



**ORRVILLE**

BAPTIST CHURCH

# Constitution and By-Laws of Orrville Baptist Church

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**Adopted:** May 10<sup>th</sup>, 2018

**Revised:** June 30<sup>th</sup>, 2019

**Constitution and By-Laws Of the Orrville Baptist Church, Incorporated, 2620 South Main St.  
Anderson, SC 29624**

**Preamble**

We, the members of Orrville Baptist Church, Incorporated, 2620 South Main St. Anderson, SC, recognizing a church of Jesus Christ as a spiritual organization, divinely instituted for the purpose of proclaiming the Gospel of the Son of God, and of cultivating the spiritual life of its' members; and believing that we are to look to the New Testament alone for the principles on which churches are to be founded and the laws by which they are to be governed, in that we may protect the liberties of each individual member, properly govern ourselves, preserve the principles of our faith, and provide for cooperation with other churches of like faith and order, do hereby adopt the following constitution.

**Constitution**

**Article 1**

**I. Name**

This body shall be known as Orrville Baptist Church, Incorporated, 2620 South Main St., Anderson, SC 29624 and shall be incorporated according to the laws of the state of South Carolina.

**II. Statement of Faith**

This church accepts the Baptist Faith and Message adopted by the Southern Baptist Convention in 2000 as a statement of its' beliefs.

**III. Vision Statement**

Orrville Baptist Church exists to worship God and share our spiritual gifts with each other, our community, and the world as we spread the Gospel of Jesus Christ and make disciples.

**IV. The End Times**

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. (Baptist Faith and Message 2000 - Section 10 "Last Things")

**V. Declaration**

This church is a body of baptized believers in Jesus Christ; united by covenant for the worship of Almighty God; associated in the faith and fellowship of the Gospel to practice its precepts, to recognize and receive Jesus Christ as the virgin-born, crucified, buried, risen, ascended Son of God, and their Supreme Law-Giver and Ruler; and who take the Bible alone as the standard by which all matters of belief and conduct are to be tried.

Nothing in the constitution shall be construed so as to forbid this church to cooperate with any other religious body in any good work that does not violate its' convictions or beliefs.

**Church Covenant**

**Article 2**

Having been led by the Holy Spirit to receive salvation (John 3:8, John 16:8-11, 13-14) from the Father (Ephesians 1:3-6, Galatians 4:4-6) through the work of the Son (John 3:16, John 19:30, Colossians 1:21-22),

And upon the profession of our faith, having been baptized in the name of the Triune God (Matthew 28:19),

We do now, and in the presence of God, His angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body of Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and peace (Ephesians 4:1-6, 12-13),

To promote its' health and sanctification to sustain its' worship, discipline, doctrines, and observation of ordinances; (1 Thessalonians 4:7-8, Colossians 3:16-17, Acts 2:42, 1 Corinthians 11:23-26, 1 Corinthians 12:13)

To contribute cheerfully and regularly (2 Corinthians 9:7), in both financial giving and time (Romans 12:1, 4-8), to the support of the ministry, the expense of the church, the relief of the poor, and the spread of the Gospel throughout the nations.

We engage to maintain family discipleship and devotion (Proverbs 22:6); to provide Biblical education to our children (Ephesians 6:4); to make disciples of kindred, acquaintances, and neighbors, both near and far (Acts 1:8, Romans 10:14-15).

To avoid conformity to the world (Romans 12:2, John 15:19); to be just in our dealings (Proverbs 11:1, 18), faithful in our engagements (Luke 16:10), bearing the fruit of the Spirit. (Galatians 5:22-23, Philippians 4:8);

To avoid all gossip, unwholesome speech, and unjust anger (Ephesians 4:26-29).

To lay aside the deeds of darkness and put on the armor of light, avoiding drunkenness, sexual immorality, strife, and jealousy (Romans 13:12-13); to be zealous in our efforts to advance the Kingdom of our Lord, Jesus Christ (Matthew 10:7).

We further engage to watch over ourselves, and each other in brotherly love (Matthew 7:3-5); to bear the burdens of one another to fulfill the law of Christ (Galatians 6:2).

To remember each other in prayer (James 5:16); to aid each other in sickness and distress (1 Peter 4:8-10); to cultivate Christian compassion and love in both action and speech (Romans 12:9-13).

To be slow to take offense (James 1:19), and swift to make reconciliation (Matthew 5:23-24); to pursue peace with one another (Ephesians 4:32), for the glory of Jesus Christ.

We moreover engage that when we remove from this assembly, we will as soon as possible, unite with another church, where we can carry out the spirit of this covenant and the principles of God's Word.

