

1 **TABOR CITY BAPTIST CHURCH INC.**

2 **Bylaws**

3 For the purpose of preserving and making secure the principles of our faith and to the
4 end that this body be governed in an orderly manner, consistent with the accepted
5 tenets of Baptist Doctrine and of Baptist Churches affiliated with the Baptist State
6 Convention of North Carolina and the Southern Baptist Convention for the purpose of
7 preserving the liberties inherent in each individual member of the church, and to
8 recognize the value of voluntary association among churches of like faith and practice,
9 the church declares its intention to seek to work in mutual cooperation with other
10 churches, especially those of Southern Baptist faith.

11 **ARTICLE I. –NAME**

12 This body shall be known as the Tabor City Baptist Church Inc. located at 200 Live
13 Oak Street, Tabor City, Columbus County, North Carolina 28463 and hereafter may
14 be referred to as “the church,” or, “the corporation.”

15 **ARTICLE II. GENERAL**

16 The church year shall be from September 1 through August 31.

17 **ARTICLE III. –PURPOSE**

18 Tabor City Baptist Church Inc. is organized for the purpose of advancing and promoting
19 the worship of God through the reading and study of the Holy Bible as the revealed
20 word of God, the teaching and preaching of the Gospel of our Lord and Savior, Jesus
21 Christ, conducting regular services of worship for the spiritual training, development
22 and benefit of each member and for the winning of souls to Jesus Christ. This church
23 shall be missionary in spirit extending the Gospel through our organized religious
24 channels to the entire world. It shall promote and maintain the teachings and doctrines
25 of that Christian denomination universally known and designated as the Southern
26 Baptist Denomination. It shall exist to provide regular opportunities for public worship,
27 to sustain the ordinances, doctrines and ethics set forth in the New Testament for the
28 church of our Lord Jesus Christ, and to channel its offering to the support of the objects
29 of the Kingdom of God. In order to effectively carry forward the objects and purposes
30 set forth above, the church will have full power and authority to purchase, lease and
31 acquire by gift, devise or bequest and to hold, mortgage, convey and dispose of all
32 kinds of property. The title/deed to all property shall be owned by the corporation.

1 **ARTICLE IV.Church Covenant**

2
3 Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus
4 Christ as our Savior and Lord and on the profession of our faith and the inerrancy of
5 God’s Holy Word, having been baptized by immersion in the name of the Father,
6 and of the Son, and of the Holy Spirit, we do now, in the presence of God, and this
7 assembly, most solemnly and joyfully enter into covenant with one another as one
8 body in Christ.

9
10 We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love;
11 to strive for the advancement of this church, in knowledge, holiness, and comfort; to
12 promote its prosperity and spirituality; to sustain its worship, ordinances, discipline,
13 and doctrines; to contribute cheerfully and regularly to the support of the ministry,
14 the expenses of the church, and the relief of the poor, and the spreading of the
15 gospel to our local community and to all nations.

16
17 We also engage to maintain family and personal devotions; to religiously educate
18 our children; to seek the salvation of our kindred and acquaintances; to walk
19 circumspectly in the world; to be just in our dealings, faithful in our engagements and
20 exemplary in our behavior; to refrain from immoral behavior and or ungodly practices
21 addressing social issues in strict conformance with God's Holy Word. Such
22 practices are specifically but not limited to the abuse of alcoholic beverages or any
23 illegal intoxicating substance.

24
25 We engage to uphold marriage defined as the union of one naturally born man and
26 one naturally born woman in a covenant commitment for lifetime, to be intimate
27 companions according to biblical standards.

28
29 We will provide for the orphaned, the needy, the abused, the aged, and the sick. We
30 stand on behalf of the unborn and contend for the sanctity of all human life starting
31 with conception.

32
33 We further engage that when we remove from this place of worship we will, as soon
34 as possible, unite with some other Christian church where we can carry out the spirit
35 of this covenant and the principles of God’s Holy Word.

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3 **ARTICLE V. –MEMBERSHIP**

