Church and as such cannot make policy changes without Church approval.

## **ARTICLE VIII. STANDING COMMITTEES**

### **A. GENERAL**

- Section 1.** The Church shall have the following standing committees: Nominating, Personnel, Budget and Finance, Building and Grounds, Music, Missions, Long Range Planning, Sunday School, Youth Ministry and Children's Ministry. The Church may have other committees as wisdom and the Holy Spirit direct. The Pastor and/or his/her staff designee and the chair of the Deacon Council shall be non-voting ex-officio members of each of these committees. Each standing committee shall meet at least once annually, give at least verbal reports at quarterly business meetings and give a written annual report.
- Section 2.** All standing committees shall be rotating committees except as otherwise specified in these By-laws. Any member completing a term on a standing committee must remain off that committee for at least one year before becoming eligible to serve on the committee again.
- Section 3.** All standing committee members shall take office at the beginning of the Church Year.

**Section 4.** The Church Year shall begin June first.

**Section 5.** Each Standing Committee will coordinate with the Budget and Finance Committee to prepare and to operate within an annual budget for that Committee.

### **B. NOMINATING COMMITTEE**

**Section 1.** The purpose of the Nominating Committee is to identify, recruit, and nominate persons to serve in ministry through our Church.

**Section 2.** The Nominating Committee shall consist of six (6) members elected for three (3) year terms, with two (2) members elected each year. Nominations for this Committee shall come from the Church Council and shall be elected at a business conference of the Church. Vacancies may be filled as they occur by the Church Council with the approval of the Church in conference. The minister of education and youth shall be an ex officio member of this Committee.

**Section 3.** Specific responsibilities of the Nominating Committee shall be to nominate for Church approval:

- a. Directors of Sunday School Council, Youth Ministry Council, Children's Ministry Council, Women's Missionary Union, Brotherhood and Mission Development Council.
- b. Members of Standing Committees and of Support and Service Committees and Councils.
- c. Deacons, if necessary (ARTICLE IV. D. Section 3), and recommend for Church approval all concurring nominees for Deacon.

**Section 4.** The recommendations from the Nominating Committee shall not preclude nominations from the floor by members of the Church in Conference.

### **C. PERSONNEL COMMITTEE**

**Section 1.** The purpose of the Personnel Committee is to advise the Church in matters concerning personnel employed by the Church.

**Section 2.** The Personnel Committee shall consist of six (6) members elected for three (3) year terms, with two (2) members elected each year. No more than two (2) active deacons shall serve on this Committee at one time.

**Section 3.** Specific responsibilities of the Personnel Committee shall be to:

- a. Make recommendations to the Church concerning staff needs, organizations, employment practices, job descriptions, and supervisory responsibilities.
- b. Hire Service staff based on the recommendations of the related search committee.
- c. Ensure an annual review of the job performance of personnel employed by the Church and to recommend to the Budget and Finance Committee any changes in salary and fringe benefits.
- d. Provide a summary of service staff evaluations to the Deacon Council
- e. Develop, maintain, and submit to the Church for approval a Personnel Policy Manual related to employment matters.
- f. Review any recommendations of terminations.

## **D. BUDGET AND FINANCE COMMITTEE**

- Section 1.** The purpose of the Budget and Finance Committee is to prepare a budget for Church adoption and to be concerned with the general stewardship life of the Church.
- Section 2.** The Budget and Finance Committee shall consist of six(6) members elected for three (3) years with two(2) members elected each year. No Trustee shall be elected to this Committee. Also, not more than two (2) active Deacons and in no case shall the Chair of Deacons serve on this Committee.
- Section 3.** The duties of the Budget and Finance Committee shall be to:
- a. Meet regularly to consider the financial condition of the Church and make regular reports on a quarterly basis to the Church.
  - b. Be concerned with the general stewardship life of the Church.
  - c. Devise ways and means of obtaining funds for the support of the Church and soliciting subscriptions and pledges from the members of the Church.
  - d. Provide environmental leadership to the church by making deliberate efforts to be good stewards of all that God has provided for our use. Practice stewardship that includes regards for God's creation and sustainable use of resources.
  - e. Consult with the Pastor, Deacons, heads of the organizations, and committee chairperson concerned in preparing a budget for Church approval, indicating by expenses and in like manner for all denominational or other approved non-local causes.
  - f. Approve non-budgeted expenditures up to one tenth of one percent (0.1%) of the total budget. All such expenditures must be itemized in the quarterly financial report.
  - g. Approve transfer of funds up to one percent (1.0%) of the total budget from one budget category to another, but without increasing the total budget as approved by the Church. It is understood that no changes will be made without first clearing such changes with the department heads or committee chairs who are involved.
  - h. Assure that the contingency fund item in the budget does not exceed two percent (2%) of the total budget and that a reserve fund not included in the annual budget to be used in cases of emergencies, be maintained at twenty-five (25%) of the yearly budget. Example of emergencies include unexpected capital expenditures or a year-end inability to pay bills. Any expenditure that takes the reserve fund below twenty-five (25%) percent of the yearly budget must be approved by the church together with a plan to restore the fund the appropriate level.
  - i. Assure that expenditures from the contingency item and transfers are listed as part of the quarterly financial report of the Church.
  - j. Review banking activities (charges and investments) and recommend alternatives to the church at quarterly church conferences.

