FIRST BAPTIST CHURCH OF MAULDIN
Mauldin, South Carolina

CONSTITUTION

(Constitution Last Amended – August 27, 2023, printed with changes on January 18, 2024)

ARTICLE I. NAME

Section 1. The name of this body shall be the First Baptist Church of Mauldin, South Carolina.

ARTICLE II. PURPOSE

Section 1. The purpose of this church shall be to foster and maintain public worship, to carry out the Great Commission of Jesus Christ, and to promote Christian growth and fellowship among its members.

Section 2. THE MINISTRY OBJECTIVES of our church are:

a. Believing that God is the giver and sustainer of life, who has lovingly revealed Himself through nature, history, the scriptures, and ultimately Jesus Christ, we commit ourselves to worship that makes known the glory of God and brings honor to His name.

b. Believing that God, through His Son Jesus Christ, has called every person to a personal relationship with Him, we commit ourselves to make known the claims of Jesus Christ and the way of salvation throughout the world.

c. Believing that Jesus taught agape love as the highest manner of living, we commit ourselves to disciple those who have trusted Him so they may grow in agape love through studying the Bible and obeying the leadership of the Holy Spirit.

d. Believing that we are called by God to be stewards of His creation, we commit ourselves to be co-laborers with God for the fulfillment of His purposes in our world.

e. Believing that God created people as social beings, we commit ourselves to provide various opportunities for people to celebrate life and share the goodness of God together.

ARTICLE III. INCORPORATION

Section 1. The church shall be incorporated in accordance with the laws of the State of South Carolina.

ARTICLE IV. STATEMENT OF FAITH

Section 1. The Holy Bible is the inspired word of God and is the basis for any statement of faith. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost humanity. The ordinances of the church are Baptism and the Lord's Supper.

ARTICLE V. CHURCH COVENANT

Section 1. Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to strengthen the family; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk in a Christ-like manner in the world, to be just in our dealings, faithful in our engagements, exemplary in our deportment; and to be zealous in our efforts to advance the Kingdom of our Savior. We further engage to watch over one another in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense but always ready for reconciliation, and mindful of the teachings of our Savior to secure it without delay.

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

ARTICLE VI. RELATIONSHIPS

Section 1. The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist churches. Insofar as is practical, and in keeping with the stated objectives and purposes of this body, this church shall cooperate with and support the Greenville Baptist Association, the South Carolina Baptist Convention, and the Southern Baptist Convention for mutual help and benefit in the propagation of the Gospel. It is understood that this relationship may be discontinued by the method hereinafter provided for the amending of this Constitution.

Section 2. Mauldin Christian Academy (MCA), a ministry of Mauldin First Baptist Church, is under the authority of the Church Council. Oversight of the MCA will be under the direction of Mauldin First Baptist Church's Children's Pastor. Ex-Officio members of the MCA Board shall be the Senior Pastor and Children's Pastor of the Church. The Chairman of the MCA Board and Annual Operating Budget will be approved by the Church Council. After the MCA Board has approved the Operating Budget, the Chair and/or the MCA Head of School shall present to the Church Council annually the approved MCA Budget for review (Approval is not required due to the Board of the MCA being members of the Church). Financial Summaries will be provided to the Church Council quarterly or as requested periodically.

ARTICLE VII. ADOPTION AND AMENDMENTS

Section 1. This constitution shall be considered adopted and in immediate effect when approved by a two-thirds vote of the members present at any regular or specially called business meeting of the church, provided that they have been delivered to the church in writing, and presented publicly for prayer, reflection and consideration by the church, at least thirty (30) days prior to the time the vote is taken.

Section 2. This constitution, once adopted, may be amended, altered or repealed by a two-thirds vote of the members present at any specially called business meeting of the church, provided that any such proposed amendment, alteration or repeal be delivered to the church, in writing, and be presented publicly for prayer, reflection and consideration by the church, at least thirty (30) days prior to the time the vote is taken.

