

BYLAWS FOR MT. PLEASANT BAPTIST CHURCH

The Bylaws are an inclusive document that should be read and interpreted as a whole.

Article 1 Membership

Section 1. Members - This church is comprised of persons who profess a personal faith and belief in the Lord Jesus Christ, having received believers' baptism by immersion according to the New Testament, and follow the Lord Jesus Christ in discipleship.

Section 2. Reception - A person shall be considered a member upon approval of the church membership. A person may be received for membership upon completion of one of the following:

1. By profession of faith: A person publicly confessing personal faith in the Lord Jesus Christ, giving evidence of a regenerate heart, shall, upon baptism by immersion may be admitted into the membership of the church. As a member of the church the person will be expected to adopt the covenant and the articles of faith and practices held by the church.

2. By statement: Any person who has been baptized upon profession of faith but who, because of loss of records or similarly unavoidable circumstances, has no regular letter of dismissal, may be received into membership after giving satisfactory evidence of a regenerate heart, Christian conduct and scriptural faith. Any person presented for membership who has received believers' baptism by immersion where the baptism was not thought to contribute to salvation, shall be received by statement.

3. By letter: Any person from another Southern Baptist church may be received into membership upon receipt of letter of transfer from that respective church.

4. By baptism from another denomination: Any person who professes a personal faith and belief in the Lord Jesus Christ and follows the Lord Jesus Christ in discipleship, but has been baptized by any method other than immersion in another church must be immersed, as an act of following the Lord Jesus Christ's example, to become a member of this body.

Section 3. Voting Rights of Members - Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.

Section 4. Member Development - Church members will be expected to regularly participate in the church's member development program as designed and implemented by the church's elected leaders and/or ministerial staff

Section 5. Rights of Members - Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.

Every member of the church is eligible to be considered by the membership as candidates for the elective offices in the church. Qualifications that would enhance their ability to accomplish the goals/tasks should be considered when making nominations. Every member of the church may participate in the ordinances of the church as administered by the church.

Section 6. Termination of Membership - Membership shall be terminated in the following ways: (1) death, (2) transfer by letter to another Southern Baptist church, (3) acknowledgement when a member has joined a church of a different faith and order and requested their membership be terminated, (4) exclusion by action of this church during a regular business meeting. Any member who becomes an offense to this church by reason of immoral conduct, unchristian behavior, or unrepentant breach of the Church Covenant, will, after due process, have his name removed from the church roll. Efforts will be made to bring such a member to repentance in accordance with Holy Scripture (Matthew 18:15-20; 1 Corinthians 5). All proposals for termination of membership will be referred to the Deacons and Pastor for consideration and recommendation. This group will present the situation to the church at the first convenient and appropriate business meeting, and will recommend a course of action. The church will vote on a recommendation to terminate a membership at the regular business meeting following the meeting in which the recommendation is made. Membership for any person whose membership has been terminated may be restored by vote of the church upon receipt of satisfactory evidence of full repentance, or by an acceptable explanation refuting the evidence upon which the original action was taken. This process must be authorized by the Deacons and the Pastor.

A list shall be maintained of all terminated members.

Article II Church Meetings

Section 1. Worship Services - The church shall meet regularly each week. Services may include preaching, instruction, evangelism, prayer, the worship of the Almighty God, and the glorification of our Lord and Savior the Lord Jesus Christ. These services will be open to everyone and shall be conducted under the direction of the Senior Pastor.

Section 2. Special Services - All church services which are essential to the promotion of the objectives of the church shall be placed on the church calendar, published in the church newsletter or bulletin at least once prior to the service being held, and announced at all services prior to the special service being held.

Founder's Day will be observed on the last Sunday of April in a given year. This observance shall be held every ten years or sooner if so desired by the church.

Annual Homecoming Services shall be held on the second Sunday of August each year with dinner at the church. All former members and friends are invited.

Section 3. Regular Quarterly Business Meetings - Regular quarterly business meetings' schedule will be announced at the beginning of the church year and approved by the church. An agenda must be published in the church bulletin and/or newsletter at least two weeks before the

meeting along with any supporting documents when policies, procedures, and/or existing documents are being changed. Voting will be conducted by a show of hands unless otherwise specified. It is recognized that the church may call for a ballot on any item of business.

