

CONSTITUTION, BYLAWS,  
AND  
COMMITTEE MANUAL

Oakland Baptist Church  
Rock Hill, South Carolina

Adopted November 27, 1987  
Amended September 17, 1995  
Amended September 22, 2002  
Amended March 13, 2011  
Amended August 23, 2015  
Amended December 18, 2016  
Amended January 20, 2019

COVENANT  
Oakland Baptist Church

United in the faith that Jesus Christ is the Son of God, revealed in history, disclosed in the Scriptures, and experienced in human life, we, the members of Oakland Baptist Church, do solemnly and joyfully make this Covenant together:

We will be faithful to the public worship of God, gathering as the Body of Believers to celebrate God's glory and remember God's grace.

We will take seriously the responsibility and privilege of personal Christian growth, diligently seeking to establish and maintain a Christian atmosphere in our homes.

We will love and encourage each other in the Body of Believers and admonish each other as occasion may require. Our differences will not separate us but rather increase our understanding and strengthen the bonds of Christian love.

We will be faithful stewards, as God has prospered us, contributing our financial support for the Church and its ministries and offering ourselves for God's work in the world.

We will, with God's help, so live our lives that others, seeing the joy of Christian living, may seek to know Jesus Christ our Lord.

We will be a servant Church, recognizing the infinite worth of every person and believing that Christ has called us to active involvement in behalf of humankind.

In the spirit of this Covenant, we pray together:

Almighty God, Father of us all, witness this Covenant which we make with each other and with You. Guide us as we try to do that which pleases You, to the glory of Your Son, Jesus Christ our Lord. Amen.

CONSTITUTION  
Oakland Baptist Church

PREAMBLE

The purpose of the Constitution of Oakland Baptist Church shall be to preserve the principles of our spiritual organization and heritage, divinely instituted for the propagation of the gospel, according to the teachings of our Lord Jesus Christ as set forth in the New Testament; to recognize the corporate and individual liberties inherent in the Body of Believers; and to assure that this Body be governed in an orderly manner, consistent with the accepted tenets of Oakland Baptist Church.

ARTICLE I. NAME

The name of this Body of Believers shall be Oakland Baptist Church, which is incorporated and exists in the City of Rock Hill, County of York, State of South Carolina, and shall be hereinafter referred to as "Body" or "Church."

ARTICLE II. DECLARATION OF PURPOSE

We declare and affirm that the purpose of this Body shall be as follows:

To propagate the Gospel of our Lord Jesus Christ through service to our local community as well as to the "uttermost parts" of the world, depending always on the leadership of the Holy Spirit;

To provide regular opportunities for Bible study and other forms of Christian education, public worship, service, and fellowship;

To sustain the ordinances, doctrines, and ethics set forth in the teachings of our Lord Jesus Christ;

To channel our talents and material gifts to the advancement of the Kingdom of God;  
and

To serve our Lord Jesus Christ in all areas of life.

ARTICLE III. GOVERNING RELATIONSHIPS

This Body shall be self-governing, independent, and autonomous, not subject to the control of any other ecclesiastical organization. This Body will voluntarily affiliate with, and will support insofar as is practical, the Cooperative Baptist Fellowship and other like-minded organizations which the Church may choose and are in alignment with Church ministries, functions, and mission.

## ARTICLE IV. MEMBERSHIP

The membership of this Body (the Membership) is composed of believers who have made a public declaration of faith in the Lord Jesus Christ as their personal Savior, who recognize God as the Supreme Lawgiver and the Bible as the standard by which we shall judge matters of faith, and who have been received by affirmation of the Body.

### Section 4.01 The candidate for membership

The candidate shall be presented by the presiding Minister to the Church after the invitation for membership is given at any regular Church meeting. The candidate will be received by affirmation of members present in one of the following ways:

#### A. Profession of Faith and Baptism

The candidate will be received by public profession of faith in the Lord Jesus Christ and upon baptism by immersion. If in the judgment of the presiding Minister, baptism by immersion would be physically unwise for the candidate, then the Church may waive the immersion requirement until such time as health permits.

#### B. Transfer of membership from a Baptist church

##### 1. Letter

The candidate will be received upon the transfer of a letter from another Baptist church.

##### 2. Statement

Should a church letter prove unobtainable from another Baptist church; the candidate will be received by personal statement of faith and previous baptism.

#### C. Transfer of membership from a church of Another Denomination

The Candidate will be received from a church other than Baptist upon public profession of Christian faith and previous baptism. The ordinance of baptism by immersion as a meaningful symbol of fellowship with Christ and consecration to the service of God is available to all candidates for membership.

#### D. Restoration

An individual excluded from membership may request to be restored by affirmative action of the Membership upon presentation of evidence of repentance and reformation.

### Section 4.02 Membership may be terminated in any one of the following ways:

#### A. Letter

Membership may be terminated by request for letter from another Baptist church.

#### B. Transferral

Membership may be terminated by request for letter from a church other than Baptist.

C. Resignation

Membership may be terminated by request of any member of the Church to be released from his or her obligations to the Church.

D. Death

Membership may be terminated upon notification to the Church of a member's death.

E. Exclusion

Any member who becomes a liability to the general welfare of the Church by persistent breach of the covenant may be excluded from membership. Every reasonable effort should be made by the Senior Minister and the Fellowship of Deacons to resolve the problem before bringing the matter before the Church. The Fellowship of Deacons must make an investigation, report, and recommendation to the Church in a special business meeting before any vote be taken. A two-thirds (2/3) majority vote of voting members to exclude is required for termination.

Section 4.03 Inactive status

Members who fail to keep the Church advised of change of name or address and who have no contact with the Church for three years shall have their membership removed to inactive status.

Section 4.04 Positions of responsibility for members

Only those persons who are resident members shall be eligible for election to a position of responsibility within the Church. Positions of responsibility include Deacon and Church Officers. Church Officers include Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, and Trustee.

## ARTICLE V. WATCHCARE AFFILIATION

An individual living in the Rock Hill area whose church membership remains in another church may come under watchcare affiliation. A person under watchcare affiliation shall not hold the right of vote or office in the Church but shall be nurtured and cared for through the various ministries of the Church and encouraged to participate in the life of the Church. As soon as the person moves from the Rock Hill area, his or her name will be automatically removed from watchcare affiliation.

## ARTICLE VI. MEETING

Section 6.01 Regular meetings

Regular meetings of the Church shall be held for the purpose of public worship, Christian education, and fellowship. Typically, these meetings shall be on Sunday mornings, Sunday evenings, and Wednesday evenings. These meetings shall be open to the public and shall be conducted under the direction of the Senior Minister.

Section 6.02 Regular business meetings

Regular business meetings of the Church shall be held annually.

### Section 6.03 Special business meetings

Special business meetings of the Church shall be called to consider matters of significant nature. These meetings shall be called by the Senior Minister or the Chair of the Fellowship of Deacons or a majority of the Fellowship of Deacons or a petition of twenty-five (25) Church members. Verbal notice shall be given to the Membership, announcing the purpose, time, and location of any business meeting one week prior to any scheduled vote, and notice shall be distributed to the Membership during the week before scheduled action. An opportunity for discussion of any proposed action shall be made available during the week before the scheduled vote. Results of all votes shall be published in the newsletter the following week.

### Section 6.04 Protocol

#### A. Quorum

A quorum for all business meetings shall be fifty (50) members. For business meetings requiring ballot votes, the total count of absentee votes plus all members present in one or more Worship Service meetings on a given Sunday will determine a quorum.

