

BYLAWS
for the
SOUTH RIVER BAPTIST CHURCH
of
STATESVILLE, NORTH CAROLINA

Amended and Restated September 20, 2024

BYLAWS
for the
SOUTH RIVER BAPTIST CHURCH
of
STATESVILLE, NORTH CAROLINA

TABLE OF CONTENTS

	Page
Article I	
<u>Membership</u>	
General.....	4
Candidacy.....	4
New Member Orientation	4
Membership Privileges	5
Termination of Membership.....	5
Discipline.....	5
Call to Ministry.....	6
Ordination.....	7
 Article II	
Meetings	7
 Article III	
<u>Special Events</u>	
Use of Church Facilities.....	8
Reservations of Facilities	8
Deposits or Fees.....	9
Music.....	9
Florist and Decorations	9
General.....	10
Liability.....	10
 Article IV	
<u>Church Officers</u>	
Senior Pastor	10
Church Staff.....	13
Deacons.....	13
Yokefellows	16
Trustees.....	17
Clerk	18
Treasurer.....	18

Article V

Church Leadership	18
-------------------------	----

Article VI

Church Ministry Program.....	19
------------------------------	----

Article VII

Church Program Services	19
-------------------------------	----

Article VIIICommittees and Service Teams

Standing Committees.....	19
Non-standing Committees	23
Election of Committees.....	24

Article IXChurch Finances

Budget.....	24
Budget Principles	24
Accounting Procedures	25

Article XAssets

Property Holding.....	25
Church Property Rights	25

Article XI

Cemetery.....	26
---------------	----

Article XIIAdoption and Amendments

Adoption	26
Amendments.....	26

ARTICLE I - MEMBERSHIP**Section A - General**

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

Recognizing that church membership is a privilege as well as a responsibility, we further recognize that as members of the body of Christ, we have a responsibility to Christ, the head of the church, and to the body as a whole. This section in our by-laws sets forth those responsibilities and privileges that each member of South River Baptist Church has as a part of the Body of Christ.

The membership reserves the exclusive right to determine who shall be members of this Church and the conditions of such membership.

Section B - Candidacy

Any person may offer himself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

1. By profession of faith in Jesus Christ as Savior and for baptism according to the policies of this church.
2. By promise of a letter of recommendation from another Baptist church.
3. By restoration upon a statement of prior conversion and baptism when no letter is obtainable.
4. Should there be any dissent as to any candidate, such dissent shall be referred to the Senior Pastor and Deacons for investigation and making a recommendation to the church within thirty days.
5. A majority vote of those church members present and voting shall be required for membership unless otherwise stated.

Section C - New Member Orientation

New members are required to participate in the church's new member orientation. Upon completion of orientation, new members will be considered officially "active".

Section D - Membership Privileges

An active member is a member that attends twenty- four (24) services per year and is in good standing with the church.

1. Only active members of the church are entitled to vote on all elections and on all questions submitted to the church in conference, provided the member is present or provisions have been made for absentee balloting.
2. Only active members of the church are eligible for consideration, by membership, for elective offices in the church. Non-Administrative Committee positions may be held after one year of membership. Administrative Committee positions may be held after two consecutive years of membership. Lead discipleship teachers must first be an active member for two consecutive years.
3. Every member of the church may participate in the ordinances of the church as administered by the church.

Section E - Termination of Membership

Membership shall be terminated in the following ways:

1. Death of the member.
2. Dismission to another Baptist church (by letter).
3. Exclusion by action of the church. (See Section F)
4. Erasure upon request or proof of membership in a church of another denomination. If by request, this should be done in writing and then no letter is granted but a certificate of standing.
5. Should a member become an offense to the church, and to its good name by reason of immoral, or unchristian conduct, or by persistent breach of their covenant vows, or non-support of the church, their membership could be terminated. The church may vote to terminate their membership by two-thirds (2/3) counted vote at a regular church conference, but only after due notice, by registered letter, a month in advance, and after faithful efforts have been made to bring such member to repentance and amendment.

Section F - Discipline

1. It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The

Senior Pastor, other Staff members, and Deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment. Should some serious condition exist, which would cause a member to become a liability to the general welfare of the church, the Senior Pastor and the Deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a two thirds (2/3) secret vote of the membership present at a regular church conference is required. It must be presented to the church a month in advance and voted on in a regular church conference. All such proceedings shall be prevailed by a spirit of Christian kindness and forbearance.

