

(PROPOSED)

Green Hill Baptist Church Bylaws

Organized: Spring, 1951

Constituted: November 5, 1951

Church Location: 1734 Augusta Road, West Columbia, SC 29169

Church Office Phone: 803-794-5125

Church Mailing Address: P.O. Box 6276, West Columbia, SC 29171

Web Site: www.greenhillbc.org

Associational Affiliation: Lexington Baptist Association

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Article One: General

Section One: Preamble To Bylaws

To preserve and make secure the principles of our faith, to the end that this body may be governed in an orderly manner, consistent with the accepted beliefs of our denominational affiliation; and to declare the liberties inherent in each member of this church and the freedom of action of this body with respect to its relation to other churches and denominational bodies of the same faith, these Bylaws are hereby set forth.

Section Two: Purpose Statement

The purpose of this church shall be to propagate among all people the Gospel of Jesus Christ and to provide opportunities for worship, training, spiritual growth, and service. This church recognizes the Bible is God's word to His people and is inerrant.

Section Three: Charter Statement

The governance of this church and these Bylaws, is vested in the body of believers who join this fellowship. It is not subject to the control of any other ecclesiastical body, council or association. This church does recognize the value of relationships with other autonomous bodies that share the same evangelical/missional values.

Section Four: Statement of Faith

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. This church subscribes to the doctrinal statement of *The Baptist Faith and Message, 2000*. As members of this church we commit our lives together as a body of baptized believers in Jesus Christ personally committed to share the gospel of salvation to the lost. The functional ordinances of the church are Baptism and the Lord's Supper.

Section Five: Relationships/Affiliations

This religious body (autonomous) is voluntarily affiliated with the Lexington Baptist Association, the South Carolina Baptist Convention and the Southern

Baptist Convention. This church believes that these organizations have shown a purpose to promote and support Baptist causes and missional support parallel to this church. In keeping with the spirit of these Bylaws, the church will participate in these organizations through providing messengers to their meetings through the Leadership Team in consultation with the Nominating Committee and through financial support.

Article Two: Membership

Section One: General

Membership is open to people who have accepted the Lord Jesus Christ as personal Savior, have been baptized by immersion except for some extenuating circumstance, and who are united together by covenant as one body in Christ.

Membership must understand they are a sovereign and democratic Baptist Church under the Lordship of Christ. The membership retains the exclusive right for self-government in all phases of the spiritual and temporal life of the church. The church is considered an autonomous body.

Section Two: Candidacy

Church Membership shall be according to the following criterion:

- (1) By profession of faith and baptism.
- (2) By transfer of membership from a Baptist Church of like faith and practice.
- (3) By statement of prior conversion and baptism by immersion in a non-Baptist church.
- (4) By statement of faith from a non-Baptist church as a candidate for baptism.

Section Three: Responsibilities

Membership should focus on being faithful in all duties of the Christian life, be regular in attendance at church services, give regularly and systematically to support the church and Kingdom causes, and share in the organized work and service of the church vision, mission, and strategy.

Section Four: Voting Rights

Every member is entitled to vote at all elections and on all questions submitted to the church in a REGULAR Business Conference where the vote style is SIMPLE MAJORITY, (51%), by voice or raised hand/standing vote or ballot. This would include: annual church budget, election of leadership, and general business concerns of the church.

Section Five: Membership Transfer/Termination

Membership may be released in the following way:

- (1) Upon a written request of transfer of letter from another church.
- (2) Upon a written request of removal if the member desires to unite with a church of another denomination or withdraw from fellowship.
- (3) Upon the death of the member.

Section Six: Discipline

The purpose of church discipline is to Glorify God by maintaining purity in the church, protecting believers by deterring sin and promoting the spiritual welfare of the offending believer by privately calling him/her to reconciliation with God and the church. Upon joining the church, all members are in agreement with the Bylaws and the scriptural references included to verify the actions biblically.

