



C·H·A·P·I·N  
BAPTIST·CHURCH

**2014 BYLAWS**

## INDEX

<u>Article</u>		<u>Page</u>
	Preamble to the Bylaws.....	3
Article I	Naming and Principal Office of Church.....	4
Article II	Church Membership .....	5
Article III	Ordinances & Business Meetings.....	8
Article IV	Church Organization.....	11
Article V	Administrative Board.....	18
Article VI	Deacon and Elder Leadership Teams .....	22
Article VII	Standing Ministry Teams .....	27
Article VIII	Ad Hoc Teams .....	32
Article IX	Ministry Teams: .....	33
Article X	Officers .....	36
Article XI	Indemnification of Church Staff, Officers and Employees .....	39
Article XII	Mediation Disputes .....	40
Article XIII	Ordaining, Licensing, Commissioning and Selection of Messengers .....	41
Article XIV	Annual Responsibilities.....	42
Article XV	Article of Dissolution .....	43
Article XVI	Amendments to the Bylaws .....	44
Article XVII	Legal Authority to Sign Documents .....	45
Article XVIII	Effectiveness .....	46

**BYLAWS OF CHAPIN BAPTIST CHURCH**  
**A South Carolina Nonprofit Religious Corporation**

**Preamble to the Bylaws**

When Chapin Baptist Church was founded, it was guided by the “Constitution and Bylaws of Chapin Baptist Church.” This current “Bylaws of Chapin Baptist Church,” accepted by Church vote on December 9, 2007, takes the place of the former Constitution and Bylaws of Chapin Baptist Church and its amendments. However, recognizing the significance of the founding documents of Chapin Baptist Church, the former Constitution and Bylaws of Chapin Baptist Church shall be considered a historical document and a copy shall be kept by the Church.

**I. Purpose and Vision Statement:**

Chapin Baptist Church exists to equip every generation to reach their world (*oikos*) for Christ.

**II. Mission:**

To move people from where they are to where God wants them to be. Our Mission is accomplished by having Church Members who:

- Worship
- Connect
- Serve
- Give
- Invest and Invite
- Affirm

Our Strategy: Reach Wide – Teach Deep – Unleash Grace

**III. Core Values:**

- Lost people matter to God, therefore they should matter to us.
- Create contagious and irresistible environments.
- Teach for life change.
- Intentionally develop leaders and connect people.
- Unleash a culture of generosity.
- Be a place of grace.

**IV. Statement of Belief:**

Chapin Baptist Church affirms the Holy Bible as the inspired word of God and the basis for our beliefs. We subscribe to the doctrinal statement of *The Baptist Faith and Message* as most recently adopted by the Southern Baptist Convention.

**Article I**  
**Naming and Principal Office of Church**

**I. Name of Church:**

This Body shall be known as Chapin Baptist Church and shall hereinafter be referred to as the Church. The Church shall hold regular meetings for worship, teaching, training, outreach and fellowship at the principle Church location, unless otherwise designated from time to time by the Pastor or other Church Ministerial Staff member.

**II. Location of Principal Office:**

803-345-3477  
950 Old Lexington Hwy  
Chapin, SC 29036

**III. Legal Officers of the Church:**

The legal officers of Chapin Baptist Church shall be Pastor, Deacons, Elders, Trustee, Moderator, Clerk and Treasurer, whose election, tenure and duties shall be as provided for in the Bylaws, and considered corporate officers of the church. All officers shall be members of Chapin Baptist Church for at least one year, except for the Pastor.

**IV. Definitions for Terms in Bylaws:**

Senior Pastor: Head of the Congregation.

Associate Pastors: All Pastors reporting to the Senior Pastor.

Administrative Board: Assists with the administrative needs of the Church body.

Deacon Leadership Team: Responsible for the “physical” shepherding needs the Church may encounter.

Elder Leadership Team: Responsible for the “spiritual” shepherding needs of our Church.

Standing Ministry Teams: Assist the Senior Pastor in fulfilling the mission and vision of the Church by providing leadership and direction to their respective Ministry Teams. The Standing Teams are:

- Buildings & Grounds Team
- Child Development Center (CDC) Ministry Team
- Finance and Human Resources Ministry Team
- Outreach Ministry Team

Non-Standing Ministry Teams (“Ministry Teams”): Provide Church Members a team to provide their time and service for ministry purposes.

## **Article II** **Church Membership**

### **I. Candidacy and Church Membership:**

The Church Membership of this Church shall consist of such persons as confess Jesus Christ as Savior and Lord.

To become a Church Member, individuals shall make known when they seek to join the Church. The Senior Pastor shall review the candidates' Christian experience, and, if coming from other churches, review their letters of dismissal and recommendations or satisfactory substitutes thereto, an individual shall (1) publicly express his or her faith by being baptized by immersion or state they have done so previously; and (2) complete the membership process as defined by the Senior Pastor.

On rare occasions, such as when a potential member is unable to come to Church due to physical impairment or other similar circumstances, said person may also be received for Church Membership *in absentia* upon the approval of the Ministerial Staff and Deacons.

### **II. Responsibilities of Church Membership:**

Church Membership strives to fulfill the Mission of the Church:

- Worship: We will meet together on the first day of the week to worship God in Spirit and in Truth.
- Connect: We will connect and care for one another in teams, groups and classes.
- Serve: We will use the talents and spiritual gifts, which were given to us at salvation, to serve our local body of Christ, our community, our nation, and our world.
- Invest and Invite: We will invest our lives into the 8-15 people that God has supernaturally and strategically placed in our sphere of influence. We will invite them regularly to our worship gatherings and social events.
- Give: We will give generously to the work of this local body of Christ.
- Affirm: We will affirm the leadership of our Church by praying for them, supporting and submitting to them, and affirming their leadership by voting on a few, significant corporate decisions.

### **III. Active and Inactive:**

The Deacon Leadership Team shall review the Church roll and ensure Church Members are properly categorized as active or inactive. If no designation is made, the Church

Member shall be considered active. Church Members shall be designated as active or inactive on the Church Membership roll as defined below:

- **Active:** All Church Members who are currently involved in the activities, functions and worship of the Church shall be designated as “Active” and those older than eighteen shall have the full voting rights of Church Membership, as explained below in Section IV.
- **Inactive:** All Church Members who have not been active with the Church for more than two years, whether due to moving outside of the ministry area or for other reasons, shall be moved to “Inactive” status. Inactive Church Members shall not have full voting rights but shall remain members of the Church.

Active and Inactive status of Church Membership shall be reviewed once annually. The Deacon Leadership Team may not move Church Members from one status to the other except during the annual review of Church Membership status. A report on the Active and Inactive Church Membership shall be made by the Deacon Leadership Team annually.

#### **IV. Voting Responsibilities of Church Membership:**

All Active Church Members shall enjoy equal voice and consideration in decisions of all questions in Church conferences. Each Active Church Member is entitled to one vote. Voting by proxy is prohibited, but exceptions may be made on a case-by-case basis by the Administrative Board. The following matters require a vote of the Active Church Members. The voting process is defined in *Article III. Ordinances & Business Meetings, Section V., Voting Variations*:

- Adoption of the annual General Operating Budgets of the Church and Child Development Center (CDC);
- Election of the Administrative Board;
- Affirm the body of Deacons and Deacon Leadership Team;
- Affirm the body of Elders and Elder Leadership Team;
- Call or removal of the Senior Pastor;
- Acquisition and sale of real property;
- Merger or dissolution of the Church;
- Any new loan commitment or current loan commitment of the Church that adds value to a current commitment; and
- Amendments to the Constitution, Articles of Incorporation and Bylaws of the Church.

#### **V. Termination of Church Membership:**

Church Membership shall be terminated by the following means: by letter of transfer to another Baptist church that is affiliated with the Southern Baptist Convention; by death; transfer to a church of another denomination; by following the Biblical process as administered by the Elder Leadership Team which results in dismissal due to conduct; or by request by a member for Church Membership to cease.

The Deacon Leadership Team, in conjunction with the Ministerial Staff, shall be charged with oversight of the Church Membership roll (see Section III, above).

**VI. Discipline of Church Members:**

In the event of a necessity for discipline, the spirit and principles of Scriptures shall be exercised with the primary objective being redemptive restoration rather than punishment. The Elder Ministry Team will develop and administer biblical church discipline according to the principles of Matthew 18. The Elder Leadership Team shall vote prior to making a recommendation to the Deacon Leadership Team and Senior Pastor to remove a Church Member. The vote shall be by simple majority.

