

# BY-LAWS

## ARTICLE I: MEMBERSHIP

### Section 1. Reception of Members

~~Membership~~ **A person** may be received into the fellowship of the church upon satisfactorily ~~completing a church approved membership course~~ **meeting** AND one of the following:

(1) **Baptism** - Any person professing faith in the Lord Jesus Christ as Savior and desiring to follow Him in obedience and service, at his/her request, may, upon a vote of the church and baptism by immersion, be received as a member.

(2) **Letter** - Any person to whom the ordinance of Baptism, by immersion, has been administered may be received from another church of like faith and order upon a vote of the church and receipt of a letter of recommendation from that church.

(3) **Statement** - Any person who has at some time been a member of a Baptist Church, or some other church with similar beliefs as Southern Baptists, as pertaining to salvation, and who has been baptized, by immersion, but whose membership has terminated or been lost, may upon statement of their faith and love to Christ, be restored and received to membership by a vote of the church.

(4) **Statement-and-Baptism** - If a person comes to unite with the church stating he/she is already a Christian, but requests baptism, the fact that he/she was already a Christian shall be stated to the church, with the explanation that the reason he/she is requesting baptism is that the church or denomination he/she was a member of did not require baptism by immersion.

Note: Former members of Southside Baptist Church will be allowed to reunite in membership upon transfer of letter or statement **and approval by a vote of the church.** ~~without the requirement of completing the membership class.~~

**(5) New Member Orientation Class – The Sr. Pastor will determine if the newly approved member needs to attend a New Member Orientation Class. The content of this orientation will be determined by the Sr. Pastor.**

### Section 2. Duties of Members

In considering the duties involved, members are expected, first of all, to be faithful in all the duties essential to the Christian life; to attend regularly the services of the church; to give regularly and systematically to its support and Kingdom cause; and to share in its organized work.

### Section 3. Rights

Members, sixteen years and older, have the right to act and vote in the transactions of the

church. Absentee ballots will be allowed for any active CHURCH MEMBER ~~if same be sick,~~ requested. Upon request a church member who is unable to attend due to illness will have a ballot taken to them by two active deacons. Those same two deacons will be responsible for returning the absentee ballot to the church office.

~~If a church member is~~ working, away on vacation, in college, or military service ~~and requests an absentee ballot if such ballot be presented by member of family or extension worker~~ they can obtain an absentee ballot from the church office. The absentee ballot must be ~~and~~ properly signed by absentee and returned to the church office no later than one day before the vote is to be taken. These ballots must be in sealed envelopes ~~with names of absentees on outside and each being made known to the church body before election. The ballots would~~ and will be effective ~~on nomination and~~ for first secret ballot only.

#### Section 4. Termination of Church Responsibilities

Continual failure of a church member to act as a Christian and observe Christian principles, as stated in the bylaws, while holding a leadership position within the church will be cause for removal of that person from the leadership position. The affected person ~~would~~ will be notified and counseled by a council of elders and the pastor. After due notice by certified, registered mail, the person ~~would~~ will be removed from the position. However, the person may still remain as a church member, but will be prohibited from future leadership positions until approval from the current deacon fellowship is obtained.

#### Section 5. Termination of Membership

Termination of membership may be effected by, and only by, a majority vote of the church membership present as follows:

(1) Letter - Any person who desires a letter of dismissal and recommendation to any other church of like faith is entitled to receive it upon his/her request. The letter shall be sent only to the church with which the member desires to unite. The letter shall state the person's record as a member of this church.

(2) Resignation - If a member requests to be released from his/her covenant obligations to the church for reasons which the church deems satisfactory, after it shall kindly and patiently endeavor to secure his/her continuance in its fellowship, the church may grant his/her request and terminate his/her membership.

(3) Erasure - When a member dies or unites with some other church, and the information is properly authenticated.

(4) Exclusion- In the event of a member being terminated, written notice will be sent by certified, registered mail fifteen (15) days before the termination takes place. An opportunity for the person to be heard, orally or in writing, shall be stipulated to take place no less than five (5) days before the termination before the deacon board. Any proceedings challenging the

termination must be commenced within one (1) year after the effective date of the termination. A termination occurs when a member becomes an offense to the church and its good name by reason of immoral or unchristian conduct, or by persistent breach of his/her membership. In the event the member withdraws his/her membership, disciplinary action shall be ceased.

