

**Guidelines  
For  
Beulah Baptist Church / Unleashed Ministries**

A SC Not For Profit Corporation  
Adopted April 21, 2013

**Chapter 1**

**Name and Principal Office**

The name of this corporation shall be Beulah Baptist Church, herein in these Guidelines referred to as the "Church." Offices of the Church shall reside at 9487 Garners Ferry Rd., Hopkins, SC 29061.

**Chapter 2**

**Purpose, Mission, and Core Values**

**Section 1:** The purpose of the Church is to glorify God by obeying the Great Commission (Matthew 28:18-20), by fulfilling the Great Commandment (Matthew 22:36-40) and practicing the Great Compassion (Matthew 25:34-40) in accordance with the following principles:

WORSHIP – "To participate in public worship services together and to maintain personal daily devotions." (John 4:24)

EVANGELISM – "To share the good news of Jesus Christ with as many people as possible in our community and throughout the world." (Matthew 28:18-20; Acts 1:8; 2 Peter 3:9)

MINISTRY/MISSIONS – "To serve unselfishly in Jesus' name, meeting the physical, emotional, and spiritual needs of those in our Church, community and in the world." (1 Peter 4:10-11; Matthew 25:34-40; 1 Thessalonians 5:11; Galatians 5:13)

DISCIPLESHIP – "To help members develop toward full Christian maturity and train them for effective ministry. To promote personal spiritual growth and discipleship through Bible teaching." (Ephesians 4:11-14; Matthew 18:20; 2 Timothy 2:1-2)

FELLOWSHIP – "To encourage, support and pray for each other as members of the family of God. To share our lives together." (1 John 1:7; Acts 2:44-47; Hebrews 10:23-25; Romans 15:5-7; John 13: 34-35)

**Section 2:** The Mission and Vision of the Church is:

*To seek to provide an environment that encourages people to fully **Believe** in God through the Lord Jesus Christ, to then **Belong** in a meaningful way to the family of God through a small group of the local church, and **Become** a maturing disciple engaged in mission and ministry as God has gifted them. This mission will be communicated as **Believe, Belong, and Become.***

**Section 3:** The **Core Values** of the Church are:

- Loved People Love
- Found People Find People
- Saved People Serve People
- Real Disciples Make Disciples
- On Mission – Across the Street and Around the World

### **Chapter 3** **Statement of Faith**

We affirm the Holy Bible as the inspired Word of God, and as the only basis for our beliefs, faith and practice. The Church accepts The Baptist Faith and Message, in its most recent form as adopted by the Southern Baptist Convention, as a general statement of faith.

### **Chapter 4** **Affiliation**

This Church is autonomous and maintains the right to govern its own affairs, independent of any denominational control. Recognizing, however, the benefits of cooperation with other churches, this Church voluntarily affiliates with the Southern Baptist Convention, the S.C. Baptist Convention, and the Columbia Metro Baptist Association.

### **Chapter 5** **Membership**

**Section 1:** General

Membership in this Church is open to all persons who have met the qualifications for Membership and are listed on the Church roll.

**Section 2:** Qualifications for Membership

The qualifications for membership are as follows:

- (1) Personal commitment of faith in Jesus Christ alone for salvation;
- (2) Baptism by immersion as a testimony of salvation;
- (3) Completion of the Church's membership class;
- (4) Recommendation to the Church by the Pastoral staff;

Proposed changes to these qualifications shall be submitted to the Pastoral Staff and the Church Advisory Team for consideration and approval prior to being presented to the Church for approval.

