

Member Handbook

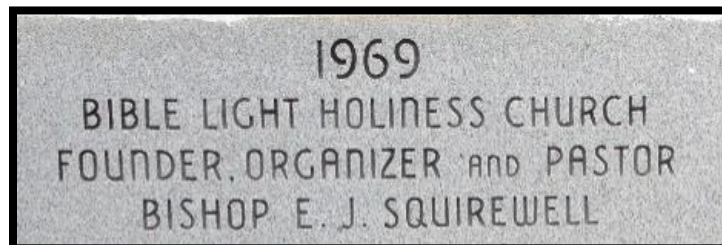
Bible Light Holiness Church of Jesus Christ, INC.

"One Lord, one faith, one baptism," Ephesians 4:5



Elder Curtis Squirewell, Pastor

9509 State Highway 34-E • P.O. Box 277 • Ridgeway, SC 29130 • (803) 337-2111



December 7, 1969

**Sunday School 10:00 am
Sunday Morning Worship 11:30 am
Wednesday Night 7:30 pm**

Published 11/25/2025

Table of Contents

Founder and Former Pastor	4
Message from the Pastor	5
Organizational Chart	6
Church History	7-16
Constitution and Bylaws	17-20
Church Protocols	21
Official Church Services and Activities	22
Other Important Things to Know	23
Finance Committee Program Approval Policy	24
Request Form	25
Pre-Approved Requests from the Finance Committee	26
Finance Committee Policy and Procedures	27
Establishing Counters as Honorary Servants for Church Offerings	28-29
Counter Agreement	30
Financial Assistance Policy	31
Burial Policy (<i>including Flower Arrangement, Bereavement and Hospitality</i>)	32-34
Bereavement Form	35
Facility Usage	36-38
Facility Usage Form	39
Wedding Guidelines	40
Guidelines for Dressing & Conduct (Women)	41
Guidelines for Dressing & Conduct (Men)	42
Election of Officers for Church Groups and Auxiliaries	43
Annual Giving Commitments	44
Deacon Board Bylaws	45-46

Ambassadors for Christ	47-48
The Brotherhood	49-50
Trustees Policy	51-52
Trustee Agreement Form	53-54
Youth Leaders Committee	55-56
Adult Choir Rules	57-58
Youth Choir Rules	59
Ushers	60-61
Healthy Living Policy - Faith Activity Nutrition (FAN) Policy	62
Faith Activity Nutrition (FAN) Rules	63-64
Women's Department Bylaws " <i>Sisters in Action</i> "	65-66

ATTACHMENTS *Not included in this website version*

A. Auxiliary Crosswalk <i>with List of Officers, Terms, and Members</i>	67-72
B. Past and Present Leadership	73
C. Leadership Contacts	74

The Late Bishop Eddie J. Squirewell
Founder & Former Pastor



Bishop Eddie J. Squirewell, son of the late Osborne and Catherine Robertson-Squirewell, was born January 18, 1924. In 1945 he was united in Holy Matrimony with the former Eliza Martin. Seven (7) children were born to this union: James, Kathalyne, Shirley, Curtis, Sandra, Edna and Eddie.

Bishop Squirewell was the founder and Pastor of Bible Light Holiness Church of Ridgeway, South Carolina for 25 years, and the driving force in establishing Bible Light Holiness Church of Rock Hill, South Carolina. He was the owner and operator of Squirewell Construction Company from 1958 to 1983. Bishop Squirewell was instrumental in establishing Willow Springs Residential Care in 1990.

Bishop Squirewell entered in eternal rest on January 21, 2002.

Message from the Pastor

Greetings in the name of our Lord and Savior Jesus Christ,



It is with great pleasure we present unto you a compilation of the various privileges and responsibilities we have as members of Bible Light Holiness Church. Please refer to the information contained herein as a first step toward obtaining an answer to any question that

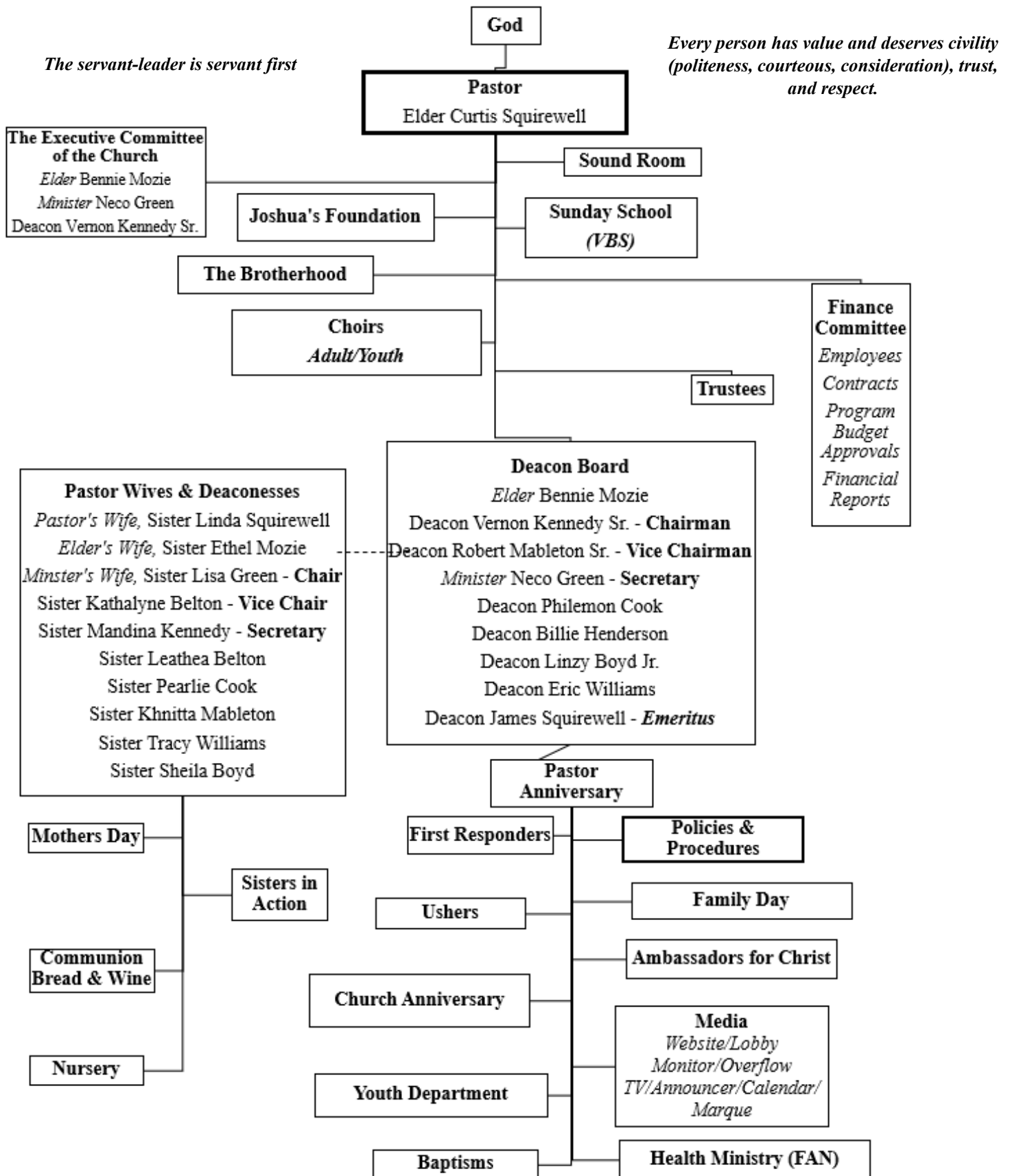
may arise. Every effort has been made to ensure that this presentation is precise and easily understood.

Additionally, your Deacon has a full understanding of the information that is being presented, and he should be consulted to obtain any clarification that may be needed. Beyond that, your Pastor has an “*open door policy*” and is available to discuss with you anything that will enhance your journey as we walk together in the path that leads to cooperation, love, joy, and peace in the Holy Spirit.

The prophet Amos asked in Amos 3: 3, “*Can two walk together, except they be agreed?*” The answer is “*Of course not.*” In other words, we want all of us to get a complete understanding of who we are, why we believe as we do, as well as an understating of the principles that guide us, so that there will be no wasted effort, ironing out misunderstandings, but that all of our effort will be directed toward lifting up the name of Jesus! May the Lord, our God, help us!