## **ARTICLE II: CHURCH OFFICERS**

All organizations of the church shall be under church control. All officers shall be elected by the church and report regularly to the church. At no time shall any person serve as an officer in the church, any class, department, ~~union~~ or organization, who is not a member of the church.

### Section 1. Pastor

#### **Term of Service:**

A Pastor's service may be terminated by resignation or by dismissal. A voluntary resignation will be accepted by the Chair of Deacons and presented to the church during the next Sunday morning worship service. For an involuntary resignation, the procedure outlined below will be followed.

Any three (3) members of the Deacons may call a meeting of the Deacons to discuss actions related to continuance of service. Any such action shall be done in accordance with the instructions of our Lord in Matthew 18:15–17 and I Timothy 5:17–21. Fifty-one percent (51%) or more of the Deacons must agree that the Senior Pastor's service to the Church should be terminated. Subsequently, the decision will be brought before the church body in a scheduled business meeting. The Pastor may be dismissed by a 2/3 vote of the members at any business meeting provided that at least 2 weeks written notice of such meeting has been provided to the congregation. In either case, at least thirty days notice shall be given of 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.

Whenever a vacancy occurs, a pastor shall be called by the church to serve until the relationship is dissolved at the request of either the pastor or the church.

The call of the pastor shall take place at a meeting especially set for that purpose of which at least ten day's notice has been given the membership. The election shall be upon the recommendation of a church approved committee consisting of a representative from the Deacon Fellowship, Finance Committee, Trustee Committee, ~~Personnel Committee~~, and two (2) members at-large to seek out and nominate as pastor a minister of the Gospel whose Christian character and qualifications fit him for the office of pastor of this church. The church affirms that the person serving as pastor shall be a male. The committee shall bring only one name at a time for consideration of the church, and no nomination shall be made except that of the committee. An affirmative vote of two-thirds of those present and voting shall be necessary for a call. Should the one recommended by the committee fail to receive a two-thirds vote, the committee

will be instructed to seek out another minister, and the meeting shall be adjourned without debate.

The pastor ~~shall have~~ **is** in charge **of** the welfare and oversight of the church **including matters related to paid staff**; he shall be ex officio member of all organizations, departments and committees; he may call a special meeting of the deacons or any committees according to procedures which may be set forth in the By-Laws; he shall conduct religious services on stated and special occasions, administer the ordinances, minister to members of the church and community, and perform other duties that usually pertain to that office; he shall have special charge of the pulpit ministry of the church and shall, in cooperation with ~~the Pulpit Committee or~~ the Deacons, provide for pulpit supply when he is absent and arrange for workers to assist in revival meetings and other special services. The pastor shall preside at all meetings of the church except as otherwise provided in the By-Laws.

He shall be the administrative head of the church and shall arrange and approve all absences and vacations of all church employees.

The Pastor may attend the Southern Baptist Convention; the State Convention and Evangelistic Conference. The church shall assume all expenses.

## Section 2. Deacons

The church shall have the necessary number of men elected to and serving in the Deacon Fellowship to meet the needs of the church. The Deacon Fellowship shall have the responsibility for monitoring the number of deacons needed, and for initiating and conducting the nomination and election procedures as hereinafter prescribed. Deacons shall be elected for a term of three (3) years with one-third of the number being elected each year. After the completion of a full three year term, no deacon shall be eligible for re-election until after the lapse of one (1) year. A deacon filling a partial term may be elected to serve a full-term. A partial term is defined as being 18 months or less.

At the July Quarterly Business Meeting, the congregation shall elect three (3) persons to serve on a deacon nominating committee. (The three (3) persons elected cannot be active deacons.) The pastor, deacon chairman, and chairman of trustees shall then become a part of this committee which will consist of six (6) members. (If the church is without a pastor then the deacon committee will choose a staff member ~~the interim pastor~~ or another deacon to serve.)