- 4 1.1. The membership of this church shall consist of persons who publicly confess Jesus
5 Christ as Personal Savior and Lord, and who have been baptized by immersion in
6 accord with Scriptural example and command, and who do otherwise accept and
7 subscribe to the doctrines and practices of this church.
- 8 1.2. A member of another Baptist Church of like faith and order may be received by
9 vote of the church upon promise of letter of transfer from that church.
- 10 1.3. Anyone who has once been a member of a Baptist Church, and in consequence of
11 peculiar circumstances has no regular letter of transfer, may be received into our
12 fellowship upon a statement satisfactory to the church.
- 13 1.4 Each person having presented themselves must agree to a series of meetings with
14 the pastor, and or deacon(s) at which time spiritual leadership shall be introduced,
15 and a copy of the church’s covenant, bylaws and policies shall be given to them to
16 read and review. These documents shall be explained by the Pastor and or
17 Deacons during the meetings. As spiritual leaders, the Deacons and Pastor(s) have
18 a responsibility for the overall health, welfare and spiritual discipline of the
19 membership as written in Matthew 18:v15-17 and Galatians 6: v1-5.
- 20 1.4A Once a prospective new member completes the meetings with the pastor and or
21 the appointed Deacons and the new member fully understand and agrees to the
22 statements and beliefs listed within the church covenant and bylaws; the candidate
23 will be presented to the church at the next scheduled business meeting. At that
24 meeting the candidate will be presented and a vote will be taken by the members
25 present to accept or deny their membership request. Voting on new members shall
26 be conducted by a voice vote.
- 27 1.5. Letters of transfers may be granted to any church of like faith and order. When
28 letters are granted, membership in this church will terminate.
- 29 1.6. When a member of this church joins a church of different faith and order and letters
30 are granted, membership in this church will terminate. On request from such
31 church of different faith, a letter of dismissal from this church will be sent, verifying
32 membership in this church.
- 33 1.7. Granting of church letters shall be the responsibility of the pastor and church
34 secretary with a report to the deacons and then such letters that are granted to be
35 printed in the church paper, “The Caller.”
- 36 1.8. In considering the duties involved, members are expected, first of all, to be faithful
37 in all the duties essential to the Christian life; to attend regularly the services of the
38 church; to give regularly and systematically to its support and Kingdom causes,
39 and to share in its organized work.
- 40 1.8.1 Members of the church agree to submit any legal dispute with the church for
41 mediation upon such terms as the parties may mutually agree. Lawsuits between
42 believers, or threats of lawsuits between believers, are a matter of grave concern
43 for the church and are contrary to biblical and church teaching. Mediation is an
44 effort to resolve disputes in a biblical fashion, (1 Cor. 6: 1-7)
- 45 1.9. In considering the rights involved, members, and members only, may act and vote
in the transaction of the church.

1 **1.9A** Members eligible to vote are those who have attended Tabor City Baptist Church
2 Inc. within the last 180 days.

3 **1.10.** Every member of the church 14 years of age or older is entitled to vote at all
4 elections and on all questions submitted to the church in conference, provided the
5 member is present or provision has been made for absentee balloting.

6 **1.11.** Every member of the church is eligible for consideration by the membership as a
7 candidate for elective offices in the church.

8 **1.12.** Every member of the church may participate in the ordinances of the church as
9 administered by the church.

12 **ARTICLE VI. –GOVERNMENT**

13 **1.** The government of this church is vested in the MEMBERS OF THE Tabor City
14 Baptist Church Inc., which we affectionately refer to as the body of believers, shall
15 be congregational in nature and the final authority for the operation and
16 management of the affairs of the church, spiritual and temporal, shall be vested in
17 the membership of the church, which authority shall be exercised in the manner set
18 forth in the by-laws.

19
20 **2.** Members alone, acting as set forth in the by-laws, shall have the authority to adopt
21 and amend the by-laws and policies, elect officers, approve budgets, receive
22 members and generally govern and conduct the affairs of the church. It is subject to
23 the control of no other ecclesiastical body, but it recognizes and sustains the
24 obligations of mutual consent and co-operation, which are common among Baptist
25 Churches.

26
27 **3.** This church is an independent, autonomous church with full and final authority to
28 determine solely within itself all matters related to the life of this church including but
29 not limited to its financial affairs, affiliations, ownership and uses of property, and
30 pastoral leadership. This church receives the scriptures as its authority in matters of
31 faith and practice, and the autonomy of the local church.

32 **ARTICLE VII. –MEETINGS**

33 **1.** This church shall hold regular meetings for worship, teaching, training, and
34 fellowship.

35 **2.** This church shall hold regular business meetings quarterly at which time the
36 material and spiritual conditions of the church will be discussed, and plans
37 projected for progress in Kingdom endeavors.

38 **2.1.** The meeting to be held on the fourth Sunday following the close of the quarter
39 and at the close of the morning worship service.

1 2.2. Other business meetings may be called by the pastor or the chair of the deacon
2 body at such time as they may be needed, with reasonable notice of the time
3 and place of meeting given to the congregation.

4 2.3. The pastor shall serve as moderator of the business sessions of the church.

5 2.4. In the pastor's absence, or upon the request of the pastor, the chair of the
6 deacon body, or some other person chosen by the church, may serve as
7 moderator.

8 2.5. Rules of Decorum for all business meetings shall be Robert's Rules of order,
9 latest edition.

10 2.6. All persons serving as moderator must have a working knowledge of these
11 rules.

12 2.7. If no one is available with knowledge of the rules, the meeting shall be
13 postponed until such time a person with a working knowledge can be
14 secured.

15 2.8. In securing a person with knowledge of the rules, persons other than a
16 member of the church may be sought out as determined by the deacons and
17 in light of the best interest of the church.

18 3. Other meetings of the church as a whole or of authorized groups within the
19 church shall be set according to the needs of the congregation.

20

21 4. Use of facilities:

22 4.1. Facility use will not be permitted to persons or groups holding, advancing, or
23 advocating beliefs, or advancing, advocating, or engaging in practices that
24 conflict with the church's faith or moral teachings, which are summarized in,
25 among other places, the church's bylaws. Nor may facilities be used for activities
26 that contradict, or are deemed by the pastor as inconsistent with, or contrary to
27 the church's faith or moral teachings. The pastor, or his official designee, is the
28 final decision-maker on whether a person or group is allowed to use church
29 facilities.

