

CONSTITUTION

COMMUNITY BIBLE CHURCH of Holly Springs (South Carolina)

Article I - Name

The name of this church shall be called Community Bible Church of Holly Springs (currently in the unincorporated area of Spartanburg County, South Carolina).

Article II - Object (Mt5:16,28:18-20, Ac1:8,17:11, ICo6:20, IPe3:15)

The purpose of this church shall be the exaltation and glory of God through the proclamation of the Gospel of Jesus Christ to the lost, and the instruction and edification of believers in the whole counsel of the Word of God. This church shall endeavor to maintain a thoroughly aggressive balance between the instruction, defense, and propagation of the Faith.

Article III - Government (Ac1:15-26,6:1-5,15:6,20:17, ITim5:17, Titus1:5)

The government of this church shall be of the congregational type with authority vested in its members, who shall hold title to all properties, and whose vote shall be final in all matters pertaining to the church. This church shall acknowledge the Lord Jesus Christ as its only head and shall remain independent of any ecclesiastical alliances.

Article IV - Membership (Mt18:20, Ac2:41,47,5:14,11:22, Ro7:4, ICo12:27, Ep4:12, Heb10:25)

- A. Members of this church shall be born-again, baptized believers who shall subscribe to the Charter documents (Articles of Faith, Constitution, and Principles of Operation) of this church.
- B. The mode of baptism is not the basis for fellowship in this church, but baptism performed by this church and for the purpose of membership is by immersion.
- C. The Procedure for Membership:
 1. Prospective members shall
 - a. Fill out an information form, and be announced by name to the congregation,

- b. Verify their baptism by immersion after their salvation, from either this church or another Bible believing church.
 - c. Read and agree with the Charter documents.
 - d. Be questioned by at least two members of the membership committee (elders and deacons).
 - e. Meet with the Elder and Deacon Board for acceptance, membership vows and signing the documents (last official step for membership).
2. This procedure shall cover a minimum of three weeks. Objections may be voiced to the Pastor or Elder Board by any member during this time of investigation.
 3. New members shall be presented to the church at the next regular Sunday morning service.
- D. Members shall not be received into this church by letter from other churches, nor will letters be granted.
- E. Inactive Membership and Dismissal from Membership:
1. Those who no longer reside in this area, but desire to hold their membership in this church may be designated as Inactive (such as military). This intent must be presented in writing to the Elder Board.
 2. Those who have been absent from the services of the church for a period of three months without having given satisfactory explanation for their absence will become inactive. After six months of absence they shall be automatically dismissed from the roll.
 3. Those who have come under some disciplinary action of the church, short of dismissal, will become Inactive. If the situation calling for discipline is not rectified within a period of six months, the member's name shall be automatically dismissed from the roll.
 4. Inactive members shall not have the right to vote, or to hold office in the church, and may be restricted from speaking at church meetings.
 5. Inactive members must apply to the Elder Board and be approved for reinstatement to active membership.
 6. A member who joins another church will be automatically dismissed from the roll.

Article V - Church Discipline (Mt18:15-17, ICo5:6-13, IICo 2:6,7)

Ministry functions and services are private meetings held on private property according to the policies and procedures followed by this ministry and should not be considered open to the general public under all circumstances. The ministry leadership reserves the right to remove any participant for any reason in the leadership's sole discretion.

A participant may be removed from any ministry function or asked not to return if they demonstrate by conduct or spirit that they are out of harmony with the Articles of Faith, the spirit, or the policies of the ministry whether on or off property as determined in the sole discretion of the Pastor or Elder Board. Readmission considerations following removal will be determined on a case-by-case basis.

Members:

- A. Purpose of Church Discipline: glorify God by maintaining the purity of the local body **(1Co5:6-13)**; build up believers by deterring sin **(Mt18:17, ITim5:20)** and to restore offending believers by calling them to repentance **(Ga6:1)**.
- B. Process of Church Discipline:
 - 1. It is the responsibility of the erring member to confess his sin to the one(s) sinned against and be reconciled to the offended person(s) **(Mt5:24)**.
 - 2. It is the responsibility of any member of this church having knowledge of an erring member's sin to warn and correct him in private, seeking his repentance and restoration **(Mt18:15, Ga6:1)**.
 - 3. If the erring member does not heed these warnings, then the warning member shall request the presence of one or two others and go again to the erring member, repeatedly if necessary, seeking repentance and restoration **(Mt18:16)**.
 - 4. If the erring member does not heed these warnings, then the matter shall be brought to the attention of the Board of Elders. The Board of Elders shall take the case into prayerful consideration and, if deemed advisable, shall bring the matter before the church so that the body may publicly and corporately call the erring member to repentance **(Mt18:17)**. No action calling for dismissal (except for those taken in **Article IV.E.**) shall be taken against any member until he is informed in writing, the offense cited, and he be given an opportunity to appear at a meeting of the Board of Elders.

