

By-Laws

Sandy Ridge Baptist Church

3702 16th Street, NE

Hickory, North Carolina 28601

ARTICLE I. STANDING COMMITTEES

Section 1.

- (A) Members of committees shall be recommended by the Nominating Committee unless otherwise directed by these Bylaws or the Constitution, and elected by simple majority vote of the church in a business session. The church shall elect such standing or *ad hoc* committees as are deemed necessary to carry on the various phases of the church program effectively. All committees will be rotating committees unless otherwise stated.
- (B) A minimum of one year shall pass before re-election eligibility to the same committee. However, the finishing of another's term does not require this one year to pass.
- (C) No person shall be a member of more than two committees at any given time; however, the search committee shall be an exception.
- (D) Committees shall submit their budget requests to the Budget/Finance Committee by August 15th.
- (E) Chairpersons shall convene their committees no less than quarterly. However, committee Chairs, Vice-Chairs, or a majority of the members of the committee may call a meeting at any time.
- (F) Committees shall serve notice to the Senior Pastor of such meetings.
- (G) At least one member of each committee—unless more is specified—must be a Deacon.

Section 2. Committees and their Duties.

- A. Audiovisual Committee – 5 Persons elected for a term of three years using staggered terms;
 - The responsibilities of this team shall be to work with the Minister of Music or music director for audio quality during worship and special services;
 - Provide audio and/or video recordings of worship and special services.
 - Operate the sound equipment, audiovisual equipment, and the recording and duplicating equipment; maintain equipment; repair equipment (or have equipment repaired); secure equipment not in use. Recommendations for changing or upgrading equipment, other than approved budget items, must be brought before the church.
 - Support the weekly practices preparing for the next Sunday.
- B. Building and Grounds Committee – 7 Persons elected for a term of three years using staggered terms
 - Make periodic inspections of the buildings & equipment to assess needed repairs. Care should be taken to keep them safe from fire hazards.

- Supervise needed work.
Determine the cost of needed repairs and make recommendations to the Budget/Finance Committee. Non-budgeted work should be referred to the Budget/Finance Committee for needed funds and then brought to the church for approval if needed.
- The committee should organize itself in assigning responsibilities to each member for efficiency in doing its work.
- Meet monthly to consider duties.
- Perform Locking/Unlocking of facilities for church-wide functions, coordinating with security team.
- Make provision for ease of entrance and travel around SRBC facilities in case of adverse weather.
- Manage the key control for permanent key assignments.
- Manage thermostats to ensure the greatest comfort to the largest amount of people.

C. Budget/Finance Committee – 5 Persons, elected for a term of five years using staggered terms. The Chairperson shall serve as the Church Treasurer in accordance with the Constitution.

- Assist the church in financial administration, stewardship planning, and stewardship promotion.
- Request from church leaders and committee chairpersons an itemized list of funds needed in the various activities of the church.
- Prepare and submit to the church for approval an inclusive budget presented first to the voting Deacons for review and approval, and then make a copy available to each member at least one week prior to voting on the proposed budget. An opportunity for general discussion will be provided on the same night that the proposed budget is given. The vote for approval of the budget will be done at a regular or special-called business meeting.
- The committee Chairperson's signature is required for payment of any non-routine invoice (i.e. maintenance repair).
- Approve any expenditure up to \$2,000 that exceeds the approved line item of the budget.
- Approve the expenditures of money, not provided in the church budget, for items up to a cost of \$5,000.00.
- Meet as often as necessary to review the church's financial needs.
- Make a financial progress report monthly through the Treasurer.
- Review quarterly the financial conditions related to the income and expenses of the church.
- Arrange for an annual independent audit of the church's accounts and procedures.

D. Decoration Committee – 5 persons elected for a term of three years using staggered terms.

- Tastefully decorate the sanctuary and hallways of SRBC's facilities – keeping Holy days, holidays, and seasons in mind.
- Manage the church's inventory of decorations.
- Be willing to assist the Senior Pastor and deacons with meeting the needs of grieving families within the facilities of SRBC before, during and after funerals.

E. Kitchen Committee – 7 Persons elected for a term of three years using staggered terms • Determine and post rules and guidelines for use of the kitchens.

- Inspect the kitchens and their closets periodically to see that they are kept clean. Maintain supplies, i.e., disposable eating utensils, paper supplies, etc. for church-wide events.
- See that each kitchen is provided with adequate equipment for its purpose in serving the church and arrange for the purchase of needed items upon approval by the Budget/Finance Committee. Non-budgeted items should be referred to the Budget/Finance Committee for needed funds.
- Assist church-wide groups in the preparation and serving of food and/or refreshments for their activities as needed. (This committee shall not bear all the responsibility for such events, but members will work in a supervisory capacity.)
- The Chairperson of the committee shall solicit any additional help as needed for special occasions.
- All scheduling of use of these facilities shall be handled through the church office.

