



## **BYLAWS**

# **FIRST BAPTIST CHURCH, AIKEN, SC**

**August 30, 2017**

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# Contents

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ARTICLE I. MEMBERSHIP .....	1
Section 1. Reception of Members .....	1
Section 2. New Member Orientation .....	1
Section 3. Termination of Membership.....	1
ARTICLE II. ORDINANCES .....	1
Section 1 Baptism .....	1
Section 2 Lord’s Supper .....	2
ARTICLE III. MEETINGS.....	2
Section 1. Worship .....	2
Section 2. Regular Business Meetings.....	2
Section 3. Special Called Business Meetings .....	2
Section 4. Notices .....	2
Section 5. Parliamentary Rules and Quorum .....	3
ARTICLE IV.CHURCH OFFICERS .....	3
Section 1. General .....	3
Section 2. Pastor.....	3
Section 3. Moderator .....	4
Section 4. Church Clerk.....	4
Section 5. Treasurer and Assistant Treasurer.....	4
Section 6. Trustees .....	4
ARTICLE V. DEACONS.....	5
Section 1. Qualifications .....	5
Section 2. Duties .....	5
Section 3. Number, Term and Status .....	6
Section 4. Life Deacon .....	7
ARTICLE IV. STAFF.....	7
Section 1. Pastoral Staff.....	7
Section 2. Program Directors.....	8
Section 3. Support Staff .....	8
ARTICLE VII. TEACHING AND TRAINING .....	8
Section 1. Teaching and Training Activities .....	8
Section 2. Church Program Year .....	8

ARTICLE VIII. COMMITTEES, COUNCILS AND WORK TEAMS.....8

    Section 1. Nominations..... 8

    Section 2. Standing Committees ..... 9

    Section 3. Councils ..... 12

    Section 4. Ministry Work Teams ..... 13

    Section 5. Special Committees..... 13

ARTICLE IX. FINANCES ..... 14

    Section 1. Giving..... 14

    Section 2. Budget Plan ..... 14

    Section 3. Giving Records..... 14

    Section 4. Financial Management..... 14

ARTICLE X. TERMINATION OF RESPONSIBILITY ..... 15

    Section 1. Pastoral Staff ..... 15

    Section 2. Program Directors ..... 15

    Section 3. Support Staff..... 15

    Section 4. Other Elected or Endorsed Persons ..... 15

ARTICLE XI. FIRST BAPTIST CHURCH FOUNDATION ..... 15

ARTICLE XII. AMENDMENTS ..... 16

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## ARTICLE I. MEMBERSHIP

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### Section 1. Reception of Members

- A. The membership of this church is open to persons who have:
- Made a public profession of faith in Jesus Christ as their Savior and Lord;
  - Subsequent to their profession have been baptized by immersion according to the New Testament principles and practices;
  - Had a consultation with and have been recommended by the Pastor and/or a Deacon; and
  - Been received by a majority vote of the members present at a Sunday morning worship service or a business session.
- B. Candidates for membership may present themselves at any worship service in any of the following ways, by:
- Profession of faith and for baptism according to the policies of this church;
  - Promise of letter of recommendation from another church of like faith and doctrine;
  - Statement of a prior conversion and request for believer's baptism; or
  - Statement of a prior conversion and believer's baptism in a church of like faith and doctrine.
- C. Any question as to qualifications or conditions of acceptance shall be resolved in the consultation with the Pastor and/or Deacons, with a recommendation to the church in conference as appropriate.

### Section 2. New Member Orientation

New members of the church are expected to participate in new member orientation offered by the Pastoral staff.

### Section 3. Termination of Membership

Membership shall be terminated in the following ways:

- death;
- dismissal by letter to another church;
- exclusion by action of this church;
- erasure upon request;
- credible evidence of membership in another church after verification by Deacon Chair; or
- two-thirds vote in business session the church may remove any person from membership without cause.

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## ARTICLE II. ORDINANCES

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### Section 1 Baptism

The ordinance of Baptism shall be administered publicly as a requirement for all prospective members who have not previously experienced believer's baptism by immersion. When extenuating

circumstances preclude public baptism by immersion, deviations to this requirement are permitted when certified appropriate by the Pastor and the Deacon Chair.”

### Section 2 Lord’s Supper

The ordinance of the Lord’s Supper shall be observed at least quarterly, with at least two observances at the Sunday morning services during the year.