## Character

### Article 3

#### Section 1 - Polity

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support the local association and State convention affiliated with the Southern Baptist Convention.

#### Section 2 - Doctrine

This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of other Southern Baptist Churches.

## Reception of Members

### Article 4

#### Section 1 - Requisites for Admittance

Any person professing that man is saved by the grace of God alone, through faith alone, in Christ alone, as revealed in the Holy Scriptures alone, to the glory of God alone; and giving evidence of repentance, may, upon being baptized, be admitted to the fellowship and privileges of the church.

#### Section 2 - Methods of Admittance

Members of other Baptist Churches holding forth the teaching of the New Testament concerning salvation and baptism may be received into the fellowship of this church on reception of letters of dismissal and recommendation from their respective churches. Letters of dismissal and recommendation of this church will be granted to the same upon the request of the church. Prospective members who are in poor standing with their former church will not be accepted into membership with Orrville Baptist Church until: (a) the circumstances that led to a status of "poor standing" is resolved, through confession and repentance or peacemaking attempts with former church, (b) ample evidence is given that the status of "poor standing" for the prospective member is invalid or erroneous, or (c) prospective member undergoes a period of counseling with the Pastor of Orrville Baptist Church, until confession and repentance is given.

#### Section 3 - Absence of a Letter of Recommendation

Persons who have once been members of other Baptist churches holding forth the teaching of the New Testament but who can secure no regular letter of dismissal because of unusual circumstances, such as disbandment of their former church, loss of records by fire or otherwise, etc., may be received into the fellowship of this church upon making a statement of their faith, and stating the circumstances which prevent their obtaining a letter, and giving satisfactory evidence of Christian character and former church relation, and of having been properly baptized.

#### Section 4 - Voting on Membership

Reception of all members, upon whichever basis, shall be by unanimous vote of all members present when applicant is presented by Pastor or Moderator except as provided in Section 6 of this article. Voting shall be by raised hand in the affirmative or negative.

#### Section 5 - Restoration of Membership

Excluded members may be restored to the fellowship of this church upon public confession to the church of their errors, and by giving satisfactory evidence of their repentance and humility.

#### Section 6 - Objections to Membership

Any member may object, at the time of voting, to the reception of any applicant for membership, in such a case, the objector shall state their objections, and the applicant shall not be received until the objector is satisfied, or until he is overruled by the standing vote of three-fourths of the members present.

### Termination of Membership

#### Article 5

Membership shall be terminated in the following ways: (1) Death, (2), dismissal to another Baptist Church, (3) exclusion by action of this church should a member become an offense to the church and to its' good name by reason of immoral or sinful conduct without confession and repentance, or by persistent breach of his covenant vows, the church may terminate his membership by a three-fourths vote upon the recommendation of the Pastor and Deacons, (4) erasure upon becoming affiliated with a church of another denomination or faith, and (5) by personal request of an individual for his or her name to be removed from the membership roll of Orrville Baptist Church.

## Duties of Members

### Article 6

#### Section 1

It shall be the duty of all members to support, assist, and love their Pastor, to pray for him frequently, and to manifest a tender regard for his reputation.

#### Section 2

It shall be the duty of members of this church to attend its regular and special meetings appointed by its authority; to cultivate personal holiness and family devotions; to sustain the public worship of Almighty God and the ordinances of the Gospel; to contribute regularly to the necessary expenses of the church and the spread of the Gospel to all nations, and to the relief of the poor; to serve God and one another in love; to strive for the growth of the whole body in Christian knowledge and holiness; and to govern their actions, conversations, and consciences by the precepts of the Word of God.

#### Section 3

It shall be the duty of each member, upon moving from this locality to a distance that would make regular attendance here impractical to seek membership in another Baptist church of their choice near their home.

#### Section 4

It shall be the duty of each member to serve God, the church, the community, and the nations through the use of talents, abilities, and spiritual gifts, as given and equipped by the Holy Spirit, in both individual service and corporate ministry.

## Officers

### Article 7

#### Section 1 - Officers of the Church

The officers of the church shall be the Pastor(s), Deacons, Trustees and Clerk. These officers shall be elected as hereinafter stated.

