



South Main Street Baptist Church BYLAWS

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ARTICLE I – MEMBERSHIP

Section 1 –Membership Overview

A member of the church will be classified as either a Covenant or Watchcare member.

1. **Covenant membership** allows for the rights and responsibilities of fellowship, worship, service on ministry teams, service in elected positions of leadership and teaching, and voting in church business meetings. Covenant membership consists of persons who:

- Profess a personal faith in Jesus Christ as Savior and Lord.
- Contact the church to declare their desire for membership.
- Have, subsequent to this profession of faith, been baptized by immersion according to New Testament principles and practices.
- Have completed a new member orientation class. Children and students may complete this requirement after membership is granted.
- Have accepted the Church Covenant and Constitution of this church.
- Have been affirmed by vote of this church.

2. **Watchcare membership** allows for the privileges of fellowship, worship, and service on ministry teams, but individuals may not serve in elected positions of leadership or teaching or vote in church business meetings.

Watchcare membership consists of persons who either:

- Have submitted themselves for Covenant membership but have yet to meet all requirements.
- Are members of another Evangelical church of like belief and practice, that do not want to transfer their membership from their home church. These individuals want to join our church family while living in our community and typically include college students, medical residents, and other temporary members of the community.

Section 2 – Membership Process

There are five steps in our South Main membership process:

- Applicants should belong to Christ. This is based upon the applicant's profession of faith in Jesus Christ as personal Lord and Savior.
- Applicants should inform the church of their prayerful decision to become part of the South Main family of faith. Applicants may present themselves for membership at any time, at which time they will be received into the Watchcare membership of the church. They may do this by presenting themselves at any regular worship service, or by informing the pastor at any time.



- Applicants should be baptized as believers by immersion if they have not been previously baptized by immersion.
- Applicants will receive new member training. The content and times of this training will be determined by the church and will explain the mission, vision, and values of South Main, as well as the Church Covenant, Constitution, and Church Bylaws.
- Applicants will accept the Church Covenant and Constitution of this church.

South Main will affirm new member applicants by vote at a regularly called church business meeting.

Section 3 – Rights and Responsibilities of Members

All members share in the privileges of fellowship, worship, and service on ministry teams. Covenant members may serve in elected positions of leadership and teaching within the church. Watchcare members may serve to assist in teaching and leading small groups under the guidance of a lead teacher who is a Covenant member of the church.

Covenant members have the authority and responsibility to approve the following:

- The annual church budget
- Any over-budget expenditures
- Building campaigns
- Any new church debt obligations
- The acquisition or disposal of any church real estate
- Amendments to the Church Constitution and Bylaws
- New Covenant members and granting of letters for church membership
- The call and dismissal of a Senior Pastor
- Pastoral and Ministerial level hires

In all official acts of this church determined by vote, only Covenant members of this church may vote. Members must be present to vote. No absentee or proxy voting will be permitted. All members must subscribe to the Church Covenant and Constitution. Members should recognize that they are under obligation to serve God with their time, talents, and material possessions. To this purpose, members should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally in support of the ministries of the church.

Members will maintain the unity of the Body by acting in love toward each other.

- The membership of South Main Street Baptist Church shall take every reasonable measure to assist another troubled member.
- The Senior Pastor, members of the Ministerial staff and Deacons are available for encouragement and spiritual guidance.
- Reconciliation rather than punishment should be the guideline that governs the attitude of one member toward another.
- Any problems or conflict should be addressed and resolved in accordance with Matthew 18:15-17, I Corinthians 5:1-13, and II Corinthians 2:1-11.



Section 4 – Termination of Covenant Membership

Church membership of a Covenant member will be terminated in the following ways:

- By the death of the member.
- By transfer of the member to another Baptist church of like belief and practice. A letter of transfer will be granted for a member in good standing, to unite with that church, subject to approval of members present at the next business meeting of the church.
- By the member joining with a church of another denomination. In this instance, membership at South Main will be terminated and the church will be so advised at the next business meeting.
- By a personal request from the member that their name be removed from the church roll. In this instance, membership will be terminated and the church will be so advised at the next business meeting.
- In the event that a member is struggling to fulfill his or her covenant commitment to the church, he or she will be contacted by the Senior Pastor and/or a Deacon of the church. The Senior Pastor and/or Deacon will ascertain the reason for the lapse in their covenant commitment and encourage the member to reconcile / reconnect with his or her covenant commitment to the church. If no such recommitment is forthcoming, the Senior Pastor or Deacon may make a motion to dismiss the member at a regularly scheduled business meeting.

