

Tall Pines Baptist Church

A South Carolina Baptist
Nonprofit Religious Corporation
Organized September 16, 1973

Preamble to the Church Bylaws

The members of Tall Pines Baptist Church do declare and establish these bylaws as a governing text. Its sole purpose is to preserve and secure the principles of our faith and to provide guidelines for conducting the business of the church body (1 Corinthians 14:40).

Article One Principal Office

Tall Pines Baptist Church

Organized: September 16, 1973

Constituted: January 2, 1974

Articles of Incorporation Dated March 30, 1982

Location Address: 645 Treeland Drive Ladson, SC, 29456

Phone: 843-553-4186

Mailing Address: 645 Treeland Drive, Ladson, SC 29456

Web Site: www.tpbconline.org

Associational Affiliation: Screven Baptist Association

State Affiliation: South Carolina Baptist Convention

Article Two Statement of Faith

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

Article Three Membership

Section 1 – General

Membership of Tall Pines Baptist Church shall reserve the exclusive right to determine who shall be members of this church and the conditions of its membership. Only those who have made a profession of faith in Jesus Christ as Lord and Savior, who having been baptized by immersion according to Scripture and are united together by the Southern Baptist Convention's 2000 Baptist Faith and Message.

1 Corinthians 12:12-14, "For as the body is one, and hath many members, and all the members of that one body, being many, are one body; so also, is Christ. For by one Spirit are we all baptized into one body, whether we be Jews or Gentiles, whether we be bond or free; and have been all made to drink into one Spirit. For the body is not one member, but many."

The membership retains unto itself the right of exclusive self-government in all phases of its life and organization. This is a sovereign and theocratic Southern Baptist church under the Lordship of Jesus Christ.

Section 2 – Family

Tall Pines Baptist Church defines the family and marriage as follows:

- a. God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.
- b. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.
- c. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.
- d. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

In accordance with the Holy Scriptures, Tall Pines Baptist Church will only recognize marriage as defined between one man and one woman. Therefore, Tall Pines Baptist Church will not support or allow the marriage of Same Sex Couples to be performed or sanctioned by this church or on its property, grounds, or the use of any of its facilities in conjunction with the same.

Section 3 – Candidacy

Candidacy of membership in Tall Pines Baptist Church shall consist of people that have:

- a. Made a profession of faith in Jesus Christ as Lord and Savior, who have been baptized by immersion according to Scripture and are united together by covenant as one body in Christ.
- b. Requested membership by transfer of church letter from another Southern Baptist church.
- c. Requested membership by a statement of faith of their prior experience of conversion and scriptural baptism by immersion in another evangelical church of like faith and practice.
- d. Requested membership after having been counseled by the Senior Pastor of the church.
- e. Been restored to the church membership (after disciplinary action) by a two-thirds (2/3) majority vote of the church body at any regular church service after which the petitioner will complete a new member class prior to requesting restoration.
- f. Anyone under 18 years old will need pastoral and parental approval.

Voting for any candidate to start the membership process shall be made at any regular Sunday morning church service by a majority vote.

Candidates who desire membership at Tall Pines Baptist Church and have made a profession of faith will become active members after completion of the church's New Member's class, signing of the Tall Pines Baptist Church covenant, and a majority vote by the church at a regular Sunday morning service.

Section 4 – Designation of Membership

In an effort to properly reflect the membership of Tall Pines Baptist Church, two (2) church rolls (Active and Inactive) will be maintained by the Church Clerk, to be updated as needed and reported to the church. Both rolls will be maintained and located in the church office at all times.

- a. Active members: Are defined as members who are actively involved in the ministries of Tall Pines and attend the majority of regularly scheduled services.
- b. Inactive Members: Are defined as all members who are not actively involved in the ministries of Tall Pines. After a three (3) month period without notifying the Senior Pastor of the reason for absence, the member shall be placed on the inactive members list. Inactive members will not have any voting rights. Inactive members may be reinstated by their personal request of the Senior Pastor at a regular church service.

Section 5 – Responsibilities of Membership

The responsibilities of membership are as follows:

- a. Share in the responsibilities of the church by praying for its growth, inviting those who do not have a personal relationship with Jesus Christ, and to warmly welcome those who attend (I Thessalonians 1:2; Luke 4:23; Romans 15:7).
- b. Support the testimony of the church by attending faithfully, living a Godly life and by giving regularly. (Hebrews 10:24-25; Philippians 1:27; 1 Corinthians 16:2).
- c. Serve the ministries of the church by using the gifts and talents of the Holy Spirit,
- d. By receiving scriptural instruction by Senior Pastor and by developing a servant's heart (1 Peter 4:10; Ephesians 4:11-12; Philippians 2:3-4, 7).
- e. Protect the unity of the church by acting in love toward all people, by refusing to gossip and by following the leadership of Tall Pines Baptist Church (Romans 15:5, 19; 1 Peter 1:22; Ephesians 4:29; Hebrews 13:17).