**VII. Restoration After Church Discipline:**

Any person whose Church Membership has been terminated because of Church discipline may be restored upon the joint approval of the Elder Leadership Team, Deacon Leadership Team, and the Senior Pastor.

**Article III**  
**Ordinances & Business Meetings**

**I. Ordinances:**

**A. Baptism:**

1. A person who by personal faith accepts Jesus Christ as Savior, and indicates a commitment to follow Christ as Lord, shall be received for baptism.
2. Baptism shall be by immersion in water.
3. Baptism shall be administered by the Senior Pastor and Associate Pastors, or whomever the Senior Pastor authorizes. Senior Pastor is defined in *Article IV. Church Organization, Section II. Definition of Church Ministerial Staff Positions, A. Senior Pastor.*
4. Baptism is an act of worship and may be administered at any time of worship.

**B. The Lord's Supper:**

1. The Lord's Supper is a symbolic act of obedience whereby followers of Jesus Christ, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.
2. The Lord's Supper shall be observed as scheduled by the Senior Pastor.
3. At scheduled worship services the Lord's Supper shall be administered by the Senior Pastor, Associate Pastors, the Deacons, and/or whomever the Senior Pastor or deacons authorize.
4. Ministry groups within the Church, in keeping with the pattern established in the early Church (Book of Acts), may administer the Lord's Supper at any time of worship.

**II. Business Meetings:**

The term "Business Meetings" shall include both Annual and Special Business Meetings. "Townhall Conversations" shall encompass informal meetings for communication purposes. Business Meetings shall be held at 950 Old Lexington Highway, Chapin, SC 29036, unless otherwise indicated in the official notice of the Business Meeting.

**A. Annual Business Meetings:**

Annual Business Meetings shall be held for purposes of handling Church business, at a date and time in December designated by the Administrative Board. Any matter may come before the Church at an Annual Business Meeting for discussion purposes. The Moderator may determine whether the impact of

any such item requires it to be tabled and the item called again at another Business Meeting.

**B. Special Business Meetings:**

A called Special Business Meeting may be held to consider regular Church business, as well as matters of significant or urgent nature. No matter shall be discussed at a Special Business Meeting except that for which it was called. The Administrative Board is authorized to call a Special Business Meeting.

**C. Townhall Conversations:** The Senior Pastor may convene a Townhall Conversation as needed to communicate with the Church Membership.

**III. Notification of Business Meetings:**

**A. Notification of Annual and Special Business Meetings:**

Notification of Annual and Special Business Meetings may be made by newsletter (by any means distributed, whether email, mail, or hand delivered), Church bulletin, or oral announcements in all weekend services.

**B. Timing of Annual and Special Business Meetings:**

1. Annual Business Meetings: A two week notice of the subject, date, time and location shall be given for a called Annual Business Meeting.
2. Special Business Meetings: A one-week notice of the subject, date, time and location shall be given for a called Special Business Meeting. In cases where urgency renders such notice impractical, an emergency Special Business Meeting can be called provided a majority of the Administrative Board agrees to call said meeting.

**C. Conduct of Annual Business Meeting:**

**1. Agenda:**

An Annual Business Meeting shall have an Agenda.

**2. Reports and New Business:**

Ministry Teams may report business, update the Church, and provide general information to the Church.

In the Senior Pastor's absence, he may appoint a member of the Administrative Board to serve in this role in a Business Meeting. If there is no Senior Pastor, then the interim Senior Pastor shall serve in this role. Prior to the appointment of an interim Senior Pastor, a member of the Administrative Board shall serve in this role.

**IV. Quorum:**

A quorum consists of active Church Members present and voting at a Business Meeting, provided it is one that has been properly called and noticed.

**V. Explanation of Voting and Affirmation:**

Voting Responsibilities are explained in *Article II. Church Membership, Section IV. Voting Responsibilities of Church Membership*. Voting and affirmation by the Church body occurs at Annual and Special Business Meetings. All voting occurs by simple majority rule, except for votes regarding the call and dismissal of the Senior Pastor, and Amendments of changes to the Bylaws as discussed below. All voting and affirmation shall occur by voice or standing of the Church Members present and voting, except for the deviations specified below:

**A. Call and Dismissal of the Senior Pastor:**

The Call and dismissal of the Senior Pastor requires a 2/3 majority vote of active Church Members present. In addition, when voting on the call or dismissal of the Senior Pastor, voting must be by paper ballot method.

**B. Amendments or Changes to the Church Bylaws or Constitution:**

Amendments or Changes to the Church Bylaws or Constitution require a 2/3 majority vote of active Church Members present. Voting must be by paper ballot method.

**C. Administrative Board:**

The election of the Administrative Board requires a 2/3 majority vote of active Church Members present. Voting must be by paper ballot method.

**VI. Rules of Order:**

Except where these Bylaws state otherwise, the most recent edition of *Robert's Rules of Order* shall be the accepted pattern for the transaction of all Church business. The Moderator shall retain the right to appoint a parliamentarian to help in all Church Business Meetings. The Church Clerk, as defined in *Article IX. Officers, Section III. Clerk*, or the Clerk's assignee will be responsible for recording minutes at all Business Meetings.

**Article IV**  
**Church Organization**

**I. Church Ministerial Staff and Supporting Roles:**

The Church Ministerial Staff shall consist of:

1. Senior Pastor;
2. Associate Pastors; and
3. Professional Staff, including the Child Development Center (“CDC”) staff.

**II. Definition of Church Ministerial Staff Positions:**

**A. Senior Pastor:**

The Senior Pastor is the head of the Congregation and serves as the lead pastor. The Senior Pastor is responsible for implementing the mission, vision and purpose of the Church and overseeing the Administrative Board, Deacon Leadership Team, Elder Leadership Team, Associate Pastors, Staff, and Ministry Team Leaders. He is held accountable by the Elder Leadership Team.

**B. Associate Pastors:**

Associate Pastors includes all Pastors reporting to the Senior Pastor. For example, the term Associate Pastors includes: the Pastor responsible for the Music Ministry at the Church; the Pastor responsible for the Senior Adult Ministry at the Church; the Pastor responsible for the Youth Ministry at the Church; and the Pastor responsible for the Children’s Ministry at the Church.

When the Church does not have an Associate Pastor in any of the above listed positions, a Volunteer Coordinator will be chosen by the Senior Pastor to ensure the continuation of the ministry to Church Members. Volunteer Coordinators will be directly under the Senior Pastor’s direction. The Administrative Board may choose to pay a stipend to the Volunteer Coordinator at its discretion and consistent with the Church’s financial position.

**C. Professional Staff:**

Professional Staff includes all other Church employee positions. The CDC Director and CDC Staff, who are part of the Professional Staff, will be referred to with the “CDC” designation for clarity in the Bylaws.

**D. CDC Director and CDC Staff:**

All persons hired to work in the CDC shall either be the Director or part of the CDC Staff.

### **III. Hiring and Screening of Church Ministerial Staff Positions:**

All Church Ministerial Staff positions, whether newly hired or promoted from within, shall first be approved by the Administrative Board to assure there is financial and other support for the position in advance. All Church Ministerial Staff will go through full screening procedures prior to hiring/calling, as outlined in the Policy and Procedures Manual, including: credit check; address verifications; and criminal, sexual, and academic background checks.

### **IV. Terms of Church Ministerial Positions:**

#### **A. Senior Pastor:**

##### **1. Overview:**

According to the Biblical model in Ephesians 4:11-12, the Senior Pastor is responsible for equipping Church Members in their roles of ministry. The Senior Pastor must become a member of the Church, male, minimum age 21, and be a resident of the local area.

##### **2. Election:**

When a vacancy occurs for the position of the Senior Pastor, a Pastor Search Team, consisting of seven Church Members, will be nominated by the Nominating Ministry Team and approved by the Administrative Board, the Elder Leadership Team and the Deacon Leadership Team. The Pastor Search Team should represent the broad spectrum of Church life.

- The Nominating Ministry Team will meet to start the process of nominating the members of the Pastor Search Team within 4 weeks of the Senior Pastor role becoming vacant.
- The Pastor Search Team will be responsible for screening all resumes, interviewing applicants, and determining the beliefs, qualifications, and experience of top candidates.
- Once the team has selected a candidate, the Senior Pastor shall be introduced during the Worship Experience. The Senior Pastor's election will be held by paper ballot voting method. To be affirmed as Senior Pastor, the candidate must receive a two-thirds (2/3) vote of the Church Members present and voting. (*See Article III. Business Meetings; Section VI., Voting Variations*).

