

BYLAWS OF PALMETTO SHORES CHURCH

ARTICLE 1 **MEMBERSHIP**

SECTION I: GENERAL

The New Testament presents a picture of definable groups of people who, once committed to Jesus Christ, identified themselves with and committed themselves to a particular local body (Acts 2:42-46; Acts 11:26; Romans 16:1; I Corinthians 1:2; II Corinthians 8:1).

Membership is open to any person who has personally accepted Jesus as Savior and Lord, who has received baptism as a believer, and who desires to be committed to Palmetto Shores Church as a local body of believers. Membership is not a prerequisite for involvement in every ministry, but is required for ministry leadership, involvement in certain ministries as determined by the Pastor or Pastors Council, and participation in congregational decision making.

Membership in Palmetto Shores Church shall consist of all persons who have met the qualifications for membership and are listed on the membership roll.

SECTION II: QUALIFICATIONS FOR MEMBERSHIP

1. A personal commitment of faith in Jesus Christ for salvation.
2. Believer's baptism as a testimony of salvation. When this baptism is performed by Palmetto Shores Church, it is to be by immersion.
3. Completion of the Church's membership class and application.
4. A commitment to abide by the membership covenant.

SECTION III: RESPONSIBILITIES OF MEMBERSHIP

The responsibilities of membership are described in the membership covenant which includes the following four statements:

1. I will protect the unity of my church by acting in love toward other members, by refusing to gossip and by following the leaders (Romans 15:5, 19; I Peter 1:22; Ephesians 4:29; Hebrews 13:17).
2. I will share the responsibility of my church by praying for its growth, inviting the un-churched to attend and by warmly welcoming those who attend (I Thessalonians 1:2; Luke 4:23; Romans 15:7).
3. I will serve the ministry of my church by discovering my gifts and talents, being equipped to serve by my pastors and by developing a servant's heart (I Peter 4:10; Ephesians 4:11-12; Philippians 2:3-4, 7).
4. I will support the testimony of my church by attending faithfully, living a godly life and by giving regularly (Hebrews 10:35; Philippians 1:27; I Corinthians 16:2).

SECTION IV: VOTING RIGHTS OF MEMBERSHIP

Every member shall have the right to vote on the following matters: the annual budget of the Church, the election of the Trustees, the acquisition of real property and related indebtedness, incurring indebtedness for facilities development, the disposition of all or substantially all of the assets of the church, the merger or dissolution of the Church, amendments to the Articles of Incorporation, Constitution or Bylaws of the Church, and the calling or removing of the Pastor. Each member sixteen years and older is entitled to one vote. Voting by proxy is prohibited.

SECTION V: TERMINATION OF MEMBERSHIP

Members shall be removed from the Church roll for the following reasons:

1. Death
2. Transfer of membership to another church
3. Failure to attend or contribute for one year.

4. By personal request of the member.
5. Dismissal by the Pastor's Council according to the following conditions:
 - a. The member's life and conduct is not in accordance with the membership covenant such that the member hinders the ministry influence of the Church in the community.
 - b. Procedures for such dismissal shall be according to Matthew 18:15-17.

SECTION VI: RESTORATION OF MEMBERS

Members dismissed by the Pastor's Council shall be restored by the pastor's Council according to the spirit of II Corinthians 2:7-8, when their lifestyles are judged to be in accordance with the membership covenant.

SECTION VII: NON-LIABILITY OF MEMBERS

A member of the Church shall not, solely because of such participation, be personally liable for the debts, obligations or liabilities of the Church.

ARTICLE II MEETINGS

SECTION I: GENERAL

The Church shall hold regular meetings for worship, teaching, training, outreach and fellowship. Meetings shall be held at the principle office of the church or at such other place or places within or outside South Carolina as may be designated from time to time by the Pastor and/or Pastor's Council.

SECTION II: BUSINESS MEETINGS

There will be an annual business meeting held in December as determined by the Pastor and/or Pastor's Council. The purpose of this meeting shall be to adopt an annual budget and to elect the Trustees. Subject to Section IV of this Article and Section IV of Article I, any other proper business may be conducted at this meeting.

All business meetings will be guided by Christian courtesy and conducted according to parliamentary procedure. Unless otherwise presented, all votes are taken without discussion. All decisions will be by simple majority vote unless otherwise presented.

SECTION III: SPECIAL BUSINESS MEETINGS

Special meetings may be called at any time by the Pastor and/or Pastor's Council for any purpose by giving notice to the members in accordance with Section IV of this Article.