At any of the regular worship services the church may without special notice act upon the reception of members or upon the dismissal of members to other churches, and upon the appointment of messengers to councils, meetings, conventions, etc, but not upon other business.

A moderator shall be elected annually to preside over church conferences.

Section 4. Special Business Meetings - A specially called business meeting may be held to consider matters of a significant nature. Notice of the subject, date, time and location must be published in the church bulletin and/or newsletter for the specially called business meeting at least two weeks before the meeting and announced at all services on the Sunday prior to the special business meeting. Voting will be conducted by a show of hands unless otherwise specified. It is recognized that the church may call for a ballot on any item of business.

Section 5. Quorum - A quorum consists of those members in attendance at a regular or special business meeting provided proper notice has been given.

Section 6. Parliamentary Rules - The current edition of *Robert's Rules of Order, Revised* shall be the authority for parliamentary rules of procedure for all business meetings of the church except in cases especially provided for in these bylaws. Upon the request of any church member, the Moderator shall appoint a parliamentarian whose responsibility it will be to assure compliance with *Robert's Rules of Order, Revised*, the constitution, and bylaws. A copy of *Robert's Rules of Order, Revised* will be maintained in the church library for reference.

Article III Ordinances

Section 1. Baptism - Baptism is a symbolic act of obedience. A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord, shall be received for baptism. (1) Baptism shall be by immersion in water. (2) Baptism may be administered by the pastor or whoever the church shall authorized. (3) Baptism shall be administered as an act of worship during any worship service. (4) Baptism shall be as soon as possible after the public profession of faith.

Section 2. The Lord's Supper - The Lord's Supper is a symbolic act of obedience whereby professing Christians, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming. (1) The Lord's supper shall be observed at least quarterly, preferably on the first Sunday of the quarter. (2) The pastor and deacons shall be responsible for administration of the Lord's Supper.

Article IV

Ministries, Ministry Teams, Committees & Deacons

Section 1. General

(A) Because of the vital role committees play in the operation and administration of Mt. Pleasant Baptist Church, selection of committee members must be carefully and prayerfully considered, without regard for favor, affection or partiality. In order to carry out their duties and responsibilities effectively, committees may require members who have special skills or experience. The church shall have committees as set forth in this Article, and all committees shall be elected by the church upon nomination by the Council of Leaders. In addition to those nominated by the Council of Leaders, nominations from the floor may be made by any member of the church. Committee members shall serve on a rotation basis as nearly as practicable, and shall serve from the beginning of the Church year, except as otherwise provided in these By-laws. A person may not be re-elected to a committee on which his term has just expired until a period of one year has lapsed unless he has served an unexpired term, or unless a waiver of this provision is approved at church conference by a three-fourths majority vote of those members present and voting. Unless otherwise specified, a person can serve on only one committee at a time. Members of all committees shall serve until their successor is duly elected. *Ex officio* members shall be in addition to the number of members authorized in these By-laws for each committee. *Ex officio* members do vote.

(B) Each year committees will meet within three weeks after beginning of the Church year and elect officers. The officers shall be a chairman, a vice chairman and a recording secretary, each serving a one-year term. The names of the officers shall be reported to the church clerk and to the church office manager. At all committee meetings a quorum must be present in order to transact business. A quorum for a committee is defined as a majority of the membership of the committee as set forth in these By-laws.

(C) Election of all nominees from the floor shall be by written ballot. Committees shall meet at least monthly. A written report of each meeting shall be filed promptly with the church clerk and the church office manager so that all reports from all committees can be presented at church conference.

Section 2. Ministry/Mission Advisory Committee

A Ministry/Mission Advisory Committee is established for church approval a mission support/involvement plan and to review requests from church members for ministry groups and guide them in setting up a ministry.

This committee will present to the church a report on each Ministry Group, Ministry Team or Task Force seeking church endorsement.

All funding requests from the Church Approved budget for Ministry Groups or Task Forces must be submitted to this Advisory Committee for submission to the Finance Committee. The Ministry/Mission Advisory Committee is made up of seven members consisting of one member

from each of the following groups: Trustees, Deacon Fellowship, Women Missionary Union (WMU) and Finance Committee. These groups will delegate their own representative who will serve. The Church Clerk and two at-large members nominated by the Council of Leaders will make up the remaining three positions on the committee.

