

# **HARBOUR LAKE BAPTIST CHURCH**

Constituted: October 5<sup>th</sup>, 1980  
Location Address: 1056 Redbank Road  
City: Goose Creek, State: South Carolina, Zip 29445  
Phone: 843-797-2982  
Mailing Address: 1056 Redbank Road  
City: Goose Creek, South Carolina, Zip 29445  
Web Site: [www.harbourlakebaptist.org](http://www.harbourlakebaptist.org)  
Associational Affiliation: Charleston Baptist Association

## **Preamble to the Church Bylaws**

We declare and establish this constitution to provide structure and guidance through the principles of our faith, and to govern the body in an orderly manner.

### **Article I Name**

The name of the organization is Harbour Lake Baptist Church located at 1056 Redbank Road, Goose Creek, SC 29445. This Church shall exist in accordance with the South Carolina state laws, which govern religious bodies as set forth in the Church charter. This organization will be further referred to in the By-laws as the “Church.” This is a sovereign and theocratic Baptist Church under the Lordship of Jesus Christ.

### **Article II Purpose**

The purpose of this Church shall be to promote and maintain Christian worship, to carry out the Great Commission of Jesus Christ, and to encourage Christian fellowship, edification and spiritual growth among its members.

## **Article III Statement of Faith**

The Holy Bible is the complete, inerrant, inspired Word of God and is the basis of our faith. The Church subscribes to the doctrinal statement of the most current “The Baptist Faith and Message” as adopted by the Southern Baptist Convention. We unite as a body of baptized believers in Jesus Christ, personally committed to and sharing the good news of salvation, only through Jesus Christ, for the forgiveness of sin.

## **Article IV Affiliation**

This Church shall cooperate with the Charleston Baptist Association, the South Carolina Baptist Convention, and the Southern Baptist Convention for mutual help and benefit in fulfilling the Great Commission. This Church is autonomous and maintains the right to govern its own affairs, independent of denominational control.

## **Article V Covenant**

Having been led, as we believe, by the Spirit of God, to receive Jesus Christ as lord, savior and supreme treasure of our lives, and on the profession of our faith, having been baptized by immersion in the name of the father and of the son and of the Holy Spirit, do hereby covenant with one another as one body in Christ in five areas:

- A) To walk in Christian love by the aid of the Holy Spirit.
- B) To grow spiritually in our personal lives and that of our families.
- C) To watch over, pray for, and encourage one another as our savior did.
- D) When the lord causes us to move to another city, we will find a like-minded church to covenant with.
- E) That sexuality is a source of blessing through marriage as defined in holy scripture.

# **Article VI**

## **Membership**

### **Section 1: General Information**

The Church membership reserves the exclusive right to determine who shall be members of this Church and the conditions of its membership. The conditions are; training, understanding the church covenant, and signing it.

### **Section 2: Candidacy**

Any person may offer oneself as a candidate for membership in this Church and shall be presented to the Church at any regular Church service or altar call to begin the membership process:

- A) By a profession of faith and for baptism by immersion as demonstrated by Jesus Christ in Scripture.
- B) By a promise of a letter of recommendation from another Southern Baptist Church.
- C) By a statement of belief on the Lord Jesus Christ and prior baptism by immersion when no letter of transfer is obtainable or acceptable. Should there be any dissent regarding any candidate; such dissent shall be referred to the Senior Pastor and the Deacons for investigation and recommendation to the church within thirty days. A majority vote of the quorum shall be required to allow such candidates to proceed with the covenant membership process, at a regular church conference.
- D) A majority vote of the quorum shall be required to elect candidates to membership, after signing the covenant, at a regular church conference.

### **Section 3: Designation of Membership**

In an effort to properly reflect the membership of the Church, five classifications have been designated. A member's classification must be maintained in the chronological listing of church members by the church clerk with the assistance of the church ministry assistant. Once a name has been entered into the chronological listing of the church, it cannot be purged or removed. The member's name can only be moved from one classification to another. These classifications shall be updated, reported, and the changes must be voted on at a regular or specially called church conference by a majority vote of the quorum.

## **The Five Classifications Are:**

### **A) Active Members are defined as:**

- 1) All members who have signed the church covenant and who are actively attending the ministries of the church on a weekly basis, with no gaps that exceed three months.
  - (a) After three months of non-attendance of church activities they will be moved to the status of inactive non-resident or inactive resident membership depending on their residential status.
- 2) Active members who have signed the church covenant who become homebound due to medical reasons will retain their membership status and are not bound to the activity requirements of ministries. The list of homebound members will be maintained and ministered to by the deacon body.

### **B) Conditional Active Child Members are defined as:**

- 1) A member's child, or a child of a non-member parent, who having been saved and baptized by immersion, who has not reached the age of 14, who is actively attending the ministries of the church, with no gaps that exceed three months. They have no voting rights or privileges.
- 2) A child between ages 14 – 17; who is a member's child or child of a non-member parent, who having been saved and baptized by immersion, who is actively attending the ministries of the church, with no gaps that exceed three months. These children shall be invited to attend the one day membership class and sign the church covenant. After which, they are granted limited voting rights but no privileges.
  - (a) When a conditional active child member reaches their 18<sup>th</sup> birthday they will fall under the guidelines of adult membership as outlined in Article VI, Section 3.

### **C) Inactive Non-Resident Members are defined as:**

- 1) Any member who has signed the church covenant and who is residing outside the tri-county area for reasons of schooling, military service, mission work or any other reason communicated to and approved by the Senior Pastor.
  - (a) Inactive non-resident members will not have voting rights or privileges of active members until they have been fully restored to the status of an active member.
    - (1) To be reinstated to an active membership status, the member must become actively involved in church ministries and request, at an altar call, to become an active member.

**D) Inactive Resident Members are defined as:**

- 1) Members who have signed the church covenant and are not actively attending the church ministries for over three months and have not joined another church and they live in the tri-county area.
  - (a) An inactive resident member will not have voting rights or privileges of active members until they have been fully restored to the classification of an active member.
    - (1) A team comprised of; the Sunday school director, the church ministry assistant, the pastoral ministry assistant, the church clerk, and their family deacon with the counsel of the Senior Pastor will be responsible for contacting inactive members. If the inactive member cannot be reached or if they decide not to return, the contacting team leader will make a recommendation to the Senior Pastor who will then make a recommendation to the church council. At the discernment of the Senior Pastor, a time extension may be granted to reach the inactive member. The church council shall ensure that every effort has been made to restore this person to the fellowship.
      - a After a majority vote of the church council, they will recommend, at the next church conference, that said member be moved to non-member status. After a majority vote of the quorum at church conference their classification will be changed. If the vote does not pass by either church council or conference, the contacting team will try again to establish contact. After a specified period of time the team will report their findings to the church council and proceed from there.
    - (b) To be reinstated to active membership classification, the inactive member must become actively involved in church ministries and request, at an altar call, to become an active member.

