

## **POLICIES/PROCEDURES FOR GREENWOOD SHORES BAPTIST CHURCH**

**Greenwood Shores Baptist Church will operate under the laws of the State of Carolina, and within the meaning of Section 501(c)3 of the Internal Revenue Law. No part of the net earnings of the Corporation/Church shall inure to the benefit of any private individual.**

In the event of dissolution, the residual assets of the Corporation/Church will be turned over to one or more organizations which themselves are exempt as organizations described in Section 501(c)(3) of the IRS Code of 1986 or any other future corresponding provisions of the IRS Law, or to the Federal, State, or local government for exclusively public purposes. Any such asset not so disposed of shall be disposed of by the court of common pleas of the county in which the principal office of the corporation is then located or to such organization(s), as said court shall determine, which are organized exclusively for such purpose.

### **ARTICLE 1 CHURCH MEMBERSHIP**

This is a sovereign and democratic Baptist church under the lordship of the Lord Jesus Christ. The membership retains the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

#### **Section 1. Candidacy**

Any person may offer themselves as a candidate for membership in Greenwood Shores Baptist Church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

- (1) By profession of faith and for baptism by immersion according to the policies of this church.
- (2) By promise of a letter of recommendation from another Southern Baptist Church.
- (3) By restoration upon a statement of prior conversion experience and baptism by immersion in a Baptist church when no letter is obtained.

A majority vote of those church members present shall be required to elect such candidates to membership.

## **Section 2. Rights of Members.**

- (1) Every member of the church is entitled to vote at all church business meetings provided the member is present.
- (2) Every member of the church is eligible for consideration by the Deacons as candidates for elective offices in the church. The deacons will select the best candidates having a one (1) year membership for elective offices and present to the church until a majority vote of the members present are obtained for election.
- (3) Every member of the church may participate in the ordinances of the church as administered by the church.

## **Section 3. Termination of Membership.**

Membership shall be terminated in the following ways: (1) death of the member, (2) transfer letter of recommendation to another Baptist church, (3) exclusion by action of this church, or (4) erasure upon request or proof of membership in a church of another denomination.

## **Section 4. Non-Members (Watchcare)**

Those Christians who choose not to qualify or cannot qualify for membership, but who wish to enter into the love and fellowship of Greenwood Shores Baptist Church and who will support the objectives of Greenwood Shores Baptist Church will be designated as coming under the watchcare of the church. Those Christians are to be encompassed in all the life and love of Greenwood Shores Baptist Church, however will not be able to vote at church business meetings nor will be allowed to hold office(s) or positions of doctrinal and/or policy-making responsibilities. Non-members may participate in the ordinances of Greenwood Shores Baptist Church.

# **ARTICLE II CHURCH OFFICERS AND BOARD MEMBERS OF THE CORPORATION**

All church officers must be members of Greenwood Shores Baptist Church for at least one (1) year. The officers of this church shall be the Pastor/Moderator, the Deacons/Trustees, Chairman of the Board, Vice

Chairman of the Board, Secretary of the Corporation, and Treasurer of the Corporation. The persons serving as above officers at the time these Constitution and Bylaws are adopted shall be Considered as elected by the church pursuant to the appropriate provisions of these By-laws.

**Section 1. Pastor**

Whenever a vacancy occurs, the Deacons will choose pastors to visit Greenwood Shores Baptist Church and schedule a service(s) in order to observe his/her sermons and beliefs. The Pastor must be an ordained minister or be able to show that ordination can be obtained within one (1) year. Once the Deacons decide to bring a candidate before the Members of the church, a majority vote of those present is needed in order to be elected as Pastor.

The role of the pastor is to lead the church, the church officers, and organizations to accomplish the mission of the church and to proclaim the gospel to believers and unbelievers. It is also the pastor's role to care for the church's members and other persons in the community.

- (a) **Recall of Pastor.** A recall meeting will be called by the Deacons/Trustees, with the Chairman acting as moderator. The pastor may be recalled by the church at a church meeting called for that purpose and obtaining a 2/3 majority vote of the church members. In the event the pastor is recalled, termination will be immediate and the church may provide severance pay to the pastor of not more than 1/12 of this total compensation. In the event the pastor is recalled for gross misconduct, then severance pay shall be considered forfeited.
  
- (b) **Pastor Resignation.** If the pastor wishes to resign from his/her position at Greenwood Shores Baptist Church, it is requested that at least a 2 weeks' notice is given to the Deacons/Trustees.

**Section 2. Deacons/Trustees.**

The purpose of the Deacons/Trustees shall be to discharge faithfully the duties of Deacons of a New Testament Church as set forth in Acts 6:1-7, and I Timothy 3:8-13. In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and officers in performing ministerial

tasks of (1) leading the church in the achievement of its mission, (2) proclaiming the gospel to believers and unbelievers, and (3) caring for the church's members and other persons in the community.