5. If the erring member does not repent in response to the church then he shall be publicly dismissed from the membership and fellowship of the church at a regularly scheduled worship service **(Mt18:17)**.
6. If after dismissal the erring party heeds the warning, demonstrates repentance, and personally asks the Board of Elders to be reinstated by the church, then he shall be publicly restored to all the rights, duties, privileges, and responsibilities of membership **(IICo2:6-8)**.
7. All matters of discipline shall be conducted in the spirit and letter of the Scriptures.

Article VI - Meetings (Ac20:7, ICo14:40, He10:25)

- A. The following shall be regular fellowship and worship services:
 1. Sunday services, morning and evening
 2. A midweek testimony and prayer meeting.
 3. Baptismal services, when necessary, normally conducted in conjunction with a Sunday service.
 4. The Lord's Supper shall be observed at least quarterly.
 5. An evangelistic series, Bible conference, missionary conference, or other special services shall be held with outside speakers at the discretion of the Pastor and Board of Elders as they determine the needs of the church.
 6. Other fellowship and worship services, as called by the Pastor and Board of Elders.
- B. Business Meetings:
 1. Business meetings shall be held as follows: one Financial Meeting annually to determine financial and budget affairs, and one Organizational Business Meeting annually for other organizational business, i.e. elect deacons and elders. Times will be determined by the Pastor and the Elder Board.
 2. Other business meetings may be called by the Elder Board.
 3. The moderator will be designated by the Elder Board.

4. In all business meetings, twenty-five percent of eligible voting members shall be considered a quorum. A simple majority will pass any measure, except an 80% majority is required when voting for a new pastor. Any active member, who is present (no proxies or votes sent in), and at least sixteen years of age shall be entitled to vote. (See Article IV)
 5. All major propositions (except emergency measures) to be voted upon by the congregation shall be posted in writing and announced verbally at regular services two weeks prior to the vote, and the vote taken at the next regular service.
 6. Robert's Rules of Order shall be the authorized procedure for all church business meetings in matters not covered by this constitution. In case of any conflict between said rules and the Constitution of the church, the Constitution shall govern.
 7. Business meetings will be open to nonmembers unless a members-only meeting is designated by the Elder Board.
- C. All Meetings: Any pastoral staff member, elder, or deacon may remove any person from the meeting whom they determine to be disruptive.

Article VII - Finances (ICo14:40,16:2, Lk6:38, Ma13:8-10)

- A. The church is supported by voluntary contributions from its members who shall give according to their abilities and according to the dictates of their own consciences.
- B. No paid performances or sales shall be used to raise money for the church.
- C. All undesignated tithes and offerings will be disbursed as follows:
 1. Ninety percent to general budget and building, ten percent to home and foreign missions until the church building is built or purchased, and a full-time pastor installed. At such time, the mission budget percentage shall begin increasing toward a goal of at least twenty-five percent.
 2. Permanent mission support shall not exceed fifty percent of the total mission income.
 3. If mission support is higher than 15%: the budget may revert to 85% general, and 15% mission support when a major building program is begun.

- D. Records of all financial transactions shall be kept by the church treasurer, who shall submit a reasonably detailed monthly financial report to the Board of Deacons. Said report shall also be posted in the church.
- E. An annual budget estimate shall be prepared and presented by the Board of Deacons to the Board of Elders, and shall be voted on by the members at the annual Financial Business Meeting. The budget shall be posted at least one week prior to the annual Financial Business Meeting.
- F. The Annual Budget for the new year shall not exceed the previous year's income.
- G. The Deacon Board is responsible for all properties and financial dealings of the church. The Deacon Board may disburse up to one thousand dollars (\$1000) of funds per month, that are not part of the annual budget.
- H. The Pastor may expend up to two hundred dollars (\$200) per month of non-line item funds.
- I. The church will not provide personal loans to leadership, employees, or their family members.