2. The church may restore to membership any person previously excluded upon request of the excluded person, and by secret vote of the church, with two-thirds (2/3) majority affirming, upon the evidence of the excluded person's repentance and reformation.
3. Resident members are obligated to attend worship and other services, unless providentially hindered, with regularity. All members of the church shall be expected to live and conduct themselves in keeping with the principles set forth in the church covenant herein.
4. Members who fail to comply with these obligations and principles as stated over a continued period will be visited first by the Senior Pastor, then by a member of the body of Deacons for the purpose of re-enlistment. If after visit or contact, the member does not show a desire to meet the obligations and responsibilities of church membership, the Deacons shall recommend to the church that he be placed on an inactive list. The member will remain on the inactive list during which time he will continue to be visited and encouraged to become an active member.
5. It shall be the responsibility of the Chairman of Deacons to review annually, with the Senior Pastor, the church membership roll. He will take the necessary steps to set up contact and visitation program for the delinquent members.

Section G - Call to Ministry

When a member announces to the church he feels the call to the ministry, the church, by majority vote, may license him as an acknowledgment of his call to the ministry and encouragement to make preparation for it. The Clerk of the church may furnish the member with a copy of the minutes or a certificate or license as his credentials. It is understood that the performance of civil duties by the member shall be governed by state law.

Section H - Ordination

After a member or former member has been called as a pastor of a Baptist Church, the following procedure shall be followed: The church will express its approval by vote of three-fourths (3/4) of the members present at a regular church conference. The Senior Pastor shall convene an Ordination Board from within the membership of this church (South River Baptist Church of Statesville, North Carolina) in order to examine the candidate and recommend ordination. The church, at its discretion, may invite associational council on ordination to examine the candidate concerning his fitness for the gospel ministry. If the committee report is favorable, the church may proceed with the ordination. This church may invite representatives of neighboring churches to examine the candidate and report to the church.

ARTICLE II - MEETINGS**Section A.**

There shall regularly be two public worship services each Sunday - a morning service and an evening service.

Section B.

There shall be a mid-week service on Wednesday evening of each week.

Section C.

The Lord's Supper shall be observed quarterly and the ordinance of baptism will be held as needed.

Section D.

Quarterly church conferences will be held for pertinent reports from pastoral staff, church treasurer, church clerk, ministry teams, and church committees.

Section E.

Special conference for the transaction of business may be called by the Senior Pastor, Chairman of Deacons, or upon written request, to the Clerk, of no less than 10% of the active members of the church. Such special meetings shall be announced at a regular service and in the church bulletin one week prior to the meeting except that candidates for membership may be voted upon without prior notice.

Section F.

A quorum for transacting business, at any church conference, shall consist of those members present, provided it is a stated conference or one properly called, and at least 10% of the active members are present.

Section G.

Robert's Rules of Order (Revised) shall be the authority for parliamentary procedures.

ARTICLE III - SPECIAL EVENTS

The sanctuary is a sacred place. Behavior should always be in reverence and courtesy to Christ and the Church.

Obtaining use of church for non-related church activities such as: weddings, anniversaries, birthday parties, etc.

Section A. - Use of the church facilities

1. Any active member of South River Baptist Church may use the church facilities in accordance with the "Facility Use Policy".
2. Use of the church facilities by non-members shall first be approved by the Pastoral Staff and must comply with the "Facility Use Policy".
3. Events must not interfere with planned activities or ministries and should be confirmed by the church office.
4. Use of church facilities for the purpose of weddings and/or wedding-related events is reserved for church members only, and must comply with both the "Facility Use Policy" and the "Marriage Policy".

Section B. - Reservation of facilities

1. Reservations for church facilities are made through the online reservation request form
2. Members are responsible to pay any required fees for facilities prior to event.
3. Church staff will ensure any reservation request does not conflict with ministry related events.
4. Security codes for doors and alarms will be provided upon facility usage approval and payment of facility fees

5. Member is to be present and responsible for orderly conduct by participants and care of church facilities during their event.
6. Member is responsible for ensuring room is returned to original set up before event.
7. Any changes on activity dates must be confirmed with pastoral staff.

Section C. - Deposits or fees

1. Deposits and fees must be paid in advance of facility usage.
2. Church maintenance personnel ensure facility is clean and ready for activities following the event.

Section D. - Music

1. Since a church is a sacred place, only sacred music will be used in any service or event at South River Baptist Church.
2. We recommend that the church musicians be used whenever possible.
3. Whenever it is necessary or desirable to use an instrumentalist other than the church instrumentalist, the person being asked must be approved by the minister of music.
4. The remuneration shall be negotiated with the musicians.
5. Vocalists will be selected by the user at their own discretion. The minister of music will be available for suggestions.