## **E. BUILDING AND GROUNDS COMMITTEE**

- Section 1.** The purpose of the Building and Grounds Committee shall be the oversight of the Church buildings, grounds, and transportation vehicles.
- Section 2.** The Building and Grounds Committee shall consist of nine (9) members elected for three (3) years with three (3) members elected each year.

- Section 3.** Specific responsibilities of the Building and Grounds Committee shall be to:
- a. Supervise maintenance, upkeep, and beautification of all Church property and related service contracts.
  - b. Authorize expenditures for custodial supplies and equipment.
  - c. Authorize expenditures for maintenance and safety.
  - d. Authorize the use of Church property for activities other than regular First Baptist Church of Pendleton functions.
  - e. Recommend to the Personnel Committee suitable person(s) for Custodian.
  - f. Oversee the care of the Church Cemetery and the orderly administration of cemetery plot assignments.
  - g. Oversee use and maintenance of all church transportation vehicles.

## **F. MUSIC COMMITTEE**

- Section 1.** The purpose of the Music Committee is to have general oversight of the music ministry of the Church.
- Section 2.** The Music Committee shall be composed of six (6) members with two (2) members elected each year. The Minister of Music and Education is an ex-officio member.
- Section 3.** The duties and responsibilities of the Music Committee shall be to
- a. Advise and give guidance to the Church concerning its music program including music in worship services. This work will be in three categories: planning, coordinating, and evaluating the Church music program.
  - b. Provide the leadership essential to the success of a Church-wide music program.
  - c. Insure that vestments, printed and recorded music, and other needed equipment, materials, services, and supplies are provided and that Church musical instruments and equipment are properly maintained and repaired.
  - d. Advise the Personnel Committee concerning paid music positions.

## **G. MISSIONS COMMITTEE**

- Section 1.** The purpose of this Committee is to encourage and support church-wide and community mission projects.
- Section 2.** The Committee shall consist of six (6) members, each elected for three (3)-year terms, with two (2) elected annually. A Vice-Chair will be elected by the Committee each year from among the newly elected Committee members, this person becoming Chair in the second year and Past Chair in the third year.
- Section 3.** The responsibilities of the Missions Committee are:
- a. To identify, evaluate, and prioritize mission projects within and outside the Church.
  - b. To represent the First Baptist Church in supporting community projects.
  - c. To recruit volunteers, as needed, to accomplish selected, approved mission opportunities.
  - d. To maintain a current handbook of mission projects.
  - e. To make recommendations to the Church Budget & Finance Committee for allocations to mission-related items.

- f. To authorize funding for other missions projects from this Committee's budget, not to exceed \$1,000 without Church approval.

## **H. SUNDAY SCHOOL COUNCIL**

- Section 1.** The purpose of the Sunday School Council is to promote an environment where growth in faith is encouraged and to provide a Bible study time which challenges individuals toward maturity and Christ-likeness.
- Section 2.** This council shall consist of the Sunday School Director (Chair) and directors of the departments for each age group. The Minister of Education shall be an ex-officio member.
- Section 3.** The responsibilities of the Sunday School Council shall be to:
  - a. Set goals and give direction to the Sunday School.
  - b. Secure Sunday School teachers and offer them encouragement and training.
  - c. Assist in the selection of educational materials.
  - d. Encourage outreach-visitation.