This committee shall nominate ~~at least~~ the number of deacons needed to serve for the new term. These nominees shall be a bonafide member of Southside Baptist Church for one (1) year or more prior to this nomination and shall be 21 years or older. They shall be chosen from among the number of men who have proven themselves worthy and meet the Biblical qualifications for deacon **as outlined in Acts 6:1-8 and 1 Timothy 3:8-13**. The deacon nominating committee shall also have the responsibility for presenting to each nominee the Biblical and church qualifications and secure their willingness to serve. The chairman of the Deacon Fellowship and the Pastor shall interview ~~each~~ candidates **who have never served as a** ~~for~~ deacon. At this time, the qualifications for deacon service as set forth in the Scripture will be

thoroughly discussed, and each candidate examined for individual fitness and suitability to serve. ~~The pastor will be responsible for insuring that new deacons be properly ordained by the church. The Deacon Nomination Committee, as specified above, will present only the number of deacons needed to complete the slate of deacons for the coming year.~~

Nominees must agree to regularly attend worship services, Bible Study, ~~serve in the prayer room,~~ tithe, and from time to time perform other duties as duly assigned or assumed by the Deacon Fellowship.

Any nominee may withdraw his name from consideration at any time by notifying the deacon chairman.

A list of nominees who are qualified and have agreed to serve shall be published no less than two (2) weeks prior to the ~~election of deacons in the church newsletter.~~ **affirmation vote using the current means of communicating with the church body (newsletter, E-blast, announcements etc.).**

The date for ~~election~~ **affirmation** of deacons shall be the first (1<sup>st</sup>) Sunday in December. When all nominees have been selected ~~interviewed,~~ the pastor and deacon chairman jointly will provide a list of the names of those nominees meeting these criteria to the church. A ballot will be prepared and distributed to the church on the first (1<sup>st</sup>) Sunday in December:

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

~~(a) When there are more nominees than positions, the nominees receiving the highest number of those voting YES will be elected.~~

**(a)** In order for a nominee to be ~~elected~~ **affirmed**, he must receive a simple majority of “Yes” votes. Only ballots marked with a “Yes” or “No” vote will be used in determining whether the nominee received an affirmation by simple majority. [Ballots marked “Unknown” will not be used in determining whether or not the nominee received a vote.]

**(b)** The names of the nominees ~~elected~~ **affirmed** by the church body will be announced to the congregation on the Sunday following the election.

~~Ties resulting from voting in all deacon election procedures shall be resolved by the drawing of lots.~~

Deacons shall serve from the date of January 1<sup>st</sup> each New Year. The Deacon Fellowship shall annually elect a chairman, vice-chairman, a secretary, and such additional officers as needed to carry out their duties and functions. References in these By-Laws to deacons are to those currently serving a term of office.

Deacons shall at all times consider themselves ~~as~~ servants of the church. With the Pastor,

and as the Holy Spirit may direct, they are to consider and make recommendations to the church in all matters pertaining to its work and progress. They shall serve as a council of advice and confer with the Pastor in all matters pertaining to the welfare and work of the church. It shall be their duty to look after the spiritual well-being of the congregation, to cooperate with the Pastor and other officers of the church in the furtherance of their duties, to visit the sick and care for the needy and to perform such other duties as usually pertain to that office.

The Deacons shall act as an advisory group to the pastor on matters related to paid staff. Also, along with the Senior Pastor, they are to carry out the policies and procedures for administration as approved by the church. The Deacons shall perform other duties and functions as outlined in the church approved policies and procedures.

The Deacon Fellowship shall be authorized to spend up to, but not to exceed, \$5,000.00 beyond the budgeted amount for any unusual or emergency situation.

At no time shall more than two (2) family members serve on the deacon fellowship. Limits on family members shall be to the FIRST DEGREE (defined as father, son, brother). There shall be no limits on relationships by AFFINITY (marriage).

### Section 3. Moderator

The church shall elect annually a moderator. The moderator must be acquainted with parliamentary procedure, the Articles of Incorporation, By-Laws of the church, and the purposes of each church conference. The moderator shall preside over all conferences, except, when, at his request or in his/her absence, a temporary moderator shall be elected by the church in accordance with Article VII, Section 3 of the church By-Laws.