Participation in the Lord’s Supper is open to all professing believers in the Lordship of Jesus Christ.

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## ARTICLE III. MEETINGS

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### Section 1. Worship

The church shall hold public services for the purpose of worship, Bible study, teaching, training, and fellowship on every Lord’s Day. Additional services such as prayer and sharing will be scheduled for mid-week. Revivals and other special services shall be scheduled as appropriate, by or with the consent of the Pastor and Deacons.

### Section 2. Regular Business Meetings

A regular meeting of the church for business shall be held on the first Wednesday of the second month of each quarter. If necessary, these may be changed by the Pastor or Moderator. Reports from the Treasurer, Clerk, heads of organizations and activities, and any committees, as appropriate, shall be presented in writing at this meeting.

### Section 3. Special Called Business Meetings

Special meetings for business may be called by the Pastor, the Moderator, or on the written request to the Moderator of seven resident members.

Any or all persons not eligible to vote may be excluded from any special called business meetings at the discretion of the Moderator. Likewise, a secret ballot may be required by the Moderator.

### Section 4. Notices

At least one week’s notice shall be given when the time of a regular business meeting time is to be changed.

At least two-week’s notice shall be given for a special called business meeting. The purpose of any special business meeting must be clearly stated in the notice and no business other than that stated in the notice may be conducted at a special meeting.

Notice of meetings shall be given to all resident members through the church’s regular written membership communications and by verbal announcement at all prior weekend worship services.

## Section 5. Parliamentary Rules and Quorum

The latest edition of Robert's Rules of Order shall be the authority for parliamentary rules of procedure for all business meetings of the church. This includes a Regular or Special Business Meeting, any Committee Meeting, or Deacons' meeting.

A quorum for the transaction of business shall consist of those members present, except as follows: The quorum for any vote involving unbudgeted expenditures exceeding 2% of the current year's total budget, the calling of a Pastor or other Pastoral Staff, the adoption of the annual budget, or the election of the Deacons shall consist of those members present at a regular Sunday worship service.

A written ballot shall be used if requested by seven or more resident members. The numeric results of all written ballots shall be published promptly, except for election of Deacons.

A Parliamentarian may be appointed by the Moderator to assist in the conduct of church conferences. Tenure shall be determined at the time of appointment.

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## ARTICLE IV. CHURCH OFFICERS

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### Section 1. General

The officers of the church shall be the Pastor, the Moderator, the Clerk, the Treasurer and the Assistant Treasurer, and the Trustees, all of whom shall be members of the church. The term for elected officers shall be one Calendar year unless otherwise specified in these bylaws.

### Section 2. Pastor

- A. The duties of the Pastor shall be to:
- Be responsible for the worship services of the church,
  - Proclaim the truth of God's word and administer ordinances,
  - Work with the Deacons and church staff to:
    - Lead the church in the accomplishment of its mission as a New Testament church, and
    - Care for the members and others in the community.
  - Ensure provision of appropriate information to new members and potential new members.
- B. As chief administrative officer of the church, the Pastor shall lead the congregation and the staff in the performance of the work of the church.
- C. The Pastor (or any other member of the Pastoral Staff whom the Pastor may designate) shall serve as a liaison to the Deacons, Trustees, and all committees of the church. The liaison shall have the opportunity to participate fully in the meetings, but shall have no vote.
- D. The Pastor or members of the Pastoral Staff to whom responsibility is assigned by the Pastor shall determine the appropriate level of background screening of volunteers and prospective employees, and shall execute such screening
- E. The Pastor shall be called for an indefinite period.

### Section 3. Moderator

The Chair of Deacons shall be the Church Moderator. In the absence of the Deacon Chair, the Vice-Chair of the Deacons shall preside at any church business meeting. In the absence of both, any member chosen by the Chair or Vice-Chair of Deacons may so act.

### Section 4. Church Clerk

The Clerk shall be elected annually and is responsible to:

1. Serve as secretary of the meetings of the church in conference, keep a clear; correct record of such meeting; and duly include such in the permanent records of the church;
2. Keep a permanent record of the membership;
3. Prepare, sign, forward, and receive all letters of transfer;
4. Notify any person who has been excluded from the fellowship of such action.
5. Upon instruction from the church, conduct all correspondence that relates to action by the church; and
6. Provide for backup copies of all non-financial records of the church.