F. Nominating Committee –5 persons recommended by Deacons and elected by the church for a term of five years using staggered terms.

- Nominate members to fill committee positions in accordance with Article I of these By-Laws.
- Nominate Church Ministry leaders in accordance with Article II of these By-Laws.
- The Chairpersons of all committees will furnish the committee a list of their selection of nominees by September 1 of each year for their consideration and recommendation to the church for approval. This shall not preclude nominations from the floor.
- Recommend replacements of Church Clerk & Church Treasurer in case of vacancies.

G. Personnel Committee - 5 persons who are elected for a term of five years using staggered terms.

- To hire persons for all non-ministerial staff positions, upon church approval. When searching and interviewing for staff vacancies, this committee shall work with ministerial staff and appropriate committees as needed.
- This committee, working in concert with the Senior Pastor, shall establish and provide a copy of job descriptions for all staff.
- This committee shall provide a benefit schedule for all members of the church staff and shall recommend to the Budget/Finance Committee any staff salary adjustments for the following budget year by August 15th. Job descriptions and benefit schedules must be approved by the church. This committee shall assist the Senior Pastor in interpreting policies and job descriptions of the staff, evaluating performance of ministerial staff members and counseling them as needed.
- All new staff positions shall be studied by this Committee before being brought to the church for consideration.
- Interim non-ministerial positions may be filled by the Personnel Committee.

- Schedule interim help as needed in case of non-pastoral staff absences or vacancies. This Committee may only fill interim or temporary positions if funds have been appropriated in the budget, and positions have been approved by the Church.

H. Search Committee – 5 Persons elected by the church in a special called conference from a list of ten nominees recommended by the Nominating Committee.

A Search Committee will be elected by the church when the office of Senior Pastor or Associate Pastor is vacant or the need arises to add a ministerial position. Date and time of the special called conference and the names of the nominees shall be made available, in writing, to the church members at least one week prior to voting. Members present at the special called conference shall vote by secret ballot for five members or less from those nominated. Those five nominees receiving the highest vote will be elected to serve as the Search Committee. Tie votes shall be resolved, when necessary, by secret ballot in a subsequent special called conference.

- The compensation and benefit package for the staff position must be recommended by the Budget and Finance Committee and approved by the church. The Budget and Finance Committee shall consult with the Personnel Committee about the appropriate compensation and benefit package. The total amount of compensation and value of benefits shall be presented with the information about the candidate and shall be part of the motion to approve the appointment of the person. The Search Committee shall seek out a Baptist minister of the Gospel whose Christian character and qualifications make him a suitable minister for Sandy Ridge Baptist Church. The committee shall make arrangements for the proposed Senior Pastor to conduct at least one Sunday morning worship service prior to voting on his call by the church. A one week public notice will be given to the members prior to his trial sermon. The election shall take place immediately following the trial sermon and shall require three-fourths majority of those voting by written ballot. Other non-senior pastoral candidates shall be presented to the congregation by the Search Committee. A one week notice shall be given before this presentation. The election shall take place immediately following the presentation and shall require three-fourths majority of those voting by written ballot.
- Search Committee members only, in concert with existing Pastors may participate in the search process, and only one prospective minister may be presented to the church at one time.
- The Search Committee shall arrange a fellowship time, prior to a trial sermon or formal presentation, giving the prospective minister and the membership an opportunity to become acquainted. A question and answer session with pastors, deacons, and concerned ministry heads will be scheduled immediately before this fellowship time.
- When the proposed minister accepts a call to the church, the Search Committee shall act as a Liaison Committee for a term of six months to ensure a smooth transition. The committee will disband after the six-month period.
- No Pastoral candidate shall be presented to the church by the Search Committee without the consent of 2/3's of the existing Pastors.

I. Transportation Committee – 3 Persons elected for a term of three years using staggered terms.

- Oversee maintenance of SRBC vehicles & trailer(s), keeping maintenance records.
- Administer vehicle usage and users.
- Maintain a list of SRBC individuals authorized to drive the church-owned vehicles.
- Church organizations wishing to use one of the church vehicles should determine the availability by checking the vehicle use calendar in the church office and acquire a committee-approved driver.
- Make recommendations to the Finance Committee regarding the vehicle fleet of the church.
- At least one member of committee must have an active CDL.

J. Nursery /Pre-School Committee – 4 Persons elected for a term of three years using staggered terms; and Childcare Coordinator (if employed) who shall serve as Chairperson.