In cases where an Interim Senior Pastor is needed, the Administrative Board shall be responsible for choosing an Interim Senior Pastor. The Finance and Human Resources Team shall provide the hiring package for the Interim Senior Pastor position. The Interim Senior Pastor shall assume all roles and responsibilities of the Senior Pastor position.

### **3. Tenure of Office:**

The Senior Pastor shall be granted Church Membership upon accepting the position. The Senior Pastor may move his family's membership to the Church. The Senior Pastor shall serve until the relationship is terminated by his or the Church's request.

The Senior Pastor may only be removed, with or without cause, by Church Members at a Special Business Meeting. A Church Member or group of Church Members who may call for the removal of the Senior Pastor must have a conference to air grievances with the Administrative Board without the Senior Pastor presiding. The Administrative Board may choose to meet privately with the Senior Pastor for discussion. If a simple majority of the Administrative Board votes in agreement, it shall convene a meeting of the Elder Leadership Team and the Deacon Leadership Team for discussion and a concurring vote. Subsequently, the Administrative Board shall call a Special Business Meeting and notify the Church Members of the upcoming vote in the manner stated in *Article III. Ordinances & Business Meetings, Section III. Notification of Business Meetings*.

The termination of a Senior Pastor shall be administered by the Vice Chair of the Elder Leadership Team and Vice Chair of the Deacon Leadership Team. Any financial arrangements upon exiting the position will be made by the Administrative Board.

### **4. Duties/Responsibilities:**

The Senior Pastor is responsible for leading the Church to function as a New Testament church. As spiritual leader of the Church, he shall be responsible for leading the Church to fulfill its mission, vision, and purpose. The Senior Pastor shall oversee the Administrative Board, Deacon Leadership Team and Elder Leadership Team. The Senior Pastor shall at all time serve as Chair of the Administrative Board. The Senior Pastor shall also Chair the Deacon and Elder Leadership Teams, but he may appoint an Associate Pastor to serve in his role for either or both of these Ministry Teams. As the leader of the spiritual activities of the Church, he shall be consulted by and cooperate with all Church Teams in order that the unity and effective work of the Church be preserved.

#### **B. Associate Pastors:**

##### **1. Overview:**

According to the Biblical model in Ephesians 4:11-12, the Associate Pastors are responsible, along with the Senior Pastor, for equipping Church Members in their respective roles of ministry.

All Associate Pastors shall be granted Church Membership upon accepting a position with Chapin Baptist Church. The Associate Pastor may move his family's membership to Church. All interns, assistants, part-time assistants, and

other ministerial support personnel for Associate Pastors are classified under Professional Staff.

## **2. Election:**

When a vacancy occurs for an Associate Pastor, the Senior Pastor has the authority to hire a new Associate Pastor of his choosing, with approval by the Administrative Board. To assist in the process, the Senior Pastor can create an Associate Pastor Search Team, consisting of five Church Members, approved by the Administrative Board. The Associate Pastor Search Team should represent the broad spectrum of Church life. The Senior Pastor shall be invited to attend all Associate Pastor Search Team meetings and may choose to attend at his discretion. The Associate Pastor Search Team shall assist the Senior Pastor at his direction to help in this process. For example, members may be asked to screen all resumes or interview applicants.

Once the Associate Pastor Search Team has selected a candidate who has been agreed upon by the Senior Pastor, an announcement of the name of the chosen Associate Pastor and his credentials will be provided to the Church. The Associate Pastor shall be introduced in a Worship Experience. A confirmation of employment of the Associate Pastor will be provided after an expression of affirmation by the Church body.

## **3. Tenure:**

Every person holding an Associate Pastor position shall serve until the relationship is terminated by his or the Church's request.

When circumstances dictate dismissal, the Senior Pastor, in conjunction with the Finance and Human Resources Team, and upon consulting the Administrative Board, shall have the authority to dismiss an Associate Pastor. The Finance and Human Resources Team may provide severance packages when warranted and directed by the Senior Pastor, after confirming available funds and reviewing any severance package with the Administrative Board to ensure continuity in such decisions.

After the resignation or termination of an Associate Pastor, the Associate Pastor may not serve on any Standing Team for a period of three years.

## **4. Duties/Responsibilities:**

The Finance and Human Resources Team shall be responsible for establishing and maintaining, in conjunction with the Senior Pastor, a job description for each Associate Pastor. The job description must designate that the position is an Associate Pastor position.

## **5. Adding New Positions:**

Under the leadership of the Senior Pastor, the Finance and Human Resources Team may create new Associate Pastor positions after the position has been

approved by the Finance and Human Resources Team and the Administrative Board. The job description created must designate the position as one within the category "Associate Pastor." All new Associate Pastor positions must then be announced to the Church Members in a Worship Experience.

**C. Professional Staff:**

**1. Overview:**

The function of all positions under the category of Professional Staff is to assist the Senior Pastor and Associate Pastors. Professional Staff positions may include, but not limited to, the following examples: receptionist, administrative assistant, financial secretary, maintenance/custodian position, or facilities administrator position.

**2. Hiring and Adding New Positions:**

The Senior Pastor may recommend to the Finance and Human Resources Team that a new position be added or an empty position be filled. The Finance and Human Resources Team shall confirm that proper funding exists. After that occurs, the Finance and Human Resources Team shall add a new position, and update the Church's organizational chart. The Senior Pastor may fill new positions. The Finance and Human Resources Team is available to assist the Senior Pastor as needed in this process.

**3. Tenure:**

Every person holding a position under the category of Professional Staff shall serve until the relationship is terminated by his, her, or the Church's request. If circumstances dictate dismissal, the Senior Pastor shall have the authority to dismiss a person serving in a Professional Staff position. The Finance and Human Resources Team shall assist the Senior Pastor as needed in this process. However, the Professional Staff's supervisor should be involved in the decision and present at the termination meeting.

**4. Duties/Responsibilities:**

The Finance and Human Resources Team shall develop an organizational chart and maintain Standard Operating Procedures, which shall be followed in hiring, firing and managing all pastoral and professional staff, as well as overseeing all ancillary support services and benefits pertaining to their employment.

The Finance and Human Resources Team shall be responsible for establishing and maintaining a job description for Professional Staff positions. The job description must designate the position as one within the category "Professional Staff." The job description shall denote the duties and responsibilities for the Professional Staff position.

**D. CDC Director and CDC Staff:**

**1. Overview:**

The Child Development Center shall be operated by a Director. The Director shall be responsible for the day-to-day operations. In the event that there is no Director, the Child Development Center Team (see p. 20), in tandem with the Finance and Human Resources Team, shall assist in operating the CDC.

**2. Hiring:**

The CDC Director and CDC Staff shall be hired as follows:

- The Finance and Human Resources Team shall gather applications for an open Director position, review the applicants, and create a list of qualified applicants to be interviewed as candidates for the position. The qualified candidates shall be interviewed by the Child Development Center Team and the Senior Pastor, and the chosen candidate shall be chosen and provided to the Finance and Human Resources Team for it to facilitate the hiring process.
- The Child Development Center Team will recommend CDC staffing needs to the Senior Pastor and Finance and Human Resources Team. The Director shall be responsible for hiring staff to meet these needs.

**3. Tenure:**

The Director and CDC Staff shall serve until the relationship is terminated by his, her, or the Church's request. The Director may dismiss CDC Staff. The Child Development Center Team may also make recommendations to the Director for dismissal of CDC Staff.

If circumstances dictate dismissal of the Director, the Child Development Center Team shall make a recommendation to the Administrative Board, who shall make the final decision. This Team shall have the authority to implement any decision.

**4. Duties/Responsibilities:**

The duties and responsibilities of the Director are:

- Manage personnel to maintain high quality cost efficient care for CDC children.
- Develop and implement vision for quality day care focused on biblically sound principals.
- Develop and implement quality educational plans.

- Responsible for creation and ongoing monitoring of the Center's budget and taking action to correct any negative trends.
- Maintain current knowledge of regulatory requirements and implement any necessary changes on a timely basis.
- Communicate on a regular basis with center parents, maintaining positive relationships and consistent availability.
- Training, or arranging for training of, CDC staff to meet regulatory or standardized requirements.

