



Hillview Baptist Church Constitution

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PREAMBLE

This Constitution is established to preserve and secure the principles of our faith and to govern the body of believers in an orderly manner. It will also preserve the liberties of each individual church member and the freedom of action of this body in its relation to other church and denominational organizations.

This Constitution is not Scripture however it is man's best effort of interpretation of Scripture as to whom we are, what we are about, our basic beliefs and how the affairs of the Church should be conducted decently and in order.

ARTICLE I – NAME AND INCORPORATION

The name of this church is Hillview Baptist Church, located in Aiken County at 1974 Jefferson Davis Highway, Graniteville, SC 29829, established May 05, 1994.

This church was incorporated on May 05, 1994 in accordance with the laws of the State of South Carolina governing religious bodies.

ARTICLE II – OBJECTIVE

The purpose of Hillview Baptist Church is to baptize and make disciples of Jesus Christ from every generation in our community, county, state, nation and world.

ARTICLE III – MISSION STATEMENT

The mission of Hillview Baptist Church is to praise, proclaim and pursue Jesus Christ.

ARTICLE IV – STATEMENT OF FAITH AND BIBLICAL AUTHORITY

The Holy Bible is the inspired word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention, June 2000. We band ourselves together as a body of baptized believers in Jesus Christ who are personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are baptism and the Lord's Supper.

This statement of faith does not exhaust the extent of our faith. The Bible is the inspired, infallible and inerrant Word of God, the final authority concerning truth, morality and the proper conduct of mankind and the sole and final source of all that we believe.

ARTICLE V – CHURCH AUTHORITY

The government of Hillview Baptist Church is vested in the body of believers that compose it. It is subject to the control of no other ecclesiastical body. The congregation, through its voting members, is the final authority for all matters of self-government of the Church. Each voting member will seek through earnest prayer and reasoned discussion to ensure the Church governs itself according to the principles found in the Holy Scripture.

ARTICLE VI – CHURCH COVENANT

We confess that we have been led by the Holy Spirit to understand our sinful condition, to repent of our transgressions and rebellion against God and believe in the Lord Jesus Christ as the only means for salvation. We believe that He was born of a virgin, lived a perfect life, died a sacrificial death and was raised to life by the power and plan of God.

We understand that salvation is by grace, through faith and not of our own works. Thus, we readily acknowledge that the fulfilment of this covenant has no bearing on our salvation. However, our desire to bear fruit for the Kingdom of God we covenant with other believers at Hillview Baptist Church to pursue the following biblical teachings with diligent devotion:

We commit our life to the lordship of Jesus Christ and will submit to the conviction, leading and teaching of the Holy Spirit in all aspects of life. **(Gal 5:16-25)**

We devote ourselves to regular and fervent prayer on behalf of others and ourselves interceding for the lost, praying for the spiritual health of believers, seeking God on behalf of our congregation and the church universal and praying for those in positions of leadership, both in the church and in all levels of government.

We will regularly and faithfully study the Scriptures, understanding them to be fully inspired by God and thus the mediator of truth and authority in all matters of faith, life and church government.

We resolve to practice forgiveness in our life. We will confess our sins, knowing that Jesus is faithful to forgive them. We will ask for forgiveness from others when we have wronged them. We will forgive others all offenses, as Jesus has forgiven us.

We commit to live a peaceful and quiet life. We will not participate in or foster dissension in the church or any place. We will guard our speech on every occasion, diligently resisting the temptation to gossip, slander, or pursue selfish gain. **(2 Co 12:21)**

We will contribute cheerfully and generously to the expenses of the church, the relief of the poor and the advancement of the gospel both to our neighbors and the nations.

We will not neglect to be active in the life of the church, but will support and treasure the biblical preaching of the whole counsel of God, the faithful observance of baptism and the Lord's Supper and the loving exercise of church discipline.

We commit to invest in the lives of other people, sharing with them good news of salvation by grace, through faith in Jesus Christ.

ARTICLE VII – STATEMENT ON MARRIAGE AND SEXUALITY

We believe that the term 'marriage' has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.

We believe that God intends sexual intimacy to only occur between one man and one woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should agree and abide by this Statement on Marriage and Sexuality and conduct themselves accordingly.

Because we believe in the biblical teaching that marriage is between one man and one woman, marriages outside those parameters **will not be** performed by church ministers or on church property.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

(Genesis 1:27-28; Genesis 2:18-25; Exodus 20:14; Matthew 19:3-12; Romans 1:26-27; 1Corinthians 6:9-20; Ephesians 5:22-33; Hebrews 13:4).

ARTICLE VIII – CHURCH OFFICERS AND ORGANIZATIONS

Section 1. The officers of the Church shall be 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 at the time of election.

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

ARTICLE IX – COMMITTEES AND COUNCILS

The Church may have such committees and councils as necessary for carrying on the work of the Church.

ARTICLE X – MEETINGS

Section 1. This Church shall have regular worship services on Sunday and any other times necessary for worship, as agreed upon by the Pastor and/or Church Deacons. The Ordinance of the Lord's Supper shall be observed at least once per quarter during the Sunday morning worship service.