Pastor Curtis Squirewell

Bible Light Holiness Church of Jesus Christ, Inc. - Organizational Chart



Servant leaders lovingly hold themselves and others accountable for their commitments

CHURCH HISTORY

This is the Official History of the Church of the Lord Jesus Christ as it was established in Ridgeway, South Carolina, recognized formally as the Bible Light Holiness Church of Jesus Christ, Incorporated.

The Church evolved from a locally organized prayer meeting and Bible Study called The Bible Light Union, which met each Wednesday night by rotation at one of the affiliated churches. Deacon Eddie J. Squirewell of Macedonia Baptist Church and Deacon M. W. Martin, Sr. of Mount Pisgah Baptist Church served as President and Secretary of the Union.

Almost immediately, the hand of the Lord was at work, as prayer was offered and new light began to come forth from the Scriptures. It was during this time period that God sent Evangelist Jordan Thomas to this area to reveal God's Plan of Salvation. He taught that deeply held convictions and church membership was not enough, but that the New Birth, consisting of repentance, water baptism in the name of Jesus Christ, and the receiving of the Holy Ghost, is essential to salvation.

Deacon Squirewell was filled with the Holy Ghost in one of Evangelist Thomas' tent revival services. He sought to introduce this new understanding of the Scriptures to the Bible Light Union and, through the Union, to the affiliated churches of the Union, but it was not to be. At his home church, Deacon Squirewell was relieved of all duties and excommunicated.

When news of his excommunication reached the other churches of the Union, it was agreed that they would no longer participate in the Union.

There were others who had received the gift of the Holy Ghost, and they also left the home church with Deacon Squirewell. The following Sunday, he and a few others had Sunday School in the den of his home.

On the next Sunday, there were enough present to form two classes...

...with Deacon Squirewell and Sis Eliza Squirewell, teaching. Even then, as people hungered and thirsted after righteousness, the hand of God could be clearly seen as his plan continued to unfold. In 1967, Deacon Squirewell rented a small store-front building, in the Smallwood area of Ridgeway, which served as the first official meeting place of the church. The building was called by many "The Hole In The Wall" but it was Holy Ground.

As with so much of the Lord's work, it was a place of contradictions and a place of testing. On one hand, it was not a place of luxury and comfort, instead it was uncomfortable, even primitive because it did not have even basic restroom facilities; it was in many ways, a reproach. On the other hand, it was a place of joy and excitement, the place God had chosen to visit his people! There was no air-conditioning and the only source of heat was a small trash-burning stove, the pipe of which was often knocked down as the saints praised the Lord. When it rained, water ran down the hill, under door, and on to the floor. The saints dried up the water, killed the snakes, fixed the heater, and continued to praise the Lord. There was no choir, no organ, no drum, but with tambourines, a rub-board, an out of tune piano, with the clapping of hands and the stomping of feet, the name of the Lord was blessed and praised, often outdoors, and the Lord blessed. The Lord saved and he healed! On January 1, 1969, fifty-one souls were recognized as regular church members. There were three Sunday School Classes: one on the inside and two on the outside of the small building.

It was several years after receiving the Plan of Salvation that the baptism in the name of Jesus Christ was accepted as the will of God and recognized as official church policy. Because there was no baptismal available many were baptized in a neighborhood pond. The water was often cold...

...no dressing rooms were available, but thankfully, no one became ill.

In 1969, Deacon Squirewell was ordained an Elder and in July of the same year was ordained a Bishop, by Bishop Nathan Adger of Newark, New Jersey. As membership increased, it was decided that a house of worship should be built for the Lord. While being criticized by the world, the work began and continued. Always in mind was how Nehemiah and the remnant of the people who returned with him to Jerusalem were criticized. The questions were, "How can such a few people build a church, and where will you be buried if you should die?" While critics talked, the saints prayed and worked, and the Lord blessed. With a membership of sixty-two, and without having secured any loans, the work was finished in November, 1969 because "the people had a mind to work". On December 7, 1969, the church was entered, dedicated to the Lord, and the first worship service held. The weather was rainy, but the spirit of the saints was not dampened. This day and this service will forever be remembered and commemorated as a great

day of celebration, for the faithful God had taken away the reproach of his people! Great is God, and he is greatly to be praised, for the Lord had even kept every soul alive until the time that a church was established which had a proper cemetery! The Church was originally called Spiritual Way, but its name was later changed to Bible Light Holiness Church. A list of sixty-two original members is included so that the record will be complete:

Bishop E.J. Squirewell, his wife and seven children,

His mother, and one sister.

Sister Carrie Chatman and two children.

Brother John Miller, his wife and five children.

Brother Joseph Belton, his wife and three children.

Brother James Edgers and three daughters.

Sister Sarah Murphy and four children.

Sister Viola Robertson and two children.

Brother Thomas and Sister Sallie Farrow.

Brother Lee and Sister Mattie Moore.

Brother Willie Hare, his wife and one child.

Sister Rosa Lee Peay.

Brother M.W. Martin, Sr. and one son.

Sister Allie Belton.

Sister Emma Burgess.

Sister Maria B. Henderson.

Brother Robert Qualls.

Sister Dianne Whitaker.

Sister Thomasina Chappell.

Sister Lois Price and one daughter.

Sister Dixon and Mother Rucker.

Sisters Patricia, Constelena, Norma Jean, and Dorothea Kelly

Elder James Caldwell, his wife and four children.

and Sister Rosetta Stevenson.

Membership grew steadily as the Lord blessed and saved souls. Construction began again, when in 1974, four Sunday School classes, two restrooms, and a Pastor's study were added. At the

same time, there was an ever increasing number of babies and little children being added to the church family, creating the need for a nursery as well. Again, the saints worked and prayed, and the Lord blessed.

In 1975, Elder Linzy Boyd, his family, along with some of the other...

...residents of the Greenbrier community, searched for a place of worship, and being introduced to the church, expressed interest in joining. Two years later, construction began on a church for the Greenbrier area, which was to be called Bible Light Holiness Church #2. Elder Linzy Boyd was called to eternal rest before this church could be completed, yet many who came with him continue with the church until today.

In 1977, more space being required, the Pastor's study was enlarged, a prayer room, and three classrooms were added. In an effort to raise the children in the fear of the Lord, Bishop Squirewell suggested that these little ones should be organized into a Beginners Choir. The membership, which ranged in age from 3-13, consisted of, at one time, 68 members, and occupied one entire side of the original church. There was added also a Young Adult Choir, composed of those older children and young adults who had a desire to worship the Lord in song.

Steady increases in the membership created a need for the election of Deacons. The church was guided by Acts 6: 3, "Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business..." To this end, seven brothers were elected and ordained to the office of Deacon in 1977. They were Deacon James Squirewell, Deacon Bennie Mozie, Deacon Carl Bouknight, Deacon Joseph Belton, Deacon James Belton, Deacon Billie Henderson, and Deacon Winston Able.

As growth continued, there was a need to assist many who desired fellowship but had no transportation. In 1978, three school buses were purchased, painted and put in service, bringing worshippers from Winnsboro, Greenbrier, and Columbia. What a joy to see and hear...

...the buses arriving, with the people of God already praising the Lord through song as they came upon the church grounds! It was a reminder of the Psalms which exhort, "I was glad when they said unto me, let us go into the house of the Lord...Enter into his gates with thanksgiving, and into his courts with praise." The buses were replaced with vans in 1986.

Being supportive of Pastor Squirewell in his desire to exercise his every gift, in 1982 the church purchased a tent, measuring 40'x 60', a truck, chairs, and all the equipment necessary to begin a tent ministry. Following a dedication service, a week of services were held on the grounds of the church. Bishop Squirewell was now able to exercise the gift of the evangelist, going forth throughout the midlands with what was called, "The Old Time Tent Revival". Many were saved and healed, and many more heard the preaching of the Gospel of the Lord Jesus Christ for the first time. At home, the cornerstone of the church was finally laid, symbolic of the fact that Jesus Christ is the Cornerstone and the Foundation of the church.

Believing from the beginning that if the light of the Word of God is allowed to shine, many who walk in darkness will come to the light and be saved, Bishop Squirewell and the church began a television ministry in 1987. This ministry was a blessing and continued until, in 1989, the station was sold, and the format changed, at which time it was replaced by a radio ministry. As the Word went forth over the airwaves, many video and audio cassettes also being sold, the word of God that had been spoken by the prophet Isaiah proved true. God said, *"So shall my word be that goeth forth out of my mouth: it shall not return unto me void, but it shall accomplish that which I please, and it shall prosper in the thing whereto I sent it."* (Isaiah 55: 11).