Section Seven: Discipline Restoration

Full reconciliation and full restoration for those having experienced any disciplinary process would be the goal.

Section Eight: Definition of Family

This church recognizes that the union of marriage is between a naturally born man and a naturally born woman.

Section Nine: Membership Status

1. Active – Active membership is evidenced by visible interest in the church through faithful participation and support in its ministries, regular attendance in

opportunities for worship and Bible study, and shared involvement in its organized work.

2. Inactive – When a member shall fail to manifest interest in the church, by non-participation in its ministry and non-contribution to its welfare for a period of one year, and after every effort has been made to correct this condition, then upon the confirming vote of the Leadership Team such member shall be placed on the inactive roll and shall not be counted with the membership of the church. Such members shall be restored to the active membership roll when this condition is corrected and upon confirming vote of the Leadership Team.

It is recognized that some members may be physically unable to attend church services or functions and that such lack of attendance is not, necessarily, an indication of a lack of interest. Accordingly, careful discretion should be exercised when placing members on the inactive roll.

Article Three: Meetings And Voting

Section One: Place

The church shall hold regular meetings for worship, teaching, training, outreach and fellowship at the principal church location, unless otherwise designated from time to time by the church staff and leadership in accordance with the Bylaws.

Section Two: Ordinances

Baptism – As an act of worship, baptism shall usually be by total immersion in water, administered by ordained ministers or whomever the church authorizes. A person who receives Jesus Christ as Savior by profession of faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord may be baptized. See Article Two: Membership, Section Two: Candidacy for Baptism designations for membership.

Lord's Supper – A symbolic act of obedience whereby a member of the church, through partaking of the bread and the fruit of the vine, commemorates the death of Jesus Christ and anticipates His second coming. The Lord's Supper is usually observed at least once a quarter or at special Holy/seasonal events and is administered by the church staff, deacons or their designees.

Section Three: Business Conference

Quarterly Reviews must be announced by date and proper notice given for the meeting to the congregation. All months of the quarter's financial and general business activity need to be addressed.

All business conferences will be guided by Christian courtesy and order and conducted according to parliamentary procedure. We will follow Robert's Rules of Order, latest edition, as our guide. Motions presented will be according to the ByLaws and with discussion. Unless specifically designated in our ByLaws all decisions will be made by majority vote.

The meeting will be moderated by the Pastor, Chairman or Vice Chairman of Deacons.

Section Four: Special Called Business

Special Business Conferences such as annual budget adoption may be called at any time by the Pastor, Chairman of Deacons, and Leadership Team for any purpose by giving proper notice to the members in accordance with Section Five of this Article.

Section Five: Notices

Notification of membership meetings shall be given two weeks in advance of the discussion/vote in any of the following manners which shall be deemed to be a reasonable method of calling a membership meeting:

- (1) Distribution of written material to the congregation in attendance at a weekend service.
- (2) Announcement of the meeting in a church program, bulletin, social media, or text.
- (3) Electronic communication, ie: website, social media, email.
- (4) Oral announcement to the congregation at a weekend service.
- (5) Delivery by US Mail to each church member.

Section Six: Quorum

The Quorum for all business shall consist of those members present and voting at a meeting duly noticed and called for the transaction of business.

Section Seven: Voting

Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, providing the member is present. Unless otherwise specified, a majority vote (51%) shall constitute sufficient determination for the decision on a given matter.

Section Eight: Rules of Order

Robert's Rules of Order, Newly Revised (latest edition), shall be the guide for parliamentary procedures for all business meetings of the church.

Section Nine: Emergency Bylaws Action

The Emergency Bylaws Action is a safeguard action to be included in the Article, "Meetings" with its own Section, "Emergency Bylaws Action". This is a VERY intentional Section for the Church Bylaws instructing, ahead of time, the proper administrative/Bylaws action for the church in an emergency situation. An emergency situation could be, but not limited to: Death of the Pastor, Property Destroyed by Natural Causes/Fire Damage, Water Damage, Pandemic, or any other catastrophe limiting Assembly/Business Conferences for a period projected to be longer than a week.