#### Section 2 - The Senior Pastor

##### A. Call and Election of a Senior Pastor

- 1) The Senior Pastor shall be called for an indefinite period. His election shall take place in a meeting which has been publicly announced at least one week in advance, and at which only one man shall be presented for consideration on the ballot.
- 2) When a vacancy occurs, the church shall by written ballot elect a Pulpit Committee of five members, whose duty it shall be to seek prayerfully a suitable man whom they may recommend to the church. Election of a Pastor shall be by written ballot, with an affirmative vote of three-fourths of the votes cast being required to elect. The Pastor shall be at liberty to resign the care of the church on giving ninety days' notice of his intention. The ninety days' notice may be dispensed with by mutual consent of the Pastor and the church. The Pastor shall receive such compensation during his tenure as the church may determine.

##### B. Duties of the Pastor

- 1) His duties are four-fold: - as a preacher, to teach and proclaim the Gospel (2 Timothy 4:2); as bishop, to superintend the work of the church (1 Timothy 3:1-6); as pastor, to be shepherd of the flock (1 Peter 5:2); and as minister, to serve the people for Jesus' sake (Matt. 20:26); (1 Tim. 4:6).
- 2) Except as hereinafter provided, he shall preside at all meeting of the church.
- 3) He shall preside at the Lord's Supper, and shall baptize candidates for baptism, but only such candidates as are approved for membership by the vote of the church.
- 4) He shall be the ex-officio Chairman of the Church Council.
- 5) He shall be responsible for overseeing the planning and preparation of the Lord's Supper (synonymous with Communion).

- 6) He shall, in collaboration with the Deacons, be charged with planning, approving, directing and organizing regular churchwide activities and fellowships.
- 7) He shall, in collaboration with the Deacons, be responsible for church security. They shall form, organize and manage a Security Team to conduct security operations at worship services and other church events. The Deacons will be responsible for seeking trustworthy men whom they have confidence in to be part of the security team.
- 8) The pastor shall be responsible for overseeing the selection of prospective ministry team members in collaboration with appropriate ministry Team Leaders.
- 9) The Pastor, working with the Deacons, shall be responsible for overseeing the employment, hiring, termination, job descriptions and conduct of church employees, staff, and personnel. It shall be the joint responsibility of the Pastor and Deacons to interview prospective church employees.

#### C. Termination of the Pastor

- 1) Should the Deacons find that the Senior Pastor is consistently not fulfilling the set-forth responsibilities of his position, they shall confront the Pastor with their concerns and will seek resolution to any outstanding issues. The Pastor shall be given the opportunity to correct any discrepancies in the performance of his duties. If, after ample time and consideration has been given for the Pastor to correct the discrepancies, no apparent change has been made concerning the performance his duties, the Deacons shall communicate to the church a recommendation on termination. The church shall, one week after such communication, hold a business meeting with the question being on whether or not to accept the recommendation of the Deacons to terminate the Pastor. Three-fourths of the votes being cast in the affirmative shall be required to terminate.
- 2) In the event that the Senior Pastor commits immoralities and/or makes departures from the fundamentals of the faith, the Deacons shall immediately investigate all charges. Should the Deacons find that the allegations against the Pastor are true and merit action, they shall immediately communicate to him, preferably in person, that he is immediately terminated and removed from office. On the following Sunday after termination, the Chairman of the Deacons shall give notice to the church that the Pastor has been terminated for cause.
- 3) Should any of the above reasons for dismissal be applicable to other ministerial staff, the same procedure for confrontation, resolution, and termination of employment shall be followed by the Pastor and Deacons.

### **Section 3 - Other Staff Members**

When needed and desired, the church may add other paid workers to the staff. These workers shall be designated either as ministerial staff or church personnel. Ministerial staff are those ministers/pastors called by the church. Church personnel are those hired by the church for a particular function. In both cases, they shall be elected for an indefinite period requiring an affirmative vote of three-fourths of the ballots cast in an election called specifically for that purpose. A one week's notice shall be given in advance of the vote. They shall be at liberty to resign their duties upon giving thirty days' notice of intention. The thirty days' notice may be dispensed with by mutual consent of the worker and the church. Their duties shall be specified by the Pastor and Deacons. They and their work shall be directly supervised by the Pastor. Settlement of compensation shall be the duty of the Pastor and Deacons working with the Church Council.

It is the responsibility of the Deacons to recommend an interim Senior Pastor when needed. Election by same process as in Section 2 of Article 7. The Deacons may also recommend an interim member of the ministerial staff when needed. Election will be by the same process as in Section 3 of Article 7.

### **Section 4 - Deacons**

#### A. Election and Service of Deacons

- 1) The church shall follow the "Rotation Plan" for Deacons, hereinafter described. Deacons will be elected each year.
- 2) The total number of active deacons shall be determined by the needs of the church. The number of deacons may be adjusted upon recommendation of the Pastor in a business meeting and a majority of uplifted hands in the affirmative by voting church members.