In human terms this church's operation shall be governed by: first, the Constitution; second, the By-Laws; third, the Operations Manual. Each of these is intended to amplify the preceding item and must not contradict in letter or spirit.

FIRST BAPTIST CHURCH OF MAULDIN
Mauldin, South Carolina

By-Laws
(Adopted November 22, 2009)

ARTICLE 1. MEMBERSHIP

A. *General Information*

This is a sovereign and democratic Baptist church, organized in 1904, under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self government in all phases of the spiritual and temporal life of the church.

1. Voting Member:
The membership of this church shall be comprised of persons who have publicly professed Jesus Christ as Lord and Savior, who have been baptized by immersion, and who have been affirmed by vote of the church.

2. Watch Care:
Persons may present themselves for non-voting membership (watch care) upon their public profession of faith in Jesus Christ as Lord following the same procedure for receiving voting member, except baptism by immersion shall not be required.

B. *Candidacy:*

1. Persons may present themselves during worship services as candidates for either type of membership in two ways:

a. Public profession of faith, request for membership during worship service, and baptism by immersion;

b. Transfer of membership from another Baptist church or statement of faith from another Christian church of like faith and practices that meet the requirements of the applicable voting .

2. Candidates for membership shall be encouraged to complete a new member class which shall educate prospective members on the privileges and responsibilities of membership at First Baptist Church of Mauldin.

C. *Designation of Membership*:

Once a candidate for membership satisfies the requirements as set forth above, he or she shall be presented for membership as a voting member of First Baptist Church of Mauldin and may be affirmed by vote of the church.

D. *Responsibilities of Membership*:

Members are expected to profess and practice the Christian life as outlined in our "FIRST" church vision:

1. *First priority is prayer and worship* – Members are expected to pray for church needs and regularly attend worship.

2. *Involve everyone in a healthy small group* – Members are expected to regularly serve within a healthy small group.

3. ***R**each lost and disconnected people, wherever they are, whatever it takes* – Members are expected to share their faith and support church outreach efforts.

4. ***S**hare Jesus through missions, using the Acts 1:8 model* – Members are expected to give financially, first to the church through regular tithes and offerings, and then as they are led of the Lord to church mission efforts. Church members are also expected to personally participate in missions, as they are able and led of the Lord.

5. ***T**ogether as one body* – Members are expected to work together with other church members and to work to preserve and promote church unity within the membership.

E. *Termination of Membership*:

The church shall remove from its membership any persons who:

1. Are deceased;
2. Join another church;
3. Request membership to cease;
4. Do not embrace biblical standards of living and persistently refuse to live up to the responsibilities of church membership.

F. *Discipline of Members*:

1. The church may discipline members who do not embrace biblical standards of living and persistently refuse to live up to the responsibilities of church membership. The church shall at all times abide by the scriptural methods and spirit for handling such matters (Matthew 18:15-16 and Galatians 6:1).

2. No member shall be subject to official church discipline except after efforts of the deacons or senior pastor to bring about reconciliation. Reconciliation and restoration are always the desire of the church.

3. No member shall be disciplined without being offered an opportunity to be heard before the church.

4. Discipline of any member shall be at the discretion of the church and may include the following:

   a. Warning;
   b. Probation of membership;
   c. Termination of membership.

5. Any person whose membership has been terminated for any reason may upon request be restored to membership by a vote of the church upon evidence of that person's repentance and reformation.

ARTICLE 2. SPIRITUAL LEADERSHIP

Jesus Christ is the head of the church. All members are to pattern their ministry and service according to His example. All members have the responsibility to seek spiritual growth and development in their own lives, and through guidance of the Holy Spirit, to contribute to the fellowship and spiritual well-being of the congregation and our community.

The members of this church body have the responsibility to elect servant leaders for the orderly conduct of its ministries and missions. The senior pastor and pastoral staff shall be the servant leaders that oversee the spiritual growth and development of the membership of the church.

