

Bylaws of Cedarwood Community Church

A South Carolina Baptist Nonprofit Religious Corporation

Adopted: May 18, 2025

Version 3.7

Preamble

We, the membership of Cedarwood Community Church, Waterloo, SC, U.S.A., establish these Bylaws to preserve and secure the principles of our faith and govern the body in an orderly manner.

This church is affiliated with the Southern Baptist Convention, the South Carolina Baptist Convention, and the Laurens Baptist Association.

The purpose of this church is to share the Gospel of Jesus Christ, provide opportunities for worship, training, spiritual growth and service, and to proclaim the inerrant Word of God as revealed in the Bible.

(Note: A Statement of Faith will be attached)

Article One: Principal Office

- **Organized: Aug 1996**
- **Constituted: Aug 1996 (updated 2013 & 2025)**
- **Articles of Incorporation Filed: Feb 22, 1999**
- **Physical Address: 17194 Hwy 72 W., Waterloo, SC 29384**
- **Mailing Address: P.O. Box 49518, Greenwood, SC 29649**
- **Phone: (864) 420-3595**
- **Website: www.cedarwoodcommunitychurch.com**
- **Email: cedarwoodcommunitychurch96@gmail.com**
- **Social Media:**
 - **Facebook: <https://www.facebook.com/CedarwoodCC>**
 - **YouTube: <https://www.youtube.com/@cedarwoodcommunitychurch3482>**

- Instagram: <https://www.instagram.com/cedarwoodcommunitychurch>
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Article Two: Membership

Section 1: General Information

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

Membership is open to those who have:

1. Accepted Jesus Christ as their personal Savior.
2. Been baptized by immersion.

This church is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ, retaining exclusive self-governance in all matters.

Section 2: Candidacy

Prospective members may present themselves at any regular church service and join through one of the following:

1. By profession of faith and baptism by immersion.
2. By promise of a letter from another Baptist church.
3. By statement of belief in prior conversion and membership in a Baptist Church.
4. By statement accepts Jesus Christ as personal Lord and Savior and has had believer's baptism.

New members must complete the New Members' Class before participating in church business meetings.

Section 3: Active and Inactive Membership (Recommendation of South Carolina Baptist Convention (SCBC))

To properly reflect the church's membership, two (2) church rolls will be maintained by the Church Clerk; to be updated periodically and reported to the church.

1. **Active Members:** All members who are currently involved in the church's activities, functions, giving, and worship services, demonstrating their active status by being present a minimum of 12 times in a 12-month period.

2. **Inactive Members:** Members who have become inactive due to moving from the Church's ministry area and not having joined another church, or members who have been inactive for twelve (12) months. Inactive members may be reinstated by personal request at a regular church service and resume their attendance. Voting privileges are suspended for those on the Inactive roll.

Section 4: Responsibilities (Recommendation of SCBC)

Members are responsible for:

1. Protecting church unity through love, avoiding gossip, and supporting leadership. (Rom. 15:5,19; I Peter 1:22; Eph. 4:29; Heb. 13:17).
2. Praying for church growth, inviting the unchurched, and welcoming attendees. (I Thes. 1:2; Luke 4:23; Romans 15:7).
3. Serve the ministry of the church by discovering individual gifts and talents, being equipped to serve by Pastors, and by developing a servant's heart (I Pet. 4:10; Eph. 4:11-12; Phil. 2:3-4,7).
4. Supporting the church by attending regularly, living a godly life, and giving faithfully. (Heb. 10:24, 25; Phil. 1:27; 1 Cor. 16:2).

Section 5: Voting Rights

With the exception of topics 1-5 listed below, every active member, 18 years or older, is entitled to vote at all elections and on all questions submitted to the church in regular meetings.

These voting matters include the annual church budget, Deacon elections, and other general business concerns.

There shall be no provisions for absentee or proxy ballots.

Per South Carolina state statutes, certain types of motions shall be limited to members aged 18 and older and shall also require a two-thirds majority vote at a Special Called Business Meeting. These motions are:

1. Labor Law (Personnel) (a vote to remove the Senior Pastor requires a 90% majority)
2. Contract Law
3. Banking Issues (Loans)
4. Purchase of large item or property
5. Amendments to the Bylaws

The voting process regarding any motions pertaining to these five categories shall be by secret ballot to include printed name of voter for verification of membership status. These ballots shall remain in the secure file for seven years, at which time they shall be properly destroyed.