The minimum number of active Deacons shall be six. The term of office for the deacons shall be three years, after the "Rotation Plan" is fully in operation.

- 3) After the "Rotation Plan" is fully in operation, the election of deacons shall be so arranged that the terms of one-third of the total number shall expire annually.
- 4) Following the procedure given in Acts the local church has been given the opportunity and the responsibility of nominating men to be Deacons, v. 3 "Wherefore, brethren, look ye out among you...." The congregation will nominate as many men as is equal to one-third of the specified number of deacons by secret ballot under the leadership of the Holy Spirit. The currently serving Deacons will then receive the complete ballots and tabulate the results giving to the Pastor the names of the men receiving the largest number of votes. "Whom they (the church) set before the apostles ..." The Pastor will contact the individual men nominated to determine whether they are willing to accept the responsibilities of the office of a Deacon. The Pastor and the Deacons shall approve of those men nominated according to Acts 6:3 "whom we the (apostles) may appoint over the business." After determining, through prayer, whether the individual nominated are Biblically suited for the office and are willing to accept the office, they shall take office upon the commencement of the new church year. "And when they (the Apostles) had prayed, they laid their hands on them." (Acts 6:6)
- 5) The annual election of deacons shall be held at a business meeting specifically called for that purpose in August of each year.
- 6) No deacon who has served a full three years shall be eligible for reelection before the expiration of one year.
- 7) The church is under no obligation to add a prospective member to the panel of deacons who has come to this church from another church where he has served as deacon.
- 8) Any man who is elected to the office of deacon, and who has previously been ordained by this or another Baptist church of like faith and order will not be re-ordained; but any man elected to the office of deacon who has not been ordained will be ordained by this church before assuming the office.
- 9) The absence of a deacon from a total of six regular deacon's meetings during a church year shall cause a forfeiture of his office provided, however, that no absence shall be counted if the reported cause for such absence is acceptable by the Chairman of the Deacons at their next regular meeting. When there becomes a vacancy under this rule, the chairman and secretary of the deacons shall certify such fact to the church, and the vacancy shall be filled in accordance with the applicable provisions of this article.
- 10) The deacons shall elect a chairman, a vice chairman, and a secretary at their regular September meeting, who shall hold office for one year only during his three-year term.
- 11) A deacon is at liberty to resign his position at any time by submitting a written letter of resignation. The letter shall be recorded in the Deacons' minutes, and the Church Clerk shall also add the letter to the Church Minutes. The Chairman of the Deacons shall certify to the congregation that a vacancy has occurred.
- 12) The unexpired terms of Deacons shall be filled as follows: The church shall, one week after a public announcement, hold a specially called business meeting specifically to fill the vacancy. The church will nominate by secret ballot one person to serve the remainder of the unexpired term. Following the same procedure as in section A.4 of this article, the person receiving the largest number of votes (provided he is deemed suitable to serve), shall immediately take office given that he is already ordained. If necessary, an ordination service will be held as expeditiously as possible following the election to allow the deacon to take office. The person elected shall be eligible for election to a full term immediately following the termination of the unexpired mandate he was elected to fill.

#### B. Duties of Deacons

- 1) It shall be their duty to live an exemplary and spiritual life. They will be men of "honest report, full of the Holy Spirit and wisdom", fulfilling the qualifications specified in 1st Tim. 3:8-13.
- 2) It shall be their duty to ascertain such members of the church as may need assistance, and to use the offerings of the church donated for that purpose for their assistance.
- 3) They shall devote themselves to the spiritual welfare of the members and seek to enlist them in active service.

- 4) It shall be their further duty to cooperate with the Pastor and assist him in the prosecution of all the interests of the church.
- 5) The Deacons shall be charged with the care of the church property. They shall secure quotes and contracts for the repair and maintenance of the church property. They shall oversee the general maintenance of the church and will organize and plan projects to execute the maintenance of the church as needed. They shall have the authority to perform and delegate tasks, or to request assistance for projects from church members or other persons related to the church property and its maintenance.
- 6) In the absence of the employment of a church custodian or similar position, the Deacons shall conduct the cleaning operations of the church. They shall govern the establishment of such a system when the need arises.
- 7) The Deacons, in collaboration with the Pastor, shall be responsible for church security. They shall form, organize and manage a Security Team to conduct security operations at worship services and other church events. The Deacons will be responsible for seeking trustworthy men whom they have confidence in to be part of the security team. They shall allow no person to carry a concealed weapon onto the premises of the church except in the case that they have granted such individual(s) written permission to do so. They shall be at liberty at any time to revoke such permission. Any person(s) who brings an unauthorized weapon onto the premises of the church shall be in violation of the statutes of the state of South Carolina and shall be subject to church discipline procedures as specified in Article 11 of this constitution.
- 8) The Deacons shall be responsible for the care and upkeep of the church grounds. They shall ensure that the grounds, including the lawn, hedges, flowers, and walkways, are clean, presentable and tidy weekly. They shall be at liberty to appoint or dismiss one or more volunteer individuals to care for the grounds and execute the above duties on a weekly basis. The Deacons shall oversee the work of such individuals.