A. *Senior Pastor*

The senior pastor shall be an ordained minister of the Gospel who demonstrates a personal calling of God to pastoral services. During the search for the senior pastor, the church shall pray for the presence and guidance of the Holy Spirit. The calling and election of the senior pastor shall be affirmed by a majority of the membership

The senior pastor shall:

- Embody the character, conduct and qualifications as set forth in I Timothy 3:1-7 and Titus 1:6-9
- Be devoted to studying, teaching and preaching the Word of God.
- Lead the congregation in prayer and worship, and oversee the administration of the Lord's Supper and baptism.
- Be responsible for equipping, enabling and encouraging the members in service to God.
- Coordinate pastoral care to ensure the church is serving the poor and the sick within the membership and in the community at large.
- Lead and direct the ministries and missions of the church.
- Provide oversight and spiritual guidance to the planning, budgeting and administration of church business.
- Lead by example and through demonstration of faith in and love for Jesus Christ as Lord and Savior.

B. *Pastoral Staff*

The number of pastors may vary according to the ministry and mission plans of the church. Recommendations regarding the number of pastoral staff positions and their roles and responsibilities shall be presented to the church during a regular or specially called business meeting, and must be approved by majority vote to be adopted.

The pastoral staff shall:

- Be devoted to studying and teaching the Word.
- Lead by example and through demonstration of faith in and love for Jesus Christ as Lord and Savior.
- Be responsible for planning, leading and coordinating the ministry and mission of the church in their assigned areas.
- Be responsible for equipping, enabling and encouraging the members in service to God in their assigned areas of ministry.
- Coordinate and provide pastoral care to those for whom they are responsible.
- Participate in the life of the congregation and seek to strengthen the fellowship through prayer and worship.

ARTICLE 3. CORPORATE OFFICERS AND DUTIES

A. *Primary Officers*

The primary officers of the church shall be Senior Pastor, Church Business Administrator, Chair of Deacons, and Treasurer. The duties of these officers shall be those prescribed in the Church operations manual. The Chair of Deacons Treasurer shall be elected for a one-year term or until their successors shall be elected.

B. *Elections*

Elections of the officers listed above shall be in accordance with the plan of the church listed in Article 6.

ARTICLE 4. CHURCH GOVERNANCE AND ORGANIZATION

A. *Organization*

First Baptist Church of Mauldin will organize itself primarily by ministry teams to execute its God called missions and administrative functions. Ministry teams will be classified as primary and secondary. Primary ministry leadership teams will select a representative from within their ministry leadership team to serve on the church council. Those recommended to serve on the church council will be affirmed by a congregational vote during a regular or specially called business meeting. All secondary ministry leadership teams will fall under an applicable primary ministry leadership team for representation on the church council. Each church member shall be encouraged to serve on ministry team(s) as they feel led.

B. *Ministry Teams*

Primary Ministry Leadership Team
The primary ministry leadership teams are: Finance, Personnel, Properties, Missions.

Secondary Ministry Leadership Teams
The secondary ministry leadership teams are as defined in Appendix 1.

Area of Responsibility and Functions
The areas of responsibility and functions of the ministry teams are outlined in the Church operations manual. Each primary ministry leadership team will be responsible for maintaining its appropriate section of the Church operations manual (see Article 7).

Additions/Deletions of Ministry Teams

Primary
Primary ministry leadership teams may be added, deleted, consolidated or redefined at the recommendation of the church council, when approved by a majority vote at a regular or specially called business meeting.

Secondary
Secondary ministry leadership teams may be added, deleted, consolidated or redefined at the recommendation of a primary ministry leadership team and approval of the church council. Such changes will be reported and recorded at the next regular business meeting.

C. *Primary Ministry Leadership Teams*

Finance, Personnel, Properties, Missions

Selection/Election
Members of these leadership teams will be nominated by the nominating committee. Each member will require an individual yes/no vote by the congregation during a regular or specially called business meeting. A majority vote in favor is required to be affirmed.