Section 3. Ministry Groups/Team or Task Forces

Ministry Groups, Ministry Team or Task Forces (examples include, but not limited to: Ushers, Library, Building and Grounds, Youth, Weekday Education, Benevolence, Decorating) may be created as needs arise. Membership on the Ministry Groups, and/or Task Forces is determined by a combination of volunteering and/or recruitment by the Leader and ministerial staff. Membership is open and fluctuating, with no definite period of service. Members may move from one to another or choose to stay in an area indefinitely. New church members will be acquainted with opportunities for service. Each Ministry Group or Task Force will be assigned a staff member(s) by the pastor or his designee as a liaison. Leaders of Ministry Groups, Ministry Teams or Task Forces are recommended annually [Church year] by the Council of Leaders to the church for approval. Other Ministry Groups, Ministry Teams or Task Forces may be created throughout the year as needed with the approval of the church. The Senior Pastor may create a Ministry Team, Ministry Group and/or Task Force without church approval, providing the work/task is completed within six months and any action has church approval prior to being taken. Leaders may succeed themselves.

Section 4. Finance Committee.

The Finance Committee shall consist of the Church Treasurer and six members nominated by the Council of Leaders and elected by the church to serve three-year terms [two members rotate off yearly]. The Finance Committee, in conjunction with the Council of Leaders and other Ministry Groups and/or Task Forces, shall develop the annual church budget. The Finance Committee shall present the annual budget to the church for approval and shall manage the expenditures of all budgeted funds. The Finance Committee will annually review all accounts and reports (internal audit) and report their finding to the church. The Finance Committee shall develop (business plan) written guidelines and establish internal policies and procedures for the conduct and operation of the financial business of the church, including the annual budget. These guidelines, policies and procedures must be approved by the church and any changes, additions or deletions to them are to be approved by the church. Church staff does not have the authority to modify, amend or waive any of these guidelines, polices or procedures. The Finance Committee shall establish such bank accounts and other financial arrangements with banks and other fiduciaries as deemed in the best interests of the church, including checking accounts, savings accounts and other financial plans for the investment of revenues and funds of the church which are not within the area of responsibility of the trustees. The Finance Committee and Council of Leaders shall act in nominating Trustees as set forth in the above section relating to Trustees. The Finance Committee shall fix the amount of bonds to be required of the Church Treasurer, Trustees or others as required. The Finance Committee shall arrange for and report on all audits (external audits) conducted of the church finances, including the records of the Treasurer and Trustees and others handling church funds. Periodic audits shall be conducted.

Section 5. Personnel Committee

The Personnel Committee shall consist of nine members, who are nominated by the Council of Leaders and elected by the church to serve 3-year terms and shall be in charge of and responsible for personnel administration activities for all employees of the church. Employee is defined as any person who receives financial remuneration from Mt. Pleasant Baptist Church. The Committee may delegate such functions as necessary in order to establish supervisory/management responsibilities. The Committee is to carry out the policies and procedures for personnel administration as approved by the church. These guidelines, policies and procedures must be approved by the church and any changes, additions or deletions to them are to be approved by the church. Church staff does not have the authority to modify, amend or waive any of these guidelines, policies or procedures. The committee shall maintain oversight of church staff management and perform other duties and functions as outlined in the church-approved policies and procedures.

Due to scriptural and liability concerns, a national criminal record check will be conducted on anyone working with or those responsible for those working with children age 18 and under. This is for the protection of the children and the church.

Article V

Church Leaders

Section 1. Senior Pastor, Associate Pastors

A Pastor must be an ordained man. He must affirm the current **Baptist Faith and Message**. The church may recognize ordination received from another Southern Baptist church.

Any Associate Pastor must be ordained.