**E) Non-members will be defined as:**

- 1) Any person whose name is on the chronological listing of the church who has not signed a church covenant or has been voted to the non-members list.

**Section 4: New Church Members**

The candidates for new church member will fit into one of three categories:

- A) By profession of faith and baptism by immersion.
- B) By promise of a letter of recommendation from another Southern Baptist church.

C) By statement of faith and prior baptism by immersion when no letter of transfer is obtainable or accepted.

All new candidate(s) must be actively attending the ministries of the church. All new candidate(s) will attend the new member's class and sign the covenant. The Senior Pastor will notify the Church Clerk that the covenant was signed and the candidate(s) can be presented at a church conference for membership. A majority vote of the quorum is required.

### **Section 5: Responsibilities of Membership**

Church members are expected to give of their time, talents and treasures and attend every regular and special worship service, unless providentially hindered and to pray for the Pastor, staff and all members.

### **Section 6: Voting Rights**

Every active member 14 years and older is entitled to vote at all elections and on all questions submitted to the Church in Conference, with the exception of Article VII, Section 7. Members must be present on the Church property to vote.

### **Section 7: Privileges**

Active Members shall be allowed use of the Church facilities at no charge for weddings, receptions, etc. Members will, however, be responsible to compensate any staff member(s) that may be needed to assist them in the event with the written approval of church council.

### **Section 8: Discipline of Members**

- A) In the event of a dispute between members, members shall pursue every reasonable measure for peace and reconciliation. An aggrieved party shall follow the biblical principles given by Jesus in Matthew 18:15-17 and I Timothy 5:19-20. If the parties cannot resolve the matter, each should go to a Deacon or Senior Pastor for counsel and guidance.
- B) If the differences cannot be resolved by the above methods, the matter shall be turned over to the Deacons. The Deacons and the parties under the guidance of the Senior Pastor shall work to bring about repentance and reconciliation. If this does not work,

the Deacons and Senior Pastor shall meet to consider a recommendation for expulsion.

- C) If the Deacons and Senior Pastor recommend expulsion, the Deacon Chairman shall notify, in writing, the aggrieved party as well as the member whose expulsion has been recommended. He will then bring the recommendation to the Church Council in a specially called meeting. Once the expulsion has begun, the members are strongly encouraged not to resign or withdraw their membership.
- D) The Church Council shall ensure that every effort has been made for repentance and reconciliation and that the by-laws have been followed before voting on the recommendation. If the vote is for expulsion, the Senior Pastor will schedule a Special Church Conference.
- E) At this Conference the aggrieved and the member recommended for expulsion should be present and the reasons for expulsion fully explained. The Senior Pastor will make the motion for expulsion from the Church, a secret ballot will be taken and a vote for expulsion will pass by a two-thirds vote of the quorum. Expulsion is effective immediately.
- F) Any expelled member may request reinstatement to active membership in writing. The Deacons will investigate, noting repentance and restitution. At a Special Church Conference the expelled member must address the Church expressing his remorse for his actions.

### **Section 9: Termination of Membership/Non-member**

Membership shall be terminated in the following ways:

- A) Death: the church clerk requests approval from the Senior Pastor and no vote is required.
- B) Letter of transfer to another Southern Baptist Church and by a majority vote of the quorum.
- C) Expulsion by action of this Church.
- D) By vote of the church to change a person's status.

E) By personal request in writing.

F) Request for transfer or proof of membership in a church of another denomination.

All termination requests must be approved by Senior Pastor before being brought to Church Conference.

## **Article VII Meetings/Business Conference**

### **Section 1: Worship**

The Church shall meet each Sunday morning, Sunday evening and Wednesday evening for preaching, instructions, and evangelism and for the worship of Almighty God. These meetings will be open to all people and shall be conducted under the direction of the Senior Pastor. Services shall be discretionary as determined by the Senior Pastor and based on the interest of members.

### **Section 2: Special Services/Special Events**

Revival services and any other Church meetings, which will be essential in the promotion of the objectives of the Church, shall be placed on the Church calendar.

### **Section 3: Ordinances**

The Ordinances of the Church are Baptism and the Lord's Supper.

#### **Baptism**

A person who receives Jesus Christ as Savior of personal faith, who professes Him publicly at any worship service and who indicated commitment to follow Christ as Lord shall be received for baptism.

A) Baptism shall be by immersion in water.

B) Baptism shall be administered by the Senior Pastor or any ordained man. The pastor has the right to allow a male active member to baptize a member of his immediate



family on a case by case basis.

- C) Baptism shall be administered as an act of worship during any worship service.
- D) The Senior Pastor, Staff or Deacons shall counsel a person confessing Christ. Failing to be baptized within six months, the candidate will be informed in writing from the Deacons that their request for membership has been terminated.

### **The Lord's Supper**

The Lord's Supper is a symbolic act of obedience whereby members of the Church body (not only of HLBC), through partaking of the bread and fruit of the vine commemorate the death of Jesus Christ and anticipate His second coming.

- A) The Pastor and Deacons shall be responsible for the administration of the Lord's Supper.
- B) The Lord's Supper shall be observed as often as the Senior Pastor and the Church Council so desires.
- C) The Lord's Supper may be officiated by the Deacons in small group settings.

### **Section 4: Regular Business Conferences**

Regular full Church Conferences shall be held quarterly on the third Wednesday night for committee reports, discussion of new business and any outstanding old business. Regular short Church Conferences shall be held monthly (not on the first month of the quarter) on the third Wednesday night (after service) for new business and membership issues.

Budget, constitutional proposals and motions may be submitted during regular Church Conferences. The final presentation, calling for the question and voting, must be conducted during a Special Church Conference by paper ballot held after a Sunday morning service.

### **Section 5: Special Called Business Conferences**

Special Church Conferences may be held to consider special matters of a significant nature. At least one-week notice of the subject, date, and time must be given at a regular Church service. In cases of extreme urgency the Church Council can approve Special

Called Church Conferences with no advance notice.

In the matter of sale or purchase of property or the assumption of large financial responsibilities at least a two week notice shall be given before the Church takes any action and must pass by two-thirds vote of the quorum by paper ballot after a Sunday morning service.

### **Section 6: Quorum**

Active membership of voting age present will constitute a quorum for regular Church Conferences and Special Church Conferences. In standing committees, a quorum consists of 50% plus one of the committee members, not counting the ex-officio members.

### **Section 7: Voting Variations**

In accordance with state law, a minor cannot vote in connection with any Contractual issue. On all other issues, parental advice should be administered to minors before exercising their voting privileges.

### **Section 8: Rules of Order**

Robert's Rules of Order, current, non-abridged edition, is the authority for Parliamentary rules of procedure for all business meetings of the Church.