Term Limits
These primary ministry leadership team members may serve up to three years on a ministry team, after which they are required to rotate off for at least one year before returning to that specific team. No person may serve on more than one of these teams at any given time.

Waiver Authority
For the above primary ministry leadership team members, the church council can recommend a waiver for an additional one year term for individual(s), provided there is good cause and the waiver is in the best interest of the church. Such recommendation must be approved by a majority vote of the church during a

regular or specially called business meeting. Individuals recommended must be voted on individually. There is no limit to the number of consecutive terms for which a person may be waived.

Audio Visual/Tech, Baptism, Choir, Counting, Discipleship, Guest Services, Men's Ministry, Prayer, Preschool/Children, Senior Adults, Students, Women's Ministry, Worship

The above listed ministry leadership team members will be nominated by the nominating committee. Those nominated will receive a group yes/no vote by the congregation during a regular or specially called business meeting. A majority vote in favor is required to be affirmed. These ministry teams have no term limits.

Deacons
For Deacon elections and terms, see Article 6, section B.

Chairperson
Both primary and secondary ministry leadership teams will select their own chairperson as needed.

The Chairperson may also serve as the church council representative, but does not automatically have to be the church council representative.

Screening
Individuals nominated to serve on leadership teams will be screened by the nominating committee. Qualifications for nomination to a primary ministry leadership team are to have strongly demonstrated the responsibilities of membership as outlined in Article 1.

D. *Church Council*

The primary function of the church council is to coordinate the activities of the ministry teams and the church. It serves as a communication forum to assist in helping ministry teams operate in a coordinated and efficient manner. When there are business decisions that are not clearly designated for specific ministry teams, the church council may be called upon for recommendations. Ministry teams facing business decisions are encouraged to seek the advice of the church council. Although the church council seeks guidance from the Holy Spirit, it does not act as the spiritual authority of the church. At no time may a decision or action by the church council override the policies outlined in the Church operations manual for ministry teams or the stipulations of the church By-Laws.

1. Council Positions
   A single representative from each primary ministry leadership team along with a single representative from the nominating committee, the MCA board chair and one at-large position selected by the nominating committee under the same process as the deacons make up the voting members of the church council.

   Non voting members will be the senior pastor, pastoral staff and the Deacon Chair. The senior pastor shall serve as moderator. In the absence or upon the request of the senior pastor, the associate pastor, chair of deacons or someone appointed by the senior pastor may serve as moderator.

2. Qualifications
   Qualifications to be a church council member are stated in I Timothy 3:8-13.

3. Selection
   The primary ministry leadership teams will select a representative from within their ministry team to serve on the church council. The nominating committee will also select from within their committee a representative to serve on the church council. Those selected must meet the qualifications and be able to effectively represent the function and interest of their respective ministry team on the church council. The selected representatives will receive an individual

yes/no vote by the congregation during a regular or specially called business meeting. A majority vote is required to be affirmed.

4. Term Limits
Church council representatives may serve up to three years, after which they are required to rotate off for at least one year before returning to a voting position on the church council. A representative may only hold one voting position on the church council at a time and may only represent one ministry team at a time. Church council representatives may serve their three consecutive one year terms from different ministry teams, but then must rotate off for at least one year.

5. Vacancies
A replacement for a vacancy on the church council must come from, and be recommended by, the primary ministry leadership team from which the vacancy arose. This recommendation may be temporarily approved by the church council. The replacement must receive a majority vote in favor by the congregation during the next regular or specially called business meeting in order to continue either temporarily or permanently. Vacancies arising on the church council should be filled in a timely manner,

6. Basic Operation and Proxy
The church council normally meets once a month.

Seventy percent of the church council voting representatives must be present to conduct decision making business. Church council representatives may not assign their voting privileges via proxy or otherwise to another individual. An appropriate ministry team member may stand in for an absent church council representative as a non-voting member.