Section 5 – Termination of Watchcare Membership

Church membership of a Watchcare member will be terminated in the following ways:

- By the death of the member.
- By a personal request from the member that their name be removed from the church roll. In this instance, membership will be terminated and the church will be so advised at the next business meeting.
- In the event that a Watchcare member has been absent from the church for more than six months after contact with a church leader or small group, a motion to dismiss the member may be made during the Deacons report to dismiss the member.

ARTICLE II – CHURCH OPERATION

Section 1 – Church Calendar Year

- The fiscal year of the church will run from January 1 through December 31.
- The program year of the church will be determined by the Senior Pastor and Ministerial staff.



Section 2 – Worship Services

- The church shall meet weekly for preaching, instruction, evangelism and worship unless prohibited by extreme circumstances.
- All worship services will be placed on the church calendar.
- Worship services will be open to the membership of the church and general public.

Section 3 – Business Meetings

- Church business meetings will be scheduled at least quarterly by the Leadership Council.
- Written notice to the church will be given at least two (2) weeks prior to the meeting.
- The parliamentary rules used for conduct of business will be in accordance with "Robert's Rules of Order, Revised." A copy of these will be in evidence at all business meetings and used as a guide.

Section 4 – Quorums

- Unless otherwise specified in the Constitution or Bylaws, fifty (50) covenant members present and voting will constitute a quorum for the transaction of church business.
- Leadership Council and standing committees require 50% of their members to be present and voting in their meetings to constitute a quorum.
- A quorum for ministry teams will consist of those members present.

Section 5 – Ordinances

The Ordinances of this church will consist of Baptism and the Lord's Supper.

- Baptism
 - A person who receives Jesus Christ as Lord and Savior by personal faith, and who indicates a commitment to follow Christ as Lord, will be received for baptism.
 - Baptism will be administered as an act of worship during any service deemed appropriate for that purpose.
- The Lord's Supper
 - The Lord's Supper will be observed as scheduled by the Senior Pastor.
 - The Lord's Supper will be observed as an act of worship.
 - The Deacons shall be responsible for the physical preparations of the Lord's Supper, and shall assist in the administration and serving of the Lord's Supper. They may enlist the aid of members and ministry teams to assist with this responsibility.

Section 6 – Ordinations

- The church may ordain individuals for the purpose of serving as Ministers of the Gospel and ordain Deacons for service within the church.
- Guidelines for ordinations will be determined by the Senior Pastor and Deacons.



Section 7 – Use of the Church

- Any individuals or organization desiring to use the buildings or property of the church will follow the established policies and procedures of the church to request and reserve any meeting space or area.
- All building use, fund raising, donation requests, and/or sales conducted on church property will follow the established policies and procedures of the church.
- The Leadership Council and/or the church in business conference shall be the final arbiter of any building use or fundraising request, and may even override existing policies and procedures on a case by case basis.

Section 8 – Notices

All notices required pursuant to these Bylaws and/or the Constitution shall be in writing and in a format reasonably calculated to reach all church members. Such notice shall include publication in the Messenger, or whatever form of weekly church bulletin may be in use at the time, as well as posting on the church website and electronic notification. Such notice shall be written to give as much information as possible to the church membership regarding the purpose of the noticed meeting.



ARTICLE III - SENIOR PASTOR

Section 1 – Overview of the Senior Pastor’s Work

The Senior Pastor, under the guidance of the Holy Spirit, shall lead the church to function as a New Testament Church. The Senior Pastor will minister to the spiritual needs of the members of this church and the community through the interpretation of God's Word and shall exercise general supervision over all of the work of this church. It is the duty of the Senior Pastor to protect and lead the church.

- He shall conduct worship services on stated and special occasions and have charge of the ordinances and ordinations of the church.
- He shall lead the church in evangelism, discipleship, and ministry.
- He shall counsel with the Deacons and be responsible to the membership of the church.
- He shall have charge of the pulpit ministry of this church.
- He is responsible for the strategic and operational decisions of the church.
- He shall be the administrative head of this church and shall be consulted concerning the employment and termination of all church employees.
- The Senior Pastor evaluates annually all staff for potential salary adjustments.
- Assisted by appropriate staff, he shall propose the annual budget of the church to the Finance Committee.
- He shall be accountable to the Finance Committee for managing spending in each ministry channel and designated fund.
- He shall be a non-voting ex-officio member of all organizations, committees, and ministry teams.

