



South Main Street Baptist Church BYLAWS

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ARTICLE I – MEMBERSHIP

Section 1 –Membership Overview

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

1. **Covenant Membership** allows for the privileges 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:

- a. Profess to have experienced regeneration through a personal experience with God through Jesus Christ.
- b. Have subsequent to this profession, been baptized by immersion according to New Testament principles and practices into this church, or another Evangelical church of like belief and practice (i.e. like faith and order).
- c. Have accepted the Church Covenant and Constitution of this church.
- d. Have completed a new member orientation class. Children and students may complete this requirement after membership is granted.
- e. Have been received 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:

- a. Have submitted themselves for Covenant Membership but have yet to meet all requirements,
- b. 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 interns, and other temporary members of the community.

Section 2 – Membership Process

There are four components for membership at South Main for new members:

1. 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.
2. Applicants should belong to Christ. This is based upon the applicant's profession of faith in Jesus Christ as personal Lord and Savior.
3. Applicants should be baptized as believers by immersion.
4. As a requirement of church membership, 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 membership covenant, church constitution, and church by-laws.

There are two components for membership that South Main will complete on behalf of each new member applicant:

1. South Main will affirm new member applicants by vote at a regularly called church business meeting.
2. South Main will receive applicants in the following ways:
 - Applicants from other Baptist churches will be received based upon a promise of letter of recommendation from their previous church. (South Main will contact previous church).
 - Applicants that are members of churches of a different denomination will be received based upon their statement of prior regeneration through a personal relationship with God through Jesus Christ. (South Main will inform previous church)
 - Applicants with no prior church will be accepted upon their public profession of faith in Jesus Christ.



ARTICLE I – MEMBERSHIP

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 Covenant member of the church.

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 of the church. 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.

1. The membership of South Main Street Baptist Church shall take every reasonable measure to assist another troubled member.
2. The Senior Pastor, members of the Ministerial Staff and Deacons are available for encouragement and spiritual and guidance.
3. Reconciliation rather than punishment should be the guideline that governs the attitude of one member toward another.
4. Any problems or conflict should be addressed and resolved in accordance with Matthew 18:15-35, I Corinthians 5:1-13, and II Corinthians 2:1-11.



ARTICLE I – MEMBERSHIP

Section 4 – Termination of Covenant Membership

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

1. By the death of the member.
2. 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.
3. By the member joining with a church of another denomination. In this instance, membership will terminate immediately, and the church will be so advised at the next business meeting. The church office will send a letter notifying the individual that they have been removed from the church membership roll.
4. By a personal written request from the member that their name be removed from the church roll. In this instance, membership will terminate immediately, and the church will be so advised at the next business meeting. The church office will send a letter notifying the individual that they have been removed from the church membership roll.
5. 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:

1. By the death of the member.
2. By a personal written request from the member that their name be removed from the church roll. In this instance, membership will terminate immediately and the church will be so advised at the next business meeting. The church office will send a letter notifying the individual that they have been removed from the church membership roll.
3. In the event that a Watchcare member has been absent from the church for more than four (4) months with no contact with the Senior Pastor, Ministerial Staff, Deacons or Covenant Membership of the church, a motion to dismiss the member may be made at a regularly scheduled business meeting.



ARTICLE II – CHURCH OPERATION

Section 1 – Church Calendar Year

1. The fiscal year of the church will run from January 1 through December 31, and will be guided by the budget of the church, which will be effective during this time.
2. The program year of the church will be determined by the Senior Pastor and Ministerial Staff.

Section 2 – Worship Services

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

Section 3 – Business Meetings

1. Church business meetings will be scheduled at least quarterly by the Leadership Council. The particular object, location and time of the meeting will be provided in a notice to the church at least one week prior to the meeting.
2. Unless otherwise specified in the Constitution or Bylaws, 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

1. 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.
2. Standing Committees and Ministry Teams will require more than 50% of their members to be present and voting in their meetings to constitute a quorum.