1. A Pastor of the church should be a man who exemplifies the thought, behavior, and activity of Jesus Christ as set forth in the Gospels, and other portions of the New Testament Scripture such as 1 Timothy 3:1-7; 1 Peter 5
2. Pastors shall faithfully preach the Gospel, and labor in word, deed, and doctrine to build up the Kingdom of Christ in the Church and community. Pastors shall conduct religious services on stated and special occasions, administer ordinances, minister to members of the church and community, and perform other duties that usually pertain to the office of Pastor. He shall have special charge of the pulpit ministry of the church and shall, in cooperation with the deacons, provide for preachers and workers to assist in revival meetings and other special services and for pulpit supply in his absence.
3. Pastors shall administer the Ordinances of the Church. In case of the illness or absence of a Pastor, the congregation may empower another ordained minister to administer the Ordinances.
4. A Pastor shall serve as chairman of the Council of Leaders.
5. A Pastor shall represent the Church on the Executive team of the Ridge Baptist Association and as a messenger at the South Carolina Baptist Convention in accordance with its

constitutional plan and bring reports back to the church of business conducted.

6. Pastors shall have in their charge the welfare and spiritual oversight of the church congregation. The pastor is to teach and lead. The Sr. Pastor is an ex-officio member of all organizations, departments, committees, ministry groups, ministry task force and ministry teams.

7. In the absence of a Sr. Pastor an Associate Pastor or Interim Pastor shall have these responsibilities.

Election of a Pastor

1. A Pastor shall be called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose which shall meet the notice requirements of a Special Business Meeting.

2. Selection of Pastor Search Committee: Candidates for a Pastor Search Committee shall be nominated from the floor and presented to the Council of Leaders for consideration of member qualifications and experience. Qualifications that would enhance their ability to accomplish the tasks should be considered when making nominations. The Council of Leaders will prepare a ballot for election by secret ballot at the next business meeting. The Pastor Search Committee will serve the church in this effort to secure a Pastor under the leadership of the Holy Spirit. The ballot will be designed and members will vote by categories (age/etc) to insure that the team shall be broadly representative of the congregation by gender, age, and length of membership in the church. Only one member of a family (husband, wife, son, daughter, step son, step daughter, brother or sister) may serve on the Pastor Search Committee.

3. Any active church member has the privilege of making suggestions to the Pastor Search Committee, but the team has the responsibility to follow the leadership of the Holy Spirit in seeking men to whom He shall lead them.

4. The recommendation of the Pastor Search Committee to the church will constitute a nomination. The team shall bring to the consideration of the church only one man at a time.

5. Election of a Pastor: Election of a Pastor shall be by secret ballot. An affirmative vote by 75% of the voting members present and voting will be required to elect a pastor. If the vote is less than 75%, the nominee will not be approved. The matter will be referred back to the Pastor Search Committee without debate. If the vote is 75% or more, an offer will be extended.

Termination of a Pastor's Call

1. A pastor's call shall continue until the relationship is terminated at the request of the pastor or the church. In either case, at least thirty days' notice shall be given, unless otherwise mutually agreed, with both the pastor and the church seeking to follow the will of God and the leadership of the Holy Spirit.

2. Calls for termination proposed by members of the church must be presented in writing to the Deacons and the Personnel Committee. Action to consider termination of the pastor's call by the church based on objective cause shall be reviewed jointly by the Deacons and the Personnel

Committee with efforts to resolve issues through counseling and mediation.

3. The Deacons' and Personnel Committee will call a Special Business Meeting and jointly present their recommendations to the church. The church will vote on the termination by written ballot. An affirmative vote for termination by 75% of the members present and voting will be required to terminate the relationship.

Section 2. **Deacons' Ministry**

Duties of Deacons: Deacons shall function as a team of servants of the church in accordance with the meaning of the word and practices of the New Testament.

1. Like the Pastor, the deacon shall be a servant who exemplifies the thought, behavior, and activity of Jesus Christ as set forth in the Gospels and other portions of New Testament Scripture such as Acts 6:1-8, and 1 Timothy 3:8-13,

2. Deacons are to be zealous to guard the unity of the Spirit within the church in the bonds of peace.

3. Deacons shall serve with the pastor in ministering to the body of the church in all matters pertaining to the spiritual welfare and care of the church members.

4. By proper organization and method among themselves, they are to establish and maintain personal, friendly relationships with all of the membership of the church. It shall be their duty to look after the spiritual well-being of the congregation, to cooperate with the Pastor and other leaders of the church in furtherance of their duties, to visit the sick and care for the needy and to perform such other duties as usually pertain to their office.