Article VIII - Officers

- A. Pastor:
 - 1. The Pastor shall be a male and shall meet the Scriptural qualifications for his calling as outlined in **I Timothy 3:1-7 and Titus 1:5-9**.
 - 2. Calling the Pastor:
 - a. A candidate for acceptance to the pastorate shall be heard at a minimum of four regular worship services. His wife and family must accompany him to at least two of the services and he shall, with his family, meet with both the Elder and the Deacon Boards.
 - b. The Pastor shall be accepted by eighty percent vote of the eligible members present at an officially called business meeting.
 - 3. Duties of the Pastor:
 - a. It shall be the duty of the Pastor, as under-shepherd responsible to Jesus Christ, to preach the Word and administer the ordinances of the church. The Pastor, as an elder among elders,

shall be the spiritual leader of the church and shall advance the spiritual life and interest of the congregation. The Pastor shall be a non-voting, ex-officio member of every committee and board.

- b. All employees, staff members, Sunday school teachers, and officers (whether salaried or not) are considered "At Will" employees and shall be directly responsible to the Pastor and ultimately to the Elder Board (when in session).

4. Dismissal of Pastor:

- a. The Pastor may be dismissed by a majority vote of eligible members present at any officially called business meeting. (See Article VI B.)
- b. A meeting to dismiss the Pastor may be called by petition of twenty-five percent of active church members, or by one-third of the Elder Board.
- c. If dismissed, the Pastor's services shall be terminated immediately.
- d. Salary and other benefits shall continue for forty-five days maximum or until he has obtained a full-time, paid position, whichever comes first.

B. Official Boards

- 1. The Deacons and Elders shall be males and shall meet the Scriptural qualification for office as set forth in **I Timothy and Titus**, and shall have been active members of the church for at least six months.
- 2. Deacons and Elders shall be elected by vote of the congregation at the annual Organizational Business Meeting, and shall serve a term of two years. Board members may succeed themselves for one additional two-year term. Upon resignation or dismissal of a Board member, the office shall be filled, until its expiration, by vote of the congregation. This new Board member is eligible for two additional complete terms, provided the term he filled had less than one year remaining from the date of his filling it.
- 3. The Deacons and Elders shall elect their own chairman and secretary. The Deacons and Elders shall each meet regularly at a time and place of their discretion, preferably once a month.

4. Shared Duties of Deacons and Elders:
 - a. Both Boards shall constitute a membership committee and shall examine each applicant for membership.
 - b. Both Boards shall elect a pulpit committee made up of elders and deacons for the seeking and examining of a prospective pastor.
 - c. The Deacon Board shall be responsible for organizing and preparing the Lord's Supper. Both boards shall administer the elements.
 - d. Both Boards shall comprise a nominating committee for candidates for church officers.
 - e. Dismissal of any Deacon or Elder:
 1. A Deacon or Elder may be dismissed by a majority vote of eligible members present at any officially called business meeting. (See Article VI B.)
 2. A meeting to dismiss a Deacon or Elder may be called by petition of twenty-five percent of active church members, or by one-third of the Elder Board.
 3. If dismissed, the Deacon's or Elder's services shall be terminated immediately.
5. Duties of the Deacons **(Ti3:8-15)**
 - a. The Deacons shall be responsible, with the Pastor, for the physical oversight of the church. They shall administer all business matters of the church, shall be responsible for all legal transactions and shall be responsible for the maintenance of all church property.
 - b. The Deacons shall, with the Pastor, minister to the needy and supervise the benevolent funds of the church.
 - c. The Deacons shall have oversight, with the Pastor, of the offices of church Treasurer, Ushers, and church Corporate Secretary.
 - d. The Deacons shall be responsible for arranging the agenda for the Annual Financial Meeting.

