

LORIS FIRST BAPTIST CHURCH
3117 Main Street
Loris, South Carolina 29569

BY-LAWS
Adopted March 18, 2001
Amended October 17, 2004

ARTICLE I: CHURCH MEETINGS

(amended May 16, 2010)

Section 1. REGULAR WORSHIP SERVICES

The regular worship services of the Church shall be held on the Lord's Day, both morning and evening, and on Wednesday evening. The exact time of the services will be established by the Pastor and Deacons.

Section 2. REGULAR BUSINESS MEETINGS

The Church shall hold regular quarterly business meetings on the third Sunday night of the first month in each quarter (i.e., January, April, July, October). In the event of a conflict, the meeting may be rescheduled by the Pastor and Deacons.

Section 3. CALLED BUSINESS MEETINGS

The Church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for the called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, the time, and place. It must be given in such a manner which affords all resident members knowledge of the meeting.

Section 4. PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the Church. Constitutional mandates, stipulations or procedures always take precedent.

Section 5. ORDINANCE OF THE LORD'S SUPPER

The ordinance of the Lord's Supper shall be observed on the first Sunday morning in each quarter, i.e., January, April, July, and October, or at the discretion of the Pastor and Deacons in keeping with the Church year program.

Section 6. SPECIAL SERVICES

Special services, such as revivals, Heritage Day, etc., shall be coordinated with the Ministers and/or Deacons.

Section 7. CANCELLATION OF CHURCH SERVICES

Cancellation of planned worship services based upon weather conditions, holiday schedules, community wide services, and Church functions shall be arranged by the Pastor and Deacons.

ARTICLE II. COMMITTEES AND COUNCILS

Committees shall have a quorum of at least one-half (1/2) of their members present [i.e., 7 committee members—4 members must be present; 5 committee members—3 must be present] before committee business may be transacted, recommendations to the Church adopted, or decisions concerning the committee's area of responsibility rendered. Such recommendations shall be presented to the Church, in writing, signed by the committee members present, for presentation to the Church Clerk for incorporation into the Church minutes accurately and for the purpose of preserving a detailed history of Church actions.

For all committee assignments, each term will begin September 1. Church programs and ministries will begin with the Fall schedule.

Each committee shall file an annual report with the Church for the quarterly business meeting in October and the chairman shall be prepared to report if called upon at all regular quarterly business meetings.

All councils and committees are to meet the first of each Church year to organize and then meet thereafter as needed. The first meeting should be early September unless otherwise specified.

Special committees may be appointed by the Pastor and/or Deacons as needed.

No committee or member shall obligate or indebt Loris First Baptist Church in excess of \$100, unless authorized elsewhere in these By-Laws, without approval of the Treasurer or Chairman of the Budget and Finance Committee.

Committee members must serve one year as a regular member before being eligible for chairman of the respective committee.

The following standing committees and councils nominated by the Church Nominating Committee or Deacons shall be presented to the Church for election:

Section 1. CHILDREN'S COUNCIL

(amended May 16, 2010)

RESPONSIBILITIES: The purpose of the Children's Council is to work with the Minister of Youth and Children and/or Pastor in evaluating, planning and conducting the overall children's ministry of the Church for preschool through grade 5. The Council will strive to achieve balance in learning, ministry/missions and Christian recreation. The Children's Council will assist the Minister of Youth and Children and/or Pastor and children's program leaders in assuring that opportunities are provided for children to receive spiritual nourishment, to use that spiritual growth in service to others, and allow times of support for one another by enjoying Christian activities/recreation together.

MAKEUP: The Children's Council shall consist of at least seven (7) members nominated by the Nominating Committee in conjunction with the Minister of Youth and Children and elected by the

church. Committee members shall include: Minister of Youth and Children, at least one (1) children's Sunday School teacher, one (1) children's choir teacher, and four (4) other at-large members. At least two (2) of the council shall be males. The Minister of Youth and Children shall serve as chairperson of the Children's Council. The Council shall elect a vice-chairperson who shall serve as chair in the absence of the chairperson.