Some of the duties of the Clerk may be delegated to a church secretary who will assist the elected Clerk. All records are the property of the church and shall be treated accordingly.

### Section 5. Treasurer and Assistant Treasurer

The Treasurer and Assistant Treasurer shall be elected annually and their terms of office shall coincide with the financial year of the church. The Assistant Treasurer shall serve in the absence of the Treasurer. The daily receipt of funds, bookkeeping, and accounting shall be performed by a financial assistant employed by the church for that purpose. The Finance Committee shall ensure that each of these is bonded.

- A. The Treasurer shall be responsible for the receipt, accounting, and disbursement of monies from whatever source derived except funds designated for the Foundation. The Treasurer will be assisted in the receipt of funds from regular worship services by the Deacons.
- B. Unless otherwise directed by the Church, Deacons, or Finance Committee, the Treasurer shall pay all salaries and budget items without special order.
- C. The Treasurer shall disburse, as soon as practicable, designated funds in accordance with the designation.
- D. The Treasurer or the Assistant Treasurer, along with such other person as shall be designated by the Chair of the Finance Committee, shall sign all checks.
- E. The Treasurer shall be responsible for maintaining proper accounting procedures and for rendering to the church at each regular business session, to the Deacons and to the Finance Committee, as requested, an itemized account of all receipts and disbursements for the preceding accounting period.
- F. The Treasurer and the financial assistant shall work closely with the Finance Committee to assure proper allocation of funds within budget and income limitations.

### Section 6. Trustees

- A. The Trustees shall consist of five members of the church in good standing.

- B. Nominations shall be made by the Deacons, but other nominations may be made from the floor.
- C. They shall be elected for a maximum term of five years and, in so far as possible, one shall be elected and one shall rotate off each year.
- D. Trustees who serve a full five-year term shall not be eligible to begin service again for one year.
- E. The church may vote to remove a Trustee and elect a successor.
- F. Elections to fill vacancies and removal action may take place at any business meeting called for that purpose.
- G. The Trustees shall annually elect a Chair and a Vice Chair from their number. The Chair shall preside at meetings, and in his/her absence or disability to serve the Vice Chair shall preside. Three Trustees shall constitute a quorum to conduct business.
- H. The duties of the Trustees shall be as follows:
  - To secure the proper legal protection of all church property, and to administer all legal matters of the church, subject to the will of the church.
  - When specifically authorized by a vote of the church, the Trustees shall have the power to buy, sell, mortgage, lease, or transfer church property and negotiate loans.
  - All deeds, notes, mortgages, and such other legal documents as the Trustees shall have the authority to execute for the church shall be signed by the Chair on behalf of the Trustees, or in his/her absence or incapacity, by the Vice-Chair.

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## ARTICLE V. DEACONS

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### Section 1. Qualifications

The church shall elect persons to the office of Deacon who fulfill the scriptural qualifications set forth in I Timothy 3:8-13.

### Section 2. Duties

- In general, the Deacons shall devote themselves to the spiritual and physical welfare of the church and its members.
- They shall serve with the Pastor and Staff in the achievement of the purpose and objectives of the church and its various organizations, and in leading the membership to engage in evangelism, missions, ministry, education, and fellowship.
- They shall conduct an integrated program of care for the resident membership.
- Meet regularly for the consideration of their specific duties and the general welfare of the church, making such recommendations to the church for action as seem appropriate.
- Meetings of the Deacons may be called by the Pastor, the Chair, or ¼ of the currently serving Deacons.
- Elect a chair and other officers as necessary, and appoint such committees as are needed to carry out their responsibilities each year.
- Assist the Treasurer in counting and depositing all funds of the church received at worship services.

- Regularly have all procedures and conformity to procedures for handling all funds of the church professionally reviewed.
- Deacons shall annually review and update work teams as specified in ARTICLE VII, Section 4. Ministry Work Teams
- Should the office of Pastor be vacated, the Deacons shall appoint a three-member Interim Pulpit Supply Committee whose duty is to fill the pulpit for all services until either an interim or full time Pastor is called and has assumed his duties. Should the Committee call an interim Pastor, the Committee will specify, in consultation with the Personnel Committee, which of the Pastor's responsibilities will be assigned to other members of the Pastoral Staff. The interim Pastor will have all the responsibilities and privileges of a Pastor specified by these Bylaws except those specifically reassigned.