Section 6 – Voting Rights of Membership

The voting rights of active members are as follows:

- a. All active covenant members who are present may vote on matters of business at all elections and on all questions submitted to the church in business meetings which are legally and properly presented at any church service except that members must be 18 years or older in order to vote on matters that call or dismiss a Senior Pastor or church member, incur a major indebtedness or result in the disposal or purchase of church property (See Article Four, Section 7) .
- b. Voting matters include but not limited to: annual church budget, election of Trustees, acquisition of real property and related indebtedness, incurring indebtedness for facilities development, merger or dissolution of the church, amendments to the Articles of Incorporation, Constitution or Bylaws, calling or removing of a Senior Pastor, and election of messengers for annual associational, state and national meetings.
- c. Voting by proxy is prohibited; therefore, the member must be present to vote and cast their own ballot.

Section 7 – Termination of Membership

Membership shall be terminated for the following reasons:

- a. Death.
- b. Transfer of membership to a sister Southern Baptist church.
- c. Proof of membership in a church of another denomination.
- d. By personal request to the Senior Pastor.
- e. By church discipline (See Article Three, Section 8).

Section 8 – Discipline of Members

The discipline of active church members is as follows:

- a. In the event of a dispute between members, members shall pursue every reasonable measure for peace and reconciliation. An aggrieved party shall follow the biblical principles given by Jesus in Matthew 18:15-17 and I Timothy 5:19-20. If the parties cannot resolve the matter, each should go to a Deacon or Senior Pastor for counsel and guidance.
- b. If the differences cannot be resolved by the above methods, the matter shall be turned over to the Deacons. The Deacons and the parties under the guidance of the Senior Pastor shall work to bring about repentance and reconciliation. If this does not work, the Deacons and Senior Pastor shall meet to consider a recommendation for expulsion.
- c. If the Deacons and Senior Pastor recommend expulsion, the Deacon Chairman shall notify, in writing, the aggrieved party as well as the member whose expulsion has been recommended. He will then bring the recommendation to the Church Council in a specially called meeting. Once the expulsion has begun, the members are strongly encouraged not to resign or withdraw their membership.
- d. The Church Council shall ensure that every effort has been made for repentance and reconciliation and that the by-laws have been followed before voting on the recommendation. If the vote is for expulsion, the Senior Pastor will call for a Special Church Conference.
- e. At this Conference the aggrieved and the member recommended for expulsion should be present and the reasons for expulsion fully explained. If the reasons cannot be settled, the Senior Pastor will make the motion for expulsion from the Church, a secret ballot will be taken and a vote for expulsion will pass by a two-thirds vote of the quorum. Expulsion is effective immediately.
- f. Any expelled member may request reinstatement to active membership in writing. The Deacons will investigate, noting repentance and restitution. At a Special Church Conference, the expelled member must address the Church expressing his remorse for his actions.

Section 9 – Use of Church Property and Facilities

- a. Tall Pines Baptist Church having been led, as we believe, by the Spirit of God, to receive Jesus Christ as Lord, Savior and Supreme Treasure of our lives, and on the profession of our faith, having been baptized by immersion in the name of the Father and of the Son and of the Holy Spirit have purposed that the use of property and facilities must be within accordance of Holy Scripture.

- b. The use of Tall Pines Baptist Church property and facilities will be made available only to active members of this church. At no time will a non-member of Tall Pines Baptist Church be allowed to submit a request for use of the property and facilities without the sponsorship of an active member.
- c. The active member may request use of the property and facilities by submitting in writing to the Church Council. The request may only be for personal use or as a sponsorship of a community event.
- d. The Church Council has final approval on all requests. The Council will only approve those request that are in support of the Holy Scriptures and the mission of Tall Pines Baptist church as defined by the 2000 Baptist Faith and Message.
- e. The Church Council will only give an approved or denied response.

Article Four

Meetings/Business Conferences

Section 1 – Place

The church shall hold regular meetings for worship, teaching, training, outreach, and fellowship at the principal church location of 645 Treeland Drive, Ladson, SC 29456, unless otherwise designated from time to time by the Senior Pastor or his representative.

Section 2 – Ordinances

Baptism:

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

Baptism shall be by immersion in water, shall be administered as an act of worship during any worship service. A person confessing Christ and failing to be baptized after a reasonable length of time shall be counseled by the Senior Pastor and/or staff and deacons. If negative interest is ascertained, that person shall be removed from the list of those awaiting baptism.

Baptism shall be administered by the Senior Pastor or any ordained man. The Senior Pastor has the right to allow a male, active member, to baptize a member of his immediate family on a case by-case basis.

Lord's Supper:

The Lord's Supper is symbolic of obedience whereby members of the church body, through partaking of the bread and fruit of the vine, commemorating the death of Jesus Christ and anticipating His second coming.

- a. The Senior Pastor with the assistance of the Deacon body shall be responsible for the administration of the Lord's Supper.
- b. The Lord's Supper shall be observed on the fourth Sunday of each quarter or on those occasions where the Senior Pastor and/or deacons may deem appropriate, i.e., holidays, seasons.