DUTIES and GUIDELINES:

- A. The Council shall plan the children's ministry programs.
- B. Although it is the primary responsibility of the Minister of Youth and Children to carry out these plans, it is also the responsibility of the Council to assist in the implementation of these plans.
- C. The Council shall evaluate the present programs in light of the needs of the children of the Church.
- D. Pray for the children of the Church.
- E. Budgetary projections, overseeing, and authorization shall be the primary responsibility of the Minister of Youth and Children. This committee shall assist the Minister of Youth and Children in these responsibilities.
- F. Under the leadership of the Minister of Youth and Children, the Council will work with the Background Check Committee to ensure a background check has been conducted for any person working with the children's ministry programs.

Section 2. CHURCH COUNCIL

- A. The Church Council shall be composed of the Pastor, Associate Minister for Music and Education, Minister of Youth and Children, Sunday School Director, Chairman of the Deacons, Chairman of the Nominating Committee, Church Clerk, Church Treasurer, Chairman of the Trustees, Director of the W.M.U., Director of the Baptist Men, and three (3) members elected from the church after having been nominated by the Nominating Committee each year. At large members shall not serve consecutive years (one year term).
- B. The Church Council shall serve the Church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the Church. All matters agreed upon by the Council which call for action not already approved shall be referred to the Church for approval or disapproval.
- C. The Pastor shall serve as Chairman of this Committee.

Section 3. MUSIC COUNCIL

The purpose of the Music Council is to evaluate the program; to learn the needs of the program; to aid in planning of the program according to the needs of the people; and to aid in implementing these plans.

The Music Council shall be composed of the Associate Pastor of Music and Education, choir directors, Church organist, Church pianist, choir president, and at least three members of the congregation representing that area of interest (Children, Youth, Adult) as nominated by the Nominating Committee each year in conjunction with Associate Pastor for Music and Education. At large members shall not serve consecutive years (one year term).

Guidelines for Music Council are:

- A. The Council shall be organized under normal committee structure at the beginning of the Church year.
- B. The Council shall search and discover from the Church membership the musical needs of the Church, through survey, personal conversation or evaluation meetings.
- C. The Council shall evaluate the present program in light of the needs of the Church musically.
- D. The Council shall plan the musical program of the Church keeping in mind the needs above.
- E. Although it is the primary responsibility of the Associate Pastor for Music and Education to carry out these plans, it is also the responsibility of the Council to assist in the implementation of this plan.
- F. This Council shall keep a communication line open between the music program and the congregation.
- G. Budgetary projections, overseeing, and authorization shall be the primary responsibility of the Associate Pastor for Music and Education. This committee shall assist the Associate Pastor of Music and Education in these responsibilities.
- H. This Council shall maintain a current and accurate inventory of all musical instruments and sound equipment.
- I. The Associate Pastor for Music and Education shall serve as Chairman of this Committee.

Section 4. YOUTH COUNCIL

(amended May 16, 2010)

RESPONSIBILITIES: The purpose of the Youth Council is to work with the Minister of Youth and Children and/or Pastor in evaluating, planning and conducting the overall youth ministry of the Church for grades 6-12. The Council will strive to achieve balance in learning, ministry/missions and Christian recreation. The Youth Council will assist the Minister of Youth and Children and youth church program leaders in assuring that opportunities are provided for youth to receive spiritual nourishment, to use that spiritual growth in service to others, and allow times of support for one another by enjoying Christian activities/recreation together.

MAKEUP: The Youth Council shall consist of at least seven (7) members nominated by the Nominating Committee in conjunction with the Minister of Youth and Children and elected by the church. Committee members shall include: the Minister of Youth and Children, at least one (1) youth Sunday School teacher, the Youth Praise Band Leader, two (2) youth (one male and one female) and two (2) other at-large members. At least two (2) of the Council shall be males. The Minister of Youth and Children shall serve as chairperson of the Youth Council. The Council shall elect a vice-chairperson who shall serve as chair in the absence of the chairperson.