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

ARTICLE XI – AFFILIATIONS WITH ASSOCIATIONS AND CONVENTIONS

The church recognizes that there is mutual helpfulness in the association of churches who are in agreement in faith and practice to encourage the spirit of fellowship and good will. The church recognizes that there have been devised, through voluntary cooperation of churches of like faith and order, organizations whose purpose it is to implement the missionary, educational and benevolent interests and obligations of the individual Christian and his or her family.

Believing that the Aiken Baptist Association, the South Carolina Baptist Convention and the Southern Baptist Convention are organizations which have as their sole purpose the promotion and support of missions, education and benevolence in the character and in the spirit of the Constitution and the Articles of Faith of this church, it therefore agrees to participate in these organizations through duly elected messengers and support of the causes which these organizations represent.

ARTICLE XII – PROPERTY HOLDING

It is agreed that the securing and maintenance of real property, buildings and equipment by this church shall be for the express purpose of providing facilities for public worship and for the engagement upon the missionary, educational and benevolent interests of this body.

ARTICLE XIII – AMENDMENTS

This Constitution may be amended, altered, or repealed by a two-thirds (2/3) vote of the active members present at any regular or called business meeting of the church, provided that any proposals for change have been given to membership at least 30 days prior to a vote being taken.



Hillview Baptist Church Bylaws

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BYLAWS

ARTICLE I – Membership

Section 1 – Qualifications

The membership of this church shall consist of persons who have given evidence of regeneration, who have been baptized by immersion, who have subscribed to the constitution of this church, and who have been received by vote of the church. The membership shall include any of the following:

- A. Those persons who accept Christ, desire Christian Baptism, present themselves for church membership upon profession of faith, and are accepted by vote of the church.
- B. A member of another Baptist church of like faith and order may be received by vote of the church upon a letter of transfer or dismissal from that church.
- C. Anyone who has been a member of a Baptist church or a church of like faith and order and in consequence of peculiar circumstances has no letter of transfer or dismissal may be received into our fellowship upon a statement of faith.
- D. A majority vote of those church members present shall be required to elect such candidates to membership.

Section 2 – Duties

- A. Members shall be faithful in all the duties to the Christian life, attend church services regularly, contribute to its support and Kingdom causes, and share in its organized work.
- B. New members of this church, shall be expected to participate in an orientation at the discretion of the pastor, staff and deacons that embraces the doctrines of the Southern Baptist, the Constitution & Bylaws of Hillview Baptist Church, and other curricula as deemed necessary. The pastor or some other church member who is informed and well acquainted with the Bible and teachings of the Baptist faith will lead this orientation.

Section 3 – Rights of Church Members

- A. Only members 18 years of age and older shall participate in and vote on transactions of the church.
- B. Every member of the church 18 years of age and older is eligible for consideration by the membership as a candidate for an elective office in the church.
- C. Every member or believer may, and is encouraged to, participate in the ordinance of the Lord’s Supper as administered by the church.

Section 4 – Quorum

Ten percent (10%) of the resident membership shall constitute a quorum except for the following circumstances:

- A. Election of officers shall require twenty percent (20%) for a quorum.
- B. Call of pastor or staff person (music, education, youth, etc.) shall require twenty percent (20%) for a quorum.
- C. Approval of any raise in pay or remuneration for any staff person shall require twenty percent (20%) for a quorum.

Section 5 – Discipline

The church may terminate the membership of persons who habitually absent themselves from the service when well and able to attend or otherwise fail to fulfill the obligations specified in the Church Covenant.

After due notice and opportunity for a hearing and kindly efforts by the deacons to make such action unnecessary, they will report their findings to the church for determination to terminate or not to terminate the membership.

Section 6 – Termination

- A. Letters of dismissal or transfer may be granted to any church of like faith for members in good standing. When such letters are granted, membership in this church will terminate. Any other explanation will be written by the pastor.

- B. When a member of this church joins a church of different faith and order, membership in this church will terminate

Section 7 – Restoration

Any person whose membership has been terminated for any offense may be restored by vote of the church upon his/her repentance and reformation, or, if due to continued absence, upon satisfactory explanation.

ARTICLE II – CHURCH OFFICERS

Section 1 – Officers

The officers of this church required for the work of the church in any of its departments or organizations shall be elected by the membership.

Section 2 – Election and Duties

A. Pastor

1. Election

Whenever a vacancy occurs, a pastor shall be called by the church to serve until the relationship is dissolved at the request of either the pastor or the church. In either case, at least a thirty (30) day notice shall be given of termination of the relationship, unless otherwise mutually agreed upon by the pastor and the church, with both seeking to follow the will of God and the leadership of the Holy Spirit.

- a) The call of the pastor shall take place at a meeting especially set for the purpose of calling a pastor, with at least two weeks written notice of meeting being given to the membership. A quorum of twenty percent (20%) shall be required.
- b) The election shall be upon the recommendation of a pulpit committee to seek out and nominate as pastor a minister of the gospel whose Christian character and qualifications fit him for the office of pastor of this church.
- c) The committee shall bring only one name at a time for consideration by the church. Election shall be by ballot with an affirmative vote of not less than three-fourths (3/4), seventy-five percent (75%), of those members present being necessary for a call. Should the one recommended by the committee fail to receive a three-fourths (3/4), seventy-five percent (75%) vote, the committee shall seek another minister.
- d) If at any time during the elected pastor's ministry, in a vote regarding his leadership, he fails to receive an affirmative vote of fifty percent (50%) of those members present, he shall be considered terminated. A quorum of twenty percent (20%) shall be required for such a vote, with at least two weeks written notice of meeting given to the membership.