#### B. Parliamentary Rules

The Moderator shall preside at all business meetings. The latest edition of *Robert's Rules of Order Newly Revised* is the authority for parliamentary rules of procedure for all business meetings of the Church unless in conflict with the Constitution and Bylaws.

#### C. Voting

##### 1. Method

In all elections, only persons who are members of Oakland Baptist Church shall be entitled to vote. The method of voting shall be by secret ballot. However, it is recognized there are matters which lend themselves to voice vote. Therefore, the Fellowship of Deacons may direct a voice vote, or the Church at its discretion may approve a voice vote on any item of business.

##### 2. Absentee

Absentee voting is permitted, provided the Church member votes in the presence of any Church staff member or any active Deacon.

##### 3. Count

The absentee votes plus votes from one or more Worship services shall be combined and counted as the total votes recorded. A majority will be calculated based upon the total votes recorded.

## ARTICLE VII. AMENDMENTS

Amendments to this Constitution shall be reviewed by the Fellowship of Deacons. A special business meeting to consider these amendments will be held during any regular Sunday morning meeting of the Church. Notice will be given in the manner set forth in Article VI of this Constitution. All amendments to this Constitution shall be approved by two-thirds (2/3) majority vote of the voting members.

## BYLAWS

### Oakland Baptist Church

#### ARTICLE I. CHURCH OFFICERS AND STAFF

##### Section 1.01 Senior Minister

###### A. Qualifications, Roles and Duties

The Senior Minister shall have the following qualifications, roles and duties:

1. shall be an Ordained Minister of the Baptist Faith called by the Church to serve as its Senior Minister for an indefinite period
2. shall be the spiritual leader of the Church
3. shall provide overall guidance to all aspects of the Church's corporate life
4. shall shepherd the Church as it carries out its purpose
5. shall collaborate with the Fellowship of Deacons, Church Officers, and committees as they pursue their tasks
6. shall be an ex-officio member of all organizations and committees of the Church
7. shall supervise and coordinate the work of the Associate Ministers and staff of the Church
8. shall be responsible for the worship services and the administering of the ordinances
9. shall serve in whatever ways agreed upon by the Church and the Minister to be in the best interests of Christ's Kingdom
10. shall lead the Church in accomplishing its work with God's help and guidance

###### B. Calling by the Church

The Senior Minister shall be called by the Church upon recommendation of the Pastor Search Committee to serve until the relationship is dissolved by the Senior Minister or the Church.

###### C. Election

The Senior Minister's election shall take place at a meeting called for this purpose, with notice given to the Membership in accordance with established procedure as set forth in Article III of these Bylaws. A two-thirds (2/3) majority vote of the voting members shall constitute a call.

###### D. Terminating relationship

The relationship may be terminated with 30 days' notice:



1. by the Senior Minister's resignation
2. by two-thirds (2/3) majority vote of voting members at a special business meeting of the Church. Notice will be given in the manner set forth in Article VI of the Constitution.

#### Section 1.02 Associate Ministers

The Church shall call additional Ministers as needed to carry out its purpose. Upon the recommendation of the Associate Minister Search Committee, a detailed job description shall be prepared by the Personnel Committee for each position prior to the calling. Procedures for calling and terminating the relationship for Associate Ministers shall follow those for the Senior Minister as stated above.

#### Section 1.03 Office personnel, support staff, and contract workers

Office personnel and support staff shall be employed by the Personnel Committee. A detailed job description shall be prepared by the Personnel Committee prior to employment.

Contract workers shall be employed by the appropriate committee within approved budget and guidelines.

#### Section 1.04 Deacons

##### A. Purpose

According to the New Testament understanding the purpose of the Deacon is:

1. to care for all Church members and other persons in the community
2. to proclaim the Gospel of Jesus Christ
3. to lead the Church in concert with the Senior Minister in a spirit of fellowship, worship, witnessing, education, peacemaking, and service

##### B. Qualifications (See also I Timothy 3:8-12)

Deacons shall have the qualifications that follow:

1. be full of the Holy Spirit
2. have compassionate concern for the work of Jesus Christ and His Church
3. be continually given to prayer and to the ministry of the Word
4. be of honest report, trustworthy, steadfast in convictions and responsible in speech
5. maintain a Christian home
6. be faithful in the attendance and support of worship services and programs of the Church

7. support the Church financially through offerings as led by the Holy Spirit
8. be a member of the Church for at least one (1) year and be at least eighteen (18) years of age by the time their active term would begin

C. Classifications

1. Active Deacons shall
  - a. be duly elected by the Membership
  - b. be ordained
  - c. serve for a three (3) year term on the Fellowship of Deacons unless filling a vacancy
2. Reserve Deacon shall
  - a. be a Deacon who has previously been elected by the Membership to serve as active Deacon
  - b. serve at the discretion of the Fellowship of Deacons
3. Deacon Emeritus shall
  - a. be a Deacon who has previously been elected by the Membership to serve as an active Deacon
  - b. be nominated by the Fellowship of Deacons and confirmed by a majority vote of the voting members in recognition for a long and honored career of Christian service

D. Fellowship of Deacons

1. Purpose  
The Fellowship of Deacons
  - a. shall minister in concert with the Senior Minister to the spiritual and religious needs of the Church
  - b. shall give advice in their collective wisdom to all Committees or other interested groups of the Church seeking to make recommendations or proposals to the Membership
  - c. may choose to endorse, provide guidance, or otherwise react to such recommendations or proposals
  - d. may choose to take other actions in the absence of endorsement

## 2. Composition

The composition of the Fellowship of Deacons shall

- a. be at least thirty (30) active Deacons serving three (3) year staggered terms
- b. be three (3) additional active Deacons elected on a staggered basis for each 125 resident members over 1150 membership
- c. include the Treasurer of the Church who may attend all meetings with all privileges except the right to vote (unless the Treasurer is an active Deacon)

## 3. Election

- a. During the month of April, the Fellowship of Deacons shall receive from the Membership nominations for new Deacons. Any Church member may make written nominations which can be turned in to the Church office, put in the offering plate, or submitted by any other means approved by the Fellowship of Deacons. The Chair of the Fellowship of Deacons shall ensure that each person nominated will be contacted. The member shall be informed of the nomination and of the purpose and qualifications of a Deacon as stated in these Bylaws. Permission to present the nominee's name for election shall be obtained. Any eligible member receiving a nomination and expressing willingness to serve shall be included on the list of nominees to be presented to the Church.
- b. This list of nominees shall be compiled by the Fellowship of Deacons, distributed to the Membership, and then presented to the Church for election on the Sunday before the Memorial Day weekend during the morning worship services. Each member shall vote for no more than the number of Deacons to be elected. The nominees receiving the highest number of votes shall be declared active Deacons to serve, beginning September 1 of the current year. In the event of a tie vote, the Fellowship of Deacons shall resolve the tie vote.
- c. Should a vacancy occur, the Chair of the Fellowship of Deacons shall appoint, for the duration of the vacant term, the individual receiving the next highest number of votes in the preceding Deacon election.
- d. A Deacon who serves for more than an 18-month term shall be ineligible to serve as an active Deacon for a period of one year after the end of his/her term.

## 4. Procedures and Organization

- a. The latest edition of *Robert's Rules of Order Newly Revised* is the default guidelines for parliamentary rules of procedure for all meetings unless in conflict with the Constitution or By-laws.
- b. Fifty-one (51) percent of the active Deacons constitutes a quorum.