**Article V**  
**Administrative Board**

**I. Responsibilities:**

The Senior Pastor is the overseer and chair of the Administrative Board. The Administrative Board supports the Pastor and Pastoral Staff in achieving the mission and vision of the Church.

**II. Duties:**

Subject to the provisions and limitations of the South Carolina Nonprofit Corporation Act, limitations in the Church Articles of Incorporation, and limitations set forth in the Church Bylaws, the Administrative Board shall oversee the operations of Chapin Baptist Church in the areas of Church administration. The Board shall support all ministries, Church missions, calendar services, financial concerns and facility use. Fulltime and part-time personnel issues and volunteer services shall also be supported.

Specifically, subject to the limitations above, the Administrative Board shall also:

- Review and approve all motions before they are brought before the Church, whether by Standing Teams, Ministry Teams, etc.
- Review and approve recommendations as submitted by the Senior Pastor to Finance and Human Resources Team regarding staffing needs to garner support of the Church.
- Staff members may be removed with or without cause by the Senior Pastor after consulting with the Administrative Board.
- In the event that a Senior Pastor is to be terminated, the Administrative Board and the Finance and Human Resources Team will collectively facilitate the termination process previously initiated as described in *Article IV. Church Organization, Section IV. Terms of Church Ministerial Positions, A. Senior Pastor. 3, Tenure of Office.*
- Prescribe any powers or duties for the Administrative Board that are consistent with the laws, the above limitations, other legal restrictions, and the mission and purpose of this Church.
- Adopt, make and use a corporate seal and change its form.
- Borrow funds and incur indebtedness in accordance with the Church budget as directed by Church action on behalf of the Church and cause to be delivered for the Church's purposes and in the Church's name.
- Exercise all other powers conferred by the South Carolina Nonprofit Corporation Act and other applicable laws.
- Ratify and modify as necessary Guiding Principles proposed by the Bylaws Team.

### **III. Election & Service:**

#### **A. Identification and Election of Administrative Board Members:**

The Administrative Board shall consist of a total of seven (7) members:

1. Senior Pastor (Chair);
2. Chairman of the Finance and Human Resources Team (Treasurer);
3. Vice Chair of the Deacon Leadership Team;
4. Vice Chair of the Elder Leadership Team;
5. Chairman of the Outreach Ministry Team
6. Chairman of the Buildings & Grounds Team and
7. Church Trustee.

The Administrative Board is purposely an odd numbered body voting membership and requires a majority vote to move forward on any issue. At no time may a husband and wife serve together on the Administrative Board. In the event an Associate Pastor or Professional Staff member is asked to oversee and serve as Chairman of the Outreach or the Buildings & Grounds Teams, then the Vice-Chair shall serve in the role above instead. No Church Associate Pastor or Professional Staff member shall serve on the Administrative Board.

#### **B. Role of the Administrative Board:**

The Administrative Board assists with the administrative needs of the Church body. To ensure unity, the Administrative Board answers to the Senior Pastor. The Senior Pastor both connects and separates the Associate Pastors and staff therefore, the Associate Pastoral Staff and Professional Staff cannot skip the chain of the command in order to discuss a matter with the Administrative Board and vice versa. The Pastoral Staff and Professional Staff can utilize the Pastoral-Staff Relationship Liaison Team administrated by the Finance and Human Resources Ministry Team.

#### **C. Unity of the Administrative Board:**

Persons who are elected to the Administrative Board must have been a Church Member for at least two years prior to service.

To prevent conflict within the Church, spouses nor immediate family members may serve on the Administrative Board at the same time. Also, spouses and immediate members of the Pastoral Staff and Professional Staff may not serve on the Administrative Board.

**D. Election and Tenure:**

The Administrative Board positions shall be nominated and elected. Each member serves for a term of three years unless he/she is elected to fill an unexpired term, which can be either one or two years, or parts thereof. A member may serve two consecutive three-year terms. When the two consecutive terms expire, the Administrative Board member will not be eligible to serve on the board for a period of one year.

- **Creation of the Administrative Board:** The Nominating Team (existing under the prior Bylaws) shall be responsible for soliciting recommendations from the Church body, Standing Committees, Deacons and Church Advisory Council (existing under the prior Bylaws) to serve in the positions on the Administrative Board. The Nominating Team shall take into consideration relevant experience in each of these service areas, and work with the Senior Pastor to provide a slate consisting of one person to serve for each Administrative Board position. The slate shall be voted on by the Church body, as explained below.
- **First Election of the Administrative Board:** The Church body shall have the opportunity to elect the Administrative Board at a Special Business Meeting. The Administrative Board slate, as provided by the Nominating Team in conjunction with the Senior Pastor, shall be published at least two weeks prior to their election. Publication of the slated Administrative Board shall be made in a Church bulletin or by email. Any member of the Church body shall have the opportunity to provide a written statement, signed by the Church Member, voicing concern of a slated member prior to the election.
- **Tenure of the First Administrative Board:** Members elected to the first Administrative Board shall have the same right to serve up to 2 three year terms. However the first Administrative Board shall internally choose how it will stagger the resignation of Administrative Board members to ensure no more than 40% of the Administrative Board rotates off at one time.
- **Filling Vacant Seats on the Administrative Board:** When a vacant seat presents itself, the Nominating Ministry Team, which consists of the three members of the Administrative Board and three members at large, will work in conjunction with the existing, underlying Ministry Team and Church members to solicit nominations and fill the anticipated vacancy. The Nominating Ministry Team and the Administrative Board shall provide nominees to the Church body consisting of one person to serve for each vacant Administrative Board position. The nominees shall be voted on by the Church body.

The Administrative Board nominees shall be published in advance to their election. Publication of the slated Administrative Board shall be made in a Church bulletin or by email. The Senior Pastor will establish and publish

the process for any member of the Church body to voice concern of a slated member prior to the election.

The Church body shall elect the Administrative Board at the Annual Business Meeting.

**E. Attendance:**

To ensure unity, consistency and confidentiality of the Administrative Board, only elected members may participate in Administrative Board meetings. The Clerk can attend meetings for the sole purpose of taking notes.

At any time during a meeting a member of the Administrative Board may request an Executive Session. The Administrative Board Members present may determine whether the Clerk may attend the Executive Session.

**F. Senior Pastor's Discretion to Include Reports and Presentations:**

The Senior Pastor may bring any Associate Pastor, Team Member, or other person(s) of his choosing to report or provide presentations on issues.

**IV. Meetings & Quorum:**

The Administrative Team will meet monthly on a day within the third week of each month. This calendared time will allow presentations from all Associate Pastors, Ministry Teams or Staff with reasonable notification to the Administrative Board Chair.

A Quorum exists when a simple majority (50% + 1) of the Administrative Board is present and voting. The Senior Pastor shall vote. In the event of a tie, the issue shall be revisited until a simple majority exists. There is no tiebreaker vote as the Administrative Board must have a majority of members in agreement to ensure unity in the Church's Mission.

**Article VI**  
**Deacon and Elder Leadership Teams**

**I. Overview:**

The leadership structure of Chapin Baptist Church is based upon the nature of the Church as revealed in Scripture, as well as the necessary legal requirements for a recognized religious organization. The leadership structure of the Church is intentionally designed to accommodate simplicity, growth, unity, and biblical teaching, and is clarified in the Executive Summary, a stand alone document. The roles of the Deacons and Elders are clarified in the Executive Summary.

**II. Deacon Leadership Team:**

**A. General Scope and Structure:**

In accordance with the meaning of the work and the practice of the New Testament teachings, Deacons are called to be servants of the Church. A Deacon shall be one who demonstrates his call to Christian ministry, his gifts, and his usefulness in helping with the needs of the Church body. This group of men will be responsible for any “physical” shepherding needs the church may encounter. They will create a comprehensive Care Team ministry that will oversee all major functions of care for those inside our body of Christ.

- **Leadership of the Deacons:** The Senior Pastor, or the Associate Pastor of his choosing, shall serve as Chair of the Deacons and have direction and oversight of the Deacons in order to ensure clear connectivity and communication. A Vice Chair of Deacons shall be nominated and elected by the Church Membership to serve on the Administrative Board.
- **Deacon Body and Deacon Leadership Team:** Qualified men who wish to serve on the Deacon Body may go through the process, stated below, and become a Deacon. A Deacon who is ordained may remain in the role of a Deacon as long as he is an active member at Chapin Baptist Church in good standing. The Deacon Body shall have its own process to create a Deacon Leadership Team, consisting of seven (7) members to serve the Body in a leadership capacity. The Deacon Leadership Team may ask any Deacon, as needed, to assist in fulfilling the Deacon’s duties and service.