Section 5 – Ordinances

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

1. Baptism
 - a. 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.
 - b. Baptism will be administered as an act of worship during any service deemed appropriate for that purpose.
2. The Lord's Supper
 - a. The Lord's Supper will be observed as scheduled by the Senior Pastor.
 - b. The Lord's Supper will be observed as an act of worship.
 - c. The Deacons shall be responsible for the physical preparations and assist in administration of the Lord's Supper and may enlist the aid of members and ministry teams to assist with this responsibility.



ARTICLE II – CHURCH OPERATION

Section 6 – Ordinations

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

Section 7 – Use of the Church

1. 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.
2. All fund raising, donation requests, and/or sales conducted on church property will follow the established policies and procedures of the church and must be approved by the Leadership Council.



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.

1. He shall conduct worship services on stated and special occasions and have charge of the ordinances and ordinations of the church.
2. He shall lead the church in evangelism, discipleship and ministry.
3. He shall counsel with the Deacons and be responsible to the membership of the church.
4. He shall be the administrative head of this church and shall be consulted concerning all absences, employment, termination and vacancies of all church employees.
5. He shall be an ex-officio member of all organizations, committees and ministry teams.
6. He shall have charge of the pulpit ministry of this church.

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 participate, to seek out and nominate a candidate for Senior Pastor.

1. Upon approval at the next regular business meeting (or at a Special Business meeting called by the Deacons for that purpose), the seven nominees will become the Pastor Search Committee.
2. The members of the Pastor Search Committee will select a chairman, from within their members, to lead the committee.
3. 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.
4. 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.
5. There will be no time limits imposed on the Pastor Search Committee.
6. 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.
7. 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.



8. The Pastor Search Committee will request of the Chairman of the Deacons a special meeting of the church in order to hear the candidate's trial sermon and to vote on extending a call to the candidate. Notification for the meeting and its' purpose will be made at least two weeks prior to provide every member the opportunity to attend.

9. 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.

10. 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.

11. 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.

12. The chairman 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 issue, a special meeting may be called by the Deacons.

1. 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.

2. 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.

3. The Moderator will preside over the meeting and voting will be conducted by secret ballot.

4. Votes will be collected, counted and presented by the Trustees of the church.

5. An affirmative vote of two-thirds (2/3) of the members present and voting will be required to remove the Senior Pastor.

6. 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.

7. In the case where the affirmative 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 to a 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 tied to 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 of the Deacon Ministry

In accordance with the New Testament, Deacons are servants of the church. Their tasks include serving with the pastor and staff in performing pastoral ministry tasks, proclaiming the gospel to unbelievers, caring for church members and other persons in the community and leading the church to achieving its mission.

Deacons shall recommend for election the members of the standing committees of the church. Deacons shall assist 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 and they have responsibilities in this regard as set forth in 1 Timothy 3:8-13. Deacons must:

1. Know, along with his wife, how to hold his tongue against spreading gossip or talking critically about others.
2. Hold in confidence sensitive matters concerning the business or membership of the church.
3. Handle his own business affairs in a way that is above reproach, possessing a good name among the people of the community.
4. Try to put down murmuring and complaining as he would smother a fire, facing them frankly, dealing with them fairly and stand loyally with the majority of the church in its decisions.
5. Attend the services of his church, supporting them with his good will, presence, prayers and contributions.
6. 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. He will resign from his position if he cannot or will not carry out his responsibilities as an elected Deacon.

Section 3 - Deacon Terms

1. Deacons will serve for a term of three (3) years, on a rotational basis, with terms starting in January of the year following election.
2. Deacons serving for less than one (1) year may be re-elected for an additional full term.
3. Deacons serving for a full term will be eligible for re-election only after the lapse of at least one (1) year.
4. 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.
5. 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.
6. Deacons may resign by written notification to the Senior Pastor with a copy to the Chairman of Deacons.



ARTICLE IV – DEACON MINISTRY

7. 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 18:15-35 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:

1. Be a male at least twenty-five (25) years of age by the beginning of his term.
2. Be a continuous Covenant member for at least one (1) year.
3. Believe in and practice tithing as a minimum expression of his love for God.
4. Not have any serious domestic troubles and not have been divorced.
5. Not drink alcoholic beverages or use illegal drugs.
6. Meet the requirements set forth in 1 Timothy 3:8-13.
7. 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.