## **Article VIII Church Council**

### **Section 1: General Responsibilities**

The primary functions of the Church Council shall be to recommend to the congregation suggested objectives and Church goals; review and coordinate program plans recommended by Church Officers, Leadership Directors, Standing Committees, Teams and Ministries. Church Council will make recommendations to the congregation of the goals and directions of the leadership, calendar time and other resources according to program priorities. Church Council will evaluate program achievements in terms of Church goals and objectives. They will make recommendations for the upcoming Regular Church Conference agenda. They will not make decisions regarding routine

Church matters. They will approve all non-Southern Baptist curriculums prior to purchase. In times of crisis the Council will meet to make decisions placed before them.

## **Section 2: Qualifications**

The members of the Church Council shall be:

- Pastor, Chairman
- Associate Pastor(s)
- Minister of Music
- Chairman of Deacons
- Treasurer
- Leadership Directors
- Church Clerk (secretary)
- Moderator
- Screening Officer
- Standing Committee Chairmen

## **Section 3: Duties**

The Church Council may form ad-hoc committees for short periods and limited scope. When without a Senior Pastor or an Associate Pastor(s), the Chairman of Deacons will be Chairman.

## **Section 4: Meetings & Quorum**

The Church Council will meet once per quarter on the day of the senior pastors choosing. Quorum is 50% plus one member.

## **Section 5: Administrations without a Full Time Pastor**

When there is no full time Senior Pastor and no full time Associate Pastor on staff, the Deacons will become a board. The Deacons and the Church Council will be the Administrative Team to lead the Church. The Chairman of Deacons will lead this team. They will deal with the day-to-day duties and decisions of the Church staff. They will keep the Church members informed by monthly written reports. This team will call for a Pastor Search Committee as soon as possible, provide pulpit supply and recommend an interim Pastor using I Timothy 3:1-7 and Titus 1:7-9 as biblical guidelines.

## **Article IX**

### **Professional/Ministerial Leadership Staff**

#### **Section 1: Overview of Professional Church Staff**

**A) The Senior Pastor**

The Senior Pastor shall be a duly licensed and/or an ordained Southern Baptist minister of the Gospel. He shall be in good standing with the association he is a part of at the time of his call. He must agree to be called for an indefinite period of time unless otherwise agreed upon at the time of the call. The Pastoral candidate must show evidence that he is a soul winner with a deep desire to win the lost to Jesus and disciple others in the same manner. Further requirement for the Pastoral office are found in I Timothy 3:1-7 and Titus 1:7-9.

**B) The Associate Pastor(s)**

The Associate Pastor(s) shall be duly licensed and/or an ordained Southern Baptist Minister of the gospel. He shall be of good standing with the association he is a part of at the time of his call. He must agree to be called for an indefinite period of time unless otherwise agreed upon at the time of the call. The Associate Pastor(s) must show evidence that he is a soul winner with a deep desire to win the lost to Jesus and to disciple others in the same manner.

#### **Section 2: Function of Professional Church Staff**

**A) The Senior Pastor**

The Senior Pastor shall give direction to the administration of the ordinances of Baptism and the Lord's Supper. He will guide the Church to be a loving fellowship that is united with a growing commitment to reach the lost with the gospel message. He will minister to the spiritual needs of the Church and congregation. He will preside over the services of public worship. He shall be responsible to administer and lead the Church according to the tenets of the New Testament and the Baptist faith and message. He shall oversee the licensing of men to the gospel ministry, the ordination of men elected as Deacons and the commissioning of persons to Christian service. The Pastor shall be responsible to, and directly accountable to the membership of the Church. As Church Administrator he will lead the Congregation, Officers, Ministries, Organizations and Church Staff. He is an ex-officio member of all committees, having full voting rights on each committee and shall administer the Church Ordinances. He will be solely responsible to fill the pulpit, in his absence unless extenuating circumstances or medical emergencies would prohibit his ability to

do so. At such time, the body of Deacons will be responsible to fill the pulpit. Otherwise, the Pastor will have ultimate and final approval of who fills the pulpit at all times. The Pastor shall preach the Gospel at every opportunity and shall be at liberty to preach the whole counsel of the Word of God as the Lord leads him.

- B) The Associate Pastor shall minister to the spiritual needs of the Church and perform duties as assigned by the Senior Pastor. Those duties are to include but not limited to:
- 1) Hospital visitation
  - 2) Counseling
  - 3) Outreach projects
  - 4) Youth projects
  - 5) Pulpit supply in Pastors absence
  - 6) Associational, State Convention and Southern Baptist Convention Messenger when applicable
  - 7) When the associate pastor is the worship leader he will be responsible for:
    - a) All music to be performed
    - b) Keep all music licenses up to date with all required records and reports
    - c) Coordinate with the senior pastor to determine the style and theme of all music performed
    - d) Update sound booth staff as to the weekly audio visual presentations
    - e) Supervise all musicians
    - f) Assist the daycare and academy with any music during the course of the year
    - g) Lead the church's special musical events

### **Section 3: Church Staff Search Process**

A) Senior Pastor

A Pastor Search committee will be elected as an ad-hoc committee to provide a Pastoral candidate for the Church in accordance with accepted denominational practices and HLBC requirements as outlines in Article IX, Section 1.A. They will request a comprehensive security screening by the Screening Officer prior to the trial sermon. They will explain Church policy, job description and benefits. The Pastoral candidate will preach a trial sermon for the Church. Following the service a Special Church Conference will be held to vote on the candidate. Approval will be by two-thirds of the quorum using secret pre-printed ballots. If the Church approves the candidate, the Pastor Search committee will offer the position and assist him and his family in their move.

## B) Associate Pastor

They shall be recommended by the Senior Pastor after a time of interview and prayer. He will present the candidate to the Personnel Committee. They will interview the candidate for prior work history. They will request a comprehensive security screening, by the Screening Officer prior to a trial sermon or music presentation. They will explain church polices, job descriptions and benefit package. The candidate will preach a trial sermon or music presentation for the Church. Following the service a Special Called Business Conference will be held to vote on the candidate. Approval will be by two-thirds of the quorum using secret ballots. If the Church approves the candidate, the Personnel Committee will offer the position.

## **Section 4: Support Staff Overview**

The Church office staff are paid employees who may be Church members. The Senior Pastor is their immediate supervisor; he assigns weekly tasking lists and special projects. They will follow their job description to the best of their abilities. Committee Chairman, Ministry Leaders, Program Directors and Church Officers can ask the Staff to do projects after getting the Senor Pastors' approval.

## **Section 5: Hiring of Support Staff**

The Senior Pastor can request during a Church Council meeting, that the Personnel Committee fill a vacancy or add more staff. The Personnel Committee will then follow Church policy to call for a new hire. From the list of candidates they will find the most qualified Christian to be interviewed by the Senior Pastor. If the Senior Pastor approves, the candidate will be given a full security screening by the Screening Officer. After passing screening, the committee will then explain Church polices, job description, the benefits package and offer the position.