- e. The Deacons shall be responsible for preparation of the elements of the Lord's Supper and preparation of the facilities for baptismal services.
 - f. The Deacons shall be responsible for the dissolution of the corporation as required under Article X.
 - g. The Chairman of the Deacon Board shall be designated Church Trustee, who, in conjunction with the Pastor (or Elder in his absence), Church Treasurer, and Church Secretary, will sign for the corporation.
6. Duties of the Elders: **(ITim 3:1-7)**
- a. The Elders shall be responsible, with the Pastor, for the spiritual oversight of the church. They shall help the Pastor visit the sick, look after the membership, and administer the visitation program.
 - b. The Elders shall have oversight, with the Pastor, of the educational program of the church, including the appointment of personnel conducting these programs.
 - c. The Elders shall have oversight, with the Pastor, of the pulpit supply. They shall, at the direction of the Pastor or in his absence, arrange for special speakers, special services, and baptismal services.
 - d. The Elders shall have oversight, with the Pastor, of the mission program and the music program of the church.
 - e. The Chairman of the Elders shall exercise pastoral oversight of the congregation in the absence of the senior pastor on staff.
 - f. The Elder Board shall be responsible for church membership rolls, and the carrying out of church discipline as outlined in Articles IV.E. and V.
 - g. The Elder Board shall be responsible for the agenda and conduct of the annual Organizational Meeting as outlined in Article VI.

- C. Corporate Secretary: **(Ex17:14, Josh4:7, Est6:1)**
1. The church Corporate Secretary (Secretary) shall be recommended by the nominating committee and shall be elected by the vote of the congregation for a term of one year.
 2. The church Secretary shall keep an accurate record of the proceedings of the church, a record of the membership, and shall present, in writing, an annual report at the annual Organizational Meeting.
 3. The church Secretary shall physically maintain all church records at the church office. The records, except for confidential membership data, discipline, personnel, health, personal communications, and counseling records, are available for membership review at a mutually convenient time.
- D. Treasurer:
1. The Treasurer and/or an assistant shall be recommended by the nominating committee and shall be elected by vote of the congregation for a term of one year.
 2. The Treasurer shall keep a complete and accurate record of all contributions and disbursements of the church.
 3. The Treasurer shall submit a complete report of the church financial operations to the Deacon Board monthly, and shall submit a complete annual report at the annual Financial Business Meeting.
 4. The books of the Treasurer shall be audited annually under the direction of the Board of Deacons (Internally or externally). The books, except for donation records, are available for membership review.
 5. The Treasurer shall physically maintain all church records at the church office.

Article IX - Ordinances

- A. Water Baptism: **(Ro6:2-5, Co2:12, Ga3:27, Ac8:38-39,26:16, Mt3:16, Jn3:23,4:1-2)**

Is by immersion and it is the act of obedience after having accepted Jesus Christ as Personal Savior and publicly testifies to all of one's faith in Christ.

B. The Lord's Supper: **(ICo11:27-30)**

All who have accepted Jesus Christ as Personal Savior and are walking in fellowship with the Lord shall be welcome to join in this service.

Article X - Dissolution of the Corporation

In the event of the dissolution of the Community Bible Church as a non-profit corporation, the assets of the corporation shall be given and paid over to a non-profit corporation of like faith and practice. Said corporation shall be determined by a majority vote of the members of the corporation present at a previously announced business meeting for said dissolution.

- A. Notice of dissolution shall be sent, in writing, to the current address on file of each member, at least fifteen days prior to the scheduled meeting, and public notice shall be given at least forty-five days prior to the meeting.
- B. All recommendations for recipients of the corporation assets will be placed, in writing, by a member of the congregation to the Deacon Board no less than thirty days prior to the dissolution meeting. No other recommendations shall be considered.
- C. It shall be the duty of the Deacon Board to examine all recommendations submitted to it and to make its own recommendations to the congregation concerning the distribution of the church assets.
- D. Said recommendation from the Deacon Board shall be made available, in writing, to the congregation fifteen days prior to the dissolution meeting.
- E. The decision as to the recipient(s) of the assets of the corporation shall be the mutual consent by secret ballot of the majority of the members present at the dissolution meeting.
- F. The Deacon Board, in the stead of the members of the congregation and corporate officers, shall assume the responsibility for all dissolution proceedings, and shall seek and obtain legal assistance to complete said proceedings.

Article XI - Amendments

- A. As a working, flexible document, this constitution, except those articles listed in Article XI, Section C, may be amended, altered, or revised at any regular business meeting by a two-thirds vote of the members present.

- B. Amendments to this constitution shall be presented, in writing, to the Elder Board and, if accepted, shall be presented to the church for vote at any regular business meeting.

- C. The following articles, sections and paragraphs shall not be altered, revised, or amended:
 - 1. Article II
 - 2. Article IV, Sections A and B
 - 3. Article VII, Section A
 - 4. Article VIII, Section A.1
 - 5. Article VIII, Section B.1, Section B.5.a, and Section B.6.a
 - 6. Article IX, Sections A and B
 - 7. Article X, Section A