2. Duties of the Pastor

- a) The pastor is responsible for leading the church to function as a New Testament Church. The pastor leads the congregation, the organizations, and the church staff in performing their tasks. We do not consider the pastor to be the sole decision-maker, but, rather, he will be a shepherd and a leader after the manner of Jesus and according to the principles and teachings of Scripture.
- b) The pastor should maintain an office schedule as much as possible. Daily devotionals by the church and office staff are encouraged. He should have weekly planning meetings with the church staff.
- c) The pastor is expected to give to his wife and family the quality time they need and deserve.
- d) We look to the pastor as leader of pastoral ministries in the church. As such he works with the church staff and deacons to:
 - Lead the church in the achievement of its mission.
 - Proclaim the gospel to believers and non-believers.
 - Care for the church's members and other persons in the community.
- e) The pastor is encouraged to be involved and support the Aiken Baptist Association, Southern Baptist Convention and SC Baptist Convention.
- f) The pastor will seek the counsel of the deacons for supply of the pulpit when he is absent for revival meetings, and for any program or ministry he proposes for the church.
- g) His very first duty should be to get to know the congregation and to gain its confidence and respect.
- h) The pastor shall serve as an ex-officio member of all committees.
- i) Any other duties as deemed necessary by the Personnel Committee.

3. Compensation

In the event of recommendation to increase or decrease the compensation of the pastor or other paid staff member, notice must be given in the church bulletin at least one week in advance and announced from the pulpit. Approval shall be by ballot with an affirmative vote of the majority of a twenty percent (20%) quorum.

4. Vacancy

- a) Whenever a vacancy occurs in the pastorate of Hillview Baptist Church, the deacons shall immediately provide for a supply until an interim can be named.
- b) The deacons or a committee of the deacons will prayerfully seek out a minister who would be willing to serve as interim pastor.
- c) The procedures for the pulpit committee is found in the section of "Special Committees"

B. Other Ministerial Positions

1. Election

- a) Should by vote of the church other ministerial positions be created, such as Minister of Education, Minister of Music, or Minister of Youth, etc., these ministers shall be recommended by a special committee designated to recommend same.
- b) Prospective ministers shall have been examined by the pastor and deacons for employment by church action. The committee shall bring only one name at a time for consideration of the church.

- c) The call of a prospective minister shall take place at a meeting with a quorum of twenty percent (20%). At least a two week notice shall be given to the membership.
- d) Election shall be by ballot with an affirmative vote of not less than three-fourths (75%), seventy-five percent (75%), of those members present being necessary for a call. Should the one recommended by the committee fail to receive a three-fourths (3/4), seventy-five percent (75%) vote, the committee shall seek another minister.
- e) If at any time during the elected pastor's ministry, in a vote regarding his leadership, he fails to receive an affirmative vote of fifty percent (50%) of those members present and voting, he shall be considered terminated. A quorum of twenty percent (20%) shall be required for such a vote, with at least two weeks written notice of meeting given to the membership.

2. Duties of Other Ministerial Positions

The duties, generally, of other ministerial positions shall be to:

- a) Cooperate with pastor, loyally and efficiently; to work harmoniously with all the officers, teachers, and leaders of the church's organizations.
- b) Discover and recruit, according to the church's plan, needed workers for applicable departments.
- c) Maintain and supervise a comprehensive program of leadership training.
- d) Give help whenever needed to promote church success.
- e) Give audience to plans for increased enrollment and attendance of all the church organizations.
- f) Install and operate an adequate system of records for applicable departments with the assistance of well-trained secretaries.
- g) Give guidance to executive and planning groups, such as Sunday School workers' conference and officers and teachers meetings, Discipleship Training Council, WMU, executive committee meetings, Men's Missions, planning meetings, and committees of various kinds.
- h) Direct weekday and Vacation Bible School education to relate the organizations happily to one another and to the church.
- i) Give stimulation and leadership to personal evangelism.
- j) Harness the powers of all the organization to the denominational programs of world service.

C. Church Secretary

1. Election

The church secretary shall be recommended to the church by the personnel committee. The secretary shall have been interviewed and approved by the pastor prior to church action. The personnel committee shall recommend to the church an individual to be elected with a quorum of twenty percent (20%) of the membership.

2. Duties of the Church Secretary

The duties of the church secretary shall include the following:

- a) To cooperate with the pastor, loyally and efficiently.
- b) To work harmoniously with all the staff officers, committees, and leaders of the organizations.
- c) To keep an orderly file of church and committee records required.

- d) To cooperate with, or assume the responsibilities of, the church clerk as required.
- e) To perform any general duties as required by the pastor and the church.
- f) To cooperate with the treasurer as required.

D. Deacons

1. Election

The church shall elect one (1) deacon per twelve (12) member families not to exceed a ratio of one to fifteen to care for the church Membership. These shall be elected from among those male members 25 years of age and older who have proven themselves to have spiritual and Scriptural qualifications. Deacons shall be elected for a period of three (3) years, under a staggered rotation system (2-2-1 under a five format). The following system shall govern the deacon election process, in order to provide for democratic expression on the part of the church as it seeks the leadership of the Holy Spirit.