5. In counsel with the pastor and by such methods as the Holy Spirit may direct in accordance with New Testament teachings, the Deacons shall share in the discipline of the membership of the church.

6. The Deacons shall study and continually review the total spiritual and benevolent programs of the church, and may recommend to the church such policies and projects as they consider proper and appropriate for the spiritual growth and development of the church.

7. The Deacons shall organize among themselves for assuming the duties and responsibilities set forth in this Constitution and By-Laws after their election in May of each year, and shall be ready to assume their duties and responsibilities at the beginning of the church year. Their officers shall be Chairman, Vice Chairman/Chairman Elect, and Secretary. For the purpose of clarification, an active deacon is one who is currently serving on the Deacon Ministry as a result of being elected by the church. An inactive deacon is one who has been ordained as a Deacon, but is not currently serving on the Deacon Ministry.

Election of Deacons

1. There will be a minimum of five deacons whose names are on the active Church roll who are of good standing. The total number of deacons serving will be determined by the pastor and

deacons based on the needs of the ministry. Deacon will be elected each year to serve a three-year term.

2. Before becoming one of the ordained Deacons, a candidate should complete a deacon-in-training program. A person may volunteer for the training or may be asked to participate by the deacons. Men should fully understand the expectations and role of a deacon before being elected to serve. There is no limit to the number of men in the deacon-in-training- program at any given time. The training program will be developed by the deacons and other church leaders.

A list of all eligible male church members shall be presented to the Deacons by the church secretary two months prior to the election. To be eligible, the member must be 21 years of age or over, attend Sunday School and worship services faithfully, participate in one other church organization, and support the church financially. This list will assist the deacons in identifying candidates for the deacon-in-training program. This same criteria is used when selecting candidates to be placed on the ballot for election as a deacon.

3. After training, each candidate will be contacted by the Deacons to see if he would be willing to serve if elected before his name is placed on a ballot. The candidates to be considered must exemplify the thought, behavior, and activity of Jesus Christ as set forth in the Gospels. Candidates will be examined regarding doctrinal beliefs, personal practices, and individual fitness and suitability to serve. The names of those men who agree to serve and meet the above criteria shall be placed on the ballot for election. (1 Timothy 3:7-8, Ephesians 5:25-27)

4. The Church shall vote by secret ballot during a regular business meeting or specially called business meeting following the requirements of notice for such meetings.

5. A ballot will be prepared and distributed to the church with the names of the nominees. The voting members of the church shall keep in mind the qualifications of deacons as set forth in this document, and the ability and willingness of the candidates to faithfully perform the duties of a deacon.

The ballot will be prepared and distributed to the church:

- Yes, I believe this individual should serve as a deacon;
- No, I do not believe this person should serve as a deacon;
- Unknown, I do not know this person well enough to make a determination.

When there are more nominees than positions, the nominees receiving the highest number of 'yes' votes will be elected. If the vote results in a tie, another vote will be taken to resolve the tie.

6. When the need for deacons is greater than the number being nominated, the nominees receiving a simple majority of 'yes' votes of those voting will be elected. Ballots marked 'unknown' will not be used in determining whether or not the nominee received a simple majority.

7. In case of death, removal, resignation, or incapacity to serve, the vacancy shall remain unfilled until the next regular election of deacons. At that time the un-expired term or terms shall be filled by the congregation voting for the number of men to fill all vacancies in order to restore the number of deacons to normal capacity. Special elections may be held only by

approval of the church in regular business session, and then according to constitutional procedure.

Ordination of Deacons

A newly elected deacon will be examined again by the pastor and active deacons with a thorough discussion of the qualifications for deacon service as set forth in the Scripture. After examination and approval by the Deacons and Pastor, the candidate will be recommended to the church for ordination. Ordination shall immediately follow church approval.

Revocation of Ordination and/or Active Deacon Service

In the event a Deacon shall be overtaken in a moral fault or conduct unbecoming a Deacon, such as refusal to support the church and its programs sympathetically, a prolonged absence from church or is unrepentant of beliefs or conduct inappropriate for an ordained man, a team of Deacons, in association with the pastor, shall approach the brother in a Christian way in an effort to win him from his error and restore him to full fellowship with the church and the Deacons. Failing in this, the team shall recommend to the full group of active Deacons that they in turn recommend to the church that the place among the Deacons held by such a brother be declared vacant. Upon approval by the church, the office shall be declared vacant.