## **Section 6: General Duties/Responsibilities**

The Church Support staff will follow the By-Laws, Job Description, Church Polices, and verbal instruction to the best of their ability.

All Church Staff will receive a performance evaluation yearly to be completed and reviewed by the Personnel Committee. The Senior Pastor must approve evaluations prior to pay raises. The Senior Pastor is to be evaluated by the Deacon Body in a specially called time of prayer and fellowship.

## Section 7: Termination

### A) Resignation

- 1) If the Senior Pastor resigns, he must give at least a two-week Notice to the Chairman of the Deacons who in turn will notify the Church Council at a called emergency meeting.
  - a) The Church Council will then present the matter at a specially called Church Conference, allowing the Pastor, if he so desires to read his resignation to the Church. The Church will pay the Pastor's salary and benefits until his final working day. In situations of moral failure(s) on the part of the Senior Pastor the Church Council reserves the right to vote to reject a Pastor's resignation and conduct Termination proceedings.
- 2) If an Associate Pastor, he must give a two-week notice to the Senior Pastor who, in turn, will notify the Personnel Committee Chairman and will notify the Church Council at a called emergency meeting. Then follow Article IX, Section 7.A.1.a.
- 3) If a member of the Support Staff resigns, he must give a two-week notice to the Senior Pastor who will notify the Personnel Committee Chairman and will notify the Church Council by telephone. The staff member will receive two weeks salary and benefits.
- 4) If any staff member, superintendent, principle or support staff resigns and refuses to give a two week notice. No two week salary or benefits will be given. The senior pastor is to have a deacon collect all keys including those issued to family members and oversee the removal of personal effects from their office or work area. They can not re-enter their office or work area without the senior pastor's approval and must have deacon supervision.

### B) Termination

#### 1) Senior Pastor

If the Church desires to terminate the Senior Pastor, a motion to terminate must come from the Church Council. The Chairman of Deacons will call for a Special Church Business Conference.

A two-week notice must be given in the bulletin and letters sent to active resident members informing them of the called Special Church Business Conference to vote for termination. For this special Church Conference the Charleston Baptist Association Director of Missions will be Moderator with the Church's Moderator as Parliamentarian. The Chairman of Deacons will present the termination motion. During this special Church Conference a secret ballot will be taken and a vote for termination will pass by a two-thirds vote of the quorum. Termination is effective immediately and the Church will continue salary and benefits for one month.

2) Associate Pastor

If the Church desires to terminate an Associate Pastor, a motion must come from the Church Council. The Senior Pastor will call for a Special Church Business Conference.

A one-week notice must be given in the bulletin and letters sent to active resident members informing them of the Special Church Business Conference. The Senior Pastor will present the termination motion. The vote for termination will be on secret ballots and will pass by a two-thirds vote of the quorum. Termination is effective immediately and the Church will continue salary and benefits for one month.

3) Support staff

The Senior Pastor may request to the Personnel committee Chairman that a Support Staff Member be terminated for misappropriations of Church property, incompetence, refusal to do assigned work, insubordination and/or moral issues. The Personnel committee will meet to evaluate the request, interview the parties involved, and vote on termination. This must be unanimous. If yes, the Personnel Committee chairman will notify the Senior Pastor and Church Council by telephone. The terminated support staff member will receive two week salary and benefits. If the vote is no, a letter of explanation will go into their personnel file. The staff member may write a letter of rebuttal to be placed in their file

### **Section 8: Staff Screening**

The purpose of screening the staff is to prevent painful surprises of their past. By performing written consent background checks on all staff we will be doing due diligence. All results will be maintained in a locked file drawer or cabinet under the Screening Officer's control and kept on file forever in re-sealable envelopes.



# **Article X**

## **General Church Officers, Deacons and Other Leadership Directors**

### **Section 1: Overview of Church Officers, Deacons and Leadership Directors**

- A) Clerk
- B) Treasurer
- C) Trustees
- D) Moderator
- E) Screening Officer
- F) Deacons
- G) Sunday school
- H) Church training
- I) Children's Church
- J) Men's / woman's ministry
- K) Youth ministry

### **Section 2: Functions**

#### **Church Officers**

- A) **Clerk** is the official recorder of the Church:
  - 1) Records minutes.
  - 2) Preserves Historical Record.
  - 3) Keeps accurate minutes of all Church Conferences (regular and special), Church Council meetings, presenting the minutes for approval at regular Church Conferences and compiles monthly ministry report.
  - 4) Preserve all other business records and Church documents.
  - 5) Maintain an accurate membership roll as determined by Church action, and give monthly membership totals.
  - 6) Correspond, by letter only, to requesting Churches, giving them dates of active member status and if needed, non-resident and/or inactive member status dates.
  - 7) Conduct all necessary membership correspondence.
  - 8) Monitor member membership status.
  - 9) Records weekly Sunday morning worship attendance and provide tracking reports to the Senior Pastor and Deacons.

All Church records are Church property and will be filed in the Church office.

## **B) Treasurer**

Focuses on three financial categories; Receiving, Accounting and dispensing of monies. The Treasurer is entrusted with the proper allocation of Church funds in a timely manner. In the absence of the Treasurer, the Chairman of the stewardship committee will perform these duties.

The Treasurer's duties are:

- 1) Receive all money.
- 2) Receive all things of value paid or given to the Church and maintain a record of their receipt and disposal.
- 3) Maintain a record of all purchased non-disposal items of value.
- 4) Maintain the Church's banking accounts.
- 5) Approve and pay requisitions submitted by authorized personnel.
- 6) Authorize disbursement of all funds.
- 7) Maintain a detailed accounting ledger of all paid personnel.
- 8) Present monthly budget reports for approval.
- 9) Maintain the list of banking signatures.
- 10) Shall be bonded.
- 11) Acts as one of the financial secretary supervisors.
- 12) Shall conduct (with three other members of the Stewardship Committee) an audit of all Church financial records on or before the 15<sup>th</sup> of April, July, October and January. The Audit Report will be preserved as part of the permanent records of the Church.

## **C) Trustees**

- 1) Holds in trust the Church property and legal documents in an established insured financial institution.
- 2) Ensures all legal papers (such as bank notes, insurance policies etc) are properly secured.
- 3) Sign all disbursement checks weekly as specified by treasurer. (Each check requires two signatures.)
- 4) Affix their signatures to legal documents involving the sale, mortgage, purchase or rental of property or other legal documents where the signatures of Trustees are required.

- 5) They shall have no power to buy, sell, mortgage, rent, lease, enter into contracts, or transfer any property without a specific vote of the Church authorizing each action.
- 6) One Trustee is needed to authorize the key custodian to issue Church keys.
- 7) Serve for life, once elected.

#### **D) Moderator**

The Moderator is the Presiding Officer at all Church business Conferences with the task of maintaining fellowship, conducting orderly business and exercising business in a timely manner.