### Section 4. Clerk

The church shall elect annually a clerk who shall keep a suitable book of permanent records and actions of the church. He or she shall keep a register of the names of the members with dates of admission and dismissal, or death, together with a record of baptisms. He or she shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports.

It shall be the duty of the clerk to attend, or be represented at, all church business meetings, to keep an accurate record of all business transactions and to place the original of such records in the church office at his/her earliest convenience. He/she shall ~~enlist~~ receive reports from leaders of each committee, Ministry Group and Task Force prior to church conferences. ~~and compile a report for the conference.~~ He/she shall also preserve any valuable letters, papers, and records and place the same in the permanent notebook in the church office. He/she shall preserve a true history of the **business of the** church and a record of the Articles of Incorporation and By-Laws of the church and any changes and amendments thereto. The church shall offer clerical and secretarial assistance to the clerk. All church records are church property and shall be filed in the church office.

## Section 5. Assistant Clerk

The assistant clerk shall serve in the absence of the Clerk, and render the Clerk such assistance as may be necessary in the execution of his or her duties. The assistant clerk shall be elected in the same manner as the Clerk.

## Section 6. Financial Officers and Committees

### A. The Treasurer

The church shall elect annually a church treasurer. It shall be the duty of the treasurer to sign all checks for payment of receipts both budget and approved non-budget items. He/she shall work with the Financial Secretary to make sure monies are available and discuss with finance committee and administrative head of the church problems he/she may encounter. The treasurer shall also work with the auditor to maintain a proper check on church finances (The treasurer shall serve as an ex-officio member of the finance committee with vote).

### B. Assistant Treasurer

The church shall also elect an assistant treasurer who will share in the duty as treasurer and act in his or her absence. And will be governed by the same rules and regulations of the church.

## Section 7. Archivist/Historian

The church shall ~~elect annually~~ **select** an archivist/historian. It shall be the responsibility of the archivist/historian to report to our denominational paper and local newspaper(s) articles of interest concerning our church work. It shall also be the responsibility of the archivist/historian to collect and compile information concerning the history of Southside Baptist Church. He/she should also ensure this information is preserved for future generations.

History for the church can be compiled through various means, such as: photographic journaling of events, oral history interviews with older members of the congregation, samples of sermons, architectural blueprints, special event bulletins, congregational minutes and reports, published materials authorized by pastor or members of the congregation, copies of baptismal records for the year, as well as, records of new members received and members deceased and any other means of documentation pertinent to the church.

The archivist/historian should maintain a close contact with the pastor, deacons, council of leaders and other leaders of the congregation, in order to ensure a complete and accurate record is kept of all significant church activities.

## Section 8. Trustees

The Trustees, ~~or their successors in office,~~ shall, as provided by law and action of the church, hold in trust the title of all property of the church and shall represent the church in all matters of

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

The trustees will consist of five (5) members affirmed by the church with one rotating off each calendar year. ~~church shall elect five (5) trustees, one to rotate off each election year.~~ Each newly elected trustee shall serve five (5) years beginning on January 1 of the succeeding year.

The member with most seniority will serve as chairman. ~~In the event that the most senior trustee is also serving as chair of another committee, the deacon fellowship can approve an exception to the rule relating to chairman.~~

A trustee shall be replaced ~~at the next election,~~ at his/her request, or if he/she moves his/her membership, or dies.

The trustees shall meet no less than annually and shall make an annual report to the church at the October Business Meeting.

When a trustee position is vacated or must be filled ~~due to the natural rotation of a member of the trustees,~~ the deacon fellowship will make a recommendation to the church. The recommended name will be brought before the church for a vote of affirmation at the next quarterly business meeting.

### **ARTICLE III: COMMITTEES, MINISTRY GROUPS, TASK FORCE SELECTION, TERMS AND FUNCTIONS**

All organizations of the church shall be under church control. All officers shall be elected by the church and report regularly to the church. At no time shall any person serve as an officer ~~in an organization~~ who is not a member of the church.

#### **The Executive Ministry Committee**

The Executive Ministry Committee shall be made up of the Chair of Deacons, Chair of Finance, ~~Chair of Personnel~~ and Chair of Trustees. The Executive Ministry Committee will meet quarterly with the Pastor to discuss items of concern for the church membership. This meeting will be conducted by the Chair of Deacons and will provide valuable feedback to the Pastor for church growth, fellowship, and problem resolution. This committee will also be responsible for conducting an annual review of the pastor's performance.