30 4.2. This restricted facility use Agreement is necessary because the church may not
31 in good conscience materially cooperate in activities or beliefs that are contrary
32 to its faith. Allowing its facilities to be used for purposes that contradict the
33 church's beliefs would be material cooperation with that activity, and would be a
34 grave violation of the church's faith and religious practice. See 2 Corinthians
35 6:14; 1 Thessalonians 5:22.

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ARTICLE VIII. CHURCH OFFICERS

38 **General:** The officers of this church shall be a pastor, and other
39 **ministerial/vocational staff** as needed, deacons, corporate officers, clerk,

1 treasurer, and such other officers as shall be required for the work of the church in
2 any of its departments or organizations. All of these shall be elected by the church
3 and shall be members in good standing.

4 **1. ELECTION AND DUTIES OF THE PASTOR**

5 **1.1.** The call of the pastor shall take place at a meeting especially set for that
6 purpose of which at least one week's notice has been given the membership,
7 said meeting being at least one and no more than two weeks from the date of
8 the presentation of the pastoral candidate to the church.

9 1.1.1. The election shall be upon the recommendation of a special pastoral
10 pulpit search committee. **(REFER TO SECTION 1.2 BELOW).**

11 1.1.2. This committee shall seek out and nominate as pastor a minister of the
12 Gospel whose Christian character and qualifications fit the prospective
13 candidate for the office of pastor of this church.

14 1.1.3. The committee shall bring only one name at a time for consideration of
15 the church, and no nomination shall be made except that of the
16 committee.

17 1.1.4. Election shall be by ballot or by standing vote at the discretion of the
18 congregation with an affirmative vote of three-fourths (3/4) of those
19 **members** present and voting **and** those **members** voting by absentee
20 ballot being necessary for an extension of a call to the candidate.

21 **1.2.** The Pastoral Pulpit Search Committee shall be composed of five (5) members of
22 the congregation at large as elected by the church.

23 1.2.1. The selection process will begin with a specially called business meeting
24 after a Sunday morning worship service to nominate ten (10) members at
25 large. Each church member can nominate five (5) members at large.

26 1.2.2. This is done by secret ballot.

27 1.2.3. With their consent, the ten (10) nominees receiving the highest number of
28 votes will be presented to the church for election.

29 1.2.4. Two weeks after the nomination vote the church shall vote by secret ballot
30 after the Sunday morning worship service for five (5) members from the list
31 of nominees.

32 1.2.5. Absentee voting shall be permitted by any member desiring to vote during
33 both the nomination and election process. Absentee ballots may be obtained
34 from the church office by a member or his/her designee, at any time prior to
35 the close of the church office on the last business day preceding the day of
36 the election. The church secretary shall keep a record of all absentee ballots
37 issued.

38 1.2.6. The five (5) persons receiving the highest number of votes shall be
39 elected and serve on the Pastoral Pulpit Search Committee.

1 1.2.7. The five (5) deacons whose terms are expiring during the current church
2 year shall tally both the nomination vote and the final election vote.
3 However, the chair of the deacons or the deacon body at large shall have
4 the discretion to change who tallies the vote should a conflict of interest
5 occur.

6 **1.3.** The pastor shall have charge of the welfare and oversight of the church;

7 1.3.1. shall be an ex-officio member of all organizations, departments and
8 committees, except Pulpit Committee;

9 1.3.2. may call a special meeting of the deacons or any committee according to
10 procedures which may be set forth in the by-laws; shall conduct religious
11 services on stated and special occasions, administer the ordinances,
12 minister to members of the church and community and perform other duties
13 that usually pertain to that office;

14 1.3.3. The pastor shall have a special charge of the pulpit ministry of the church
15 and shall in cooperation with the deacons, provide for pulpit supply when
16 absent and arrange for workers to assist in revival meetings and other
17 special services.

18 1.3.4. The pastor shall preside at all meetings of the church except as otherwise
19 provided in the by-laws.

20 1.3.5. The pastor shall in spirit be the administrative head of the church, and as
21 such, all programs of the church shall be discussed with the pastor.

22 1.3.6. The pastor shall arrange and approve, all absences and vacations of all
23 church personnel and staff, and such vacations shall be used within the year
24 granted unless approved by the church.

25 **1.4.** Whenever a vacancy occurs, a pastor shall be called by the church to serve
26 until the relationship is dissolved at the request of either the pastor or the
27 church. In either case, at least thirty (30) days' notice shall be given of
28 termination of the relationship, unless otherwise mutually agreed, with both
29 pastor and the church seeking to follow the will of God and the leadership of the
30 Holy Spirit. The pastor in the event of termination by a majority of the
31 congregation present or voting by absentee ballot shall receive two month's
32 salary for severance pay; provided however that the deacons may propose a
33 month's salary for each year of service rendered to the church, with said
34 severance pay not to be less that the two (2) months' salary, stated above, nor
35 more than six (6) months' salary, as may be approved by a majority of the
36 congregation present or voting by absentee ballot.

37
38 **1.5. OTHER MINISTERIAL/VOCATIONAL STAFF POSITIONS**

39 1.5.1. The church may call other ministerial/vocational staff as determined by the
40 needs of the church.

1 1.5.2. Anyone called to serve in any of these positions may or may not be
2 ordained and/or seminary trained, but he or she would be expected to be a
3 spiritual leader and assist the pastor in all functions of the church where
4 needed.