- 1) Be well versed in the HLBC BY –LAWS.
- 2) Have a working understanding of the “Robert’s Rules of Order” Current edition.
- 3) There should be an assistant moderator.
- 4) In the absence of the moderator, or assistant moderator the chairman of deacon's will be acting moderator.

#### **E) Screening Officer**

The Screening Officer is responsible for conducting, recording, and maintaining a personnel security system that protects the children, property and assets of the church. The Screening Officer is the only person who sees the screening results. These services are available to the Pastor, Daycare and Academy, Leadership Directors and Committee Chairmen.

- 1) Will perform the screening interview and screening.
- 2) Will receive and interpret the results and if needed contact the screened person for an explanation of the results.
- 3) Will inform the requester if the candidate has passed or failed screening.
- 4) Will maintain all results in a lockable file-cabinet, in re-sealable envelopes that have a list of who has seen this file and when and maintain them for the life of the church.
- 5) Will stay current with the State Convention guidelines and Daycare licensing requirements.

#### **F) Deacons**

The Deacons are men who are servants and are not a governing body, but assist by their wise counsel. These men shall be scripturally qualified as stated in I Timothy 3:8-13 and Titus 1:6-9. The Deacons will serve the members so the Pastor(s) may devote themselves

more fully to prayer and ministry of God's word. They shall promote this by evangelism, discipleship, discipline, education, missions, etc. They shall assist in observing Church ordinances. They will staff the benevolence committee, a subcommittee of the deacon body.

The Deacons will serve in one of three divisions, Deacon Body, Deacon Fellowship or Yoke-Fellows.

- 1) The Deacon Body is the active elected Deacons. They are to grow stronger in the LORD, in ministry and in their families.
- 2) The Deacon fellowship is non-elected ordained Deacons. They can be called upon to help with the Lord's Supper and their wise Counsel when needed.
- 3) The yoke-fellow program is to mentor men to be servant leaders in an "*under instruction*" environment for about one year.

The Deacons will meet at least once a month with the Senior Pastor. The Deacons will select a Chairman of Deacons, a Vice Chairman and a scribe. The Deacon Chairman cannot serve on any other standing committee.

## **Leadership Directors**

### **G) Sunday School**

The tasks of Sunday School shall be reaching people for Christ, teaching God's word, ministering to people's needs, building relationships, assimilating newcomers and involving each person in ministry.

The Sunday School Director is responsible for department heads, teachers and assistant teachers. The Sunday School Director will work in conjunction with the Nominating Committee to fill those positions. The Sunday School Director is responsible to the Senior Pastor in the development of new classes that are age graded and taught by qualified teachers and assistant teachers.

### **H) Church Training**

Church Training shall serve as the training organization of the Church and be diverse enough to be flexible to fit a changing Church schedule.

The Church Training Director tasks shall be to orient new Church members, train Church members to perform the functions of the Church, train Church leaders, teach Christian theology, history, and Church policy and organization.

#### **I) Men's / Women's Ministry**

Shall serve to teach missions, engage in mission action, support world missions through praying and giving, provide and interpret information regarding the work of this Church, the Charleston Baptist Association, and the denomination. The Directors are to implement programs that meet these goals and recommend teachers, assistant teachers and/or leaders to the Nominating Committee.

#### **J) Children's Church**

There shall be a separate place and time for children's worship from infants to nine years old. The Director will Staff the programs with an adequate number of teachers and assistant teachers to allow teachers frequent worship service attendance. The Director will work in conjunction with the Nominating Committee to fill those positions.

#### **K) Youth Ministry**

There shall be programs; ministry opportunities and training structured for youth under adult supervision at all times. The Director will coordinate with Sunday school, Church Training and Men's/Women Ministries to provide age graded programs. The Director will nominate Teachers and Assistant Teachers to the Nominating Committee.

Each Director will submit a budget request to the Stewardship committee outlining the next year's goals and projected needs.

### **Section 3: Enlistment and Election of Officers, Deacons and Leadership Directors**

- A) Officers will be elected for a three-year term by a majority of the quorum, to start their term at the beginning of the Church year. In the event of an uncompleted term, a new Officer can be elected to finish that Church year or that term. No Officer can serve more than two consecutive terms without rotating off one year. Trustees are elected for life or as long as they are active members.
- B) Leadership Directors and Assistant Directors will be elected for a three-year term by a majority vote of the quorum, to start their term at the beginning of the church year. In the event of an uncompleted term, a new Leadership Director or Assistant Director should be elected to finish the term. The Nominating Committee will request a security screening and have received a passed result from the Screening Officer prior to their election.

1) The teachers should be recommended by the Director to the Nominating Committee. If appropriate they will request a security screening. The Screening Officer will interview and screen each nominee who will be working with persons under the age of eighteen. They will be re-screened every other year thereafter. After receiving a passing result, they are elected by a majority vote of the quorum. This is for a one-year term that can be extended indefinitely one year at a time.

C) Deacons: the Church may increase or decrease the number of Deacons as needed, trying to maintain a one Deacon to ten family ratio. Each Deacon is elected for a three-year term and may serve two consecutive terms, then must rotate off for one year before being re-elected. The term of Deacon will start September 1st of each year. The Deacon Election process should start right after Easter. The deacons will decide the number of new deacons needed. The deacons will start by compiling a list of all men (nominees) over 21 years of age, who have been a Christian for three years or longer and an active member for at least six months, consistent with 1 Timothy 3:8-13 and Titus 1:6-9. The nominees need to have shown a commitment to spiritual development by being a regular attendee (have at least 75% attendance rate) in Sunday school classes in the past 6 months. Extenuating circumstances not withstanding and be physically able to perform the duties of a deacon. These men must show a servants heart, be faithful in tithing, sober and willing to give more of themselves in their devotion to Jesus.

After this list is compiled, prayed over and endorsed by the deacon body, the deacon nominees will be given the deacon questionnaire (Appendix B from the Deacon Handbook) they will have two weeks to fill it out and give it to a pastor or active deacon. The pastor(s) and chairman/vice-chairman of deacons will individually interview each responding nominee and his wife (if married).

After all interviews are completed the pastor(s) and deacon body will prayerfully select the number of deacon candidates needed plus two. These men will be the deacon candidates they will be announced two Sundays prior to the deacon election. This will act as the two-week notification of a special Sunday morning Church Conference. This time is given for any member to show causes as to why a candidate is not qualified to serve, consistent with Matthew 18:14 & 16 and 5:24. Such concerns must be expressed first to the candidate. If not resolved, the matter is told to the Deacons for consideration. There are only two ways to resolve this matter: reconciliation or removal of the nominee's name. When the waiting period is over, the Deacon election will be held with pre-printed paper ballots with the candidate's names. Each active Church member may elect the number of Deacons being sought; approval is by the highest number of votes for the number of positions sought. For example if three Deacons were needed and five

candidates are presented, then the three men receiving the highest number of votes would be elected. Candidates who are elected and previously ordained may begin their service on September the first. Those who are newly elected and not previously ordained will be ordained at a Deacon Ordination Service as soon as practical and as close to September 1<sup>st</sup> as possible.