The Emergency Bylaws Action needs to be activated by a minimum of THREE of the following groups elected by the church to propose such action: Pastor/Staff, Leadership Team, Deacon Body, Budget and Finance Committee, Buildings and Grounds Committee, Personnel Committee, or Church Corporate Officers. Each group should vote to activate the Emergency Bylaws Action as a group, then as a collection of three groups with discussion. A regular quorum (noted in these Bylaws) should be present to vote or Electronic Voting could be used. The Church Clerk will need to record the minutes of the groups activating the Emergency Bylaws Action and the outcome of the discussion and vote. Electronic votes need to be kept in writing with the other present votes recorded.

Article Four: Leadership Team

Section One: Responsibilities

The Leadership Team may function to clear all business decisions prior to church presentation and vote. The Pastor is the overseer of the Leadership Team.

The responsibility of the Leadership Team is to discuss church issues and make decisions before such issues are brought before the congregation at large. This team will confer with and obtain information from all other standing committees, councils, teams of the church in order to make decisions that are in the best interest of the church. The Leadership Team shall meet at least monthly at a regular scheduled time and place. Proper notice of the meeting dates shall be published in advance and printed in the bulletin.

Section Two: Qualifications

Representatives on the Leadership Team are to be men and women of integrity, open minded, visionary Christians with a heart for Kingdom work and upholding the vision goal and objectives of the church.

Section Three: Duties

- (1) Approve Church Policies and changes to the church policies.
- (2) Approve the creation and/or elimination of church program organizations, standing committees, ministry teams and councils.
- (3) Guide in the creation of new committees, teams, and groups.
- (4) Secure an audit if necessary based on the policies and procedures in place through the Budget and Finance Committee.
- (5) Receive requests for any changes needed in the Bylaws, Policy/Procedure manuals.

Section Four: Election and Service

The Leadership Team will be made up of Pastor as Overseer, Chairman of Deacons and the chair people from the following committees: Personnel, Budget and Finance, Building and Grounds, Missions, and Church-Wide Activities.

Persons may only represent one officer position or committee chair, not two or more; thus only representing one place on the Leadership Team. The vice-chair of a particular committee could serve in the event of someone serving as chairperson of more than one of those committees. It is preferred that those serving as the representative on the Leadership Team should be a second or third year term member of the Standing Committee or has prior service on that committee.

Section Five: Vacancies

All vacancies of the Leadership Team will be filled by newly elected chairs or their substitute per Section Four immediately above.

Section Six: Meetings and Quorum

The Leadership Team will meet monthly, the church members may request time on the meeting agenda to voice comments or concerns to the Leadership Team. The Leadership Team also reserves the right that during extenuating circumstances to meet via, phone, text or video conference, etc., to make various decisions.

Quorum at each Leadership Team meeting must consist of at least 4 members of the Leadership Team. If a quorum is not met the meeting will need to be rescheduled.

Article Five: Professional Ministerial Staff

Section One: Pastor

A Pastor shall be called by the church and will serve until the relationship is dissolved at the request of either the Pastor or the church. In either case, at least a thirty day notice shall be given of resignation/termination of the relationship, unless otherwise mutually agreed, with both Pastor and the church seeking to follow the will of God and the leadership of the Holy Spirit. Request for a Pastor to resign/step down may be a consultation face to face, or a mediation. The request may come in the form of a letter with signatures from the Personnel Committee and the Deacons. An exit agreement may be formulated to design the office vacancy, financials cleared and keys and church property returned. (Any

severance agreements need to be on a case-by-case basis.) A two thirds majority vote by the church to terminate is suggested.

In the event an Interim Pastor is needed, the Leadership Team and Deacons will review candidates and select the individual to serve, define the duties and coordinate the financial arrangements with the Budget and Finance Committee.