5 1.5.3. He or she would be directly responsible to the pastor.

6 1.5.4. These positions would be permanent positions but could be full time or
7 part time.

8 1.5.5. These positions would include but are not limited to: Assistant Pastor,
9 Associate Pastor, Worship Pastor, Minister of Music, Minister of Youth,
10 Minister of Children, Minister of Education, and Minister of Outreach.
11 Temporary positions, such as Summer Intern, would not be included.

12 1.5.6. The call of a person for any ministerial/vocational staff position
13 other than pastor shall take place at a meeting especially set for
14 that purpose of which at least one week's notice has been given
15 the church membership, said meeting being at least one and no
16 more than two weeks from the date of the presentation of the
17 prospective candidate to the church.

18 1.5.7. The election shall be upon the recommendation of a Special
19 Ministerial Search Committee.

20 1.5.7.1. This committee shall seek out and nominate a minister
21 of the Gospel whose Christian character and qualifications
22 fit the prospective candidate for the particular staff position
23 being sought by this church.

24 1.5.7.2. The committee shall bring only one name at a time for
25 consideration of the church, and no nomination shall be
26 made except that of the special committee. Election shall be
27 by secret ballot or by standing vote at the discretion of the
28 congregation with an affirmative vote of three-fourths (3/4) of
29 those members present and voting and those members
30 voting by absentee ballot being necessary for an extension
31 of a call to the candidate.

32 1.5.8. The Special Ministerial Search Committee shall be
33 composed of five (5) members of the congregation at large as
34 elected by the church.

35 **1.6.** The selection process for the Special Ministerial Search Committee shall be
36 the same as the selection process for the Pastoral Pulpit Search Committee
37 **(DESCRIBED IN SECTION 1.2. ABOVE).**

38
39 **1.7. DEACONS:** In accordance with the meaning of the word and practice of the
40 New Testament, deacons are to be servants of the church. The task of the

1 deacon is to serve with the pastor and staff in performing pastoral ministries
2 tasks; proclaim the gospel to believers and unbelievers; care for church
3 members and other persons in the community; lead the church to engage in a
4 fellowship of worship, witness, education ministry and application and lead the
5 church in performing its tasks.

6 1.7.1. The church shall endeavor to have fifteen active deacons, or as many as
7 are qualified available and willing to serve, who serve three-year terms with
8 five persons elected each year.

9 1.7.2. A person serving must be off two years before he/she is eligible to be
10 nominated for another term.

11 1.7.3. Deacons who are elected to serve an unexpired term will be eligible for
12 election to a new 3 year term; however no deacon may serve more than
13 two consecutive terms.

14 1.7.4. During the morning worship service on the second Sunday in July, each
15 church member can nominate five members for deacons. This is done by
16 secret ballot.

17 1.7.5. The five deacons whose terms are expiring shall tally the nominations.

18 1.7.6. With the consent of the nominees, the ten highest nominees will be
19 presented to the church for election. If one of the ten highest nominees is
20 not willing to serve, then the 11th highest nominee will be contacted. This
21 process will be repeated down to the 15th highest nominee. If by the time
22 the 15th highest nominee is contacted and there are not ten nominees who
23 have accepted, the pool of nominees for that year will be reduced to that
24 number who have agreed to serve if elected. It is the responsibility of the
25 Chairman of the Deacons to contact each nominee to make certain they
26 are willing to serve if elected.

27 1.7.7 On the fourth Sunday in July, the church shall vote by secret ballot for five.
28 Any ballot that contains less than five votes will be disqualified.

29 1.7.8. Absentee voting shall be permitted by any eligible member desiring to so
30 vote during both the nomination and election process.

31 1.7.9. Absentee ballots may be obtained from the church office by a member, or
32 his designee, at any time prior to the closing of the church office on the
33 Friday, preceding the day of the election.

34 1.7.10. The church secretary shall keep a record of all absentee ballots issued.
35 The five persons receiving the highest number of votes shall be elected
36 and serve as deacons for a three-year term.

37 1.7.11. The five deacons whose terms are expiring will tally the votes and the
38 chair shall inform the persons who have been elected.

39 1.7.12. The deacons shall elect officers annually.

- 1 1.7.13. The pastor, or the chair of the deacon body, may call the deacons into
2 special session whenever need for such arises.
3 1.7.14. In case a vacancy occurs on the deacon body, the person receiving the
4 next highest number of votes in the most recent deacon election shall
5 complete the unexpired term.

