

BY-LAWS
FLORENCE BAPTIST CHURCH OF PELION, S.C.

PREAMBLE

For the more certain preservation and security of the principles of our faith and to the end that this body may be governed in an orderly manner consistent with the accepted tenants of the Southern Baptist Denomination, and for the purpose for the preserving of the liberties inherent in each individual member of this Church and the freedom of this body with respect to its relation to other Churches of the same faith, the membership of Florence Baptist Church of Pelion, SC do declare and establish these Bylaws.

STATEMENT OF BELIEFS

This church affirms the statement of doctrine and practice known as the Baptist Faith and Message, adopted by the Southern Baptist Convention in 1963 and enlarged in 2000. A summary of the basic and most crucial doctrinal teachings of that statement are as follows:

1. **THE SCRIPTURES.** The Holy Bible was written by men divinely inspired and is the record of God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. (Matt. 5:7-18; 2 Tim. 3:15-17; 2 Pet. 1:19-21).

2. **THE NATURE OF GOD.** There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. To Him we owe the highest love, reverence, and obedience. The eternal God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being. (Deut. 6:4; Matt. 28:19; John. 1:1-3; 4:24; Acts 5:3-4)

3. **MAN AND SIN.** Man was created by the special act of God, in His own image, and is the crowning work of His creation. In the beginning man was innocent of sin. By his free choice man sinned against God and brought sin into the human race. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. (Gen. 2:4-7; Acts 17:26- 31; Rom. 1:19-32; 3:10-18, 23; Eph. 2:1-22)

4. **SALVATION.** Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, sanctification, and glorification. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual perfection through the presence and power of the Holy Spirit dwelling in him. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed. (John. 1:11-14; 3:3-21, 36; Acts 4:12, 16:30-31; Rom. 6:1-14; Phil. 2:12-13; Rev. 21:1 to 22:5)

5. **THE CHURCH.** A New Testament church of the Lord Jesus Christ is a local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, committed to His teachings, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. (Matt. 16:15-19; 18:15-20; Eph. 1:22-23; 2:19-22; 3:8-11, 21; 5:22-32; 1 Pet. 5:1-4)

6. **THE ORDINANCES.** Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming. (Mark 14:22-26; Matt. 28:19-20; Acts 2:41-42; Rom. 6:3-5; 1 Cor. 10:16, 21; 11:23-29)

7. **LAST THINGS.** God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord. (Mark 8:38, 9:42-49; John 14:1-4; Acts 1:11; 1 Thess. 4:14-18; 5:1 ff.; Rev. 20:11-22:17)

8. **EVANGELISM AND MISSIONS.** It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. (Matt. 28:18-20; Acts 1:8; Rom. 10:13-15)

9. **GENDER:** We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. (Gen. 1:26-27).

10. **MARRIAGE AND SEXUALITY:** We believe God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9. We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that anyone employed by the church abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

11. **REDEMPTION AND RESTORATION:** We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. Matthew 18:15-17 We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward

any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

ARTICLE I. PRINCIPLE OFFICE & CHURCH INFORMATION

Name: Florence Baptist Church of Pelion, S.C.
Organized: Early 1800s
Constituted: 1860
Articles of Incorporation dated: April 26, 1988
Location Address: 1720 Windy Wood Rd Pelion, SC 29123
Phone: (803) 894-3773
Website: fbcpelion.com
Associational Affiliation: Southern Baptist

ARTICLE II. MEMBERSHIP

Section 1. General. The membership of this Church shall consist of such person as confess Christ as their Savior and Lord, and who having been accepted by vote of the Church, and being baptized by immersion, enter this Covenant. The government of this Church is vested in its members. The Church shall not be subject to the control of any other ecclesiastical body.

Section 2. Candidacy. Any person may offer oneself as a candidate for membership in this Church and shall be presented to the Church at any regular church service in any of the following ways:

- a. By profession of faith and for baptism by immersion as demonstrated by Jesus in scripture;
- b. By statement of belief of prior conversion and membership in a Baptist Church;
- c. By promise of a letter of recommendation from another Baptist Church. Any person who comes on promise of a letter may be accepted as a member but without the privilege of a vote until his letter is received.