SECTION IV: NOTICE REQUIREMENTS FOR MEMBERSHIP

1. General requirements

Whenever members are required or permitted to take any action at a meeting, notice shall be given to members not less than one (1) week prior to a meeting. Notification of membership meetings shall be given in any of the following manners which shall be deemed to be a reasonable method of calling a membership meeting:

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

2. Notice of certain Agenda Items

Approval by the members of any of the following proposals, other than by unanimous approval by those members entitled to vote, is valid only if the notice specifies the general nature of the proposal:

- a. Calling or removing the Pastor;
- b. Amending the Articles of Incorporation;
- c. Adopting, amending or repealing the Constitution or Bylaws;
- d. Disposing of all or substantially all of the Church's assets;
- e. Adopting or amending a merger agreement; or
- f. Approving the acquisition of real property and related indebtedness.

SECTION V: QUORUM

Those members present and voting at a meeting duly noticed and called shall constitute a quorum of the membership of the transaction of business.

ARTICLE III **CHURCH LEADERS**

SECTION I: GENERAL

The leadership structure of Palmetto Shores Church is based upon the nature of the church as revealed in Scripture, as well as the necessary legal requirements for a recognized religious organization. The leadership structure of the Church is intentionally designed to accommodate simplicity, growth, unity and biblical teaching.

The leadership structure of this church involves a Pastor, other Ministry Pastors, Ministry directors, Ministry leaders, Small group leaders and Trustees. The Pastor, along with the other Ministry Pastors and select Ministry Leaders, shall constitute the Pastor's Council.

SECTION II: PASTORS

1. Pastoral Role

Jesus Christ alone is the head of the church (Colossians 1:18; Ephesians 1:22-23), yet for the purpose of order and in accordance with the teaching of the Bible, certain individuals have been charged with leadership according to their spiritual giftedness (Ephesians 4:11-13). Three different terms are used in the New testament to refer to the same church leader(s): "poimen" (pastor), "presbuteron" (elder) and "episcopos" (overseer). These terms are used interchangeably and reflect the different functions of the same office. The New Testament church had a plurality of pastors in each local church (I Peter 5:1-2; acts 20:17-18, 28; Titus 1:5-7; I Timothy 5:17).

2. Requirements for Pastor

The requirements for this office are found in I Timothy 3:1-7 & Titus 1:7-9.

3. Pastoral Leadership

Pastors are called and directed by the Bible to lead the church in vision and direction (Acts 11:30; 14:23; Philippians 1:1; I Timothy 5:17). The pastors are the administrators of the church, equipping members for ministry and overseeing the ministries of the church (Exodus 18:17-18; John 21:16-17; Acts 20:17, 28; Ephesians 4:11-12; Titus 1:5-7; I Peter 5:1-2). In response to the Biblical patterns of leadership, members are taught in Scripture to lovingly support their leaders and to submit to their leadership (Hebrews 13:17; I Corinthians 16:16; I Thessalonians 5:12-13). The shepherding of this Church is carried out by pastors, ministry directors, ministry leaders and small group leaders.

4. The Pastor

The Pastor has ultimate responsibility for the oversight of the church body and the shepherding (Acts 14:23; Titus 1:5-9; I Timothy 5:17; I Peter 5:1-4; Acts 20:28-32). The Pastor is responsible for providing spiritual instruction and strategic leadership to members, staff and ministries of the church. The calling, supervision and dismissal of pastoral staff, ministry directors and employees is under the direction of the Pastor, assisted by the Pastor's Council.

The Pastor shall continue to serve as Pastor until the relationship is ended by resignation or termination by the affirmative vote of two-thirds of those present and voting at a special business meeting of the

church called for such purpose. Upon the occurrence of a vacancy in the position of Pastor, the Pastor's Council shall initiate the process leading to the calling of a new Pastor. This process is outlined in the Policies and Procedures Manual in accordance with Article VI, #6 of this document.

SECTION III: MINISTRY PASTORS, DIRECTORS AND LEADERS

The second ministerial role mentioned in the Bible is the role of the deacon, which in the New testament functions as a "servant-leader." The deacons liberated the apostles from direct oversight of pastoral ministries in order that they might be free to study, teach, pray and to lead. There are no specific, on-going roles specified in the Bible for deacons; they served as needed (Acts 6:1-4; Philippians 1:1).