## **I. YOUTH MINISTRY COUNCIL**

- Section 1.** The purpose of the Youth Ministry Council is to equip the youth and their parents with Biblical and spiritual truths that will enable them to grow in Christ as individuals and as families.
- Section 2.** The Council shall consist of the Youth Sunday School Department Director (Chair), Youth Group President, youth representatives selected yearly from each of the 7-8, 9-10, and 11-12 grades, two parent representatives elected each year by the church, and all Youth Sunday School teachers. The Ministers of Youth and Music shall be ex-officio members.
- Section 3.** The responsibilities of the Youth Ministry Council shall be to:
  - a. Recognize the needs of the youth and their parents in our church and community that our Youth Ministry can address.
  - b. Set measurable goals to meet identified needs.
  - c. Develop an action plan to reach those goals.
  - d. Develop a Youth Ministry Calendar.
  - e. Enlist leaders for carrying out responsibilities.

## **J. CHILDREN'S MINISTRY COUNCIL**

- Section 1.** The purpose of the Children's Ministry Council is to equip our children and children's parents with Biblical and spiritual truths that will enable them to grow in Christ as individuals and as families.
- Section 2.** The Council shall consist of the Children's Sunday School Department Director (Chair), a teacher representative from each of the Children's choirs, R.A.'s, and G.A.'s, Children's Church Director, children representatives from each of the 1-2, 3-4, and 5-6 grades, and two parent representatives elected each year by the Church. The Ministers of Children and Music shall be ex-officio members.

- Section 3.** The responsibilities of the Children’s Ministry Council shall be to:
- a. Recognize the needs of the children and their parents in our church and community that our Children’s Ministry can address.
  - b. Set measurable goals to meet identified needs.
  - c. Set measurable goals to meet identified needs.
  - d. Develop a Children’s Ministry Calendar.
  - e. Enlist leaders for carrying out responsibilities.

**ARTICLE IX.  
SUPPORT COMMITTEES COORDINATORS AND SERVICE GROUPS**

**A. GENERAL**

- Section 1.** The Church shall have the following support committees and service functions: Tellers, Auditing, Lord's Supper, Baptismal, Ushers, Flower, Food Service, Recreation, Media/Library, Electronic Communications, College, Christian Life and Public Affairs, Environmental Stewardship, Keenagers, Clemson Community Care, Constitution and Bylaws, Nursery-Preschool, Bereavement and History & Archives. Additional committees and functions may be added as needed. Various ministers and staff shall serve as advisors to these committees and groups as needed.
- Section 2.** These committees and groups have no rotating membership requirements unless specified to the contrary.
- Section 3.** These committees and groups shall assume their responsibilities at the beginning of the Church Year.

**B. TELLERS**

- Section 1.** The duties of the Tellers shall be to:
- a. Count monies received at the Church services.
  - b. Make deposit slips of monies received and deposit same.
- Section 2.** At least three (3) Tellers shall be elected annually.
- Section 3.** Tellers shall be bonded by the Church.

**C. AUDITING COMMITTEE**

- Section 1.** The purpose of the Auditing Committee shall be to audit all Church accounts of the Treasurer annually and to submit a formal report thereof to the Church.
- Section 2.** The Auditing Committee shall consist of three (3) members elected annually.

**D. LORD'S SUPPER COORDINATOR**

- Section 1.** The purpose of the Lord's Supper Coordinator shall be to see that the elements are prepared for administering the Ordinance of the Lord's Supper. He or she shall see that the equipment is kept in

proper condition and that there is an adequate supply of the elements on hand for a worship service.

**Section 2.** The Lord's Supper Coordinator shall select volunteers to aid in the performance of his or her duties.

**Section 3.** The Lord's Supper Coordinator shall be responsible to the Pastor.

#### **E. BAPTISMAL COORDINATOR**

**Section 1.** The purpose of the Baptismal Coordinator shall be to assist the Pastor and baptismal candidates in baptismal services and to see that the baptismal equipment and supplies are kept in proper condition for those services.

**Section 2.** The Baptismal Coordinator shall select volunteers to aid in the performance of his or her duties.

**Section 3.** The Baptismal Coordinator shall be responsible to the Pastor.

#### **F. USHERS**

**Section 1.** The purpose of the Ushers is to assist in providing an atmosphere of worship for our Church.

**Section 2.** Ushers shall be elected annually.

**Section 3.** The duties of the Ushers shall be to:

- a. Greet the people as they enter.
- b. Seat the people in the sanctuary with grace and orderliness.
- c. Look after the physical comfort of those who worship.
- d. Take the offering in the worship services in a manner that will contribute to a worshipful service.