7. Additional Functions
An additional function of the church council is to review changes, deletions or additions to the Church operations manual for presentation to the congregation for approval at a regular or specially called business meeting.

The church council may form temporary ministry teams or committees for a special single function or purpose when in the best interest of the church and its mission and when approved by the congregation with a majority vote in favor. The members of a temporary ministry team or committee will be nominated by the nominating committee and require a majority vote by the congregation at a regular or specially called business meeting.

E. *Nominating Committee*

The function of the nominating committee is to recommend and screen members for positions on the primary and secondary ministry leadership teams. The makeup of the nominating committee will be as defined in the church operations manual. Those positions not selected by the nominating committee are the deacons and the nominating committee itself. The nominating committee will be elected by the church at large.

1. Selection
The congregation will be informed of upcoming vacancies on the nominating committee. The congregation will make nominations from the church at large to the deacon ministry team. The deacons will screen the list of nominees to determine that they are qualified to serve. Qualifications are based on scripture found in I Timothy 3:8-13. All qualified nominees will then be contacted via letter from the church office. A deacon will personally contact the nominee to verify his or her willingness and ability to serve.

All qualified nominees will be placed on a ballot. The congregation will then ballot vote at a regular or specially called business meeting. The members receiving the most votes will fill the vacant positions.

2. Term Limits
Nominating council members will normally serve 3-year terms, with one-third of these members rotating off each year.

3. Vacancies
The decision to utilize an alternate to fill a vacancy on the nominating committee will rest solely with the committee itself. If an alternate is utilized, he/she will serve out the remaining term of the person the alternate was appointed to replace. Should vacancies arise that exceed the number of alternates, the normal selection process will be utilized to fill the remaining vacancies. The next three members receiving the most votes will be used for alternates should vacancies arise.

4. Nominating Process
The nominating committee will make known openings available on all primary and secondary ministry leadership teams. The nominating committee will both search out and accept recommendations for these vacancies from the congregation at large. Those that are sought out and/or recommended from the congregation at large will be considered, screened and contacted as required. The nominating committee will then nominate individuals for these openings from those candidates. An affirmation vote will be accomplished in accordance with Article 4 of these By-Laws.

ARTICLE 5. MEETINGS

A. *Worship Services*

1. This church shall conduct regular worship services on every Lord's Day and have Wednesday night prayer meeting.

2. The Lord's Supper shall be observed at least once a quarter.

3. The church shall provide all necessary meetings and services for discipleship, stewardship, missions, evangelism and promotional functions of the church.

B. *Business Meetings*

1. Regular business meetings
The church shall conduct quarterly business meetings, usually within the first month of each quarter.

2. Special business meetings
The church council may call a special business meeting at its discretion. No matter shall be considered at a specially called business meeting except that for which it was called.

3. Notice Required
The church council will calendar the specific time for each meeting and shall announce to the church the date, time and place of each regular or specially called business meeting at least two (2) weeks prior to such meeting.

4. Quorum
The government of the church shall be in the hands of the members and those in attendance at any duly constituted business meeting shall comprise a quorum for the transaction of business.

5. Order of Business
The church business meeting shall observe the following order of business:

a. Reading of the minutes;

b. Unfinished business;
c. Reports from officers/ministry teams;
d. New business;
e. Adjournment

The church business meeting shall be guided by Robert's Rules of Orders (current edition) unless specifically provided in these By-Laws.

6. Moderator
The senior pastor shall serve as moderator of the business sessions. In the absence or upon the request of the senior pastor, the associate pastor, chair of deacons or someone appointed by the senior pastor may serve as moderator.

C. *Church Calendar*
The church year shall begin September 1 and end August 31. The fiscal year shall begin January 1 and end December 31.

ARTICLE 6. ELECTIONS

A. *Election Calendar*

The process of electing the nominating committee will begin in January. The nominating committee will then work to fill vacancies to be voted on by September.