An active Deacon who is absent without proper and acceptable cause from three consecutive monthly Deacons' meetings or five monthly Deacons' meetings in a year will automatically forfeit his office. When such a vacancy occurs, the Chairman of the Deacons shall notify the church in conference. Upon approval by the church, the office shall be declared vacant.

Section 3. Trustees

Principle Function - Trustees serve as legal representatives in all transactions related to the church. They hold legal title to the church property; and they sign all documents related to the purchase, sale, mortgaging, or rental of church property after approval by the church in regular or special business meetings. They ensure that business is conducted in accordance with approved church documents.

Membership - The trustees shall be composed of three (3) members serving a six year term (one rotates off every two years). The Trustees along with the Finance Committee will recommend two nominees for each position being filled to the church for election. Trustees should be elected based on their strong Christian standing, business judgment and integrity.

Duties - Trustees act as legal representatives as directed by the church and affix signatures to all legal documents involving church property. Trustees shall act only as directed by the church in regular or special business meetings and recorded in minutes of the meetings. Trustees can never act independently of a church's actions. If a trustee acts without the authority of the church, he is personally responsible for the actions.

Trustees maintain an up-to-date inventory of all church property, property deeds, mortgage loans, and insurance on church property. All such information will be kept in a safe-deposit box with copies filed in the church office.

Trustees confer with church leaders, ministry teams and organizations concerning legal matters.

Documents signed by the trustees shall reflect that trustees sign as trustees for the church and not as individuals.

Trustees are the designated representatives of the church in the event suit is brought for or against the church.

Ensure that procedures are followed as approved in the constitution, bylaws, and operating manuals. Bring and proposed changes to these documents before the church.

In the event that a trustee is unable to serve and does not submit a resignation, or based on conduct or actions the trustee need to be removed from office, the existing Trustees and Finance Committee in association with the pastor, will evaluate the circumstances and make the recommendation on whether or not to remove the person from office. This group-in turn will recommend to the church that the trustee position be declared vacant. Upon approval by the church, the position will be declared vacant.

Section 4. Treasurer and Assistant Treasurer

The Treasurer and Assistant Treasurer shall be elected annually at a regular business meeting. Nominations for these positions shall be made by the Council of Leaders and voting will be conducted by a show of hands.

The Treasurer shall work with the Finance Committee and any applicable Ministry Teams and/or Task Force to recommend and establish policies and procedures relating to the receiving and disbursing of monies and shall maintain records of monies received and disbursed.

A monthly summary financial report shall be provided to the Deacons and detail/comprehensive report to the Finance Committee, and the detail report will be available to the church members if requested.

A written report will be made at each Quarterly Business Meeting. An annual report will be made at the First Quarterly Business Meeting of the Church Year.

Prepare financial reports for the Annual Church Profile to the Association.

The Treasurer shall be directly responsible to the church for the maintenance and preservation of all financial records.

The Treasurer shall provide information for and assist as requested with financial audits.

The Assistant Treasurer will assist the Treasurer in all duties upon request. In case of resignation, death or illness, the Assistant Treasurer will assume all of the duties and responsibilities of Treasurer until the Treasurer recovers or the church fills the vacancy by constitutional procedure.

Persons handling money are bonded under the Church's insurance policy.

Section 5. Clerk and Assistant Clerk

The Clerk and Assistant Clerk shall be elected annually at a regular business meeting. Nominations for these positions shall be made by the Council of Leaders and voting will be conducted by a show of hands.

The Clerk will record and permanently maintain written records of the transactions during church business meetings and all other business considered by the church at other regular services. Reports and minutes for current and past years shall be maintained at the church and used to develop a church history.

The Clerk will prepare the Annual Church Profile to the Association to be presented to the church at the First Quarterly Business Meeting of the Church year.

Upon request of the church, the Clerk shall prepare all necessary correspondence with other churches when letters of transfer are requested by members or to request letters for people uniting with the church upon the promise of a letter for another church. The Clerk will maintain a list of all terminated members.

The Assistant Clerk will assist the Clerk in all duties upon request. In case of resignation, death or illness, the Assistant Clerk will assume all of the duties and responsibilities of Clerk until the Clerk recovers or the church fills the vacancy by constitutional procedure.