6 **1.8. Trustees acting as The Corporate Board**

- 7 1.8.1. The church shall elect at least three members to serve as a corporate
8 board.
9 1.8.2. Their term of office shall be for three years with one-third of the number
10 elected each year.
11 1.8.3. Vacancies may be filled at any time with the one elected filling out the
12 unexpired term of one whose vacancy is being filled.
13 1.8.4. Having served as a board member during a previous term will not
14 disqualify a member for re-election.
15 1.8.5. The trustees shall, as provided by law and the action of the church,
16 represent the church in all matters of legal responsibility regarding the
17 purchase, improvement and disposal of church property.
18 1.8.6. They shall execute all legal papers relating to the church and to the
19 community as the church may direct.
20 1.8.7. They, together with the Ad Hoc Committee appointed by the Deacons,
21 shall review the Bylaws and policies no less than every two years, and
22 make recommendations to the church for any changes, additions or
23 amendments.
24 1.8.8. Any church member in following the rules herein, may make a
25 recommendation for changes or amendments to the bylaws, however, the
26 corporate board must review the proposed changes or amendments to the
27 extent that said changes or amendments are legal and in the best interest
28 of the church concerning its theological distinctions set for herein.
29 1.8.9. They shall have no power to buy, sell, mortgage, lease or transfer any
30 property of the church without a specific vote of the church authorizing such
31 action; neither shall they have any control over the use of the church
32 property except by vote of the church.
33 1.8.10. They in accordance to the law, shall meet no less than annually
34 and shall keep a permanent record of each meeting and the minutes to
35 include members in attendance, date, time, place, and any actions taken.
36 Minutes should reflect what is done, not what is said.

37 **1.9. CHURCH CLERK**

- 38 1.9.1. It shall be the duty of the clerk
39 1.9.1.1. to attend, or be represented at, all church business meetings,
40 1.9.1.2. to keep an accurate record of all business transactions,
41 1.9.1.3. and in cooperation with the church secretary, shall be responsible
42 for annual associational letters and the notification of all officers,
43 members of committees and messengers of their election or
44 appointment.
45

1 1.9.1.4. The clerk shall preserve a true history of the church.

2 1.9.1.5. It shall also be the duty of the clerk to see that an accurate role of
3 the church membership is kept with dates and methods of admission
4 and dismissal, change in name, and other pertinent information.
5

6 **1.10. CHURCH TREASURER:**

7 1.10.1. It shall be the duty of the treasurer to receive, keep in a bank, and
8 disburse by check, upon proper authority, all money or things of value
9 that are given to the church, and keep at all times an itemized account of
10 all receipts and disbursements;

11 1.10.2. Rendering regular accounts to the church to be preserved by the church
12 clerk.

13 1.10.3. The treasurer's books shall be reconciled or may be audited annually at
14 the discretion of the Deacon Board and all books, records, and accounts
15 kept by the clerk shall be considered property of the church.

16 1.10.4. The treasurer shall, upon invitation, meet with the deacons.

17 1.10.5. The treasurer shall abide by the church's financial agreement and
18 procedure manual concerning receipting for charitable contributions,
19 all reimbursements, and that payroll taxes are handled in a timely
20 manner.
21

22 **ARTICLE IX. OTHER CHURCH OFFICERS**
23

- 24 **1.** In addition to those named above, other officers of the church shall be a Director of
25 the Sunday School, Director of Discipleship Training, President of the Baptist Men,
26 Director of the Woman's Missionary Union, and such other officers as may be
27 needed. All officers of the church and its organizations, unless otherwise specified,
28 shall be elected by the church for a term of one year, upon the recommendation of
29 the Nominating Committee.
30
- 31 **2. SUNDAY SCHOOL DIRECTOR.** The Director of the Sunday School shall have
32 general oversight of the entire school, and shall administer its affairs in cooperation
33 with, and according to, the plans and methods of other churches, especially those of
34 the Baptist Faith, subject to the approval of the local church. The Director shall be
35 acquainted with the best methods of religious education and shall endeavor to adopt
36 such programs in this church, subject to the approval of the church. The Director
37 shall see that a full and accurate report is given at the regular business meetings of
38 the church.
39
- 40 **3. DISCIPLESHIP TRAINING DIRECTOR.** The Discipleship Training Director shall
41 have general oversight of the activities of the Discipleship Training Hour. The
42 Director shall be acquainted with the programs and methods for this organization
43 and shall endeavor to adopt such programs in this church, subject to the approval of
44 the church. The Director shall see that a full and accurate report is given at the
45 regular business meetings of the church.
46

1 **4. BROTHERHOOD DIRECTOR.** The Brotherhood Director shall promote the work of
2 the Baptist Men, AWANA Club, Royal Ambassadors and such other organizations
3 seeking to enlist the men and boys of the church in an active program of missions
4 education, missions activity, Bible study and Bible verse memorization, and support.
5 He shall see that a full and accurate report is given at the regular business meetings
6 of the church.

7
8 **5. DIRECTOR OF WOMAN'S MISSIONARY UNION.** The Director of the Woman's
9 Missionary Union shall seek to enlist all the women and young women in the
10 church into WMU, AWANA, Girls In Action and such other organizations in order to
11 develop and participate in a program of missions education, missions activity,
12 Bible Study and Bible Verse memorizations and support according to plans
13 promoted by the Woman's Missionary Union. She shall see that a full and accurate
14 report is given at the regular business meetings of the church.

15 **ARTICLE X. STANDING COMMITTEES**

16 **GENERAL:** These committees shall be nominated and elected annually unless
17 otherwise specified.

18 **1. NOMINATING COMMITTEE:**

19 **1.1.** This committee shall consist of six (6) members, as equally divided as possible
20 between men and women.

21 **1.2.** The term of service shall be for two (2) years (except for the first year when
22 three members shall be elected for a two-year term and three members elected
23 for a one year term.)

24 **1.3.** No member is eligible for re-election until after a lapse of one year.