DUTIES and GUIDELINES:

- A. The Council shall plan the youth ministry programs.
- B. Although it is the primary responsibility of the Minister of Youth and Children to carry out these plans, it is also the responsibility of the Council to assist in the implementation of these plans.
- C. The Council shall evaluate the present programs in light of the needs of the youth of the Church.
- D. Pray for the youth of the Church.

- E. Budgetary projections, overseeing, and authorization shall be the primary responsibility of the Minister of Youth and Children. This committee shall assist the Minister of Youth and Children in these responsibilities.
- F. Under the leadership of the Minister of Youth and Children, the Council will work with the Background Check Committee to ensure a background check has been conducted for any person working with the youth ministry programs.

Section 5. AUDIO/VISUAL COMMITTEE

This Committee shall consist of at least four (4) members recommended by the Nominating Committee. No obligation or indebtedness of Loris First Baptist Church in excess of \$100 shall be made without approval of the Treasurer or Chairman of the Budget and Finance Committee. The duties of this Committee shall include:

- A. Purchase necessary audio/visual material.
- B. Provide an accurate inventory list of Church-owned equipment and supplies, including sound system, projection systems and its related equipment.
- C. Ensure operation within allocated budget.
- D. Provide maintenance as needed by enlisting the services of qualified technicians.
- E. Coordinate use of equipment throughout Church facilities for all media center equipment (i.e., TV, VCR, Tape rewinders, tape players, film projectors, camcorders, microphones, etc.).
- F. Committee Chairman shall serve on a Master Inventory Committee as defined in Article IV, Section G.

Section 6. BAPTISMAL COMMITTEE

This committee shall consist of at least six (6) members, three (3) women and three (3) men as recommended by the Nominating Committee. Their duties are to be responsible for the preparation of the baptistry and to assist candidates as needed.

Section 7. BENEVOLENCE COMMITTEE

This committee shall consist of at least three (3) members consisting of one (1) man and two (2) women recommended by the Nominating Committee. Members of this committee shall assume office at the beginning of the Church year and shall serve for a period of one (1) year. They are eligible for re-election. It shall be the duty of this committee to have charge of the expenditure of the Benevolence Funds; to keep a permanent record of expenditures; to visit the sick, the shut-in and the needy. These needs are to be considered immediate. No member of this committee shall obligate or indebted Loris First Baptist Church in excess of \$100 without approval of the Treasurer or Chairman of the Budget and Finance Committee.

Section 8. BUDGET AND FINANCE COMMITTEE

The Budget and Finance Committee, recommended by the Nominating Committee by the fourth Sunday in August, shall consist of seven (7) active members, preferably one (1) each from the WMU, Sunday School, Deacons, and four (4) at-large members from the Church. Each member will be elected for a one-year term and may serve two consecutive years with the exception of the incoming Chairman, who may serve three (3). To ensure uniformity of policies between fiscal

years, three (3) members with the longest tenure on the committee must rotate off each year. A Vice-Chairman designee shall be selected by the committee at the beginning of the fiscal year. The Vice-Chairman will assume the Chairmanship the following year.

Members of this Committee shall have shown through their personal lives that they are good stewards of the things entrusted to them. The duties of the committee are:

- A. The preparation of the annual budget which shall be presented to the Church for consideration and later for adoption. This budget prepared with input from Church committee chairpersons, shall include local expenses, education, missions, and benevolence and shall be presented to the Church the first Sunday in November or there about, which will be two months prior to the beginning of the Church year.
- B. Working with the Treasurer in the supervision and administration of the budget.
- C. Acting as a comptrolling committee advising the Church of the expenditures of all extra budgetary funds.
- D. Developing, compiling, implementing and enforcing financing policies of the Church. The committee shall meet at least once per month to review the Church's financial status to ensure policies are being carried out. Any modification or adoption of policies must be presented to the Church during each quarterly business session for approval.
- E. Leading the entire membership in the support of the spiritual and financial programs of the Church.
- F. Upon adoption of the Church budget, it becomes the duty of this committee, with such others as may be needed, to secure pledges to underwrite the budget.
- G. The chairman of this committee shall prepare and present a detailed summary of the budget at each quarterly business session.
- H. Committee Chairman shall serve on a Master Inventory Committee as defined in Article IV, Section G.
- I. A list of all approved policies and account descriptions shall be maintained by this Committee.