### Section 3. Number, Term and Status

1. The total number of Deacons shall be twenty-one, except as specified in paragraph 5.
2. A Deacon's term of office shall begin on January 1, after being elected except for the provisions contained in subsection 3 below.
3. The term of office shall be three years, except where election is to fill an unexpired term. For all unexpired terms the length of term shall be determined as follows:
  - Regular election – When there is an unexpired term of one year, the elected candidate receiving the largest number of votes will serve the unexpired term before beginning the regular three year term. When there are one or more unexpired terms of two years, the elected candidate(s) receiving the fewest number of votes will serve only the remaining portion of those unexpired terms.
  - Special election – When unexpired terms are filled in a special election, elected candidates receiving the greatest number of votes will succeed in like order to the longest terms. Each successful candidate will serve only the unexpired portion of that term.

Deacons filling an unexpired term shall take office immediately unless they have not been ordained, in which case they will assume office upon ordination.

4. The election of Deacons shall be so arranged that the terms of one-third of the total number shall expire annually, except when there are additional Deacons as specified in paragraph 5.
5. Nominees receiving the highest numbers of votes shall be elected. In the case of a tie vote, there shall be an additional Deacon(s) elected for the term. Therefore, a run-off election is not to be conducted.
6. At least two months prior to the election, the church Nominating Committee shall recommend and the church shall elect a five-member Deacon Nominating Committee, composed of two Deacons and three lay members, to nominate not more than twice as many persons as there are vacancies to be filled. Such nominations shall be submitted to the church at least two weeks prior to the election, and additional nominations may be made from the floor, at which time the nominations shall be closed. The election shall be well publicized and shall be by secret ballot.
7. Members may not be nominated without their prior consent and without their personal assurance of fulfillment of the specified qualifications.

8. A Deacon who has served a full three-year term shall not be eligible to begin service again before the expiration of one year.
9. Deacons from other churches of like faith and order who join our fellowship shall have the same status as non-voting Deacons in our church; should they be elected to the active Deacon body, their previous ordination will suffice.
10. Deacon vacancies shall be filled during the next regular election, unless three or more positions become vacant during the period between the regular election and the end of the following May. In this case, a special election shall be held as soon as practical to elect Deacons to fill the unexpired terms. However, if seven or more vacancies occur during the period between the regular election and the end of the following August, a special election shall be held as soon as practical to elect Deacons to fill the unexpired terms.

## Section 4. Life Deacon

1. The status of Life Deacon is recognition of many years of useful, loyal, dedicated service to the church as an active Deacon.

The office of life Deacon is the highest honor the church can give one of her Deacons.

Life Deacons shall be non-voting on matters decided by the active Deacon body. In order to be eligible for nomination a Deacon must:

- be 65 years of age or older,
  - have served as an active Deacon of this church for at least fifteen years, and
  - be one who, by virtue of Christian character and integrity, is especially admired and deeply respected by the church membership, and who has demonstrated extraordinary servant leadership in the church.
2. Posthumous nomination of a Life Deacon candidate is allowed. If required, the age criteria listed above may be waived to allow for posthumous eligibility. A waiting period of no less than three years (after the date of death) is required before posthumous deacon candidates are eligible.
  3. The nomination for Life Deacon will be initiated by the Deacon Executive Committee. The Executive Committee, with concurrence by the Deacon body, and with the consent of the nominee will present the individual's name to the church in Conference. The individual will attain the status of life Deacon upon election by the church.

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## ARTICLE IV. STAFF

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### Section 1. Pastoral Staff

The Pastoral Staff shall be called or employed as the church determines the need for such offices. A job description shall be written when the need is determined. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by a Pastor Search Committee (Pastor) or the Personnel Committee (Pastoral Staff) and accepted by church action.

Candidates for Pastoral Staff must have a degree from an accredited seminary.

## Section 2. Program Directors

Individuals may be employed by the Personnel Committee to manage key church programs. These individuals will have appropriate experience or specialized academic training in the area for which they will have management responsibility. Program Directors will be recommended for their position by the Personnel Committee and accepted by the church in business session.

## Section 3. Support Staff

Support staff shall be employed as the need for their services arises when budgeted. The Personnel Committee shall have the authority to employ the services of such staff members; these actions shall be with the concurrence of the supervising staff and, as appropriate, after consultation with related committees of the church.

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## ARTICLE VII. TEACHING AND TRAINING

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### Section 1. Teaching and Training Activities

Age appropriate Bible teaching will be offered to all interested persons.