Special Elections can be conducted under the following circumstances.

- 1) When a Yoke-Fellow has demonstrated to the Chairman of the Deacon body that he has an understanding of the Deacon family ministry.
- 2) When a Yoke-Fellow displays a working knowledge of the various other Deacon duties.
- 3) When a Yoke-Fellow expresses a willingness to be an ordained Deacon.
- 4) When there is a shortage of Deacons and there is a qualified, (see A,B,C above), Yoke-Fellow available.
- 5) When an inactive Deacon is willing to be active again once eligible.

According to the above circumstances, there can be a special election called for at the request of the Chairman of Deacons. This request for special election can be made either at a church council meeting or from the floor during a called business meeting. The candidate(s) will be announced at the next Sunday Morning Worship Service to inform the members present of the date the election will be held. The election will be held by secret ballot for members 14 years of age and older two weeks from that announcement. The candidate(s) must receive 2/3 majority of all votes cast. Those elected shall be ordained as soon as possible.

#### **Section 4: Qualifications of Officers/Deacons/Leadership Directors**

- A) Officers will be active members of good standing who have been committee members and have a working knowledge of the Church operation.
- B) Program Directors will be active members of good standing, have shown spiritual growth and have some experience in the department they will direct.
- C) Deacons shall be scripturally qualified as stated in I Timothy 3:8-13 and Titus 1:5-9. These men must show a servant's heart, be active in service, and be faithful in tithing, sober and willing to give more of themselves. Each deacon candidate will have shown

a commitment to spiritual development by being a regular attendee (having at least a 75% attendance rate) in Sunday school classes for the past six months. Extenuating circumstances not withstanding, i.e., health issues, military deployment, special job considerations, etc;

## **Section 5: Rotation of Service**

Deacons, Officers (except Trustees) and Program Leaders:

The system for rotating is as follows:

Each person is elected for a three-year term and may serve two consecutive terms, if nominated and re-elected. This second term must be followed by one year off to be eligible for nomination.

## **Section 6: Termination of Duties**

A) Any Officer, Deacon or Leadership Director may be removed from office for:

1) Physical Incapacitation.

a) Physical incapacitation: when due to major illness or mishap cannot conduct the day to day administration of their job.

(1) Officers: as soon as possible the Nominating Committee will nominate a temporary Officer. After six months if the Officer is unable to return, the Nominating Committee will meet to replace the Officer. This vote must be unanimous. In all cases the Church Council will be informed at once.

(2) Program Directors: as soon as possible the Assistant Director, with the concurrence of the Nominating Committee, will perform the duties. After six months if the Director is not able to return, the Nominating Committee will vote to recommend a replacement, the vote must be unanimous. The Nominating Committee will recommend a replacement as soon as possible. In all cases the Church Council will be informed at once.

(3) Deacons: as soon as possible the Chairman of Deacons will re-distribute the responsibilities of the ill or injured Deacon and his duties. After a six month absence the Deacons will vote to remove the Deacon from active service. This vote must be unanimous. In all cases the Church Council will be informed at once.

2) Spiritual or Moral Issues.

a) Officers and Program Directors: when the Deacon Body is informed of spiritual or moral indiscretions of one of the Officers or Directors they will



meet with all parties involved. They will use Article V, Section 7 as guidance. After the investigation, the Deacon Body will meet to vote whether it was a moral or spiritual indiscretion or an unresolved dispute. This vote must be unanimous. If the vote is yes to terminate, the leader or officer will be relieved of their duties immediately. In all cases the Church Council will be informed at once, as well as the Nominating Committee to nominate a replacement.

- b) Deacons: when the Deacon Body is informed of a moral indiscretion, member dispute or spiritual issue they will meet with all parties involved. They will use Article VI, Section 8 as guidance. The Deacons will meet and vote if there was a moral or spiritual indiscretion or an unresolved dispute. The vote must be unanimous. If the vote is yes, the Deacons will vote to terminate his duties. This vote must be unanimous. If the vote is to terminate, the Deacon will be relieved of all his duties immediately. Eligibility to be re-nominated will be on a case by case basis within the Deacon Body. In all cases the Church Council will be informed at once.

### 3) Doctrinal issue

- a) Officers or Program Director: when any member of the Church believes that there is deviation from the Bible, or the Baptist Faith and Message by any teacher, Program Director or Officer; they will tell a Pastor or a Deacon. The Deacon Body under the guidance of the Senior Pastor will investigate the facts and vote if there has been a violation of doctrinal beliefs, the vote must be unanimous. If the vote is to terminate they will be relieved of their duties immediately. In all cases the Church Council will be informed at once, as well as the Nominating Committee to nominate a replacement.
- b) Deacons: when any Deacons' beliefs change from that of the Bible and the Baptist Faith and message, any Deacon or Pastor can call for an investigation of the facts. After the investigation, the Deacon Body will meet and vote whether he has violated a doctrinal belief. If the vote is yes, the Deacons will vote to terminate that Deacon's duties. The vote must be unanimous. If the vote is to terminate the Deacon, he will be relieved of his duties immediately. In all cases the Church Council will be informed at once.

### 4) Failure to fulfill responsibilities of the office.

- a) Officer, Leadership Directors, Teachers and Deacons.
  - (1) Officers and Leadership Directors. The Church Council should see the problem first. The Chairman of the Nominating Committee will contact

the Officer or Leadership Director if they have missed four Church Council meetings in a row and/or failed to conduct the duties of their office for two consecutive months. He shall investigate the failures and provide wise council on staying current with their responsibilities. If they fail to respond with improved work practices and/or meeting attendance, the Chairman will recommend to the Church Council that they be relieved of their duties. The Church Council will call all parties involved to a special meeting of the Church Council to determine if termination is warranted. This must pass by a 2/3 vote of the quorum. If the vote passes, they will be relieved of their duties immediately. The Nominating Committee will nominate a replacement.

(2) Teachers. Teachers who are always late to their class, not prepared and/or cannot control their students, need to be reported to the Leadership Director. The Leadership Director will investigate each and every report, meeting with the teacher to hear their side of the story. The Leadership Director will then give wise counsel to the teacher. If no noticeable improvement takes place, the Leadership Director will recommend to the Church Council that the teacher be relieved of their duties. The Church Council will call all parties involved to a special meeting of the Church Council to determine if termination is warranted. This must pass by a 2/3 vote of the quorum. If the vote passes, the teacher will be relieved of their duties immediately.