Section 9. BUILDING AND GROUNDS COMMITTEE

This committee shall consist of seven (7) members recommended by the Nominating Committee and approved by the Church body. At least three (3) of this committee shall be women. Each member shall be elected for a one-year term and may serve two consecutive years with the exception of the incoming chairman, who may serve three. To ensure uniformity of policies between Church years, three (3) members with the longest tenure on the committee must rotate off each year. A Vice-Chairman designee shall be selected by the committee at the beginning of the year. The Vice Chairman shall assume the Chairmanship the following year. The duties of this committee are:

- A. Heating and cooling of the Church buildings: This committee shall be responsible for ensuring equipment is kept in good working condition and serviced when needed.
- B. Flowers and Shrubbery: This committee shall see that adequate shrubbery is provided for the beauty of the Church and Pastorium grounds and that these grounds are kept in a neat and sanitary condition at all times.

- C. General care of buildings and grounds: This committee shall have general supervision of the Church buildings and in cooperation with the Trustees shall ensure all buildings and equipment are kept in a good state of repair. It shall also be the duty of this committee to approve all bills covering repairs or work which they have authorized before payments are made by the Church Treasurer. Any repair or service charge in excess of \$500 must be approved by the Treasurer or Chairman of the Budget and Finance Committee before work can be authorized. This does not apply when certain items are specified in the Church budget.
- D. Furnishings: This committee shall be responsible for seeing that the Church furniture is adequately cared for and to recommend replacement or additional furniture as needed.
- E. Development and updates to facilities replacement plan: This committee shall prepare a five (5) year plan detailing projected schedules for facility or equipment replacement, maintenance or remodeling. This plan shall include cost estimates for each item to assist in long range financial planning. Specific items to be covered are: heating and cooling unit replacements, re-roofing, lawn care items such as lawn mower, edger, parking lot resurfacing.
- F. Preparation of annual budget: This committee shall prepare an annual budget for submittal to the Budget and Finance Committee. This budget shall include projections for all planned maintenance expenditures and capital improvement projects.
- G. Pest Control and Termite Bonding: This committee shall ensure that all Church facilities are bonded and annually treated to avoid termite damage.
- H. Committee Chairman shall oversee, question, and authorize all expenditures charged to this line item within the annual budget.
- I. Committee Chairman shall serve as an ex officio member of the Personnel Committee for staffing performances related to building and grounds upkeep.
- J. Committee Chairman shall approve the rearranging of furnishings prior to relocation as outlined in Article IV, Section C, of the By-Laws.
- K. Committee shall maintain a current inventory of all Church facilities and equipment as outlined in Article IV, Section F, of the By-Laws.
- L. Committee Chairman shall serve on a Master Inventory Committee as defined in Article IV, Section G, of the By-Laws.

Section 10. **CONDOLENCE COMMITTEE**

This committee shall consist of at least six (6) members recommended by the Nominating Committee and shall be responsible for coordinating the efforts of the church to supply what is needed, such as food, etc., in time of bereavement.

- A. In the event of a death in the family or a relative of the family, the Church office and/or Condolence Committee shall be notified.
- B. In case of a close relative of a member passing away, the committee shall check with the family and/or relative's home church (if not a member of our Church) to assure that food is provided either by our Church or the relative's church.
- C. The policy of this Church shall be to provide food to families of deceased members of this Church, or to families where one in the household is a Church member, or attended worship or Sunday School regularly.