1. 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.
2. Nomination forms of Deacon must be signed by the member making the recommendation.
3. Members will vote by secret ballot to elect up to seven members (or the number required to fill vacancies) to serve as Deacons.
4. Voting will commence during a business session which will be called during our morning worship services, preferably held on a Sunday sometime before the November Deacons' meeting. A one-week written notice of this business meeting is required.
5. The top seven members (or number required to fill vacancies) will become the elected Deacons.
6. The votes will be counted by the outgoing Deacons.
7. 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.
8. 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 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 AND LEADERS

Officers and Leaders will be recommended to the church for election by the Nominating Committee. Officers and Leaders 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.

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.

1. They shall execute all legal matters relating to the church and of the community as the church may direct.
2. They will have no power to buy, sell, mortgage, lease or transfer any property of the church without special vote of the church authorizing such action.
3. They will have no control over the use of the church property, except by the vote of the church.
4. They shall see that the property of the church is adequately and economically insured and that all needed policies are promptly renewed.
5. Two Trustees (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.
6. No Trustee will be eligible for re-election until one year after his term expires.
7. No immediate family members will serve together concurrently as Trustees.

Section 2 – Church Clerk

The Church Clerk will be elected annually to serve as the secretary of the meetings of the church in conference.

1. The Church Clerk shall keep fair, intelligible records of such meetings.
2. 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.
3. Upon instruction from the church, the Church Clerk shall conduct all correspondence that relates to action taken by the church.
4. The Church Clerk shall prepare the Annual Church Profile (ACP) for the association, and perform such other duties that may arise in the execution of his clerkship.
5. In the event of absence, the Church Clerk or Moderator may appoint another capable member to take records of the meetings of the church. The Church Clerk and Moderator shall review these records together to ensure that they accurately reflect the proceedings, prior to inclusion in the permanent records of the church.



ARTICLE V – ELECTED OFFICERS AND MINISTRY LEADERS

Section 3 - Treasurer

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

1. Unless otherwise directed by the appropriate committee, the Treasurer will implement payment of all salaries and other items provided for in the budget of expenditure without special order.

a. The Treasurer will be careful not to advance or pay out money not already in hand to the credit of the church.

b. A designated Church Administrator, Church Financial Director, or Church Assistant Treasurer may be appointed by the church to sign all checks of the church under authorization of the Treasurer, or the Treasurer will sign checks himself or herself.

2. The Treasurer will be responsible for the written record of all receipts and disbursements and will at each regular business meeting of the Finance Committee, Leadership Council and Church make a written report to each group of receipts and disbursements for the preceding month.

3. In performance of duties and at the option of the church, the Treasurer will have the assistance of such clerical and bookkeeping services as may be required.

Section 4 - Moderator

The Moderator will be elected annually and preside over business meetings of the church.

1. The duties of the Moderator will be to facilitate and moderate the conduct of business discussions in the church.

2. The Moderator will not serve in any other elected office or as the chairman of any committee while serving in this office.

3. 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 elected annually and serve in the absence of the Moderator, rendering the Moderator such assistance as is necessary in the execution of his duties.

The Vice Moderator shall be versed in the parliamentary rules of procedure used by the church for business

Section 6 - Elected Leaders

Leaders will be elected annually and may include the Sunday School Director, Preschool Director, Nursery Director and any other office deemed necessary by the church. Duties of the Leaders will be defined by the Senior Pastor and Ministerial Staff.



ARTICLE V – ELECTED OFFICERS AND MINISTRY LEADERS

Section 7 – Election and Terms of Office

1. Terms of service for Officers and Ministry Leaders will start in January of the year following election.
2. Candidates must be at least twenty-five (25) years of age and have been continuous Covenant members for at least one (1) year.
3. Officers and Ministry Leaders may resign by written notification to the Senior Pastor.
4. Officers or Ministry Leaders 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 18:15-35 will be used by the Senior Pastor and Deacons to dismiss an Officer or Ministry Leader.



ARTICLE VI - CHURCH STAFF

Section 1- Staff Requirements

The church staff will consist of both Ministerial and Support staff employed either full 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 Personnel Committee.

To maintain good working relationships, all staff salaries will be kept confidential.