Section E. - Florist and Decorations

1. The Party is responsible for the decorations for the event. The church provides some articles used in a reception. For a detailed explanation of what is available the responsible party must call the church office.
2. Care of the church
 - A. No tacks may be placed in pew or woodwork
 - B. Scotch or masking tape may be used, but should be thoroughly removed afterward. For a Sunday event, masking tape must be removed from the Saturday rehearsal for the Sunday morning service.

C. Use of chalk on carpet in the auditorium is not permitted.

D. Candle wax must not be allowed to fall on carpet or furniture.

E. Care of furniture and instruments is expected. Care for them as you would your own. Church furniture shall not be moved unless a member of the maintenance committee approves and supervises the rearrangement of each item.

Section F. - General comments

Please keep in mind that the church building is dedicated to the worship of God. Smoking is not permitted in the church facility. Alcoholic beverages may not be served or consumed on church property. All bird seed throwing is to be done outside of the building.

Section G. - Liability

In any activity, the church is not liable for personal items or money belonging to any member of said Party.

Damage done by decorations, florist, photographers, caterers, or others is the responsibility of the Party and must be repaired to the satisfaction of the maintenance committee.

ARTICLE IV - CHURCH OFFICERS

All who serve as officers of the church and those who serve on church committees shall be active members of this church.

The officers of this church shall be the Senior Pastor, Church Staff, Clerk, Treasurer, the Trustees, and Deacons.

Section A. - Senior Pastor

1. The Senior Pastor shall possess and exemplify the ideals demonstrated in the teachings of the New Testament and especially those contained in 1 Timothy 3:1-7.

The Senior Pastor's responsibility is leading the church to function as a New Testament Church. The Senior Pastor will lead the congregation, the church organizations, and the Church Staff to perform their tasks.

The Senior Pastor is leader of pastoral ministries in the church. As such, he works with the Deacons and Church Staff to:

- a. Lead the church in the achievements of its mission
- b. Proclaim the Gospel to believers and to un-believers
- c. Care for the church members and others in the community

2. Election

The Senior Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a Sunday morning service, a special called conference for that purpose, of which at least one week's public notice to the membership shall be given. The election shall be by secret ballot with an affirmative vote of at least eighty (80) percent of active members present and voting at the called church conference necessary to call a Senior Pastor. The Deacons shall be responsible for counting the vote. If the required percentage necessary for extending a call is not secured, the meeting will be adjourned without debate and the Pastoral Search Committee shall begin its work again.

3. Selection of the Pastoral Search Committee

A Pastoral Search Committee shall be elected by the church to seek a candidate for Pastor. When a vacancy occurs, there will be a special called church conference to nominate to the church a Pastoral Search Committee of not less than five (5) members. The church should be urged to select a representation of each adult age group, who are well aware of the functions of the church. Nominations should consist of seven (7) to nine (9) candidates of which the five with the most votes will be elected. Nominations shall be taken from the floor to be voted on by secret ballot at a succeeding meeting. The Committee shall bring to the consideration of the church one name at a time and no nomination shall be made except by the Committee. Selection of a candidate must be in full agreement of the Committee. Persons wishing to suggest or recommend a candidate for Senior Pastor may contact the Pastoral Search Committee. The Chairman of Deacons and the Deacons shall act as a committee for supplying the pulpit during the interim that the pastorate is vacant.

4. Term of Office

The Senior Pastor shall serve as long as he and the church feel the relationship should be maintained. He shall preside at meetings of this church and serve as moderator in all church conference meetings unless otherwise stated in this Constitution and By-Laws. The Senior Pastor may relinquish the office, as Senior Pastor, by giving two to four weeks notice to the church at

the time of resignation. The church may declare the office to be vacant. Such action shall take place at a conference called for this purpose, of which at least one week's public notice has been given. The meeting may be called upon a recommendation of a majority of the currently serving Deacons or by a written petition signed by not less than one fourth (1/4) of the resident church members. The moderator for this conference shall be designated by the members present by majority vote and he shall be someone other than the Senior Pastor. The vote to declare office vacant shall be by secret ballot. An affirmative vote of two thirds (2/3) of the members present and voting will be necessary to declare the office vacant. Except in instances of gross misconduct by the Senior Pastor thereby excluded from office, the church shall compensate the Senior Pastor with not less than one twelfth (1/12) of his annual salary. The termination shall be immediate and compensation shall be rendered in not more than thirty (30) days.