The seed of the word of God having been sown in many places, the Lord gave a harvest! The present church, having had one more wing added, and being again, beyond capacity, it was decided that a new sanctuary should be built. With divine help and guidance, in 1983, the work on a new sanctuary was begun, and as God guided Noah in the building of the ark, God gave the plans and guided the building of the church, down to its length, width, and height. The following incident, as related by Bishop Squirewell, is entered into the history of the church as evidence of God's providence: In the course of the building, pigeons had begun to roost in the rafters and in time all had been expelled except one. Day after day, every effort had failed. Finally frustrated, Bishop Squirewell stretched forth his arms, at which time the bird came and lit in his hand. Let this serve as a reminder of God's promise, that he *"...will supply all your need, according to his riches in glory, by Christ Jesus."* Let this incident be taken as symbolic of the power of God and of his love and concern for those who seek to do his will. The present sanctuary was dedicated to the Lord on December 2, 1984, with much celebration and praise.

Six additional deacons were elected and ordained in November, 1988 to assist with the increased membership. They were Deacon Melvin Belton, Deacon Philemon Cook, Deacon Harry Geiger, Deacon Bennie Mozie, Deacon Curtis Squirewell, and Deacon Samuel Wolfe.

People came to worship from many of the surrounding areas, from Chapin, Little Mountain, and from as far away as Rock Hill, in York County. The Rock Hill area, appearing to be very fruitful ground, a witnessing team was sent in to spread the word of God. Beginning by meeting in houses, a mission was established under the leadership of Deacon Melvin Belton.

As a small congregation grew, a place of worship was needed and found. On January 13, 1991, Deacon Belton preached his first official sermon as a Minister of the Gospel and was ordained an Elder and installed as Pastor of the church.

Through the efforts of Bishop Squirewell, land was purchased, and plans made for the building of a permanent church at Rock Hill, with work beginning in December, 1991. Bible Light Holiness Church of Rock Hill was established and dedicated to the glory of God on February 28, 1993.

Fifty acres of land was purchased in November of 1991 for future development. The stated goal of the Church being to minister to both the spiritual and physical aspect of man, the need for a Residential Care Facility was seen, and planning for the building of a ten-bed facility began. Construction was completed and license to operate was granted by the Department of Health and Environmental Control in December, 1991, with the first resident being admitted in January, 1992. Ten additional beds being needed, the facility was expanded in 1997. The facility stands as a reminder of the foresight of Bishop Eddie J. Squirewell, who taught and led the people of God to believe that giving is the Christian's duty, that we are blessed of God as we seek to be a blessing to others.

The church, having been tested by adversity many times, the test often coming from without but also from false brethren, was tested again in April, 1994. Bishop Eddie J. Squirewell, bishop, founder, and pastor of the church suffered a stroke and was unable to preach and serve. The enemy, being greatly encouraged, sought to discomfort the hearts of the saints, just as he did in Nehemiah's day. The remedy then, now, and always will be Proverbs 3: 5-6, "Trust in the Lord

with all thine heart; and lean not...

...unto thine own understanding. In all thy ways acknowledge him, and he shall direct thy paths.” Some were, in fact, discomforted and discouraged, even to the point of withdrawing their fellowship. As Apostle Paul wrote, “...the Lord reward him according to his works.” Yet, in the time of testing, a remnant stood still, and they that stood still were able to see the salvation of the Lord! Deacons Philemon Cook and Curtis Squirewell alternated in the conducting of services until Deacon Squirewell was called into the ministry. He was ordained an Elder on June 1, 1995, and subsequently installed as Pastor on June 1, 2003. The Lord, speaking to his heart said, “As I was with Bishop Squirewell, so shall I be with you, only you must not try to be like him, but be yourself.”

The years following were a time of continued testing and discovery. The church discovered that no individual is indispensable, that complete faith and confidence must not be put in any individual, no matter how great he may seem to be, but faith and confidence must be put in God.

The church suffered a great loss on January 21, 2002 when the Lord called Bishop Squirewell into eternal rest. His final charge to the church was in the words and deeds of his life, *“Therefore, my beloved brethren, be ye steadfast, unmovable, always abounding in the work of the Lord forasmuch as ye know your labor is not in vain in the Lord.”* (I Corinthians 15: 58). Sister Eliza Squirewell, faithful partner of the Bishop, finished her course and entered eternal rest on March 23, 2005.

Deacon Bennie Mozie answered his call into the ministry of the Word of God, preaching his first official sermon on March 26, 2006. His elevation has come after many years of work and service as one of the first deacons, and as overseer of a mission in Newberry, S.C. In October of the same year, three additional deacons were ordained: Deacon Neco Greene, Deacon Vernon Kennedy, and Deacon Darrell Mathis. At Rock Hill, on March 15, 2009, Deacon Marion Robertson preached his first official sermon as a Minister of the Word of God.

On December 6, 2009, the 40th anniversary of the establishment of the church, a Rededication Service was held. The current members marched into the sanctuary as the saints had done 40 years earlier. The service was highlighted by a reaffirmation of our determination to serve the Lord:

Leader: Ye are witnesses against yourselves that you have chosen the Lord, to serve him and to walk in his ways.

Response: We are witnesses. God forbid that we should forsake the Lord, to serve other gods.

Leader: Now, henceforth, and forever, put away from among you everything that is not like God, and that does not pertain unto holiness, and incline your hearts unto the Lord God.

Response: The Lord our God will we serve, and his voice through the voice of the Preacher will we obey.

Leader: Behold, a Stone of Witness shall be laid, and it shall be a witness unto us, for it has heard our promises, and all the words of the Lord which he has spoken unto us: and it shall therefore be a witness against us in the Day of Judgment, if we should turn to the right or to the left, and deny the Lord, our God.

Response: So let it be.

The Stone of Witness was laid which serves to remind all who come in and go out of the House of the Lord of the pledge we made that day.

After 27 years, a much needed renovation of the Sanctuary was undertaken, as we heeded David's advice that the house of the Lord must be beautiful! During the renovation, it was a blessing to worship once again in the Old Sanctuary. It was as if we were returning to our roots, as we rubbed elbows and enjoyed the powerful presence of the Lord. The work in the Sanctuary was completed in November, 2011 with a Rededication Service held in December of the same year. In 2013, a complete renovation began of the Old Sanctuary to transform it into a proper meeting and dining facility. Work was completed in November 2014 and a Service of Dedication held in December as the Bishop Eddie J. Squirewell Fellowship Hall was unveiled. The naming of this facility for Pastor Squirewell seems both fitting and proper continuing recognition of the work and legacy of this great Servant of God, who, for 25 years worked tirelessly for God and for us.

The shared vision of Elder Melvin Belton and Minister Marion Robertson led to the establishment of Bible Light Holiness Church of Rembert in Sumter County. A building was found and secured with the first service held on April 28, 2018. Minister Robertson was ordained an Elder and officially installed as Pastor of the Rembert Church on April 20, 2020. The Bible

Light family continues to pray for the complete fulfillment of this vision. At the Ridgeway Church, three Deacons were ordained to serve on August 4, 2019. They were Deacon Linzy Boyd Jr., Deacon Robert Mableton Sr., and Deacon Eric Williams.

With much fanfare, the 50th Anniversary of the Church was observed on December 1, 2019 at Carolina Events Center in Winnsboro, S.C. Various government entities issued Proclamations in recognition of the Church's past and present efforts to serve God and the community.

The saints were encouraged by the songs, testimonies, and fellowship with many former and current members. The day concluded with an elaborate banquet.

The resolve of the Church to worship and serve the living God was again tested in March of 2020 with the outbreak of the world-wide pandemic, Covid-19. Health agencies sought to limit the spread of this deadly virus by advising such protocols as avoiding large gatherings, social distancing, enhanced hygiene practices, and the wearing of face coverings. Our response was informed by Apostle Paul's instruction that, as much as is possible, we ought to obey the laws of the land. We were reminded *that "...God hath not given us the spirit of fear; but of power, and of love, and of a sound mind."* (II Timothy 1:7).

Therefore, we were encouraged to not be afraid but, with a sound mind, to be wise in our approach. Grace being God unmerited favor, we went from one degree of grace unto another; first, using the internet to allow the saints to hear messages that were preached by Bishop Squirewell many years ago; then, a parking lot service in which a live service was broadcast using a FM transmitter; and then, reentering the Sanctuary following certain health agency advisements. In the meantime, we were encouraged to read through the Bible, to read and study our Sunday School lessons, and to fast and pray. We were taught that if we would be faithful in doing these things that we would suffer no spiritual loss but would come out of the pandemic a spiritually stronger people, as gold that has been tried by fire. Deacon Neco Green preached his first official sermon as a minister of the Gospel on August 20, 2021, as we continued to baptize souls and to see God working with and through us.