Section 2 - Ministerial Staff

Ministerial staff, as listed in the Personnel Handbook, will be named positions with duties determined by the Senior Pastor and Personnel Committee, subject to approval of the church.

1. Staff structure, including direct report structure, will be determined by the Senior Pastor in coordination with the Personnel Committee.
2. In the absence of the Senior Pastor, Ministerial Staff will be supervised by the Personnel Committee.
3. Duties and requirements of Ministerial Staff will be defined in the Personnel Handbook.
4. Ministerial Staff members will be called in church conference upon recommendation of the Pastor and Personnel Committee. At least two-thirds (2/3) approval of those present and voting will be required to confirm a candidate for a Ministerial Staff Position
5. Ministerial Staff members may be terminated based on the recommendation of the Senior Pastor, with a confirmatory vote by the Personnel Committee.
6. 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 3 - 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.

1. Support Staff will be directly responsible to the Senior Pastor, Church Administrator or other Ministerial Staff.
2. Duties and requirements of Support Staff will be defined in the Personnel Handbook.
3. The Senior Pastor, Ministerial Staff or Personnel Committee will have the authority to employ and terminate approved and budgeted support staff members.
4. Employment and termination of support staff members will be with the recommendation of the immediate supervising staff members and, as appropriate, with consultation of related teams or committees of the church.



ARTICLE VII - CHURCH COUNCILS

Section 1 – Leadership Council

1. The following individuals will be members of the Leadership Council:
 - a. The Senior Pastor.
 - b. Chairman of the Deacons.
 - c. All Chairmen of Standing Committees.
 - d. The Ministry Council Representative.
2. The Senior Pastor will serve as the chairman of the Leadership Council.
3. In the absence of the Senior Pastor, the Chairman of Deacons will serve as chairman.
4. The primary functions of the Leadership Council will be to:
 - a. Receive reports and recommendations from the standing committees of the church.
 - b. Review and coordinate program plans recommended by the Senior Pastor, Ministerial Staff, officers, organizations, committees or teams.
 - c. Ensure that the Constitution and Bylaws are followed.
 - d. Review recommendations for the church proposed by any church member or group within the church. An evaluation of the recommendations in terms of church goals and objectives will be made to determine what actions may be needed.

Section 2 – Ministry Council

1. The Ministry Council will be made up of the chairmen of all Ministry teams.
2. The Ministry Council will elect one member to serve as a representative on the Leadership Council.
3. The Ministry Council will be led by the Senior Pastor or a designated member of the Ministerial Staff chosen by the Senior Pastor.
4. The primary functions of the Ministry Council will be to:
 - a. Review and coordinate plans to support evangelism, missions, discipleship and fellowship ministries of the church.
 - b. Recommend to the Leadership Council the establishment or dissolution of Ministry Teams within the church.
 - c. Regularly review the functions, membership and chairmen of Ministry teams.
 - d. Report the activities of Ministry Teams to the church.



ARTICLE VIII – STANDING COMMITTEES

Section 1 – Committee Election and Terms

1. Standing Committees will be elected at some regular business meeting of the church prior to the beginning of each calendar year.
2. Members of Standing Committees will be recommended by the Deacons and approved by the church.
3. 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. A willingness to serve others (Mark 10:42-45)
 - b. Guidance by the Holy Spirit (1 Corinthians 2: 1-4)
 - c. An eagerness to serve God (1 Peter 5:2-3)
4. 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.
5. Two members (or the number needed to fill all vacancies) will be elected each year.
6. Members of Standing Committees must have been continuous Covenant members of the church for at least one (1) year.
7. 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.
8. Members of a Standing Committee may not serve as a member on any other Standing Committee during the same term.
9. 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.
10. The chairman of a Standing Committee will be elected by the members within the committee annually and may succeed himself.
11. Any Standing Committee member may resign by written notification to the Senior Pastor.
12. 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 18:15-35 will be used by the Senior Pastor and Deacons to dismiss a member from a committee.
13. Each committee shall record minutes of each meeting and make the minutes available as records of the church.
14. The following Standing Committees will serve the church.
 - a. Finance
 - b. Nominating
 - c. Personnel
 - d. Properties