Section 3. Member Designation. In an effort to properly reflect the membership of the church, two (2) church rolls will be maintained by the Church Clerk; to be updated periodically and reported to the church:

- a. Active members: All members who are currently involved in the activities, functions and worship of the church, and who attend and contribute to the church during a twelve-month time period.
- b. Inactive members: Members who move from the Church's ministry area and have not joined another church, or members who fail to attend and contribute to the church during a twelve-month time period without good reason (i.e.: shut-in, medical). Inactive members may be reinstated by personal request at a regular church service and resume their attendance.

Section 4. Duties. The responsibilities of membership are as follows:

- a. Protect the unity of the church by acting in love toward other members, by refusing gossip and by following the leaders (Rom 15:5 & 19; 1 Peter 1:22; Eph. 4:29; Heb. 13:17).
- b. Share the responsibility of the church by praying for its growth, inviting the unchurched to attend and by warmly welcoming those who attend (1 Thes. 1:2; Luke 4:23; Rom. 15:7).
- c. Serve the ministry of the church by discovering individual gifts and talents, being equipped to serve and by developing a servant's heart (1 Peter 4:10; Eph 4:11-12; Phil. 2:3-4,7).
- d. Support the testimony of the church by attending faithfully, living a godly life and by giving regularly (Heb. 10, 24-25; Phil 1:27; 1 Cor. 16:2).

Section 5. Voting Rights.

- a. On all matters that shall come before the Church for action, except for legal matters, each member 16 years or older present shall be entitled to one vote. General voting matters include annual church budget, election of leadership and other general business concerns. When legal matters come before the Church, members 18 years or older shall be entitled to one vote. Voting by proxy is prohibited.
- b. If a New Members Class is offered by the church, completion of the class shall be required prior to a new member receiving voting rights.

Section 6. Termination. A member may be terminated upon any of the following events:

- a. Death;
- b. Transfer of membership to another Baptist Church. Any member who desires a letter of dismissal and recommendation to another Baptist Church of like faith is entitled to receive it upon the request of said Church. No letter of recommendation shall be given in hand to an individual.
- c. Proof of membership in a church of another denomination;
- d. Personal written request of the member. If a member makes a written request to be released from his covenant obligations to this Church, such request may be granted and his membership terminated;
- e. Any other termination of church membership can be ordered by the church at a special business meeting upon two-thirds vote of members present.

Section 7. Discipline.

- a. It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist and troubled member. The pastor, deacons, and other members of the church staff are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment,
- b. Should a member commit a serious offence which the church considers to be detrimental to the church's general welfare and reputation, the pastor and deacons will take reasonable measures to encourage the offender to repent and be

reconciled to God and the Church in accordance with scripture (1 Cor: 5:6; 1 Tim. 5:20-21; Matt. 18:15-18).

- c. If the welfare of the church is best served by the exclusion of the member, the church may dismiss the member pursuant to these bylaws.
- d. The church may restore membership to any person previously excluded upon their request, showing of evidence of the excluded person's repentance and reformation and upon two-thirds vote of members present at a special business meeting.

ARTICLE III. MEETINGS

Section 1. Place. This Church shall hold regular meetings for the purpose of worship, teaching, training, outreach and fellowship at the principle Church location, unless otherwise designated from time to time as wisdom may deem necessary.

Section 2. Ordinances.

- a. The Ordinances and their administration shall be administered by the Pastor or by some other regularly ordained Baptist minister, authorized by the Church at such time as may be designated by the Deacons or by the Church, public notice having been made.
- b. The Church shall practice the ordinance of baptism for all new believers and those believers who desire active membership in the Church body. Baptism shall be in the form of immersion except in case of extreme illness or physical limitations.
- c. The Lord's Supper shall be duly observed one time in each quarter unless otherwise ordered by the Church.

Section 3. Worship Services

- a. Meetings shall be held each Sunday and other times as determined by the church for the preaching of God's Word, for the worship and instruction of the entire membership, and all other people.
- b. A Sunday School shall be conducted each Sunday morning for all people.

Section 4. Regular Business.

- a. The third Wednesday in each month shall be the time for the Church to hold a regular business meeting, unless otherwise agreed to by this Church.
- b. The order of procedure for the regular business meeting of the Church shall be: Call to order, reading of the minutes, Treasurer's report, report of officers, report of committees, unfinished business, new business and adjournment.