Section 6: Membership Transfer and Termination

Membership shall be terminated due to:

1. Death.
2. Transfer to another Baptist church.
3. Joining another denomination.
4. One year of inactivity without request for reinstatement.
5. Personal written request of the member.
6. Exclusion by church vote for disciplinary reasons. (see Section 7)

Section 7: Discipline and Restoration

It shall be the practice of this church to emphasize to its members that every reasonable measure shall be taken to assist any troubled member. The Pastor, Deacons, and church staff are available for counsel and guidance. The attitude of church members toward one another shall be guided by a concern for redemption rather than punishment.

Should a member commit a serious offense that the church considers to be detrimental to the church's general welfare and reputation, the Pastor and Deacons shall take every reasonable measure to encourage the offender to repent and be reconciled to God and the Church in accordance with Scripture (1 Cor. 5:6; 1 Tim. 5:20-21; Matt. 18:15-18).

If the exclusion of the member best serves the church's welfare, the church may dismiss the member by a two-thirds vote in a specially called meeting.

Any person whose membership was terminated because of discipline may request restoration of membership through an appeal to the Senior Pastor and the Deacon Chair. Upon recommendation from the Pastor and Deacon Chair to the Ministry Management Team, membership may be restored. Members shall be restored according to the spirit of 2 Corinthians 2:7-8, when their conduct is judged by the Ministry Management Team to be in accordance with scripture.

Article Three: Meetings

Section 1: Worship

The church shall hold regular meetings for worship, teaching, outreach, and fellowship at the principal Church location, unless otherwise designated from time to time by the Pastor/Staff.

Section 2: Ordinances

Baptism: A candidate for baptism is one who:

1. Receives Jesus Christ as Savior by personal faith.
2. Professes Him publicly at any worship service.
3. Indicates a commitment to follow Christ as Lord.

Baptism shall be by immersion in water and administered by the Pastor or the Pastor's designee. Baptism is an act of worship and may occur during any worship service. (Mark 1:9-11).

Lord's Supper: The Lord's Supper is a symbol of obedience where members of the church body, through the partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming. (Matthew 26:26-29)

The Pastor and Deacons bear responsibility for preparing and administering the Lord's Supper.

The observance of the Lord's Supper takes place on times proposed by the Pastor.

Section 3: Business Meetings

1. **Annual Meeting:** Held in December to adopt the annual budget and elect Deacons.
2. **Special Meetings:** May be called by the Pastor or Ministry Management Team (MMT) with proper notice.

The annual business meeting is held in December at such time as determined by the Senior Pastor or the Ministry Management Team. The purpose of this meeting shall be to adopt an annual budget. Any other proper business may be conducted at this meeting and the election of new Deacon(s).

The proposed budget will be discussed at a Wednesday night meeting to be held at least two weeks prior to the scheduled Business Meeting. This meeting will be open to all members and questions will be answered about the budget during this meeting.

All business meetings will be guided by Christian courtesy and conducted according to parliamentary procedure. All motions, unless otherwise presented, are subject to discussion. All decisions will be by simple majority vote unless otherwise stated by 2/3, ¾ or 90% vote as stated in other sections of the By-Laws.

Regular Ministry Management Team (MMT) agenda: Call to order, approval of minutes, treasurer report, Ministry reports, old business, new business, adjourn.

Section 4: Special Meetings

The Pastor or MMT may call a Special Called business meeting at any time, for any purpose, by giving notice to the members according to Section 5 of this Article.

Motions/actions related to personnel, contracts, large purchases (real estate), banking and mortgage, and amending of Bylaws or Articles of Incorporation need to be secret ballot votes by members 18 years and older. (Refer to Article 2, Section 5 Voting Rights.)

Special called business requires 90% majority votes of active members present and voting.

Section 5: Notices

Notification of membership meetings will occur using any of the following reasonable methods of calling a membership meeting:

1. Distribution of written material to the congregation in attendance at a weekend service.
2. Announcement of the meeting in a church program, bulletin, or newsletter.
3. Oral announcement to the congregation at a weekend service
4. Church website and available forms of electronic communications.
5. All notices are one week in advance of the discussion/vote

Section 6: Quorum

A quorum shall consist of active members present and voting at a meeting duly noticed and called for the transaction of business.