ARTICLE VIII – STANDING COMMITTEES

Section 2 - Finance Committee

1. The Finance Committee will consist of six persons.
2. The committee will include the Treasurer as an ex-officio.
3. The Chairman of the Finance Committee will serve in the absence of the Treasurer and render the Treasurer such assistance as may be necessary in the execution of his duties.
4. The Finance Committee shall establish regularly monthly meetings. Special meetings or a change in the regular meeting time may be called at the discretion of the Chairman of the Committee.
5. The Finance Committee shall discuss the finances of the church and make necessary reports and recommendations to the church.
6. The Finance Committee shall be responsible for the planning and adoption of the annual Church budget, which will go into effect at the beginning of the fiscal year, after approval of the church in conference. During the time of Budget planning and through completion of the Budget campaign, the committee will consult with appropriate staff and leadership of the church as needed.
7. The Finance Committee shall be charged with the collection and distribution of all budgeted and designated funds.
8. All donations accepted by the church will be allocated to the general budget unless directed to an established designated fund. Procedures for establishing designated funds will be published by the Finance Committee.
9. Budget Control and Escalation of Approvals-The Senior Pastor is accountable to the Finance Committee for managing spending in each ministry channel or for each specially budgeted project (designated accounts). The Senior Pastor must not exceed the annual budget in each ministry channel or for each specially budgeted project without approval prior to distribution of funds. The Finance Committee shall approve or arrange for approvals in excess of the approved budget.

The Finance Committee may approve distribution of funds not to exceed one-twelfth of the annual budget or \$2,500 (whichever is larger) in each ministry channel or for each specially budgeted project. Any approvals in excess of \$2,500 will be reported to the church as information at the next regularly scheduled business meeting as part of the Finance Committee or Treasurer's Report. Requests for distribution of funds in excess of one-twelfth of the annual budget or \$2,500 (whichever is larger) in each ministry channel or for each specially budgeted project requires the approval of the church prior to distribution of funds.



Section 3 - Nominating Committee

1. This committee will consist of at least six persons.
2. It shall be the duty of this committee, working with the Senior Pastor, to nominate for election:
 - a. Elected Officers.
 - b. Elected Leaders.
 - c. Teachers and all elected workers within the church organization.
3. This committee will maintain at least two Covenant members to serve on each Ministry Team.

ARTICLE VIII – STANDING COMMITTEES

Section 4 - Personnel Committee

1. This committee will consist of six persons.
2. The purpose of this committee is to assist the church in matters related to employee personnel administration.
3. The duties of this committee will be as follows:
 - a. Survey needs for changes in church staff positions, staying informed as to what other churches and organizations are doing in order to maintain an efficient and effective staff.
 - b. Prepare and update, as necessary, job descriptions for all employed personnel.
 - c. Prepare and maintain policies and procedures relating to church employed personnel.
 - d. Recruit, interview, and recommend to the church newly employed personnel according to established church policy and staff criteria.
 - e. Develop and recommend a salary schedule and benefits plan for employed personnel.
 - f. Develop and recommend church policies and procedures for employed personnel administration.
4. The committee shall serve as liaison between the staff and the church.
5. The committee will work with the Senior Pastor to evaluate the performance of each Ministerial Staff member.
6. The committee will maintain records of all events of importance which relate to staffing.
7. As appropriate, the committee will report to the church on all matters of interest and concern regarding the staff.
8. The committee will assist the staff in every way possible to advance church programs involving laymen.



ARTICLE VIII – STANDING COMMITTEES

Section 5 - Properties Committee

1. This committee will consist of six persons.
2. This committee shall:
 - a. Develop and recommend policies and procedures to the Leadership Council regarding maintenance and general use of the buildings and properties of the church.
 - b. Perform regular, systematic inspection of all church property and related equipment, seeking to discover mechanical and structural faults before they become acute.
 - c. Maintain and improve the general appearance of buildings and grounds and recommend to the Church any remodeling, repairs or purchase of furniture or equipment.
 - d. Carry on a preventative maintenance program for equipment of the church.
 - e. Ensure that all utilities are in proper working order.
 - f. Submit financial requirements for maintenance, repair and remodeling to the Finance Committee each year for inclusion in the annual church budget.
 - g. Be responsible for maintenance, repair and alterations of all church-owned grounds, parking lots and landscapes.
 - h. Be charged with the selection and purchase of all equipment and materials necessary for the maintenance and upkeep of all church-owned buildings and grounds.
 - i. Arrange for and supervise the maintenance, repair and remodeling of property, in keeping with the annual church budget.