- D. The committee reserves the right to take into account individual circumstances, making its policy flexible on when to provide food, always seeking to assure that the family of the deceased is ministered to in time of bereavement.

Section 11. FLOWER AND DECORATING COMMITTEE

This committee shall consist of at least four (4) members recommended by the Nominating Committee who shall coordinate the placing of flowers in the Church on Sundays and special functions. No obligation or indebtedness of Loris First Baptist Church in excess of \$100 shall be made without approval of the Treasurer or Chairman of the Budget and Finance Committee.

Section 12. LIBRARY COMMITTEE

This committee shall consist of at least four (4) members recommended by the Nominating Committee. No obligation or indebtedness of Loris First Baptist Church in excess of \$100 shall be made without approval of the Treasurer or Chairman of the Budget and Finance Committee.

The duties of this committee shall include:

- A. Purchase necessary literature, periodicals, and books.
- B. Provide accurate inventory list of Church owned equipment and supplies.
- C. Ensure operation within allocated budget.
- D. Administer checkout/return policy for literature, periodicals, books, videos, CD's, tapes, etc.

Section 13. LOCAL MISSIONS COMMITTEE

This committee shall consist of seven (7) members recommended by the Nominating Committee and approved by the Church body. At least three (3) of this committee shall be women. The Pastor shall serve with this Committee in an advisory capacity. Each member shall be elected for a one-year term and may serve two consecutive years with the exception of the incoming chairman, who may serve three. To ensure uniformity of policies between Church years, three (3) members with the longest tenure on the committee must rotate off each year. A Vice-Chairman designee shall be selected by the committee at the beginning of the year. The Vice-Chairman shall assume the Chairmanship the following year. The duties of this committee are: To identify local ministry needs and ensure any contributions provided are in keeping with overall mission of church.

Section 14. LORD'S SUPPER COMMITTEE

This committee shall consist of at least four (4) members recommended by the Nominating Committee. Their duties are to:

- A. Prepare the communion bread and wine.
- B. Oversee cleaning, use, and storage of communion linen.
- C. Oversee proper care of communion ware.
- D. Ensure replenishment of communion cups.

Section 15. NOMINATING COMMITTEE

(amended May 16, 2010)

RESPONSIBILITIES: The Nominating Committee shall nominate all elective officers and workers of the Church except where provisions are made otherwise.

MAKEUP: This committee shall be nominated by the Deacons in April and elected by the church in May and shall consist of at least seven (7) members of which at least three (3) shall be women and at least three (3) shall be men. Members are nominated and elected for two-year terms and must rotate off after those two years with the exception of the following: A Vice-Chairman designee shall be selected by the Deacons from the three (3) newly elected members at the beginning of the church year. The Vice-Chairman shall assume the Chairmanship the following year. That individual will serve one additional year and rotate off after serving three years.

DUTIES AND GUIDELINES:

- A. The Nominating Committee shall bring nominees for the office of Sunday School Director, W.M.U. Director, Baptist Men Director, Ladies' Ministries Director, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, and Chairman of the Budget and Finance Committee to a Church business session during the third or fourth Sunday in May for election.
- B. The Sunday School Director shall join this Committee and work with it in securing Sunday School teachers. The Associate Pastor of Music and Education and Minister of Youth and Children shall also assist the Committee relating to the music, education, children programs and youth programs.
- C. A finalized report of all nominees shall be presented to the Church no later than 30 days prior to the beginning of the Church year for election.
- D. All persons nominated by the Committee and elected by the church shall begin serving at the beginning of the Church year and shall serve a period of one (1) year except as otherwise noted.
- E. In the event of a vacancy during the church year of a position nominated by the Nominating Committee and elected by the Church, it is the responsibility of the Nominating Committee to submit a new nominee to the church for election.