- The Childcare Coordinator (if employed) is expected to coordinate a schedule for caregivers during regular worship times each quarter, working in cooperation with other staff to coordinate volunteers for special events and holidays.
- Make recommendations to church of needs, as they arise, to serve the children.
- Maintain nursery supplies (i.e. disposables, paper goods, etc.).
- Introduce and integrate policies for each person serving as a childcare worker.
- Ensuring good sanitation in all areas of the nurseries, including flooring, food handling, diaper changing, etc.
- Maintain a safe and secure environment in accordance with approved church policies and procedures.
- Serve as contingency nursery staff.

K. Missions Committee – 4 Persons elected for a term of five years using staggered terms; and Missions Pastor (if currently staffed) who shall serve as Chairman.

- Facilitate the sending and support of missionaries locally, nationally and world-wide with mutual respect, accountability and cooperation to carry out the Great Commission.
- To evaluate various mission opportunities and select the appropriate emphasis for SRBC.
- Develop and promote the necessary resources and/or programs to educate, motivate, and enlist church members, and to fund each mission opportunity.
- Utilize every possible means to promote missions including but not limited to Sunday Morning classes, newsletters, visual promotions, web pages, prayer networks, children and youth programs, discipleship training efforts, etc.
- Submit financial goals and participation plans yearly to the Church for local, national and international programs identified for specific mission emphasis.
- The committee will communicate with the Senior Pastor or Missions Pastor during and following decision points.
- Promote the annual VBS missions project each summer.
- Manage residents of SRBC's Mission House

L. Youth Ministry Planning Committee – 4 persons elected to a term of three years using staggered terms; and Student Pastor (if currently staffed) who shall serve as Chairman.

- Plan a schedule of recreation, retreats, and seminars that provide spiritual growth and fellowship, community service and evangelism/outreach.
- Provide chaperones for all activities.
- Encourage youth to participate in activities.
- Lead by example in reaching un-churched youth.
- Prepare annual budget request for youth programs which includes (1) above and regularly scheduled meetings and services.
- Provide communication about upcoming events to parents and students.
- Develop policies and procedures for the orderly administration of the Youth Ministry.

M. Constitution and By-laws Committee – 5 persons elected for a term of five years using staggered terms; shall consist of one Deacon who serves as the Chairman, along with at least one female and one other male; members shall be recommended by the Deacons for approval by the Church.

- The committee will meet as necessary to handle issues that may arise.
- The committee will prepare any updates and/or revisions for approval by the Deacons before being presented to the church in a called session or monthly business meetings for approval.

ARTICLE II. MINISTRIES

Section 1

- (A) Each ministry is a volunteer ministry of Sandy Ridge Baptist Church and is a budgeted line item of the annual budget.
- (B) The Pastors shall oversee all ministries in accordance with the Constitution.
- (C) In the event that a new Ministry Leader is needed, the ministry volunteers shall work with the Pastors to suggest a candidate to the Nominating Committee for Church approval. (D) Each Ministry Leader (or appointed representative) shall update the Church of the Ministry's activities at a business meeting a minimum of once per calendar year.

Section 2. Ministries.

1. Fallen Heroes Ministry
2. Carolina Faith Riders Ministry
3. Willing Hands Ministry
4. Security Team Ministry
5. First Impression Team Ministry
6. Music Ministry. The Director of Music (if employed) shall serve as the Ministry Leader.

ARTICLE III. FINANCIAL PROGRAM

Section 1. Offerings.

Believing that giving should be primarily an act of worship, each member is encouraged to bring or send their tithes and offerings on a regular basis. Any designated gift which fits in with the purpose and program of our church will be accepted and honored. However, the major emphasis in raising money for all church improvements shall be through the procedures and methods of the Budget/Finance Committee.

Section 2. The Budget.

The unified budget shall be the primary method used as our basic financial system for the church. Planning for and the promotion of the budget each year shall be done by the Budget & Finance Committee, reviewed and approved by the Deacons and voted on by the church.

Section 3. Financial Information.

The records showing the contributions of each individual member of the Church shall be confidential. The Church Treasurer is authorized to furnish information to the U.S. Internal Revenue Service and the N.C. Department of Revenue as authorized by law.

Section 4. Buying and Selling in the Church.

The only sale of goods or transactions on other church property would be those that support the objects of Christ's Kingdom.

- All sales or transactions by civic or social organizations or by individuals for personal gain (items for sale for private gain) are prohibited. Pick-up or delivery of such personal items should be in the church parking lot.
- Mission projects, fund raisers, youth trips, and church mission trips shall be by suggested donations only, making it clear that no one will be turned away because of lack of funds.
- Visiting groups (i.e. singing groups, etc.) who sell merchandise to help fund a legitimate ministry should be instructed to set up their display in the vestibule or other appropriate locations outside the church sanctuary.
- All such activities must be approved in advance by the Pastors.