Persons serving as Deacons/Trustees at the time these Constitution and Bylaws are adopted shall be considered as elected by the church pursuant to the appropriate provisions of these Bylaws and of the Greenwood Shores Baptist, Inc. officers. Deacons/Trustees serving presently are:

William Long	Term expires 12/31/23
Ernest Butler	Term expires 12/31/24
Harold Buchanan	Term expires 12/31/25

Deacons/Trustees will serve on a rotation basis. As the above terms expire, the remaining Deacons/Trustee will choose a candidate(s) who has been a member of Greenwood Shores Baptist Church for at least one (1) year who they feel can assist in leading the church in the achievement of its mission, proclaiming the gospel to believers and unbelievers, and can assist in caring for the church's members and other persons in the community. Once choosing a candidate(s), they will present to church and a majority vote of those members present will be needed in order to elect. The term will be for seven (7) years or until he/she resigns, removal by majority vote of the members of the church, is no longer a member of Greenwood Shores Baptist Church, or death. A Reserve Deacon/Trustee may be elected by the remaining Deacons/Trustees and then presenting a candidate to the church members at a meeting called for that purpose and receiving a majority vote. The candidate must have been a member of Greenwood Shores Baptist Church for at least one (1) year. The reserve deacon will attend the Deacons' meeting but will have no vote. At the time, only 2 Deacons/Trustees are serving regardless of circumstances, the remaining 2 Deacons/Trustees may vote to have the Reserve Deacons's vote count. This could be a temporary circumstance and at a later time when 3<sup>rd</sup> elected Deacon/Trustee attends the meetings to vote, the Reserve Deacon would return serving with no vote. A Deacon/Trustee whose term expires and whose term has not been extended will be eligible to become the Reserve Deacon/Trustee after a lapse of at least one (1) year. The intent for having a Reserve Deacon is should a vacancy exist, the Reserve Deacon/Trustee would then become a Deacon/Trustee with voting rights, thus creating a

vacancy for a Reserve Deacon/Trustee. At that time, another Reserve Deacon would be elected.

**Deacons/Trustees have been granted a \$2,500.00 spending limit from the members of Greenwood Shores Baptist Church from prior business meetings.** Any expenditure that exceeds \$2,500.00 must be presented to the church members by the Deacons/ Trustees at a business meeting called for that purpose and must have a majority vote.

### **3.Section. Church Treasurer**

The church will elect a Treasurer as its financial officer. The Pastor, Officers of the Corporation, and Deacons will choose candidate(s) to bring before the church membership at a special membership business meeting called for that purpose and have a majority vote in order to be elected. This person must be a member for one (1) year . The treasurer will serve until he/she resigns, removal by majority vote of the members of the church, is no longer a member of Greenwood Shores Baptist Church, or death. It will be the duty of the Treasurer to make timely bank deposits of all church receipts, payment of all authorized church expenses, and maintenance of accounting records to support all receipts and disbursements. The treasurer is responsible for the preparation of financial reports for approval by the Board Officers, Pastor, and Deacons/Trustees. The Treasurer is responsible for having all records available for audit and is responsible for preservation of all records as permanent records of the church.

The Treasurer will maintain a petty cash fund of \$500.00 subject to audit by the Board/Officers. As funds are spent, replenishment of the fund will be requested in writing as to the amount with copies of receipts to back up the amount. The Deacons must sign off on the expenditure. One Deacon is required to sign the documentation.

The Treasurer shall perform such other duties as the Chairman or the Board shall assign to the Treasurer.

**4. Board Members of the Corporation/Officers of the Church.**

(a) Persons serving as members of the Board/Officers at the time these Constitution and Bylaws are adopted shall be considered as elected by the church pursuant to the appropriate provisions of these Bylaws and of the Greenwood Shores Baptist, Inc. Officers. The below listed Board members will also be considered Officers of our church membership.

(b). <b>Initial Members.</b>	The members of the Board/Officers at present are:
William Long	Term expires 12/31/23
Ernest Butler	Term expires 12/31/24
Harold Buchanan	Term expires 12/31/25
Donna Bell	Expires when term of Treasurer ends

(c). **Vacancies/Elections.** Any vacancy in any of the above offices, regardless of the cause, will be filled by the remaining Board Members/Officers selecting a candidate that has been a member for at one (1) year and presenting that candidate to the church membership at a special business meeting called for that purpose and must obtain a majority vote of the members of the church. The term of election will be a seven (7) year term. Expiring Board Members/Officers can be eligible re-election after the lapse of at least one (1) year.

(d). **Removal of Office.** Any Board Member/Church Officer may be removed from office by a majority vote of the remaining Board members/Officers and majority vote of the members of the church.

(e). **Multiple offices.** Any Board Member/Officer may hold more than one office in the Corporation or Church Membership.

(f). **Board Members/Church Officers' meetings.** All Board Meetings/Officer Meetings will be conducted according to the Roberts Rule of Order or by other procedures which from time to time are adopted by the Board/Officers. The Board Members/Officers will meet at least once a year annually in November at a date and time to be determined by the full consent of the Board/Officers. Additional Board meetings may be called by

or at the request of the Chairman. The Chairman shall preside at the meetings of the Board/Officers. In the event of an absence of the Chairman, the Vice Chairman shall preside at the meetings. The Secretary will keep accurate written records of the meetings. The Secretary can assign record taking and record keeping to another member of the Board/Officers. The Treasurer will perform the same duties for the Board/Officers as described in Section 3 above.