Section 7: Voting

At regular business meetings, voting only requires a simple majority of those active members present and voting.

A specially called business meeting requires a 90% majority vote of those active members present and voting.

Any vote requiring a 2/3 majority or greater vote requires the use of signed secret ballots.

There shall be no provisions for absentee or proxy ballots.

Pastor removal requires a 90% vote of active members voting.

Section 8: Rules of Order

Meetings follow Robert's Rules of Order unless inconsistent with these Bylaws or state law.

Section 9: Emergency Bylaws Action

In anticipation of or during an emergency defined in this section, the Ministry Management Team may: (1) modify lines of succession to accommodate the incapacity of any director, officer, employee, or agent; and (2) relocate the principal office or designate alternative principal offices.

During an emergency defined in subsection (d), unless emergency Bylaws provide otherwise: (1) notice of a meeting of the Ministry Management Team need be given only to those directors, officers, employees, or agents as is practicable to reach and may be given in any practicable manner, including by publication and radio; and (2) one or more officers of the church present at a meeting of the Ministry Management Team may be deemed to be director(s) for the meeting.

Church action taken in good faith during an emergency under this section to further the ordinary affairs of the church: (1) binds the church; and (2) may not be used to impose liability on a director, officer, employee, or agent.

An emergency exists for the purposes of this section if a quorum of the Ministry Management Team cannot readily be assembled because of some catastrophic event.

Church action taken in good faith under this section to further the affairs of the church during an emergency binds the church. A director, officer, employee, or agent is not liable for deviation from normal procedures if the conduct was authorized by emergency powers provided in this article.

Article Four: Ministry Management Team (MMT)

Section 1: Composition

Includes the Senior Pastor (who serves as Team Leader), other Pastors/Ministers, ministry team leaders, Deacons, trustees, treasurer, and church clerk (who records and prepares all meeting minutes).

Section 2: General Responsibilities

Oversee ministries, finances, and church operations.

General Responsibilities

1. **Ministry Team Leaders** – Refer to Article 8 for detailed responsibilities.
2. **Deacons** – Refer to Article 6 for detailed responsibilities.
3. **Trustees** – Refer to Article 7 for detailed responsibilities.
4. **Treasurer** – Refer to Article 4 Section 3d for detailed responsibilities.
5. **Clerk** – Refer to Article 4 Section 3c for detailed responsibilities.
6. **Other Staff Members** – Refer to Article 5 for detailed responsibilities.

Section 3: Officers

Officers include President, Moderator, Treasurer, and Clerk. The Senior Pastor shall serve as President and Moderator. A Pastor, staff member or trustee, selected by the Senior Pastor shall be considered Assistant Moderator. The Treasurer and Clerk shall be the Business Administrator, Bookkeeper, Office Administrator, or designated Trustee as designated by the Senior Pastor. Duties of the officers are as follows:

1. **President:** The Senior Pastor serves as the President and Moderator of the Church.
2. **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.
3. **Clerk:** The Clerk shall be responsible for maintaining an accurate roll of the Church membership with the dates of admission and dismissal and other pertinent information and issuing letters of dismissal as authorized by the MMT and these bylaws. The Clerk shall be responsible for preparing accurate and complete minutes of all business meetings of the Church, keeping records of all official documents of the Church, and serving notice of all meetings where notice is necessary as indicated by the Bylaws. The Clerk may appoint one or more Assistant Clerks who shall assist the Clerk in the performance of these duties.
4. **Treasurer:** It shall be the duty of the Treasurer to receive, preserve, and pay out, upon proper internal procedure and control as determined by the MMT 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's report and records shall be audited by a Certified Public Accountant when deemed necessary by the MMT.

Section 4: Filling Vacancies

In the event of a vacancy on the Ministry Management Team, the vacancy shall be filled by a candidate chosen through a collaborative process involving the current Ministry Management Team and the Pastor. The selected individual must meet the qualifications outlined in these Bylaws and shall serve for the remainder of the unexpired term or until a successor is duly elected or appointed, in accordance with the procedures established herein.

All Officers, Deacons, Leaders, and Workers will complete criminal screening background procedures before their name is presented to the Church for election.