## Section 1. General

a. Because of the vital role committees play in the operation and administration of Southside Baptist Church, selection of committee members must be prayerfully considered, without regard for favor, affection or partiality. In order to carry out their duties and responsibilities effectively, committees may require members who have special skills or experience.

~~The church shall have committees as set forth in this Article. and the church upon nomination of the Council of Leaders shall all committees.~~ Nominations to fill vacancies on committees will be made during the Council of Leaders meetings. Those nominated will be asked to serve in the order the nominations are received and once a determination has been made that they meet any specific requirements for the committee for which they are being nominated. The pastor or his designate will contact those nominated in the order they were nominated. Once the number of nominees has agreed to serve to fill the vacancy (s) the other nominees will not be contacted. The church clerk will be notified by the church office as to those individuals who have agreed to serve. Nominations for the various committees will be presented to the church for approval during regular business meetings or upon approval of the annual nominating report which will be approved the first Sunday in December. In addition to those nominated by the Council of Leaders, any member of the church may make nominations from the floor during the business meeting.

Committee members shall serve on a rotation basis as nearly as practicable, and shall serve from the beginning of the Bible Study year, except as otherwise provided by these By-Laws. A person may not be re-elected to a committee on which his/her term has just expired until a period of one year has lapsed unless he/she has served an unexpired term, or unless a waiver of this provision is approved in church conference by a three-fourths majority vote of those members present and voting. Unless otherwise specified, a person can serve on only one committee at a time. Members of all committees shall serve until their successor is duly elected. Ex officio members shall be in addition to the number of members authorized in these By-laws for each committee. Church staff members serving as ex-officio members do not vote, except as otherwise specified in these By-Laws.

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

c. If there are additional nominees from the floor, the election shall be by written ballot. Committees shall meet at least monthly. Minutes of each committee meeting shall be filed promptly with the church clerk and the church business administrator so that all

~~reports from all committees can be presented at church conference~~ maintained by the recording secretary of each committee and passed on to the succeeding recording secretary at the beginning of each new year.

d. Ministry Groups or Task Forces (examples include: Ushers, Library, Property and Grounds, Youth, Weekday Childcare, Benevolence, Flowers and Decorating, Kitchen) may be created as needs arise. Membership on the Ministry Groups, and/or Task Forces is determined by a combination of volunteering and recruitment by the Leaders and ministerial staff. Membership is open and fluctuating, with no definite period of service. Members may move from one to another or choose to stay in an area indefinitely. New church members will be acquainted with opportunities for service. Each Ministry Group or Task Force must secure the endorsement of a ministerial staff member to act as a liaison to the church body. Leaders of Ministry Groups or Task Forces are recommended annually [Bible Study year] by the Council of Leaders to the church for approval. Other Ministry Groups or Task Forces may be created throughout the year as needed and with approval of the church. Leaders may succeed themselves.

~~e. A Ministry/Mission Advisory Committee is established to review requests from church members for ministry groups and guide them in setting up a ministry. This Committee will present to the church a report on each Ministry Group or Task Force seeking church endorsement. All funding requests from Church Approved budget for Ministry Groups or Task Forces must be submitted to this Advisory Committee for submission to the Finance Committee. The Ministry/Mission Advisory Committee is made up of seven members consisting of one member from each of the following groups: Trustees, Deacon Fellowship, and Finance Committee. These groups will delegate their own representative who will serve. The Church Clerk and three at large members delegated by the Council of Leaders will make up the remaining four positions on the Committee.~~

## Section 2. Finance Committee

The finance committee shall consist of seven members. All finance committee members must be tithers. The vice-chairman of the deacons shall serve as a member with the six members selected by the Council of Leaders and approved by the church. The six members elected by the church shall be elected for a term of three (3) years with one third of the members being elected each year. After the completion of a full three-year term, no member shall be eligible for re-election until after the lapse of one (1) year. The chairman of this committee shall be elected by the committee each year and shall not serve more than one year consecutively. The Pastor and Administrator shall serve as ex-officio members. The Treasurer shall serve as an ex-officio member with vote.