5. Benefits and Leaves of Absences.

- A. The beginning salary shall be recommended by the Pastoral Search Committee in agreement with the Stewardship Committee. Travel allowance, health program, social security, housing and/or housing allowance, and all utilities are furnished by the church. The Senior Pastor shall be entitled to two (2) weeks' vacation with pay the first two anniversary years, beginning with the day of his arrival. Beginning with the third year he will be entitled to three (3) weeks' vacation. He shall have three (3) weeks sick leave (not elective) to use during the anniversary year, but not to accumulate if not used.
- B. The Senior Pastor will give due notice for the revivals he conducts, to the Deacons to ensure that the revivals do not include more than three Sunday services a year. Should the need arise for additional leave, it shall be referred to the church for action, unless time does not allow, then it should be referred to the Deacons for action. The Senior Pastor shall furnish the Chairman of Deacons one week's advance notice of these absences. The Senior Pastor shall be responsible for supplying the pulpit and if outside supply is needed the Senior Pastor will be responsible for any and all expenses.

6. Moderator

The Senior Pastor shall serve as Moderator (presiding officer) unless otherwise stated in the Constitution and By-laws. In the absence of the Senior Pastor, the Chairman of Deacons shall preside. In the absence of both, the Clerk shall call the church to order and preside for election of an acting moderator.

Section B - Church Staff

The ministerial Staff shall be called and employed as the church determines the need for such offices. The Church Staff shall be comprised by anyone employed by the church other than the Senior Pastor. A job description shall be written by the Personnel Committee and kept on file in the church office manual for all Staff positions as needed. Those Staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the Personnel Committee and called by church action. The church may vote to vacate such positions upon the recommendation of the Personnel Committee, such termination being immediate and the compensation conditions being the same as for the Senior Pastor, except that the amount shall relate to the individual's compensation. After a year has expired, they will earn one-week paid vacation for part time Staff members and two weeks for full time Staff members. The Personnel Committee shall recommend salary, benefits, etc. to the Stewardship Committee.

Non-ministerial Staff members shall be employed as the church determines the needs of their services. The Personnel Committee shall have the authority to employ and to terminate services of non-ministerial Staff members. Such employment and termination of service shall be with the recommendation of the supervising Staff member and as appropriate with the consultation of related committees of the church.

Job descriptions and requirements of Church Staff can be found in the Personnel Handbook.

Section C. - Deacons

The biblical qualifications for a deacon (1 Timothy 3:8-13) focus primarily on character and relationships within the church, family, and community. Deacons are to be men of impeccable character and deep faith who rely on the Holy Spirit to serve their local church body.

Acts 6:1-6 likely records the beginning of the role of deacons. They are to care for the congregation's physical needs so that pastors can concentrate on spiritual needs such as praying and proclaiming God's Word. Deacons are not seen as a governing body but as servant leaders.

Deacons will be evaluated in these areas before being appointed to serve.

1. The Deacon's Character – Ethical Character
Likewise, deacons must be reverent, not double-tongued, not given to much wine, not greedy for money (1 Timothy 3:8)

A deacon's personal relationship with the Lord Jesus Christ should be a priority in his life. He should hold confidential matters of confidence. He

should speak truth in love and serve as a peacemaker during instances of contention and strife. His life should be free from the influence of alcohol, tobacco, drugs, or any other substance seeking instead to be led by the Holy Spirit. He should practice the biblical instruction of tithing on his income.

2. The Deacon's Conviction – Spiritual Character
"holding the mystery of the faith with a pure conscience" (1 Timothy 3:9)

Since deacons serve in the church to see the advance of the gospel and faithful proclamation of God's Word, it is important that they possess spiritual convictions consistent with God's Word. A deacon must have been saved through a personal experience with Jesus Christ. He must believe in the biblical description of salvation by grace through faith alone. He must believe that the Bible is the inspired Word of God. He must believe in the Virgin Birth, the Atoning Blood, and the personal, Pre-Millennial return of Christ. He must agree that homosexuality and transgenderism are sins and not supported in the Bible. He must have the understanding that the deacon's primary duty is to assist the pastor so that he will not have to, "leave the Word of God and serve tables." He must be in good fellowship with the Pastor(s), loyal to him and able to assist him willingly and cheerfully in scriptural leadership under God. Since he will serve the church, he should be in good standing with other church members.