Such other teaching and training as may be approved by the church will also be offered.

All teaching and training activities shall be under church control.

All teaching and training activities will use only material approved by the pastoral staff.

### Section 2. Church Program Year

The church program year shall be set by the pastoral staff.

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## ARTICLE VIII. COMMITTEES, COUNCILS AND WORK TEAMS

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### Section 1. Nominations

The Nominating Committee is responsible for naming candidates for positions on Standing Committees, Councils, and Ministry Work Teams. In addition, it is responsible for nominating the Church Clerk, Treasurer, and Assistant Treasurer. It will nominate workers for ongoing Bible study activities, children's missions training, and for music activities as may be established by the pastoral staff. It also nominates a Deacon Nominating Committee, as provided elsewhere in these bylaws.

Nominations for all elective positions shall be made by the Nominating Committee, except for Deacons, Trustees, the Building Committee, the Nominating Committee, and the Pastor or Pastoral Staff Search Committees

Nominations for all elective positions also may be made from the floor, provided the nominee has been contacted in advance and has given assurance of his or her qualifications and willingness to serve.

At the first regular Conference of each year, the Deacons will nominate ten church members including a Chair who, upon election by the Church, will serve as the Nominating Committee. Ten persons will be elected for a one-year term. Up to two sitting members may be included among the ten for re-election for an additional term. The Pastor and Associate Minister in Christian Education are also members of the Nominating Committee.

As part of the nomination process, the Nominating Committee will also recommend a candidate for Chair for each of the Standing Committees and Councils, and a Team Leader of each Ministry Work Team.

## Section 2. Standing Committees

The Standing Committees, all of which are listed below, are responsible to the Church for the conduct of assigned responsibilities as described. The Chair of each Standing Committee, or their designee, shall report on the activities of the committee at each quarterly church conference.

Standing Committees are elected by the church for their assigned tasks and are responsible to the church for the accomplishment of those tasks. To ensure the compatibility and adequacy of their activities with regard to the overall goals of the church, each committee shall coordinate its activities with the other standing committees and shall consult with the Deacons from time to time regarding their goals and activities.

The terms of all Standing Committee members are staggered such that the same number of members completes their term of service each year. For example, if a committee has six members serving 3-year terms, two members will complete their term each year. Only church members may be elected to a Standing Committee. No individual may be elected to serve concurrently on more than one Standing Committee, except the Foundation Oversight Committee. Upon completion of a full term, members of Standing Committees other than the Properties Committee may serve on the same committee again only after an absence of one year.

Committee Name	Number of elected Members	Term of Elected Members, yrs.	Responsibility
Communications	6	3	This committee communicates to church members and the community the missions and ministries of the Church.
Bylaws	3	3	The committee periodically reviews the Bylaws, recommends changes, and incorporates changes approved by the Church into the governing documents.

Discipleship	6	3	<p>The committee serves the Church by planning, coordinating, and evaluating Discipleship Training programs for all ages. The committee shall plan and schedule training a minimum of six months in advance. The Chair of the Committee consults with the Chair of the Strategic Planning Committee to ensure the Discipleship Training program supports the Church's goals.</p>
Finance	6	3	<p>The committee plans and promotes a continuing program of stewardship education and commitment, develops an annual unified budget for approval by the Deacons and the Church, and is responsible for administering all financial affairs of the Church.</p> <p>It ensures that the Treasurer, Assistant Treasurer, and financial assistant are bonded as specified in ARTICLE IV, Section 5. Treasurer and Assistant Treasurer</p> <p>The Treasurer also serves as a member of this committee.</p> <p>The committee is responsible for oversight and control of all funds accounted for or held by the Church except for funds administered by the First Baptist Church Foundation.</p>
Foundation Oversight	5	5	<p>The committee oversees the acceptance, management, and annual reporting of funds administered by the First Baptist Church Foundation.</p> <p>One of the 5 members shall also be serving at the same time as a member of the Finance Committee and another shall be serving at the same time as a Trustee.</p>