Since its inception and establishment in 1969, the Church has grown both spiritually and physically. God is to be praised for the great number who have been saved, and for the many

others who have heard the preaching of the Gospel of Jesus Christ. The church remains a church that is guided by the Word of God, and whose Chief Shepherd is the Lord Jesus Christ, ...believing, from the beginning, in “living the life” and praising God with the whole heart.

May the people of God continue to walk in his ways, so that the blessings of the Lord may continually rest upon us....

CONSTITUTION AND BY-LAWS *Revised 10/23/25*

ARTICLE 1 NAME

Section 1: The name of the church body shall be: Bible Light Holiness Church of Jesus Christ, Inc.

Section 2: All churches and local congregations, clergymen, missionaries, auxiliaries, and General Officers claiming affiliation or association with the Bible Light Holiness Church are bound individually and collectively to be governed by the Constitution, rules, regulations, and By- Laws.

ARTICLE 2 PURPOSE

The purpose of the Bible Light Holiness Church is to carry out the Great Commission which the Lord Jesus Christ gave to His Apostles confirming with sign following. St. Mark 16: 15-18, *"Go ye into all the world, and preach the gospel to every creature. He that believeth and is baptized shall be saved; but he that believeth not shall be damned. And these signs shall follow them that believe, in my name shall they cast out devils; they shall speak with new tongues, they shall take up serpents; and if they drink any deadly thing, it shall not hurt them; they shall lay hands on the sick, and they shall recover."* In addition, the purpose of the church is to establish churches through the process of evangelization, edification, preaching, teaching, and witnessing.

ARTICLE 3 POLICY

Section 1: In reference to other Christian movements, our policy is one of firmness in fundamentals, doctrine, and charity. We feel committed to work for cooperation and unity of the body of Christ *"til we all come in the unity of the faith, and of the knowledge of the Son of God ... "* (St. John 17:21). Therefore, we hold out a hand of fellowship to our brethren of all races and nationalities, for God is no respecter of persons.

Section 2: Civil Government: Our policy is to respect and obey civil government law and authority. Romans 13: 1-5 says: *"Let every soul be subject unto the higher powers. For there is no power but of God: The powers that be ordained of God. Whosoever therefore resisteth the power, resisteth the ordinance of God: And they that resist shall receive to themselves damnation. For rulers are not a terror to good works, but to the evil."*

Wilt thou then not be afraid of the power? Do that which is good and thou shalt have praise of the same: For he is the minister of God to thee for good. But if thou do that which is evil, be afraid; for he beareth not the sword in vain: For he is the minister of God, a revenger to execute wrath upon him that doeth evil. Wherefore, ye must be subject, not only for wrath, but also for conscience sake."

We reserve that right however, to object to obeying any civil law or authority that conflicts with the moral law of God. (Acts 4:19), *"....whether it be right in the sight of God to hearken unto you more than unto God, judge ye."*

Section 3: Wars: We are conscientious objectors. Whereas we are patriotic citizens and loyal to our governments, as Bible believing Christians, we cannot endorse and actively participate in violence or in combat training for violence, for it is written: *"....vengeance is mine; I will repay, saith the Lord."* (Romans 12:19), *"Do violence to no man."* (Deuteronomy 32:33) Also, St. Luke 3:14, St. Matthew 26:52, St John 18:10-11, 36. We subscribe to a non-violent way of life but are willing to participate and cooperate with our government in non-violent activities.

Section 4: Education: We believe in the cultivation of the mind to the glory of God and Christian development through Christian, public, and private education.

Section 5: Program: Our program is in harmony with the Bible, in that we are interested in the total life of a man; body, soul and spirit, also his moral, spiritual, mental, and material needs locally, nationally, and world wide. *"Give us this day our daily bread."* (St. Matthew 6:11) *"... man shall not live by bread alone, but by every word that proceeded out of the mouth of God"* (St. Matthew 4:4). The purpose of our program is the improvement of the quality of life, *"... I am come that ye may have life and that more abundantly."* (St, John 10:10).

ARTICLE 4: MEMBERSHIP

Section 1: The principal terms of membership are the conditions of salvation as expressed in Acts 2:38; Repentance, Baptism in the name of the Lord Jesus Christ, and as found in

Ephesians by one spirit are we all baptized into one body. Those entering into the fellowship must conform their lives and faith to the doctrine of our church.

Section 2: Membership may be terminated for conduct unbecoming a Christian, insubordination to Pastor, disrespect to officers, prolonged unexcused absence of 3 months from worship services. *"Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching"* (Hebrews 10:25). Failure to give the required tithes and offerings. *"Will a man rob God? Yet ye have robbed me. But ye say, wherein have we robbed thee. In tithes and offerings. Ye are cursed with a curse; for ye have robbed me, even this whole nation"* (Malachi 3:8-9)

ARTICLE 5: DISCIPLINE

1. All members of the Bible Light Holiness Church of Jesus Christ, Inc., are subject to administrative and judicial discipline, and entitled to the benefits thereof. The taking of one's brother or sister to law is discouraged, and should not be practiced, according to I Corinthians 6:1.
2. Charges: All serious charges, such as immorality, insubordination, heresy, sedition, etc., must be submitted in writing, signed by the accuser. No member of a church can bring a charge by letter against the Pastor for the purpose of his removal without a majority vote of the congregation.
3. Offences: There are 2 categories of offences possible among saints: private & public. Private offences should be dealt with according to the word of God. (St. Matthew 18:16), *"Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone. If he shall hear thee, thou has gained thy brother. But if he will not hear thee, then take with thee 1 or 2 more, that in the mouth of 2 or 3 witnesses every word may be established."*

Public Offences: May be brought to the church for determination, after due notice to

the offending person, if he fails to repent.

4; Penalty: A penalty shall be prescribed by the Pastor, Elder, or Bishop who judges the case, which may be apology or restitution, or public repentance at the altar, silencing, public rebuke, and the highest possible penalty is suspension of membership, expulsion and disfellowship.

ARTICLE 10: PASTOR

1. Office- The Pastor fills the first office in the local church, both for dignity and usefulness; therefore, he should always be treated with respect due to his high office. He should be duly installed by the Elder or Bishop, in his office as Pastor, following his appointment, call or recognition as a Pastor.

2. Duties: He is to remain faithful and loyal to Bible Light Holiness Church of Jesus Christ, Inc., and endeavor to wholeheartedly support and defend the same.

A. As a Pastor, he feeds his congregation spiritual food

B. As a Minister, he serves Christ in his church

C. As an Elder, he is an example to the flock and rules well

D. As an Angel, he is the messenger of God

E. As a steward, he dispenses the mysteries of the Grace of Jesus Christ.

CHURCH PROTOCOLS

- **Standing during prayer and scripture reading:** We encourage all who are able to stand to do so during offering of all prayer and for the reading of Scripture during Devotional Services. It is our way of showing respect for God and his Word. In the Book of Nehemiah, **Nehemiah 8:5**, we read *“And Ezra opened the book in the sight of all the people; (for he was above all the people;) and when he opened it all the people stood up:”*
- **Anointing with Holy Oil:** We believe that the oil that has been blessed represents the presence of the Holy Spirit, the use of which is appropriate in all situations. Apostle James wrote, **James 5: 14-15**, *“Is any sick among you? Let him call for the elders of the church: and let them pray over him, anointing him with oil in the name of the Lord: And the prayer of faith shall save the sick, and the Lord shall raise him up; and if he hath committed sins, they shall be forgiven him.”*
- **Praying at the altar:** The house of God is dedicated to our God but there is very special within it called the altar of the Lord. It is reminiscent of the Most Holy Place of the Temple. We have access to this most sacred place where thanksgiving, praise, and worship can be offered, and requests can be made. It is the place God has promised to meet his people.
- **Fasting:** We believe that fasting is the best way to bring our bodies under the control of the Holy Spirit. When we fast, we are actually saying “No” to our flesh. The flesh needs to learn that it cannot have everything it desires. Prayer should always accompany fasting because as the carnal man is weakened through fasting, the spiritual man is to be built up as we pray.
- **Tarrying:** To tarry means to wait, as on the Day of Pentecost when those present in the Upper room waited for the pouring out of the Holy Ghost. **Romans 10:13** teaches, *“For whosoever shall call upon the name of the Lord shall be saved”* and the name of the Lord is Jesus. Jesus said, *“Behold, I stand at the door and knock...”* As we are tarrying, as we are waiting, Jesus is actually waiting for us to open the doors of our hearts so that he can come in. As we are tarrying, we call upon the name of Jesus because, according to **Acts 4:12**, *“Neither is there salvation in any other: for there is none other name under heaven given among men, whereby we must be saved.”*
- **Tithes & Offering:** We believe that the cheerful giving of tithes and offerings is the system ordained by God to be the support of this church and for his work. Indeed, **Malachi 3:8-10** is plain as it reads, *“Will a man rob God? Yet ye have robbed me. But ye say, Wherein have we robbed thee? In tithes and offerings. Ye are cursed with a curse: for ye have robbed me, even this whole nation. Bring ye all the tithes into the storehouse, that there may be meat in mine house, and prove me now herewith, saith the Lord of hosts, if I will not open you the windows of heaven, and pour you out a blessing, that there shall not be room enough to receive.”* In other words, all of us can have the same contract, the same agreement that Jacob made with the Lord, for he vowed a vow, saying in **Genesis 28:20-22**, *“...if God will be with me, and will keep me in the way that I go, and will give me bread to eat, and raiment to put on, So that I come again to my father’s house in peace; then shall the Lord be my God: And this stone, which I have set for a pillar, shall be God’s house: and of all that thou shalt give me I will surely give the tenth unto thee.”* The tenth part of our increase is, of course, the tithe and the tithe belong to the Lord. Online giving is available through our website at www.biblelightholinesschurch.org/give