3. The Deacon's Commitment to Family – Domestic Character
Likewise, their wives must be reverent, not slanderers, temperate, faithful in all things. Let deacons be the husbands of one wife, ruling their children and their own homes well. (1 Timothy 3:11-12)

In ministry there are instances when deacons may minister to other couples and women are involved. The deacon's wife supports her husband in this ministry and sometimes provides a valuable word of encouragement or assistance to those being ministered to. The conduct of a deacon's wife should reflect that of her husband described earlier. They are to possess similar character traits being worthy of respect, sincere and temperate, and careful with their tongues. The deacon's wife should possess the character describes in verse 11 above. She should share the same biblical convictions as her husband as described above and agree with the Pro-Life view on abortion. Neither a deacon or his wife should belong to any lodge or secret society. Neither he or his wife have ever been "divorced."

4. General Expectations
 - A. He shall be 21 years of age or older.
 - B. He shall be a member of this church for at least two years.

- C. He shall be expected to resign from the office of Deacon for the following reasons, if and when they occur:
 - 1. Serious domestic trouble that would bring reproach upon the cause of Christ
 - 2. The lack of time to devote to the responsibilities of the office
 - 3. The lack of will and dedication
- D. The number of currently active Deacons shall be at least seven (7) or more as the church deems necessary.

- E. Nomination and election of the office of Deacon shall be held in the following manner:

The current active Deacons and Senior Pastor shall determine the eligibility list of men who meet the criteria as set forth in Article IV, Section C - "Deacons". It will be the Deacon body and the Senior Pastor's responsibility to determine the number of Deacons needed to serve on the Deacon body.

The current active Deacon body will recommend the number of men to the church for their approval for the office of a Deacon. The regular term of office for Deacons will begin the next quarter after the approval from the church, at the beginning of that quarter, therefore ordination should be performed prior to that quarter. Quarter begins at the first month in the church calendar year, which is September, and then every three (3) months.

Should a vacancy occur on the Deacon body during the regular term, the Deacons may fill the vacancy from the previous eligibility Deacon list. Once chosen, the man will be ordained if need be and will complete the rest of the year on the Deacon body.

A Deacon may only serve three full consecutive years, after which he shall be ineligible for reelection. This ineligibility will expire after one year. This provision is only applicable if there are an adequate number of qualified candidates for selection to the next year's Deacon body.

- F. The Deacons and Senior Pastor shall have authority to spend \$500.00, that is not budgeted without submitting same to the church for approval. Any recommendation above this or any resolution shall not be put into effect without the same having been submitted and duly adopted by the church.
- G. Duties of current active Deacons:

The Deacons shall devote themselves to the scriptural welfare of the members and promote active involvement in church ministries. They shall seek to reclaim any members remiss in their covenant obligations. They shall conduct regular meetings with the Senior Pastor to discuss specific duties, to promote the general church welfare, and to make recommendations. Special meetings may be called at any time by the Chairman or the Senior Pastor. A quorum for a Deacon meeting shall be a majority of currently serving Deacons.

The Deacons shall assist in the administration of the ordinances, visiting the sick, visiting prospective members, support the pastoral staff, and in concert with them exercise a general supervision over the spiritual life of the church.

- H. When the church is without a Senior Pastor, the Deacons shall ensure church services and ministries continue. The Chairman of Deacons shall give (or cause to be given) general direction of the work of the church.

- I. The Deacon Family Ministry Plan:

All active Deacons shall participate in the family ministry plan to minister to active members through a personal ministry. This plan fosters relationships between individual deacons and church family enabling deacons to care for families and to help build and strengthen our church family.

The Chairman of the Deacons shall organize the church membership by family groups and assign each active Deacon a proportionate number of families. It will be the responsibility of each deacon to contact the head of each family throughout the year through visits, calls, text, email or letter.

Section D - Yokefellows

The purpose of the office of Yokefellow shall be drawn from the following scriptures:

1. I Timothy 3:10 states, "And let these also first be proved; then let them use the office of a deacon, being found blameless."
2. I Timothy 3:6 instructs that a bishop or pastor should be "Not a novice, lest being lifted up with pride he fall into the condemnation of the devil.", and
3. I Timothy 3:8 states that the Deacon must be "likewise."

Therefore, since the purpose of the office of Yokefellow is to provide an opportunity to study the work of the Deacons, participation as a Yokefellow is intended primarily for inexperienced candidates for the office of Deacon and not for individuals who

have been previously ordained and/or served as Deacons in other Baptist churches.

The responsibilities of a Yokefellow are the same as the responsibilities of an active Deacon. In addition, the Yokefellow shall study and train for service as a Deacon under the guidance of an ordained Deacon.