Section 3 – Regular Business Meetings

- a. Regular business meetings shall be held quarterly, unless otherwise agreed on by the Church Council and the Senior Pastor at a previous Church Council Meeting. All meetings will be agenda driven.
- b. All new business shall be presented to the appropriate committee prior to being brought to the Church Council. The committee will review the issue and upon reaching a recommendation, submit it to the moderator for consideration by the Church Council for addition to the agenda of the next regular business meeting.
- c. All business meetings will be guided by Christian courtesy and conducted according to parliamentary procedure. Unless otherwise presented, all votes are to be taken with discussion. All decisions will be by simple majority vote unless otherwise presented.

Section 4 – Special Called Meetings

Special business meetings may be called at any time by the Senior Pastor and/or moderator for any purpose by giving notice to the members in accordance with Section 5 of this Article.

Section 5 – Official Notice Required for Special Called Meetings

Notification of special called meetings shall be given in any of the following manners which shall be deemed to be a reasonable method of calling a special called meeting at least one (1) week in advance, including one (1) Sunday:

- a. Distribution of written material to the congregation in attendance at a weekend service.
- b. Announcement of the meeting in a church program, bulletin or newsletter.
- c. Oral announcement to the congregation at a weekend service.
- d. Delivery by United States mail to each church family member.

Section 6 – Quorum

A quorum shall consist of those members present and voting at a meeting duly noticed and called for the transaction of business. Any abstained vote is not considered in the vote majority.

Section 7 – Voting

Voting procedure shall follow:

- a. Simple majority shall be required at regular business meetings.
- b. Two-thirds (2/3) majority shall be required at special called business meetings.
- c. Only a two-third (2/3) majority vote may use secret ballot to vote.
- d. Active members under the age of 18, in accordance with state law, cannot vote in connection with any Contractual issue. On all other issues, parental advice should be administered to minors before exercising their voting privileges.

Section 8 – Rules of Order

The latest edition of Robert's Rules of Order-Revised shall be the parliamentary authority governing the meetings of Tall Pines Baptist Church.

Article Five Church Council

Section 1 – General Responsibilities

The Church Council may function to clear all business decisions prior to church presentation and vote. The Church Council oversees all legal and financial matters and provides for the care and maintenance of all properties owned by the Tall Pines Baptist Church.

Section 2 – Qualifications

Qualifications for service on the Church Council are found in I Timothy 3:1-16. Representatives on the Council are to be men and women who are active member of Tall Pines Baptist. They will have integrity, be open-minded, and be visionary Christians with a heart for Kingdom work and upholding the vision goal and objectives of Tall Pines Baptist Church.

Section 3 – Duties

Oversee the monthly operations of Tall Pines Baptist Church in the areas of church administration, ministry, mission, calendar services, financial concerns and facility use along with all full-time and part-time personnel issues and volunteer service.

The Church Council will review all requests for use of property and facilities presented by active members only. The Council will not approve any request by non-members unless sponsored by an active member. The Council will only respond with an approved or denied response.

Section 4 – Election and Terms of Service

The Church Council will be made up of the officers of Tall Pines Baptist Church (clerk, treasurer, moderator, and trustee chairperson), along with Senior Pastor and Associate Pastor(s). Also, the chairpersons of the Personnel Committee, Finance Committee, Facilities Committee, Nominating Committee, Missions Committee, Sunday School Director, and Deacon Chairman make the basic organization of the Church Council. Length of service on the Church Council will flow with the terms of chairperson elections and rotation of standing committees and church officers. See Article 6, Section 5, for length of terms.

Section 5 – Vacancies

All vacancies to the Church Council shall be filled by the Personnel Committee for any ministerial staff vacancies and by the Nominating Committee for all other officers or committees. Standing committees may be allowed to elect their own new chairperson who would be added to the Church Council.

Section 6 – Meetings and Quorum

- a. The Church Council will meet monthly. This meeting will allow for the presentation of future events, calendar dates and financial arrangements discussed and proposed for church vote on upcoming issues.
- b. The quorum will be made when a simple majority (50% + 1) of the Council is present and voting. No proxy votes may be allowed; therefore, they must be present to vote.

Article Six

Ministerial Church Leadership

Section 1 – Overview of Ordained Ministerial Church Staff

- a. Senior Pastor – The Senior Pastor shall be a duly licensed and/or an ordained Southern Baptist Minister of the Gospel. He shall be in good standing with the Association he is a part of at the time of his call. He must agree to be called for an indefinite period of time unless otherwise agreed upon at the time of the call. The Pastoral candidate must show evidence that he is a soul winner with a deep desire to win the lost to Jesus and disciple others in the same manner. Further requirement for the Pastoral office is found in I Timothy 3:1-7 and Titus 1:7-9. The Senior Pastor is responsible for the development of the Associate Pastor(s).
- b. Associate Pastor – The Associate Pastor(s) shall be duly licensed and/or an ordained Southern Baptist Minister of the Gospel. If not, he must be duly licensed and/or ordained prior to assuming responsibilities. He shall be of good standing with the Association he is a part of at the time of his call. He must agree to be called for an indefinite period of time unless otherwise agreed upon at the time of the call. The Associate Pastor(s) must show evidence that he is a soul winner with a deep desire to win the lost to Jesus and to disciple others in the same manner. The Associate Pastor(s) are directly accountable to the Senior Pastor
- c. Worship Leader – The Worship Leader shall be knowledgeable in the administration and implementation of all music and special performances. The Worship leader will provide assistance to all music programs (choir, youth choir, senior choir) as needed. The Worship Leader will be directly accountable to the Senior Pastor.