Section 5: Authority to Execute Legal Documents

Official documents of the Church may be executed by the Senior Pastor in the capacity of the President of the Church, by the Clerk in the capacity of the Secretary of the Church, and by the Trustee(s) in the capacity of the Treasurer of the Church.

Section 6: Spending Limits

Ministry Team leaders may spend up to \$200 without approval of the MMT; and the MMT may spend up to a maximum amount of \$12,000 on non-budgeted items. Any amount over \$12,000 must be approved by the Church.

Article Five: Professional Ministerial and Support Staff

Pastor

Leads the church in vision, worship, and administration.

Request for a Pastor to resign/step down may be a consultation face to face, or a mediation. The request may come in the form of a letter with signatures from the Ministry Management Team. An exit agreement may be formulated to (assign) the office vacancy, financials cleared, and keys and computers returned. (Any severance agreements need to be on a case-by-case basis.) A 90% vote to terminate is required.

A Pastor shall be called by the church and will serve until the relationship is dissolved at the request of either the Pastor or the church. In either case, at least a thirty-day notice shall be given of resignation/termination of the relationship, unless otherwise mutually agreed, with both Pastor and the church seeking to follow the will of God and the leadership of the Holy Spirit.

Pastor Function

Pastors are called and directed by the Bible to lead the church in vision and directions (Acts 11:30; 14:23; Philippians 1:1; 1 Timothy 5:17). The Pastors are the administrators of the church, equipping 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; 1 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; 1 Corinthians 16:16; 1 Thessalonians 5:12-13). The shepherding of this Church is led by the Senior Pastor, assisted by staff, ministry leaders, small group leaders, trustees and Deacons.

The Pastor is considered a full-time employee of the church and is the administrative leader to all church staff and employees of the church. He shall serve as a voting ex-officio member of all church committees, team and groups. He may call a special meeting of the Deacons, Ministry Management team, committees, teams, or groups. The Pastor may call the church into business conference with proper notice. The Pastor shall be the spiritual leader of the church and plan and conduct all worship services of the church or arrange for a substitute when he is absent. He shall minister to the spiritual needs of the total membership. He shall lead the congregation and the Deacons in programs of visitation and stewardship. He shall lead in the observance of the ordinances. (Acts 14:23, 20:28-32; 1 Timothy 5:17; Titus 1:5-9; 1 Peter 5:1-4)

Pastor Selection Process

A Pastor shall be chosen and called by the church whenever a vacancy occurs. A Pastor Search Team shall be elected by the church upon nomination by the Ministry Management Team. The Pastor Search Committee shall be representative of the congregation by gender, age, and length of membership in the church. The Ministry Management Team may give direction to the Search Team as they interview candidates.

The Pastor Search Team shall bring the name of only one prospective Pastor at a time for consideration by the church, and no nomination shall be made except by the committee. Election shall be by secret ballot given to all membership over 18 years of age. An affirmative vote of 90% or higher is a favorable vote to call the candidate.

If a favorable vote is not reached, the Search Team shall be instructed to seek out another minister candidate and the meeting shall be adjourned without debate.

Interim Pastor Selection

In the event an Interim Pastor is needed, the Ministry Management Team shall select the individuals to serve, define the duties, and coordinate the financial arrangements with the

Trustees. If the church chooses to use an Interim Pastoral Search Team, it should be separate from the Pastoral Search Team, with different leaders in each.

Hiring Other Ministerial/Support Staff

Ministerial Staff may be called to administer the Mission/Vision/Strategy of the church as needed. The Pastor will make recommendations for leadership in any of the following: Music, Education, Age Group Specialists, Administration, Missions, and other potential ministry areas. The calling and supervision of pastoral staff, ministry leaders and other employees is under the direction of the Senior Pastor, assisted, as needed, by the Ministry Management Team. Financial compensation will be determined by the trustees with input from the Senior Pastor.

Staff Termination

The calling, supervision, and dismissal of pastoral staff, ministry leaders and other employees is under the direction of the Senior Pastor, assisted, as needed, by the Ministry Management Team.

Staff Screening

All candidates for ministry, administrative or support staff positions are required to submit to screening procedures including but not limited to credit checks, address verifications, and criminal and academic background checks. Any information obtained during the screening process shall be considered highly confidential and shall be kept in a sealed file and stored in a locked cabinet indefinitely with access limited to the officers or staff authorized by the Trustees and indicated on the exterior of the file.