- c. The organization of the Fellowship of Deacons shall be determined by the active fellowship as it complies with the Constitution and these Bylaws.
- d. The Fellowship of Deacons shall serve as the counters of all written ballots of the Church.
- e. The Fellowship of Deacons shall develop/maintain a procedure for Trustee nomination.

#### Section 1.05 Moderator

##### A. Role

The Moderator shall preside at all business meetings of the Church and conduct all meetings of the Church in accordance with the established procedures of the Constitution and these Bylaws.

##### B. Line of Succession

1. The Chair of the Fellowship of Deacons shall serve as the Moderator for Church Business Meetings.
2. In the event the Chair of the Fellowship of Deacons is unable or defers to serve as the Moderator, the Vice Chair of the Fellowship of Deacons shall serve as the Moderator.
3. In the event the Vice Chair of the Fellowship of Deacons is unable or defers to serve as the Moderator, the Senior Minister shall serve as the Moderator.
4. In the event the Senior Minister is unable or defers to serve as the Moderator, a Church Clerk shall call the Church into a business meeting to elect a Moderator.

#### Section 1.06 Clerk

##### A. Election

The Church Clerks and Assistant Clerks shall be nominated annually by the Nominating Committee and be elected by the Membership. They may serve successive terms.

##### B. Duties

The duties of the Clerks are as follows:

1. to attend or be represented at all Church business meetings as defined in Constitution, Article VI-Meetings. These instances consist of regular business meetings and all special business meetings
2. to confirm that a quorum of members is present and advise the Moderator (minimum of 50 required at all business meetings for official actions such as elections, budget approval, motion approvals but not necessarily for discussions)

3. to document the timing and action taken to announce, discuss and conduct each instance of a Church business meeting. This includes but is not limited to the dates and types of announcements of the business meeting, a copy of the contents and dates of distributions to the Membership, the dates of discussion session(s) with copy of any handouts, and date and minutes of the business meeting including results of any voting, elections or conferences.
4. to ensure there is a completed membership card on each new member joining in a Worship Service and that a photo is taken
5. to provide a copy of the documentation in items 3 and 4, above, to the Administrative Assistant for archiving and to be kept available in the Church office
6. to call the Church into a business meeting and to elect a Moderator from those present if:
  - a. a business meeting of the Church is properly called for, scheduled, and announced and
  - b. the business meeting convenes and none of the choices, as outlined in the Bylaws, is able or willing to serve as the Moderator

Note: The Traditional Worship Service Clerk shall have primary responsibility for ensuring that materials are properly documented and archived and that the duties of the Clerk are covered at combined or single meeting sessions. An Assistant Clerk may act in the absence of the Clerk, performing duties as outlined.

#### Section 1.07 Treasurer

##### A. Election

The Church Treasurer and Assistant Treasurer shall be nominated annually by the Nominating Committee and be elected by the Membership. They may serve successive terms. The Treasurer, unless already an active member of the Finance Committee or the Fellowship of Deacons, may serve as an ex-officio member of either or both.

##### B. Duties

The duties of the Treasurer are:

1. to use a lockable bank bag to store and secure funds collected at one or more services on a Sunday
2. to keep any/all special offerings collected in an envelope separated from the general offering
3. to secure and transport the locked bank bag to the bank of the Church

4. to sign checks for disbursement of funds after receiving properly signed vouchers and supporting documents.

Note: The Assistant Treasurer shall act in the absence of the Treasurer as outlined above. In the absence of both, the Chair of the Fellowship of Deacons, the Chair of the Finance Committee, or the Trustee shall act as designated above.

#### Section 1.08 Trustees

##### A. Election

There shall be three (3) Trustees. The individuals who serve as Trustees shall be nominated by the Fellowship of Deacons and elected by the Membership to serve a three (3) year term. Church action on this nomination shall coincide with the election of Church Committees.

##### B. Term

A Trustee may serve, when nominated and elected, consecutive terms without limits. Terms shall rotate with one of the Trustees being nominated each year.

##### C. Authority

The Trustees have the power and authority:

1. to sign any and all legal documents on behalf of the Church
2. to take any and all action necessary on all matters approved by the Membership
3. to sell and convey Church property or to borrow money on behalf of the Church when so authorized by the Membership
4. to execute, on behalf of the Church, all necessary or proper documents, including, but not limited to, deeds, promissory notes, and mortgages of real estate
5. to sign on behalf of the Church any and all documents that are necessary to be signed in conducting the business activities of the Church

Note: HOWEVER, the Trustees shall have no power to sell, mortgage, or otherwise encumber or dispose of Church property, unless specifically authorized and directed by the Membership to do so.

#### Section 1.09 Termination of Church Officer or Deacon

A Church Officer or Deacon may be terminated

##### A. by resignation

- B. by two-thirds (2/3) majority vote of voting members at a special business meeting of the Church. Notice will be given in the manner set forth in Article VI of the Constitution.

## ARTICLE II. PROGRAM ORGANIZATIONS AND OFFICERS

The Program Organizations of the Church shall include, but shall not be limited to, the Sunday School, Student Ministries, Merry Makers, and the Church Music Program. Each of these organizations shall be under the guidance and control of the Church and function through its own structures.

Program officers may be nominated annually by the Nominating Committee and be elected by the Membership or may be selected by the organization. Program officers nominated by the Nominating Committee must be resident members of the Church. They may serve successive terms. The Senior Minister shall serve as an ex-officio member or appoint an ex-officio member to all organizations.

Each organization shall be responsible for its contribution to the total Church program, shall submit an annual report to the Church, and shall submit a proposed annual budget to the Finance Committee.

The Church may establish other organizations that may adopt constitutions, bylaws, and other rules that are not inconsistent with this Constitution and Bylaws.

## ARTICLE III. COMMITTEES

### Section 3.01 Standing committees

The organization and responsibilities of all standing committees are presented in the Committee Manual as part of these Bylaws.

### Section 3.02 Special committees

#### A. Senior Minister Transition Committee

##### 1. Activation

Immediately upon determination that a Senior Minister vacancy will occur, the Chair of the Fellowship of Deacons will activate the Senior Minister Transition Committee.

##### 2. Composition and Organization

The Senior Minister Transition Committee will be comprised of the following:

- a. the Chair of the Fellowship of Deacons (1)
- b. all Members of the Personnel Committee (6)
- c. the Chair of the Finance Committee (1)
- d. the Chair of the Pulpit Supply Committee (1)
- e. six additional Church Members (6) selected by the Chair of the Fellowship of Deacons and approved by the Fellowship of Deacons

The Senior Minister Transition Committee shall be organized as follows:

- f. The Chair of this Committee and other Committee officers shall be elected by this Committee.
- g. The Chair of the Fellowship of Deacons and all other members serving as the result of participation on other Church committees shall remain on the Senior Minister Transition Committee if and when their qualifying terms end. Their successors in such qualifying positions shall be added to the Senior Minister Transition Committee.