Section 2 - Pastor Search Committee

In the event that the Senior Pastor’s position becomes vacant due to death, resignation, or removal, the Deacons will, at the earliest opportunity, nominate seven (7) Covenant members, who agree to serve. They shall collaborate to seek out and nominate a candidate for Senior Pastor. The candidate shall be a man who believes in and is committed to the authority and inerrancy of God’s Word, the Bible.

- Upon approval at the next regular business meeting (or at a business meeting called by the Deacons for that purpose), the seven nominees will become the Pastor Search Committee.
- The members of the Pastor Search Committee will select a chairperson, from within their members, to lead the committee.
- The Pastor Search Committee, under guidance of the Holy Spirit, will seek out a qualified minister, whose Christian character and qualifications suit him for the office of Senior Pastor of this church.



- The Pastor Search Committee shall consult with the Deacons, Ministerial staff, Personnel Committee and other leadership of the church as needed to carry out their duties.
- There will be no time limits imposed on the Pastor Search Committee.
- The Pastor Search Committee shall consult with the Personnel and Finance Committees to determine a range of salary and benefits for recommendation to and approval by the church. Approval by the church will be obtained prior to the Pastor Search Committee obligating the church to a certain salary and benefits for any candidate. Once a candidate has been chosen and accepts the call from the church, the Pastor Search Committee will provide appropriate assistance for the transition.
- The Pastor Search Committee will present only one candidate at a time to the church for consideration and no nominations for Senior Pastor will be made except from the Pastor Search Committee.
- The Pastor Search Committee will request of the Chairman of the Deacons a business meeting of the church in order to hear the candidate's trial sermon and to vote on extending a call to the candidate. Written notification for the meeting and its purpose will be made at least two weeks prior to provide every member the opportunity to attend.
- The Pastor Search Committee may also organize one or more informal social gatherings to allow church members to meet the candidate and/or his family prior to his trial sermon.
- Upon completion of the trial sermon, the candidate will be escorted to a waiting area to allow Covenant members to vote. At least two-thirds (2/3) approval of those present and voting at the meeting will be required to confirm the candidate as the new Senior Pastor.
- Should the candidate fail to receive the two-thirds (2/3) approval, the Committee will be instructed to seek another candidate and the meeting will be adjourned without debate.
- The chairperson of the Pastor Search Committee will relate the results of the vote to the candidate.

Section 3 - Removal of the Senior Pastor

In the event that it becomes necessary to remove the Senior Pastor due to an issue of conduct, failure in performance of duties, or other serious issues, a special meeting may be called by the Deacons.

- Two weeks written notice for the meeting will be provided to the members of the church and during this period the Senior Pastor will be immediately suspended with pay from all duties and responsibilities to the church.
- A quorum of at least 10% of Covenant members, based on the most recent membership report, must be present to vote on removal of the Senior Pastor. In the event that total church membership falls below 500, then 50 Covenant members will be required.
- The Moderator will preside over the meeting and voting will be conducted by secret ballot.
- Votes will be collected, counted and presented by the Trustees of the church.
- A vote of two-thirds (2/3) of the members present and voting will be required to remove the Senior Pastor.



- If the membership votes to remove the Senior Pastor, termination of all duties will be effective immediately and the Personnel and Finance committees will determine a fair separation package.
- In the case where the vote to remove does not prevail, the Senior Pastor will be reinstated, and the same issue may not be brought before the church until the lapse of at least three (3) months from the date of the vote.

Section 4 - Duties in the Absence of the Senior Pastor

In the event that the Senior Pastor's position becomes vacant due to death, temporary disability, resignation, suspension, or removal, the Leadership Council will serve to direct the ministries and operation of the church. The Leadership Council shall consult with appropriate Ministerial staff, elected officers and leaders, standing committees and affiliated associations of the church to make appropriate decisions and recommendations to the church. The Deacons shall supply for the needs of the pulpit ministry in the absence of the Senior Pastor.

Section 5 - Pastor Emeritus

The position of "Pastor Emeritus" will be an honorary title meant to recognize a retired pastor of the church whose lengthy ministry has been one of distinguished service. It is a sign of the love and affection that the church has for one who has served it well, and who continues to demonstrate pastoral care for the church and its members. The Leadership Council may propose a formal resolution to honor a former pastor with outstanding service of ten (10) years or more to the church. The resolution will outline specific highlights of the retired pastor's ministry and his distinctive qualities that members still hold in high regard. The resolution will be presented at a business meeting of the church for approval. Following that action, the Leadership Council shall establish a date to confer the honor upon the former pastor. No performance duties will be required of this position; however the Senior Pastor may call upon the Pastor Emeritus for counsel and ministry opportunities or request that he participate in special celebrations of the church.