Section Two: Pastor Function

The Pastor is responsible for leading the church body in functioning as a New Testament Church and for providing spiritual instruction and strategic leadership to the congregation, professional ministerial staff and the leadership of the ministries of the church.

The Pastor is considered a full time employee of the church and is the administrative leader to all church staff and employees of the church. He may call a special meeting of the deacons, committees, teams, or groups. The Pastor may call the church into business conference with proper notice. The Pastor shall be the spiritual leader of the church and plan and conduct all worship services of the church or arrange for a substitute when he is absent. He shall minister to the spiritual needs of the total membership. He shall lead the congregation and the deacons in programs of visitation and stewardship. He shall lead in the observance of the ordinances.

Section Three: Pastor Search Process

The Pastor shall be chosen by the Pastor Search Committee and called by the church during a Special Called Business Meeting called for that purpose. One week notice shall be given to the membership following all means of giving notice. A 75% or higher affirmative vote by secret ballot provided to all members present will validate the call.

Section Four: Pastor Selection Process

A pastor shall be chosen and called by the church whenever a vacancy occurs. A Pastor Search Committee shall be elected by the church upon nomination by the Nominating Committee. The Pastor Search Committee shall be representative of the congregation by gender, age, and length of membership in the church. The Pastor Search Committee shall bring the name of only one prospective pastor at a time for consideration by the church, and no nomination shall be made except by

the committee. Election shall be by secret ballot given to all members present. An affirmative vote of 75% or higher is a favorable vote to call the candidate.

If a favorable vote is not reached, the Search Committee shall be instructed to seek out another minister candidate and the meeting shall be adjourned without debate.

Section Five: Other Ministerial Staff

Ministerial Staff may be called to administer the Mission/Vision/Strategy of the church as needed. The Pastor and Personnel Committee will make recommendations for leadership in any of the following: Music, Education, Age Group Specialists, Administration, Missions, and other potential ministry areas.

Section Six: Hiring Ministerial Staff

Based on the Church Mission/Vision/Strategy the Pastor/Immediate Supervisor, in cooperation with the Personnel Committee, will seek the candidates to fulfill ministerial positions in accordance with the Personnel Policy and Procedures Manual.

Section Seven: Ministerial Staff General Duties

All Job Descriptions for Pastor, Ministerial Staff and Support Personnel will be provided in the Personnel Policy and Procedures Manual.

Section Eight: Staff Screening

All staff, Pastor, Ministerial Staff will have an extensive background check prior to approval to hire/place before the church for vote. All support staff will have background checks prior to approval for hire. Screening procedure and information is in the Personnel Policy and Procedure Manual and will include credit check, address verifications, criminal, sexual and academic background checks.

Section Nine: Staff Terminations

Termination Procedures for all staff are addressed in the Personnel Policy and Procedures manual. The Leadership Team and Deacons will be briefed on the

situations related to terminations when they happen and when consideration for proper Labor Law actions are required.

Article Six: Church Corporate Officers

Section One: Church Officers

The Church Corporate Officers are: Clerk, Treasurer, Trustee, and Moderator. All officers of the church shall be members of the church.

Section Two: Officers' Functions

Clerk: Shall be elected annually upon recommendation from the Nominating Committee and shall serve on a church year basis. It is the Clerk's duty to attend or be represented at all church business meetings, keep accurate records of all officers and members of committees. The clerk issues letters of dismissal/transfers of members as authorized by the church and preserves all papers and records that belong to the church. The Clerk shall have access to an accurate roll of church membership. The Clerk is to maintain the official copy of the active Bylaws and all Policy and Procedure Manuals.

Treasurer: Shall be elected by the Nominating Committee and will serve until such time that he/she can no longer fill the responsibilities. The treasurer's duty is to have the authority to sign checks written for accounts payable and payroll. He/She shall serve as an ex officio member of the Budget and Finance committee.