The finance committee shall have the duties:

1. To consider for approval the budget proposal submitted to them annually by the pastor, staff, church department, and ministering factions. When the finance committee has given

their approval it shall then be submitted first to deacons then church for final approval and adoption. ~~The Committee shall recommend staff compensation and benefits to be approved by the Senior Pastor and presented along with the annual budget for church approval.~~

2. To meet and approve all non-budget requests (limit \$5,000.00 per occurrence).
3. To meet to consider budget expenditures and make recommendations for changes.
4. To consider the financial state of the church and make recommendations.
5. To promote giving within the church family and promote the budget.
6. ~~All finance committee members must be tithers.~~
7. To insure that the church financial records are reviewed biennially by a CPA firm.
8. The Finance Committee shall develop written guidelines, and establish internal policies and procedures for the conduct and operation of the financial business of the church, including the annual budget. The church must approve these guidelines; policies and procedures and any changes, additions or deletions to them are to be approved by the church. Church staff does not have the authority to modify, amend, or waive any of these guidelines, policies or procedures.
9. The Finance Committee shall fix the amount of bonds to be required of the Church Treasurer, Trustees, or others as required.
10. The Finance Committee has the responsibility for nominating members of the congregation to serve as tellers. Each nominee must be a member of the church for no less than one year, must be a regular tither, and capable of keeping contribution information confidential. The church must approve nominees. The tellers shall have the following duties under the supervision of the Finance Committee:
  - A. ~~Take charge of offering following the services.~~
  - A. Be responsible for counting money as directed by the church, pastor, and finance committee.
  - B. Deposit the monies in the bank as soon as counted.
  - C. Fill out report form for financial secretary and treasurer.
  - D. Ensure that no less than two (2) tellers are always present when counting receipts.

### ~~Section 3. Personnel Committee~~

~~The Personnel Committee shall consist of eight members: six (6) members at large nominated by the Council of Leaders and elected by the church to serve 3-year terms. Members will rotate off after the completion of a 3-year term. A deacon representative and a finance committee representative shall be appointed annually from each group.~~

~~The Personnel Committee shall be in charge of and responsible for personnel administration activities for all employees of Southside Baptist Church. An employee is defined as any person who receives financial remuneration from Southside Baptist Church. The committee may delegate such functions as necessary in order to establish supervisory/management responsibilities.~~

~~The committee is to carry out the policies and procedures for personnel administration as approved by the church. The committee shall maintain oversight of church staff management and perform other duties and functions as outlined in the church approved policies and procedures.~~

~~The committee shall act as an advisory group to the pastor on matters related to paid staff.~~

~~All matters of The committee shall recommend staff compensation and benefits shall to be approved by the Finance Committee and presented along with the annual budget for church approval.~~

## **ARTICLE IV: PROGRAM ORGANIZATIONS**

### Section 1. General

The church shall have such organizations, as it deems necessary to carry out its mission, to achieve its goals and objectives and to conduct business. All organizational officers shall be elected by the church, and unless otherwise specified, shall report regularly to the congregation.

### Section 2. Sunday School

There shall be Sunday School for the study of God's Word for all ages, appropriately organized and conducted regularly under the direction of the Sunday School Director. The objectives of Sunday School shall be to teach biblical revelation, to lead in reaching all prospects for the church, to lead all church members to worship, to witness, to learn, and to minister daily and to provide and interpret information regarding the work of the church and the denomination.

1. The Council of Leaders shall nominate the Sunday School general director ~~annually in the July church conference.~~
2. The Sunday School director shall work with the educational director to bring before the Council of Leaders departmental directors and other general officers of the Sunday School.
3. The departmental directors along with the educational director and general director shall bring suggestions for all teachers and their assistants before the Council of Leaders who shall determine their being presented to the church for approval.

### Section 3. Discipleship Training

Discipleship is an essential element of the church. Members will be provided opportunities to study, exchange ideas, to teach, and to demonstrate how they can grow or are growing in their understanding of Christ's teaching and commission to tell others of Christ's love for them. The discipleship of the church may be carried out through existing programs. Members will be encouraged to become disciples for new believers and new members.