ARTICLE IV – DEACON MINISTRY

Section 1 – Overview and Duties of the Deacon Ministry

In accordance with the New Testament, Deacons are servants of the church. Their tasks include the following duties:

- Serving with the Senior Pastor and staff in performing pastoral ministry tasks.
- Proclaiming the gospel to unbelievers.
- Caring for church members and other persons in the community.
- Leading and serving the church in such a way as to help achieve our mission.
- Recommending for election the members of the standing committees of the church.
- Assisting the Senior Pastor in administering the ordinances and ordinations of the church.



Section 2 - Deacon Qualifications and Responsibilities

Deacons shall be examples for other members of the church. As such, they have responsibilities in this regard as set forth in 1 Timothy 3:8-13. A Deacon must:

- Know, along with his wife, how to hold his tongue against spreading gossip or talking critically about others.
- Hold in confidence sensitive matters concerning the business or membership of the church.
- Handle his own business affairs in a way that is above reproach, possessing a good name among the people of the community.
- Handle murmuring and complaining with a constructive spirit of unity, facing problems frankly and dealing with them fairly.
- Stand loyally with the church and its decisions.
- Attend the services of his church, supporting them with his good will, presence, prayers, and contributions.
- Be willing to serve when service is needed, to the best of his ability. He should be willing to work at an assigned task conscientiously and if he is unable to carry out the assignment, will so indicate and resign the responsibility.
- Resign from his position if he cannot or will not carry out his responsibilities as an elected Deacon.

Section 3 - Deacon Terms

- Deacons will serve for a term of three (3) years, on a rotational basis, with terms starting in January of the year following election.
- Deacons serving for less than one (1) year may be re-elected for an additional full term.
- Deacons serving for a full term will be eligible for re-election only after the lapse of at least one (1) year.
- There will be twenty-one (21) active Deacons of the church, not including honorary life Deacons, and they will employ a calendar year of January to December.
- Any member duly elected as a Deacon that has not been ordained will be ordained by the church at a service called specifically for this purpose.
- Deacons may resign by written notification to the Senior Pastor with a copy to the Chairman of Deacons.
- Deacons may be removed from office for physical incapacitation, spiritual or moral issues, doctrinal issues and/or failure to fulfill responsibilities of the office. The steps outlined in Matthew 18:15-17 will be used by the Senior Pastor and remaining Deacons to dismiss a Deacon.



Section 4 - Deacon Eligibility

To be eligible to serve as Deacon, the church member must:

- Be a male at least twenty-five (25) years of age by the beginning of his term.
- Be a continuous Covenant member for at least one (1) year.
- Believe in and practice tithing as a minimum expression of his love for God. (Malachi 3:10-12)
- Not have any serious domestic troubles and be the husband of but one wife. (1 Timothy 3:12)
- Not indulging in much wine, nor use illegal drugs. (1 Timothy 3:8)
- Meet the other requirements set forth in 1 Timothy 3:8-13.
- Be in full agreement with the Statement of Faith as found in our Constitution.

Section 5 - Deacon Election Process

By the second Sunday of October, covenant members may submit up to three names of members whom they have asked permission to nominate as a Deacon.

- Nominating members must ask the potential nominee if they meet the requirements for Deacon, if they can fulfill the responsibilities of Deacon, and if they would be willing to serve as a Deacon, if elected.
- The Deacon nomination form must be signed by the member making the recommendation.
- Eligible deacon candidates are permitted to nominate themselves.
- All Deacon candidates will be contacted by the Senior Pastor and Deacon Chairman to determine whether they will serve if elected, and to ensure they meet the biblical and constitutional requirements for service as Deacon.
- Members will vote by secret ballot to elect up to seven members (or the number required to fill vacancies) to serve as Deacons.
- Voting will commence during a business session which will be called during morning worship services, preferably held on a Sunday sometime before the November Deacons' meeting. A two (2)-week written notice of this business meeting is required.
- The top seven members (or number required to fill vacancies) will become the elected Deacons.
- The votes will be counted by the outgoing Deacons.
- The results of the election, including the nominees listed in order of the number of votes received, will be given to and retained by the Clerk in strict confidence for one (1) year and then destroyed.
- In the event that a Deacon cannot complete his term, the next member on the list of Deacon nominees will be asked to complete the term.