Committee Name	Number of elected Members	Term of Elected Members, yrs.	Responsibility
Preschool	6	3	The committee is responsible for ensuring that policies and procedures appropriate for the church's weekday preschool programs are established and implemented. The committee also supports our preschool staff and parents in the nurturing and education of our children.
Missions	6	3	The committee seeks opportunities for mission projects, shares findings with the Church, and establishes and implements approved projects.
Personnel	6	3	<p>The committee assists the Pastor and the Church in all matters related to personnel administration and management. The committee ensures that each full-time employee of the Church is given a comprehensive, annual performance appraisal upon which compensation recommendations are based. The committee has final responsibility for preparation, approval and administration of these reviews, except that of the Pastor. The Deacons have final responsibility for the Pastor's review.</p> <p>The Personnel Committee shall be responsible for all personnel related insurance, except liability insurance. Liability insurance is the responsibility of the Properties Committee.</p> <p>The Deacon and Finance Committee Chairs are also members of this committee.</p>

Properties	9 (minimum )	3	<p>The committee provides supervision, maintenance, and beautification of church property, including recommendations concerning the usage of such property. In coordination with the Personnel and Finance Committees, this committee determines the size and make-up of the custodial and maintenance staffs.</p> <p>The Properties Committee determines need for, and recommends to the Finance Committee, property and liability insurance coverage. Upon approval by the Finance Committee, the Properties Committee secures the coverage.</p>
Strategic Planning	9	3	<p>The committee analyzes the Church and community needs, recommends goals and strategies, and evaluates the effectiveness of church programs and activities to meet the approved goals and strategies.</p> <p>The committee periodically develops strategic plans for the church. The committee identifies the individual who will be responsible for achieving each goal within the plan and secures the concurrence of those individuals prior to proposing the plan to the church. Upon adoption of a plan by the church, it monitors and regularly reports progress to the church.</p> <p>At least three members of the committee must be serving as Deacons at the time of their election.</p>

### Section 3. Councils

Ministry Councils are established as adjunct to major ministry functions of the pastoral staff. Councils enhance the communication with the church body, contribute individual perspectives and ideas, recommend extensions of ministry functions, and generally assist the pastoral staff. The councils are established to augment, rather than infringe upon, the responsibilities of the pastoral staff. Over time, additional ministries may be added to the church mission and these functions will be similarly served by the formation and activation of a supporting council.

In consultation with the pastoral staff and with the concurrence of the Pastor, the Nominating Committee identifies what councils are needed and nominates for election by the Church in conference the members and Chair of each council. Only church members may be council members.

Each council consists of at least five members who have demonstrated the ability and the desire to contribute to that ministry and are elected for one year. Members may be re-elected to serve a

maximum of three years. Upon completion of three years, council members may serve on the same council again only after an absence of one year.

## Section 4. Ministry Work Teams

Many ministry activities are carried out by established teams which sacrificially serve on a continuing basis. Annually, the Deacons shall review the list of existing work teams and may approve additional teams or disband teams. Based on the list of teams approved by the Deacons, the Nominating Committee shall lead the church in selecting, endorsing, commissioning and empowering the persons who serve on these ministry teams.

The Nominating Committee nominates team members, and a Team Leader, for each ministry team to be endorsed by the church for one year. It confers with the current Team Leader and pastoral staff to determine which persons will be presented for election for the following year. The Team Leader and members may be re-elected for unlimited, uninterrupted terms.

The Nominating Committee may endorse any qualified person as an additional team member at any time between regular church business sessions.

## Section 5. Special Committees

### BUILDING

The members of this committee and its Chair are nominated by the Deacons and elected by the Church. The number of members and the specific duties of the committee are determined by the Deacons at the time of nomination.

The committee coordinates the design, construction, and final acceptance of major changes or additions to the Church property. This committee is formed and empowered at the discretion of the Deacons except that the committee is required for any project that is estimated to cost five percent (5%) or more of the current church budget.

### PASTOR SEARCH

When it becomes necessary for the Church to call a new Pastor, the following steps will be taken:

As soon as practicable, the Deacons will meet to initiate the committee nomination process.

After a week's deliberation, each Deacon will submit a list of the names of fourteen church members to be considered for nomination. The fourteen members named most often by the Deacons shall be submitted to the Church in conference for a vote by secret ballot. If more than one member of a household is among the fourteen named most often, only the one with the most votes may be nominated. The selected fourteen names are then conveyed to the Church membership in written form at least two weeks prior to the Church Conference.

The seven nominees receiving the highest number of votes will compose the committee. The committee will elect a Chair and Vice-Chair at its first formal meeting.

As soon as practicable, the committee will select a candidate to be recommended to the Church.