Section 5. Special Called. A special called business meeting may be held at any regular service of the Church if: (1) a majority of the members present at a previous regular service of the Church vote to hold the meeting, and (2) at least two weeks' notice of the special called meeting

is given to members. Church business that could be classified as emergency in nature is excluded from these requirements.

Section 6. Voting.

- a. A quorum for the transaction of church business shall consist of those members present and voting at a meeting duly noticed and called for the transaction of business.
- b. All questions shall be settled by a simple majority of members present and voting, except as otherwise provided for in the bylaws.

Section 7. Robert's Rules of Order. All Church meetings shall be governed by the Robert's Rules of Order, latest revised edition.

ARTICLE IV. PROFESSIONAL STAFF

Section 1. Staff Function.

- a. Pastor:
 - i. The Pastor is responsible for leading the church body in functioning as a New Testament Church (Acts 14:23, 20: 28-32; 1 Tim. 5:17; Titus 1:5-9; 1 Pet. 5:1-4).
 - ii. The Pastor is responsible for providing spiritual instruction and strategic leadership to its members, staff and ministries of the church. In this capacity, the Pastor:
 - A. shall be a man who is in accord with the articles of faith, the Church covenant, the By-Laws of this Church, and in good standing in the Association wherein he resides;
 - B. shall conduct religious services on stated and special occasions, administer the ordinances, minister to members of the Church and community, and perform other tasks that usually pertain to that office;
 - C. serves as the enabler to involve Church members in the work of the Church so that its divine mission can be achieved. He works closely with the Deacons, Church Staff and Church to:
 1. lead the Church in the achievement of its mission;
 2. proclaim the Gospel to believers and unbelievers;
 3. care for the Church's members and other persons in the community; and
 4. equip themselves through training to enhance either work and performance of proclamation, caring, and building up Church fellowship.
 - D. shall be an ex-officio member of all committees, classes and organizations. He shall be a voting member of such committees and shall lend guidance to them.

- b. Youth Minister: The Youth Minister is responsible for planning, administering, coordinating, supervising and evaluating a comprehensive and active Youth ministry.

Section 2. Staff Selection Process

- a. Pastor.
 - i. Whenever a vacancy occurs in the office of Pastor, a Pastor Search Committee shall be elected by the church upon nomination by the Nominating Committee. This committee shall consist of seven (7) members, five (5) general members and two (2) alternates. Its members shall be representative of the congregation by gender, age and length of membership in the church. No more than one family member may serve on the committee at any given time.
 - ii. It shall be the Pastor Search Committee's duty to fill the pulpit in the absence of the Pastor at his request. In the event a vacancy occurs in the office of the Pastor, they shall seek a new Pastor in accord with these Bylaws. The Pastor Search Committee may select an Interim Pastor. The Interim Pastor shall be responsible for carrying out the ministerial duties of the congregation, including conducting worship services on stated and special occasions, visiting the sick, administering ordinances and serving as a resource for church committees. The Interim Pastor shall not be eligible to permanently fill the Pastor vacancy.
 - iii. No prospective Pastor shall be a member of the church.
 - iv. The Pastor Search Committee shall bring to consideration of the church only one nomination at a time. No prospective Pastor shall be brought before the Church unless there is agreement of the Committee in compliance with the guidelines set by the Committee.
 - v. The election of the Pastor shall take place at a special meeting called for that purpose. Two weeks public notice shall be given of the time and place of the meeting. Voting shall be by secret ballot and an affirmed vote of at least three-fourths of the members present and voting and shall be necessary for the hiring decision.
- b. Youth Minister. Whenever a vacancy in the Youth Minister position occurs, an ad hoc committee shall be elected by the church upon nomination by the Nominating Committee. The composition of the Committee, the process for presenting a nomination and the process for selecting a Youth Minister shall be the same as those designated in the Bylaws for the search process and selection of a Pastor.

Section 3. Termination

- a. Pastor. The Pastor shall serve indefinitely at the will of the Church or until the relationship is ended by resignation or termination. Voting shall be necessary for a decision to terminate the Pastor and shall be by secret ballot and an affirmed vote of at least three-fourths of the members present and voting.