**Section 3:** Membership Covenant:

The responsibilities of Membership are described in the Church Covenant:

#### **Church Covenant**

*"Having received Jesus Christ as my Lord and Savior and having been scripturally baptized, and being in agreement with this Church's statement of mission, vision and core values, I now feel led by the Holy Spirit to unite with this Church family. In doing so, I commit myself to God and to the other members to do the following":*

#### **1. I WILL PROTECT THE UNITY OF MY CHURCH**

***...By acting in love toward other believers***

*"May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus." Romans 15:5*

*“Now that you have purified yourselves by obeying the truth so that you have sincere love for your brothers, love one another deeply, from the heart.” 1 Peter 1:22*

*“Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble.” 1 Peter 3:8*

***...By refusing to gossip***

*“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”  
Ephesians 4:29*

***...By following the leaders***

*“Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.” Hebrews 13:17*

**2. I WILL SHARE THE RESPONSIBILITY OF MY CHURCH**

***...By praying for its growth***

*“We always thank God for all of you, mentioning you in our prayers.” 1 Thessalonians 1:2*

*“I always pray with joy because of your partnership in the gospel from the first day until now.” Philippians 1:4,5*

***...By inviting the unchurched to attend***

*“Then the master told his servant, ‘Go out to the roads and country lanes and make them come in, so that my house will be full.’” Luke 14:23*

***...By warmly welcoming those who visit***

*“Accept one another, then, just as Christ accepted you, in order to bring praise to God.” Romans 15:7*

**3. I WILL SERVE THE MINISTRY OF MY CHURCH**

***...By discovering my gifts and talents***

*“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” 1 Peter 4:10*

***...By being equipped to serve by my pastors and other gifted leaders***

*“It was He who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up.” Ephesians 4:11-12*

***...By developing a servant’s heart***

*“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus...[who] made himself nothing, taking the very nature of a servant.” Philippians 2:3-6,7*

#### **4. I WILL SUPPORT THE TESTIMONY OF MY CHURCH**

##### ***...By attending faithfully***

*“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching.” Hebrews 10:25*

##### ***...By living a godly life***

*“Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ.” Philippians 1:27a*

*“As obedient children, do not conform to the evil desires you had when you lived in ignorance. But just as He who called you is holy, so be holy in all you do.” 1 Peter 1:14-16*

##### ***...By giving regularly***

*“A tithe of everything from the land, whether grain from the soil or fruit from the trees, belongs to the LORD; it is holy to the LORD.” Leviticus 27:30*

#### **Section 4 – Termination of Membership**

Membership shall be revoked and the name of the member removed from Church roll for any of the following reasons:

- Death of member
- Transfer to another church by letter of recommendation
- Personal request of the member
- Revocation of membership:

*When a member’s conduct whether public or private is determined to be in violation of scripture and the church covenant, Membership shall be revoked upon recommendation by the Church Advisory Team and the Pastoral Staff.*

NOTE: It shall be the practice of this Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastors, Church Advisory Team, and Deacons are available for counsel and assistance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment. If the need for church discipline should become necessary, the matter will be dealt with in truth and love according to the scriptural principles of Matthew 18:15-17.

#### **Section 5: Restoration of Members**

Members shall be restored to full membership and fellowship at the recommendation of the pastoral staff in accordance with 2 Corinthians 2:5-11. Terms of restoration will reside solely with the Pastoral Staff.

### **Chapter 6**

#### **Meetings**

##### **Section 1: Worship Services and Church Assembly:**

The Church shall meet in regular worship services each Sunday at times and places as may be determined by the Pastoral Staff. Additionally, the Church may assemble at such other times and places deemed appropriate in order to advance the kingdom of God through fulfilling the purpose and mission of the Church.

##### **Section 2: Business Meetings**

###### **(1) Annual Business Meeting**

The Church shall meet not less than annually for the primary purpose of voting on the proposed Ministry Funding Plan for the coming year. This meeting will be scheduled typically during the month of November each year. This standing meeting and vote will not be conducted with less than two weeks notice to the congregation. Also as part of this meeting, those members present shall be asked to affirm the selection of the Church Advisory Team, the Church Treasurer, and the Ministry Funding Team for the coming year. Pastoral Staff shall present the Church Advisory Team. The Church Advisory Team shall then present to the Church the Treasurer and the Ministry Funding Team.

(2) Business Meetings

The Pastoral Staff or Church Advisory Team can call a business meeting when deemed necessary provided at least two weeks’ notice is given to the Church either by announcement in a regular worship service or by written notification. In case of emergency, a special meeting can be called without notice by agreement of the Pastoral Staff and the Church Advisory Team.