- a) On the third Sunday of May, the Deacons will publish the section of the Bylaws pertaining to Deacons (Article II, Sec. 2.D.), as well as Scriptural guidance from 1 Timothy 3:1-13. The Deacons shall also publish the names of all qualified resident men of the church and designate those men who are ineligible by reason of service the previous three years.
- b) No less than three weeks shall be allowed for the members to pray concerning nominations of not more than the required number to be elected. At all services during this period, special prayers will be offered for church guidance.
- c) On the second Sunday in June, members shall nominate the required number of men on a write-in ballot from the published list of names.
- d) From the published list the Deacons shall contact all nominees receiving votes. Nominees will be asked if they are willing to serve the Church according to the "Functions and Duties of the Deacon" (Article II, Sec. 2.D.ii)
- e) On the fourth Sunday in June, the church will elect the required number of men from a ballot presented by the Deacons that consists of all eligible nominees who have agreed to serve if elected.
- f) Deacons will begin service on the first Sunday in August for a one month transition with the active and outgoing deacons.

2. Functions and Duties of the Deacon

- a) The deacons shall elect annually their chairman.
- b) The pastor or the chairman of deacons may call the deacons into special session whenever the need for such arises.
- c) Deacons shall, at all times, consider themselves as servants of the church. With the pastor and as the Holy Spirit may direct, they shall consider and make recommendations to the church in all matters pertaining to its worship, work and progress, including discipline, property, finance, programs, education, missions, cooperation, and new construction.
- d) The deacons shall assist the pastor in the observance of the Ordinances and programs of visitation.
- e) They shall arrange for regular meetings and such committees as are necessary to discharge their duties.
- f) Deacons must also support the Worship, Outreach, Discipleship and Sunday School ministries of the Church.

E. Clerk

1. Election

The clerk shall be elected annually.

2. Duties of the Clerk

The clerk will cooperate with the church secretary in the fulfillment of the following duties.

- a) Attend or be represented at all church business meetings.
- b) Keep an accurate record of all business transactions.
- c) Prepare the annual associational letter.
- d) Notify all officers, members of committees, and messengers of their election or appointment.
- e) Issue letters of dismissal and transfer as authorized by the church.
- f) Preserve a true history of the church.
- g) Maintain an accurate roll of the church membership so that it is kept with the dates and methods of admission, changes in names, correct mailing addresses, and other pertinent information.
- h) Provide all admission, dismissal and transfer records to the church secretary to maintain the church membership roll.

F. Treasurer

1. Election

The treasurer shall be elected annually.

2. Duties of the treasurer

- a) Receive, deposit, maintain in a federally insured financial institution, and disburse by check, upon proper authority, all moneys or things of value that are given to the church.
- b) Keep at all times an itemized account of all receipts and disbursements and render regularly an account to the church to be preserved by the church clerk.
- c) Obtain two signatures on each issued check, one by the treasurer, and the other by the finance committee chairman or by the financial secretary.
- d) Meet with the deacon body upon invitation or request.
- e) Serve as an ex-officio member of the budget and finance committee.

G. Financial Secretary

1. Election

The financial secretary shall be an employee of the church

2. Duties of the Financial Secretary

- a) Receive the empty envelopes after the money has been removed and counted by the tellers.
- b) Give each contributor individual credit as provided in the record system approved by the church.
- c) Keep records of the receipts from envelopes, loose moneys in the offering plates, and special offerings.

- d) Prepare and distribute statements to all contributing members as the church directs.
- e) Keep accurate records of budget expenses and receipts.

H. Trustees

1. Election

Upon nomination the deacons shall select at least three (3) members to serve as trustees. The term of office shall be for three (3) years with one-third of the members being elected each year. Vacancies may be filled at any time, with the one elected filling out the unexpired term of the one whose vacancy is being filled. No committee member shall be eligible for re-election until one year after his or her term expires unless there is no one to fill the seat.

2. Duties of the Trustees

- a) Hold in trust the title of the church, as provided by the law and the action of the church.
- b) Represent the church in all legal matters of responsibility, including the securing of loans for the purchase and improvement of church property, as well as representing the church for the sale of church property.
- c) Execute other legal papers relating to the church and the community as the church may direct.
- d) The trustees shall have no power to buy, sell, mortgage, lease or transfer any property of the church without a special vote of the church authorizing such action. Neither shall the trustees have any control over the use of the church property except by the vote of the church.

I. Church Council

1. Composition

The Church Council shall be composed of the pastor, clerk, treasurer, all other **ministers**, chairman of deacons and all ministry directors, (Sunday School, Women's Missionary Union etc.).

2. Duties of the Church Council

The Church Council shall seek to correlate and coordinate the activities and organization of the church, yet with advisory powers only.

J. Organist

The church organist shall be an employee of the church.

1. Duties of the Organist

The organist shall play for all public services and shall assist the Music Director in a suitable program of music for the church and its services.

K. Pianist

The church pianist shall be an employee of the church.