#### C. Deacon Voting Procedures

- 1) Quorum for Meetings - A quorum for a Deacons' meeting, regular or extraordinary, shall be equal to  $\frac{3}{4}$  of the total number of active deacons. A quorum must be present to transact any vote of the Deacons.
- 2) Manner of Voting - All motions under consideration by the Deacons shall be decided by a majority vote of deacons. A majority is considered to be equal to  $\frac{3}{4}$  of the total number of active deacons. Votes shall be taken by a raising of hands for "in favor / yes," "opposed / no," or "abstain."
- 3) Tied Votes - Should a vote of the Deacons on a motion result in an even-split tie, the motion shall automatically be tabled pending further discussion and resolution or dispensation.

### **Section 5 - Trustees** A.

#### Election of Trustees

- 1) The Body of Trustees shall consist of 3 members of the church in good standing and shall be elected by the church by written ballot for an indefinite period of time. The Deacons shall nominate such members to serve.
- 2) Any vacancy that may occur on the Body of Trustees shall be filled by calling an election for that purpose. Such election is to be called at least one month in advance of the voting. The church may by a two-thirds majority of ballots cast vote for the removal of any Trustee at any time and elect a successor to the Body.

#### B. Duties of Trustees

- 1) It shall be, their duty to secure the proper legal protection of all property of the church, and to hold in trust the property of the church, to receive bequests, if any shall be made, and to administer such temporalities of the church as shall come into their hands, subject to the will and direction of the church.
- 2) They shall have no power to buy, sell, lease, mortgage, or transfer any property of the church without specific instructions of the church.

### **Section 6 - Church Clerk** A.

#### Election of the Clerk



- 1) The Church Clerk shall be elected by written ballot for an indefinite period. The church shall also elect an Assistant Clerk who shall discharge the duties of the Clerk in their absence or incapacity. The Pastor shall nominate church members in good standing for both positions.

#### B. Duties of the Clerk

- 1) It shall be the duty of the clerk to keep a correct record of the proceedings of the church in meetings for business.
- 2) They are to keep a register of the names and addresses of all members of the church and to sign all letters of dismissions.
- 3) They are to be prepared to submit to the church a statement of membership gains and losses, and to present any other recommendations pertinent to the records, and any communications received from other churches for persons received by this church on promise of a letter.

### Ministry Teams and Church Council

#### Article 8

##### Section 1 - Ministry Teams

The Ministry Teams of Orrville Baptist Church exist to reflect and help fulfill the adopted vision statement of the church. The number, structure, and policies governing the ministry teams shall be contained in the newest revised edition of the Ministry Team Guidelines. The Guidelines shall be reviewed as needed and shall be revised by majority vote of the Deacons and with the consent of the Pastor.

##### Section 2 - Team Leaders

- 1) Each ministry team shall be led by a Team Leader. In the year of the implementation of this article, the Pastor shall identify and nominate Team Leaders. The Pastor will consult with the Deacons on his choices for Team Leader Positions. In successive years after the implementation of this article, the teams shall nominate their own Team Leader in consultation with the Pastor. The names of the Leaders shall be submitted to the church for election in all cases.
- 2) The term of a Team Leader shall be two years. A person shall not be eligible for re-election as a team leader until after the expiration of one year.
- 3) For the year of the implementation of this article, the Pastor shall designate the Leaders of half of the teams to serve a three-year term so that a rotation may be established in which only half of the team leaders rotate off in a given year.
- 4) Team leaders shall be ex-officio members of the Church Council. Team Leaders will serve as the primary guides, delegators, and communicators of their respective Teams. They shall be responsible for setting goals, planning activities, and generally overseeing the functions of their respective teams. They may delegate specific functions or duties to any members of their respective teams with the consent of those concerned members. Team Leaders shall be compelled to notify the Pastor of any necessary changes or vacancies that have occurred within their respective teams.
- 5) If, in the judgement of the Pastor, a Team Leader has exhibited improper conduct, immoral behavior, or has failed to satisfy their set forth responsibilities, the Pastor shall certify such to the Deacons who shall, either by unanimous consent or a three-fourths majority vote remove the Team Leader from office.
- 6) In the event of the removal or resignation of a Team Leader, the Pastor and Deacons shall appoint a temporary-acting Team Leader to serve the remainder of the unexpired term. This person shall have all of the duties and responsibilities of a Team Leader and shall sit on the Church Council. This person shall be eligible for re-election to a full term immediately following the expiration of the initial term.
- 7) The election of Team Leaders shall take place no later than the last Sunday in August.