The Council of Leaders shall nominate the Discipleship Training Director ~~annually in the July conference.~~

The Discipleship Training Director, with the educational director, shall bring before the Council of Leaders suggestions for all general officers and departmental leaders. The Council of Leaders shall determine their being presented to the church.

The departmental leaders along with the educational director and director shall bring suggestions for all other general departmental workers before the Council of Leaders who shall determine their being presented to the church.

### Section 4. Missions Programs

Missions education is another essential element of the church. Members will be provided opportunities to study, exchange ideas, to teach, and to demonstrate how they can be involved in sharing the news of Christ's love with all members of the communities, state, nation, and world. The Missions education of the church may be carried out through existing programs. Members will be encouraged to become involved as new believers and new members. Two primary organizations exist for the direction of Missions education, the Women's Missionary Union and the Brotherhood. **The activities of these two organizations may be inactive for certain periods of time.**

#### A. The Women's Missionary Union

The Women's Missionary Union Director shall be nominated ~~annually in the July conference~~ **by The Council of Leaders.** The Women's Missionary Union Director, along with the educational director, shall bring before the Council of Leaders suggestions for president of Baptists Women, President Baptist Young Women, Acteens, Girls in Action and Mission Friends leaders. The Council of Leaders shall determine their being presented to the church. Upon election by the church, all above officers along with the educational director shall bring suggestions for all other Women's Missionary Union organizational workers, before the Council of Leaders who shall determine their being presented to the church.

#### B. Brotherhood

The Brotherhood Director shall be nominated ~~annually in the July conference~~ **by the Council of Leaders.** The Brotherhood Director along with the educational director shall bring before the

Council of Leaders suggestions for the Baptist Men's President and Royal Ambassador leaders. The Council of Leaders shall determine their being presented to the church.

#### Section 5. Council of Leaders

The Council of Leaders shall consist of current members of The Ministerial Staff, Chair of Deacons, Chair of Finance Committee, ~~Personnel~~, Chair of Trustees, Sunday School Director, and Discipleship Training Director. Nominations for all committees will be made by the Council of Leaders and presented to the church for final approval. The Pastor and Ministerial Staff are voting ex-officio members of the Council of Leaders. The Council of Leaders will meet at least quarterly and separate from the quarterly business meeting. The Sr. Pastor will act as the chair of the Council of Leaders. A primary function of the Council of Leaders is to nominate members to fill openings on Committees for approval by the church.

~~The Council of Leaders shall consist of the chairpersons of the committees and Church approved Leaders of the Ministry Groups or Task Forces, Bible Study Leaders (**Church approved Bible Study Teacher, teaching a 52 week cycle of church approved curriculum. Only one Bible Study Leader per teaching unit**), Chairman of the Deacons, and Chairman of Trustees. They will submit to the church nominations for offices of Clerk, Moderator, Archivist/Historian, and Treasurer. The Pastor and Ministerial Staff are voting ex-officio members of the Council of Leaders. The council is responsible for coordinating ministries and programs, calendaring, recommending people to the church to serve as members of committees and Leaders of Ministry Groups or Task Forces. The council will meet at least quarterly. The pastor or his designee will serve as chairman of the council.~~

~~Any proposed Articles of Incorporation or By-Laws changes must have a report from the Council of Leaders in its presentation to the church for consideration.~~

### ARTICLE V: CONDUCT OF BUSINESS

#### Section 1.

A quorum to conduct church business will be declared for any church business meeting when the membership of the church has been notified in writing as outlined within these By-Laws.

#### Section 2.

Except where otherwise provided in the Articles of Incorporation and these By-Laws, any question shall be determined by a majority of those members present and voting.

#### Section 3.

The fiscal year of the church shall be from January 1 through December 31.

#### Section 4.

The rules of order by which the church in conference shall be governed shall be Robert's Rules of Order, Revised.