### 3. Functions

The Committee shall function as follows:

- a. to ensure communication, cooperation and collaboration between the Personnel Committee, the Finance Committee, the Pulpit Supply Committee and the Pastor Search Committee during the transition process
- b. to evaluate and engage outside resources, if deemed necessary, to assist with the transition to a new Senior Minister
- c. to assimilate and organize demographic information concerning the Church Membership (i.e., who we are and what we believe) for use by the Pastor Search Committee and for the benefit of prospective Senior Ministers
- d. to prepare a current description of the Church, including its organizational structure, its ministries and other pertinent information for use by the Pastor Search Committee and for the benefit of prospective Senior Ministers
- e. to monitor the progress of the transition to ensure that all required actions are completed in a timely manner
- f. to determine if the projected period of vacancy necessitates engagement of an interim Minister and to identify and engage an interim Minister as needed
- g. to ensure adequate preparation for the Senior Minister selection process and to initiate the Pastor Search Committee process
- h. to ensure the selected Senior Minister is received with charity into the new Church family

### B. Pastor Search Committee

#### 1. Election

Upon the announcement of a Senior Minister vacancy, the Church shall elect a Pastor Search Committee. The election process shall be as follows:



- a. Notice of a special business meeting shall be provided to the Membership in the manner set forth for all business meetings (see Article VI of the Constitution).
- b. Each member present on the following Sunday morning shall nominate eight (8) members at least eighteen (18) years of age. Absentee ballots as defined in the Article VI of the Constitution shall be counted.
- c. All members receiving 10 or more nominations shall comprise a Listing of Nominees.
- d. The currently serving Nominating Committee shall then select a Pastor Search Committee of eight (8) members from the Listing of Nominees. The Nominating Committee shall work diligently to select a balanced Pastor Search Committee that fairly represents the various demographic components of the Church while acknowledging the support shown to each Nominee by the Membership. No two members selected shall reside in the same household or be closely related. The Nominating Committee shall verify the willingness of each selected party to serve and shall work with prospective nominees to offer temporary relief from other Church responsibilities as may be needed.
- e. The Nominating Committee shall present its Pastor Search Committee selections and its selection rationale to the Fellowship of Deacons for approval. Upon approval, the Pastor Search Committee shall be activated.
- f. The Chair and the Secretary shall be elected by the committee members, and all expenses of the committee shall be paid by the Church.
- g. Should a vacancy occur, the Nominating Committee shall fill the vacancy using the same criteria used in the original selection process.

## 2. Recommendation

The Pastor Search Committee shall, after thorough and prayerful consideration and investigation, recommend their candidate for Senior Minister to the Church. The process shall be as follows:

- a. The Pastor Search Committee shall notify the Church during a Sunday morning service that a prospective candidate shall be recommended on the following Sunday.
- b. A notice of the announcement shall be distributed during the subsequent week to the Membership.
- c. On the following Sunday morning, the announcement of the prospective candidate's name and notification of a special business meeting shall be made.

- d. A biographical sketch of the prospective Minister and notification of the special business meeting shall be distributed to the Membership during the week prior to the vote.
- e. Discussion on the recommendation shall be held on the Wednesday prior to the vote.
- f. The prospective Minister and family shall meet the Church prior to the vote.
- g. The Membership shall vote during a special business meeting on the following Sunday morning. A two-thirds (2/3) majority vote of the voting members shall constitute a call.

C. Pulpit Supply Committee

While the Church is without a Senior Minister, the Chair of the Fellowship of Deacons shall appoint a committee of six (6) persons to obtain supply for the pulpit each Sunday and obtain speakers for the mid-week prayer service.

D. Associate Minister Search Committee

Upon the announcement of an Associate Minister vacancy the following shall take place.

1. Review Job Description

The Personnel Committee will review and make any necessary modifications.

2. Election

The Church shall elect an Associate Minister Search Committee using the same process for electing a search committee and its subsequent recommendation of a candidate as that of the Pastor Search Committee. The only exception is that the 18 year-of-age requirement is waived to be a member of the Associate Minister Search Committee.

3. Reassignment of Duties

While the Church is without an Associate Minister, the Senior Minister will reassign the duties to existing staff. In the absence of a Senior Minister, the Personnel Committee will temporarily reassign duties of the Associate Minister to the existing staff or engage interim support as necessary until the position is filled.

E. Other Special Committees

1. Activation

The Chair of the Fellowship of Deacons shall activate Other Special Committees of the Church as the need arises.

2. Membership

Members of Other Special Committees of the Church shall be nominated by the Nominating Committee. These nominations shall be approved by the Membership.

### 3. Duration

These committees are responsible to the Church and shall be dissolved either upon completion of their obligation or by the Church.

## ARTICLE IV. ORDINANCES

### Section 4.01 Baptism

Baptism is an ordinance established by Jesus Christ for perpetual observance by His people throughout history. The truths symbolized in baptism as historically recognized by Baptists are the following: remission of sins, fellowship or union with Christ in His death and resurrection, cleansing from all unrighteousness, and consecration to the service of God.

Baptism, *itself*, does not confer salvation. Baptism is simply the outward symbol of what has already taken place within the person.

Persons who publicly declare their faith in the Lord Jesus Christ at any of the worship services shall be received by the Church for baptism.

- A. Baptism shall be by immersion in water.
- B. Baptism shall be administered by an Ordained Minister.
- C. Baptism shall be administered as an act of worship primarily during one of the regularly scheduled worship services.

### Section 4.02 The Lord's Supper

The Lord's Supper is an ordinance established by Jesus Christ whereby members of the Church, through partaking of the bread and the cup, commemorate the death of Jesus Christ and anticipate His second coming.

- A. The Lord's Supper shall be observed at least twice quarterly.
- B. The Ministers and Fellowship of Deacons shall be responsible for the administration of the Lord's Supper.
- C. The Ministers and Fellowship of Deacons shall make the Lord's Supper available for members unable to attend Church services.
- D. All members of the body of Christ present during the observance of the Lord's Supper, whether members of this Church or not, are to be invited to participate in the observance.

## ARTICLE V. MESSENGERS AND REPRESENTATIVES

Messengers or representatives, as required, shall be chosen by the Church at a regular or special business meeting to attend the regular or special meetings of the organizations to which the Church may choose.

The number chosen shall be determined by the outside organization, and the messengers shall be chosen on the basis of their expressed interest in attending. Should more than the appropriate number express an interest in attending, those receiving the highest number of votes shall serve as messengers or representatives. The alternates shall be determined by the highest number of votes.

## ARTICLE VI. FINANCE

The financial needs of the Church shall be met by voluntary gifts.

All monies shall be deposited into the treasury and disbursed as prescribed in these Bylaws and the Constitution.

The Church shall operate under an approved budget.

Financial records shall be maintained in a form that demonstrates appropriate accountability.

No debt, commitment or other financial obligation shall be created except by the authority of the Constitution, these Bylaws, or by the Church itself.

The Finance Committee or the Fellowship of Deacons may authorize up to one half of one percent (.005) of the current budget total when necessary for an unbudgeted item.

## ARTICLE VII. MINISTERIAL ORDINATION

### Section 7.01 Calling

On the occasion that a Church member or someone closely associated with the Church desires to serve our Lord as an Ordained Minister, that person can request the initiation of an ordination process.

### Section 7.02 Ordination Process

#### A. Calling

A person desiring ordination will make that desire known to a Church Minister or other Church leader such as the Fellowship of Deacons Chair. In doing so, the candidate for ordination will relate his or her Christian belief and the nature of the calling.

#### B. Qualifications

1. The candidate shall be known to the Church through membership or internship, other Christian work history, or service over a period of time.

2. The candidate shall show evidence of his or her faith, character, and calling during that period.
3. The candidate shall be presented by the Minister to the Church Membership at a regular meeting.