Responsibilities

All staff job descriptions are in the Personnel manual.

Article Six: Deacons

Section 1: Qualifications

Deacons must meet the following qualifications:

1. Meet spiritual qualifications outlined in 1 Timothy 3:8-13.
2. Be an active church member for at least one year.
3. Be 21 or older.

4. Be active in a Sunday school class/small group and serve within a ministry of the church.
5. Be engaged in supporting and serving in missions outside the church.
6. Be a Tither, regularly contributing financially to support the financial ministry of the church.
7. Be willing to participate in Deacon ministry service groups and activities.
(Acts 6:2-3; I Timothy 3:11; Peter 2:25)

Section 2: Deacon Rotation

1. Deacons serve a three-year term.
2. No Deacon may serve consecutive terms without a one-year lapse.
3. The number of Deacons needed will be reviewed annually by the MMT.
4. Vacancies within 6 months of new Deacon elections will not be filled.

Section 3: Nominations and Voting

1. **Nominations:** Each active church member shall have the opportunity to nominate two individuals for consideration as Deacon candidates.
2. **Selection of Candidates:** The nominations will be collected and tallied. The four individuals receiving the highest number of nominations will be selected as potential Deacon candidates, provided they meet the qualifications set forth in these Bylaws.
3. **Qualification Review:** The selected candidates will be reviewed to ensure they meet the qualifications for Deacon as outlined in these Bylaws. Only those candidates who satisfy all qualifications will proceed to the election phase.
4. **Election:** The vote will be by signed secret ballot. The qualified candidates will be presented to the church membership for a vote. Each member shall cast a vote for up to two candidates.
5. **Appointment:** The two candidates receiving the highest number of votes will be appointed as Deacons.
6. **Term of Service:** The term of service and duties of the Deacons, including the Chairman, shall be in accordance with the guidelines established in these Bylaws.
7. **Deacon Nominating Committee:** Is composed of 5 members-Senior Pastor, Current Deacon Chairman, the incoming Deacon Chairman, treasurer, and church clerk.
8. **Chairmanship:** The Deacon with the most votes will serve as chairman during their third year.

9. **NOTE:** The number of nominees and the number of Deacons elected will be determined by the MMT.

Section 4: Ordaining Deacons

1. New Deacons are ordained in a special service led by the Pastor and an ordination council.
2. New Deacons assume office on January 1st.

Section 5: Responsibilities

Deacons serve as servant leaders, assisting the Pastor in caregiving and practical needs while supporting the church's ministries and mission.

Section 6: Resignation and Removal

Deacons may resign by written notice to the Pastor and MMT. Grounds for removal include physical incapacity, spiritual or moral failure, doctrinal issues, or failure to fulfill responsibilities, following the process outlined in Matthew 18.

Section 7: Screening

All Officers, Deacons, Leaders, and Workers will complete criminal screening background procedures before their name is presented to the church for election, as outlined in the Policy and Procedures Manual.

Article Seven: Trustees

Section 1: Responsibilities

1. Represent the church in legal and financial matters.
2. Provide financial counsel to the MMT.
3. Oversee contracts, loans, and property management.
4. Assist in staff employment decisions.
5. Help determine the compensation of the Senior Pastor and alongside the Senior Pastor, the compensation of all paid church staff.

Section 2: Terms of Service

1. Trustees serve a six-year term with staggered rotations every two years.

2. Trustees may be re-elected immediately after their terms end.
3. Trustees may be removed with a 2/3 MMT vote.

Section 3: Head of Trustees

1. Leads the trustee group.
 2. Serves as the primary liaison between the Senior Pastor and the trustees.
 3. Coordinates decisions on financial and legal matters.
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Article Eight: Ministry Teams

Section 1: General Overview

Ministry teams are advisory groups tasked with specific responsibilities.

Section 2: General Responsibilities

1. Oversee specific ministry areas that align with the Church's purpose (Bible study/education, missions/evangelism, nurture/fellowship, worship, leadership development, and service/support).
2. Coordinate ministry activities, recruit volunteers, and ensure each ministry operates in alignment with the Church's vision and mission.
3. Participate in MMT meetings, providing updates and reports on their ministry areas.
4. Work closely with the Senior Pastor and other ministry leaders to support the overall strategy of the Church.