- b. Youth Minister. Service in this position shall continue until the relationship is ended by resignation (30 days written notice given to the pastor), vote of the Pastor and Personnel Committee, or by the expiration of a predetermined time of service.

Section 4. Support Staff.

- a. The Church may employ Staff Ministries and support staff as needed. All employment by the church is at-will employment.
- b. A support staff candidate shall be presented to the church for a vote by an ad hoc committee consisting of the Pastor, Three Deacons and the Youth Minister, following a screening and interviewing process.
- c. Compensation shall be specified by the ad hoc committee, in conjunction with the Budget and Finance Committee, subject to approval of the church.
- d. Support staff should give at least a two-week written notice to the Pastor and Deacon Chair before leaving their job. The Pastor and Personnel Committee may jointly terminate employment of support staff for any reason.

Section 5. Staff Screening.

- a. All staff, Ministerial and Support, must go through screening procedures prior to hiring/calling, including, but not limited to, credit check, address verifications, criminal, sexual and academic background checks.

ARTICLE V. DEACONS AND GENERAL CHURCH OFFICERS

Section 1. Deacons.

- a. Duties.
 - i. In accord with the meaning of the Word and the practice of the New Testament, as set forth in Acts 6:1-7, the Deacons are to be the servants of the Church.
 - ii. In counsel with the Pastor and by such methods as the Holy Spirit may direct in accord with the New Testament teachings, they are to have oversight of the discipline of the Church. They shall always be guided by the principles set forth in 1 Thessalonians 5:12-14 in these matters. The Deacons shall be free to call on any member of the Church to aid in their work.
 - iii. Number, Election and Terms of Office. The number of active Deacons shall be set by a recommendation from the Deacon body and approved by the Church.
- b. Elections.
 - i. The church membership will elect deacons to serve. Names may be given to the pastor or a current deacon. The Deacons shall recommend candidates for the office of Deacon at a special called business meeting prior to the end of the Church year. The slate shall contain a list equal to twice the number to be elected. At the same meeting, this list of those men nominated and willing to serve shall be voted upon by secret ballot to elect said Deacons. The votes shall be tabulated by the Deacons and shall select from those receiving the highest vote.

- ii. Deacons shall serve on a rotating basis. The Deacons shall be elected for a term of three years except for the filling of an unexpired term. Each year the term of office of one-third of the number of deacons shall expire, and the election shall be held to fill the vacancies. In the case of death, removal or incapacity to serve, the church may elect to fill the unexpired term. After serving a term of three years, no deacon shall be eligible for re-election until the lapse of one year.
 - iii. No Deacon shall be re-elected until after the lapse of one year, unless he is filling an unexpired term.
 - iv. At no time shall more than one immediate member of any family of the Church serve as a Deacon.
- c. Meetings.
 - i. Deacon Meetings shall be under the direction of the Deacon Chairman, to be elected at the first Deacon's meeting of each church year. Each meeting shall be opened and closed with prayer.
 - ii. Deacons and Pastor shall meet regularly, including at least one week before the regular monthly Church meeting.
 - iii. Minutes of all business meetings shall be kept as a permanent record.
 - iv. This group shall not be considered as a ruling board and their recommendations are subject to the action of the Church.
- d. General.
 - i. The Deacons shall elect their officers and shall be organized to assist the pastor in all matters pertaining the welfare of the church and make plans whereby the entire membership of the Church may have the benefit of their oversight.
 - ii. It shall be the duty of the Deacons to hold in trust all property of the Church and to provide and ensure maintenance of adequate insurance on Church buildings and furnishings.
 - iii. Each Deacon shall freely confer with the Pastor about all matters and cases of discipline that could affect the work of the Church.
 - iv. The Church may, at its discretion, promote to honorary life membership any Deacon who, after honorable service, may be no longer able to render active service.

Section 2. Officers.

- a. In addition to the Pastor and Deacons, the regular officers of the Church shall include a Moderator, Clerk, Assistant Clerk, and Treasurer. Certain officers not listed which may have a place on the program of the Church may be elected by the church or recommended by the Nominating Committee and approved by the Church, for such periods of time as deemed necessary by the Church
- b. Officer Functions:
 - i. Moderator. Shall preside at all business meetings of the Church consistent with the guidelines for a presiding officer in the latest edition of Robert's Rules of Order. Shall fulfill a neutral role when presiding and facilitate productive church business in an orderly, efficient manner, keeping fellowship amongst members.