##### Section 3 - Church Council

###### A. Mandate of the Church Council

- 1) The Church Council exists to serve as a coordinating body amongst the various ministry teams of the church consistent with the set forward vision statement of the church. The Church Council shall be comprised of the Team Leaders and the Pastor. Should the Pastor

himself serve as the Team Leader of one of the teams, he shall nominate for election an additional person from said team to serve on the Church Council.

- 2) The Pastor shall serve as the Chairman of the Church Council. He may at any time designate another Team Leader to preside at a given meeting. If the office of Senior Pastor is vacant, the Chairman of the Deacons shall preside.

B. Duties of the Church Council

- 1) The Church Council shall select and appoint all church directors, organization heads, and officers that include but are not limited to the Sunday School Director, Youth/Children Director, Vacation Bible School Director, WMU President, and Sunday School General Secretary. Officers appointed by the Church Council shall not be subject to election by the church. The Council will not be responsible for nominating or electing pastors, paid church workers, deacons, trustees or the church clerk.
- 2) The Church Council shall be responsible for compiling a church budget annually. They shall keep accurate records and shall perform annual audits to determine the financial needs of all ministry teams and church organizations. The Council shall submit the budget to the Deacons who, acting as the Finance Committee will study the proposal, make revisions if necessary, and approve for submission to the church. Further descriptions of finances and budgetary policies and procedures are contained in Article 12.
- 3) The Church Council shall be charged with assisting the Pastor and Deacons in formulating a Personnel Policy Handbook. The Church Council shall not write job descriptions, interview prospective employees, or establish church employment positions or needs.

## Meetings

### Article 9

#### Section 1 - Worship Service

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

#### Section 2 - Regular Business Meetings

Regular business meetings shall be called rather than monthly or quarterly. Notice shall be given the membership one week prior to the meeting unless extreme urgency renders such notice impractical. The church clerk and/or secretary of the Deacons shall act as parliamentarian(s).

#### Section 3 - The Lord's Supper (Communion)

The ordinance of the Lord's Supper (Communion) shall be observed by the church regularly. The Pastor shall be responsible for the planning and execution of the Lord's Supper. Postponement to another Sunday may be made by the Pastor in, the event of his absence or for some special occasion.

#### Section 4 - Business Meetings

The regular business meetings of the church for transaction of business shall be held on a called conference. Business Meetings shall normally be conducted during the Sunday morning worship time. Special meetings for transaction of business by some urgent nature may be called by the Pastor or Deacons. A one-week notice stating the nature of the meeting must be given for specially called business meetings of the church by announcement unless extreme urgency renders such notice impractical.

#### Section 5 - Quorum for Meetings

The number of eligible, voting church members present at a business meeting shall constitute a quorum for the transaction of business. Any proposition which is the expressed opinion of any member present is may be postponed to the next regular conference at the discretion of the Moderator.

#### Section 6 - The Church Year

The church year shall extend from September 1st to August 31. The financial year runs from January 1st thru December 31st.

## Manner of Conducting Business Article 10

### Section 1 - The Moderator

The Pastor shall act as Moderator in all meetings for the transaction of business, or he may designate any member to serve in his stead. In the absence of the Pastor from any meeting, regular or called, the order of precedence for the presidency of any meeting shall be the Chairman of the Deacons, Vice Chairman of the Deacons and Secretary of the Deacons. In the absence of all of these officers, the Church Clerk shall call the meeting to order and shall call for the election of a Moderator Pro-Tempore.

### Section 2 - Duties of the Moderator

It shall be the duty of the Moderator to keep order, and to state and explain all propositions offered, and to take votes and announce the results, and to perform such other duties as fall upon the presiding officer of a deliberative assembly. The Moderator may make a re-arrangement of the above, order of businesses for any one meeting, with the consent of the church.