Trustees: The Three Trustees shall serve a rotating three year term. They can succeed themselves four times thus serving twelve years. Trustees provided by law and the action of the church, hold in trust the title of property and represent the church in all matters of legal responsibility regarding purchase, improvement and disposal of church property. Trustees shall execute all legal papers related to the church. Trustees have no power to buy, sell, mortgage, lease, or transfer any church property without specific vote of the church authorizing such action. The Leadership Team in consultation with the Nominating Committee will ensure that Trustees are in place.

Moderator: Will be the Pastor, Chairman or Vice-Chairman of Deacons.

Section Three: Vacancies

Vacancies may be filled at any time of the year. Unexpired terms may be filled by the Nominating Committee. An unexpired term should not disqualify a member for re-enlistment or re-election through the Nominating Committee Process.

Article Seven: Deacons

The placement of these qualifications next to the Overseer qualifications (I Timothy 3: 1-7) marks a distinct difference between the two offices of the church. The Pastor role is described in verses 1-7 and the Deacon role is described in verses 8-13. These should remain separate roles for the sake of biblical leadership in the local church.

Section One: Deacon Qualifications

The list of qualified men to serve as deacon are referenced based on I Timothy 3: 8-13. Prior to a list of men presented to the congregation for vote there should be some screening of the candidates meeting the biblical qualifications. Deacons at all times should consider themselves as servants to the congregation. It shall be their duty to look after the spiritual well-being of the congregation, to cooperate with the Pastor (Overseer) and other corporate officers of the church in the furtherance of their duties. They should visit the sick and care for the needy and perform such duties that pertains to that office. The office of Deacon was developed to deal with a practical issue in the church. The Greek word used was *diakonein* which comes from a word meaning attendant, waiter or one who serves others. A Deacon may serve as a Chair to any committee/team/group. This administrative role is not a direct function as a Deacon but as a church member.

- (1) Meet spiritual qualifications of I Timothy 3:8-13.
- (2) Be an active church member and resident, age 21 and older.
- (3) Christian and member of the church for more than one year.

Section Two: Deacon Rotation

The deacons will be elected to serve three-year terms with 1/3 of the deacons rotating off each year and 1/3 elected each year to replace those rotating off. Each Deacon elected shall serve a full three-years (exception: those filling

unexpired terms). No Deacon shall be eligible for re-election until the lapse of at least one year, unless the Deacon is serving an unexpired term of less than 18 months. Vacancies within 6 months of new deacon elections will not be filled.

We desire to keep a minimum of 10 deacons at all times. The number of Deacons needed can be reviewed at the beginning of each church year.

Section Three: Deacon Nominations & Voting

On the second Sunday in October there will be nominations by church members present for the number of deacons needed.

Prior to the first Sunday of November a list of nominations twice the number needed to fill the office will be made available.

On the first Sunday of November an election by ballot shall be held in the morning worship service to elect the required number of deacons.

The names of the alternates will be kept in the church office for the remainder of the year. In the event of a vacancy the first alternate will fill the unexpired term.

Section Four: Deacon Service

After serving a term of three years, no deacon shall be eligible for re-election until the lapse of at least one year, unless he is serving an unexpired term of less than 18 months.

Section Five: Deacons Meetings/Sub Groups

The Deacons shall meet regularly, preferably the same time each month. These meeting times shall be on the general church calendar. Special meetings may be called by the Senior Pastor or Chairman of the Deacons as a need dictates. The Deacons shall elect their own leadership within the active Deacon group. The Chairman shall serve on the Church Leadership Team representing the Deacon body.

Sub-groups may be formed in order to effectively carry out its service duties to the congregation. The Deacons are accountable to the church body as specified in the Bible and as directed by the Holy Spirit.

Section Six: Duties and Responsibilities

In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. The tasks of the deacon are to (1) serve with the pastor and staff in performing pastoral ministry tasks; (2) proclaim the Gospel to believers and unbelievers; (3) care for church members and other persons in the community; (4) lead the church to engage in a fellowship of worship, witness, prayer, and Christian education; and (5) lead the church in striving toward spiritual maturity.