1. Duties of the Pianist

The pianist shall play for all public services and shall assist the Music Director in a suitable program of music for the church and its services.

ARTICLE III – Church Committees and Directors

Section 1 – Standing Committees and Directors

A. After election, committees shall meet within the first three weeks to elect a chairperson for the committee, and to determine a meeting schedule.

B. The church shall have the following standing committees, directors and others as required. Each committee shall rotate its members annually. No committee shall attempt to take any action or make any recommendation without a majority vote of the committee.

- A. Audit
- B. Baptismal
- C. Benevolence
- D. Budget and Finance
- E. Building and Grounds
- F. Constitution and Bylaws
- G. Flower
- H. Insurance
- I. Kitchen and Fellowship
- J. Membership
- K. Nominating
- L. Personnel
- M. Preschool
- N. Teller
- O. Usher
- P. Security

Section 2 – Election of Committees and Directors

A. The church shall elect standing committees and directors as deemed necessary to carry on various phases of the program of the church efficiently and effectively.

B. The nominating committee shall nominate to the church in its annual business meeting persons to serve for the succeeding church year on the standing committees and directors, except the nominating committee. The church will then elect the personnel of these committees. The members of the nominating committee shall be elected annually by the church from a list of nominees submitted by the deacons in their March meeting (see nominating committee for the number of persons to be nominated).

C. Upon their election by the church, (at first business meeting following appointment of the nominating committee), the Sunday School Director, WMU Director and Men’s Missions Director automatically become members of the nominating committee.

Section 3 – Names and Functions of Committees and Directors

A. Audit Committee

1. The audit committee shall consist of three (3) members and the chairman of the budget and finance committee. The committee shall perform quarterly audits of financial records and policy administration and committee operations and make reports to the church.
2. The audit committee shall secure a professional, external audit every two years of all church financial records.

B. Baptismal Committee

The baptismal committee shall consist of one man and one woman. It shall be the duty of the committee to make all necessary arrangements for the ordinance of baptism and to render such assistance to the pastor and to the candidates as may be necessary.

C. Benevolence Committee

The benevolence committee shall consist of three (3) members of whom one shall be a deacon. This committee shall seek out the needs of members in the church family and others and request aid for those recommended. The committee shall arrange for distributing any supplies and materials given by the church.

D. Budget and Finance Committee

1. The budget and finance committee shall be composed of up to seven (7) members elected from the membership at large and shall include at least one (1) active deacon.
2. The members shall be elected for a term of three (3) years with one-third (1/3) of the members being elected each year.
3. The church treasurer shall be an ex-officio member of the budget and finance committee.
4. The church secretary shall act as secretary of the committee and shall be an ex-officio member. No officer shall simultaneously hold an office in the body of deacons.
5. The committee shall meet regularly to consider the financial condition of the church and shall make regular reports of the same to the church in its business meeting.
6. The committee shall prepare annually a proposed budget including local expenses, education, missions and benevolence and shall submit the same to the church in its regular business session at least two months (2) prior to the beginning of the fiscal or budget year. In preparing the budget, the committee shall confer with the head of each organization of the church, (i.e., departments, committees, etc.).
7. Upon adoption of the budget, it becomes the duty of the committee to conduct church-wide programs encouraging personal commitment to tithing and giving.
8. In the event of extreme emergency, the committee will recommend revisions in the budget.
9. Prior review by the budget and finance committee is necessary for any item expenditure of departmental funds exceeding three hundred (\$300).
10. All expenditures must be approved by the department director or committee chairman on a requisition submitted to the church treasurer. All other routine expenses shall be requisitioned through the church office with the pastor's approval before being submitted to the church treasurer.
11. Designated expenses previously authorized in the church budget such as utilities, cooperative program, special offerings, salaries, etc., do not need to be processed through the church office or get the pastor's approval.

E. Building and Grounds Committee

1. The building and grounds committee shall have six (6) members up to a maximum of eight (8), and shall consist of both men and women.
2. It shall be the duty of this committee to give attention to the state of repair and appearance of the buildings and grounds and schedule such repairs and improvements as authorized by the church and included in the church budget.
3. All matters of major repair or improvements and items of equipment shall be referred to the Budget and Finance Committee for recommendation to the church.

F. Constitution and Bylaws Committee

1. The committee shall consist of six (6) members. Two (2) of whom shall be elected each church year. Members will serve three (3) years. At least one (1) shall be an active deacon.
2. The committee shall elect annually its chairman.
3. The committee shall meet annually to review the Constitution and Bylaws.
4. The chairman or a designated member of this committee shall serve as the church parliamentarian.

G. Flower Director

The director shall provide flowers for the church on Sundays and/or arrange and schedule with the membership for flowers to be placed in the church. Arrangements shall be made for the disposition of flowers after the evening service. A proper floral arrangement shall be provided for the funeral of a deceased church member.

H. Insurance Committee

1. The insurance committee shall be composed of three (3) members.
2. The committee shall determine the insurance needs of the church, investigate insurance policies available as to coverage and cost, and recommend policies and companies for negotiation by the church.

I. Kitchen and Fellowship Director

The kitchen and fellowship director;

1. Make an inventory of kitchen supplies periodically and submit its recommendations to the church office for ordering of needed supplies.
2. Make recommendations to the appropriate committees concerning the equipping and maintenance of the kitchen.
3. Plan church-wide fellowships including food and entertainment as indicated and assist, as requested, with any other special church-wide functions.