OFFICIAL CHURCH SERVICES AND ACTIVITIES

- **Communion** – Held on the 1st Sunday every other month starting in January. This is a very special service that takes place on Sunday morning using a small kit that contains wine and wafer bread that is distributed to each person. Feet washing is held every other Communion Service with brothers and sisters gathering separately.

I Corinthians 11: 23 – 27 - ²³*For I have received of the Lord that which also I delivered unto you, That the Lord Jesus the same night in which he was betrayed took bread: ²⁴And when he had given thanks, he brake it, and said, Take, eat: this is my body, which is broken for you: this do in remembrance of me. ²⁵After the same manner also he took the cup, when he had supped, saying, This cup is the new testament in my blood: this do ye, as oft as ye drink it, in remembrance of me. ²⁶For as often as ye eat this bread, and drink this cup, ye do shew the Lord's death till he come. ²⁷Wherefore whosoever shall eat this bread, and drink this cup of the Lord, unworthily, shall be guilty of the body and blood of the Lord.*

- **Annual Church Business Meeting** – Held annually on the 1st Monday in December during the Church Anniversary Service week-long celebration.
- **5th Sunday Fellowship** – Held at our church with affiliated churches from Rock Hill and Rembert, SC. If there have been opportunities for fellowship during the month, a formal 5th Sunday Fellowship may not be held.
- **Family Day** – Held annually on the 2nd Saturday in September to fellowship with members and their families and friends. Affiliated churches are also invited from Rock Hill, Rembert and Charlotte.
- **Vacation Bible School** – Held annually during the last full week of June.
- **Mother's Day & Father's Day** – A special Sunday morning service is prepared by the Sisters in Action in the month of May and The Brotherhood in the month of June.
- **Children's Church** – A special Sunday morning service is prepared by the Youth Leaders Committee.
- **Pastor Anniversary Service** – Upon the pastor's approval, this annual service is held on the 1st Sunday in June and planned by a special committee appointed by the Deacon Board.
- **Church Anniversary** - This week-long service is celebrated annually starting on the 1st Sunday in December. Affiliated churches are also invited from Rock Hill, Rembert and Charlotte as their Pastors are invited to speak on one of the nightly services from Tuesday – Friday.

Other Important Things to Know

Church Fiscal Year

The church fiscal year for recording and reporting financials is from November 1st – October 31st.

Church Program Year

The church program year for auxiliary and ministry work is from January 1st – December 31st.

Other

1. Auxiliaries should refrain from holding meetings during regular church services including Sunday School.
2. No meetings are to be held before or after the day of Communion.
3. We instruct members of Bible Light Holiness Church of Jesus Christ to obtain the following items for their growth and development in the apostolic way of living: **olive oil, King James Version of the Bible with concordance, and the New Living Translation Holy Bible by Tindale.**
4. Any member wishing to have olive oil blessed for use of prayer should see the Pastor.
5. Marriage and Divorce: As bible believers, we subscribe to the plain teaching of the Lord Jesus Christ and the Apostles, as to the permanency of marriage. “... *whosoever put away his wife, and marry another, committeth adultery against her, and if a woman shall put away her husband, and be married to another, she committeth adultery.*” **St. Mark 10: 11-12 (See also Luke 16:18 and Romans 7:2-3).**
6. Women Preachers: As bible believers, we subscribe to the plain teaching of the Lord Jesus Christ and the Apostles. We have no record of Jesus’ calling a woman to preach and minister in the manner as he authorized the Apostles. **See Matthew 10:1-5, St. Mark 16:15-16 and 1 Timothy 2:12.** In the Upper Room on the Day of Pentecost, the women, although present, did not participate in the ministry, for the scripture says, “*But Peter, standing up with the eleven...*” **Acts 2:14.**

Bible Light Holiness Church

Finance Committee Program Approval Policy

Established by the Pastor, Elder Curtis Squirewell - 5/17/24; Rev. 6/2/24; Rev. 9/19/25

- I. Ideas for all possible programs and projects ought to be presented to the affected or concerned Committee or Auxiliary for discussion and possible submission for funding.
- II. Discussion should include level of support, feasibility, operational details, and the projected cost.
- III. Pertinent information about a project that is deemed to be appropriate and necessary should be submitted by the Committee/Auxiliary chairperson to the Finance Committee, on the appropriate form with signature for possible approval and funding. The Chairperson or a person designated should be available to respond to concerns the Finance Committee may have. The Finance Committee is authorized to approve, amend, or deny all requests.
- IV.** Upon final approval by the Finance Committee the request will be signed by the Committee Chair and forwarded to the Financial Secretary for funding. ***All disapproved requests will also be given to the Financial Secretary to file.***
- V. The Finance Committee is authorized to approve all funding requests. The Pastor must be informed, before approval, of all funding requests that exceed \$3500.00.
- VI. All requests from the Deacon Board will be submitted to the Pastor instead of the Finance Committee.

PLACED ON THE BACK OF THE REQUEST FORM

REQUEST FORM - FINANCE COMMITTEE *Revised 10/23/25*

Date: _____

Name of Organization: _____

Requested By: _____

Date Needed: _____ Amount Requested: _____

Explanation: _____

Finance Committee Explanation: _____ Approved _____ Not Approved

Chairman Finance Committee

Date

Pastor (If needed)

Date

Please Note: It's your responsibility to itemize items needed to include price, where you are getting items from and any other helpful information. No more verbal approvals will be accepted. You must have this form!-A copy of the policy is included on the back of this form.

Revised Oct. 2024; 12/19/24

GREEN FORM

Pre- Approved Requests from the Finance Committee

Please circle one: Check Request Reimbursement Request

Date Requested: _____

Name of Organization: _____

Requested By: _____

Date Needed: _____ Amount Requested: _____

Explanation: _____

Receipts for ALL check requests must be given to the Financial Secretary *within one week after the activity has concluded or expense is incurred.*

Receipts for ALL reimbursement requests must be *attached* and be given to the Financial Secretary *at the time* of the reimbursement request submission.

Created 12/19/24

GOLD FORM

Bible Light Holiness Church
Finance Committee Policy and Procedures
Established by Deacon Vernon Kennedy Sr. 7/1/24; 9/4/24 (Pastor Authorized);
Revised 10/23/25; 11/25/25

The purpose of the Finance Committee is to oversee and monitor all financials of the church to include the following: A Balance Sheet to include but not limited to Operational Cash Accounts, Investment Accounts, and Capital Assets categorized *i.e. buildings, land, vehicles, equipment*, as well as to ensure utilization of accounting system, establish an annual church budget, approve transfer of funds from one account to another (*Financial Secretary to be authorized by Pastor to execute*), approve investment transactions (*Financial Secretary to be authorized by Pastor to execute*), and review church revenue verse expenses on a monthly basis.

All members will be members in good standing according to the Church Constitution and Bylaws.