B Deacons

1. Terms
Deacons shall be elected to three-year terms with one-third to be replaced each year. Current deacons willing to serve a consecutive term must be reaffirmed by the church by being nominated and elected to a new three-year term.

2. Nomination Process
Beginning in September, the membership may recommend church members for the office of deacon to the deacon screening committee. Upon review of these recommendations from the church membership, the deacon screening committee will present the names of nominees for affirmation at a regular or specially called business meeting by the end of October. In the event of a vacancy or more deacons being required during the year, the deacons screening committee may submit nominees to be affirmed at a regular or specially called business meeting.

3. Qualifications
To qualify for the office of deacon, a candidate must:

a. Be a committed follower of Christ, having clearly demonstrated the responsibilities of membership as outlined in Article 1.
b. Be growing toward a mature faith.
c. Demonstrate an understanding of God's vision for the church and have the interest of the whole church at heart.
d. Be committed to helping the church carry out its vision and values
e. Demonstrate Christian home life (I Timothy 3:12).
f. Demonstrate personal and public morality. A person whose reputation is beyond reproach (I Timothy 3:8).
g. Demonstrate stewardship of possessions; should be a tither (I Timothy 3:8).
h. Have the capacity to understand and care for the emotional and spiritual needs of people.
i. Must be temperate in all areas of lifestyle (I Timothy 3:8).

C. Levels of Staff and Voting

There are three levels of staff: the senior pastor, the pastoral staff and the support staff. The support staff are hired and terminated at the discretion of the personnel ministry team and are not voted on by the church. When the office of senior pastor or any other pastoral staff office become vacant, the church will form a search committee (see search committees section below) that will bring a recommendation for a nominee to fill the vacant office before the church for a church vote. The church shall consider only one such nomination for each office at a time. Once a nominee is chosen and presented by the search committee, the vote of the church shall be taken after one week's notice and the question put by the moderator shall be: "Shall the report of the search committee be received and its recommendation adopted?" If a majority of the members present vote to approve the search committee's recommendation, the moderator shall declare the nominee elected. If less than a majority vote to approve, the matter shall be referred back, without debate, to the search committee for further review and recommendations to the church. Voting for nominees for the office of senior pastor and all other pastoral staff offices will be done during regular Sunday morning worship services. Secret ballots shall be used when voting upon nominees for the senior pastor and all pastoral staff. Only church members are allowed to vote and must be present to cast votes. The election of the senior pastor and all other pastoral staff members will require a majority vote by the membership.

D. Senior Pastor Search Committee

When the office of the senior pastor becomes vacant, the church will be asked to submit nominations for membership on a search committee to the nominating committee, who will then present the ballot of seven names for an individual yes/no vote at a regular or specially called business meeting. The search committee to fill the vacancy of the senior pastor shall be composed of seven (7) church members. A majority vote for each person on the ballot is required for affirmation. Should a nominee not receive a majority vote, the nominating committee will then present an alternate for an affirmation vote to fill the vacancy.

E. Pastoral Staff Search Committee

When the office of a pastoral staff member becomes vacant or is created (see Creating New Pastoral Staff Positions below), the search committee shall be comprised of three (3) members of the personnel ministry leadership team and four (4) members of the congregation at large. The personnel ministry team will submit their three recommendations to the nominating committee. The at large positions shall be nominated by the congregation and screened by the nominating committee. The nominating committee will then present the ballot of seven names (three from the personnel ministry team and four from at large) for an individual yes/no vote at a regular or specially called business meeting. A majority vote is required for affirmation. Should a nominee not receive a majority vote, the nominating committee will then present the alternate for an affirmation vote to fill the vacancy.

F. Creating or Deleting New Pastoral Staff Positions

At times, the personnel ministry team may make recommendations to create or delete pastoral staff positions. The creation of new pastoral staff positions or deleting existing pastoral positions must be approved by a majority vote at a regular or a specially called business meeting and must be accounted for within the church budget.