J. Membership Committee

The membership committee shall consist of three (3) members, at least one of whom shall be a woman. The church clerk shall be an ex-officio member. The committee shall have general charge of the membership rolls. The duties of this committee shall be to:

1. Refer all requests for letters of dismissal to the church and make recommendations upon such.
2. Perform an annual census of the membership to determine intentions of members.
3. Examine annually the membership rolls by making a list of members who are deceased, who have joined churches of different faith and order, if known, who are nonresidents, and who have failed in attendance and financial support of the church.

4. Make a detailed quarterly report to the church reflecting all change in membership.
5. Use every reasonable means to insure an accurate membership roll of resident members by August 1st.
6. Report the results of the above examination to the church.
7. All church members recommended for termination and approved by the church in conference will be removed from the church roll by the church clerk.

K. Nominating Committee

1. The nominating committee shall be composed of at least five (5) persons with the suggestion that the makeup be three (3) men and two (2) women plus the other three hereinafter designated.
2. The base committee of five (5) persons shall be elected by the church from a list of twice the number (six-6 men and four-4 women) submitted annually by the deacons in their March meeting. The pastor and/or other ministers shall serve as ex-officio member of the nominating committee.
3. The first report of the new committee each year shall consist of nominations for the office of Sunday School Director, WMU Director and the Men's Mission Director. Upon the election by the church of these organizational heads, they will become part of the nominating committee.
4. The full committee shall make nominations for the organizations and committees of the church. The report of the committee shall be suggestive to the church, and any member of the church will have the privilege of making nominations from the floor.
5. It is also suggested that the nominating committee each year conduct a survey of the membership. Each office or position in the various organizations and committees should be listed or categorized for the members to mark and indicate any preference of an area of service.
6. Care should be taken to consider every member of the church and seek to place members where they could best use their gifts or their desire to serve. It is further suggested that only those members who are in good standing and support its worship service and programs of the church will be considered for any committee or office.
7. Care should be taken to avoid nominating or placing more than one family member on the same committee.
8. The Nominating Committee will provide oversight to all Committees.

L. Personnel Committee

The personnel committee shall consist of up to six (6) members, two of whom shall be elected each church year. Members shall serve for a period of three (3) years. No committee member shall be eligible for re-election until one year after his or her term expires unless there is no one to fill the seat. The committee shall elect its chairman annually. The duties of the personnel committee shall be to:

1. Periodically review the personnel code, duties, salaries, vacations, privileges, restrictions, absenteeism, and grievances and present recommendations to the church after coordination with the deacons.
2. Define and document the duties of church employees at the time of their employment.
3. Make recommendations for salary adjustments to the budget and finance committee for its consideration before presentation to the church.
4. Work with the pastor and deacons subject to the approval of the church in all matters concerning personnel and staff members and recommend and secure any personnel needed, exclusive of the pastor.

5. Seek the advice and help of all committees affected by the position to be filled when a vacancy occurs.

M. Preschool Director

The duties of the preschool director shall be to:

1. Determine the needs of preschool department.
2. Cooperate with the Sunday school department in planning programs, caring for equipment and providing and scheduling workers.

N. Teller Committee

The teller committee shall consist of up to eight (8) members elected annually for a term of four (4) years with two (2) members rotating off each year. Duties of the teller committee shall be to:

1. Open all offering envelopes.
2. Count the money.
3. Verify the amounts.
4. Make out a deposit slip.
5. Place the money in the night deposit box at the bank.

O. Usher Director

The duties of the usher director shall be to:

1. Care for the seating and comfort of the congregation.
2. Greet and introduce visitors.
3. Prevent interruptions and distractions.
4. Attend to similar needed services.

P. Security Committee

The Security Team shall coordinate and execute safety measures for the congregation. Areas of concern include the safety and protection of all people on the premises, as well as securing church property and assets. The Nominating Committee shall work with the deacons annually to appoint a team leader. The chairman will be responsible for the formation of the Security Team.

The Security Team shall be responsible for maintaining the Security Policy and Procedures Manual and stay abreast of safety and security needs of the church.

Section 4 – Special Committees

A. Pulpit Committee

1. Composition

The pulpit committee shall consist of five (5) members. It is suggested that this committee consist of three (3) men and two (2) women. No two members shall be related.

2. Election

Upon resignation or retirement of the pastor, the following steps shall be taken:

- a) As soon as practical, the Deacons shall meet to nominate a pulpit committee.
- b) After a week's consideration, each deacon shall submit ten (10) names to be considered for nomination. From these names, the ten (10) individuals who receive the highest number of

votes will be contacted concerning willingness to serve. If verbal acceptance is received, the names will be presented to the church.

- c) The names submitted by the deacons must be published in the church bulletin, and a letter mailed to all active church members one week prior to the called church conference, at which time the vote will be taken by secret ballot. Other nominations may be made from the floor and placed on the ballot. The five (5) persons receiving the highest vote shall compose the pulpit committee.
- d) The committee shall elect a chairman as soon as possible after the election.

3. Expenses

All expenses incurred by the pulpit committee shall be paid by the church.