## **ARTICLE VI: LICENSING, ORDINATION AND AFFILIATIONS**

### Section 1. License

Any member who, in the judgment of the church, gives evidence by his spiritual life, his zeal, and his "aptness to teach," that he is called of God to the work of the ministry, after having preached in the hearing of the church, may be licensed (certified to perform weddings, funerals and to baptize but are observed by our church for up to a year before they are ordained by our church) to preach the gospel of Jesus Christ upon majority vote. The clerk of the church may furnish the member with a copy of the minutes or a certificate of license as his credential. It is understood that state law shall govern the performance of civil duties by the member.

### Section 2. Ordination

In the event this church is requested to ordain a member who has been called as pastor of a Southern Baptist Church, or other full-time Christian work, the following procedure shall be followed:

The church will express its approval by a vote of three-fourths of the members present at any regularly arranged business meeting of the church. Then the church shall invite the pastors of sister churches or the Associational Council on Ordinations to examine the candidate concerning his fitness for the ministry. Provided the report of the examining committee is favorable, the church shall proceed with ordination.

### Section 3.

#### Affiliation with Associations and Conventions

We recognize that there is mutual helpfulness in the association of churches who are in such agreement in faith and practice as to encourage the spirit of fellowship and goodwill. We also recognize that there have been devised, through the voluntary cooperation of churches of like faith and order, organizations whose purpose is to implement the missionary, educational, benevolent interests and obligations of the individual Christian and his church family. Believing that the Florence Baptist Association, the South Carolina Baptist Convention, and the Southern Baptist Convention are organizations which have as their sole purpose the promotion and support of missions, education and benevolence of the character and in keeping with the spirit of the Constitution and the Articles of Faith of this church, we therefore agree to participate in these organizations through our duly elected messengers and our support of the causes which these organizations represent.

## **ARTICLE VII: MEETINGS**

### Section 1. Regular Meetings

This church shall hold regular meetings of worship, teaching, training and fellowship. The regular worship services shall be held on Sundays and Wednesday evenings, unless otherwise agreed upon by the church.

The Lord's Supper shall be observed at least once a quarter at a time approved by the church.

No other meetings shall be scheduled to take place during **the quarterly business meetings**, revivals, church-wide study courses and other regularly scheduled services, unless otherwise approved by church leadership.

### Section 2. Methods of Change

The regular morning and evening periods of worship each Lord's Day and Wednesday evenings, above provided for in Section I Article VII, shall not be dispensed with nor said periods be used by any person or organization for any other purpose than the regular and customary worship service unless authorized by a majority vote at a regular service prior thereto or by the sanction of a majority of the active deacons. ~~or by the pastor.~~

### Section 3. Business Meetings

This church shall hold quarterly business meetings at which time the material and spiritual conditions of the church will be discussed, and plans projected for progress in Kingdom endeavors. The pastor or the chairman of the deacons may call special meetings at such time as they may be needed, with a minimum of two (2) weeks notice of the time and place of the meeting given to the congregation.

In the absence of the moderator, or upon his request, the pastor, chairman of deacons, or some person chosen by the church may serve as moderator.

## **ARTICLE VIII: ADOPTION AND AMENDMENTS**

### Section 1.

The adoption of these By-Laws shall affect a repeal of all previously adopted rules in conflict herewith.

### Section 2.

These By-Laws shall be considered adopted and in immediate effect if and when two-thirds (2/3) of the members present at the business meeting at which a vote is taken, shall vote in favor of same. This vote shall be taken at the first regular church conference following formal presentation of the By-Laws to the church.



### Section 3.

These By-Laws may be amended, altered, or repealed by a two-thirds (2/3) vote of the members present at any regular business meeting of the church; provided, however, that such amendments, alterations, or repeals must be given to the clerk in writing; and their proposed change shall be presented to the church at the business meeting prior to the time the vote is taken and such proposed change be made public to the church membership.

### Section 4.

The clerk among his/her records shall at all times keep a copy of these By-Laws and another copy shall be kept in the church office. It shall be the church clerk's responsibility for recording in their proper place all amendments and changes, after passage by the church. The church clerk shall make all amendments and changes available to the church members upon request.

### Section 5.

The By-Laws Committee shall review these By-Laws annually and recommend to the church changes as deemed necessary. **The By-Laws Committee will be the Trustees of Southside Baptist Church.** ~~Section 6.~~ All amendments shall be presented to the By-Laws Committee for review.