Yokefellows shall not be entitled to vote in Deacon meetings.

The number of actively-serving Yokefellows shall not exceed one-third (1/3) of the number of actively-serving Deacons.

Serving as a Yokefellow requires a one (1) year commitment on the part of the eligible candidate. The candidate for Yokefellow shall be elected for a one (1) year term. He shall be eligible and given priority consideration for nomination to the office of Deacon at the conclusion of the one (1) year term, but any such nomination shall be at the sole discretion of the board of active Deacons. If an actively-serving Yokefellow fails to perform or adhere to the duties and responsibilities of the Yokefellow as stated previously in this Section, such failure, without satisfactory explanation, shall be equivalent to resignation as Yokefellow. Such resignation shall be effective, however, only if the board of active Deacons are unable to restore the Yokefellow to active participation, and notification of his termination as Yokefellow has been given to the Yokefellow in writing or verbally by the Chairman and Co-chairman.

Section E - Trustees

The church shall elect at least three (3) members to serve as Trustees. Their term of office shall be three (3) years with one third the number elected each year. If a Trustee becomes inactive for any reason in the program of the church for a period of one year, his office may be terminated. Vacancies may be filled at any time with the one elected filling only the unexpired part of the vacated term. Having served as Trustee during a previous term will not disqualify a member for re-election.

The Trustees, as provided by law and action of the church, shall hold in trust the title to all property of the church and shall represent the church in all matters of legal responsibility regarding the purchase, improvement, and disposal of church property. They shall execute all legal papers relating to the church and to the community as the church may direct. They shall have no power to buy, sell, mortgage, lease or transfer any property of the church without a specific vote of the church authorizing such action; neither shall they have any control over the use of the church property except by vote of the church.

Section F - Clerk

The Clerk shall be elected annually. It shall be the duty of the Clerk to attend or be represented at all church conferences, to keep an accurate record of all business transactions and to prepare the annual association letter. The Clerk shall issue letters of dismissal as authorized by the church and preserve valuable letters and/or records that belong to the church. It shall be the duty of the Clerk to see that an accurate roll of the church membership is kept. The Clerk shall, at the request of the Senior Pastor, assist in obtaining pertinent information from persons who present themselves for membership in the church. The Clerk, may at their discretion obtain assistance from the Church Secretary.

Section G - Treasurer

The church shall elect annually a church Treasurer as its financial officer. The Treasurer and/or the Stewardship Committee Chairman may sign checks from all accounts. The Treasurer shall upon invitation, meet with the Deacons and shall be a member of the Stewardship Committee, but not Chairperson.

ARTICLE V – CHURCH LEADERSHIP

The Church Leadership shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

Section A.

The primary function of the Church Leadership shall be:

1. Recommend to the church suggested objectives and organizational goals.
2. Review and coordinate ministry and program plans recommended by church officers, organizations and committees.
3. Recommend to the church the use of leadership, calendar time and other resources according to program priorities.
4. Evaluate achievements in terms of church objectives and goals.

Section B.

Regular members of the Church Leadership shall be the Senior Pastor, pastoral staff, chairpersons of administrative committees, and key leadership for ministry events.

Section C.

All matters agreed upon by the Church Leadership which call for action not already approved shall be referred to the church for approval or disapproval.

ARTICLE VI - CHURCH MINISTRY PROGRAM

The church shall maintain programs of Bible teaching, church training, church leader training, new member orientation, mission education; action and support, music education training and performance. All organizations related to the church programs shall be under church control; all officers being elected by the church and reporting regularly to the church and all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources and the financial resources for the appropriate advancement of these programs.

ARTICLE VII - CHURCH PROGRAM SERVICES

The church shall provide resources for the purpose of enriching and extending the ministries and programs of the church.

The media center will be the resource center for the church. Its personnel will seek to provide and promote the use of printed and audio-visual resources. They will also provide consultation to church leaders and members in the use of printed and audio-visual resources.

ARTICLE VIII - COMMITTEES AND SERVICE GROUPS

Section A - Standing Committees

1. Administrative

The church shall elect such standing administrative committees as may be deemed necessary to carry on the various phases of the church efficiently and effectively. In any event, the church shall at all times have the following six (6) administrative committees:

A. Cemetery

The Cemetery Committee shall be a standing committee consisting of at least three (3) persons appointed annually by the church. This committee is responsible for the overall operation of the Church Cemetery as outlined in the Cemetery By-Laws. These policies and guidelines have been established

to provide for an orderly operation of the cemetery and to serve as information for the families of those buried and for church members planning to use the facilities.