B. Other Special Committees

These committees shall be elected by the church for specific purposes as deemed necessary. The nominating committee shall recommend the election of these committees unless the church directs their appointment in a different manner.

ARTICLE IV – Church Organization

Section 1 – Sunday School

A. Purpose

The Sunday School shall be an agency through which an organized plan of teaching and studying may be provided for the church, using the Bible as its primary textbook with other supplements, such as quarterlies, etc. The Sunday School shall have departments for each age group, as needed.

B. Officers

1. Director

The Director of Sunday School shall have general oversight of the entire ministry and shall consult and work in cooperation with resources of the SBC as necessary in the administration of the ministry. He or she shall be acquainted with the best methods of religious education and endeavor to adopt them in the school. It shall be his or her duty to counsel regularly with teachers to give advice and to receive suggestions from them. The Director shall see that a full and accurate report is made regarding the work of the Sunday School in the regular business meeting of the church.

2. Additional Officers

Additional officers shall be provided as needed

C. Election

The Sunday School Director shall be elected during June upon recommendation by the nominating committee and after elected shall become a member of the nominating committee. Other officers shall be elected in September upon recommendation by the nominating committee. The officers shall serve a period of one year. The Sunday School Director shall recruit annually teachers for each class and submit their names to the Nominating Committee to be included in the Nominating Committee Report.

Section 2 – Woman’s Missionary Union (WMU)

A. Purpose

The purpose of the Woman’s Missionary Union is to enlist all women, young ladies and girls in a program of missions, training, giving and activities suggested by the WMU Auxiliary to the South Carolina Baptist Convention and Southern Baptist Convention.

B. Officers

The WMU officers shall consist of a Director, and other needed officers, as suggested.

1. Director

The Director is responsible to the church for leading in planning, conducting and evaluating the work of WMU. The Director shall make a complete report of the plans, work, and activities during regular church business meetings.

2. Other Needed Officers

Additional officers shall be provided as needed.

C. Elections

The WMU Director shall be elected in June upon nomination by the nominating committee and shall, after election, serve as a member of the nominating committee. Enlistment of other needed officers shall be elected in September. The WMU officers shall serve a period of one year.

Section 3 – Men’s Missions

A. Purpose

The purpose of the Men’s Missions is to enlist all young men and boys in a program of missions, training, giving and activities suggested by the South Carolina Baptist Convention and Southern Baptist Conventions.

B. Officers

The Men’s Mission officers shall consist of a Director, and other needed officers as suggested.

1. Director

The Director is responsible to the church for leading in planning, conducting and evaluating the work of the Men’s Missions. The Director shall make a complete report of the plans, work, and activities during regular church business meetings.

2. Other Needed Officers

Additional officers shall be provided as needed.

C. Elections

The Men’s Missions Director shall be elected in June upon recommendation of the nominating committee. He shall, after elected, serve as a member of the nominating committee. Other officers shall be elected as needed in September. The Men’s Missions officers shall serve for a period of one year.

ARTICLE V – Meetings

Section 1 – Worship

The regular worship services of the church shall be held Sunday mornings, Sunday evenings, and Wednesday evenings unless otherwise agreed upon by the church.

Section 2 – Business

- A. The church shall hold a regular bi-monthly business meeting on the third Wednesday of every other month except where activities of the church calendar conflict and then the business meeting shall be rescheduled either a week prior or a week following the regular date. At this time, reports shall be made by, but not limited to; the committee chairperson, ministry directors, the treasurer, the clerk and the deacons. Upon election, the pastor shall serve as moderator of the business meetings. In his absence, the chairman of the deacons shall preside as moderator or may select some other person to preside in his absence.

- B. An agenda shall be provided in the church bulletin on the Sunday preceding the regular business meeting. This agenda shall include all recommendations to be presented to the church.
- C. At any of the regular meetings for worship, the church may without special notice act upon reception of members, recommendation of the church nominating committee, and appointment of messengers to convention.
- D. The pastor may, and shall, when requested by the deacons, trustees, or any church committee, call from the pulpit and in a letter to the church special business meetings, giving at least one week-written notice and stating clearly the agenda of the meeting in the notice.
- E. At any time discussion is held concerning the welfare or salary of the pastor or other paid staff member, he/she and his/her family shall excuse himself/themselves from the meeting.
- F. The conduct of business shall be in accordance with the latest edition of *Roberts' Rules of Order*. A copy of this shall be available at all business meetings.

ARTICLE VI – Licensing and Ordinations

Section 1 – Licensing

When a male member announces to the church that he feels the call to the ministry, the church by affirmative vote of the majority of members present may license him as an acknowledgment of his call to the ministry and encourage him to make preparation for it. The clerk of the church may furnish the member with a copy of the minutes or a certificate of license as his credential. It is understood that the performance of civil duties by the member shall be governed by the laws of the state.