(3) Moderator: This position shall be designated by the Pastoral Staff. The Moderator (or designee) shall preside over all business meetings.

(4) Voting: Each member shall have voting privileges on all matters of business presented to the Church. Each member shall have a single vote and proxy voting will not be permitted. Members requesting absentee ballots must make their request to the Church Advisory Team or to the Pastoral Staff. Absentee ballots must be delivered to the Church Administrative Assistant in a sealed envelope prior to the date established for the church vote.

NOTE: All provisions regarding meeting and voting within these Guidelines must be satisfied prior to taking any vote. All votes will be held without discussion.

**Chapter 7**  
**The Ministry Funding Plan**

**Section 1: Purpose of the Ministry Funding Plan**

The Ministry Funding Plan shall be the general operating budget of the church. The purpose shall be to provide a clear representation of the:

- (i) Ministries God is leading this Church to pursue for the coming year
- (ii) Money that is required to fully enact those ministries
- (iii) Plan for funding each of these ministries

**Section 2: Construction of the Plan**

The Ministry Funding Plan of the Church will be constructed and adopted in the following manner:

(1) The Ministry Funding Team will construct a first draft of the Ministry Funding Plan after consulting in whatsoever manner they may choose with the persons with leadership responsibility of the funded ministries of the Church. The personnel component of the Ministry Funding Plan shall be provided by the Church Advisory Team.

NOTE: The personnel component of the Ministry Funding Plan refers to staff salaries and is not for public disclosure. Individual salary amounts are considered highly confidential and shall be provided only to those persons immediately responsible for payroll.

(2 ) The first draft of the Ministry Funding Plan, will be reviewed by the Pastoral Staff who shall provide comment and input to the Ministry Funding Team. The personnel component of the Ministry Funding Plan shall not be included in this or any other review by the Pastoral Staff.

(3) The second draft of the Ministry Funding Plan will be reviewed with the pastoral staff and the Church Advisory Team. Recommendations and changes will then be taken into consideration by the Ministry Funding Team who will be responsible for creating a final draft.

(4) The final draft will be reviewed by the pastoral staff and Church Advisory Team prior to presenting to the congregation for approval. This process shall be repeated until the Ministry Funding Plan is approved by the Pastoral Staff and the Church Advisory Team.

(5) The Ministry Funding draft will then be finalized into a Proposed Ministry Funding Plan and presented to the Church for adoption by vote. The personnel component of the plan will be presented only with the combined salary total for the entire staff.

**Section 3: Adoption of the Plan**

(1) The Ministry Funding Plan will be presented for adoption by the Church at the annual scheduled business meeting (see Chapter 6 section 2).

(2) At least two weeks prior to voting a printed summary of the proposed Ministry Funding Plan will be made available to the Church. Copies will continue to be available for review during the two weeks that precede the vote.

(3) At least two opportunities will be provided for members to meet with the Ministry Funding Team prior to voting. The Ministry Funding Team may ask that the Church Advisory Team and the Pastoral Staff participate in these meetings.

(4) The congregation will gather for the purpose of voting on the proposed Ministry Funding Plan at the established date and time. The vote will be held by written ballot without discussion. A two-thirds majority is required to adopt the Ministry Funding Plan.

(5) The Church Advisory Team may approve modifications to the Ministry Funding Plan by amounts not to exceed 10% of the total plan. All modifications to the plan must be endorsed by the Ministry Funding Team and the Pastoral Staff. Any proposed increase to the plan that is greater than 10%, must be approved by the membership in a manner that complies with all other provisions of these Guidelines.

NOTE: It is recommended that an audit of financial records be conducted not less than bi-annually. This audit can be internal or external. A formal report shall be submitted by the audit team to the Pastoral Staff and the Church Advisory Team.