**B. Qualifications:**

All Deacons should meet the following qualifications:

1. Male, minimum age 21, church member for at least two years;
2. Fulfill the scriptural requirements as stated in Acts 6:3-4 and I Timothy 3:1-13;
3. Demonstrate the evidence of a godly lifestyle, both privately and publicly;

4. Support the stated vision of the Church
5. Complete the education process required by all Deacons; and
6. Support the Church financially.

**C. Duties/Responsibilities:**

Those who serve on the body of Deacons are servants of God, servants with the Ministerial Staff, and servants of the people. The Deacons' duties and responsibilities include, but are not limited to, the following:

1. Assistance with bereavement;
2. Benevolence for the Church body;
3. Assistance with hospital visitations and follow up afterwards;
4. Ministry to shut-ins and those homebound;
5. Assist with the ordinances of the Church: baptism, communion, and child dedication;
6. Assist and facilitate efforts to assimilate first time visitors and ensure follow up; and
7. Assist in caring for the Church Membership, which includes connectivity, accountability and follow up.

**D. Service and Terms:**

Any qualified Church Member may be nominated by a Church member to serve in the role of Deacon or by telling the Senior Pastor or the Vice-Chair of the Deacon body at any time. A call to serve as Deacon is spiritual, and, once ordained, a Deacon will always be part of the Deacon body of the Church as long as he is an active church member in good standing. Thus, there is no limit on the number of the Deacons in the Church. A Deacon may choose at any time to be an active or inactive member of the Deacon body.

A Deacon Leadership Team shall be chosen from within the Deacon Body consisting of seven (7) Deacons. The Deacon Body shall nominate the Deacon Leadership Team. The Deacon Leadership Team will serve in a leadership role to ensure the duties and responsibilities of the Deacon Body are met. The Deacon Leadership Team may request assistance from the active members of the Body of Deacons as needed.

**E. Process to Become a Deacon:**

- **Calling:** Any Church Member who feels called and meets the qualifications set forth above and wishes to serve in the role of Deacon should declare his intent to the Vice Chair of the Deacons or the Senior Pastor. A Church Member may also nominate a candidate.
- **Vetting/Training:** The Senior Pastor will create and publish the vetting and ordination process, which will include a background check, Biblical Training of the role, theological evaluation, and mentorship by a Deacon for one year. Successful candidates will be ordained.

**F. Removal:**

If circumstances dictate, the Senior Pastor along with the Deacon Leadership Team shall remove a Deacon from service.

**III. The Elder Leadership Team:**

**A. General Scope and Structure:**

The Senior Pastor is responsible for the Church body and the overall spiritual well-being of the Church. To assist the Senior Pastor, an Elder Leadership Team will be assembled. The Elder Leadership Team will be responsible for the “spiritual” shepherding needs of our Church.

The Elder Leadership Team will work in conjunction with the Senior Pastor to ensure that the theology of the church is maintained, set major theological stances, conduct any necessary church discipline, hold the Lead Pastor accountable using boundary principles, lay hands on and pray for any members that are sick or have spiritual needs. The Elder Leadership Team will be continually aware of the spiritual well being of the Church Body and offer advice, counsel and accountability to the Senior Pastor, as led by the Holy Spirit. They shall strive to foster the growth and maintenance of the Church’s spiritual well-being and assist in setting forth the mission, vision and purpose of the Church.

- **Leadership of the Elders:** The Senior Pastor, or the Associate Pastor of his choosing, shall serve as Chair of the Elders and have direction and oversight of the Elders in order to ensure clear connectivity and communication. A Vice Chair of Elders shall be nominated and elected by the Church Membership to serve on the Administrative Board.
- **Elder body and Elder Leadership Team:** Qualified individuals who wish to serve on the Elder body may be nominated by a Church member or inform the Pastor or Elder Leadership Team of their interest. Individuals shall go through the process, stated below, and become an Elder. An Elder who is ordained stays in the role of Elder as long as he is a member at Chapin Baptist Church in good standing. The Elder body shall have its own process to create an Elder Leadership Team within the Elder body

consisting of seven (7) members to serve as the active Elders. The Elder Leadership Team may ask any Elder, as needed, to assist in fulfilling the Elderly duties and service with the exception of confidential matters such as church discipline.

- Upon a vacancy in the full time Senior Pastor position, the designated Interim Senior Pastor shall lead the Elders. In the event there is no Senior Pastor, the Elder Leadership Team shall assist the Interim Pastor in the same manner as it assisted the Senior Pastor. In the event there is no Interim Pastor, the Elder Leadership Team shall continue to assist the remaining Pastoral Staff as set forth in Section D. Duties and Responsibilities, below.

**B. Qualifications:**

Elders shall provide a Scriptural role model and a pattern of living before the Church Body of a rightly ordered life – with a single purpose, to glorify God by revealing the living Jesus Christ. The members chosen are to show evidence of spiritual maturity in offering wise counsel with evidence of spiritual discernment. Other qualifications are:

All Elders should meet the following qualifications:

1. Male, minimum age 21, church member for at least two years;
2. Fulfill the scriptural requirements as stated in Acts 20 and I Timothy 3:1-13;
3. Demonstrate the evidence of a godly lifestyle, both privately and publicly;
4. Support the stated vision of the Church
5. Complete the education process required by all Elders; and
6. Support the Church financially.

**C. Duties / Responsibilities:**

In serving the Church body:

1. **Theology**: The Elders will be responsible for adopting any major theological stances of the Church that differ with, or are silent in, the statement of faith by the Southern Baptist Convention. They will protect the body from those whom would teach false doctrine.
2. **Church Discipline**: In a spirit of love and humility, the Elder Leadership Team will oversee any Church discipline matters that may arise in the church body. Their goal would be to restore individuals in grace.
3. **Accountability**: Using guiding principles, established by the Administrative Board, the Elders will provide the Senior Pastor with accountability.

4. **Pray for the Sick:** The Elders shall be available to pray for any Church Members whom are sick, as well as those who have spiritual needs.
5. **Communication:** Help relay legitimate concerns that arise from within the Church body to the Senior Pastor for the purpose of seeking the leadership of the Holy Spirit in resolving each case.

#### **D. Service/Terms:**

Any qualified Church Member may be nominated to serve in the role of Elder by telling the Senior Pastor or the Vice-Chair of the Elder Leadership Team at any time. A call to serve as Elder is spiritual, and, once ordained, an Elder will always be part of the Elder body of the Church as long as he is an active church member in good standing. Thus, there is no limit on the number of the Elders in the Church. An Elder may choose at any time to be an active or inactive member of the Elder body.

An Elder Leadership Team shall be chosen from within the Elder Body consisting of seven (7) Elders. The Elder body shall nominate the Elder Leadership Team. The Elder Leadership Team will serve in a leadership role to ensure the duties and responsibilities of the Elder Body are met. The Elder Leadership Team may request assistance from the active members of the body of Elders as needed.

#### **E. Process to become an Elder:**

- **Calling:** Any Church Member who feels called and meets the qualifications set forth above and wishes to serve in the role of Elder should declare his intent to the Vice Chair of the Elders or the Senior Pastor. A Church Member may also nominate a candidate.
- **Vetting/Training:** The Senior Pastor will create and publish the vetting and ordination process, which will include a background check, Biblical Training of the role, theological evaluation, and mentorship by an Elder for one year. Successful candidates will be ordained.

#### **F. Removal:**

If circumstances dictate, the Senior Pastor along with the Elder Leadership Team shall remove an Elder from service, using the principles of biblical church discipline.

**Article VII**  
**Standing Ministry Teams**

**I. General Overview:**

The role of Standing Ministry Teams will be to assist the Senior Pastor in fulfilling the mission and vision of the church by providing leadership and direction to their respective Teams. For communication purposes, Standing Ministry Teams will be chaired by a member of the Administrative Board, with the exception of the Child Development Center Ministry Team. The Nominating Ministry Team will work in conjunction with the existing, underlying Ministry Teams and Church members to solicit nominations and fill any anticipated vacancies.