Section 2 – Function of Ordained Ministerial Church Staff

- a. Senior Pastor – The Senior Pastor shall give direction to the administration of the ordinances of Baptism and the Lord's Supper. He will guide the Church to be a loving fellowship that is united with a growing commitment to reach the lost with the gospel message. He will minister to the spiritual needs of the Church and congregation. He will preside over the services of public worship. He shall be responsible to administer and lead the Church according to the tenets of the New Testament and the 2000 Baptist Faith and Message. He shall oversee the licensing of men to the gospel ministry; the ordination of men elected as Deacons and the commissioning of persons to Christian service. The Senior Pastor shall be responsible to, and directly accountable to, the membership of the Church. As Church Administrator he will lead the Congregation, Officers, Ministries, Organizations and Church Staff. He is an ex-officio member of all committees, having full voting rights on each committee and shall administer the Church Ordinances. He will be solely responsible to fill the pulpit in his absence, unless extenuating circumstances or medical emergencies would prohibit his ability to do so. At such time, the body of Deacons will be responsible to fill the pulpit. Otherwise, the Senior Pastor will have ultimate and final approval of who fills the pulpit at all times. The Senior

Pastor shall preach the Gospel at every opportunity and shall be at liberty to preach the whole counsel of the Word of God as the Lord leads him. The Senior Pastor shall not perform or allow any ceremony or ordinance not consistent with the 2000 Southern Baptist Faith and Message, not limited to and including Same Sex Marriages (See Article Two, Section 3).

- b. Associate Pastor – The Associate Pastor(s) shall minister to the spiritual needs of the Church and perform duties as assigned by the Senior Pastor. Those duties are to include but not limited to hospital visits, youth projects, outreach, evangelism, and pulpit supply as requested by the Senior Pastor. He should assume Associational and State Convention Messenger duties as needed. When an Associate Pastor is the Worship Leader, he will be responsible for its functions. The Associate Pastor(s) shall not perform or allow any ceremony or ordinance not consistent with the 2000 Southern Baptist Faith and Message, not limited to and including Same Sex Marriages (See Article Two Section 3). The Associate Pastor(s) will perform all other duties as assigned by Senior Pastor.
- c. Worship Leader – The Worship Leader, working with the Music Ministry Team, is responsible for the planning, coordination, operation, and evaluation of a comprehensive music ministry. The Worship Leader will oversee all musicians. The Worship Leader will coordinate with the Senior Pastor to determine the style and theme of all music performed. The Worship Leader will lead the church in all special musical events. The Worship Leader will keep all music licenses up to date with all required records and reports. The Worship Leader shall not perform or allow any ceremony or ordinance not consistent with the 2000 Southern Baptist Faith and Message, not limited to and including Same Sex Marriages (See Article Two, Section 3). The Worship Leader will perform all other duties as assigned by the Senior Pastor.

Section 3 – Election of Ordained Ministerial Church Staff

- a. Senior Pastor – Shall be chosen by the Pastor Search Committee and called by the church during a special called business meeting for that purpose, of which one week notice shall be given to the membership. A two-thirds (2/3) or greater vote is required for the election of a Senior Pastor. The Senior Pastor shall continue to serve until the relationship is ended by resignation or termination.
- b. If an Associate Pastor is on staff and is in good standing with the church, consideration can be given to vet the Associational Pastor after due diligence.
- c. Ministerial Staff – Shall be presented to the church by the Senior Pastor and the Personnel Committee for employment in these positions. Service in these positions shall continue until the relationship is ended by resignation (30 days written notice given to the Senior Pastor and Personnel Committee) or by the expiration of a predetermined time of service.

Section 4 – Church Staff Search Process

- a. Pastor Search Committee – A Pastor shall be chosen and called by the church whenever a vacancy occurs. A Pastor Search Committee shall be elected by the church upon nomination by the Nominating Committee, unless an Associational Pastor is in place. The Pastor Search Committee shall bring to the consideration of the church only one nomination at a time. The membership of the Pastor Search Committee shall be representative of the congregation by gender, age, and length of membership in the church. The call of a Pastor shall take place at a special called business meeting, after notice has been given as provided for special called business meetings. (See Article Six, Section 10 for screening process.)
- b. Personnel Committee – The Personnel Committee shall be elected by the church upon nomination by the Nominating Committee and shall be responsible for personnel administration activities for all employees of the church. The Personnel Committee may delegate such functions as necessary in order to establish supervisory/management responsibilities. The Personnel Committee is to carry out the policies and procedures for personnel administration as approved by the church. The Personnel Committee shall maintain oversight of church staff management and perform other duties and functions as outlined in the church approved policies and procedures.

Section 5 – Church Support Staff Overview

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

- a. Church Ministry Assistant.
- b. Pastoral Ministry Assistant.
- c. Financial Ministry Assistant.
- d. Music Director
- e. Pianist
- f. Custodian.