B. Constitution and By-Laws

This Constitution and By-Laws Committee shall be a standing committee to act upon any recommended change in the Church Constitution and By-Laws. Beginning with the published date of the Constitution and By-Laws, one member will rotate off and a replacement member nominated by the Nominating Committee will be added.

C. Nominating

The Nominating Committee shall be a standing committee to nominate to the church persons to service for the succeeding year. The Nominating Committee shall be composed of five (5) members. One member of the existing committee will be nominated to serve as chair person for the following year.

The Nominating Committee shall use good judgment and care not to overburden any individual, to give each member no more than two or three positions. They are to ensure that each person understands their position and will dedicate themselves to fulfill that position.

The Nominating Committee shall be responsible for nominating heads of Service Teams.

D. Personnel

The Personnel Committee shall be a standing committee composed of five (5) members nominated by the Nominating Committee and elected by the church; one (1) member rotating off each year and one (1) replacement member, will be added each year. In case a member is unable to fulfill his or her term, the Nominating Committee shall have the authority to replace such a member as they deem advisable. The Senior Pastor shall be the only ex-officio member of this committee. Relatives of Church Staff members may not serve on this committee.

The duties of the Personnel Committee are:

1. Study relationships among Staff members, between Staff members and church, and work with the Senior Pastor in establishing policies with reference thereof.

2. Select, in collaboration with the Senior Pastor, all Staff members presenting their selection to the Deacons and church for approval.
3. Work with the Senior Pastor in establishing policies for the staff concerning working hours, duties, etc.
4. Recommend policies to the church regarding holidays, days off, vacations, attendance of convention, assemblies and meetings of educational significance to the church and other time off to be taken by the Staff.
5. Annually review salary and benefit packages for Pastoral Staff and support Staff. Through annual evaluations, determine merited raises and adjustments for Staff. Report to Stewardship Committee a personnel budget required for staffing needs.
6. Employ and establish duties of the Church Secretary.
7. Employ and supervise all janitorial and maintenance employees as provided for in the budget; establishing salaries, duties, working hours, vacations, holidays, and etc. for same.
8. Discharge, in consultation with the Senior Pastor, all janitorial and maintenance employees.
9. Formulate job descriptions for each employee before hiring said person.
10. Review each staff member's job performance and job description annually.
11. Maintain personnel records, including all actions, verbal or written and keep said records secure; accessible only to the Chairman of Deacons, the Chairman of the Personnel Committee, and the Senior Pastor.
12. Administer discipline up to and including dismissal, within the following guideline:
 - a. Verbal reprimand
 - b. Written warning
 - c. Placement of probation for thirty (30) days, with the majority approval of the Personnel Committee and the active Deacon

body

- d. Recommendation of separation to the church, with eighty (80) percent majority approval of the Personnel Committee, active body of Deacons and the Senior Pastor

The Personnel Committee shall be under the supervision of the Deacons.

The Personnel Committee will be responsible for the hiring of all Church Staff other than the Senior Pastor. When soliciting for janitorial or lawn care positions, the Committee will receive sealed bids from members and non-members alike. The positions will be filled with consideration given to recommendation of past experience and lowest bid given.

E. Stewardship

The Stewardship Committee is nominated by the church Nominating Committee and elected by the church. The church Treasurer will be a member of this committee.

The duties of the Stewardship Committee are to lead the church in devising a practical budget within the means of the church and to see that the moneys are spent in the best possible way. This Committee will interview each department and organization on an annual basis to evaluate their financial needs and to appropriate funds at the level priority demands and afford ability permits. The proposed annual budget shall be in the hands of the church members at least one week before official presentation for adoption. The budget should be presented for adoption by the September church conference. The Committee will work closely with the church in matters of bookkeeping, auditing, reports, and record.

F. Strategic Vision

The Strategic Vision Committee shall be a standing committee consisting of the following individuals: Chairman of Personnel Committee, Chairman of Stewardship Committee, Chairman of Deacons, Chairman of Building Committee, one (1) male and one (1) female church member at large, and the Senior Pastor. The Strategic Vision Committee is responsible for developing a long-term ministry plan for the church that includes assessment of current facilities, staffing, ministries, and budget needs and making recommendations for necessary changes to meet future needs.