The Deacon Vice-Chairman shall be the Moderator, or in his absence, a member of his choosing. The Clerk shall call the Church to order and a Moderator Pro Tempore shall be elected in the absence of both the Deacon Vice-Chairman and his designee.

- ii. Clerk. Is responsible for recording minutes of business meetings, preserving historical records, correspondence of membership, and preparing annual information for the association, state convention and Southern Baptist Convention. The Clerk of the Church shall keep in a suitable book a detailed record of all transactions of the Church, shall have general charge over all membership rolls and shall grant and receive membership letters as authorized by the Church.
 - iii. Secretary. Is responsible for administering those tasks and functions relevant to the Church office on a day-to-day basis.
 - iv. Assistant Clerk/ Secretary. The Assistant Clerk and Secretary shall work with the Clerk or Secretary and perform his/her duties in their absence.
 - v. Treasurer. There shall be one Church Treasurer. The Treasurer shall:
 - A. Make and keep a record of all deposits and shall pay all accounts and shall sign all checks. He/she shall keep a record of all receipts and disbursements and shall make a monthly written report to the Church itemizing all disbursements.
 - B. The offering envelopes (deposits) shall be given over to the Treasurer who shall record them in a suitable book and shall provide each individual an annual report of their contributions for income tax purposes.
 - C. Have charge of all important papers deemed necessary by the Church and shall keep the same in a safety deposit box where regular deposits are made.
- c. Election. The church membership will elect all officers of the church annually based on names presented by the Nominating Committee. All officers of the Church (except the Pastor and Nominating Committee) shall begin their actual work on the first day of the church year and it shall end on the last day of the Church year.

Section 3. Termination.

- a. During a period of annual review, re-enlistment/re-election, both the individual and the Pastor/Deacons may evaluate continuance of service; considering the Biblical qualifications as well as any personal factors that might affect service.
- b. Any officer, deacon or leader may resign by written notification to the Pastor and Deacons.
- c. Any officer, deacon or leader may be removed from office for (1) physical incapacitation, (2) spiritual or moral issues, (3) doctrinal issues, (4) failure to fulfill responsibilities of the office. Steps 1,2 and 3 in Matthew 15-19 shall be used to implement dismissal by the Deacon body.

ARTICLE VI. COMMITTEES

Section 1. General Overview.

- a. All committees are advisory groups and have no powers except those authorized and approved by church vote. Standing committees will be approved and members elected from the Church body. Specific duties and responsibilities of each committee will be as presented by the Nominating Committee and approved by Church vote. The Church may form ad hoc committees, as needed, for short-term purposes.
- b. All committee members shall be church members in good standing.
- c. Committees shall organize annually and select a chairperson.
- d. Committees shall meet as needed unless otherwise specified in the Bylaws.
- e. All committee expenditures shall be made only upon the authorization of the Church or as provided for in the budget. Emergency expenditures that cannot await the next scheduled Business Meeting may be approved by the Budget and Finance Committee and shall be presented to the church at the Business Meeting occurring immediately thereafter.
- f. The women of the Church shall organize a Woman's Ministry, with such officers and such forms of organization and service as their wisdom may devise under the leadership of the Holy Spirit and teachings of the New Testament.
- g. The men of the Church shall organize a Brotherhood with such officers and such forms of organization and service as their wisdom may devise under the leadership of the Holy Spirit and teachings of the New Testament.

Section 2. Standing Committee Responsibilities.