Deacons shall serve as a council of advisors for the pastor and pastoral staff in matters pertaining to the spiritual and physical needs of church members.

Article Eight: Standing Committees

Section One: General Overview

The church shall have Standing Committees, Ministry Teams, and Ad Hoc Groups as needed to carry out the work of the church. Standing Committees shall be enlisted by the Nominating Committee and elected by the church into a rotation term of three years. The Standing Committees will elect their own officers. The Chair of a Standing Committee shall serve as a member of the Leadership Team. It is preferred that no first year member serve as committee chairman.

Section Two: General Responsibilities

Personnel Committee: Shall assist the church in matters relating to personnel administration including determining the need for professional, and non-ministerial, and support staff. They are to serve as advocates for the staff. This committee will review the job descriptions of all personnel yearly and review with supervisors the annual reviews and compensation needs of all employees. They will seek the Pastor's counsel on all matters of church personnel. The Chair shall be a member of the church Leadership Team. Guidelines for the Personnel Committee and Ministry Teams shall be outlined in the Church Handbook.

Budget and Finance Committee: The committee shall assist the church with a total financial program for the church. This committee shall develop recommendations and guidelines on financial policies and procedures for

approval by the church, including the reception, deposit and disbursements of church funds. This committee will plan and submit an annual operating budget to the church Leadership Team prior to church approval/vote. The results will be shared through the church Leadership Team to the church through the monthly Leadership Team minutes. This committee will find ways to teach and promote stewardship within the congregation and celebrate the financial gifts as an act of worship. This committee will work with Missional Programs in the church year to support special offerings. This committee will submit a quarterly report of finances to the Leadership Team to be included in their minutes. The Chair of this committee shall be a member of the church Leadership Team. Guidelines for the Budget and Finance Committee and Ministry Teams shall be outlined in the Church Handbook.

Building and Grounds Committee: Shall inspect and inventory all church property recommending repairs and improvements. The Committee will be responsible for the Policies and Procedures for the use of the facilities. The Committee will be involved in maintaining adequate property/casualty insurance on all church property. This committee chairperson shall be a member of the church Leadership Team. Guidelines for the Building and Grounds Committee and Ministry Teams shall be outlined in the Church Handbook.

Missions Committee: The Missions Committee shall lead the church in carrying out the Great Commission as outlined in Matthew 28:19-20 and carry out the will and intent of the church in efforts to win the lost, disciple the saved, and send out the members on local, state, national, and international mission efforts. This committee shall identify ministry needs, provide direction and guidance to mission and outreach efforts, and allocate resources as identified in ministry plans for successful Ministry Teams. This committee shall work closely with the pastor and church staff to appoint, equip, enable, and dispatch mission and outreach teams. Responsibilities of this committee include, but are not limited to (1) identifying and exploring mission and outreach opportunities and promoting them; (2) encouraging the formation of ministry and mission teams and supporting them; (3) training and encouraging members who seek to go into the mission field; (4) celebrating publicly the willingness and successful efforts of members who participate in missions and outreach activities; (5) encouraging each class/group/organization within the church to adopt its own mission focus with particular emphasis on local mission opportunities; (6) promoting active participation by individual members to encourage spiritual growth;

and (7) ensuring that every visitor receives the message of Christ. Members of this committee should have participated in mission and outreach efforts and should be known among the members for actively supporting mission efforts. Members of this committee should be gifted in the areas of evangelism, apostleship, ministry, and compassionate service. This committee chairperson shall be a member of the church Leadership Team. Guidelines for the Missions Committee and Missions Ministry Teams shall be outlined in the Church Handbook.

Church-Wide Activities Committee: The Church-Wide Activities Committee is responsible for portraying a warm, friendly, open, and loving fellowship by welcoming anyone attending the church at all services. The Church-Wide Activities Committee shall attend to any activities and ministry related needs of the church and shall establish additional Ministry Teams should a need arise that does not relate to an existing Ministry Team. This committee shall identify church activity and outreach needs, provide direction and guidance to these efforts, and allocate resources as identified in ministry plans for successful Ministry Teams. This committee chairperson shall be a member of the church Leadership Team. Guidelines for the Church-Wide Activities Committee and Ministry Teams shall be outlined in the Church Handbook.