Each ministry team focuses on specific areas, including:

1. **Baptism and Lord's Supper:** Prepare and manage elements for ordinances.
2. **Benevolence:** Provide aid to individuals in need.
3. **Building & Grounds:** Oversee maintenance and policies.
4. **Greeter Ministry:** Welcome members and guests.
5. **Hospitality:** Organize church events and meals.
6. **Men's and Women's Ministries:** Offer Bible studies and events.
7. **Stewardship/Finance:** Manage the church budget and financial procedures.

Detailed Responsibilities

1. **Baptism & Lord's Supper Ministry:** Baptism: Prepare baptistry, baptismal equipment, and supplies for use; instruct each candidate on the process for baptism; drain and clean baptistry after use. Lord's Supper: Assist in planning for observance of the Lord's Supper; maintain inventory and supplies of materials used for the Lord's Supper; prepare elements in advance of service; gather, clean and store equipment after each observance.
2. **Benevolence Ministry:** Identify and meet needs presented; determine amount and frequency of assistance to individuals or families; involve each recipient of help in the life and activities of our church; locate/determine reputable community service agencies for assistance when needed; discover church members and community businesses that will provide areas of assistance.
3. **Building & Grounds Ministry:** Shall have general charge of the administration and upkeep of the grounds and building, maintenance, and repairs.
4. **Bus Ministry:** Oversee maintenance and usage of the bus. Makes sure only authorized personnel use the bus.
5. **Greeter Ministry:** Make sure bulletins, offering places, guest cards, and other needed materials are readily available for use. Greet and assist guests and members as they arrive. Maintain/Order candles for Christmas Eve Candlelight Service.
6. **Hospitality Ministry:** Consult with staff regarding the need for hospitality events; ensure adequate food and supplies are available at events; decorate/clean-up for events; serve as host/hostesses as needed.
7. **Men's Ministry:** Provide Bible study and elective classes designed for men; provide Men's Breakfasts and Luncheons periodically throughout the year; provide Workshop Seminars with topics relating specifically to men; develop Discipleship groups to give men the opportunity to mature spiritually.
8. **Nominating Ministry:** Staff or MMT serves over this ministry. Coordinates the staffing of all church leadership positions filled by volunteer workers.
9. **Personnel Ministry:** While serving as advocates for the staff, the team shall oversee and assume responsibility for personnel administration activities for all church employees and carry out the policies and procedures for personnel administration as approved by the church.
10. **Recovery Ministries:** AA, Grief Support, Journey to Hope, Celebrate Recovery

11. **Safety Ministry:** Open all appropriate entrances, turn on lights for service times, and check the thermostat settings. Assist with the security of church buildings and grounds during church services. See Safety and Security Policies and Procedures manual for more specific details.
12. **Stewardship/Finance Ministry:** MMT is responsible for annual budget. The Treasurer and Trustees are responsible for all other financial decisions. The Committee develops and presents the annual budget to the church for approval, manages the expenditures of all budgeted funds, develops written guidelines, and establishes internal policies and procedures for the conduct and operation of the financial business of the church. The Committee establishes accounts and other financial arrangements with banks and other fiduciaries in the church's best interest. The Committee assumes responsibility for arranging and reporting on all church financial audits. The Committee establishes and monitors the procedures of collecting, handling, managing, monitoring, and reporting on all funds.
13. **Usher Ministry:** Gather the offering during services. Also, help guests and those in need to find seating. This group shall consist of members from the Safety and Greeter Ministries.
14. **Women's Ministry:** Provide Bible studies and elective classes designed for women. Provide events tailored specifically for women periodically throughout the year. Provide Workshop Seminars with topics relating specifically to women; develop Discipleship groups to provide women the opportunity to mature spiritually. Also responsible for taking care of the bereavement team duties. (See bereavement guideline for detailed duties.)

Section 3: Election and Qualifications

Ministry leaders are selected by the Pastor with the help and recommendations of the MMT, ensuring they meet the following qualifications:

1. Hold active membership.
2. Are growing disciples committed to the Church's vision and ministry.
3. Exhibit Christ-like character and leadership qualities.
4. Exhibit leadership skills and a servant's heart.
5. Are willing to undergo leader training to improve ministry skills.
6. Are able to model discipleship, grow in their own ministry skills, and equip others for ministry.