Section 6 - Honorary Life Deacons

The church may, upon the recommendation by at least 2 active Deacons and the subsequent affirmative vote by the Deacons, elect a Deacon (current or past) to the position of Honorary Life Deacon. These positions shall not be limited in number but shall be reserved for individuals who, by their long (minimum 15 years as Deacon) and faithful service to the Lord's work, have set themselves apart from others in their performance as servants for Christ at South Main Street Baptist Church. This position carries with it the rights and privileges of a regular active Deacon with the exception of voting privileges.

ARTICLE V – ELECTED OFFICERS

Officers will be recommended to the church for election by the Nominating Committee. Officers will be subject to appropriate screening and background checks, per the policies and procedures of the church, prior to their name being presented for election. Officer elections will be held at a church business meeting prior to the beginning of each calendar year.

Section 1 - Trustees

The Trustees, six (6) in number, shall, as provided by law and action of this church, hold in trust the title to all property of the church and shall represent the church in all matters of legal responsibility regarding the purchase, major improvements and disposal of said property.

- They shall execute all legal matters relating to the church and of the community as the church may direct.
- They will have no power to buy, sell, mortgage, lease or transfer any property of the church without vote of the church authorizing such action.
- They will have no control over the use of the church property, except by the vote of the church.
- They shall see that the property of the church is adequately and economically insured and that all needed policies are promptly renewed.
- Two Trustees recommended by the Nominating Committee (or the number needed to fill all vacancies) will be elected each year to serve for a term of three (3) years, on a rotational basis.
- No Trustee will be eligible for re-election until one year after his term expires.
- No immediate family members will serve together concurrently as Trustees.

Section 2 – Church Clerk

The Church Clerk will be recommended by the Nominating Committee and elected annually to serve as the secretary of the church business meetings.

- The Church Clerk shall keep fair, intelligible records of such meetings.
- The Church Clerk shall keep permanent records of the membership, prepare, forward, and receive all letters of transfer to or from other churches, and notify any person excluded from fellowship of such action.
- Upon instruction from the church, the Church Clerk shall conduct correspondence that relates to action taken by the church.
- In cooperation with assigned staff, the Church Clerk shall prepare the Annual Church Profile (ACP) for the association and perform all other such duties that may be needed.



- In the event of absence of the Church Clerk, the Moderator may appoint another capable member to take records of the meetings of the church. These records are subject to the review of the Church Clerk and Moderator to ensure that they accurately reflect the proceedings, prior to inclusion in the permanent records of the church.

Section 3 - Treasurer

The Treasurer will be recommended by the Nominating Committee and elected annually and shall receive all monies of the church, from whatever source derived.

- The Treasurer will implement payment of all salaries and other expenditures provided for in the budget in accordance with the financial policies of the church.
- The Treasurer will be careful not to advance or pay out money not already in hand.
- The Treasurer has the authority to sign checks on behalf of the church. A designated Church Administrator, Church Financial Director, or Church Assistant Treasurer may be appointed by the church to sign checks of the church under authorization of the Treasurer.
- The Treasurer will be responsible for the written report of receipts and disbursements to be available for each business meeting of the Finance Committee and Leadership Council, and for each regular business meeting the church. A designated Church Administrator, Church Financial Director, or Church Assistant Treasurer may be appointed by the church to help with the formulation of this written report.
- The Treasurer may have the assistance of such clerical and bookkeeping services as may be required.

Section 4 - Moderator

The Moderator will be recommended by the Nominating Committee and elected annually and preside over business meetings of the church.

- The duties of the Moderator will be to preside over and facilitate the conduct of business discussions in the church.
- The Moderator will not serve in any other elected office or as the chairperson of any committee while serving in this office.
- The Moderator shall be versed in the parliamentary rules of procedure used by the church for business meetings.

Section 5 - Vice Moderator

The Vice Moderator will be recommended by the Nominating Committee and elected annually and serve in the absence of the Moderator, rendering the Moderator such assistance as is necessary in the execution of duties.

The Vice Moderator shall be versed in the parliamentary rules of procedure used by the church for business. In the absence of both the Moderator and Vice Moderator, the Pastor will call the meeting to order and a temporary Moderator will be nominated and elected by the Church for that business session. The temporary Moderator will then preside over the meeting.