- a. Budget and Finance Committee. This committee shall consist of the Church Treasurer, Music Director, Sunday School Director, Women's Ministry Director, Men's Ministry Director, Vacation Bible School Director, Youth Minister, Clerk, Assistant Secretary, Chairs of each committee and Chairman of the Deacons. The duties of this committee shall be:
 - i. To supervise the raising of all money in the Church and have supervision over the expenditures of the same.
 - ii. To prepare the annual budget to be presented to the Church before the end of each calendar year.
 - iii. No contract for supplies, services, or materials, pledging the credit of the Church, shall be made except upon approval of the Budget and Finance Committee, unless authorized by a direct vote of the Church.
 - iv. To provide for an audit of all books and accounts of the Church annually or at any time so directed by the Church.
- b. Baptismal Committee. This committee shall consist of at least four (4) members, two men and two ladies. It shall be the duty of this committee to make all necessary arrangements for the baptismal service and to assist the Pastor and candidates when necessary.
- c. Building Committee. To make sure the interior and exterior of all church buildings are maintained, so that they don't deteriorate and are kept looking in top condition. To

accomplish this, we must do an annual inspection of all buildings, including the parsonage, to see if there are any needed repairs. Duties include, but are not limited to:

- i. Make sure all mechanical systems are working properly and are thoroughly inspected on an annual basis.
 - ii. Assist the Deacons in ensuring that insurance on the buildings are kept current, and to assure coverage is adequate and up to date.
 - iii. Take responsibility for all building maintenance contracts to assure that they are being fulfilled.
 - iv. Be responsible for any changes to the buildings, to include structural, as well as cosmetic. Ex: adding/deleting walls, painting, changes to mechanical system, etc.
- d. Church Council. Responsible for ensuring coordination of church activities, specifically the church calendar. Council Membership consists of the Pastor, Youth Pastor, Secretary, Worship Leader, Women's Ministry Director, Men's Ministries Director, Children's Director and the chairpersons of the Newsletter and Social Committees.
- e. Grounds Committee. Responsible for:
- i. All grounds maintenance and upkeep for the church grounds (except for the cemetery), tennis court, family life center, and in the absence of a pastor, the church parsonage. Duties include cutting grass, weed eating, planting shrubs, trimming hedges, etc.
 - ii. Responsible for taking care of the lawn equipment, including maintenance and repairs. This includes gas, blades, oil, belts, etc.
- f. Cemetery Committee.
- i. The committee shall consist of five (5) persons serving for five years, with one member rotating off and a new member being elected each church year.
 - ii. No person shall serve on the committee for more than five (5) years without a lapse of one year before being eligible for reelection.
 - iii. The committee shall call upon the Deacons for their counsel concerning matters of legal significance or matters concerning the operation of the cemetery.
 - iv. At least three (3) committee members shall be required to constitute a quorum.
 - v. The Cemetery Committee shall operate and maintain the cemetery, including cutting grass, weed eating, planting shrubs, trimming hedges and providing general oversight of all cemetery functions.
 - vi. Major changes and/or development of the cemetery may be made by the committee only after having been duly presented to the church at a regular business meeting and upon the church's approval at the following regular church business meeting.
 - vii. The committee is responsible for the assigning of lots for burial whether requested in advance of or at the time the need arises, keeping appropriate records of lots assigned.
 - viii. A savings account for the operation, maintenance and care of the cemetery is to be established with an acceptable financial institution. Gifts, bequests from wills, surplus savings account earnings, sale of lots, and church allocations are to be the primary sources of the savings account. The church has complete control of the finances of the cemetery with the church treasurer paying the bills, keeping the records and giving a monthly accounting to the church.

- ix. The Cemetery Committee has the right to refuse a request for a burial lot if in their judgment granting the request would violate the Bylaws or compromise the good name and ministry of the church, or would discredit our Lord and Savior, Jesus Christ. No animals shall be buried in the cemetery.
- x. The church shall establish the cost of a plot by vote. The cost shall be the same for a church member or non-member. Lots may not be acquired for investment purposes, and lots may not be sold by those to whom assigned.
- g. Nominating Committee.
 - i. This committee shall consist of five Church members and its members shall be representative of the congregation by gender, age and length of membership in the church. No more than one family member may serve on the committee at any given time. Each will serve for three (3) years with at least one member rotating off each year. The Sunday School Director shall be a standing member of the committee. The nominating committee will recommend a member each year to be approved by the Church.
 - ii. The Sunday School Director for the new year shall be elected at the regular business meeting one month before the church year end.
 - iii. It shall be the duty of this committee to nominate all officers and committees provided for in the Bylaws as well as all teachers and officers of the Sunday School. They shall also fill any vacancy, which may occur during their term.
- h. Personnel Committee. The committee shall serve as advocates for staff and assist in developing any personnel policies for the Church. It shall be composed of (3) members representative of the congregation by gender, age and length of membership in the church. No more than one family member may serve on the committee at any given time. The chairman shall serve for two terms, the initial as the chairman and the second term as a general committee member.