25 **1.4.** The presently elected Nominating Committee shall nominate these six
26 members, for election by the church, by the first Sunday in June. Thereafter, the
27 elected Nominating Committee shall nominate three persons each year for a
28 two-year term.

29 **1.5.** These to be voted on by the church and at that time, other nominations may be
30 made from the floor.

31 **1.6.** During the term of office, this committee shall elect its own chair.

32 **1.7.** The Nominating Committee's first responsibility shall be to nominate to the
33 church a Sunday School Director, Discipleship Training Director, and
34 recommend the nominations of the Director of the Woman's Missionary Union
35 and Brotherhood Director.

36 **1.8.** Each of the duly elected directors shall serve with and become a part of the
37 Nominating Committee.

38 **1.9.** In the event that special difficulty is experienced in securing any of the above
39 directors, the Nominating Committee may, at its discretion; move forward with
40 the work of the other organizations as it continues to seek the remaining
41 directors.

1 **1.10.** The committee shall have the responsibility of nominating to the church,
2 persons to serve in the various capacities and positions of the Sunday
3 School, Discipleship Training, officer and committees of the church.

4 **1.11.** During the Church year should a vacancy in any of the positions previously
5 filled by the Nominating Committee occur then the Committee shall reconvene
6 and work to fill those vacancies. Those recommendations shall be brought to
7 the Church for a vote upon giving a one week notice to the congregation.
8

9 **2. USHERS:**

10 **2.1.** The church shall elect annually for term of one year, a head usher and 30 more
11 ushers to serve at all services of the church, greeting and seating the people,
12 providing them with bulletins and hymnals, seeing to the proper heating and
13 ventilation of the building, and otherwise caring for the comfort of the
14 congregation.

15 **2.2.** The head usher shall be nominated and elected by the church and shall then
16 advise with the Nominating Committee in the nomination of other ushers.

17 **2.3.** The head usher may designate assistant head ushers and organize the ushers
18 to the best advantage to see that sufficient ushers are on duty at all time, and
19 when occasion demands, may designate additional persons to serve as ushers.
20

21 **3. BENEVOLENCE:**

22 **3.1.** It shall be the duty of this committee to have charge of the expenditures of the
23 Benevolence Fund and to visit recipients of that fund to determine their need.

24 **3.2.** The chair may present a voucher to the Treasurer for the amount needed in
25 each case.

26 **3.3.** It is the desire of the congregation that this fund shall be expended toward cases
27 of undue financial hardship.

28 **3.4.** This committee shall be responsible for the lending of church-owned invalid
29 equipment.
30

31 **4. MEMORIAL SUPPER:**

32 **4.1.** It shall be the responsibility of this committee to prepare for the Observance of
33 the Lord's Supper and to care for all equipment used in this observance.

34 **4.2.** The pastor shall give at least one week's notice of the times when the
35 Observance of the Lord's Supper shall be administered.
36

37 **5. BUDGET AND FINANCE:**

38 **5.1.** This committee shall be composed of the Sunday School Director, Discipleship
39 Training Director, Brotherhood Director, Woman's Missionary Union Director,
40 Chair of the Body of Deacons, Chair of the Building and Grounds Committee,
41 the Church Treasurer and two members at large.

42 **5.2.** This committee shall elect its own chair.

43 **5.3.** The committee shall meet monthly to consider the financial condition of the
44 church and shall make regular reports of the same to the church in its regular
45 meeting, and in special business meetings, if requested to do so.

1 **5.4.** The committee will endeavor to promote Christian stewardship among the
2 members and to encourage tithing.

3 **5.5.** The Budget and Finance Committee shall prepare annually a proposed budget
4 including total expenses, education, missions and benevolence, retirement of
5 any existing building debts, and shall present the same to the church in a
6 business meeting in August, with a copy of the proposed budget presented the
7 church at least one week before the business meeting.

8 **5.6.** In preparing the budget, the committee shall confer with the leaders of the
9 organizations and departments of the church.

10 **5.7.** The Body of Deacons shall be authorized to spend such funds as are
11 appropriated by the church.

12 **5.8.** Also, they shall be authorized to spend such funds as needed up to \$500
13 without any further approval being authorized by the church.

14
15 **6. BUILDINGS AND GROUNDS COMMITTEE:**

16 **6.1.** This committee shall have as many members as needed to function effectively.

17 **6.2.** It shall be the duties of this committee to give attention to and study the safety
18 condition and state of repair and appearance of the buildings and grounds
19 making such repairs and improvements authorized by the church and included in
20 the church budget.

21 **6.3.** All matters of major repair or improvement and items of equipment shall be
22 referred to the Budget and Finance Committee for recommendation to the
23 church.

24 **6.4.** The Chair of the Building and Grounds Committee shall have responsibility for
25 the supervision of the Custodial Staff of the church, subject to input from the
26 committee members. The custodian shall be an ex-officio member of the
27 Building and Grounds Committee.

28
29 **7. MEDIA CENTER COMMITTEE:**

30 **7.1.** This committee, along with the Media Center Director, who shall be elected
31 annually, shall be responsible for the Anne Brooks McGougan Media Center and
32 shall make proper rules for the purchase, care, custody and lending of the books
33 and other materials of the Anne Brooks McGougan Media Center.