(3) Deacons. Deacons who do not perform assigned duties, do not minister as they should or bring reproach to the office, shall be reported to any other Deacon or Pastor. The Deacon Body will investigate each and every report then the Chairman of Deacons will meet with the Deacon and hear his side of the story. If no noticeable improvement takes place, the Chairman of Deacons will call all parties involved to a special Deacons meeting to determine if termination is warranted. This must be a unanimous vote. If the vote passes the Deacon will be relieved of his duties immediately.

5) Fail to pass security screening.

When the Screening Officer re-screens an Officer, Leadership Director, Teacher or Deacon and the screening report is different than the last report, he will contact that person for an explanation. Based on all the information provided, he will decide if they have passed or failed re-screening.

- a) For Officers, Leadership Directors and Teachers, the Screening Officer will inform the Church Council of who has failed re-screening and recommend that they be relieved at once of all duties and committee assignments that require security screening. The Church Council will investigate with all parties involved, then vote on the recommendation to terminate. This must pass by a 2/3 vote of the quorum. If the vote passes that person will be relieved of their duties at once.
- b) Deacons

The Screening Officer will inform the Senior Pastor of any Deacon failing re-screening and why. The Senior Pastor will request a special Deacons meeting to investigate with all parties involved, then vote on the recommendation to terminate. This must be a unanimous vote. If the vote passes, the Deacon will be relieved of all Deacon duties and all duties requiring security screening at once.

### **Section 7: Resignation**

- A) Officers or Program Directors may resign in writing to the Chairman of the Nominating Committee with a thirty-day notice. The Nominating Committee will inform the Church Council at its next meeting.
- B) Program Teachers may verbally resign to the Program Director who will inform the Nominating Committee.
- C) Deacons may resign in writing to the Chairman of Deacon
- D) The Chairman of Deacons may resign in writing to the Senior Pastor.

### **Section 8: Screening Officer/Officers/Deacons/Leadership**

#### **Directors/Workers**

- A) Officers:
  - 1) Treasurer (or Stewardship Chairman) and the Trustees; the Screening Officer will conduct a security and financial background screening prior to election and request bi-annual screenings thereafter.
  - 2) The Screening Officer will be screened by the Chairman of Deacons.
    - a) Program Directors: the Screening Officer will conduct a security background

screening on all leaders and staff who minister to anyone under the age of eighteen, prior to election and bi-annual screenings thereafter.

- b) Deacons: The Deacon body will request a security screening by the Screening Officer on all candidates prior to being elected and bi-annual screenings thereafter.

The Screening Officer (SO) will explain to each nominee about the specific type of screening and why. The SO will conduct the screenings in complete confidence. If an unfavorable or negative report is received, the SO and nominee will meet to explain the report received. The SO will deliberate on the nominee's responses and render a decision. The SO will inform the Nominating Committee the screening results as a passed or failed result.

All screening results will be in the custody of the Screening Officer.

### **Section 9: Yokefellow**

A Yokefellow is a man over the age of eighteen years old who has been a Christian for over three years and an active member over three months, who is showing a servant's heart, is active in worship, Sunday School and other ministries. He is asked by the Deacons to be a Deacon under instruction (Yokefellow). He will assist the Deacon to which he is assigned with Deacon Family Ministry, hospital visits and other ministry his Deacon is doing; He will attend monthly Deacon Meetings and training, however, cannot be involved in Deacon decision making. This is intended to last one year. The goal is that the Yokefellow will become a Deacon candidate.

## **Article XI**

### **Standing Committees/Teams and Ministries**

#### **Section 1: General Overview**

- A) Standing committees are policy-making committees with five to nine members. This list is permanent. Standing Committees are:
  - 1) Building and Grounds
  - 2) By-Laws
  - 3) Personnel
  - 4) Stewardship
  - 5) Weekday Education

6) Nominating

B) Teams consist of three to seven members, are non-policy making and have operating budgets. Example teams are:

- 1) Bus
- 2) Benevolence
- 3) New construction

C) Ministries consist of one to ten members, are non-policy making and may have budgets. Example ministries are:

- 1) Transportation
- 2) Habitat for Humanity
- 3) Prayer
- 4) Flower
- 5) Fellowship

## **Section 2: General Responsibilities**

A) Standing Committees.

Each committee shall have a Chairman and should have a Vice Chairman and secretary.

- 1) Standing committees perform the day-to-day ministries of the church. The duties and job descriptions of each standing committee are found in the "Job Descriptions For Committees" handbook.
- 2) These committees make Church policy.
- 3) The members of these committees and the Chairman of Deacons cannot serve on any other standing committee except the Week Day Education (W.E.C.) committee.
- 4) The members of these committees should have prior experience specific to the committee responsibilities.
- 5) Committee members must be active members. Family members and /or close relatives cannot serve together (except the W.E.C.).
- 6) Week Day Education Committee consists of; a representative from Stewardship, Building & Grounds, Personnel, Constitution & By-laws, Deacons, and Principals. There will be four sub-committees following the ministries requirements; 1) fundraising; 2) Employee Relations; 3) Parents; 4) Financial. Each sub-committee/ministry will have a minimum of five persons; the chairman will be from a standing committee. The other members can be a parent and/or a church attendee as well as a member. The committee will meet monthly with only the sub-committee chairman attending and reporting. The members of the

Employee Relations & Financial sub-committees must be members of the church.

## B) Teams:

Each team shall have a team leader and may have an assistant team leader

- 1) Teams meet the needs of others or do out-of-sight ministry.
- 2) Team members need a Spirit led heart to minister; they can serve on more than one team and on a standing committee.
- 3) Team members must be active members and can be family members.
- 4) Team job description can be found in the team job description handbook.
- 5) Team members must be active members.

## C) Ministries:

Each ministry shall have a leader and may have an assistant leader.

- 1) Ministries meet the needs of others and can cross denominational lines, i.e. Habitat for Humanity.
- 2) Ministry members need a Spirit led heart and can serve on more than one ministry, team or committee.
- 3) Ministry members do not have to be members but should be active in the life of the church and can be family members.
- 4) Ministry job descriptions can and will be found in the ministry handbook.

## **Section 3: Enlistment and Election**

Four to six months prior to the end of the Church year, the Nominating Committee will request from the church office those first and second term members due to rotate off. The Nominating Committee will contact each person serving in their first term to see if they plan to continue for a second term. The Nominating Committee will make the “Positions to Fill” list. They will pray over the list and start contacting possible nominees. The goal is to match openings with spiritually gifted persons.

## **Section 4: Rotation of Service**

Each member will be elected to a three-year term by the majority of the quorum. Each member can serve two consecutive terms and then be off one mandatory year from that committee, team or ministry.

## **Section 5: Duties/Responsibilities**

All Committees, Teams and Ministries Chairmen or Directors will submit their budget request along with their proposed ministry plan and expected needs to the Stewardship Committee.