### Section 3 - Written Ballots

Aside from those requirements for written, secret ballots stated in other sections of this Constitution, any such proposition in the determination of the Pastor and/or Deacons, when brought to a vote, shall be decided by written ballot. The Pastor or the Chairman of the Deacons shall be the custodian of all ballots and shall be responsible for preparing them. At no time shall ballots be left on the church grounds unattended. All completed ballots shall be kept at least one year from the date of their use for records.

### Section 4 - Rules for Conducting Business

The business of the church shall be conducted in an orderly manner according to Roberts Rules of Parliamentary Law, except in instances where they are in conflict with the provisions of this constitution or its appended By-Laws, in which case the latter shall prevail.

## Church Discipline Article 11

Section 1 - In the event of any case of strife between members of the church, and in any case of offense by one member against another, the parties involved shall endeavor to bring about a reconciliation in the manner laid down by the Lord Jesus Christ and recorded in Matthew 5:23-24, and Matthew 18:15-17.

Section 2 - When a member is accused of any offense against the Gospel of Jesus Christ or becomes an offense to the spiritual health of the church, the offense shall be brought to the attention of the Pastor and Deacons, who shall at once give notice to the persons implicated and shall immediately proceed to investigate the matter. Should the investigation result in favor of the accused, or should the person repent, the deacons shall make no report to the church.

Section 3 - In every case in which a member is charged with an offense that would subject him or her to church discipline, provided that the accused has been approached in the matter as laid out in Matthew 18:15-17, the Pastor and Deacons shall invite any one to meet with them or correspond if distance is so great as to prevent attendance and hear the charges and offer such explanation and evidence as may be desired. After hearing all, or having had no reply from the accused, the Pastor and Deacons shall express a judgment upon the merits of the case, and if in their judgment the case warrants church discipline, they shall verbally communicate their judgment and recommendation through a prepared statement.

In the event that the accused is unrepentant yet desires to remain a member of the church, he or she shall be notified at least one week in advance by the Pastor and Deacons of the following: a special business meeting will be called in which the church will be notified of the offense by the accused; the accused will be given an opportunity to repent before God; in the

event that the accused does not attend or refuses to repent, the church will vote on dissolution of membership. Membership of the accused will be dissolved after a three-fourths vote. The desired and stated purpose of church discipline must always be restoration of the accused.

**Section 4** - If any member shall hold and disseminate views of doctrines considered by the church to be unbiblical, heretical, or hurtful, or shall be the cause of strife and division, and after proper labor to reclaim him or her, he or she still persists in the practice, it shall be considered a disciplinary offense, and shall be treated in the same manner as specified in Section 3, of this Article.

## Finances Article 12

### Section 1

As a church, we adopt a system of proportionate giving as set forth in the New Testament: "Upon the first day of the week, let every one of you lay by him in store as God hath prospered him." (I Cor. 16:2)

### Section 2 - Sales

Neither the church nor any of its organizations shall sponsor sales of commercial products to the general public for the purpose of maintaining the general operations of the church. No section in this constitution should be construed to mean that the church will not accept donations for worthy causes from within the church or from the general public.

### Section 3 - System of Offering Collection

The church shall make envelopes available to each member for individual offerings, and all funds contributed to the church by members or others shall be deposited with the Treasurer/Financial Secretary of the church, to be appropriated in defraying the current expenses and for contributing to the various missionary, benevolent, and charitable objects fostered by the church and denomination, subject to the order of the church. The church shall actively and regularly support the Southern Baptist Cooperative Program and shall receive special offerings for worthy causes recommended by the Deacons or Pastor as deemed necessary. All designated funds shall be applied according to the will and designation of the donor.

### Section 4 - Payments

The Treasurer/Financial Secretary shall pay out no money except as it is authorized in the budget, appropriated by the vote of the church at any business meeting or as directed by the Pastor or Deacons provided that no extra appropriation shall be made unless the money for the appropriation is on hand. Further, he (or she) shall make no payment for any purpose, budgeted or otherwise, unless there is a balance on deposit sufficient to cover the payment. He (or she) shall borrow no money in the name of the church without specific authorization by the church.

### Section 5 - Authorization of Payments

The Pastor or Deacons are authorized to spend up to \$2,000.00 for any remodeling, repairs, or new work to be done on Church facilities. A contract must be secured for all work estimated to be over \$500.00. Any projects requiring \$2,000.01 or more shall require approval of the church. The Deacons or the Pastor shall be authorized by the church to dispense, through the Treasurer/Financial Secretary, up to \$1,000.00 on emergency needs pertaining to church building maintenance and equipment, or \$100.00 for emergency personal physical needs for worthy persons.