Section 6 – Election and Terms of Office

General terms of service for elected officers are as follows:

- Officers will serve from January 1 to December 31 as their term of service, except for trustees who serve a three (3) year term.
- Candidates must demonstrate mature character and must have been continuous Covenant members for at least one (1) year.
- Officers may resign by written notification to the Senior Pastor.
- Officers may be removed from the office for physical incapacitation, spiritual or moral issues, doctrinal issues and/or failure to fulfill responsibilities of the office. The steps outlined in Matthew 18:15-17 will be used by the Senior Pastor and Deacons to dismiss an officer.

ARTICLE VI – CHURCH STAFF

Section 1- Definitions

For the purposes of clarity of language, explanation, and intent, the following definitions of leadership roles in the church are hereby proffered:

Pastors – supervise ministers/multiple staff members in more than one functional area

- Senior Pastor, Executive Pastor

Ministers – supervise multiple staff members and persons in one functional area

- Children’s Minister, Student Minister, Community Transformation Minister, others

Ministry directors – operate in one functional area and may or may not supervise others

- Communications Director, Preschool Director, Contemporary Worship Director, others

Section 2- Staff Requirements

The church staff will consist of both Ministerial and Support staff employed either full-time or part-time by the church. All staff members will be subject to appropriate screening and background checks per the policies and procedures of the church. To maintain good working relationships, individual staff salaries will be kept confidential.

Section 3 – Ministerial Staff

The Ministerial staff of South Main Street Baptist Church includes the pastors and ministers (which may include Executive Pastor, Children’s Minister, Youth Minister, Music Minister, Community Transformation Minister, and others) and ministry directors (which may include Preschool Director, Communications Director, and others).

- Staff structure, including direct report structure, will be determined by the Senior Pastor in coordination with the Personnel Committee.
- Pastors and ministers will be recommended by the Senior Pastor and Personnel Committee and affirmed by the church in conference. At least two-thirds (2/3) approval of those present is required to confirm a candidate.



- Ministry directors will be selected by the Senior Pastor with approval of Personnel Committee and reported to the church in conference.
- In the absence of the Senior Pastor, Ministerial staff will be supervised by the Executive Pastor. In the absence of both the Senior Pastor and Executive Pastor the Ministerial staff will be supervised by the Personnel Committee.
- Pastors, ministers and ministry directors may be terminated based on the recommendation of the Senior Pastor, with a confirmatory vote by the Personnel Committee.
- In the absence of the Senior Pastor, Ministerial staff members may be terminated based on the recommendation of the Personnel Committee, with a confirmatory vote by the Leadership Council.

Section 4 - Support Staff

Support staff may include secretaries, Building Superintendent, janitors, nursery and children's workers, ministry interns and other positions necessary to support the ministries and operation of the church.

- Support staff will be directly responsible to the Senior Pastor, Executive Pastor, Ministerial staff or other assigned staff member.
- Duties and requirements of Support staff will be defined in a job description which will be supplied to each Support staff member.
- Employment and termination of Support staff members will be at the discretion of the Senior Pastor or the Executive Pastor with the input of the immediate supervising staff. In the absence of the Senior Pastor and Executive Pastor, Support staff may be terminated based on the recommendation of the Personnel Committee, with a confirmatory vote by the Leadership Council.

ARTICLE VII – COUNCILS

Section 1 – Leadership Council

The members of the Leadership Council are listed below:

- The Senior Pastor
- The Chairman of the Deacons.
- All Chairpersons of standing committees.
- The Ministry Council Representative.
- Mission Team Representative.
- The Senior Pastor will serve as the Chairman of the Leadership Council.
- In the absence of the Senior Pastor, the Chairman of Deacons will serve as Chairman of the Leadership Council.

The primary responsibilities of the Leadership Council are below:

- To receive reports and recommendations from the standing committees of the church and the Ministry Council.



- To review and coordinate programs and plans recommended by the Senior Pastor, Ministerial staff, officers, organizations, committees, and ministry teams.
- To review recommendations for the church proposed by any church member or group within the church.
- To review and vote on new policies proposed by the pastors of the church.
- To ensure that the Constitution and Bylaws are followed, and periodically reviewed and revised.

In the event that a quorum is not reached during a church business meeting, the Leadership Council has the authority to make business, operational, and strategic decisions which are needed at that time. Any such decisions made will be reported in the next church business meeting for review and advice.