Other responsibilities will include:

- I. Hold a standard monthly meeting.
- II. Ensure *monthly* reconciliations are performed for all bank accounts and credit card statements. These reconciliations should be prepared/signed by the Financial Secretary and reviewed/signed by a designee of the Finance Committee.
- III. Establish a team to count the church collections. **See the next page.**
- IV. Produce an annual detailed financial report to be distributed to the Deacon Board before their November meeting. The Pastor will authorize what is share during the Annual Business Meeting.
- V. Ensure job descriptions are developed for each employee of the church.
- VI. Approve compensation and benefits for all employees.
- VII. Ensure all church expenses are paid in a timely manner.
- VIII. Ensure all church assets are insured with adequate protection.
- IX. Ensure applicable Tax Authority reporting is completed based on mandated due dates *i.e., Federal/State Payroll tax reporting.*

A member of the Finance Committee will be placed on all accounts of the church as a backup to execute church business as needed. The Finance Committee maintains separate procedures, i.e., installing members to count church offerings, monitoring compensation, monitoring assets, etc.

Establishing Counters as Honorary Servants for Church Offerings

9/18/24; 10/27/24

1. Brainstorm names of 5 members in good standing to recommend and serve as Counters for church offerings along with the Financial Secretary leading the counting process (*4 Primary Counters and 1 Alternate*)
2. Present final recommendations to the Pastor for initial approval
3. Verify with the assigned Deacon of the member who is being recommended whether they are a member are in good standing
4. Identify the roles and assign each approved member a role
 - a) ALL Counters to remove money from tithe envelopes and organize checks/bills/coins; to remain in locked room until counting and recording has been completed; no one else will be allowed to enter the room once all Counters and entered; A Trustee Member will stand guard of the locked room for Counters. **Make sure the tithe amounts match what the member has written on the envelope. If tithe is paid by check, make sure it is written correctly.**
 - b) Someone to use the 10 key calculator with register paper to total all collections (*Financial Secretary*)
 - c) Someone to collect all empty tithe envelopes for tax recording (*Financial Secretary*)
 - d) Someone (1) to count the total amount of funds collected from checks and stamp with church label
 - e) Someone (2) to count the total amount of funds collected from dollar bills
 - f) Someone (3) to count the total amount of funds collected from coins **Set all loose coins aside for the Financial Secretary count in bulk at a later time.**
 - g) Someone (4) to prepare total deposit, record on deposit slip, and seal all funds in a bank bag for depositing; to be placed on the **signature card** for the church operating account at First Citizens Bank to make offering deposits **(deposit the funds in the bank within 24 hours of counting funds)**
 - h) Assign 1 of the Primary Counters (1-4) to serve as a Primary Depositor of the church funds.
 - i) The alternates will assist as needed for Primary Counters (1-3)
 - j) Begin Counting on Sunday and Wednesday: **For Wednesday night collections, please put aside any tithe envelopes and give them to the Financial Secretary to be counted at the next official counting on Sunday. Sunday School offerings will be counted separately but deposited with the Sunday morning offering.**
5. Any vacancy for Primary or Alternate Counters will be filled according to above procedures.

6. In the event the Financial Secretary or Primary Depositor is unable to perform duties, a member of the Finance Committee will perform the duties in their place.

Counting the church offerings is a very important and serious role, therefore, all Counters are asked to minimize talking and distractions while doing so. All Counters are asked to refrain from discussing any part of the counting process especially any amounts given by individuals or total collections. All Counters must continue to be members-in-good standing, failure to do so will result in removal from service. A signed agreement will be collected from each Counter acknowledging their adherence to procedures and assigned roles.

Bible Light Holiness Church of Jesus Christ, Inc

Counter Agreement for Church Offerings – 10/13/24; 10/27/24

Counter Roles and Assignments

- a) ALL Counters will remove money from tithe envelopes and organize checks/bills/coins; to remain in locked room until counting and recording has been completed; no one else will be allowed to enter the room once all Counters and entered; ***A Trustee Member will stand guard of the locked room for Counters. Make sure the tithe amounts match what the member has written on the envelope. If tithe is paid by check, make sure it is written correctly.***
- b) Someone to use the 10 key calculator with register paper to total all collections (*Financial Secretary*)
- c) Someone to collect all empty tithe envelopes for tax recording (*Financial Secretary*)
- d) Someone (1) to count the total amount of funds collected from checks and stamp with church label
- e) Someone (2) to count the total amount of funds collected from dollar bills
- f) **Set all loose coins aside for the Financial Secretary to count in bulk at a later time.**
- g) Someone (3) to prepare total deposit, record on deposit slip, and seal all funds in a bank bag for depositing; to be placed on the **signature card** for the church operating account at First Citizens Bank to make offering deposits (***deposit the funds in the bank within 24 hours of counting funds***)
- h) Assign 1 of the **Primary Counters (1-3)** to serve as a Primary Depositor for the church funds.
Primary Depositor: **Alternate Depositor:** (*Financial Secretary*)
- i) Counting is conducting on Sunday and Wednesday: **Sunday - Primary Counters (1-3) and Wednesday - Primary Depositor & whichever Primary Counter(s) are available.** **For Wednesday night collections, please put aside any tithe envelopes and give them to the Financial Secretary to be counted at the next official counting on Sunday. Sunday School offerings will be counted separately but deposited with the Sunday morning offering.**
- j) In the event the Financial Secretary or Primary Depositor are unable to perform duties on any given day, a member of the Finance Committee will perform the duties in their place.

Counting the church offerings is a very important and serious role, therefore, all Counters are asked to minimize talking and distractions while doing so. All Counters are asked to refrain from discussing any part of the counting process especially any amounts given by individuals or total collections. All Counters must remain a member-in-good standing unless be removed from serving in this capacity.

I agree to be an Honorary Servant under the above procedures and role(s) assigned to me.

Name _____ Signature _____ Date _____

FOR FINANCE COMMITTEE USE ONLY

BIBLE LIGHT HOLINESS CHURCH
POST OFFICE BOX 277 RIDGEWAY, SC 29130

ELDER CURTIS SQUIREWELL
PASTOR

TELEPHONE (803) 337-2111
(803) 337-3264



Financial Assistance Policy
Revised 10/23/25

All members of the church are expected to support the church and its programs. This includes spiritual, physical, and financial support. The tithes and offerings given to the church are intended exclusively for the church's maintenance, salaries, and outreach programs.

It should be understood by all members that the purpose and goal of the church is the saving of souls and furthering of the gospel. The church is not a finance or loan company and shall not make itself responsible for the financial obligations of the members. Nevertheless, as a merciful and loving (charitable) organization, the church may extend itself to assist a member in good standing in an extreme emergency. Members in good standing have been baptized in the name of the Lord Jesus Christ, have a good report of them within and without the Church, obey the rules and regulations of the Church, have regular attendance of Church services and is helpful, and is faithful in tithing and in offerings. Deviations from this must have previously been cleared with your deacon. The church will make absolutely no loans to members. Should a member find himself in dire circumstances, he should first discuss the matter with his/her deacon. Individual deacons have no authority to approve financial assistance but may recommend that the matter be brought before the Deacon Board and Pastor. If approved, the case will be brought publicly before the church with the member making a statement on his behalf, and a free-will offering raised.

The church is under no obligation to financially support members. Each request for assistance will be considered and approval based on its own circumstance.

BIBLE LIGHT HOLINESS CHURCH - BURIAL POLICY

(Deacon Board Approved 6/4/23; Rev. 1/17/25; March 2025)

The Burial Policy of Bible Light Holiness Church is designed as a courtesy to all church **MEMBERS** and members who have minor children or close relatives who are not members of Bible Light. Participation is not mandatory; church members are free to bury their relatives at any public or private facility. The church is under no obligation to provide funeral services or cemetery space to any persons who are not members of this church.