Ministry Pastors are Pastors called by the church to serve specific ministry assignments in the church. Ministry leaders are equated with deacons in the New Testament. These leaders are appointed by the Pastors and Ministry directors on the basis of the leader's giftedness (I Timothy 3:8-12). After completion of training, ministry leaders are given the freedom and authority to lead in their area of ministry under the supervision and leadership of the pastors. There can be no limit to the number of ministry leaders, as this is dependent solely upon the Holy Spirit's disbursement of spiritual gifts in the church. Certain Ministry Leaders will be selected to become Ministry Directors, overseeing a large portion of a particular area of ministry. These Directors may or may not be ordained pastors, but should fulfill the biblical requirements for ministerial leadership. Ministry Directors are appointed by the Senior Pastor or pastor's Council and serve until the relationship is ended by resignation, the Pastor, the Pastor's Council or by the expiration of a predetermined time of service.

SECTION IV: SMALL GROUP LEADERS

A small group leader is a lay pastor to a small group under the direction and accountability of a Pastor or Ministry Director. The qualifications of a small group leader are the same as that of any other ministry leader. Small group leaders are extensions of the pastoral ministry of the church and serve as under-shepherds of the church through their small group.

SECTION V: PASTOR'S COUNCIL

The Pastor's Council will consist of the Senior Pastor, the other Pastors, select Ministry Directors and select trustees. The Pastor's Council will have the following responsibilities:

1. Coordinate the life and ministry of the church, plan for future events and implement the strategy of the church in light of its purpose, mission, values and vision;
2. Selection and removal of all officers, agents and employees of the church except for the Pastor;
3. Develop and submit the church's annual budget to the Church membership for approval;
4. Management of the church's annual budget.

The number of the council shall be no less than three (3) and no more than fifteen (15). The Pastor's Council is appointed and supervised by the Pastor. Written minutes of the proceedings of the Pastor's Council shall be kept.

SECTION VI: LEADERSHIP ADVISORY TEAM

Ministry directors, ministry Leaders, Small Group leaders and trustees compose the Leadership Advisory Team. This team meets periodically with the Pastor's Council for two-way communication, planning, coordination, implementation and evaluation. There is no limit to the number on the Leadership Advisory Team.

SECTION VII: TRUSTEES

Trustees are laypersons who provide servant leadership in the Church. A Trustee must fulfill the responsibilities contained in the membership covenant. The Trustees shall have the following powers and duties:

1. Provide financial counsel to the Pastoral staff;
2. Assist the pastor in the interview, selection and employment of pastoral staff;
3. determine the compensation of the Pastor, and with the Pastor, of other Ministry Pastors of the Church;
4. Serve the church as official representatives of the Church in terms of business contracts and other legal matters. Trustees, under the direction of the Pastor's Council or, if required, congregational approval, may borrow money and incur indebtedness on behalf of the church and cause to be executed and delivered for the church's purposes and in the Church's name, promissory notes and other evidences of debt and securities; and
5. Conduct other duties and activities as requested by the Pastor or Pastor's Council.

The number of trustees is determined annually by the Pastor's Council. Trustees are nominated to the church membership annually by the Pastor. They are elected by the members at the annual membership meeting and may only be removed from completing their one-year term by a vote of the members.

SECTION VIII: OTHER STAFF MEMBERS

Other staff members may be hired as needed in accordance with the above-stated areas of responsibility, the annual budget, as well as the personnel and financial policies of the church. Such staff members shall be responsible to their immediate supervisors or designated staff persons.

SECTION IX: OFFICERS

Offices include Moderator, treasurer and Clerk. The Pastor shall serve as Moderator. A member of the Pastor's Council, selected by the Pastor, shall be considered Assistant Moderator. The Treasurer and Clerk shall be the trustee and member designated by the Pastor's Council.

1. Moderator – The Moderator shall preside at all business meetings of the Church consistent with the guidelines for a presiding officer in the latest edition of Robert's rules of Order. In the Absence of the Moderator, the Assistant Moderator shall carry out the duties of the Moderator. In the absence of the assistant Moderator, the Clerk shall call the meeting to order and carry out the duties of the Moderator.
2. Clerk – The Clerk shall be responsible for maintaining an accurate roll of the church membership with date of admission, dismissal and other pertinent information and for issuing letters of dismissal as authorized by the Pastor's Council and these Bylaws. The Clerk shall be responsible for preparing accurate and complete minutes of all business meetings of the church. The Church Clerk also keeps individual contribution records and reports to each member his/her record. The Clerk may appoint one or more Assistants to help the Clerk in the performance of these duties.
3. Treasurer/Administrator – The Treasurer/Administrator is a Trustee. It shall be the duty of the Treasurer/Administrator to receive, preserve and pay out, upon proper internal procedure and control according to adopted financial policies, all money or things of value paid or given to the Church, keeping at all times an itemized report of the receipts and disbursements. The Treasurer/Administrator's report and record shall be audited annually.