Section 2 – Ordination

A. Minister

1. **Examination:** In the event this church has been requested to ordain a member who has been called as a pastor to a Southern Baptist Church, the following procedure shall be followed. The church shall:
 - A. Express its approval by a majority vote of the members present at any church business meeting.
 - B. Invite the Associational Council on Ordination and representations of Southern Baptist churches to serve on a committee to examine the candidate concerning his fitness for the ministry and report to the church.
 - C. Proceed with the ordination when the report of the committee is favorable

2. Suggested Service:

- A. Hymn of Praise
- B. Prayers of Thanksgiving
- C. Charge to Person Ordained
- D. Charge to Church
- E. Presentation of Gift Bible
- F. Laying on of Hands by all fellow ministers
- G. Right-hand of Fellowship by all church members
- H. Prayer of Dedication by One Ordained

B. Deacon

1. **Examination:** At least one month prior to ordination, all active and inactive Deacons of the church shall be given an opportunity to examine the prospective deacons. The following are suggested questions for the examination of prospective deacons:
 - A. Is he committed to Christ? (Personal faith in God)
 - B. Is he a supporter of his church?
 - C. Is he faithful in attendance and services?
 - D. Does he put into practice his Christianity in his community?
 - E. Does he influence his community?
 - F. Is he honest?
 - G. Does he pray for his church and his pastor?
 - H. Does he manage his family well?
 - I. Does he help where needed?
 - J. Does he abstain from alcohol?
 - K. Does he maintain a Christian home?
 - L. Is he the husband of one wife who cooperates with him in maintaining a Christian home?

2. **Suggested Service:**

The responsibility for the ordination lies within the local church. Should the church feel that an individual meets the Scriptural and practical qualifications of deaconship and, hence, elects him to serve the church in such a position, then it becomes the responsibility of the church to ordain this individual to the deaconship at a worship service designated specifically for this purpose. The service will include a charge to the deacon, a charge to the church and the laying on of hands. All ordained deacons and ministers present will be invited to participate in the laying on of hands.

A certificate of ordination and a copy of *The Baptist Deacon handbook* shall be given to each newly ordained deacon.

ARTICLE VII – Church Year

The church year shall be considered as September 1st through August 31st.

ARTICLE VIII – Ordinances

The ordinances of this church shall consist of baptism and the Lord's Supper.

Section 1 – Baptism

The responsibility of the administration of the ordinance of baptism shall rest with the pastor and may be administered at regular church services by the pastor, by another ordained minister approved by the church, or by an ordained deacon approved by the church.

Section 2 – Lord's Supper

The ordinance of the Lord's Supper shall be observed at least once a quarter during the Sunday morning worship service.

ARTICLE IX – Affiliations with Associations and Conventions

The church recognizes that there is mutual helpfulness in the association of churches who are in agreement in faith and practice to encourage the spirit of fellowship and good will. The church recognizes that there have been devised, through voluntary cooperation of churches of like faith and order, organizations whose purpose it is to implement the missionary, educational, and benevolent interests and obligations of the individual Christian and his or her family.

Believing that the Aiken Baptist Association, the South Carolina Baptist Convention, and the Southern Baptist Convention are organizations which have as their sole purpose the promotion and support of missions, education, and benevolence in the character and in the spirit of the Constitution and the Articles of Faith of this church, it therefore agrees to participate in these organizations through our duly elected messengers and our support of the causes which these organizations represent.

This church may withdraw from affiliation with the associations and conventions by a vote of two-thirds (2/3) of the church members present at business meeting being necessary for withdrawal.

ARTICLE X – Property Holding

It is agreed that the securing and maintenance of real property, buildings and equipment by this church shall be for the express purpose of providing facilities for public worship and for the engagement upon the missionary, educational and benevolent interests of this church body.

If, at any time in the future, it shall be proposed to alter the quality of beliefs and practices of this church in important respects to be at variance with the character described in the Constitution and in the Articles of Faith of this church, such alteration can be effected and accomplished only by a vote of not less than two-thirds (2/3) of the members of this church. Any person or persons proposing any such alteration shall file the same in writing with the clerk of this church at least thirty (30) days before any vote is taken therein, and the membership of this church shall be notified of such proposed alteration at least thirty (30) days before any vote is taken therein. It is understood that the rights of the property of this church shall inhere in that part of the congregation which shall agree to continue the use of the property of this church for the purpose for which it was purchased and has been to that time maintained.

If at any time the church calls for a vote to withdraw from affiliation with the associations and conventions and the vote does **NOT** pass, the property of this church shall remain vested in the group in the church desiring to retain its affiliation with the associations and conventions; provided further that in all matters relating to its internal affairs the church remains and shall be an autonomous body.

ARTICLE XI – Resolutions

As required.

ARTICLE XII – Church Seal

As required.

ARTICLE XIII – Church Policies

The church may adopt policies and procedures as required.

ARTICLE XIV – Option and Amendments

Section 1 – Adoptions

The Bylaws shall be considered adopted and in immediate effect if and when ten percent (10%) of the resident members are present at the business meeting at which the vote is taken and a majority shall vote

in favor of the same. The vote shall be taken not less than thirty (30) days after formal presentation of the by-laws to the church.

Section 2 – Amendment

The Bylaws may be amended, altered or repealed by a two-thirds (2/3) vote of the members present and voting in favor of, at any regular business meeting of the church, provided, however, that such an amendment, alteration, or repeal must be given to the church clerk in writing and this proposed change shall be presented to the church at least thirty (30) days prior to the time the vote is taken, provided, however, that the provisions of this action shall not apply to **Article IX hereof.**