34
35 **8. KITCHEN COMMITTEE:** This committee shall be responsible for supervising the
36 use and maintenance of the church kitchen and its equipment. They shall have the
37 authority to purchase minor equipment as needed, within the limitations of budget
38 allocations.

39
40 **9. FLOWER COMMITTEE:** This committee shall be elected annually and shall see
41 that flower arrangements are placed in the Sanctuary on days of worship and for
42 special occasions. This committee shall also see that floral arrangements are sent
43 to the funeral of any church members.

1 **10. HOSPITALITY COMMITTEE:** This committee shall consist of six or more
2 members and shall be responsible for directing such receptions and other such
3 social affairs as may be sponsored by the church as a whole.

4 **11. BAPTISMAL COMMITTEE:** This committee shall consist of an equal number of
5 men and women, to assist in the baptismal services as needed.

6 **12. PERSONNEL COMMITTEE: PURPOSE:** The purpose of this committee is to assist the
7 pastor and church in matters that relate to personnel evaluation, administration, and
8 management. It shall include such matters as employment procedures, salary plans,
9 benefits and personnel services.

10 **12.1 ORGANIZATION AND DUTIES:**

11 12.2. The committee shall be composed of the Vice-Chair of the Body of Deacons
12 who will serve as the committee chair.

13 12.3. The Finance Chair, Music Committee Chair, Youth Committee Chair, Sunday
14 School Director, and three other members who serve a three-year term to be
15 elected at-large by the church shall compose the remainder of the committee.

16 12.4. The Nominating Committee will select and recommend to the church at-large
17 members elected each year.

18 12.5. To survey the need for additional staff positions.

19 12.5. Prepare and update as necessary job descriptions for all employed personnel.

20 12.6. Develop and recommend salary schedule and benefit plans for employed
21 personnel.

22 12.7. Recruit, interview and recommend to the church, personnel to be employed
23 **except for ministerial staff positions.**

24 12.8 **PERSONNEL REVIEW:** The Personnel Committee shall meet in January of
25 each year with the pastor to discuss the affairs of the church and all of its
26 personnel and shall bring to the Deacon Body any recommendations or
27 concerns derived from said meeting for discussion and potential presentation
28 to the congregation.

29
30
31 **13. CHURCH STAFF**

32 13.1 The church staff may consist of Assistant Pastor, Minister of Music, Minister of
33 Education, Minister of Out-Reach, Minister of Youth, Superintendent of Building
34 and Grounds, Church Financial Secretary, Church Secretary, Superintendent of
35 Nursery, and any other staff members as may be needed.

36 13.2 Job descriptions for each position either currently exist and have already been
37 approved by the church body or may be drawn up by special committees and
38 submitted to the Personnel Committee for its approval, prior to submission to

1 the congregation for approval by the church body. Such job descriptions may
2 be appended by the by-laws.

3 13.3 All church personnel shall be directly responsible to the pastor, and through him
4 to the deacons, and to the church at large, except where otherwise provided
5 by the by-laws.
6

7 **14. SCHOLARSHIP COMMITTEE:**

8 14.1. The Scholarship Committee shall consist of five (5) members with one of the
9 members serving on the Finance Committee.

10 14.2. The term of service for shall be two (2) years each for four (4) of the members
11 not serving on the Finance Committee. During the first year, two (2) of the
12 members will serve only one year.

13 14.3 This committee shall elect its own Chair.

14 14.4 The Chair shall communicate with the Church Treasurer regarding available
15 scholarship funds and to provide the names and applicable
16 colleges/universities for the scholarship awards.

17 14.5 The committee shall have the responsibility of communicating the Beth Woody
18 and Billy Dorman Scholarship application process and selecting the recipients.

19 14.6. The committee shall select two (2) Beth Woody Scholarship recipients and
20 one (1) Billy Dorman Scholarship recipient each year.

21 14.7. The committee shall announce the recipients during the Church's
22 Baccalaureate Service for the graduating seniors each spring.

23 **15. OTHER COMMITTEES.** The church shall elect other committees as may be
24 deemed necessary to carry on the various phases of the programs of the church
25 efficiently and effective. Examples include, but are not limited to, the Music Advisory
26 Committee, Day Care Committee, Youth Council, Church Council and a Long Range
27 Planning Committee.

28 **ARTICLE XI. FINANCIAL**

29 **1.** The financial fiscal year of the church shall run from September 1, through August
30 31st.

31
32 **2. CHURCH FUNDS, A TRUST:**

33
34 **2.1.** Church income ordinarily consists of designated and undesignated contributions,
35 interest on bank accounts, gain on investments, and rent from church--owned

1 properties. Church income, from whatever source, is held by the church in trust for the
2 church's religious and charitable purposes. Such a trust may be express, as when a
3 donor contributes funds for a specified purpose, or implied, as when funds are
4 contributed without designation regarding their use or constitute rents, interest income,
5 service income, or gains.¹

6 **2.2.** In laymen's terms, *"church funds are not an investment in stocks and bonds in order to*
7 *make a profit, they are given to carry out the work of the church and are to be used*
8 *specifically for the purpose it has been given."*
9

10 **3. Funds Agreement:**

11 **3.1.** All accounts or funds created by the church or by any church entity must a) be
12 approved by the church in conference, b) be subject to annual reporting requirements,
13 c) be under the oversight of the Treasurer and Finance Committee, and d) provide a
14 means of recording, securing, depositing and reporting approved by the Finance
15 Committee.