Section 6. Council of Leaders

The Council of Leaders shall consist of the chairperson of the committees and church approved leaders of the Ministry Groups, Ministry Teams or Task Forces, Adult Division Sunday School Teachers or their designee¹, Chairman of Deacons, Chairman of Trustees. They will submit to the church nominations for offices of Clerk, Moderator, and Treasurer. The Pastor and Ministerial Staff are voting *ex-officio* members of the Council of Leaders. The council is responsible for coordinating ministries and programs [calendaring], recommending people to the church to serve as members of committees and Leaders of Ministry Groups or Task Forces. The council will meet at least quarterly. The pastor or his designee will serve as chairman of the council.

Section 7. Directors of Program Organizations

The church shall have the following basic organizations to carry out its teachings, training, and educational ministry for its members: (ie: Sunday School, Discipleship Training, Women's Missionary Union, and Men's Ministry, etc). The Directors of Program Organizations shall be elected annually at a regular business meeting. Nominations for these positions shall be made by the Council of Leaders and voting will be conducted by a show of hands. Election will be by a simple majority vote. No church member shall serve as Director of two program organizations at the same time. All program organizations of the church shall be responsible to the church.

¹ Adult Division Sunday School Teacher or designee – Church approved Bible Study Teacher, teaching a 52 week cycle of church approved curriculum. Only one Bible Study Leader per teaching unit.
Adopted August 31, 2005

The general duties of the Directors of Program Organizations shall be:

To submit nominations to the Council of Leaders for Assistant Directors, Teachers, Trainers, members or other positions in their organizations. These nominees will be voted on during a regular business meeting and voting will be conducted by a show of hands;

To plan, with their general officers, the programs and objectives for their organizations in keeping with the Word of God, the needs and will of the church, and the suggestions and help of the Association, the South Carolina Baptist and Southern Baptist Conventions.

To lead in carrying out these programs and accomplishment of stated objectives during the church year with the assistance of their duly elected officers, teachers, etc.

To be an example in personal living, interest, attendance, training, support, and service not only in his or her organization, but in other areas of the church.

To represent the interest of their organizations on the Council of Leaders during the church year.

To make reports and ministry testimonials to the church on the needs, growth, and accomplishments of their organization at the Quarterly Business Meetings and at any other time upon request; to the Association if requested; and to the Clerk annually for the Annual Church Profile.

Article VI

Denomination Affiliation and Representation

Section 1. Each church year designated messengers may be sent to represent the church in the meeting of the Ridge Baptist Association or other such conventions with which it may be affiliated. It shall be the duty of these messengers to furnish the Association with a statement of the condition of the church, and to cooperate with the messengers of other churches in promoting the interests of the Kingdom of Christ with the state, the nation and to the uttermost parts of the earth.

Section 2. The church shall designate its lay representative to serve with the Pastor in representing the church on the Executive team of the Ridge Baptist Association. This designation is usually made in the Annual Church Profile to the Association.

Section 3. The designated number of messengers to attend the South Carolina Baptist Convention and the Southern Baptist Convention will be elected by the church. The messengers as required in this Article may be appointed by the Pastor in consultation with the Chairman of Deacons only in the event that the duly elected messengers are unable to attend.

Section 4. The Pastor shall be considered by virtue of his office an appointed messenger to these denominational meetings.

Article VII Amendments

Before voting on changes to these bylaws at a business meeting the following must occur: (1) each amendment must be presented in writing at the previous regular business meeting; (2) a written copy of the amendment has been published at least twice in the weekly church bulletin prior to being voted on; (3) written copies of the proposed amendment have been furnished to each member present. (4) proposal must have a written impact report from the Council of Leaders. Amendments to these bylaws shall be ratified by two-thirds of all members of the church present and voting at the business meeting.

Article VIII Adoption

These bylaws shall be considered adopted and in immediate effect if and when two-thirds of the members present and voting at a business meeting at which the vote is taken

Steps shall be taken to properly organize the church and its organizations according to constitutional requirements as soon as the Bylaws are adopted.

Adopted August 31, 2005

Revised MM/DD/YYYY

Revised MM/DD/YYYY