2. Non-administrative

The church shall elect such standing non-administrative committees as may be

deemed necessary to carry on the various phases of the church efficiently and effectively. Such committees include, but are not limited to, the following:

- A. Baptismal Ministry
- B. Bereavement Ministry
- C. Building Ministry
- D. Clerk of Church Business
- E. Lord's Supper Ministry
- F. Maintenance Ministry
- G. Mission Ministry
- H. Treasurer
- I. Trustees

Section B - Non-standing Committees

The church shall elect such non-standing non-administrative committees as may be deemed necessary to carry on the various phases of the church efficiently and effectively.

1. Additional Committees

Additional Committees for the specific obligations, as desired by the church, may be elected. These committees shall be elected by the church upon the recommendation of the Deacons unless the church directs their appointment in a different manner.

2. Service Teams

These groups may include, but are not limited to:

- Children
- Fellowship and Hospitality
- Flower
- Men's Ministry
- Women's Ministry
- Music
- Nursery

Phone and Card
 Pre-School
 Ushers/Greeters
 Transportation
 Senior Adult Ministry (Young-At-Heart)
 Youth

Those who head Service Teams shall be nominated by the Nominating Committee.

Section C - Election of Committees

The Nominating Committee shall nominate to the church persons to serve for the succeeding year on the Administrative & Non-administrative Committees. The church will then elect the personnel.

ARTICLE IX - CHURCH FINANCES

Section A - Budget

The Stewardship Committee shall prepare and submit to the church, for its approval, an inclusive budget, indicating by items the amount needed and sought for all local and other expenses. They will interview each department on an annual basis to evaluate their financial needs and to appropriate funds at the level that priority demands and affordability permits. Offering envelopes will be provided for members use.

It is understood that membership in this church involves stewardship obligation to support the church and its causes with regular and proportion gifts. Annually the entire membership shall be encouraged and challenged to help meet the financial obligations of the church.

Section B - Budget Principles

In forming an annual budget, the Stewardship Committee shall be guided by the following six (6) budget principles:

1. Never go into debt
2. Never spend less than fifteen (15) percent on mission and evangelistic endeavors
3. Never spend more than fifty (50) percent on personnel costs

4. Maintain three (3) months of operating cash in a contingency fund
5. Maintain forty (40) thousand dollars in capital reserves
6. Deposit all year-end revenue over expense funds into capital reserves for future land purchases and building projects

Section C - Accounting Procedures

All funds, or receipts thereof, received for any and all purposes shall pass through the hands of the church Treasurer or Financial Secretary, and be properly recorded on the church books.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Stewardship Committee. Quarterly reports shall be provided at business meetings.

The reports and records of the church shall be audited at the end of the church year by an official outside firm accredited and appointed by the Personnel Committee.

Any expenditure in excess of one thousand dollars (\$1,000.00), with the exception of Article IV Section C 3-J, that has not been approved by the church in adoption of the budget must be presented for authorization by the church.

Any expenditure that exceeds the budget by one thousand dollars (\$1,000.00) must be brought to the Deacons and the Stewardship Committee for approval, then brought before the church body.

The church financial year shall be September 1 through August 31.

ARTICLE X - ASSETS

Section A. - Property Holding

It is agreed that the securing and maintaining of real property, building, and equipment by this church shall be for the express purpose of providing facilities for public worship; and for the engagement upon the missionary, education, and benevolent interest of this church of the character and in the spirit of the church Constitution and the church Covenant.

Section B. - Church Property Rights

If at any time this church shall determine to alter the quality of its beliefs and

practices so as in important respects to be at variance with the character described in the church Constitution, and if the decision is by less than unanimous vote of those present at a regular business conference of the church, it is understood that the rights of the membership which shall agree to use the property for the purpose for which it was purchased and given and has been to that time maintained.

ARTICLE XI - CEMETERY

The name shall be South River Baptist Church Cemetery.

The said church shall always be responsible for the cemetery, upkeep and care.

Policies and guidelines are listed in the Cemetery By-Laws.

ARTICLE XII - ADOPTION AND AMENDMENTS

Section A - Adoption

These By-laws shall be considered adopted and in full force and effect if and when approved by two-thirds (2/3) of the members voting at the church conference at which the vote is taken. This vote shall be taken after formal presentation of the By-laws to the church.

Section B - Amendments

Any of the rules in these By-laws may be amended, altered or repealed, by two thirds (2/3) vote of the members voting at any regular church conference of the church; provided, however, that any proposal of such amendment, alteration, or repeal shall have been given to the Constitution and By-Law Committee for study and recommendation to the church. This must be in writing. Vote on this recommendation shall be taken at the next regular church conference following the presentation of the recommendation. The Constitution and By-Laws Committee must make a recommendation within sixty (60) days.