**Section 4.** The Ushers shall be responsible to the Pastor and Deacons.

#### **G. FLOWER COORDINATOR**

**Section 1.** The purpose of the Flower Coordinator shall be to have general oversight of the provisions for flowers for the worship services of the Church.

**Section 2.** The Flower Coordinator shall select volunteers to aid in the performance of his or her duties.

**Section 3.** The duties of the Flower Coordinator shall be to:

- a. Be responsible for providing flowers for all Church services and at all other times when directed to do so by the Church.
- b. Seek provision for funding of necessary expenditures through requests to the Budget and Finance Committee for inclusion in the Church Budget.

**Section 4.** No flowers shall be provided by the Church for funerals or for illnesses except for those of the paid staff and their immediate families. In all other instances, Sunday School classes and other organizations are urged to take care of this in a Christian manner.

#### **H. FOOD SERVICES COMMITTEE**

**Section 1.** The purpose of the Food Services Committee is to have general oversight of the operation of the Church kitchen, Family Night meals and all church-wide socials and banquets.

**Section 2.** The Food Services Committee shall consist of nine (9) members with three (3) members elected each year and serving a three (3) year term.

**Section 3.** The function of the Food Services Committee shall be to:

- a. Recommend policies to the Church for the operation of the kitchen.
- b. Establish rules for the use of the kitchen and coordinate the use of its facilities.
- c. Assure observance of the established rules.
- d. Oversee the maintenance of kitchen equipment.
- e. Make recommendations to the Building and Grounds Committee and Budget and Finance Committee regarding supplies and equipment needs in the kitchen.
- f. Prepare and maintain an inventory of the kitchen equipment.
- g. Authorize purchase of needed supplies.
- h. Coordinate staffing, planning, purchasing, preparing, serving, and cleaning for Family Night meals.
- i. Coordinate with appropriate committees, organizations and groups concerning scheduling and planning of church-wide socials and banquets.

#### **I. RECREATION COMMITTEE**

**Section 1.** The Recreation Committee shall have general oversight of the recreation activities of the Church.

**Section 2.** The Recreation Committee shall consist of three (3) members with one (1) member elected each year. Additional personnel for this Committee to enact special projects may be selected by the Committee and will serve for the period of the special project.

**Section 3.** The duties of the Recreation Committee shall be to:

- a. Discover the recreation interests and capabilities of the Church membership.
- b. Coordinate the total recreation program of the Church organizations with its own programs.
- c. Be responsible for training leaders of recreation of the various organizations of the Church.
- d. Assist organizational leaders with specific recreation projects.
- e. Plan, promote, and direct recreational activities not directly promoted by a specific organization.
- f. Maintain an inventory of recreation equipment and be responsible for the purpose and maintenance of equipment. Such inventory shall be filed with the Church office.



## **J. MEDIA CENTER / LIBRARY COMMITTEE**

- Section 1.** The purpose of the Media Center / Library Committee shall be to have general oversight of the operation of the Church Media Center / Library.
- Section 2.** The Media Center / Library Committee shall be composed of a Director, elected, and other persons, as needed.
- Section 3.** The duties of the Media Center / Library Committee shall be to:
- a. Provide all materials which are necessary for the operation of the Media Center / Library.
  - b. Order all books, printed materials, and audio-visuals which are a part of the Media Center / Library's services.
  - c. Request funds through the Budget and Finance Committee for inclusion in the Church budget to operate the Media Center / Library.
  - d. Catalog all materials that are a part of the Media Center / Library.
  - e. Be responsible for having the Media Center / Library open at stated hours.
  - f. Inform organizational leaders and workers of materials that are available for use in the conduct of their work.
  - g. Keep the Church informed of materials that are available in the Media Center / Library through an aggressive publicity program.