16 **3.2.** Some miscellaneous funds created by a group within the church may NOT be official
17 church funds in which case there will no official receipting or reporting within the church.
18 These funds should in most cases be for limited and short term use such as a
19 temporary fund for an outing, or a social events fund of a class.

20 **ARTICLE XII.ORDINATION AND LICENSING.**

21 **1. LICENSE:** When a member announces to the church that he or she feels the call to
22 the ministry, the church, by majority vote, may license that member as an
23 acknowledgment of the call to the ministry and encouragement to make preparation
24 for it. The clerk of the church may furnish the member with a copy of the minutes or
25 a certificate of license as that member's credentials. It is understood that the
26 performances of civil duties by the member shall be governed by state law.
27

28 **2. ORDINATION:** In the event this church has been requested to ordain a member who
29 has been called as pastor or other staff position of a Baptist Church, the following
30 procedure shall be followed:

31 **2.1.** The church will express its approval by a vote of two-thirds of the members
32 present at any regularly arranged business meeting of the church.

33 **2.2.** Then the church shall invite the Associational Council on Ordinations to examine
34 the fitness of the candidate for the ministry.

35 2.2.1. In the event the association has no such council, this church shall invite
36 representatives of neighboring churches to examine the candidate and
37 report to the church.

38 2.2.2. Then in the event the report of the committee is favorable, the church shall
39 proceed with the ordination.
40

1 **ARTICLE XIII. AFFILIATIONS**

2 This church is an autonomous, independent church, congregational in government
3 which shall have authority to determine its policies, uses of property and ministries
4 independent of any outside control, authority and power.

- 5 **1.** Recognizing the value of voluntary association among churches of like faith and
6 practice, the church declares its intention to seek to work in mutual cooperation with
7 other churches and organizations of like faith and practice, specifically including the
8 Columbus Baptist Association, the Baptist State Convention of North Carolina and
9 the Southern Baptist Convention, and such other organizations of the Baptist faith as
10 the congregation should by vote elect to become affiliated.

11 **ARTICLE XIV DISSOLUTION**

12
13
14 Upon the dissolution of the corporation, the Board of Directors shall, after paying or
15 making provision for the payment of all of the liabilities of the corporation, dispose of all
16 of the assets of the corporation exclusively for the purposes of the corporation in such
17 manner, or to such organization or organizations organized and operated exclusively for
18 religious, charitable, educational, scientific or literary purposes as shall at the time
19 qualify as an exempt organization or organizations under Section 501(c)(3) of the Code
20 as the Board of Directors shall determine, or to federal, state, or local governments to
21 be used exclusively for public purposes. Any such assets not so disposed of shall be
22 disposed of by the Superior Court of the county in which the principal office of the
23 corporation is then located, exclusively for such purposes or to such organizations, such
24 as the court shall determine, which are organized and operated exclusively for such
25 purposes, or to such governments for such purposes.

26
27
28
29 **ARTICLE XV. AMENDMENTS**

30
31
32 **Section 1.** These By-Laws shall be considered adopted and in immediate effect if, and
33 when, a 2/3 vote of the members present at the business meeting at which vote is taken
34 shall vote in favor of same. This vote shall be taken not less than thirty (30) days after
35 formal presentation of the By-Laws to the Church.

36
37 **Section 2.** These By-Laws may be amended, altered or repealed by a 2/3 vote of the
38 members present at any regular business meeting of the Church, provided, however,
39 that notice and proposal of such amendment, alteration or repeal must be given in
40 writing at the preceding regular business meeting of the Church or by giving at least 30
41 days written notice prior to the time a vote is taken.

42
43 Section 2A. The Bylaws shall be reviewed every two years by the Corporate Board and
44 an AD HOC Committee appointed by the deacons. The Corporate Board and the AD
45 HOC Committee shall bring forth recommendations to the deacons and then the

1 Church. The first anniversary of such two year review shall be due to the Church on July
2 1, 2017 and following reviews shall occur every two years thereafter.

3
4 **Section 3.** Copies of these By-Laws shall be kept by the clerk at all times among his
5 records and another copy shall be kept in the church office. All amendments to or
6 revisions thereof shall be prepared by the clerk and attached to copies of the By-Laws
7 and made available to the church members generally upon request.
8

9 **ARTICLE XVI. VALIDATION**

10
11 **Section 1.** Articles of Incorporation were filed on _____ thus rendering the need
12 for new By-laws for the newly established corporation entitled, Tabor City Baptist
13 Church Inc. These By-Laws were approved on _____ in a
14 special called meeting for that purpose.
15

16
17 **Section 2.**A copy of these by-laws and church Agreement and procedure shall be kept
18 by the clerk at all times among his/her records and another copy shall be kept in the
19 church office and all amendments to or revisions thereof shall be prepared by the clerk
20 and attached to copies of by-laws and made available to church members generally
21 upon request.
22

23 **Section 3.**The by-laws and Agreement and procedure manual shall be reviewed at
24 least every 2 years by the corporate board and the Ad Hoc Committee appointed by the
25 Deacons and amended or changed if needed.