The committee will submit only one name at a time for consideration until the Church selects a new Pastor by secret ballot. The committee shall, at the time of the recommendation of a Pastor candidate, present a written agreement of contract to the Church for consideration as a part of the

proposed action. When a prospective Pastor candidate has received the affirmative vote of at least three-fourths (3/4) of those members present, the candidate will be considered called by the Church for an indefinite term.

**PASTORAL STAFF SEARCH**

When it becomes necessary to call a Pastoral Staff member other than Pastor, the Personnel Committee will recommend authorization of a new position, or a replacement in an existing position, and the formation of a seven-person, special committee to seek a qualified individual. Upon adoption of that recommendation by the Church, the Personnel Committee will nominate seven persons for election by the Church to serve on that committee and designate a potential Chair.

The Personnel Committee will submit one name at a time for consideration for the staff position until the Church accepts their recommendation by secret ballot. The Personnel Committee will, at the time of the recommendation of a prospective Pastoral Staff candidate, present a written agreement of contract to the Church for consideration as a part of the proposed action. When a prospective Pastoral Staff candidate has received the affirmative vote of at least three-fourths (3/4) of those present, the candidate will be considered called by the Church.

**ARTICLE IX. FINANCES**

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**Section 1. Giving**

Since God is the Source of all blessings, temporal and spiritual, and all that we have and we are we owe to Him, we believe that Christians should contribute of their means cheerfully, regularly, proportionately, and liberally for the advancement of Christ’s Kingdom on earth.

**Section 2. Budget Plan**

A unified budget plan shall be used in the operation of church finances and any exceptions or changes must be approved by the Finance Committee, Deacons, or the congregation. The church financial year shall be the Calendar year.

**Section 3. Giving Records**

Envelopes for each weekly and special offering shall be offered to each member for convenience and to facilitate record keeping. A statement of giving shall be furnished to each member at least once a year. Individual giving records of the members shall be confidential.

**Section 4. Financial Management**

Management of the financial program of the church is the responsibility of the Finance Committee. The Treasurer, assisted by a financial assistant, is responsible for the accounting, safekeeping, and disbursement of church funds. More details are included in the duties of the Treasurer and the Finance Committee (ARTICLE III, SECTION 5, and ARTICLE VII, SECTION 2).

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## ARTICLE X. TERMINATION OF RESPONSIBILITY

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### Section 1. Pastoral Staff

A written proposal to dismiss a Pastoral Staff member may be initiated by the Deacons, Personnel Committee, or any seven resident members of the church. Upon receipt of such proposal, the Moderator shall notify the entity which is responsible for the performance appraisal with the staff member to ensure opportunity for consultation between the proposer and that entity before taking the proposal to the church. The Moderator shall also schedule a special meeting of the church to hear the proposal at the first reasonable opportunity while allowing time for the previous consultation.

A member of the Pastoral Staff may resign by giving a thirty-day notice of resignation; the church may declare the office vacant on similar notice. The thirty-day notice may be dispensed with by mutual consent of the Pastor and the church.

### Section 2. Program Directors

After consultation with and concurrence of the Deacons, Program Directors may be dismissed from their position of responsibility by the Personnel Committee.

### Section 3. Support Staff

The Personnel Committee shall have the authority to terminate the services of support staff members; these actions shall be with the concurrence of the supervising staff and, as appropriate, after consultation with related committees of the church.

### Section 4. Other Elected or Endorsed Persons

Any person other than Pastoral Staff, Program Directors, or Support Staff may be removed from their elected or endorsed responsibility by majority vote at any church business meeting.

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## ARTICLE XI. FIRST BAPTIST CHURCH FOUNDATION

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A Foundation has been established to encourage devises, bequests, and gifts to the First Baptist Church of Aiken, and to provide a mechanism for use of such gifts to further the mission of the Church and the work of Jesus Christ. The Foundation is overseen by a Standing Committee of the Church to accomplish its objectives.

The Foundation Plan is available for review on the church web site and from the church's financial assistant. It describes the administrative details of the Foundation. The Plan is maintained by the Foundation committee. Amendments to the Plan are recommended by the Foundation Committee and approved by the Church in conference.

## ARTICLE XII. AMENDMENTS

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Changes in the Bylaws may be made at any business meeting of the church provided the substance of the amendment is presented to the church two weeks before the meeting. Amendments of the Bylaws shall require two-thirds vote of church members present.

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