ARTICLE IX – MINISTRY TEAMS

Ministry teams will be established to support the ministries and objectives of the church.

1. Ministry Teams will be added or deleted upon recommendation of the Ministry Council and subsequent approval by the Leadership Council.

a. Ministry Team objectives will be submitted to the Leadership Council for review and approval to ensure agreement with overall church goals and objectives.

b. The Ministry Council will make regular reports to the Leadership Council on any changes made in the Ministry Teams.

2. Each Ministry Team will select persons gifted to help accomplish their goals and objectives.

a. Each Ministry Team will include at least two Covenant members.

b. Covenant members on each team will establish the number of persons required for their team and recruit individuals to serve from the Covenant and Watchcare membership of the church.

Ministerial Staff and Deacons may also recommend members to serve on each team.

c. Individuals may be added to or removed from each team as necessary to accomplish the goals and objectives outlined for each ministry.

3. Ministry Teams are responsible for electing team chairmen and establishing operating guidelines.

a. Ministry Teams that have a Ministerial Staff member assigned to their work by virtue of their personnel job description will be led by that Ministerial Staff member.

(E.g. The Children's Ministry Team would be led by the Children's Minister and the Youth Action Council would be led by the Youth Minister.)

b. Ministry Teams not under the assignment of specific Ministerial Staff members will select a chairman from the Covenant members serving on the team.

c. Each team shall record minutes of each meeting and make the minutes available as records of the church.

d. Each team shall provide reports to the Ministry Council as appropriate to their ministry objectives.



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 equally between the Lakelands Baptist Association and the 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 any other individual.

ARTICLE XII - AMENDMENTS TO THE BYLAWS

These Bylaws or any of their provisions may be amended by a two-thirds (2/3) vote at any special or regular business meeting at which a quorum is present.

Any proposal for change will have been submitted in writing and specifically announced to the church at least two weeks before any action is taken.



Revision Record

<u>Date</u>	<u>Description of Change</u>	<u>Change By</u>
April 2014	The Treasurer will be responsible for the written record of all receipts and disbursements and will at each regular business meeting of the Finance Committee, Deacons Leadership Council and Church make a written report to each group of receipts and disbursements for the preceding month.	4/16/014 Business Meeting
Nov. 2016	<p>Article 1-Section 1 –Membership Overview</p> <p>The membership Membership of the church will be classified as either a Covenant or Watchcare members.</p> <p>a. Profess to have experienced Regeneration through a personal experience with God through Jesus Christ.</p> <p>c. Have accepted the Church Covenant and Constitution of this church.</p> <p>d. Have completed the a new member orientation class. Children and students may complete this requirement after membership is granted.</p> <p>Section 2 – Candidacy for Membership</p> <p>Applicants may present themselves for church membership at any regular meeting of the church, at which point they will be received into the Watchcare Membership of the church.</p> <p>1. New Christians will be received based on profession of faith in Jesus Christ as Lord and Savior.</p> <p>2. Christians from another Evangelical church of like belief and practice will be received based on promise of a letter of recommendation from their previous church.</p> <p>3. Christians that are members of a church of a different denomination will be received based on their statement of prior Regeneration through a personal experience with God through Jesus Christ.</p> <p>After candidates have been baptized, accepted the Covenant and Constitution of the Church and completed a new member orientation class, they may be presented for Covenant Membership at the next business meeting of the church.</p> <p>Covenant membership will require approval by two-thirds (2/3) of those present and voting at the business meeting.</p>	10/26/16 Business Meeting

Replaced with

Section 2 – Membership Process

There are four components for membership at South Main for new members:

- 1. 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.

2. Applicants should belong to Christ. This is based upon the applicant's profession of faith in Jesus Christ as personal Lord and Savior.

3. Applicants should be baptized as believers by immersion.

4. Applicants should attend a new member orientation class. Content and times of the class offered will be determined by the church and will explain the mission, vision, and values of South Main, as well as the membership covenant, church constitution, and church by-laws.