1. All persons who are current members of this church in good standing are eligible for burial in the church cemetery. Members in good standing is defined in the church by-laws and includes the following qualifications:
 - a) Has been baptized in the name of the Lord Jesus Christ.
 - b) Has a good report of them within and without the Church.
 - c) Obey the rules and regulations of the Church.
 - d) Has regular attendance of Church services and is helpful.
 - e) Is faithful in tithing and in offerings.
2. Children up to age 18, whose parents are church members in good standing, are eligible for burial in the church cemetery.
3. Persons who are not church members at the time of death must meet the following conditions:

*The deceased must be a close relative of a current member in good standing (close relative being defined as husband, wife, mother, father, sister, brother, children or a dependent of the home of a member in good standing.) **NO OTHER CATEOGRY WILL BE RECOGNIZED.***

4. *A burial fee of \$850.00 payable to the Financial Secretary before the funeral. The burial fee is designed to cover the cost of the land and maintenance (**non-members only**).*
5. *It is the responsibility of the current member in good standing, close relative, or dependent of the home to notify the assigned Deacon of the death.*

Flower Arrangement (6/4/23)

It is our policy to provide a flower for the funeral of all church members in good standing and for close relatives to also include **grandparents and grandchildren**. The assigned Deacon of the church member in good standing or close relative will be responsible for notifying the Deaconess who is assigned to

purchase the flower. The Deacon will provide the following information: *Name of the deceased, as well as the name and address of the funeral home.*

Bereavement and Hospitality *(Deacon Board Approved 6/4/23; Rev. 1/17/25; March 2025)*

The purpose of the Bereavement and Hospitality Committee is to provide food or limited financial assistance on behalf of church member in good standing or to a church member in good standing following the death of the member's close relative or dependent of the home. The **Bereavement and Hospitality Committee** will provide food for the bereaved family and deliver it to the church member's home or designated location where the family will gather. The food will be delivered the day before the funeral to be served after the funeral. Church members will be asked to contribute during a repast offering that is held monthly on the 3rd Sundays *or as needed*. Cost of the meal will be determined based on family size: *small family 5-50 people, \$260; medium family 51-75, \$375 and large family 75 and up, \$475.*

In the event a loved one of a church member in good standing has passed away *out of state*, \$200 will be donated to the church member to help with their traveling/food expenses and \$150 for *in-state travel that is 1 or more hours one way*. Given to them by the Chairperson or Vice-Chair of the Bereavement and Hospitality Committee or whomever the Chairperson designates from the Committee.

Guidelines *(Deacon Board Approved 6/4/23)*

1. The assigned Deacon of the bereaved family will notify the Chairperson or Vice-Chair of the Bereavement and Hospitality Committee of their loss and provide details of the *family size, where the family will gather, or if there will be in-state or out-of-state travel to attend the funeral of the close relative.*
2. The assigned Deacon will complete the Bereavement Form and give to the Chairperson or Vice-Chair of the **Bereavement and Hospitality Committee**.
3. All families will receive the same menu, regardless of size. Food will be delivered to the designated location the day before the funeral.
4. Cost of the meal will be determined based on family size as indicated above.
5. **The committee will serve only one household per loss. If multiple church members are within the same bereaved family**, the assigned Deacon(s) will consult with the church members

privately to obtain an agreement as to which church member's home or the designated location to which the food is to be delivered; OR which church member will receive the monetary donation for travel. The Deacon will then notify the Chairperson or the Vice- Chair.

6. The committee will have access to the church kitchen to prepare food *as needed*.
7. The Chairperson of the **Bereavement and Hospitality Committee** will maintain a log and *quarterly* present a copy to the Deacon Board Chairman including the following information:
 - *bereaved family*
 - *date of delivery*
 - *location of delivery*
 - *size of family*
 - *amount spent*
 - *in-state (County) or out-of-state travel (State)*
 - *church member who received the travel/food expense*
 - *amount of the travel/food expense issued*
 - *who delivered the travel/food expense issued*

BIBLE LIGHT HOLINESS CHURCH
BEREAVEMENT FORM

(To be completed by the assigned Deacon of the Deceased)

Date: _____

Name of Deceased: _____ **Date of Death:** _____

Assigned Deacon: _____

Deceased Member's Point of Contact: _____

Funeral Director: _____

Funeral Arrangements: Date: _____ **Time:** _____

Location: _____

Family Size (circle one): 5- 50 51-75+

Does the funeral require in-state or out-of-state travel? *If yes, please list County and/or State, and person to receive traveling / food donation. If no, please list the designated location to deliver food.*

☐ **Yes, County and/or State:** _____

Person to Receive Travel / Food Expense: _____

☐ **No, Designated Location to Deliver Food:** _____

----- **To Be Completed by Bereavement Committee** -----

☐ **N/A Delivered Meal**

Meal Expense: \$ _____ **Date of Food Delivery:** _____

☐ **N/A Travel / Food Expense Issued**

Travel / Food Expense: \$ _____ **Person Who Delivered Expense:** _____

BIBLE LIGHT HOLINESS CHURCH RIDGEWAY, SOUTH CAROLINA

Subject: Facility Usage *Est. 5/20/07 Revised 11/29/07 Rev. 3/1/08 Rev. 9/19/08 Rev. 10/16/09*

Policy

It is the policy of Bible Light Holiness Church of Ridgeway to provide a process for the use of its facilities, and equipment by *adult* members and/or non-members. Non-members will only be allowed to rent the recreation area upon meeting the requirements below.

Procedure

1. Individual(s) must be a member(s) in good standing (defined by church organization policy) of the church in order to use church facilities, and/or equipment.
2. Member(s) wishing to use church facilities, and/or equipment, must complete a **Facility Usage Form** and return it to the designated person at least three (3) weeks prior the date of usage.
SEE ATTACHED FORM.
3. Once approved, member(s) and/or non-members will assume total responsibility of facilities, and/or equipment, notifying the designated person *within one hour of use* and *within one hour after use* of the items if damage is detected.
4. Failure to report damages may result in fines as deemed appropriate by the designated trustee(s) with approval from the Deacon Board and/or Pastor. **SEE FINE SCHEDULE BELOW.**
5. Chairman of the Trustees will designate someone to attend the function to make sure that everything is in order with the facility and the event.
6. Bible Light Holiness Church **WILL NOT** be responsible for the loss or damage of valuables or property, nor will it be responsible for personal injury to Members, their families, guests, or vendors.
7. Pets of any kind **WILL NOT** be allowed on the premises in any capacity.
8. Profanity, threats, objectionable behavior, or any Code of Conduct violations (defined by church organization policy) **WILL NOT** be tolerated.
9. Alcohol, tobacco, and other drugs **WILL NOT** be bought, sold or used on the premises.
10. All functions, including wedding receptions, birthday parties, anniversary parties, family reunions, etc., **MUST** conclude by 9:00 PM. All members, guests and vendors – as well as equipment (both personal and rented) and decorations – **MUST** be off the premises by 11:00 PM. Non-compliance could result in a revoke in usage, fine and/or suspension.

11. Members using the kitchen, fellowship hall or other areas of the church facilities or grounds shall be required to leave them in a clean and orderly condition and will perform superficial clean-up (remove paper, pick up plates, cups and trash, litter, decorative material) at completion of the function. **THIS ALSO APPLIES TO THE USAGE OF THE RECREATION AREA FOR MEMBERS AND NON-MEMBERS.**
12. The following groups are **NOT** eligible for sponsorship by members or non-members: businesses as a whole (in excess of 100 employees), artistic groups intending to perform on premises and groups intending to conduct worship services or political rallies, high school proms, college fraternity or sorority parties, and similar groups, as well as any other event deemed inappropriate or conflict with the church's mission and bylaws.
13. The sponsoring adult member **MUST** be present at all times during the event in order for the group to be sponsored and authorized to use the facilities.
14. Facility Usage Rates: (Members in good standing defined by church organization policy will be allowed to use the church facilities at a **flat fee of \$75.00** for the use of the recreation area for non-church functions upon meeting all above requirements. Members in good standing will be allowed to use the fellowship hall at **NO COST**.)

Group Rates for Non-Members for use of Recreation Area (includes kitchen, restrooms, picnic area, playground area, ball field, and picnic tables)

# of People	Cost
Security Deposit	\$150
1-50 persons	\$150
51-100 persons	\$175
101- 200 persons	\$225
200-300 (maximum) persons	\$350

SECURITY DEPOSIT & RENTAL FEE MUST BE PAID WITH COMPLETED FACILITY USAGE FORM. A FULL REFUND OF BOTH WILL ONLY BE GRANTED IF WE RECEIVE NOTICE OF CANCELLATION WITHIN 10 DAYS OF THE EVENT BY THE PERSON WHO COMPLETED THE FORM.

Fine Schedule

- Members deemed in violation could have their reservations privileges revoked or suspended.

- Non-member(s) who violate any of the above policy will be fined at a cost equal to or greater the number of people registered for the event according to the group rates listed above and as deemed appropriate by the designated trustee(s). In addition to the fine, a non-member deemed in violation could have their reservations privileges revoked or suspended.