Section 6 – Church Support Staff Functions

- a. Church Ministry Assistant – Handle all functions of church office management.
- b. Pastoral Ministry Assistant – Handle all special projects for Pastor(s)
- c. Financial Ministry Assistant – Handle financial office management.
- d. Custodian – Maintain clean buildings and grounds and to notify the Facilities Chairman of minor repairs as needed.

Section 7 – Hiring of Church Support Staff

- a. Support staff may be hired by appropriate supervisors, with approval of the Senior Pastor and the Personnel Committee, following the screening and interviewing process.
- b. Compensation shall be specified by the Personnel Committee, subject to approval of Finance Committee and the church.

Section 8 – General Duties/Responsibilities of Church Support Staff

- a. Church Ministry Assistant:
 1. Answer and process all telephone calls and messages.
 2. Receive all visitors to the church office.
 3. Handle incoming/outgoing mail.
 4. Create and maintain all bulletins and weekly service materials.
 5. Perform all other duties as assigned by Senior Pastor.
- b. Pastoral Ministry Assistant:
 1. Work on all programs and processes as directed by Pastor(s) with the approval of the Senior Pastor.
 2. Handle all correspondence of Senior Pastor.
 3. Maintain Pastor(s) schedule
 4. Perform all other duties as assigned by Senior Pastor.
- c. Financial Ministry Assistant:
 1. Receive, count, and deposit all church offerings, with appropriate committee help and according to the financial policies and procedures manual.
 2. Post receipts and disbursements of all accounts according to financial system.
 3. Prepare monthly bank reconciliation statements, monthly and annual financial reports, quarterly and annual tax reports.
 4. Prepare and issue checks to staff members, designations, and organizations in accordance with church financial policies and procedures.
 5. Perform all other duties as assigned by Senior Pastor.
- d. Custodian:
 1. Conduct scheduled daily, weekly, monthly and annual facility cleaning operations.
 2. Conduct maintenance operations for facility, equipment and grounds.
 3. Set and cleanup for church, social, and community events as directed.
 4. Perform all other duties as assigned by Senior Pastor.

Section 9 – Termination

- a. Voluntary Termination – Support staff employees should give at least a two-week written notice to their immediate supervisor before leaving their job. This will allow their supervisor enough time to adjust working schedules and secure a replacement.
- b. Involuntary Termination – An involuntary termination is that which is initiated by the church management for reasons other than changing ministry conditions.
- c. Layoff – A layoff is a termination of employment that results from changing ministry conditions which necessitate a reduction in staff.

Section 10 – Staff Screening

All staff, ministerial and support, will go through full screening procedures prior to hiring/calling, as outlined in the policies and procedures manual; including credit check, address verifications, criminal, sexual, and academic background checks.

Article Seven

General Church Officers, Deacons and Other Leadership

Section 1 – Overview of Church Officers and Leadership

- a. The leadership structure of Tall Pines Baptist Church is based upon the nature of the church as revealed in Holy 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.
- b. The primary officers of this church shall be Senior Pastor, Deacons, Trustees, Moderator, Clerk and Treasurer, whose election, tenure and duties shall be as provided for in the Bylaws.
- c. All officers of the church will be members of the church.

Section 2 – Officer Functions

- a. Senior Pastor – is responsible for providing spiritual instructions and strategic leadership to the members, staff and ministries of the church and serving as Moderator for quarterly business meetings as needed.
- b. Moderator – shall preside at all business meetings of the church consistent with the guidelines for a presiding officer in the latest edition of Robert’s Rules of Order.
- c. Clerk – is responsible for recording minutes of business meetings, preserving historical records, correspondence to membership, and preparing annual information for the association, state convention, and Southern Baptist Convention.

- d. Treasurer – (or duly appointed officer by the Senior Pastor, with the aid of the elected Counting Committee or approved check signers) shall receive, deposit and pay out, according to financial policies, all monies and other funds of the church, keeping at all times an itemized report of receipts and disbursements.
- e. Trustees – shall, at the direction and discretion of the church, hold legal title to church property, sign all contracts/documents as approved by the church, and keep the official copies of the church Incorporation, Bylaws, and Policies and Procedures documents.
- f. Deacons – shall at all times consider themselves as servants of the church. It shall be their duty to look after the spiritual well-being of the congregation, to cooperate with the Senior Pastor and other officers of the church in the furtherance of their duties, to visit the sick and care for the needy and to perform such other duties as usually pertain to that office.
- g. Other Major Leadership Positions – The church may have such other officers, Ministry Leaders and/or Task Force Leaders as the Holy Spirit may direct to carry out the purposes of the church.

