

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 (Mt 5:16, 28:18-20, Acts 1:8, 17:11, 1Cor 6:20, 1Pt 3:15)

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 (Acts 1:15-26, 6:1-5, 15:6, 20:17, 1Tm 5:17, Ti 1:5)

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 (Mt 18:20, Acts 2:41, 47, 5:14, 11:22, Rom 7:4, 1Cor 12:27, Eph 4:12, Heb 10:25)

- 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 subscribe to the Charter documents.
 - d. Be questioned by at least two members of the membership committee (elders and deacons).
 - e. Meet with an elder for acceptance and signing of the church covenant (last official step for membership).
2. This procedure shall cover a minimum of three weeks. Objections may be voiced to any elder 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.
 7. Those who have communicated with an elder, and have expressed in writing a desire to leave the fellowship, will be immediately dismissed from the roll.

Article V - Church Discipline (Mt 18:15-17, 1Cor 5:6-13, 2Cor 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 majority of the elders present reserve the right to remove any participant for any reason at their sole discretion.

Participants 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 majority of the elders present. 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 (**1Cor 5:6-13**); build up believers by deterring sin (**Mt 18:17, 1Tm 5:20**) and to restore offending believers by calling them to repentance (**Gal 6:1**).
- 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) (**Mt 5:24**).
 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 (**Mt 18:15, Gal 6:1**).
 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 (**Mt 18:16**).
 4. If the erring member does not heed these warnings, then the matter shall be brought to the attention of the Elder Board. The Elder Board 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 (**Mt 18:17**). 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 Elder Board.
 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 (**Mt 18:17**).
 6. If after dismissal the erring party heeds the warning, demonstrates repentance, and personally asks the Elder Board to be reinstated by the church, then, with the concurrence of the Elder Board, he

shall be publicly restored to all the rights, duties, privileges, and responsibilities of membership **(2Cor 2:6-8)**.

7. All matters of discipline shall be conducted in the spirit and letter of the Scriptures.

Article VI – Meetings (Acts 20:7, 1Cor 14:40, Heb 10:25)

- 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. Evangelistic series, Bible conferences, missionary conferences, or other special services shall be held at the discretion of the Elder Board as they determine the needs of the church.
 6. Other fellowship and worship services, as called by the Elder Board.
- B. Business meetings:
 1. Business meetings shall be held as follows: one Organizational Business Meeting annually for organizational business, i.e. elect deacons and elders (normally held the 3rd Sunday night in August), and one Financial Business Meeting annually to determine financial and budget affairs (normally held the 3rd Sunday night in September). Specific times will be determined by 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. Any new business or suggestions must be submitted in writing to the Elder Board for prayer, study, and review. The elders will make a determination of a proper course to follow. This does not preclude an issue presented by the elders or deacons from being modified by the congregation during open discussions at a business meeting.
 5. 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 all elders including vocational elders. 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)

6. All major propositions (except emergency measures) as determined by the Elder Board 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.
 7. 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.
 8. Business meetings will be open to nonmembers unless a members-only meeting is designated by the Elder Board.
- C. All meetings: Any elder, or deacon may remove any person from the meeting whom they determine to be disruptive. Any questioning of this procedure will be resolved by a majority of the elders present.

Article VII – Finances (1Cor 14:40, 16:2, Lk 6:38, Mal 3:8-10)

- 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 ten percent to the mission (home and foreign) budget with a goal of increasing the total mission budget to at least twenty-five percent.
 2. Permanent monthly mission support shall not normally exceed fifty percent of the total mission budget to allow for changes in giving and allow for the support of special mission projects/needs.
 3. In situations where permanent monthly mission support exceeds fifty percent of the total mission budget, then current permanent monthly mission support will remain frozen for the budget year and no new permanent monthly mission support will be added (This does not preclude honorariums being given to missionaries brought in for speaking engagements or special missions offerings.)
 4. If the total mission budget is higher than ten percent: the budget may revert to ninety percent general, and ten percent 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 Deacon Board. Said report shall also be posted in the church.