Section 2 – Ministry Council

- The Ministry Council will be made up of the team leaders of all ministry teams.
- The Ministry Council will elect one member to serve as a representative on the Leadership Council each year.
- The Ministry Council will be led by the Senior Pastor or a designated member of the Ministerial staff chosen by the Senior Pastor.
- The Ministry Council will ensure at least two (2) Covenant members serve on each ministry team.
- The primary functions of the Ministry Council are below:
 - Review and coordinate ministry plans to support the program calendar and events of the church.
 - Recommend to the Leadership Council the establishment or dissolution of ministry teams within the church.
 - Regularly review the functions, membership, and team leaders of ministry teams.
 - Regularly report the activities of ministry teams to the Leadership Council.

ARTICLE VIII – STANDING COMMITTEES

Section 1 – Committee Election and Terms

There are four (4) standing committees at South Main Street Baptist Church: Finance, Properties, Personnel, and Nominating. In special circumstances, an ad hoc committee (for example, Pastor Search Committee) may be added by vote of the church.

- Members of standing committees will be recommended by the Deacons and elected by the church in a church business meeting by December 31.
- Members of standing committees will be selected based on exhibited aspects of Christian leadership as well as practical abilities and knowledge related to the tasks of each committee.
- Candidates should exhibit:



- A willingness to serve others (Mark 10:42-45)
- Guidance by the Holy Spirit (1 Corinthians 2:1-4)
- A passion to serve God (1 Peter 5:2-3)
- Members of a standing committee will serve for a term of three (3) years, on a rotational basis, with terms starting in January of the year following election.
- Two members (or the number needed to fill all vacancies) will be elected each year.
- Members of standing committees must have been continuous Covenant members of the church for at least one (1) year.
- Members of standing committees may be selected from the active Deacons of the church, but no more than two (2) active Deacons will serve on an individual committee.
- Members of a standing committee may not serve on any other standing committee during the same term.
- Members who have completed their term on a standing committee may not be nominated to succeed themselves on the same committee until at least one year after they have completed their term.
- The chairperson of a standing committee will be elected by the members within the committee annually and consecutive terms are permitted.
- Any standing committee member may resign by written notification to the Senior Pastor.
- A standing committee member may be removed from office for physical incapacitation, spiritual or moral issues, doctrinal issues, and/or failure to fulfill responsibilities of the office. The steps outlined in Matthew 18:15-17. will be used by the Senior Pastor and Deacons to dismiss a member from a committee.
- Each committee shall record minutes of each meeting and make the minutes available as records of the church.

Section 2 - Finance Committee

The Finance Committee will consist of six (6) persons. The committee will also include the Treasurer as a non-voting ex officio member.

The purpose of this committee is to support and advise the Church Treasurer and to analyze and review the Treasurers' work. Working with the Senior Pastor, they will finalize and recommend the proposed annual church budget and present it to the church for adoption.

- The Chairperson of the Finance Committee will serve as Interim Treasurer in the absence of the Treasurer.
- The Finance Committee shall establish regular meetings. Additional meetings or a change in the regular meeting time may be called at the discretion of the Chairperson of the Finance Committee.
- The Finance Committee shall be responsible for the establishment or dissolution of designated fund accounts.



- Requests for allocation or distribution of funds in excess of the approved annual budget must come from the Finance Committee and be approved by the church in a church business meeting prior to allocation or distribution of such funds.
- In an emergency situation, the Senior Pastor and/or the Treasurer may request and the Finance Committee may approve an emergency expenditure in excess of the approved budget. Such expenditure shall be reported to the church at the next business meeting.
- The Senior Pastor is accountable to the Finance Committee for managing spending in each ministry channel and designated fund.

Section 3 - Nominating Committee

The Nominating Committee will consist of six (6) persons.

It shall be the duty of this committee, working with the Senior Pastor and/or designated staff, to nominate for election all volunteer elected positions. Their positions include:

- All teachers. Teachers shall believe in and be committed to the authority and inerrancy of God's Word, the Bible.
- All volunteer directors (Nursery Director, Sunday School Director or others) deemed necessary by appropriate ministry staff.
- All elected officers within the church organization, including Trustees, Church Clerk, Treasurer, Moderator, and Vice Moderator.

Section 4 - Personnel Committee

The Personnel Committee will consist of six (6) persons.