#### C. Council

1. After endorsement by the Fellowship of Deacons, an Ordination Council should be formed collaboratively by Minister/Church leader(s) and candidate for ordination consisting of:
  - a. persons influential or important to the candidate (mentors, teachers, people in the Church or other congregations)
  - b. a Church Minister, Church leader(s) such as Deacon Chair, Moderator, etc.
  - c. at-large person(s) selected for their Christian character, discernment, and church experience/leadership
  - d. at least one leader from another church or Christian organization
2. The Council should examine the candidate for Christian experience, character, calling, and fitness for ministry. The process of examination should be thorough and probe the depth of the candidate's faith and calling to ministry but not adversarial.
3. If the Council supports the candidate, they will present their recommendation to the Church.
4. If the Council declines recommendation, the candidate may withdraw the request to pursue further training.

#### D. Church

1. The member of the Ordination Council will present the approved candidate for Church affirmation.
2. A voice vote will be taken to affirm the candidate by simple majority.
3. With an affirmative vote by the Membership, a service of ordination will occur on a date suitable to the Church and candidate.
4. The ordination service will be developed by the candidate and the Senior Minister to fit the special occasion to the candidate.

## ARTICLE VIII. CHURCH POLICIES

### Section 8.01 General procedures

Certain general operating procedures shall be established as Church Policies. The policies may be proposed by the Fellowship of Deacons, Church Officers, Committees, or by individual members and shall be approved at the discretion of the Fellowship of Deacons, or by the Church. The Fellowship of Deacons is responsible for the interpretation of the policies that shall be carried out by the appropriate committee.

### Section 8.02 Ex-officio

All references to ex-officio in these Bylaws and Committee Manual shall be deemed to mean "without a vote."

### Section 8.03 Distribution to the Membership

The master list for distribution to the Membership of announcements, formal motions, proposals and other notifications will be maintained by the Administrative Assistant in the Church office. These notifications will be written and communicated using printed and/or electronic methods.

## ARTICLE IX. AMENDMENTS

Amendments to the Bylaws shall be reviewed by the Fellowship of Deacons. A recommendation to adopt amendments shall be announced at a regular meeting of the Church. A special business meeting shall be called in accordance with Article VI of the Church Constitution for consideration for adoption. Amendments to these Bylaws shall be approved by simple majority of the voting members at a special business meeting held during any regular Sunday morning meeting of the Church. In cases where the amendment relates to the calling or termination of Ministerial staff a two-thirds (2/3) majority vote of the voting members is required.

COMMITTEE MANUAL  
Oakland Baptist Church

Standing Committees of Oakland Baptist Church

ARTICLE I. General Comments

Section 1.01 Provisions

The provisions of this manual shall apply to all standing committees of the Church. This manual shall also be used as a guide for the election, organization, and function of additional committees.

Section 1.02 General rules

In the absence of any other rules with respect to a particular committee, these general rules shall apply to all committees governed by this manual.

- A. The latest edition of *Robert's Rules of Order Newly Revised* is the default guideline for parliamentary rules of procedure for all committee meetings unless in conflict with the Constitution, By-laws, or Committee Manual.
- B. Committee members shall be elected by the Membership. The election shall be made upon nominations from the Nominating Committee; however, nominations may also be made from the floor.
- C. Nominations from the floor require prior agreement of the nominee to serve. Depending on the circumstances the vote may be delayed.
- D. A committee member's term shall be for three (3) consecutive years unless otherwise stated, and the composition of each committee shall be arranged so that the term of approximately one-third of the members shall expire at the end of each calendar year. In the implementation of this system, the Nominating Committee shall specify the exact term of each nominee when presenting the name of that nominee to the Church. The term of each committee member shall commence January 1 of the year for which elected, and shall, unless ended sooner as provided herein, terminate December 31 three (3) years later. Upon the completion of a committee member's term, that member shall remain off that committee for one (1) calendar year unless otherwise stated or approved by the Fellowship of Deacons.
- E. There shall be no age, sex, or experience requirements for membership on a committee unless otherwise stated.
- F. The Nominating Committee shall fill vacancies created by resignation, removal, death, incapacity, or termination of Church membership as soon as possible and determine the term of the new member.
- G. Committee members may be removed by the Church at any business meeting upon the recommendation of the Nominating Committee.

- H. Each committee Chair shall be appointed for a one-year term by the Nominating Committee and will preferably have at least one year's prior service on that committee. The Chair is to be primarily responsible for planning the meetings and ensuring that the work of the committee is carried out. The committee itself shall select a secretary to keep an accurate record of all committee business and to write any reports to be presented to the Church, and, if appropriate, any other reports and recommendations that may be necessary.
- I. Each Administrative committee in the table below shall maintain a record of its meetings. Each committee member and staff advisor shall be furnished with minutes of the previous meeting within thirty (30) days after the meeting.
- J. Each committee may recommend for approval by the Fellowship of Deacons further rules or changes in duties or composition of the committee. Upon approval by the Fellowship of Deacons, these changes will be kept in the Church office with the permanent records and minutes of the meetings and will be made available to Church members upon request.
- K. Each committee shall act together as a group under the principle of majority rule; however, the Chair or any member of the committee with the approval of a staff member may act in unusual or emergency circumstances requiring immediate action. In such cases the acting member shall inform other members of the action taken as soon as possible, and the committee may thereafter take such action as may be proper.
- L. Each committee shall be assigned a staff advisor by the Senior Minister. The staff advisor shall meet with the committee if requested and render assistance to the committee such as the advisor is able to furnish. The staff advisor shall not be a member of the committee and shall have no vote.
- M. Each committee shall be responsible for the preparation of and presentation to the Finance Committee appropriate budget requests and recommendations. Each committee shall stay within its budget unless exceptions are approved by the Finance Committee.
- N. The Nominating Committee shall nominate youth to serve on certain committees for a one (1) year term. These youth shall serve with full membership privileges.

### Section 1.03 Responsibilities

The committees outlined below shall have the functions and responsibilities set forth and shall be the standing committees of the Church. In the event of overlapping responsibilities of two or more committees where decisions cannot be made in agreement between the committees, the Fellowship of Deacons shall make the final decision.

### Section 1.04 Formation or dissolution

Formation of a standing committee shall be endorsed by the Fellowship of Deacons. Dissolution of a standing committee shall be endorsed by the Fellowship of Deacons and approved by the Membership. Any committees not functioning and reporting for a period of one year shall be considered for dissolution.



Committee classification

<b>Service</b>	<b>Administrative</b>
Altar Guild	Children's Ministry
Baptismal	Constitution, Bylaws, & Committee Manual
Bereavement	Day School
Campus Ministry	Educational Financial Aid
Cremation Garden	Facilities
Flower and Decoration	Finance
History and Records	Grounds
Lord's Supper	Ministry Center
Merry Makers	Missions
Recreation	Multi-Media
Social	Nominating
Sound Booth	Personnel
Worship Greeters	Preschool
	Property Development
	Teller
	Transportation

Classifying a committee as Administrative or Service has no reflection on the importance of a committee at a certain point in time to the life of the Church.

### Section 1.05 Classification guidelines

- A. Is there a significant influence on the individuals employed by the Church?
- B. Is there a significant influence on the security of the Church employees, members, visitors, and/or Church property?
- C. Is there a significant influence on the spending, receiving, transfer, security, or allocation of Church funds or Church property? “Significant” is defined as \$7500+ annual expenditure or total value.