There are two components for membership that South Main will complete on behalf of each new member applicant:

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

2. South Main will receive applicants in the following ways:

Applicants from other Baptist churches will be received based upon a promise of letter of recommendation from their previous church. (South Main will contact previous church).

Applicants that are members of churches of a different denomination will be received based upon their statement of prior regeneration through a personal relationship with God through Jesus Christ. (South Main will inform previous church)

Applicants with no prior church will be accepted upon their public profession of faith in Jesus Christ.

Article I Membership-added the highlighted Section 3-Rights and Responsibilities of Members-All members must subscribe to the Church Covenant and Constitution of the church.

2. The Senior Pastor, members of the Ministerial Staff and Deacons are available for counsel encouragement and spiritual guidance.

Article II-Section 5-Ordinances

Letter c added: and may enlist the aid of members and ministry teams to assist with this responsibility.

Article IV-Section 5-Deacon Election Process

Struck On and replaced with By the second Sunday of October.



1. **Nominating** members must ask the potential nominee if they meet the requirements for **Deacon**, ~~and~~ **if they** can fulfill the responsibilities of Deacon, and if they would be willing to serve as a Deacon, **if elected**.

LIST OF RECOMMENDED BY-LAW CHANGES
MARCH, 2017

ARTICLE I – MEMBERSHIP
Section 1 – Membership Overview

(PRESENT)

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.

(CHANGE PUNCTUATION – ADDED COMMA AFTER “TEACHING”)

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 in church business meetings.

(PRESENT)

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: a. Have submitted themselves for Covenant Membership but have yet to meet all requirements.

OR b. 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 interns, and other temporary members of the community.

(CHANGE PUNCTUATION – NEW PARAGRAPH STARTING WITH THE WORD, “WATCHCARE” AND REMOVE THE CAPITAL “M” ON THE SECOND WORD “MEMBERSHIP” OF THE SECOND PARAGRAPH. ALSO, REMOVE CAPITALIZATION OF THE WORD “OR”)

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: a. Have submitted themselves for Covenant Membership but have yet to meet all requirements, or b. 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 interns, and other temporary members of the community.



ARTICLE I – MEMBERSHIP

Section 2 – Membership Process

(PRESENT)

4. Applicants should attend a new member orientation class. Content and times of the class offered will be determined by the church and will explain the mission, vision, and values of South Main, as well as the membership covenant, church constitution, and church by-laws.

(CHANGE TO)

4. As a requirement of church membership, 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 membership covenant, church constitution, and church by-laws.

ARTICLE I – MEMBERSHIP

Section 5 – Termination of Watchcare Membership

(PRESENT)

3. In the event that a Watchcare member has been absent from the church for more than four (4) months with no contact with the Senior Pastor, Ministerial Staff, Deacons or Covenant Membership of the church, then a motion to dismiss the member may be made at a regularly scheduled business meeting.

(REMOVE THE WORD “THEN” FROM THE FINAL PHRASE OF PARAGRAPH)

3. In the event that a Watchcare member has been absent from the church for more than four (4) months with no contact with the Senior Pastor, Ministerial Staff, Deacons or Covenant Membership of the church, a motion to dismiss the member may be made at a regularly scheduled business meeting.

ARTICLE II – CHURCH OPERATION

Section 2 – Worship Services

(PRESENT)

1. The church shall meet regularly at least each Sunday morning, for preaching, instruction, evangelism and for the worship of Almighty God.

2. All worship services will be placed on the church calendar.

3. Worship services will be open to the membership of the church and general public.

(CHANGE TO)

1. The church shall meet weekly for preaching, instruction, evangelism and worship unless prohibited by the most extreme of circumstances.

2. All worship services will be placed on the church calendar.

3. Worship services will be open to the membership of the church and general public as invited guests.

(PRESENT)

Section 5 – Ordinances

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

1. Baptism

a. A person who receives Jesus Christ as Lord and Savior by personal faith who professes Him publicly at any worship service; and who indicates a commitment to follow Christ as Lord, will be received for baptism.



b. Baptism will be administered as an act of worship during any service deemed appropriate for that purpose.