G. Terminations

The senior pastor and the pastoral staff are supervised by the personnel ministry team. If the personnel ministry team feels that the senior pastor or any member of the pastoral staff is not fulfilling his/her duties, then the personnel ministry team is to meet with that pastoral staff member to pray, to discuss the problems and then to issue a warning in writing. If improvements are not made, then the process is repeated for a second warning, with the second warning being shared at the next regular or specially called business meeting. Once again, if improvements are not made, then the personnel ministry team

may vote to terminate the employment of the senior pastor or pastoral staff member in question. This requires a majority vote from the personnel ministry team. The termination of the senior pastor also requires a majority vote by the membership.

Any church member who feels the senior pastor or any member of the pastoral staff is not fulfilling his/her duties is strongly encouraged to initiate a meeting with the senior pastor or the pastoral staff member in question, to pray and discuss the problems. If the problems are not resolved, then the church member may choose to bring those concerns before the personnel ministry team. If the personnel ministry team elects not to pursue the matter, then the church member may choose to bring those concerns before the next church business meeting, provided that the church member has already met with the staff member in question, in person, and has already brought those concerns before the personnel ministry team. The church member may then make a motion to petition the church to ask the nominating committee to form a special committee of seven (7) church members to consider the concerns of the staff member in question. This must be approved by a majority vote by those in attendance at the church business meeting. Upon approval, this special committee will consider the concerns of the staff member in question and bring a motion to the church at the next church business meeting. This special committee may choose to bring a motion that the concerns be dismissed, that the staff member in question be terminated or may recommend any other type of action. The motion will be brought before a regular or specially called business meeting and will require a majority vote to be passed. If the motion passes that the concerns be dismissed then the matter will be considered closed. If the motion passes that the staff member in question be terminated, then the staff member will be considered terminated effective immediately, although the staff member may still be entitled to remaining severance, benefits and provision for terminated staff as outlined in the personnel policies of the church operations manual. If the motion passes that any other type of action be taken, then this action will be overseen by the special committee.

While a process of meetings and warnings are normally involved in staff terminations, the senior pastor and pastoral staff may also be terminated immediately without warning for acts of moral turpitude or illegal activities that warrant termination. Other details regarding staff are contained in the personnel policies of the church operations manual.

ARTICLE 7. CHURCH OPERATIONS MANUAL

A, The church operations manual is intended to be a compilation of the current church policies. An official master copy shall be maintained in the church office by the church business administrator and be made available on the website. A church operations manual committee shall be appointed by the church council and overseen by the church business administrator.

B. The church operations manual shall include:

1. The By-Laws
2. The job description for every paid staff member, elected church leader and corporate officer.
3. A detailed description of the purpose and goals for all ministry teams, committees and corporate officers of the church.
4. A description of operating procedures for all ministry teams, committees and corporate officers of the church.

C. Revisions to the Church Operations Manual

1. Each ministry team and committee shall be responsible for maintaining its specific section of the church operations manual with any changes to structure, operating procedures or any pertinent information affecting its function. At a minimum, at least one review and/or update must be accomplished and submitted on an annual basis.

2. Any revisions or updates to the church operations manual shall be presented to the church

council for initial approval. Amendments will then be presented to the congregation. Final approval is by a majority vote of the members present and voting at a regular or specially called business meeting.

ARTICLE 8. ADOPTION AND AMENDMENT OF BY-LAWS

A. Adoption

These By-Laws shall be considered adopted and in immediate effect when approved by a two-thirds vote of the members present at any regular or specially called business meeting of the church, provided that they have been delivered to the church, in writing, and presented publicly for prayer, reflection and consideration by the church, at least thirty (30) days prior to the time the vote is taken.

B. Amendment

The By-Laws, once adopted, may be amended, altered or repealed by a two-thirds vote of the members present at any regular or specially called business meeting of the church, provided that any such proposed amendment, alteration or repeal be delivered to the church, in writing, and be presented publicly for prayer, reflection and consideration by the church, at least thirty (30) days prior to the time the vote is taken.