## **K. ELECTRONIC COMMUNICATIONS COMMITTEE**

- Section 1.** The purpose of the Electronic Communications Committee is to have general oversight of the Church's electrical amplification system and its ministry by radio and other forms of electronic communication.
- Section 2.** The Electronic Communications Committee shall consist of five (5) members elected annually.
- Section 3.** The duties and responsibilities of the Electronic Communications Committee shall be to:
- a. Record worship services and operate amplification equipment.
  - b. Maintain microphones, recording devices, and other equipment necessary for electronically amplifying or recording worship services.
  - c. Pick up and erase recording tapes, set up microphones and recording devices prior to worship services.
  - d. Coordinate delivery of recordings to shut-ins, radio station, or other appropriate persons or organizations.
  - e. Coordinate any special electronically amplified or recorded productions with the Pastor and any appropriate broadcasting stations.
  - f. Acquire necessary equipment and supplies in accordance with the Church budget.

## **L. COLLEGE COMMITTEE**

- Section 1.** The purpose of the College Committee is to have general oversight of the ministry for college and university students in our area.

**Section 2.** The College Committee shall consist of three (3) members with one (1) member elected each year. Others may be elected as needed.

**Section 3.** The duties of the College Committee shall be to:

- a. Be sensitive to special spiritual needs of students and to plan and carry out programs designed to meet those needs in cooperation with the Baptist Student Ministry on each respective college or university campus.
- b. Manage a "Student Adoption Program," including the encouragement of student and Church member participation and the assignment of new student participants and sponsors.
- c. Organize fellowship opportunities for students attending our Church.
- d. Encourage the integration of students as fully as possible into the life of our Church.

#### **M. KEENAGERS COMMITTEE**

**Section 1.** The purpose of the Keenagers Committee is to plan and oversee social and recreational activities for the older members of the Church.

**Section 2.** The Keenagers Committee shall consist of eight (8) members, with two (2) members elected each year, each for a four-year term.

**Section 3.** The duties of the-Keenagers Committee shall be to:

- a. Plan, organize, publicize, and give leadership for social and recreational activities for older Church members.

#### **N. CLEMSON COMMUNITY CARE BOARD MEMBERS**

**Section 1.** The purpose of the Clemson Community Care Board is expressed in the By-Laws of that organization.

**Section 2.** Two members shall be elected by the church to serve on the Clemson Community Care Board, with one (1) member elected each year for a two-year term.

**Section 3.** The duties of the members of the Board from the First Baptist Church of Pendleton are to:

- a. Represent the ministry interests of our Church for needy persons in the Clemson-Central-Pendleton area.
- b. Participate in the administration of the program of Clemson Community Care and attend monthly meetings of the Clemson Community Care Board of Directors.
- c. Inform and involve our church in the activities of the Clemson Community Care, including making reports in quarterly Church Conference.

#### **O. CONSTITUTION AND BY-LAWS COMMITTEE**

**Section 1.** The purpose of the Constitution and By-laws Committee is to assure that the church's governing documents are up-to-date and reflect the intentions of the Church for its governance.

**Section 2.** The Constitution and By-laws Committee shall consist of five members including the Church Moderator, Vice Moderator and three at-large members who shall be elected on a three-year rational basis. The Vice Moderator shall chair the Constitution and By-laws Committee.

**Section 3.** The duties of the Constitution and By-laws Committee shall be to:

- a. Keep current and complete copies of the governing documents of the Church.
- b. Conduct an ongoing study of the governing documents in order to determine any appropriate changes; and
- c. Make recommendations to the Church regarding their findings.

#### **P. NURSERY-PRESCHOOL COMMITTEE**

**Section 1.** The purpose of the Nursery Committee shall be to have general oversight of the operation of all nursery programs for both organizational meetings and worship services.

**Section 2.** The Nursery Committee shall consist of the Sunday School Preschool Director (chair), the Discipleship Training Preschool Director, the Weekday Nursery Coordinator, the Mission Friends Preschool Director and two (2) parent representatives not in the same family selected by the Chair.

**Section 3.** The duties of the Nursery Committee are to:

- a. Recommend nursery policies for presentation to the Church and to publicize those policies when adopted; this should be considered an ongoing task, not a one-time project.
- b. Consider and recommend the purchase of nursery equipment and supplies.
- c. Make recommendations about cleanliness and care of the rooms and equipment.
- d. Employ, in consultation with the Personnel Committee, paid nursery workers as needed.
- e. Supervise nursery workers.

#### **Q. BEREAVEMENT COMMITTEE**

**Section 1.** The purpose of the Bereavement Committee is to provide for family meal(s) following the death of a church member or member's family.