Section 16. NURSERY COMMITTEE

The Nursery Committee shall consist of at least five (5) members (one chairman and 4 coordinators) recommended by the Nominating Committee. The duties of the chairperson are to ensure the nursery is clean, properly staffed, and fully supplied for operation during worship services and special functions as needed. Each coordinator shall be responsible for securing volunteers for adequate staffing during their quarter (three months) of responsibility. No obligation or indebtedness of Loris First Baptist Church in excess of \$100 shall be made without approval of the Treasurer or Chairman of the Budget and Finance Committee.

All Church members and guests are encouraged to utilize the nursery during worship services for children ages 4 and under.

Section 17. PERSONNEL COMMITTEE

This Committee shall consist of six (6) persons recommended by the Deacons. Three of these members shall be female. Members shall serve a three-year term with at least two rotating off each year. Members with longest tenure will rotate off. Additionally, the current Chairman of the Deacons and Chairman of the Building and Grounds Committee shall join this Committee during

their year of service as committee chair for a total membership of eight. These two committee chairmanship changes do not affect committee member rotations and shall serve as ex officio members.

The Personnel Committee assists in Church matters related to employed personnel administration including those called by church action. The duties of this committee include:

- A. Determine staff needs for non-ministerial staff.
- B. Secure employment of needed non-ministerial personnel.
- C. Recommendation to appropriate committees on salaries, benefits, and other compensation and policies.
- D. Conduct an annual review of all staff members.
- E. Maintain current up-to-date job description of all staff positions.
- F. Meetings at least quarterly to review staff needs.

Section 18. PLAYGROUND/RECREATION COMMITTEE

This Committee shall consist of at least six (6) members nominated by the Nominating Committee. Membership will consist of at least two (2) from the Youth Council, two (2) from the Children's Council, and two (2) members elected at large. Responsibilities shall include:

- A. Budgetary preparation for playground and recreational needs.
- B. Coordinated efforts with Building and Grounds Committee to ensure Church provided playground and recreational equipment is safe and in a good state of repair.
- C. Plan, specify, and secure needed equipment as deemed appropriate.
- D. No obligation or indebtedness in excess of \$100 shall be made without approval of the Treasurer or Chairman of the Budget and Finance Committee.

Section 19. SECURITY

This Committee shall consist of at least six (6) members and shall be recommended by the Nominating Committee. Specific duties include:

- A. Securing of buildings after all Church or non-Church functions.
- B. Opening of Church facilities prior to specified functions.
- C. Ensuring comfortable temperatures within facilities to promote worship environment.
- D. Periodic checking of generator and sump pumps.

Section 20. SOCIAL AND FOOD SERVICES COMMITTEE

This Committee shall consist of at least five (5) members recommended by the Nominating Committee. Responsibilities of this Committee are:

- A. Making the kitchen ready when the Church has functions where meals or refreshments are served (providing coffee, tea, ice, utensils, napkins, etc.).
- B. Prepare meals when the Church has visiting revival speakers, as well as others whose visit requires serving a meal.
- C. Work closely with the Flower Committee and inform the Flower Committee when decorations are needed for all Church facilities.
- D. Coordinate with the Family Night Chef and assist or provide assistance when needed.
- E. Inventory and make sure sufficient stocks are maintained (i.e., plates, cups, napkins, table covers, utensils, detergent, etc.).

- F. No obligation or indebtedness of Loris First Baptist Church in excess of \$100 shall be made without approval of the Treasurer or Chairman of the Budget and Finance Committee;
- G. Committee Chairman shall serve on a Master Inventory Committee as defined in Article IV, Section G.