**Section 4: Ministry Funding Team**

The Church Advisory Team will present the Ministry Funding Team and the Church Treasurer to the Church at the annual business meeting. The team will be comprised of six members, each serving a three-year term, with one third rotating off each year. Additionally, the Church Treasurer will serve as a seventh, voting member of the team. The Church Treasurer will be nominated by the Church Advisory Team with approval by the Pastoral Staff. The Church Treasurer shall serve as long as the Church Advisory Team and the Pastoral Staff chooses to allow.

**Chapter 8**  
**Pastoral Staff**

**Section 1: Calling or Removing the Lead Pastor**

Calling -- The Lead Pastor shall be selected and called by this Church whenever a vacancy shall occur and shall serve indefinitely at the will of the church. Upon his resignation or termination, the members of the Church Advisory Team shall recommend a pastor search team to the Church.

The team shall be comprised of no more than ten members. The Church can vote only to accept or reject the recommended pastor search team. Proposed members of the team will not be voted on individually.

The Pastor Search Team will be charged with bringing a recommendation to the Church regarding the call of a Lead Pastor. A three-fourths majority of those members present and voting is required to extend the call. Voting will be by written ballot in a business meeting called specifically for this purpose. The meeting shall follow the Sunday morning worship service. All requirements of Chapter 6 Section 2 of this document shall be satisfied prior to voting. For the call

of a Lead Pastor, absentee ballot voting shall not be permitted.

**Removing** – The Lead Pastor may be removed only upon unanimous recommendation from the Church Advisory Team followed by a three-fourths majority of church members present and voting. Voting will be by written ballot in a business meeting called specifically for this purpose. All requirements of Chapter 6 Section 2 of this document shall be satisfied prior to voting. For removal of a Lead Pastor, absentee ballot voting shall not be permitted.

**Section 2: Calling or removing staff positions (all)**

(1) **Calling** -- After a staff position with accompanying compensation package is approved by the Church Advisory Team, the Ministry Funding Team, and the Church (provided the compensation amount impacts the Ministry Funding Plan by more the 10%), the Pastoral Staff may search for and call a person to fill the role using whatsoever process as they may choose. The calling of any associate Pastor will be announced in the regularly scheduled morning worship service(s) by a member of the Pastoral Staff, preferably the Lead Pastor. The Church shall not vote on the calling or removing of associate pastors. Pastors and pastoral team positions may be reassigned, replaced, or realigned at any time and in any way that is deemed necessary to advancing the purpose and mission of the church. The Lead Pastor of the Church has managerial control of the Pastoral Staff.

**Section 3: During a Vacancy of the Lead Pastor Staff Position.**

During a period of time that there may be no one filling the role of Lead Pastor, the Church Advisory Team may appoint a full time staff member to assume the role of primary administrator for the functioning of the church. In the absence of any full time staff, the Church Advisory Team may appoint a member of the Team to serve in this role. This appointment will require approval of the Church.

**Chapter 9**  
**Church Advisory Team**

The Church Advisory Team shall consist of no less than five and not more than nine men who are members of the Church and who meet the qualifications of that of an Overseer found in 1 Timothy 3:1-7.

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**1 Timothy 3:1-7 (ESV) – Qualifications for Overseer**

<sup>1</sup>The saying is trustworthy: If anyone aspires to the office of overseer, he desires a noble task.

<sup>2</sup>Therefore an overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, <sup>3</sup>not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. <sup>4</sup>He must manage his own household well, with all dignity keeping his children submissive, <sup>5</sup>for if someone does not know how to manage his own household, how will he care for God's church? <sup>6</sup>He must not be a recent convert, or he may become puffed up with conceit and fall into the condemnation of the devil. <sup>7</sup>Moreover, he must be well thought of by outsiders, so that he may not fall into disgrace, into a snare of the devil.

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The Church Advisory Team will be determined by the following:

1. The Lead Pastor and Pastoral Staff will select and announce the members of the Church Advisory Team to the congregation at the annual business meeting.
2. The primary function of the Church Advisory Team shall be to serve as advocates of the Pastor in an advisory, and an accountability relationship. The Church Advisory Team will be available to offer counsel to the Pastoral Staff in all matters. The Church Advisory Team shall have the authority to act in lieu of the Church body on all matters excluding the call or removal of the Lead Pastor or any of the Staff. This Team shall also serve as authorized officers of the Church in the execution of all legal documents.