ARTICLE IV. SPECIAL GIFTS AND MEMORIALS

Anyone wishing to make a non-monetary gift (i.e., furnishings, artwork, etc.) to Sandy Ridge Baptist Church should present the offer to the Building and Grounds Committee and to the Budget and Finance Committee. They shall reach an agreement with the donor and present the gift to the Church for approval. Upon approval of the Church, the gift then becomes property of the Church and shall be so recorded.

In the event the Church receives stocks and bonds, they should be converted to cash and re-invested in a government guaranteed asset within thirty days.

Contributions to memorial funds are encouraged. These funds are to be used as agreed upon by the Church. Each contribution shall be recorded in a special registry provided for this purpose.

Such contributions can be acknowledged in the church bulletin or newsletter at the request of the donor.

ARTICLE V. BENEVOLENCE MINISTRY

Section 1.

(A) In accordance with Acts Chapter 6, the Deacons shall have the responsibility for benevolence ministry. Benevolence shall consist of separate and distinct ministries.

(B) Assistance may be material, food or monetary. Where possible and practical, monetary assistance should be provided by payment of check to the creditor or service provider.

Section 2.

1. Member Benevolence

- The Member Benevolence ministry shall consist of a team of deacon ministers as determined by the Deacon body.
- Member benevolence shall be structured to provide maximum privacy to our members. Public budget and accounting reports shall be generic and not contain the name of the person who receives assistance. The reports shall only contain the name(s) of the approver(s), nature of the assistance and the amount of the assistance. The recipient's name is only available for auditing purposes.
- Any Pastor or Deacon Minister may be approached for assistance.
- Each request for assistance should be substantiated. The member's deacon minister should be a good resource for information.
- The Deacon Benevolence team shall confer with one another to make the final decision on a member benevolence request. If a case arises in which the Deacon Benevolence team is not available, the Deacon Body Chairman and two other Deacons shall take responsibility for responding to the need requested.
- Funding for member benevolence shall be by budget line item or designated giving/offering, as determined by the Budget/Finance Committee and voted upon by the church.

2. Non-Member Benevolence

- The Non-member Benevolence ministry shall consist of a team of deacon ministers as determined by the Deacon Body.
- Any Pastor or Deacon Minister may be approached for assistance.
- The requested need for assistance should be substantiated as much as possible.
- The Deacon Benevolence team shall confer with one another to make the final decision on a Non-member Benevolence request.
- Budget and accounting reports shall be maintained for all Non-Member Benevolence for auditing purposes. The report shall contain the name of the recipient(s) and the approver(s), the nature of the assistance and the amount of the assistance.

- Funding for Non-member Benevolence shall be by budget line item or designated giving/offering, as determined by the Budget/Finance Committee and voted upon by the church.

3. Love Offering

A request for a love offering to be taken for a member or non-member shall be referred to the Pastors and Deacons, collectively, for approval and a time scheduled for collection. Nothing in these guidelines is intended to replace Biblical teaching, Christian love, compassion, and common sense in meeting the benevolence needs.

ARTICLE VI. ADOPTION AND AMENDMENTS

Section 1. Adoption.

These By-laws shall be submitted to the Deacons for consideration and brought to the church business session as a joint recommendation from the Constitution and By-laws Committee and the Deacons. They shall be considered adopted and in immediate effect if and when a simple majority of the members present at the business session in which the action is taken shall vote in favor of their adoption. The adoption of these By-laws shall affect a repeal of all previously adopted rules if in conflict herewith.

Section 2. Amendments or Alterations.

These By-laws may be amended, altered, or repealed by simple majority vote of the members present at any regular or “called” business session of the church, provided that such amendment(s), alteration(s), or repeal has been given to the church in writing as a joint recommendation from the Constitution and Bylaws Committee and the Deacons at least two weeks prior to the time the vote is to be taken.

Should a church member desire to propose amendment(s) to these Bylaws, such proposed amendment(s) must be presented at a church business meeting in writing. Following that written presentation, the church shall not vote on the proposed change for at least eight weeks to provide time for the Constitution and Bylaws Committee and Deacons to review the proposed amendment(s) and provide their recommendations or suggested alternatives. The Pastors collectively are also permitted, but not required, to provide their own recommendations or alternative texts.

Section 3. Maintenance.

A copy of these By-laws shall be kept at all times by the Church Clerk and available for reference as needed, and an additional copy shall be kept on file in the church office or other safe place. In addition, an electronic copy shall be kept in the church office or other safe place and by a member of the Constitution and By-Laws committee. All approved amendments or revisions shall be incorporated into these By-laws and made available to the congregation upon request.

ARTICLE VII. RULES OF ORDER

For the conduct of church business meetings, Sandy Ridge Baptist Church will follow the “Robert’s Rules of Order” procedures.