Section 21. TRANSPORTATION COMMITTEE

This Committee shall consist of five (5) members recommended by the Nominating Committee. These members shall be elected to a one-year term and may serve consecutive years. No member shall serve more than two (2) years except the Chairman, who may serve three (3). The duties of this Committee include:

- A. This committee shall establish and enforce policies regarding use of Church vehicles. Established policies include:
 - 1. It is the responsibility of the user group to return the vehicle with a full tank of gas and free of any paper products or general trash.
 - 2. The user group must report any mechanical problems or malfunctions to the Church office or committee members upon return of vehicle(s).
 - 3. Requests to use Church vehicle(s) must be approved by the Chairman of the Transportation Committee prior to use. A driver designee shall be provided with the request.
 - 4. To avoid confusion, it is recommended that all requests for use be made two weeks in advance and placed on the Church calendar.
 - 5. Should any traffic or parking violation occur, the driver or group using the vehicle is responsible for paying any fine levied.
 - 6. Drivers shall be at least 25 years of age and shall be responsible for keeping a log for each trip. They are to ensure the vehicle's interior is clean upon return. All drivers of Church buss, 16 passengers and above, must have a C.D.L. driver's license approved or designated as P-Bus (passengers). All C.D.L. drivers are subject to random drug testing.
 - 7. Vehicles are to be used only for Church sponsored trips.
 - 8. Number of passengers must be limited to 15 (including driver) for Church 15 passenger van only.
- B. This Committee shall be responsible for maintaining the vehicles. This shall include overseeing routine maintenance, annual inspections, license plate renewals, and miscellaneous activities related to the safe and efficient operation.
- C. This Committee shall oversee obtaining adequate insurance coverage for the vehicles and passengers.
- D. This Committee shall ensure that necessary safety items, such as a fire extinguisher and first-aid kit, are supplied and adequately stocked. The fire extinguisher is to be serviced regularly.
- E. This Committee shall recommend to the Church when vehicle replacement is needed.

Section 22. USHERS

The Chairman and Vice-Chairman are to be recommended by the Nominating Committee. The Chairman and Vice-Chairman shall select four (4) groups with each group consisting of five (5)

persons. It shall be the duty of the ushers to look after the proper seating and comfort of all worshippers in all the public services of the Church. It is desirable that the ushers function at funerals if necessary, as well as regular worship services of the Church, both morning services and evening service. Usher orientation regarding specified duties shall be conducted at the beginning of the Church year. This orientation is to be directed by the Chairman and Vice-Chairman.

Section 23. SPECIAL PROMOTIONS COMMITTEE [Adopted 10/22/2007]

This Committee shall consist of at least five (5) members recommended by the Nominating Committee. These members shall be elected to a one-year term and may serve consecutive years. No member shall serve more than two (2) years except the Chairman, who may serve three (3). The Chairman shall serve on the Church Council. A Vice-Chairman designee shall be selected by the committee at the beginning of the church year. The Vice-Chairman shall assume the Chairmanship the following year. The Chairman of the Budget and Finance Committee will serve as an ex officio member. No obligation or indebtedness of Loris First Baptist Church in excess of \$100 shall be made without approval of the Treasurer or Chairman of the Budget and Finance Committee. The duties of this Committee include:

- A. This committee will be responsible for overseeing all Church promotions and expenditures of these promotions.

ARTICLE III - WORSHIP, EDUCATIONAL, RECREATIONAL

Section 1. REGULAR WORSHIP SERVICES

- A. The Church maintains a regular program of worship, education and recreation. These may vary with the needs of the people so there will be changes from time to time. These activities, however, are under the supervision of the Pastor, Church staff, Deacons and/or persons duly elected by the Church.
- B. These services have priority over any other service.

Section 2. FUNERALS

- A. Our Church family is encouraged to have funerals for their deceased loved ones in the Church sanctuary.
- B. Funerals for persons other than those connected with our Church may be conducted in the Church sanctuary upon the approval of the Pastor and Chairman of Deacons.
- C. Ministers: Any family desiring the use of a minister other than the Pastor will notify the Pastor before the other minister is invited.
- D. Music: The Associate Pastor of Music and Education should be consulted about the music arrangements before a final answer is given to the family by the funeral director.
- E. It is suggested that only a reasonable number of floral designs be brought into the sanctuary for the funeral service. However, the wishes of the family will be followed.

Section 3. WEDDINGS

The church wedding is supposed to be a worship service. It is suggested that this be kept in mind during the rehearsal and ceremony.