- E. An annual budget estimate shall be prepared and presented by the Deacon Board to the Elder Board, and shall be voted on by the church 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 total income.
- G. The Deacon Board is responsible for all properties and financial dealings of the church. The Deacon Board may disburse up to one percent of budgeted funds per month for non-line item needs.
- H. The Pastor may expend up to an annually designated amount per month for non-line item needs.
- I. The church will not provide personal loans to leadership, employees, or their family members.

Article VIII - Officers

- A. Pastor (for the purpose of this Constitution, the term "Pastor" is synonymous with the senior "vocational elder"):
 - 1. The Pastor shall be a male and shall meet the Scriptural qualifications for his calling as outlined in **1 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 oversee the preaching of the Word and the administration of 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 voting, ex-officio member of every committee and board.
 - b. All employees and staff members (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 **1 Timothy and Titus**, and shall have been active members of the church for at least six months.
 2. Deacons and non-vocational elders shall be elected by vote of the congregation at the annual Organizational Business Meeting, and shall serve a term of three years. Board members may succeed themselves for one additional three year term. After serving for one year as an inactive deacon or inactive elder, the inactive deacon or inactive elder is eligible to be nominated for additional terms in accordance with the above. 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 Deacon and Elder Boards shall elect their own chairmen and secretaries. The Deacon and Elder Boards 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 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.
 - 2) 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.)
 - 3) If dismissed, the deacon's or elder's services shall be terminated immediately.

5. Duties of the deacons (**1Tm 3:8-15**)

- 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 benevolence funds of the church.
- c. The deacons shall have oversight, with the Pastor, of the church treasurer, ushers, and church corporate secretary.
- d. The deacons shall be responsible for arranging the agenda for the annual Financial Business 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 chairman of the Elder Board in his absence), church treasurer, and church secretary, will sign for the corporation.

6. Duties of the elders: (**1Tm 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, marriages, funerals, 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 Pastor.
- f. The Elder Board shall be responsible for church membership rolls and church discipline as outlined in Article IV.E. and Article V.
- g. The Elder Board shall be responsible for the agenda and conduct of the annual Organizational Business Meeting as outlined in Article VI.

C. Corporate secretary: **(Ex 17:14, Josh 4:7, Est 6:1, 1Tm 5:9)**

1. The church corporate secretary (secretary) shall be recommended by the nominating committee and shall be elected by vote of the congregation for a term of three years.
2. The secretary shall keep an accurate record of the proceedings of the church and a record of the membership.
3. The secretary shall physically maintain 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.
4. Dismissal of the secretary:
 - a. A meeting to dismiss the secretary may be called by petition of twenty-five percent of active church members, or by one-third of the Elder Board.
 - b. The secretary may be dismissed by a majority vote of eligible members present at any officially called business meeting. (See Article VI B.)
 - c. If dismissed, the secretary's services shall be terminated

immediately.

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 three years.
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 to the Deacon Board a complete annual report for the annual Financial Business Meeting.
4. The books of the treasurer shall be audited annually under the direction of the Deacon Board (internally or externally). The books, except for donation records, are available for membership review at a mutually convenient time.
5. The treasurer shall physically maintain all church records at the church office.
6. Dismissal of the treasurer:
 - a. A meeting to dismiss the treasurer may be called by petition of twenty-five percent of active church members, or by one-third of the Elder Board.
 - b. The treasurer may be dismissed by a majority vote of eligible members present at any officially called business meeting. (See Article VI B.)
 - c. If dismissed, the treasurer's services shall be terminated immediately.

Article IX - Ordinances

- A. Water Baptism: **(Rom 6:2-5, Col 2:12, Gal 3:27, Acts 8:38-39, 26:16, Mt 3:16, Jn 3:23, 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: **(1Cor 11:27-30)**

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.

Article X does not preclude the Community Bible Church from voluntarily or involuntarily unincorporating with the State of South Carolina while remaining the Community Bible Church, a church body of believers in Christ, with all of its assets intact.

- 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 submitted 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 approved by secret ballot of the majority of eligible 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 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 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
8. Article XI, Sections A and C