Standing Ministry Teams shall have no authority outside the scope or authority delegated to them by these Bylaws, the Senior Pastor and Administrative Board. Specific duties and responsibilities of each Standing Team are stated in the Bylaws.

Standing Ministry Teams shall consist of the Buildings & Grounds Team, Child Development Center (CDC) Ministry Team, Finance and Human Resources Team, and Outreach Team.

**II. General Responsibilities for Standing Team:**

**A. Meetings:**

Standing Teams must meet as necessary to fulfill duties of the Team. All Standing Teams shall have an initial meeting each January. The previous Standing Team Chair shall be responsible to call the first meeting of the calendar year in January, and assist in the facilitation of new officers for the coming year. Standing Teams shall have a quorum of at least two-thirds (2/3) of its Standing Team members present to make any formal decisions.

**B. Reports:**

Each Standing Team shall give a written report annually that will be published in the Annual Report.

**C. Recommended Actions to the Administrative Board:**

Standing Teams may make recommendations to the Administrative Board.

**III. Qualifications for Serving on Standing Teams:**

Persons serving on a Standing Team should meet the following qualifications:

- Twenty-one years of age;
- Support the vision and direction of the Church; and

- Support the Church financially.

#### **IV. Responsibilities of Specific Standing Teams:**

The responsibilities for each specified Team are listed below:

##### **A. Building & Grounds Team:**

The Buildings & Grounds Team shall have oversight responsibility for the administration, maintenance, repairs, and upkeep of the grounds and buildings of the Church. The Team shall also oversee the parking areas and needed repairs, as well as transportation/vehicle-related services provided by the Church. The Buildings & Grounds Team shall also act consistent with the following duties:

1. The Team shall serve as the long-range planning committee for the overseeing of future development of the Church campus in keeping with the vision and purpose of the Church's Facilities Master Plan as amended. The Team may recommend an updated version of the Master Plan to the Administrative Board from time to time, as may be needed.
2. The Team shall review any building or church grounds modification proposal and/or project and will assure that any alteration in the form, function or appearance of any building or the grounds will meet the guidelines of the overall plans for the development of the physical facilities of the Church.
3. The Team shall develop and maintain a Deferred Maintenance Plan encompassing any and all buildings and grounds of the Church.

##### **B. Child Development Center (CDC) Ministry Team:**

The Child Development Center Ministry Team shall develop and implement child care and education plans for children enrolled in this ministry. The CDC Ministry Team shall work with the CDC director to:

1. Create and propose an annual operating budget for consideration and approval of Finance and Human Resources Team and the Administrative Board with final approval by the Church at a Regular Business Meeting;
2. Oversee compliance with the approved budget;
3. Prepare with insight from the Director of the CDC policies and procedures to ensure compliance with all governing child care statutes and regulations;
4. Recommend to the Pastor and the Finance and Human Resources Team staffing needs for the CDC;
5. Report promptly any problems to the Senior Pastor and/or Director of the CDC as appropriate;

6. Establish an ombudsmen process to insure safety and services are being performed in a professional manner;
7. Provide input to Pastor for annual evaluation of CDC;
8. Report annually to the Administrative Board the accomplishments of the CDC and new fiscal year goals when new fiscal budget is submitted to the Finance and Human Resources Team.

**C. Finance and Human Resources Ministry Team:**

The duties of the Finance and Human Resources Team are as follows:

1. Create and propose an annual operating budget for consideration and adoption at a Regular Business Meeting;
2. Oversee compliance with the budget as approved by Church member consent;
3. Prepare a Standard Operating Procedure(s) concerning the receiving, counting, depositing, reporting, and disbursing of all Church monies, as well as other prudent financial practices;
4. Authorize the disbursement of designated funds as provided for in the Standard Operating Procedures for expenditures not included in the approved operating budget;
5. In accordance with the Church's financial policy and procedures, authorize all non-budgeted capital purchases. However, the Finance and Human Resources Team retains the right to waive this requirement in the presence of extraordinary circumstances;
6. Obtain a surety bond for the Treasurer and others as appropriate;
7. Arrange for an independent review of the financial records of the Church not less frequently than every five years by a reputable, independent certified public accounting firm.
8. Ensure that all reasonably anticipated liabilities are insured by a reputable company.
9. Create a sub-committee that shall be responsible for reviewing the financial records and internal procedures of the Church. This sub-committee shall perform an internal audit every year and shall work with the qualified firm performing the independent review as discussed above in Item 7;
10. Administer all procedures regarding salaries, benefits, (vacations, holidays, sick leaves, etc.) and policies relating thereto, but not the day-to-day administration of these policies;

11. Coordinate in advance of any hiring decision the employment package that will be offered with any position, including pastoral positions;
12. Respond to any major personnel issues and provide resolutions when requested by the Administrative Board and/or Senior Pastor;
13. Upon the decision to terminate a staff member, the Senior Pastor in conjunction with the Chair of the Finance and Human Resources Team shall be responsible for the notification of termination. The staff member's supervisor may be included in the notification of termination. In the event the Senior Pastor is to be terminated, the Finance and Human Resources Team Chair, the Chair of the Elder Leadership Team, and the Chair of the Deacon Team shall assist the Administrative Board;
14. Prepare job descriptions for each full time staff position;
15. Assist the Senior Pastor in his evaluation of each staff position annually; and prepare Standard Operating Procedures for the Human Resources matters of the Church;
16. Create a sub-team to review and recommend any change to the Finance and Human Resources Team Policies from time to time:
17. Create a sub-team known as the Pastoral-Staff Relationship Liaison Team to listen to any issues that the Church Staff (Associate Pastors and Professional Staff) would like to address concerning the Pastor, and facilitate a process to resolve concerns.

**D. Outreach Ministry Team:**

The Outreach Ministry Team shall annually establish Church support for local, national and international missions at the beginning of each new fiscal year. This shall be accomplished as follows:

1. The Outreach Ministry Team shall propose an outreach budget each year and provide the budget amount requested to the Finance and Human Resources Team for inclusion in the annual Church budget.
2. The Outreach Ministry Team shall establish the percentage of the outreach budget that will be used for local, national, and international missions.

**V. Enlistment of Service for Standing Ministry Team:**

**A. Taking Office:**

All Standing Ministry Teams shall take office on January 1st, pursuant to the calendar year. No immediate family members may serve on the same Standing Team at the same time. In addition, the Nominating Ministry Team shall see that one person does not serve on more than one Standing Team at the same time.

**B. Appointment of Members on Standing Ministry Teams:**

The Standing Ministry Teams shall be Church Members and regular attendees as led by God's Spirit, their heart, or passion to support the Church's ministry.

Those who are interested in serving on Standing Ministry Teams should declare their interest to the Church Office. These names will be published to the Nominating Ministry Team. The Nominating Ministry Team shall be responsible to connect interested persons to serve on Standing Ministry Teams and fill these teams.

With the exception of the Finance and Human Resources team there will be no term limits set on the members of these teams.

However, due to the fiduciary nature of the Finance and Human Resource Ministry team members may serve for a term of three years unless he/she is called to fill an unexpired term, which can be either one or two years, or parts thereof. A member may serve two consecutive three-year terms. When the two consecutive terms expire, the Standing Team member will not be eligible to serve on the same Standing Team for a period of one year.

The number of members for each of these Standing Teams is set forth below.

1. Building & Grounds Team – 7 Members
2. Child Development Center Ministry Team – 7 Members (Five (5) Church Members from Chapin Baptist Church, and two (2) CDC non-Church Members shall serve alongside on the CDC Board)
3. Finance and Human Resources Team – 7 Members

**C. Vacancies of Standing Team Members:**

In the situation where an individual is not able to complete his or her term on a Standing Team, a replacement member may be selected by the Nominating Ministry Team and appointed by the Administrative Board. The replacement member will serve the remainder of the vacating team member's term.

**Article VIII**  
***Ad Hoc Teams***

**1. Bylaws Team:**

The Bylaws Team is responsible for gathering policies and procedures and maintaining an official copy of the Bylaws and Chapin Baptists Policy Manual in the Church office. The Bylaws shall be responsible for an annual review of the Policies and Procedures Manual to maintain the Manual and ensure that it is kept current. The Bylaws shall annually contact the Pastor, Church Staff, Standing Teams, Ministry Teams, and the Administrative Board to ensure all changes are included in the Bylaws and Manual. Bylaws shall review any request for interpretation.