- A. Any person wishing to use the Church buildings for a wedding should consult the Church office, file and complete a request form showing the date and the buildings that are needed. To avoid scheduling conflicts, approval of "Church Use Request Form" should be obtained before announcements are made. Use of Church facilities is for Church functions, its members and immediate family, defined as parents, children, and siblings.
- B. No arrangements should be made with any other minister until after the Pastor has been consulted.
- C. No arrangements for music should be made until the Associate Pastor of Music and Education has been consulted.
- D. The bride's family shall coordinate with Church for service needs, such as rehearsal, wedding times, etc. A fee schedule is listed on "Church Use Facility Form".
- E. The Church office shall be responsible for:
 - (1) coordinating the set up of the facilities for the wedding activities,
 - (2) putting all items into their proper place, and
 - (3) cleaning all the facilities used, including entrances and walks.It is the responsibility of the reception host or hostess to leave all kitchen utensils clean and in place.
- F. If candles are used, care should be taken that no wax falls on the carpet or floor. If this should happen, the florist, or persons responsible for placing the candles, will be responsible for cleaning the carpet or affected area.

- G. There will be no tacks or nails driven into the furniture, paneling, or trim work in the Sanctuary or Fellowship Hall.

Section 4. OTHER SERVICES.

- A. All requests for the use of the Church facilities must be made in writing at the Church office, preferably a week to ten (10) days in advance. All requests shall be consistent with the moral and religious doctrines of this Church. Therefore, there may be occasions when the Church refuses to allow the use of the facilities. Should an unusual request be made, a committee consisting of the Chairperson of the Deacons, Building and Grounds Committee, and Pastor shall convene to consider the request and decide whether the facilities may be used.
- B. Arrangements are to be made with the Church office to set up any area used, to put all items back in their normal places, and to clean all areas used. The person signing the request is responsible for cleaning all kitchen utensils and returning them to their proper place.
- C. No furniture is to be moved in the Sanctuary or Fellowship Hall unless approved by Chairman of Building and Grounds. No tacks or nails are to be used in the furniture, walls, paneling, or trim work.
- D. An inspection of the premises will be made after use and the person in charge will be responsible for any damages to the facility.
- E. A list of rules for use of the Fellowship Hall will be posted in the Fellowship Hall. Anyone wishing to use the building must agree to follow these rules.
- F. There will be a charge or donation as defined within the "Request For Use of Church Facility".

ARTICLE IV -- USE OF CHURCH EQUIPMENT, REMOVAL, DISPOSAL AND MODIFICATION OF FACILITIES

No furniture or equipment belonging to the Loris First Baptist Church will be loaned for any reason other than a function of this Church, and the office equipment will not be used for any purpose other than business or Church related activities for the Loris First Baptist Church, unless authorized by the Pastor, Chairman of the Deacons, and Chairman of the Building and Grounds Committee.

- A. The Church facilities or equipment shall not be used for any individual's monetary gain.
- B. For items designated for removal by Chairman of Building and Grounds, a complete list of the items will be published in The Chimes two (2) weeks prior to removal.
- C. Rearranging of furnishings shall be approved by Chairman of Building and Grounds prior to relocation.
- D. Remodeling or renovation of Church structure must be approved by Church prior to finalization of plans.
- E. Designated funds for projects must be in overall concurrence with the Church facility plan needs and ministries.

- F. Building and Grounds Committee will be responsible for maintaining a current inventory of Church facilities and equipment.
- G. A committee consisting of the Chairpersons of the Building and Grounds, Social and Food Services, Audio/Visual, Finance, and Trustees will be empowered at the beginning of the Church year every two years to complete an accurate master list of Church-owned facilities, equipment, furnishings, and miscellaneous items. Immediate committee charge will begin upon adoption of these By-Laws. Updates will occur on years ending in an odd number.

ARTICLE V - ADOPTION AND AMENDMENTS

Refer to Article XI of the church constitution.