### Section 1.06 Administrative classification

If a “Yes” answer to any of these three questions in Section 1.05 above, then classification is Administrative and expectations would be, at a minimum:

- A. to hold quarterly meetings
- B. to prepare and file meeting minutes with the Church Administrative Assistant
- C. to provide an annual summary to the Fellowship of Deacons and file it with the Church Administrative Assistant
- D. to ensure that administrative procedures are up-to-date and filed with the Church Administrative Assistant

Note: All members of an Administrative committee must be members of Oakland Baptist Church

### Section 1.07 Service classification

If a “No” answer to all three questions, in Section 1.05 above, then classification is Service and expectations would be, at a minimum:

- A. to hold one meeting per year plus additional meetings as needed
- B. to provide an annual summary to the Church Administrative Assistant
- C. to develop/maintain procedures for training and general knowledge of committee members

Note: All members of a Service committee need not be members of Oakland Baptist Church but at least a majority must be as well as the Chair.

## ARTICLE II. Committees

### Section 2.01 Altar Guild Committee

#### A. Classification and Composition

1. Service Committee classification
2. six (6) members
  - a. two members co-chair the committee; one for each Worship Service
  - b. three members serve for the Creative Worship Service and three members serve for the Traditional Worship Service

#### B. Duties

1. to place appropriate paraments in the sanctuary and family life center according to the liturgical Church calendar and to change them when appropriate
2. to call the designated acolyte and crucifer prior to each Sunday to remind him or her of his or her responsibility to light Trinity candles and carry in and place cross in sanctuary
3. to meet the acolyte and crucifer at the robing closet after Sunday School and to help them robe and be prepared to execute their assigned duties
4. to be sure that the candles are working properly prior to each worship service
5. to check paraments and clean as necessary
6. to replace wicks in the brass candle lighters as necessary and to notify the office staff to order replacements when necessary
7. to place the cloth of the appropriate color on the outdoor Cross of the Church during Lent and Holy Week and to handle indoor cross(es) appropriately after discussing what the needs and plans are with the Senior Minister
8. to care for and to arrange for purchase of new robes for acolytes and crucifers when needed
9. to order additional paraments, brass candle lighters, and other supplies as needed
10. to check with the Minister in advance to see if there are other needs for either service

## Section 2.02 Baptismal Committee

### A. Classification and Composition

1. Service Committee classification
2. six (6) members with equal number of men and women

### B. Duties

1. to fill the pool and heat the water prior to the baptismal service per the instruction sheet
2. to place plastic in hallway to catch water
3. to supply the step stool for young children
4. to set up the dressing rooms for the candidates and the Senior Minister
5. to furnish the robes, linens, and plastic bags for wet clothes
6. to furnish mirrors and hair dryers in dressing rooms for use after baptism
7. to remind candidates of the danger of touching the microphone

## Section 2.03 Bereavement Committee

### A. Classification and Composition

1. Service Committee classification
2. nine (9) members
  - a. at least two (2) members shall be men
  - b. couples may serve as a single member

### B. Duties

1. to contact the family of the deceased to determine how the Committee may best serve them
2. to plan, coordinate, and serve a meal, reception, or simple refreshments at the Church when a time of bereavement occurs within the Church Membership
3. to offer the family paper products and ice as a gesture to accommodate family and visitors at their home
4. to be active and available to respond when contacted by the Chair

Note: The deceased shall be a Church member, in the family of a Church member and residing in his or her home, or in the family of a Church member and residing in a local care facility.

#### Section 2.04 Campus Ministry Committee

##### A. Classification and Composition

1. Service Committee classification
2. six (6) members plus an undergraduate student elected for one year is recommended

##### B. Duties

1. to provide a program of ministry to college students in the Church
2. to coordinate our program with the program of ministry provided by the campus ministry groups with which the Church has a relationship
3. to recommend activities involving college students to the Church and its organizations
4. to recommend to the Finance Committee the amount of financial support the Church should give to any campus ministry groups with which the Church has a relationship

#### Section 2.05 Children's Ministry Committee

##### A. Classification and Composition

1. Administrative Committee classification
2. six (6) members

##### B. Duties

1. to coordinate the activities and ministries of all Church organizations related to elementary aged children
2. to support the Children's Ministry Coordinator in the ongoing efforts to minister to children and their families
3. to recommend and publicize events, policies and procedures that affect elementary aged children and their families
4. to work with the Children's Ministry Coordinator and the Preschool Committee in enlisting the faculty needed for Vacation Bible School and to assist in the general preparation for Vacation Bible School

5. to assure a child protection review is conducted annually

## Section 2.06 Constitution, Bylaws, and Committee Manual Committee

### A. Classification and Composition

1. Administrative Committee classification
2. three (3) members

### B. Duties

1. to maintain a “master copy” of the current Constitution, Bylaws, and Committee Manual and insert all revision and/or questions for consideration by the Church in the future
2. to develop and maintain a working understanding of the document and interpret for the Fellowship of Deacons, the Church, committees, and/or staff, when needed, the provision(s) in question
3. to advise the Fellowship of Deacons when constitutional provisions are not followed
4. to receive from members, committees, or staff any questions concerning provisions and/or proposed revisions and provide interpretations and/or recommendations to the appropriate group or individual(s)
5. to recommend to the Fellowship of Deacons when updated revisions of the document need to be provided to the Membership
6. to oversee the process of preparing the wording and of presenting proposed revisions to the Membership
7. to distribute to the Membership appropriate “addendum” and/or revisions when changes to the document are approved by the Membership

## Section 2.07 Cremation Garden Committee

### A. Classification and Composition

1. Service Committee classification
2. six (6) members

### B. Duties

1. to establish and monitor management procedures for the Garden
2. to ensure proper maintenance and continuing beautification of the Garden in coordination with the Grounds Committee
3. to publicize availability of the Garden

## Section 2.08 Day School Committee

### A. Classification and Composition

1. Administrative Committee classification
2. six (6) members

### B. Duties

1. to formulate overall goals and policies for the Director and for the operation of the Day School
2. to approve all Day School personnel changes
3. to serve as a liaison between the school and the Church
4. to develop a strong program of community relations and services
5. to formulate budgetary needs for each year
6. to explore sources of income, other than tuition, to maintain adequate operation of the school
7. to resolve any problems that cannot be resolved by the Director
8. to assure a child protection review is conducted annually

## Section 2.09 Educational Financial Aid Committee

### A. Classification and Composition

1. Administrative Committee classification
2. six (6) members, at least one shall be an active Deacon

### B. Duties

1. to oversee all Educational Financial Aid funds accumulated by the Church for the purpose of providing financial aid to deserving students pursuing post-secondary studies
2. to establish a set of procedures (to include criteria/requirements) which eligible applicant(s) will follow to become potential educational financial aid recipient(s)
3. to promote and publicize the Educational Financial Aid program and all relative information to eligible applicants/families
4. to encourage financial contributions to the Educational Financial Aid program
5. to govern and provide oversight to the selection process in a confidential manner
6. to award funds through the Educational Financial Aid program

## Section 2.10 Facilities Committee

### A. Classification and Composition

1. Administrative Committee classification
2. three (3) members

### B. Duties

1. to supervise the maintenance and upkeep of all Church buildings, other Church-owned structures, furnishings, and fixtures
2. to make recommendations to the Finance Committee when any improvement or repair above the specified budget is needed
3. to contract with service/companies to make necessary repairs and improvements and oversee this work in conjunction with the Church Staff
4. to make an annual report to the Fellowship of Deacons and Finance Committee of the state of the physical facilities of the Church