**2. Nominating Ministry Team:**

The Nominating Ministry Team shall be representative of the Church, and shall provide individuals to fulfill specific needs in the Church, as defined by these Bylaws. For example, the Nominating Ministry Team is responsible for Church Members to serve on Pastor Search Teams, to serve in the Officer roles, to serve on the Bylaws Team, the Church's Standing Teams and to serve in any other roles as required under these Bylaws.

The Nominating Ministry Team shall be comprised of three members of the Administrative Board and three persons of the Church Membership chosen by the Administrative Board.

**3. Pastoral-Staff Relationship Liaison Team:**

The Finance and Human Resources Ministry Team shall create a sub-team known as the Pastoral-Staff Relationship Liaison Team to listen to any issues that the Church Staff (Associate Pastors and Professional Staff) would like to address concerning the Pastor, and facilitate a process to resolve concerns.

**Article IX**  
**Non-Standing Ministry Teams**

**A. General Scope:**

Non-Standing Ministry Teams (“Ministry Teams”) are created and established for the purpose of guiding the ever-changing ministries of the Church. Ministry Teams’ primary goals should be for members to provide their time and service for ministry purposes. No dollars are allocated to any Ministry Team without receiving approved funding from the Finance and Human Resources Team to ensure accountability of all funding.

**B. Creation and Disbanding of Ministry Teams:**

The Senior Pastor can create and disband Ministry Teams. Some Ministry Teams are represented as examples in the Bylaws, but Ministry Teams are not required to be added to the Bylaws. The Senior Pastor shall notify the Administrative Board when a Ministry Team is created or disbanded to ensure dissemination of information.

**C. Team and Program Ministries Qualifications:**

The Ministry Teams shall be Church Members and volunteers as led by God’s Spirit, their heart, or passion to support the Church’s ministry. There is no limit to who may serve. Qualifications to serve require a willing heart and an interest in the ministry the Team supports. Requests for new Ministry Teams shall go to the Senior Pastor so that a chair-person may be appointed for accountability. A list of the Ministry Teams shall be kept by the Church Office so that persons are aware of opportunities to volunteer.

The Nominating Ministry Team shall ensure that the Senior Pastor appoints a Chair person for each Ministry Team. The Team Chair shall ensure the Ministry Team reports proper financial records, reaches out for volunteers, provides updates to the Senior Pastor, and maintains an up to date list of all who volunteer to serve on a Ministry Team.

Any Church Member may express an interest in volunteering on a Ministry Team by contacting the published Team Chairperson. The Chairperson shall determine whether or not additional members are needed on the Team and, if so, shall review the Team’s role in fulfilling the Mission and Vision of the Church with the prospective Team member.

**D. Financial Reports:**

All Ministry Teams that receive funding for the year shall make an annual financial report to the Finance and Human Resources Team to help prepare the annual budget for future needs. The Finance and Human Resources Team shall provide an Annual Accounting Form for Ministry Teams that receive funding for creation of a budget. The Ministry Team Chair shall be responsible for requesting

funding, creating and maintaining the budget, and requesting expenditure authorization from the Finance and Human Resources Team to ensure funds exist, prior to commitment being made to expend Church funds.

**E. Termination of Ministry Teams or Members:**

A Ministry Team can be terminated by the Senior Pastor. A member of a Ministry Team may only be removed by the Senior Pastor.

**F. Examples of Ministry Teams:**

**1. Children's Ministry Team:**

This Team assists the Senior Pastor and Children's Associate Pastor (or volunteer coordinator in absence of a dedicated pastor) with casting the vision and developing the program that will meet the ministry needs of the children attending Chapin Baptist Church.

**2. Youth Ministry Team:**

This Team will assist the Senior Pastor and Youth Associate Pastor (or volunteer coordinator in absence of a dedicated pastor) in the implementation of the Church's youth ministry and administration of youth programs.

**3. Worship Ministry Team:**

This Team will assist the Senior Pastor and Worship Ministry Associate Pastor (or volunteer coordinator in absence of a dedicated pastor) in the implementation of the Church's overall Worship Ministry and administration of music programs.

**4. Senior Adult Ministry Team:**

This Team will assist the Senior Pastor and Senior Adult Associate Pastor (or volunteer coordinator in absence of a dedicated pastor) in the implementation of the Church's Senior Adult Ministry and administration of their programs.

**5. Cemetery Ministry Team:**

This Team will assist the Senior Pastor by overseeing and operating the dedicated area set aside for cemetery commitment. This shall include handling the purchase of interment rights and assignment of grave sites.

**6. Sunday School, Small Group, Library and Training Team:**

This Team will assist the Senior Pastor and Associate Pastor by serving as a resource for Sunday School teachers, small groups, and church individuals to find teaching materials and for Church members through Church education programs and resources.

## **7. Other Ministry Teams:**

The Senior Pastor may create Other Ministry Teams as needed. Ministry Teams can be for a variety of reasons, including for the Senior Pastor's personal support. Ideas for new Ministry Teams may come from the Senior Pastor or any Church Member or group. Requests for new Ministry Teams should be brought to the Senior Pastor. Any Church Member who plans to perform acts of service on behalf of Chapin Baptist Church should request a Ministry Team be created in advance of acting under the name of Chapin Baptist Church

**Article X**  
**Officers**

**I. General Scope and Requirements of all Officers:**

The legal officers and corporate officers of Chapin Baptist Church shall be the Senior Pastor, Trustee, Moderator, Clerk and Treasurer whose election, tenure and duties shall be as provided for in the Bylaws. All officers shall be members of Chapin Baptist Church for at least one year, except for the Pastor. None of the Officer positions shall be filled by a staff member.

**II. Treasurer and Assistant Treasurer:**

The Treasurer shall be nominated by the Nominating Ministry Team and elected by the Church body. The Treasurer shall serve as Chair of the Finance and Human Resources Team. The Treasurer shall be eligible for two (2) consecutive three (3) year terms, and shall be presented for election at a Business Meeting. The Treasurer shall not be eligible to serve for more than two consecutive three year terms. Before serving, the Treasurer shall be bonded. The Treasurer shall serve as the chair of the Finance and Human Resources Ministry Team.

The Assistant Treasurer shall be a member of and elected by the Finance and Human Resources Team in January for one year. The Assistant Treasurer shall assist the Treasurer as needed in carrying out the responsibilities and duties of the position, and act as the Treasurer in his or her absence.

The Treasurer, Assistant Treasurer, or their designee shall provide reasonable oversight to employed staff person(s) of the church with respect to the following financial duties:

1. Receipt of all monies;
2. Payment of all authorized warrants drawn on the treasury;
3. Distribution of funds as may be directed by the Finance and Human Resources Team;
4. Compliance with the budget as authorized by the Church;
5. Accurate preparation of record of all accounts;
6. Availability of monthly and annual reports of receipts and disbursements at Business Meetings;
7. Ensure that a monthly financial report is available in the Church office for review by Church Members upon request, after having provided reasonable notice;
8. Other financial projects as may be assigned from time to time; and

9. Ensure all Finance and Human Resources Team procedures are completed and followed by the Church organization, and its employees.

Daily supervision of the above-referenced duties, as performed by staff person(s) employed by the Church or volunteers, shall be provided by a member of the Ministerial Staff, or Professional Staff employed by the Church, as designated by the Finance and Human Resources Team.

### **III. Clerk:**

The Clerk shall be nominated by the Nominating Ministry Team for a term of one year and be presented at a Regular Business Meeting for election. (*See Article III. Ordinances & Business Meetings; Section VI. Voting Variations.*) The Clerk shall be eligible to succeed himself or herself for additional terms. The Clerk shall not be a staff member to preclude conflicts of interests.

The Clerk shall keep records of the Business Meetings of the Church. The Clerk shall engage in correspondence as necessitated by the Church and Church business and be prepared to make reports to the Church. The Clerk shall make available to each Church family, upon request, a copy of the Constitution and By-laws of the Church through the Church office. The Clerk shall attend the Administrative Board meetings and take notes as an *ex officio* member. The Clerk must leave the room for any discussions held in executive session.

### **IV. Moderator:**

The Moderator shall be nominated by the Nominating Ministry Team for a term of three years, and may serve two consecutive years before being required to take one year off. The Trustee shall not be a staff member to preclude conflicts of interests.