The purpose of this committee is to work with the Senior Pastor in matters related to church personnel. The duties of this committee will be as follows:

- Prepare and update, as necessary, job descriptions for all employed personnel.
- Prepare and maintain policies and procedures relating to employed personnel, ensuring that personnel records are maintained.
- Review and revise church staff positions in order to maintain an efficient and effective staff.
- Recruit, interview, and recommend pastor and minister candidates (excluding Senior Pastor) to the church for approval.
- Consult with the Senior Pastor in the hiring of ministry director level positions.
- Develop and recommend a salary schedule and benefits plan for employed personnel.
- The committee shall serve as liaison between the staff and the church.
- The Personnel Committee will perform the annual evaluation of the Senior Pastor.
- Personnel Committee members will have access to staff salaries and the responsibility to recommend the aggregate personnel budget to the Senior Pastor.



Section 5 - Properties Committee

The Properties Committee will consist of six (6) persons.

The purpose of this committee is to maintain or improve the general appearance and mechanical performance of buildings and grounds and recommend to the church any substantial remodeling or repairs.

The duties of this committee are as follows:

- Perform regular, systematic inspection of all church property and related equipment, seeking to discover mechanical and structural faults before they become acute.
- Carry on a preventative maintenance program for equipment and utilities of the church.
- Submit financial requirements for maintenance, repair, and remodeling to the Senior Pastor each year for inclusion in the annual church budget.

ARTICLE IX – MINISTRY TEAMS

Ministry teams exist to support specific tasks and ministries needed to advance the mission and objectives of the church.

- Ministry teams will be added or deleted upon recommendation of the Senior Pastor, Ministry Council and/or Leadership Council, with subsequent approval by the Leadership Council.
- Ministry team objectives will be submitted to the Leadership Council for review and approval.
- Each ministry team will select persons gifted to help accomplish their goals and objectives.
- Each ministry team will include at least two Covenant members.
- Team members may be added to or removed from each team as necessary to accomplish the goals and objectives outlined for each ministry.
- Ministry teams are responsible for electing team leaders from the Covenant members serving on that team.
- Ministry teams will have a Ministerial staff member assigned to assist the ministry team.
- Each ministry team shall record minutes of each meeting and make the minutes available as records of the church.



ARTICLE X – INDEMNIFICATION OF STAFF, OFFICERS, LEADERS AND VOLUNTEERS

Section 1 - Insurance

The Leadership Council may authorize the purchase of liability insurance on behalf of any staff member, elected officer, ministry leader, and/or volunteer of South Main Street Baptist Church. Such insurance will be purchased for the purpose of protecting such persons from covered loss resulting in liability asserted against the above individuals in connection with their activities on behalf of the ministries of South Main Street Baptist Church.

Section 2 - Indemnification Requests

Should any staff member, elected officer, ministry leader, or volunteer incur any liability as a result of their affiliation with or service to the ministry that is not covered by South Main Street Baptist Church's insurance policy, and should such liability result in any out-of-pocket cost to such individual, then such individual may request indemnification from the church. The granting of full or partial indemnification shall be at the discretion of the Leadership Council of South Main Street Baptist Church as set forth in Section 3.

Section 3 - Indemnification Decisions

In relation to any indemnification request that is made pursuant to Section 2, if such a request is made by an individual who is not currently serving on the Leadership Council, then the indemnification decision (whether to indemnify the requesting individual, and the dollar amount of such indemnification), will be made by the Leadership Council. Such decision of the Leadership Council will be final.

If the indemnification request is being made by a person who is currently serving on the Leadership Council, then the indemnification decision (whether to indemnify the requesting party, and the dollar amount of such indemnification), will be made by the remaining disinterested members of the Leadership Council. A decision on the indemnification request by a majority of disinterested members of the Leadership Council will be final.

ARTICLE XI – ARTICLE OF DISSOLUTION

In the event of dissolution of South Main Street Baptist Church, all assets and property of the church will be liquidated and distributed for payment of outstanding debts and obligations. Any remaining assets will be distributed to South Carolina Baptist Convention for the purpose of God's Kingdom work. No assets of the church shall be distributed to any member or staff of South Main Street Baptist Church or to any other individual.

ARTICLE XII - AMENDMENTS TO THE BYLAWS

Any changes to the Constitution and Bylaws of South Main Street Baptist Church must be presented in a duly called business meeting of South Main Baptist Church to be voted in another duly called business meeting at least two weeks subsequent to the church business meeting where the proposed changes were presented. The vote will require a two-thirds (2/3) majority of the members present and voting, and a quorum must be met.

End.