Section 3. Elections. Committees will be approved and members elected from the Church body. Specific duties and responsibilities of each committee will be as presented by the Nominating Committee, approved by Church vote and posted in the church vestibule. Each committee will elect their own officers.

Section 4. Termination.

- a. Any Committee member may resign by written notification to the chairperson of the committee.
- b. Any member may be removed from office for 1) physical incapacitation, 2) spiritual or moral issues, 3) doctrinal issues, 4) failure to fulfill responsibilities of the office. Steps 1,2 and 3 in Matthew 15-19 shall be used to implement dismissal.

Section 5. Screening. All committee members working with children and youth, must go through screening procedures prior to assuming committee duties, including, but not limited to, address verifications, criminal, sexual and driving records checks.

ARTICLE VII. GENERAL RESPONSIBILITIES

Section 1. Accounts & Records

- a. The fiscal year of Florence Baptist Church shall begin on January 1 and end on December 31 of each year. The church year shall begin on September 1 and end August 30 each year.
- b. The church shall have an annual budget to serve as the guide for the financial operation of the church. Such budget shall be presented to the church for a vote with discussion.
- c. The Budget and Finance Committee shall conduct an annual audit and arrange for an independent audit every other year.

Section 2. Policy Manuals. The Policy and Procedures Manual for Florence Baptist Church, cross-referenced with Church Bylaws, consists of the following sections and groups empowered to administrate any necessary amendments for church approval:

- i. Administration: Staff/ Deacons/ Officers
- ii. Facilities: Social, Building, Grounds and Cemetery Committees
- iii. Finance: Budget and Finance Committee/Treasurer
- iv. Leadership: Nominating Committee/ Staff
- v. Ministry: Staff/ Mission/ Ministry Teams /Committees
- vi. Personnel: Staff/ Personnel Committee

Section 3. Inspection of Records

- a. A copy of the Articles of Incorporation, Bylaws and Policies & Procedures will be available in the church office for viewing by church members.
- b. Every Florence Baptist Church member in good standing has the right to inspect all records, reports and documentation of every kind, except that which is deemed confidential. Confidential items include, but are not limited to, background check results and individual tithing information.
- c. Every household shall receive a copy of the Bylaws of Florence Baptist Church.

ARTICLE VIII. ARTICLE OF DISSOLUTION

Section 1. Asset Distribution. Florence Baptist Church, being organized and incorporated, operates as a non-profit tax-exempt organization under the United States Internal Revenue Code. In the event of dissolution of Florence Baptist Church, the assets thereof shall be liquidated and distributed to the Lexington Baptist Association for the purposes of Kingdom work.

Section 2. No Distribution to Individuals. No assets of the church shall be distributed to any member, office, or staff of Florence Baptist Church or any other individual.

ARTICLE IX. AMENDMENTS TO THE BYLAWS

Section 1. General Procedures. Any of these Bylaws may be amended, altered or repealed provided that such amendments, alterations, or repeals be given in writing to the Bylaws Committee, and the Committee empowered to administrate the document, as applicable, for approval and upon approval, for presentation to the church.

Section 2. Amendment Styles.

- a. All amendments shall be made by striking through the original amendment and noting change in capital lettering.
- b. All amendments shall be noted at the bottom of each page with the date of the last amendment.
- c. New bylaws/amendments need full reprint of the document annually with footnote on each page showing most current edition of the document.

Section 3. Notification & Review. Upon approval of amendments by the qualified committee(s), a church meeting shall be called for the purpose of presentation of such amendments at least thirty (30) days prior to the time for vote.

Section 4. Presentation & Vote. Approved amendments shall be voted on in a regular church meeting. The vote cannot take place until at least thirty (30) days after a questions and comment presentation. A 2/3 majority vote of Florence Baptist Church members present and voting shall constitute acceptance of the amendments.

Section 5. Documentation Distribution. New documents or sections of amended documents, properly footnoted, shall be available for pick-up in the church; all those not picked up will be mailed.

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