### Section 6 - Finance Committee and Budget Preparation The Deacons shall constitute the Finance Committee.

The Church Council shall be responsible for preparing a budget annually. They shall study the financial needs of the church and its ministries/organizations and will prepare a budget that is reasonably within the scope of the financial capabilities of the church. They shall complete the draft of the budget by November and submit it to the Deacons for study and revision. The Deacons may

make revisions as they deem necessary. Following approval by the Deacons, they (the Deacons) shall submit the budget to the church no later than the last Sunday in December for ratification and adoption. When approved by the church, these items shall stand authorized for payment for the purposes specified, receipts being ample, not to exceed the amounts allocated.

It shall be the further duty of the Church Council to submit to the Deacons alterations to the budget during the fiscal year if and when they are necessary. The Deacons shall study the proposed alterations and, if they approve, submit a revised budget to the church at a specially called business meeting. This budget will stand approved until the expiration of the fiscal year, upon which the budget must be reviewed, revised if needed and submitted for approval to stand for the next fiscal year.

## Auxiliary Organizations

### Article 13

#### Section 1 - Authorization

All organizations of the church shall be authorized by the church and shall be subject to its supervision and shall use literature authorized by the church.

#### Section 2 - Leadership and Guidance

Heads of each organization shall be appointed annually by the Church Council. They shall make reports to the church when deemed necessary. The advice, guidance and leadership of the Pastor will be accepted by all auxiliary organizations of the church.

## Representation in Denominational Meetings

### Article 14

#### Section 1 - Support of Organizations

This church will actively support the work of and program of Southern Baptist through the Saluda Baptist Association, the South Carolina Baptist Convention and the Southern Baptist Convention.

#### Section 2 - Messengers

Messengers may be elected each year to represent the church in the Saluda Baptist Association with which it is affiliated, the number to be not more than is prescribed by the association's constitution or By-Laws. It shall be their duty to furnish the association with a statement of the condition of the work of the church, and to cooperate with the messengers of other churches in promoting the interest of the Kingdom of our Lord Jesus Christ. By virtue of his office, the Pastor shall be considered an appointed messenger to these denominational meetings.

## Amendments

### Article 15

This Constitution and any article, section, provision or by-law within it may, either in whole or in part, be amended upon an affirmative vote of two-thirds of the ballots cast by members present and voting in a business meeting specifically called for such purpose. Bylaws may be repealed, or new bylaws adopted via the same procedure. All proposed changes to the Constitution and By-Laws shall be submitted to the church in writing. A notice of one week must be given before the date of the vote."

## By-Laws

1. The designated depository of all church funds shall be a bank designated by the church.
2. Church services may be cancelled, postponed, or have their commencement times altered in the event of special circumstances by the Pastor and Deacons, or upon a majority of uplifted hands of the church.

3. The Pastor may invite the preacher of his choice to conduct revival meetings or Bible Conference, as led by the Holy Spirit.
4. Weddings, funerals, or other such functions in the church shall be arranged for with the Pastor as far in advance as possible, and the sponsoring parties shall be responsible for decorations, removal of same, and re-arranging of all church furnishings, both before and immediately after such functions.
5. The church sanctuary shall be available for weddings to church members only. Under exception with approval from the pastor, an immediate family member of a church member may be granted permission to utilize the sanctuary.
6. The church Fellowship Hall and Kitchen shall be used only by church members for activities, and ministries, at the discretion of the Pastor. The Pastor and Deacons may also allow the usage of the facilities by another Baptist Church for the purposes of conducting ministry work and evangelism. No alcoholic beverage shall be served at any functions.
7. When the Pastor is a member of any Reserve Unit of the Armed Forces of the United States, he will be granted leave of absence for a short tour of active duty training each year. He will secure and pay the supply pastors during such absence.
8. This church shall follow the guidelines in Acts 6 for the Ordination of Deacons and I Timothy 3 for the Ordination of Pastors. Orrville Baptist Church will ordain to the Gospel Ministry only a person after another church of the same faith and order has extended a call to said person, and upon written request of said church, the Pastor, with the approval of the church, will proceed with their ordination. Ministers of Music and Education will not be ordained to the Gospel Ministry of this church.
9. The church roll shall be revised annually to determine the name and location of all members.
10. The church vestibule will not, be used for the sale of any material or merchandise of any kind.
11. Any and all money-raising funds for purchasing church property (buildings, land, equipment or vehicles) must be approved by the Pastor and Deacons before the fund actually begins receiving contributions.
12. The books of the Dr. C.V. Martin Memorial Library shall not be removed from the library premises.