## **Section 6: Termination of Duties**

A) Any Standing Committee member, Team member or Ministry member may be removed from office for:

### 1) Physical Incapacitation

- a) Members: As soon as possible the Chairman of the Committee will distribute the responsibilities of the ill or injured member. After six months absence the Committee will vote to remove the member from the committee. This vote must be unanimous. The Church Council will be informed. The Committee Chairman will request the Nominating Committee nominate a replacement member.
- b) Chairman or Leader: As soon as possible the Vice-Chairman or Assistant Leader will perform the duties. After six months the committee will vote to replace the leader. This must be unanimous. The Vice Chairman or Assistant Leader will be the Chairman or Leader to the end of the Church year. The Church Council will be informed. The Nominating Committee will nominate a replacement member.

### 2) Spiritual or Moral Issues

- a) Committee members: When the Deacon Body is informed of a moral indiscretion, member dispute, or spiritual issue; they will meet with all parties involved. They will use Article VII, Section 8 as guidance. The Deacon Body will vote to determine if there was a spiritual or a moral indiscretion. All votes must be unanimous. If the vote is yes, the Deacon Body will vote to terminate their duties, and the committee member will be relieved of all their duties immediately. The Church Council will be informed. The Nominating Committee will nominate a replacement member.
- b) Committee Chairman or Leader: When the Deacon Body is informed of a spiritual or moral indiscretion of a Chairman or Leader they will meet with all parties involved. They will use Article VII, Section 8 as guidance. The Deacon Body will vote to determine if there is a moral or spiritual indiscretion. All votes must be unanimous. If the vote is yes, the Deacon Body will vote to terminate their duties and the Chairman or Leader will be relieved of their duties immediately. The Church Council will be informed. The Nominating Committee will nominate a replacement member.

## B) Resignation

- 1) Any Committee Chairman, Team Leader or Ministry Leader may resign in writing to Church Council with a thirty-day notice. The Nominating committee will nominate a replacement member.
- 2) A member may resign, in writing, to the Church Council with a fifteen day notice. The Nominating Committee will nominate replacement member.

## **Section 7: Screening of Committee, Team and Ministry Members**

- A) Committee members on the Stewardship Committee and those coming in contact with persons under the age of eighteen must have a security screening conducted. They will be re-screened on a bi-annual basis.
- B) The Screening Officer (SO) will explain to each nominee about the specific types of screening and why. The SO will conduct the screening in complete confidence. If an unfavorable or negative report is received, the SO will meet with the nominee to explain the report received and then deliberate on the nominee's responses and make a decision. The SO will inform the Nominating Committee of the screening results as passed or failed results. All screening results will be maintained in the custody of the Screening Officer.

## **Article XII Daycare**

### Section 1: Harbour Lake Christian Pre-school & Daycare

The daycare is, at the present time, under sub-contracted management, with a binding contract. The church can continue this practice or revert back to a church run ministry.



**Article XIII**  
**Indemnification of Church Staff, Office Employees**

- Section 1: Definition and Proceedings**
- Section 2: Successful Defense**
- Section 3: Good Faith Conduct**
- Section 4: Insurance**

**Article XIV**  
**Mediation Disputes**

- Section 1: Disputes**
- Section 2: Church Conflict**
- Section 3: Agreement Procedure**

**Article XV**  
**Ordaining, Licensing and Commissioning**

- Section 1: Ordaining and Licensing of Minister**
- Section 2: Ordaining of Deacons**
- Section 3: Commissioning Missionaries**

**Article XVI**  
**Fiscal Responsibilities**

- Section 1: Accounts and Records**
- Section 2: Policy and Procedures Manuals**
- Section 3: Inspection of Records**
- Section 3: Auditing Procedures: Financial and Security**

## **Article XVII**

### **Article of Dissolution**

If the Harbour Lake Baptist Church should ever cease to be a Southern Baptist, congregational-led body of believers and be dissolved, all of its assets remaining after payment of all outstanding debts and obligations, costs, and expenses of such dissolution shall be distributed to The Charleston Baptist Association, South Carolina Baptist Convention, and/or The Southern Baptist Convention, each a nonprofit organization, operating exclusively for religious purposes, and shall at the time qualify as an exempt organization under section 501 ( c ) (3) of IRS of 1986 or any regulations succeeding said section.

The Church Council will elect an ad-hoc committee for the dissolution of the assets. They will recommend to the Church at a Special Called Business Meeting, the designated beneficiary and the date of dissolution. The vote shall be two-thirds of the quorum by paper ballot.

Members of Harbour Lake Baptist Church, defined in the Bylaws, who are active members at the time of dissolution, shall, in a called meeting, designate the beneficiary described above, to receive the assets of the Church after dissolution.

## **Article XVIII**

### **Amendments to the Bylaws**

#### **Section 1: General Procedure**

Any active resident Member, Committee, Team, Ministry Member, Officer, Program Director or Staff Member may request to change or amend the bylaws. This can be done in a number of ways:

- A) By verbal or written request in a Regular Church Conference
- B) By verbal or written request in Church Council
- C) By verbal or written request to a Pastor, Deacon or person in Church Leadership.
- D) By the Bylaw Committee annual review.

All requests will be given to the Bylaw committee, for prayer and full review and consideration. The committee should respond by the next regular Church Conference but must respond by the following Conference with their intensions. They shall outline the action they will take. A negative answer is a response.

## **Section 2: Amendment Styles**

A “strike through” style shall be used with the changes and ALL CAPITAL LETTERS noting the proper change/amendment. All amended Bylaws shall have a footnote on each page noting date of last amendment.

## **Section 3: Amendment Notification and Review**

After an amendment proposal has been completed, a first reading announcement is to be made. It shall contain the title of the amendment, time and place of the first reading (normally Regular Church Conference). This will be posted in the Church Bulletin, on the Church Bulletin board and announced from the pulpit two weeks prior. The proposed amendment will be posted on the Church bulletin board with copies made available. The first reading will usually happen during Regular Church Conference. If the amendment is large a different time and/or place will be used, also a second reading may be required to verify that all proposed changes were made.

## **Section 4: Amendment Presentation and Vote**

The amendment in its final form will be voted on at the end of a Sunday morning service. The amendment will be posted on the Church bulletin board and in the Church bulletin; copies made available and announced from the pulpit for two weeks prior to the vote. On the Sunday morning of the vote there will be **NO** discussion or motions allowed. The vote will be on preprinted ballots. The amendment will pass by a majority of the quorum present on the Church grounds.

## **Section 5: Document Distribution**

**SPECIAL NOTE;**

**THE 2006 AMENDMENT AFFECTS EVERY SECTION AND IS BEING TREATED AS AN ORIGINAL DOCUMENT. THE AUGUST 10, 2003 AMENDED CONSTITUTION MUST REMAIN ON FILE WITH THE CHURCH CLERK AS A HISTORICAL REFERENCE.**