Section Three: Enlist, Elect and Rotations

The 5 standing committees for the Leadership Team will consist of Personnel, Building and Grounds, Budget and Finance, Missions, and Church-Wide Activities. Additionally, the chairman of the Deacons and Pastor will also serve on this Leadership Team.

The standing committees should have a minimum of 3 members, but preferably 5-7 members.

Each will have members on three year rotation and one year lapse before re-election to the same standing committee or any other standing committee.

Section Four: Vacancies

Vacancies shall be filled by the nominating committee. Vacancies may be filled at any time during the year.

Filling vacancies usually requires filling unexpired terms of the vacant position. As with the Deacons, filling any unexpired term of less than 18 months allows the candidate to be eligible for re-election without a lapse of 1 year.

Section Five: Special Ad Hoc Groups/Teams

An Ad Hoc Group of a Standing Committee (or Church) may be created for specific assignments or obligations of the church as needed. Those ad hoc groups shall function under the assigned Standing Committee or church action taken and reported to the church Leadership Team by that Committee. All ad hoc groups will be referred to as a Group. (Ex. Legacy Group of the Budget and Finance Committee).

Article Nine: Church Programs

The church shall determine what programs should be conducted to achieve the Mission/Vision/Strategies of the church. The following organizations/programs may be maintained to conduct and coordinate the educational values of the New Testament church but are not limited to: Sunday School, Discipleship, Small Groups, Church Music, Women’s Ministries, Men’s Ministries, Preschool, Children and Youth Educational Ministries and Missional Activities. All program organizations and activities of the church are under the church control and full operation and calendar of the church. Actions of these educational programs may be reported at the Quarterly Reviews.

Article Ten: Indemnification

Definition of the term Indemnify – To compensate for loss or damage, to provide security for financial reimbursement to an individual in case of a specified loss incurred by the person/staff of the church. Insurance companies indemnify their policyholders against damage caused in ministry or by the physical plant. Coverage is carried by the hazard insurance policy of the church and should be reviewed annually.

S.C. Code of Laws References: Insurance – 33-31-857 also – Indemnification Section 33-31-85,, 33-31-851; 33-31-852; 33-31-853; 33-31-854; 33-31-855; 33-31-856.

It is the intent for the church to carry coverage for indemnity unless the named party exceeds authority or is guilty of reckless or willful misconduct in ministry, in accordance with existing insurance coverage based on church liability.

Article Eleven: Mediation of Disputes

The Church needs to have a biblical and practical means of resolving disputes between church attenders/members or at-large disagreements before the church body.

This Article is a way to be proactive in the biblical way a disagreement of any type would be resolved with the least amount of collateral damage to the on-going mission of the church.

Members of this church believe Scripture teaches every effort must be made to live in peace and to resolve disputes, disagreements and conflicts among church members or staff in PRIVATE, person-to-person. Mediation (Alternative Dispute Resolution) could be a means to resolve a dispute when agreed by all parties involved. Only in the last resort shall a dispute be made public to the church.

Scriptural References: Matthew 18:15-18 and I Corinthians 6:1-8.

Article Twelve: Ordaining /Commissioning

Section One: Ordaining Ministers

When a member requests ordination to the gospel ministry, the pastor shall nominate an Ordination Council to be voted on by the Deacons or seek the ordination council from the Association along with the Deacons.

After being approved by the Deacons, the Ordination Council will convene to examine the candidate. The council may conduct the examination in a manner it deems appropriate under the leadership of the pastor. Upon completion of the examination, the candidate will be dismissed, and the council will vote on whether to recommend or not. The council will properly report its recommendations to the church. If the candidate is approved for ordination by

the church in conference, the ordination service will take place as soon as feasible.