## Section 2.11 Finance Committee

### A. Classification and Composition

1. Administrative Committee classification
2. six (6) voting members and at least one of the new members each year should have previous experience on the finance committee
3. two (2) ex-officio members (the Chair of Fellowship of Deacons and the Church Treasurer)

### B. Duties

1. to draw up the annual Church budget for presentation to the Fellowship of Deacons and to the Church
2. to review the monthly expenditures and receipts
3. to make all decisions necessary concerning any unforeseen expenditure not provided for in the budget. Any expenditure not provided for and in excess of one half of one percent (.005) of the annual budget must be approved by the Membership.
4. to consult with the Fellowship of Deacons and then to make recommendations to the Church regarding any major expenditure not specifically designated in the budget
5. to work with the Personnel Committee and the Senior Minister in determining salary and benefits for all present and future Church personnel
6. to work with the Personnel Committee and Pastor Search Committee and/or Associate Minister Search Committees in determining salary and benefits for prospective Ministers
7. to determine the need for an external audit and to act on any proposed additions to or changes in the financial record system of the Church
8. to work with Stewardship Committee, when one is activated, in promoting financial stewardship
9. to review at least annually the property and liability insurance program of the Church, determine needs, and implement coverage
10. to develop/maintain an accurate procedural manual for the Financial Office that includes procedures demonstrating appropriate accountability

## Section 2.12 Flower and Decoration Committee

### A. Classification and Composition

1. Service Committee classification
2. six (6) members
3. Administrative Assistant will be an ex-officio member

### B. Duties

1. to order and place poinsettias in the Church sanctuary for Christmas
2. to order and place lilies in the Church sanctuary for Easter
3. to decorate the sanctuary for both of the above occasions and on other special occasions as deemed necessary by the staff and the committee or as suggested by the Social Committee

## Section 2.13 Grounds Committee

### A. Classification and Composition

1. Administrative Committee classification
2. three (3) members

### B. Duties

1. to supervise the maintenance and upkeep and improvement of all Church-owned exterior properties including parking lots, walkways, and signage
2. to make recommendations to the Finance Committee when any improvement or repair above the specified budget is needed
3. to contract with services/companies for upkeep or to make necessary repairs and improvements and oversee this work
4. to hear recommendations from the Cremation Garden Committee regarding the upkeep of the garden and help facilitate the upkeep of this area

## Section 2.14 History and Records Committee

### A. Classification and Composition

1. Service Committee classification
2. six (6) members

## B. Duties

1. to collect, catalogue, and preserve items of historical value to the Church
2. to add memorabilia and other items to be preserved to the Brissie Historical Display and Blalock Archives
3. to keep up-to-date files of important Church documents and reports; including, but not limited to, the following:
  - a. weekly publications (e. g. The Outlook or similar documents)
  - b. weekly worship guide
  - c. newspaper articles regarding the Church
  - d. photographs and/or videos
  - e. minutes and other records or reports of special importance of Church Committees and the Fellowship of Deacons
  - f. financial records such as budgets, annual summaries, and audits
  - g. minutes from the Church Clerk covering all business meetings of the Church
4. to provide and maintain a system for storing records by electronic means where feasible

## Section 2.15 Lord's Supper Committee

### A. Classification and Composition

1. Service Committee classification
2. nine (9) members

### B. Duties

1. to secure the elements and supplies for the communion service(s) and place them in the designated place at the appointed time
2. to remove the left-over portions after the Worship Service(s)
3. to clean and store the utensils after each use
4. to find out from the Senior Minister the number of trays needed for any particular service
5. to monitor sufficiency of elements and adjust appropriately

## Section 2.16 Merry Makers Committee

### A. Classification and Composition

1. Service Committee classification
2. nine (9) members

### B. Duties

1. to coordinate all activities of the Merry Makers group, including monthly meetings, trips, and care ministries for senior adults
2. to be responsible for all Merry Maker funds
3. to establish ministries to meet the needs of all senior adults of the Church

## Section 2.17 Ministry Center Committee

### A. Classification and Composition

1. Administrative Committee classification
2. six (6) members

### B. Duties

1. to supervise the maintenance, upkeep, and improvement of all ministry center buildings, parking lots, walkways, and signage in coordination with Facilities Committee and/or Grounds Committee
2. to oversee the operating expenses of the Ministry Center
3. to prepare budget request for Ministry Center needs
4. to make recommendations to the Finance Committee, Facilities Committee and/or Grounds Committee when any improvement or repair above the specified budget is needed
5. to develop, maintain, and update a list of policies for the operation of the Ministry Center
6. to oversee the use of the ministry center by other groups within and outside of the Church

## Section 2.18 Missions Committee

### A. Classification and Composition

1. Administrative Committee classification
2. six (6) members

### B. Duties

1. to survey mission-related needs of the Rock Hill community, the state, and any pioneer areas
2. to study and make recommendations concerning all mission projects of the Church
3. to allocate approved budget funds for all missions and report the allocation to the Finance Committee

## Section 2.19 Multi-Media Committee

### A. Classification and Composition

1. Administrative Committee classification
2. six (6) members plus Chair of Sound Booth committee as ex-officio member

### B. Duties

1. to provide guidance and support for the technological needs and assets of the Church
2. to provide guidance and support in the decision-making process involving technology
3. to negotiate with technology providers to ensure the highest level of service, reliability, security, and value when purchasing hardware, software, or service
4. to assist in the planning, purchase, and budgetary requirements for current and future needs in the technology area (including but not limited to hardware, software, telecommunications equipment, and audio/visual equipment)
5. to provide training and support for the work of the Sound Booth Committee

## Section 2.20 Nominating Committee

### A. Classification and Composition

1. Administrative Committee classification

2. eight (8) members
  - a. two-year rotation rather than three
  - b. four (4) new members each year

#### B. Duties

1. to nominate to the Church for election Clerk and Assistant Clerk, Treasurer and Assistant Treasurer, and Sunday School workers (by 1st Sunday in August); and committees (by 1st Sunday in November unless a later date is approved by the Fellowship of Deacons)
2. to work closely with all organizations to ensure that all positions and vacancies are properly filled (by 1st Sunday in August)
3. to select a Pastor Search Committee when necessary as required by Article III, Section 3.02 of the Bylaws
4. to fill vacancies as they occur during the year

### Section 2.21 Personnel Committee

#### A. Classification and Composition

1. Administrative Committee classification
2. six (6) members

#### B. Duties

1. to make recommendations concerning staff needs, organizations, employment practices, job descriptions, and supervisory responsibilities to the Fellowship of Deacons and to the Church
2. to recruit, interview, employ, and terminate all paid staff for Church-approved positions other than those of Ministers
3. to consider recommendations from other committees and Ministers relative to the hiring, evaluating, and terminating of Church personnel
4. to work with the Finance Committee and Senior Minister in determining salary and benefits for all present and future Church personnel
5. to retain on file and monitor all agreements and personnel policies made by this or any other committee with anyone employed by the Church
6. to review at least annually the job performance of ministerial staff employed by the Church