Section 3 – Enlistment and Election

- a. Moderator, clerk, and treasurer – The church membership will elect the moderator, clerk, and treasurer annually based on names presented by the Nominating Committee.
- b. Trustees – The number of trustees will be determined annually and elected by the church membership.
- c. Deacons
 - 1. The church membership will elect the deacons to serve. Nominations may be given to the Senior Pastor or a current deacon or solicited from the church body by bulletin insert during a church service. The names of those men nominated and willing to serve will be screened and counseled before being placed on a secret ballot for vote at a called business meeting.
 - 2. The Deacon Body will be men who are servants and are not a governing body, but assist the Senior Pastor by their wise counsel to the Senior Pastor. These men shall be spiritually qualified as stated in I Timothy 3:8-13 and Titus 1:6-9.
 - 3. Deacons shall serve for a term of three (3) years on a rotation basis. Deacons may be given the option to serve one additional three-year term if they desire. They cannot serve more than two consecutive three-year terms, but will be able to serve again after resting one year.
 - 4. If a resting Deacon who remains an active member of Tall Pines Baptist with a break in membership is re-elected to the Deacon Body, they will assume their duties according to the church rotation of Deacons.
 - 5. In case of death, removal or incapacity to serve, the church may elect to fill the unexpired term.

Section 4 – Qualifications

- a. All officers, deacons and other leadership are individuals who are God called and Spirit empowered to lead and will be elected by the church.
- b. Officers/Deacons/Leadership shall be members of Tall Pines Baptist Church.
- c. Officer/Leadership qualifications are based on the characteristics defined in scripture with Christ as the model leader:
 1. He was a servant leader (Luke 22:22)
 2. Fellowship is a function of service (John 12:26)
 3. We follow Christ as little children (Matthew 18:1-5)
 4. Leading is not lording over (Mark 10:42-45)
 5. We are to follow Christ's example in our leadership (1st Corinthians 11:1)
 6. We are to be servants of Christ (2nd Corinthians 4:5)
 7. Our leadership considers those above us as well as the admonition for work (Titus 2:15 & 3:11)
 8. Leaders are to set an example for others (1st Peter 5:2-5)
 9. Deacon qualifications are found in 1st Timothy 3:8-13.

Section 5 – Rotations and Terms of Service

- a. Moderator/Clerk/Treasurer – shall be elected by the church annually and serve a one-year term. Each may serve up to five consecutive terms before being rotating off for at least one year.
- b. Deacons – shall serve for a term of three (3) years on a rotation basis. Deacons may be given the option to serve one additional three-year term if they desire. They cannot serve more than two consecutive three-year terms, but will be able to serve again after resting for one year.
- c. Trustees – shall be reviewed by the church annually to ensure commitment of service. Each trustee serves for life or until dismissed by voluntary action, termination of membership or church discipline.

Section 6 – Termination

Any officer, deacon or leader may resign by written notification to the Church Council.

Any officer, deacon or leader may be removed from office for:

- a. Physical incapacitation.
- b. Spiritual or moral issues.
- c. Doctrinal issues.
- d. Failure to fulfill responsibilities of the office.
- e. Steps 1, 2, and 3 in Matthew 18:15-17 shall be used to implement dismissal by the Church Council.

Section 7 – Screening of Officers, Deacons, Leaders, and Workers

All officers, deacons, leaders, and workers will go through screening procedures as directed in the Policies and Procedures Manual prior to their name being presented to the church for election. Screenings may include but are not limited to criminal background checks.

Article Eight Standing Committees/Teams

Section 1 – General Overview

- a. The chairperson for the following committees shall serve on the Church Council: Nominating Committee, Personnel Committee, Facilities Committee, Finance/Stewardship Committee, and Missions Committee.
- b. All committee members shall be church members in good standing.
- c. All committees are advisory groups and have no powers except those authorized and approved by church vote. Standing committees will be approved and members elected from the church body. Specific duties and responsibilities of each committee will be as presented by the Nominating Committee and approved by church vote. It is encouraged that committee membership change by rotating off after a three-year term. The Church Council may form ad-hoc committees, as needed, for short-term purposes.

Section 2 – General Responsibilities

Nominating Committee – coordinates the staffing of all church leadership positions filled by volunteer workers; meet when necessary to consider all vacancies that may have occurred and make nominations to fill all vacancies.

- a. Personnel Committee – shall be in charge of and responsible for personnel administration activities for all employees of the church; carry out the policies and procedures for personnel administration as approved by the church; maintain oversight of church staff management.
- b. Stewardship/Finance Committee – shall develop and present the annual budget to the church for approval and shall manage the expenditures of all budgeted funds; shall develop written guidelines and establish internal policies and procedures for the conduct and operation of the financial business of the church; establish such bank accounts and other financial arrangements with banks and other fiduciaries as deemed in the best interest of the church; shall arrange for and report on all audits conducted of the church finances; establish and monitor the procedures of collecting, handling, managing, and reporting of all funds.
- c. Facilities Committee – shall have general charge of the administration and upkeep of the grounds and building, maintenance and repairs.

- d. Missions Committee – shall review requests from church members for ministry groups and guide them in setting up a ministry; will present to the church a report on each group seeking church endorsement. The Mission Committee’s main focus will be to focus on the ways and means to conduct Kingdom work through outreach in the church family and the surrounding community.

Section 3 – Enlistment and Election

- a. Standing committees will be approved and members elected from the church body. Specific duties and responsibilities of each committee will be as presented by the Nominating Committee and approved by church vote.
- b. Nominations for the Nominations Committee will come from the Personnel Committee. The congregation may submit names for consideration of nomination to the Personnel Committee.