**Section 2.** The committee shall consist of four members to be elected each year.

**Section 3.** The responsibilities of the Bereavement Committee are:

- a. Enlist church members to assist in the preparation of meal(s).
- b. Contact the family to arrange time and type of meal(s) needed.
- c. Plan and coordinate the preparation and the serving of the meal.

#### **R. SPECIAL NEEDS COMMITTEE**

**Section 1.** The purpose of the Special Needs Committee shall be to have general oversight of the operation of the Special Needs program of the Church.

**Section 2.** The Special Needs Committee shall consist of six (6) members with two (2) members elected each year.

- Section 3.** The duties of the Special Needs Committee shall be to:
- a. Recommend Special Needs policies ofr presentation to the Church and to publicize those policies when adopted; this should be considered an ongoing task, not a one-time project.
  - b. Consider and recommend the purchase of special needs equipment and resources for Special Needs workers.
  - c. Plan and execute Special Needs activities.
  - d. Develop a plan for integrating persons with Special Needs into the life of the church.
  - e. Make the Church and greater community aware of the Church’s Special Needs Ministry.
  - f. Recruit volunteers in consultation with the Nominating Committee, Sunday School leadership and church staff.
  - g. Establish training for volunteers as needed.

## **S. Worship Team**

**Section 1.** The purpose of the Worship Team is to explore and implement ideas for worship.

**Section 2.** The Worship Team shall consist of Church staff involved in worship leadership, Chair of Music Committee, Member of Dayclear Praise Team, Member of Dayclear Tech Team, Member of Traditional Service Tech Team, Member of Sanctuary Choir, and two (2) "at large" congregational members (one who attends Dayclear regularly and one who attends the traditional service regularly) elected for two years with one elected each year. The Worship Team will be chaired by the Pastor and staff will be voting members.

- Section 3.** The duties and responsibilities of the Worship Team shall be to:
- a. Discuss, consider and when appropriate implement new ideas to enhance and improve both Dayclear and Traditional worship services.
  - b. Encourage and facilitate communication between staff and congregation regarding plans and preferences for worship services.
  - c. Coordinate with Ushers and Coordinators for Lord's Supper, Baptism, and Flowers/Decorations and with other appropriate groups or individuals to plan and implement Dayclear and Traditional worship.
  - d. Plan Dayclear and Traditional worship services and coordinate weekly tasks such as preparing for and leading in these worship services.
  - e. Recommend and plan special worship services and opportunities such as revivals, retreats, and evangelism events.

## **ARTICLE X. SPECIAL COMMITTEES**

### **A. GENERAL**

**Section 1.** Special committees shall be elected for specific obligations desired by the Church. These committees shall be elected by the Church upon recommendations of the Nominating Committee unless otherwise stated. These committees are responsible to the Church, unless specifically directed otherwise. These committees shall be disbanded by the Church upon completion of their obligation.

## **B. PULPIT COMMITTEE**

**Section 1.** When the Church is without a Pastor or whenever it shall first learn that it is to be without a Pastor, a special business meeting shall be called by the Moderator for the purpose of selecting a Pulpit Committee. In no instance shall such a meeting be called without the Church having first received a written resignation from the present Pastor or some other official, written notification from the present Pastor's physician or attorney that he/she is permanently incapacitated. The Deacons will present a slate of five (5) nominees for this five (5) member Committee, but this shall not preclude nominations from the floor. Immediately after election, this Committee shall meet and elect a chair and a recording secretary. It shall be the duty of this Committee to investigate and recommend to the Church a Pastor. Only one person at a time shall be presented to the Church for consideration. The Moderator shall call a Church conference for a Sunday morning service with at least one week notice to the congregation. The vote shall be by secret ballot with an affirmative vote of three-fourth (3/4) of those Church members present and voting being necessary for the election of a Pastor. This Committee shall be dissolved upon the assumption of Church duties by the new Pastor.

## **C. SEARCH COMMITTEE**

### **Section 1. Ministerial Staff Other than Pastor**

- a. This committee shall consist of at least one member from the Personnel Committee plus four (4) other church members nominated by the Nominating Committee when there is a need of ministerial staff.
- b. The general duties of the Search Committee are to recruit, interview and recommend persons for employment, considering recommendations from other committees as appropriate. The committee shall recommend only one person at a time and no recommendation shall be made except that of the Search Committee. Election of such ministerial staff shall be by affirmative vote of three-fourths (3/4) of those present and voting in a regular/called Church Conference.