(g). **Compensation.** No member of the Board/Officers or Deacons shall be compensated for his/her service, but shall be entitled to reimbursement for expenses reasonably incurred in the performance of his/her duties.

(h). **Execution of Legal documents.** All legal documents of the Corporation/Church shall be executed in the name of the Corporation, by the Chairman of the Board, attested by the Secretary.

(i). **Liability Insurance.** The Board is specifically authorized (but not required) to purchase liability insurance to protect the members of the Board and/or employees of the Corporation from liability for actions performed in carrying out the duties of their office or employment.

### **ARTICLE III STAFF MEMBERS**

Non Ministerial staff members shall be employed by the Deacons/Trustees and/or Board, as they deem necessary. They shall have the authority to employ and to terminate their services.

### **ARTICLE IV CHURCH MEETINGS**

#### **Section 1. Worship Services.**

Worship Service will be on Sunday mornings at 9:00 a.m. and a Bible Study will be on Wednesday evenings at 7:00 p.m. The pastor will lead and conduct both services.

**Section 2. Regular Business Meetings.** The church shall hold two (2) regular business meetings a year, unless additional meetings are requested by the Pastor/and or Chairman of the Board. The date and time of the meetings will be announced at both services. The business meetings are to be attended by the church members.

**Section 3. Special Business Meetings.** Special business meetings may be needed in order to conduct special business and will be requested by the Pastor, Deacons, and/or Chairman of the Board/Church. This meeting will be for church members and will be announced at both services.

**Section 4. Quorum.** The quorum consists of those members who attend the business meeting, provided it is a stated meeting and has been properly called.

**Section 5. Rules of Order.** All meetings shall be conducted to Roberts Rules of Order, or by other procedures which from time to time are adopted by the Board.

## **ARTICLE V CHURCH ORDINANCES**

### **Section 1. Baptism**

The church shall receive for baptism any person who has publicly professed faith in Jesus Christ as Savior during any worship service, and who indicates a commitment to follow Christ as Lord.

- a. Baptism shall be by immersion in water.
- b. The pastor or any deacon shall administer baptism
- c. Baptism shall be administered as an act of worship.

### **Section 2. The Lord's Supper**

The church shall observe the Lord's Supper at least 2 times a year as determined jointly between the Pastor and the Deacons. The Pastor and the Deacons will administer the sacraments. It is the desire of the members of Greenwood Shores Baptist Church to invite any non-member (watchcare) to partake in the sacraments of the Lord's Supper.

**ARTICLE VI  
CEMETERY BEING MANAGED AND OPERATED  
BY GREENWOOD SHORES CHURCH**

**The Cemetery** has been deeded to Greenwood Shores Baptist Church. It will remain under our ownership and management as long as we are in business. Should Greenwood Shores Baptist Church dissolve, the ownership will revert to St. Paul Methodist Church. The Cemetery is being managed by William Bell and Brenda Long. They are the Cemetery Committee as voted on by the members of the Church in 2013. Any vacancy in the Cemetery Committee will be filled by the Deacons/Trustees presenting to the church a person(s) who has been a member for at least one (1) year and a majority vote must be obtained in order to fulfill the vacancy.

Local funeral homes have contact information for the Pastor, and both Cemetery Committee Members. The following rules are current as of the date of these By-laws:

**Section 1.** Any member in good standing may have a burial lot for themselves and any child under the age of eighteen (18) years of age. Children over the age of eighteen (18) years old must be a member in good standing in order to obtain a burial lot. Once a burial lot has been obtained through the Cemetery committee, a Certificate of Ownership will be issued and signed by either committee member, witnessed, and notarized. The church will keep a copy of the Certificate of Ownership for its records and the original will be given to the member obtaining the lot.

**Section 2.** Non-members (watchcare). Non-members will not be entitled to a burial plot. If a non-member requests a plot, the committee members will consult with the Pastor and the Chairman of the Board for a solution with the result being to faithfully serve the community, until non-members can be addressed jointly by the Committee Members, Pastor and Church Board/Officers, keeping in mind that the Cemetery is not a perpetual care Cemetery and upkeep has to be of the utmost importance while also trying to achieve the mission of the Church.

**Section 3.** Clean-up of the cemetery is on-going and is presently being paid at \$75.00 per clean-up. The funds are requested to the treasurer and paid out of the general petty cash fund.

**ARTICLE VII  
AMENDMENTS BY BY-LAWS**

These By-Laws may be altered, amended, or repealed by a majority vote of the Full Board of Deacons, and presented to the church membership for a majority vote.

Accepted and adopted \_\_\_1<sup>st</sup> day of \_\_\_\_\_ March 2018.

\_\_\_\_\_ William Long, Deacon Chairman

\_\_\_\_\_ Harold Buchanan, Deacon

\_\_\_\_\_ Ernest Butler, Deacon