The Moderator shall preside at all Business Meetings. In the absence of the Moderator or his appointee, the Clerk shall call the Business Meeting to order, introduce the acting Moderator appointed by the Senior Pastor, and the acting moderator will conduct the Business Meeting.

All new business must be provided to the Moderator one week prior to the Business Meeting. Prior to the Business Meeting, the Moderator will confirm that all new business being brought to the Church members for a vote has already been brought before the Administrative Board.

### **V. Trustee:**

The Trustee shall be nominated by the Nominating Ministry Team for a term of three years, and may serve two consecutive years before being required to take one year off. The Trustee shall not be a staff member to preclude conflicts of interests.

The Trustee shall be responsible for executing all legal instruments that must be signed for by Chapin Baptist Church as a Corporation. The Trustee has a fiduciary duty to the

Church to properly execute documents. The Trustee may execute documents only when authority is granted by the Church body or Senior Pastor. See *Article XV. Legal Authority to Sign Documents* for further information on the Trustee's authority.

In the event the Trustee states in writing that he or she is unavailable to execute a legal document, the Trustee may appoint a person to execute documents in his stead. In the event the Trustee position is not filled, *in absentia* the Chair of the Nominating Ministry Team shall fulfill these duties until an appointment is made.

**Article XI**  
**Indemnification of Church Staff, Officers and Employees**

The South Carolina Non-Profit Corporation Act shall apply. In the event the Bylaws conflicts with any portion of the South Carolina Non-Profit Corporation statutory section, these Bylaws shall control. Also, the Church may extend indemnification to volunteers at the Church through its insurance policies, and the insurance indemnification provisions shall control instead of the indemnification provisions of the South Carolina Non-Profit Corporation Act.

**Article XII**  
**Mediation Disputes**

**I. Disputes:**

The Church will follow the Biblical formula for redemptive resolution of disputes as found in Matthew 18 and 1 Corinthians 6, so that every effort is made to live at peace and resolve disputes in private.

**II. Church Conflict:**

It shall be the practice of this Church to emphasize to its members that every reasonable measure shall be taken to resolve conflict using the principles of Matthew 18. Should parties involved be unable to settle their disputes using this guideline, then Biblically based and legally binding Christian mediation may be used.

**III. Procedures:**

If a conflict exists that creates a liability to the welfare of the Church, every reasonable effort will be made to resolve the problem in a spirit of Christian kindness and forbearance.

The Church Ministerial Staff may discuss issues and concerns with the Senior Pastor through the Pastoral-Staff Relationship Liaison Team, which is a subcommittee of the Finance and Human Resource Ministry Team.

Church Members who have concerns may bring their concerns to the Elder Leadership Team.

**Article XIII**  
**Ordaining, Licensing, Commissioning and Selection of Messengers**

**I. Ordaining and Licensing of Ministers:**

**A. Licensing:**

When a man announces to the Church that he feels the call to the ministry, the Senior Pastor and Elder Leadership Team choose to commission or license the man. The Church has a process for commissioning, licensing and ordaining persons.

**B. Ordaining:**

In the event this Church has been requested to ordain a man who has been called as pastor of a Baptist Church, the following procedures shall be followed:

1. The Church will express its approval by two-thirds vote of the members present at any regularly scheduled business meeting of the Church.
2. The Senior Pastor shall organize a council to examine the candidate concerning his fitness for the ministry. Upon receiving a favorable report, the Church shall proceed with the ordination.

Ordination is usually a designation indicating the candidate is a “minister for tax purposes” and complies with federal income tax reporting and withholding rules.

**II. Ordaining the Elder Leadership Team and Deacon Leadership Team:**

Upon completion of previously stated requirements and affirmation by the Church body, the new Elder Leadership Team Members and new Deacon Leadership Team Members will be presented to the Church body by the Senior Pastor during a special service to commemorate their Ordination into their respective roles of service.

**III. Commissioning Missionaries:**

Any present or former member of this Church now serving in ministry, who by his/her leading and convictions feel called of God to the work of missions may, by a majority vote of the members present at any Regular Business Meeting, be commissioned by the Church to missionary related service.

**IV. Selection of Messengers:**

The Senior Pastor shall select Church Members to serve on the executive committee of the Lexington Baptist Association and to select messengers to represent the Church at the South Carolina Baptist Convention and the Southern Baptist Convention.

**Article XIV**  
**Annual Responsibilities**

**I. Accounts, Books and Records:**

The fiscal year and the Church year of the Church shall run from January 1 through December 31. All Church accounting records shall be kept by the Church financial secretary and/or by the Treasurer.

**II. Auditing:**

The Church shall have an audit process that exists on a five year term. This process will have two phases and shall be handled by the Finance and Human Resources Team. *(See Article VII. Standing Teams; Section II. Responsibilities of Specific Standing Teams; C. Finance and Stewardship Team, Item 7.)* First, an internal audit of all accounting and financial records and internal control procedures shall be prepared every year. Second, an independent financial review shall be prepared not less frequently than every five years. This process is further defined in the Policies and Procedures Manual.

**Article XV**  
**Article of Dissolution**

Chapin Baptist Church, being organized and incorporated, operates as a non-profit tax-exempt organization under the United States Internal Revenue Code. In the event of dissolution of Chapin Baptist Church, the assets thereof shall be liquidated and distributed for payment of all outstanding debts and obligations. Any remaining assets shall be divided and evenly distributed with fifty percent (50%) distributed to the Lexington Baptist Association fifty percent (50%) distributed to the South Carolina Baptist Convention. No assets of the Church shall be distributed to any Church Member, Ministerial Staff, Professional Officer, or other staff member of Chapin Baptist Church.

**Article XVI**  
**Amendments to the Bylaws**

**I. General Procedures:**

After proper notification is given (as addressed in Section II. below), and subject to the provisions of the South Carolina Nonprofit Corporation Act, these Bylaws, or any provision in them, may be amended, altered or repealed by an affirmative vote of two-thirds (2/3) of the active Church Members present at any Regular or Special Business Meeting. Notice of such amendments, alterations, or repeals must be provided in advance as provided for in Section II, below.

**II. Amendment Notification and Review:**

The procedures for amending the By-laws of Chapin Baptist Church are as follows:

- A. Prior to the first reading, notice of the new by-law or amendment must: (1) be published in one issue of the Church newsletter (via U.S. Mail or e-mail) or (2) be provided by posting copies of changes to the Bylaws at the Greeter's Counter. After publication, a Business Meeting shall be scheduled for the first reading. The publication shall occur at least one week prior to the Business Meeting.
- B. At a Business Meeting, amendments and changes will be presented and read with discussion and debate. A Special Business Meeting for will be called for further discussion within four weeks of the initial Business Meeting. The proposed revisions will be posted at the Church for review once the By-laws are successfully amended.
- C. Each amendment and change shall be voted on without debate at a third Regular or Special Business Meeting.

**III. Document Reprint and Distribution:**

Any amendments voted on and accepted by the Church shall be incorporated into the Bylaws by the Bylaws Group. A current copy of the Bylaws shall be available at the Church Office.

**IV. Bylaws Team:**

The Nominating Ministry Team shall appoint members to serve on the Bylaws Team. Members of the Bylaws Team serve annual terms, which may be consecutive and shall not be limited in years of service. The Bylaws Team shall be made up of at least four Team Members at all times. The Nominating Ministry Team shall ensure that at least one member of the Bylaws Group carries over to the next year to ensure consistency.

The Bylaws Group shall be responsible for collectively reviewing any interpretation questions regarding the Bylaws and providing a joint response.

**Article XVII**  
**Legal Authority to Sign Documents**

All documents which require the signature of the Church, excluding checks signed by the Treasurer budgeted for in the daily operations of the Church, shall be signed by the Trustee for the Church. If the Trustee is unavailable to sign documents the Trustee shall appoint a person to sign in his stead.

Should the Trustee position not be filled, *in absentia* the Chair of the Nominating Ministry Team shall sign as a signatory.

**Article XVIII**  
**Effectiveness**

The amended and restated Bylaws modifies, replaces in the entirety and repeals all prior bylaw provisions; provided, however, that no Church action taken prior to the date hereof pursuant to any such prior Bylaw provision shall be affected by the adoption hereof or repealed thereof. There shall be no interruption in the establishment or governance of the Church as a result of the adoption hereof. This amended and restated **BYLAWS OF CHAPIN BAPTIST CHURCH** shall be known as the Bylaws of Chapin Baptist Church and shall be effective as of \_\_\_\_\_.