### **Section 2. Service Staff**

- a. The Personnel Committee will create a search committee of the supervisor and at least one (1) appointed member from the Personnel Committee plus one (1) member from each relevant committee(s) and/or appropriate church officers.
- b. The general duties of the Search Committee are to recruit, interview and recommend person(s) for employment, considering recommendations from other committees as appropriate. The committee shall rank each candidate and submit this ranked order to the Personnel Committee for hiring.

## **D. LONG RANGE PLANNING COMMITTEE**

**Section 1.** The purpose of the Long-Range Planning Committee is to prepare a comprehensive study of the long-range needs and goals of the Church.

**Section 2.** The Long-Range Planning Committee shall be composed of seven (7) elected every four years beginning in 2008. The term will be no longer than eighteen (18) months.

- Section 3.** The responsibilities of the Long-Range Planning Committee shall be to:
- a. Develop an analysis of long-range Church and community needs.
  - b. Recommend long-range goals and strategies to the Church.
  - c. Evaluate the long-range effectiveness of the program of the Church.
  - d. Complete a new long-range plan and present a report to the Church for adoption.

## **E. HISTORY & ARCHIVES**

**Section 1.** The purpose of this Committee is to compile a history of the Church.

**Section 2.** The Committee shall consist of three (3) members, elected every ten (10) years ending in five (5).

**Section 3.** The responsibilities of the History & Archives Committee are:

- a. To synthesize every ten (10) years a history of the Church's major activities and trends since the latest Church History and to add these to that History.

## **ARTICLE XI. MEETINGS**

**Section 1.** The meetings of the Church shall be as follows:

- a. Worship services shall be held each Lord's Day, both morning and evening, and there shall be a mid-week prayer service unless the Church votes otherwise. Other worship services may be publicized and conducted, as appropriate.
- b. The Lord's Supper shall be observed on the first Sunday morning of the first month in the quarter and on the second Sunday evening of the second month in the quarter or at such other times as the Pastor and Deacons deem necessary.
- c. Regular business meetings of the Church shall be held in January, April, July, and October on a date most convenient for the congregation, but excluding the Sunday morning worship service. The regular business meeting in October shall be the Annual meeting. At least one week's notice of such conferences shall be given to the Church.
- d. Special business meetings of the Church shall be called by the Moderator upon recommendation of the Pastor, Trustees, or Deacons, or upon the request in writing from five percent (5%) of the resident members of the Church. At least one week's notice of such conferences shall be given to the Church. The call and agenda of such special meetings shall be announced at a preceding regular Sunday morning service of the Church.

**Section 2.** The final vote for an annual budget shall be conducted at an occasion involving as many Church members as possible, ordinarily immediately following a Sunday morning worship service, although detailed deliberation of the budget may have occurred at an earlier business meeting, recessed until the occasion of the vote. Amendments to the church budget, other than those specified in Article VIII, Part D, Section 3, Items e and f, may be made only at a regular or special business meeting of the Church which has been called according to the stipulations of this Article (XI), Section 1, c. or d., with an announced agenda. Any recommendation to increase particular items in the previously approved annual budget must detail the manner by which the additional funds will be obtained.

**Section 3.** Five percent (5%) of the resident members shall constitute a quorum for the transaction of business at any business meeting.

## **ARTICLE XII. SURETY OF THE BY-LAWS**

**Section 1.** The adoption of the By-Laws shall effect a repeal of all previously adopted rules.

**Section 2.** A copy of these By-Laws shall be kept at all times by the Clerk among his/her records and another copy shall be kept in the Church office. All amendments to, or revisions thereof, shall, after passage by the Church, be prepared by the Clerk and placed in the copies of the By-Laws. These shall be made available to the Church membership upon request.

## **ARTICLE XIII. AMENDMENTS**

**Section 1.** The Corporate By-Laws shall be reviewed at least every five (5) years, in years ending in zero (0) and five (5), by a Constitution and By-Laws Committee consisting of five (5) Church members who are presented to the church by the Nominating Committee and elected by the Church in a regular business meeting. The Constitution and By-Laws may be amended at any regular business meeting of the Church by vote of three-fourths (3/4) of the members present and voting, provided that previous notice, in writing, of such proposed change shall have been given at the preceding regular business meeting and announced at least once at a regular Sunday morning service of the Church.