Licensing usually does not require a formal council but the candidate could be presented and approved by the Deacons. A formal licensing service for the candidate allows for proper recognition and presentation of the licensing certificate.

Section Two: Commissioning

When a member requests to be commissioned to missions, the pastor shall nominate a Commissioning Council to be voted on by the Deacons.

After being approved by the Deacons, the Commissioning Council will convene to examine the candidate(s). The council may conduct the examination in a manner it deems appropriate under the leadership of the pastor. Upon completion of the examination, the candidate(s) will be dismissed and the council will vote on whether to recommend or not. The council will properly report its recommendations to the church. If the candidate(s) is approved for commissioning by the church in conference, the Commissioning service will take place as soon as feasible.

NOTE: Short Term Commissioning to Missions does not require a formal council. This Commissioning can take place by calling the candidate(s) forward, in any worship service for a prayer of dedication.

Article Thirteen: Annual Responsibilities

Section One: Calendar of Events

Fiscal Year, Program Year to coincide with the school calendar, Quarterly Reviews, Deacon Body Service, Nomination Committee Activity Nominations Presented to the Church, Budget Presentation and Vote, VBS, etc. The church year and the fiscal year shall coincide with the church year, January through December.

Section Two: Church Handbook

The 5 standing committees will each develop their own policy and procedures which will be adopted by the Leadership Team as the Church Handbook. These manuals need to be updated yearly as needed. The Church Handbook that includes Church Policies and Procedures shall be kept in the church office and made available for use by the members of the church. The Handbook shall provide the church staff, Standing Committees, Ministry Teams, and individual members with guidance on how they may participate in the efforts of the church. The staff member assigned to church administration shall maintain the Church Handbook and shall coordinate with the Clerk in making revisions to the Handbook. The Leadership Team, or a special team appointed by the Leadership Team, shall review the Handbook at least annually, with authority to recommend changes to be considered. Any church member may initiate suggested changes to the Handbook. However, all changes shall be reviewed and approved by the Leadership Team. The Leadership Team shall annually adopt the Church Handbook.

Section Three: Political Activities

In order to maintain the exemption from Federal Income Taxes, the church and other religious organizations must comply with requirements in Section 501 C 3 of the tax code. One of these restrictions is that the church not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate running for public office or any one political party. The church is not to engage in substantial efforts to influence legislation by way of any lobbying process. If a church wishes to have political personalities attend and speak to the congregation it is suggested to have equal representation of both political parties. The same is true for any political brochures offered to the congregation. This applies to Local, State and National political campaigns and personalities.

Section Four: Conflict of Interest

All reasonable effort will be made to avoid the appearance of a conflict of interest involving church staff, church leadership and church volunteers. This includes involvement with current and potential vendors and bidding organizations. All staff and members must refrain from participating in, or influencing, any decision, ministry or church action in which the individual or family member is materially affiliated. Potential areas of conflict should be disclosed to leadership prior to finalizing agreements, decisions or church action.

S.C. Code of Laws References: Section 33-31-831

Article Fourteen: Article of Dissolution

This church, Green Hill Baptist Church is organized, incorporated, and operates as a non-profit tax exempt organization under the United States Internal Revenue Service Code and in accordance with the Secretary of State of South Carolina. In the event of dissolution of Green Hill Baptist Church, the assets thereof shall be liquidated and distributed to Lexington Baptist Association. No assets of this church shall be distributed to any member, officer, or staff or any other individual.

Article Fifteen: Amendments To Bylaws

These Bylaws may be amended, altered, or repealed by submitting a written request to the church Leadership Team for review. The proposed change request must state the Article(s), Section(s) and Item Number(s) along with a rationale for the request. Each properly submitted request will be reviewed by the church Leadership Team to present the changes to the congregation for consideration and vote. The vote will be by secret ballot, 2/3 majority vote by church members 18 years of age and over. This can be a Special Called or regularly scheduled meeting.