- 3. Members of the Church Advisory Team shall serve a two-year term. A member may serve three consecutive terms with the approval of the Pastoral Staff.
- 4. A member of the Church Advisory Team may be removed by agreement of a majority of the members and with the approval of the Pastoral Staff.
- 5. The Church Advisory Team may appoint committees and teams (i.e. Buildings & Grounds, Personnel, Nominating, etc.) as it deems necessary to maintain the essential functions of the church. All committees and teams shall be reviewed and approved by the Pastoral Staff prior to being put in place. All committees and team shall be introduced to the Church for the purpose of public disclosure.

**Chapter 10**  
**Support Staff**

The Church may choose to employ any number of support staff, temporary employees or interns to assist the pastoral team and the Church in fulfilling the purpose and mission of the church. The Pastoral staff and / or the Church Advisory Team may choose to fill these positions using whatsoever process desired. The addition of any paid position must be funded by the Ministry Funding Plan. For all employees of the Church, personnel policies will apply.

**Chapter 11**  
**Servant Leaders**

Deacons

- 1. **Qualification:** Any male, age twenty-one or over with at least one year of active membership in this Church and who meets the scriptural qualifications for deacons found in 1 Timothy 3:8-13 is eligible to be nominated to serve as a deacon.

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**1 Timothy 3 (ESV) – Qualifications for Deacons**

<sup>8</sup> Deacons likewise must be dignified, not double-tongued, not addicted to much wine, not greedy for dishonest gain. <sup>9</sup> They must hold the mystery of the faith with a clear conscience. <sup>10</sup> And let them also be tested first; then let them serve as deacons if they prove themselves blameless. <sup>11</sup> Their wives likewise must be dignified, not slanderers, but sober-minded, faithful in all things. <sup>12</sup> Let deacons each be the husband of one wife, managing their children and their own households well. <sup>13</sup> For those who serve well as deacons gain a good standing for themselves and also great confidence in the faith that is in Christ Jesus.

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- 2. **election / Number:** The currently serving active deacons shall through prayerful consideration, recommend to the Pastoral Staff a list of men whom they feel meet the qualifications and are called of God to serve the Church in the roll of deacon. From this nominated list, the Pastoral Staff shall determine the number of serving deacons and who will be called to serve. Those called and accepting shall be presented to the Church for affirmation. S
  
- 3. **erm:** The deacon body shall serve on a rotational basis. On January 1<sup>st</sup> of each year, the term of office of those deacons rotating off shall expire and the newly called deacons shall begin service. After serving a term of three years, no deacon shall be eligible for another term until at least one full year has lapsed. Exceptions to this condition shall be allowed but only upon recommendation by the Pastoral Staff and with unanimous approval by the deacons currently serving. I

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Organization:

The Pastoral Staff shall each year nominate a Chairman and Vice-Chairman. These nominees shall be voted on for confirmation by the currently serving deacons. Deacons may at their choosing select a secretary and any such officers as they may deem necessary. The Chairman and Vice-Chairman shall preside at all meetings. The deacon body shall meet regularly at a time and location that they may determine. No meeting of the deacon body shall be held without notification of the Pastoral Staff.

Ministry: In accordance with the meaning of the word found in the New Testament, “deacons” are servants of the Pastoral Team, the Church and each other. The purpose of the deacon body is to serve in a capacity of performing various acts of ministry that extend compassion, teaching, counseling, and evangelism.

### **Chapter 12**

#### **Fiscal Year**

The Fiscal Year of the Church shall be the calendar year.

### **Chapter 13**

#### **Amendments and Revisions of Guidelines**

These Guidelines may be revised or amended, in part or whole, at any business meeting called specifically for that purpose. The Church Advisory Team and the Pastoral Staff must review all requested amendments before they are presented to the congregation for voting. All changes require approval by a two-thirds majority of those members present and voting.