Section 4: Vacancies and Screening

Vacancies are filled by the Pastor with the help of the MMT.

Team members must complete background checks and other screenings.

Note: including but not limited to address verifications, and criminal and academic background checks. Any information obtained during the screening process shall be considered highly confidential and shall be kept in a sealed file and stored in a locked cabinet indefinitely with access limited to the officers or staff authorized by the Trustees and indicated on the exterior of the file.

Section 5: Special Ad Hoc Groups/Teams

Teams: Service teams may be created for specific assignments or obligations of the church. Service Teams may be created as needed and may include, but not be limited to the following examples: Baptismal, Benevolence, Bereavement, By-laws, ...etc. Teams will be generated with purpose and duties directed by the MMT.

Section 6: Resignations

Any team member may resign by written notification to the Pastor or MMT.

The removal from office of any team member may occur for 1) physical incapacitation, 2) spiritual or moral issues, 3) doctrinal issues, 4) failure to fulfill office responsibilities.

Matthew 18 serves as the basis to implement dismissal by the MMT.

Article Nine: Indemnification

Section 1: Definitions and Proceedings

It is the intent for the church to carry coverage for indemnity unless the named party exceeds authority or is guilty of reckless or willful misconduct in ministry, in accordance with existing insurance coverage based on church liability.

Agent: Any person designated as a trustee of Cedarwood Community Church and listed in the Articles of Incorporation of Cedarwood Community Church

Proceeding: Any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative.

Expenses: Costs incurred during legal defense or related proceedings. Include, without limitation, all attorneys' fees and any other costs incurred in defense of any claims or proceedings against an agent because of his position or relationship as an agent and all attorneys' fees, charges, and other expenses incurred in establishing a right to indemnification.

Section 2: Successful Defense

Insofar as an agent of the church has been successful in defense of any proceeding or the defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection with the claim.

Section 3: Good Faith Conduct

Agents must act in good faith, in a manner they believe is in the church's best interests, and with such care, including reasonable inquiry, as an ordinarily prudent person in a similar position would use in similar circumstances.

Section 4: Insurance

The MMT may adopt resolutions authorizing the purchase and maintenance of insurance on behalf of any church agent against any liability asserted against or incurred by the agent in such capacity, whether or not the church would have the power to indemnify the agent. The church shall have no authority to purchase and maintain such insurance to indemnify any church agent who violates State or Federal laws.

Article Ten: Mediation of Disputes

Section 1: Disputes

Cedarwood Community Church will follow the biblical formula for the redemptive resolution of disputes as found in Matthew 18 and 1 Corinthians 6. Members must pursue every effort to live at peace and resolve disputes in private.

Section 2: Church Conflict

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to resolve conflict using the principles of Matthew 18. The use of biblically based and legally binding Christian mediation is required if parties cannot settle their disputes using this guideline.

Section 3: Agreement Procedures

Should circumstances arise that result in a member becoming a liability to the church's welfare, the church will exercise every reasonable effort to resolve the problem in a spirit of Christian kindness and forbearance. If the exclusion of the member is determined to serve the church's welfare best, the church may take action at a special called meeting for this purpose.

Section 4: Petitions

1. A member may create a petition to gain attention to a grievance or concern.
 2. The petition must state the grievance or concern, be dated, and include a signature from that member.
 3. The MMT shall receive petitions meeting these requirements for activation.
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Article Eleven: Licensing, Ordaining, and Commissioning

Section 1: Licensing and Ordaining Ministers

Licensing: When a man announces to the church that he feels the call to the ministry, the Pastor and Deacons may recommend him to the church and may, by a majority vote, license him to the ministry.

Ordaining: The church shall observe the following procedures when asked to ordain a man called to serve as a Baptist church Pastor.

1. The church will express its approval by a two-thirds vote of the members present at any regularly called church business meeting.
2. The Pastor shall organize a council to examine the candidate concerning his fitness for the ministry. Upon receiving a favorable report, the church shall proceed with the ordination.
3. Note: Licensing is a designation indicating the candidate is a minister for tax purposes and complies with federal income tax reporting and withholding rules.

Section 2 – Commissioning Missionaries

Church members called by God to the work of missions may be presented at any regular church meeting to be commissioned as missionaries by the church with a majority vote of the members present.