(REMOVE "WHO PROFESSES HIM PUBLICLY AT ANY WORSHIP SERVICE")

Section 5 – Ordinances

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

1. Baptism

a. 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.

b. Baptism will be administered as an act of worship during any service deemed appropriate for that purpose.

(PRESENT)

ARTICLE V – ELECTED OFFICERS AND MINISTRY LEADERS

Section 3 - Treasurer

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

1. Unless otherwise directed by the appropriate committee, the Treasurer will implement payment of all salaries and other items provided for in the budget of expenditure without special order.

a. The Treasurer will be careful not to advance or pay out money not already in hand to the credit of the church.

b. A designated Church Administrator, Church Financial Director, or Church Assistant may sign all checks of the church under authorization of the Treasurer or the Treasurer will sign checks himself.

(CHANGE TO)

ARTICLE V – ELECTED OFFICERS AND MINISTRY LEADERS

Section 3 - Treasurer

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

1. Unless otherwise directed by the appropriate committee, the Treasurer will implement payment of all salaries and other items provided for in the budget of expenditure without special order.

a. The Treasurer will be careful not to advance or pay out money not already in hand to the credit of the church.

b. A designated Church Administrator, Church Financial Director, or Church Assistant Treasurer may be appointed by the church to sign all checks of the church under authorization of the Treasurer, or the Treasurer will sign checks himself or herself.

(PRESENT)

ARTICLE VI – CHURCH STAFF

Section 2 – Ministerial Staff

1. All Ministerial Staff will be directly responsible to the Senior Pastor



(CHANGE TO)

ARTICLE VI – CHURCH STAFF
Section 2 – Ministerial Staff

1. Staff structure, including direct report structure, will be determined by the Senior Pastor in coordination with the Personnel Committee.

Recommended change (July 25, 2018)
(Present)

ARTICLE VIII – STANDING COMMITTEES
Section 2 - Finance Committee Present

9. The Finance Committee may approve requirements for emergency funds required during the year, not to exceed one-twelfth of the total budget for a specific organization, committee, team, or project designation. These expenditures will be reported to the church at the next regularly scheduled business meeting. Expenditures exceeding this amount will require the approval of the church before distribution.

(Change to)

9. Budget Control and Escalation of Approvals-The Senior Pastor is accountable to the Finance Committee for managing spending in each ministry channel or for each specially budgeted project (designated accounts). The Senior Pastor must not exceed the annual budget in each ministry channel or for each specially budgeted project without approval prior to distribution of funds. The Finance Committee shall approve or arrange for approvals in excess of the approved budget.

The Finance Committee may approve distribution of funds not to exceed one-twelfth of the annual budget or \$2,500 (whichever is larger) in each ministry channel or for each specially budgeted project. Any approvals in excess of \$2,500 will be reported to the church as information at the next regularly scheduled business meeting as part of the Finance Committee or Treasurer’s Report. Requests for distribution of funds in excess of one-twelfth of the annual budget or \$2,500 (whichever is larger) in each ministry channel or for each specially budgeted project requires the approval of the church prior to distribution of funds.

Recommended Change (January 23, 2019)

Article IV-Deacon Ministry
Section 5 (Existing)

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.

1. 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.



2. Recommendations of Deacons by members must be signed.
3. On the third Sunday of October, members will be asked to select, by way of secret ballot, up to seven members (or the number required to fill vacancies) to serve as Deacons.
4. The top seven members (or number required to fill vacancies) will become the elected Deacons.
5. The votes will be counted by the outgoing Deacons.
6. 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.
7. In the event that a Deacon cannot complete his term, the next member on the list of Deacon nominees would be asked to complete the term.

Changed to:

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.

1. 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.
2. Nomination forms of Deacons must be signed by the covenant member making the recommendation.
3. Members will vote by secret ballot to elect up to seven members (or the number required to fill vacancies) to serve as Deacons.
4. Voting will commence during a business session which will be called during our morning worship services, preferably held on a Sunday sometime before the November Deacons' meeting. A one-week written notice of this business meeting is required
5. The top seven members (or number required to fill vacancies) will become the elected Deacons.
6. The votes will be counted by the outgoing Deacons.
7. 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.
8. 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.