Section 4 – Rotation of Service

It is encouraged that committee membership change by rotating off after a three-year term, with a period of one year before re-election.

Section 5 – Qualifications

Standing committee members shall be members of Tall Pines Baptist Church in good standing as dictated by Article Three, Section 3.

Section 6 – Termination

Any standing committee member may resign by written notification to the Church Council and the Chairperson of their committee.

Any standing committee member may be removed from office for:

- a. Physical incapacitation.
- b. Spiritual or moral issues.
- c. Doctrinal issues.
- d. Failure to fulfill responsibilities of the office.

Steps 1, 2, and 3 in Matthew 18:15-17 shall be used to implement dismissal by the Church Council.

Section 7 – Screening Leaders

See Article Seven, Section 7.

Article Nine

Ministry Teams and Program Services

Section 1 – Team and Program Ministries Overviews

A team is an organization to carry out a specific task needed by the church. Team members can volunteer to serve and meet the need/task based on expertise, talents, passion and calling. The Nominating Committee will enlist a chairperson for church approval. Team members may serve an indefinite term.

Program leadership is enlisted through the Nominating Committee to serve a specific program for a term of one year.

Section 2 – Team and Program Ministries Responsibilities

- a. Hospitality/Kitchen Team – Coordinate/organize church-wide receptions/social events.
- b. Church Ushers Team – Serve as greeters, assist members/guests as needs arise.
- c. Flower Team – Provide flower arrangements/other decorations for weekly worship/special services.
- d. Benevolence Team – Identify and meet needs presented; determine amount and frequency of assistance to individuals and families; involve each recipient of help in the life and activities of our church; locate/determine reputable community service agencies for assistance when needed; locate church members and community businesses that will provide areas of assistance.

Section 3 – Teams and Program Ministries Enlistment and Election

- a. A Team chairperson and program leadership will be recommended annually, by the Nominating Committee, to the church for approval.
- b. Members on a Team or Program are determined by a combination of volunteering and recruitment by the Leader

Section 4 – Team and Program Ministries Rotation

- a. Team chairperson may serve for a period of one year. Leaders may succeed themselves upon Nominating Committee and church approval.
- b. Team members may serve indefinitely.
- c. Program leadership may serve for a period of one program year.

Section 5 – Team and Program Ministries Qualifications

All Team and Program members shall be active members and must be able to represent Christ to all that come to worship, learn and participate at Tall Pines Baptist Church.

Section 6 – Team and Program Ministries Duties

- a. Hospitality/Kitchen Team – Consult with staff regarding needed hospitality events; arrange for food and supplies to be used at events; decorate/cleanup for events; serve as host/hostesses for events.
- b. Church Ushers Team – Make sure all appropriate doors are opened and lights turned on for service times; check thermostat settings; make sure bulletins, offering plates, guest cards, and other needed materials are ready and available; greet/assist guests/members as they arrive; gather offerings during service; assist with security of building, grounds and parking areas during services.
- c. Flower Team – Maintain inventory and purchase supplies of flowers; place arrangements on Sunday; order arrangements for special events and when requested.
- d. Benevolence Team – Identify and meet needs presented; determine amount and frequency of assistance to individuals and families; involve each recipient of help in the life and activities of our church; locate/determine reputable community service agencies for assistance when needed; locate church members and community businesses that will provide areas of assistance.

Section 7 – Termination

Any team/program member may resign by written notification to the Church Council and the Leader of their team/program.

Section 8 – Team Screening

See Article Seven, Section 7.

Article Ten

Indemnification of Church Staff, Officers and Employees

Section 1 – Definitions and Proceedings

Definitions:

- a. Agent – Any person who serves as a trustee of Tall Pines Baptist Church in addition to those listed in the Articles of Incorporation of Tall Pines Baptist Church.
- b. Proceeding – Any threatened, pending or completed action or proceeding, whether civil, criminal, administrative or investigative.
- c. Expenses – Include, without limitation, all attorneys' fees and any other expenses incurred in the defense of any claims or proceedings against an agent by reason of his position or relationship as agent and all attorneys' fees, costs and other expenses incurred in establishing a right to indemnification.

Section 2 – Successful Defense

Insofar as an agent of the church has been successful in the defense of any proceeding or in the defense of any claim, issue or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection with the claim.

Section 3 – Good Faith Conduct

The agent must be found that he acted in good faith, in a manner he believed to be in the best interest of the church and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use in similar circumstances.

Section 4 – Insurance

The Church Council may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the church against any liability asserted against or incurred by the agent in such capacity, whether or not the church would have the power to indemnify the agent; however, the church shall have no power to purchase and maintain such insurance to indemnify any agent of the church for violation of State or Federal laws.

Article Eleven

Mediation Disputes

Section 1 – Disputes

Tall Pines Baptist Church will follow the biblical formula for redemptive resolutions 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.

Section 2 – Church Conflict

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

Section 3 – Agreement Procedures

If a condition should exist that causes a member to become 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. Upon determination that the welfare of the church is best served by the exclusion of the member, the church may take this action at a meeting called for this purpose.