Article Twelve: Annual Responsibilities

Section 1: Accounts and Records

The fiscal year and church year of Cedarwood Community Church begins on January 1 and ends on December 31 of each year.

The church shall have an annual budget to serve as the guide for the financial operation of the church. The budget shall be presented to the church at the annual business meeting for vote. (Note: Discussion accomplished on a Wednesday night at least 2 weeks prior.)

Section 2: Policy and Procedure Manuals

The Policy and Procedures Manual for Cedarwood Community Church, cross-referenced with Cedarwood Community Church Bylaws, consists of the following sections and groups empowered to administrate any necessary amendments for church approval:

1. **Administration:** Staff/Trustees
2. **Facilities:** Staff/Hospitality and Building & Grounds Ministries
3. **Finance:** Treasurer/Trustees/Pastor
4. **Leadership:** Staff/MMT
5. **Ministry:** Staff/Ministry Teams
6. **Personnel:** Pastor/Staff/Personnel Ministry

Section 3: Inspection of Records

A copy of the Incorporation, Bylaws, and Policies and Procedures of Cedarwood Community Church will be available in the church office for viewing by church members.

Every Active Cedarwood Community Church member in good standing has the right to inspect all records, reports, and documentation of every kind, except that which is deemed confidential. (i.e., Background checks). No copy of viewed reports of documents will be allowed to leave the church office.

Every household should have a copy of the Bylaws of Cedarwood Community Church.

Section 4: Auditing Procedures

The Trustee/Treasurer shall call for an independent audit at any time they deem necessary.

Section 5: Political Activities

To maintain the exemption from Federal Income Taxes, the church and other religious organizations must comply with requirements in Section 501(c)3 of the tax code. One of these restrictions is that the church does not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate running for public office or any one political party. The church is not to engage in substantial efforts to influence legislation by way of any lobbying process. If a church wishes to have political personalities attend and speak to the congregation it is suggested to have equal representation of both political parties. The same is true for any political brochures offered to the congregation. This applies to local, state, and national political campaigns and personalities.

Section 6: Conflict of Interest

All reasonable efforts will be made to avoid the appearance of a conflict of interest involving church staff, church leadership and church volunteers. This includes involvement with current and potential vendors and bidding organizations. All staff and members must refrain from participating in, or influencing, any decision, ministry, or church action in which the individual or family member is materially affiliated. Potential areas of conflict should be disclosed to leadership prior to finalizing agreements, decisions, or church action.

Article Thirteen: Property

If at any time the church considers altering its denominational affiliation, if the decision is by less than a two-thirds vote of the members present and voting at a properly called business meeting of the church, all church property will remain with the part of the congregation that agrees to continue to use the property for the purposes for which it was purchased and has been to that time maintained.

Article Fourteen: Dissolution

Being organized and incorporated, Cedarwood Community Church operates as a non-profit, tax-exempt organization under the United States Internal Revenue Code. In the event of dissolution of Cedarwood Community Church, the assets thereof shall be liquidated and distributed for payment of all outstanding debts and obligations; remaining assets shall be distributed to the South Carolina Baptist Convention for the purpose of Kingdom work.

No church assets shall be distributed to any member, officer, or staff of Cedarwood Community Church or any other individual.

Article Fifteen: Amendments to the Bylaws

Section 1: General Procedures (Recommendation of SCBC)

Any of these Bylaws may be amended, altered, or repealed by a 2/3 majority vote at any regular church meeting provided that the Bylaws Committee and the committee empowered to administrate the document receive amendments, alterations, or repeals thirty days before being presented for a vote.

Section 2: Amendment Styles

All amendments shall be made by striking through the original amendment and noting the change in capital lettering.

The bottom of each page that contains an amendment must have a notation of the last revision date.

New bylaws/amendments need a complete reprint of the document annually with a footnote on each page showing the current edition.

Section 3: Notifications and Reviews

Upon approval of amendments by the qualified committees, a church meeting shall occur to present such modifications three weeks before the time for a vote.

Section 4: Presentation and Vote

A vote on approved amendments shall occur in a regular church meeting following the questions and comments presentation three weeks prior. A 2/3 majority vote of Cedarwood Community Church active members present shall constitute acceptance of amendments.

Section 5: Documentation Distribution

New documents or sections of amended documents, properly footnoted, shall be available in the church office or mailed to members.