7. to recommend to the Finance Committee as a part of the budget preparation process any changes in salary and fringe benefits for all staff members
8. to recommend to the Fellowship of Deacons, and then to the Church, termination of employment of Church Ministers
9. to keep track of the employment “anniversary” of staff members and to plan or recommend appropriate recognition
10. to plan or recommend appropriate recognition upon the hiring, resignation or retirement of the Ministerial Staff
11. to coordinate any required temporary changes to ministerial staff duties and responsibilities during a transition between Senior Ministers and to provide any other necessary information and support to the Ministerial Staff during such transition
12. to develop/maintain a grievance policy for staff, members, and non-members

#### Section 2.22 Preschool Committee

##### A. Classification and Composition

1. Administrative Committee classification
2. six (6) members plus the Chair of the Day School Committee

##### B. Duties

1. to coordinate the activities and ministries of all Church organizations related to preschool children
2. to recommend and publicize preschool policies and procedures
3. to recommend the purchase of furnishings and supplies for preschool use
4. to assign and coordinate the use of space for preschool work
5. to work with the Children's Ministry Coordinator and the Children's Ministry Committee in enlisting the faculty needed for Vacation Bible School and to assist in the general preparation for Vacation Bible School
6. to facilitate training for preschool and children workers related to the policies and procedures
7. to encourage and enlist volunteers in the preschool nursery hours for service times and assist with the rotation calendar for nursery and extended session for service hours

8. to assure a child protection review is conducted annually

#### Section 2.23 Property Development Committee

##### A. Classification and Composition

1. Administrative Committee classification
2. six (6) members which shall include:
  - a. a member of the Finance Committee
  - b. an active Deacon
  - c. a Trustee

##### B. Duties

1. to study long-range real property use and needs of the Church
2. to make recommendations concerning acquisition or disposition of real property by the Church to the Fellowship of Deacons and then to the Church

#### Section 2.24 Recreation Committee

##### A. Classification and Composition

1. Service Committee classification
2. six (6) members

##### B. Duties

1. to schedule and direct the planning, coordination, creation, and evaluation of recreational activities and ministry which meet the needs of the Church
2. to coordinate the recreation activities with the Church calendar and emphases of the Church
3. to plan training of the recreation staff and to schedule the times and places of all staff meetings
4. to prepare budget requests for recreation ministry needs
5. to supervise the inventory, care, repair, and storage of recreational equipment and supplies
6. to be responsible for the interpreting, enforcing and updating of the policies of the Family Life Center



## Section 2.25 Social Committee

### A. Classification and Composition

1. Service Committee classification
2. twelve (12) members, and at least two (2) of these shall be men

### B. Duties

1. to coordinate all major Church-sponsored social functions, including Church receptions and the annual Church picnic
2. to coordinate with the Flower and Decoration Committee to decorate areas to be used
3. to work with the Church in advance of an event to set up equipment and to request necessary supplies

## Section 2.26 Sound Booth Committee

### A. Classification and Composition

1. Service Committee classification
2. nine (9) members

### B. Duties

1. to set up a schedule for operating sound control room and to record all worship services and programs when requested and provide master recordings for duplication
2. to provide the Administrative Assistant a schedule of operators in advance so notice of the operator for the upcoming Sunday can be placed in the Church newsletter
3. to provide training for new members of the committee in conjunction with the Technology/Multi-Media Committee
4. to set up microphones before each Worship Service as needed and remove the microphones and store them after each use
5. to co-ordinate the functions of the committee with the Technology/Multi-Media Committee in the areas of sound and video
6. to have on hand recording media provided by Technology/Multi-Media Committee

7. to be knowledgeable and proficient in operating audio-visual equipment, including but not limited to the following: recorders, audio control panel, portable audio systems, master light control, screens, projectors, hearing aid system, spotlights, VCR, DVD, and CD players, record players, televisions and any other equipment that may need to be controlled by the committee. Assistance in gaining proficiency at this equipment will come from the Multi-Media Committee
8. to report any failure or loss of equipment promptly to the committee Chair, the Technology/Multi-Media Committee Chair, and the staff liaison
9. to arrive early for all regular services when on duty and to be willing to work at other times when audio-visual equipment is needed
10. to work closely with other Church organizations in providing audio-visual equipment for their use and storing equipment after it has been used
11. to keep an up-to-date inventory of all equipment with location noted
12. to be available to provide and monitor use of audio-visual equipment for other non-Church events such as weddings, guest events and concerts, etc., for a fee to be negotiated.

Note: Chair to serve as ex-officio member of the Technology/Multi-Media Committee

## Section 2.27 Teller Committee

### A. Classification and Composition

1. Administrative Committee classification
2. six (6) members

### B. Duties

1. to collaborate weekly with the Church Financial Secretary to count accurately and record correctly a summary of contributions and deposits to all accounts associated with Church ministries and Church related activities
2. to collaborate with the Church Financial Secretary to assure the implementation of process and procedure which maintains the confidentiality of contributions and the integrity of the cash handling process
3. to verify the accuracy of the Church's Weekly Receipts worksheet
4. to confirm the deposit by Teller and Financial Secretary signatures, date, and amount of deposit written in ink at recording process completion

## Section 2.28 Transportation Committee

### A. Classification and Composition

1. Administrative Committee classification
2. three (3) members

### B. Duties

1. to have Church vehicles serviced and inspected on a regular basis
2. to establish and implement policies and procedures as approved by the Fellowship of Deacons
3. to make recommendations to the Fellowship of Deacons concerning the disposition and acquisition of vehicles

## Section 2.29 Worship Greeters Committee

### A. Classification and Composition

1. Administrative Committee classification
2. fifteen (15) members

### B. Duties

1. to designate two members to greet Church members and guests at the doors beside the choir loft and three members to greet Church members and guests in the vestibule area and give out worship guides
2. to help in all Church services except weddings
3. to assist the Fellowship of Deacons in taking up the regular or special offerings as needed
4. to give out visitors' cards as announced during the service
5. to monitor Church security by remaining in the vestibule during the service and to assist in the event of an emergency
6. to maintain a friendly and courteous atmosphere at the entrances of the sanctuary during the time of arrival

Note: Committee members would serve during the Traditional and Combined Worship Services except as noted above.

Adopted November 27, 1987  
COMMITTEE MEMBERS  
Hugh Harrelson, Chair  
Gail Kendall, Phil Land, Bob Marrett,  
Judy Mobley, Bob Shrum, Gary Williams

Amended September 17, 1995  
COMMITTEE MEMBERS  
Hugh Harrelson, Chair  
Gail Kendall, Phil Land, Judy Mobley,  
Bob Shrum, Gary Williams

THIS AMENDED CONSTITUTION, BYLAWS AND COMMITTEE MANUAL  
WAS DEDICATED TO THE MEMORY OF ROBERT H. MARETT  
1918-1994

Amended September 22, 2002  
COMMITTEE MEMBERS  
Joe Gentry, Chair  
Tweet Curtis-Sharpton, Crystal Guyton, Caroline Krueger  
Shelden Timmerman, Gary Williams, Phil Wright

Amended March 13, 2011  
COMMITTEE MEMBERS  
Amy Hudson, Chair  
Judy Mobley, Cliff Calloway

Amended August 23, 2015  
COMMITTEE MEMBERS  
John Robinette – Chair  
Ann Lister, Susan York

Amended December 18, 2016  
COMMITTEE MEMBER  
John Robinette, Chair  
Mack Bailey, Susan York

Amended January 20, 2019  
COMMITTEE MEMBERS  
Mack Bailey, Chair  
Ann Lister, Larry Sanderson