Section 4 – Petitions

A petition to gain attention to a grievance/concern may be created. The petition must state the purpose/concern, be dated and must include a signature line for each member to sign. There must be a line to represent the minimum of 1/3 resident membership to activate the petition. Once complete, the petition should be given to the Church Council for activation.

Article Twelve

Ordaining, Licensing and Commissioning

Section 1 – Ordaining and Licensing of Ministers in the Gospel Ministry of Jesus Christ

- a. Licensing – When a man announces to the Senior Pastor that he feels he has been called to the ministry, the Senior Pastor will council with the man and after a season of watch-care he may recommend to the church and by a majority vote and license him to the ministry. Once the man is licensed in the Gospel Ministry of Jesus Christ, then after a season of watch-care, the Senior Pastor may recommend the man to the church and by a majority vote proceed with ordination process.
- b. Ordination – In the event this church has been requested to ordain a man who has been called as a Minister of the Gospel of Jesus Christ of a sister Baptist church, the following procedures shall be followed:
 1. The church will express its approval by two-thirds (2/3) vote of the members present at any regularly arranged business meeting of the church.
 2. The Senior Pastor shall call upon the Screven Baptist Association to form an ordination 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.

Section 2 – Ordaining Deacons

If this church, at a regular church meeting, shall elect deacons, the Senior Pastor shall perform the ceremony of ordination in the presence of this church

Section 3 – Commissioning Missionaries

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

Article Thirteen

Fiscal Responsibilities

Section 1 – Accounts and Records

- a. The fiscal year and church year shall begin on September 1 and end on August 31 of each year.
- b. The church shall have an annual budget to serve as a guide for the financial operation of the church. After discussion and approval by Church Council, the proposed annual budget will be presented for discussion at the August quarterly business meeting. Official vote by covenant church members will take place on a Sunday morning, immediately after morning worship.

Section 2 – Policy Manuals

The Policy and Procedures Manual for Tall Pines Baptist Church, cross-referenced with Tall Pines Baptist Church Bylaws, consists of the following sections and groups empowered to administrate any necessary amendments for church approval. A copy of this manual will be maintained in the church office:

- a. Administration – Staff/Deacons/Church Council.
- b. Facilities – Building and Grounds Committee.
- c. Finance – Finance Committee.
- d. Leadership – Nominating Committee/Staff.
- e. Ministry – Staff/Ministry Teams.
- f. Personnel – Personnel Committee.
- g. Any other section that the church finds necessary in the function of Tall Pines Baptist Church.

Section 3 – Inspection of Records

- a. A copy of the Articles of Incorporation, Bylaws and Policies and Procedures of Tall Pines Baptist Church will be available in the church office for viewing by any active church members.
- b. Every Tall Pines Baptist Church active member has the right to inspect all records, reports and documentation of every kind, except that which is deemed confidential. No copy of viewed reports or documents will be allowed to leave the church office.
- c. Every household should have a copy of the Bylaws of Tall Pines Baptist Church.

Section 4 – Auditing Procedures: Financial and Security

- a. The Finance Committee shall conduct an annual audit and arrange for an independent audit every five years.

Section 5 - Maintenance of Church Records and Documents

- a. All confidential church records will be maintained in a secure location within the church.

Article Fourteen Article of Dissolution

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

The Church Council will elect an ad-hoc committee for the dissolution of the assets. They will recommend to the church at a Special Called Business Meeting, the designated beneficiary and the date of dissolution. The vote shall be two-thirds (2/3) of the quorum by paper ballot.

Members of Tall Pines Baptist Church, defined, in the Bylaws, who are active members at the time of dissolution, shall, in a Special Called Business Meeting, designate the beneficiary described above, to receive the assets of the church after dissolution.

Article Fifteen

Amendments to the Bylaws

Section 1 – General Procedures

- a. Any of these Bylaws may be amended, altered or repealed by a two-thirds (2/3) majority vote at any regular church business meeting provided that such amendments, alterations, or repeals be given in writing to the Bylaws Committee, and the Committee empowered to administrate the document, thirty days prior to the time the vote is taken.

Section 2 – Amendment Styles

- a. All amendments shall be made by striking through the original and noting change in capital *RED* lettering.
- b. All amendments shall be noted at the bottom of each page with the date of last amendment. (example: Revised (__ / __ /20__))

Section 3 – Notifications and Reviews

Upon approval of amendments by the qualified committees, a church business meeting shall be called for the purpose of discussion and questions of such amendments two (2) weeks prior to the time for vote.

Section 4 – Presentation and Vote

Approved amendments shall be voted on in a called Sunday Morning church business meeting following the questions and comments presentation two (2) weeks prior. A two-thirds (2/3) majority vote of Tall Pines Baptist Church active members present shall constitute acceptance of amendments.

Section 5 – Documentation Distribution

New documents or sections of amended documents shall be available for pick up in the church office.

Section 6 – Church Historical Documents

All Previous versions of the Tall Pines Baptist Church Bylaws and any other historical records must be kept on file and safely secured in the church office for historical accuracy.