SECTION X: AUTHORITY TO EXECUTE LEGAL DOCUMENTS

While Trustees represent the Church for matters requiring approval of the Church membership or the Pastor's Council, day-to-day official documents of the Church may be executed by the Pastor, the Clerk or the Treasurer/Administrator within the boundaries of the Church budget.

ARTICLE IV **REAL PROPERTY**

SECTION I: TITLE

Title to all real property of the Church shall be in the name of the church.

SECTION II: PURCHASING REAL PROPERTY

Real property may be purchased in the name of and behalf of the church by act of the Trustees after the proposal to do so has been presented and approved by the Pastor's Council and by the Church membership in accordance with Section IV of Article II of this document.

SECTION III: DISPOSITION OF REAL PROPERTY

Real property of the church may be sold, mortgaged, conveyed, transferred or otherwise disbursed with the affirmative vote of a majority of the members present at a business meeting as detailed in Article II of this document.

ARTICLE V **FINANCES**

SECTION I: ANNUAL BUDGET

The Church shall have an annual budget to serve as the normative guide for the financial operation of the Church.

SECTION II: DEVELOPMENT OF ANNUAL BUDGET

The annual church budget shall be established through the following process:

1. All individuals involved in ministry leadership submit their expected financial needs to their Ministry director or Pastor (depending upon the area of ministry) for the coming fiscal year;
2. The Pastor, Ministry Directors and other pastoral staff then submit their budget needs, including salaries for support staff, according to areas of responsibilities;
3. The Trustees submit the salaries for the Pastor and, with assistance from the Pastor, other Ministry Pastors.
4. The Pastor's Council compiles a proposed budget from the needs submitted;
5. The proposed budget prepared by the Pastor's Council is reproduced and sent (in accordance with article II, Section IV of this document) to all members and made available to other interested persons;
6. Questions are answered by the Pastor, Treasurer, Ministry Pastors and Directors and Ministry Leaders on an informal basis;
7. The budget is submitted to the Church at the annual business meeting for vote without discussion.

SECTION III: BUDGET MANAGEMENT

The budget is to be managed by the Pastor's Council and the various Ministry Directors and staff persons according to their area of responsibility.

Minor modifications within the budget can be made by the Pastor's Council, Ministry Directors, or other staff with budget responsibilities if circumstances in the life of the church mandate such a change. For example, if a budgeted item is not needed, or if expenses in a particular area are less than expected, the Pastor's Council and/or Ministry directors can reallocate those resources as needed. The budget should, however, be the normative guide for the financial operation of the church.

SECTION IV: ANNUAL REVIEW

An annual review of the church's financial matters will be performed and made available to Church Membership.

SECTION V: FISCAL YEAR

The Church fiscal year shall begin on January 1 and end on December 31.

**ARTICLE VI
RECORDS AND MANUALS**

The Church shall maintain the following records and reports:

1. Adequate and current books and records of accounts (financial records);
2. Written minutes of the proceedings of its members and Pastor’s Council;
3. A roll of the membership of the Church, setting forth the member’s names and addresses;
4. Contribution statements for contributors;
5. An Organizational Manual; and
6. A policies and Procedures Manual.

**ARTICLE VII
AUXILIARY MINISTRIES**

Palmetto Shores Church may organize and implement auxiliary ministries that the church deems helpful in providing religious, charitable or educational activities to the community. Each auxiliary ministry much have its own bylaws and budget, but its corporate identity will fall under the charter and constitution of Palmetto Shores Church.

**ARTICLE VIII
AMENDMENTS**

All requests for amendments to these Bylaws must be in writing and shall be submitted to the Pastor’s Council for study and consideration. The Pastor’s Council shall issue a timely response to the proposed amendment, alteration or revision to these Bylaws. The Pastor’s Council shall determine whether to propose such amendments to the church for adoption. If proposed to the church by the pastor’s council, amendments require the affirmative vote of two-thirds of the members present at a business meeting of the church as detailed in Article II of this document.

CERTIFICATE OF CLERK

I certify that the foregoing Bylaws consisting of eight (8) pages and eight (8) articles, are the Bylaws of Palmetto Shores Church as adopted by a vote of the members of the Church on _____, and that I am the duly appointed Clerk of the Church.

Executed in Horry County, South Carolina, this the 29th day of April, 2007.

(Church Clerk)

_____ notary public

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