**BIBLE LIGHT HOLINESS CHURCH
FACILITY USAGE FORM**

Today's Date: _____

**Member in
good standing: Yes ☐ or No ☐**

**Non-member in
good standing: Yes ☐ or No ☐**

Approved: Yes ☐ or No ☐

Date Received: _____

Sexton Signature: _____

Date: _____

Name of Member or Nonmember(s): _____

Address: _____

Telephone Number: _____

Requested Date of Use: _____

Start Time of Event: _____ **End Time of Event:** _____

Purpose of Use: _____

When will items be returned? : _____

REQUESTED ITEMS FOR USAGE

☐ **Tables: How many?** _____

☐ **Chairs; How many?** _____

☐ **Fellowship Hall**

☐ **Concession Stand Kitchen**

☐ **Concession Stand Restrooms**

☐ **Picnic Area**

☐ **Grill**

☐ **Other:** _____

Signature of Person Requesting Facilities

Est. 5/20/07 Revised 11/29/07 Rev. 3/1/08 Rev. 9/19/08 Rev. 10/16/09

**BIBLE LIGHT HOLINESS CHURCH
POST OFFICE BOX 277
RIDGEWAY, SC 29130**

ELDER CURTIS SQUIREWELL
PASTOR

TELEPHONE (803) 337-2111
(803) 337-3264

WEDDING GUIDELINES

It is expected that the bride and groom will both be saved. If both are members of this church, each will notify his/her Deacon of the upcoming marriage. Church weddings will only be performed for members in good standing.

Persons planning marriage (especially church weddings) should inform Pastor and Deacon at least (4) months before the planned wedding date. This will allow the event to be placed on the church calendar and sufficient time for the Pastor to schedule pre-marital conferences.

Persons planning church weddings should meet with his/her Deacon to discuss church guidelines for the ceremony. Each Deacon is responsible to the Pastor and Chairman in assuring that guidelines are followed.

1. It is recommended that church weddings be scheduled on days other than Sundays.
2. The details of the wedding ceremony should be discussed with your Deacon/Deaconess.
(discussion should include order of the ceremony, placement of songs, vows, etc. before programs are printed.
3. No wedding will be performed in the pulpit.
4. All persons participating in the wedding shall comply with church guidelines of dress. (Which includes head covering for all sisters attending the wedding and those in the wedding party).
5. The musician should be a person of good reputation and moral character.
6. The music shall conform to church standards and should be approved.
7. The pastor should be given proper respect at the wedding reception.
8. Copy of marriage license and a picture should be submitted to the Pastor.



BIBLE LIGHT HOLINESS CHURCH GUIDELINES FOR DRESSING AND CONDUCT FOR WOMEN AND GIRLS

Revised 8/23/25

1. Women are not to sit on the front rows in church.
2. All women participating in the Lord's Supper are asked to wear white.
3. We are not to fashion ourselves after the world, nor should we wear anything that will be a hindrance to praising the Lord! (I Timothy 2:9)
4. We should not wear garments that pertain to a man; such as pants, shirts, neckties, etc. (Duet. 22:5)
5. We should wear our clothes at a decent length. We should not wear any skirts or dresses with splits above the calf.
6. We should not wear tight clothing or wear low-cut clothing that reveals our cleavage. We should always check before leaving home that our buttons and zippers are closed (pinned if necessary), and other undergarments are secure.
7. Stockings or socks are to be worn in worship services.
8. We should not cut our hair (I Corin.11:14-15).
9. We require women beginning at 18 and older to wear a hat in all services.
10. No excessive jewelry is to be worn. (*watches, wedding bands, and engagement rings are not considered to be excessive*)

DRESS CODE FOR MEN AND BOYS

Revised 8/23/2025

1. Only modest or standard haircuts are acceptable.
2. Sleeved or sleeveless outerwear which reveal the underarms; unbuttoned shirts that reveal the chest; No cut-off shirts that reveal the stomach or back should be worn.
3. Athletic equipment and uniforms should be confined to the area for which they are required, and not to be worn as casual wear to church services.
4. Men and boys should wear, when available, clothing suitable for the occasion - (suit, and tie if appropriate). Jeans and tennis shoes shouldn't be worn to worship services unless nothing else is available *e.g. Sunday morning, anniversary services at home church and visiting churches. On Wednesday night more casual dress is acceptable but does not include athletic wear or uniforms.* Clothing with writing and signs should not be considered as suitable for worship service.
5. No tight-fitting trousers, pants, shorts, or shirts; No shorts or pants which reveal any part of the leg 3 inches or more above the knee (specifically at church gatherings) should be worn. *Shorts are permitted at picnics and outdoor gatherings as long as they meet the minimum length requirements.*
6. Appropriate underwear, including t-shirts and under- shorts should be worn with light colored pants or thin shirts.
7. Jewelry:
 - No excessive jewelry is to be worn. *(watches, wedding bands, and engagement rings are not considered to be excessive).*
 - Earrings, body piercings, and tattoos are not acceptable.
 - No chains or necklaces.
8. Men participating in the Communion Service are asked to wear black and white.

Election of Officers for Church Groups and Auxiliaries

1. All church groups and auxiliaries should have bylaws, policies, and procedures to govern their group/auxiliary.
2. Each church group and auxiliary should have officers such as president, vice president, secretary/ treasurer; with term limits for each office.
3. Each church group and auxiliary should hold elections as identified in their bylaws.

Meeting Protocol

1. Chairman entertains a motion upon discussion of a topic;
2. Someone stands and make a motion;
3. Another seconds the motion;
4. Chairman restates the motion;
5. Chairman calls for and says it's time to vote;
6. Someone responds by saying. "Question" if they are ready to vote or someone responds by saying. "Not ready";
7. Upon "Question" statement, then Chairman says. "All in favor for the motion (can repeat the motion) signify by saying I or raise right hand. All not in favor by like sign."
8. Votes are tallied and Chairman announces the result of the vote: ***Example 5 to 2 in favor of the motion OR 2 to 5 not in favor of the motion.*** Then responds by saying one of the following:
 - "Motion approved (include voting results)"
 - "Motion denied (include voting results)"
 - "Motion approved unanimously"
9. If not ready then Chairman recognizes the person who provides reason(s) for not being ready and continues with further discussion.
10. Then repeat steps 5-8.

Annual Giving Commitments

- **St. Jude Children's Research Hospital** (<https://www.stjude.org/>) - Taking care of cancer and serious illness of children
- **CARES** Disaster victims, homeless, feeding the hungry.
- **Operation SMILE** (<https://www.operationsmile.org/>) Dealing with kids with cleft lips and cleft palates

Deacon Board Bylaws

(April 2016; Rev.10/29/25; Rev. 11/25/25)

Qualifications: The Deacons shall be men full of the Holy Ghost and should possess wisdom and high moral and spiritual status. These men after being elected should be proven to be satisfactory in their position as a Deacon and then ordained as Deacons. All Deacons make up the Deacon Board for the church. Deacons are responsible to assist the Pastor/Elder as instructed in scriptural and practical matters concerning God's church. The role of a Deacon is second only to the Pastor. A Deacon should not attempt to usurp authority over the Pastor/Elder. Although this church does not ordain women, nor does the Holy Bible speak of a woman holding the office of Deaconess, we recognize the wives of ordained Deacons as Deaconesses since they too were found to have certain qualities to help qualify their husbands for the office of Deacon which means *to serve*.

Responsibilities

1. Deacons should administer baptisms. Baptisms shall be done in the name of Jesus Christ (Acts 2/38 & 2/4)
2. Deacons shall receive a member's statement of financial support as needed.
3. Deacons shall hear cases of alleged misconduct and recommend proper remedy up to and including excommunication.
4. Deacons are to report to the Pastor/Elder monthly concerning the assigned families he is responsible for.
5. Deacons are to, when needed, give spiritual encouragement and counsel. If deemed necessary, the assigned Deacon may take another Deacon with him to visit and counsel the member involved. All counsel is to be given in love considering oneself (Galatians 6:1 *Brethren, if a man be overtaken in a fault, ye which are spiritual, restore such a one in the spirit of meekness; considering thyself, lest thou also be tempted.*)

How Members are assigned to Deacons: Members are assigned based on geography and family. The Chairman is responsible for assigning all members.

Voting Members: A quorum to establish an official meeting is not static but shall consist of 50 percent plus 1 of those currently recognized as leaders, whether they be Pastors, Elders, Ministers, or Deacons. Deacons Emeritus are urged to attend but their presence shall not count towards a quorum. Each leader present shall have one (1) vote in making any decision, except that Deacons Emeritus, while encouraged to add their experience to all discussions, shall have no vote. The pastor will only cast a vote to settle a tie. The Pastor shall always have the right and authority to make a final decision concerning any issue.

Election and Term of Service

1. The Deacon Board will consist of the following officers: Chairman, Vice Chairman, and Secretary.
2. Elections of officers should be held every three years in May to take office in January.
3. Current officers may be re-elected to serve additional terms.

Responsibilities of Officers: **Chairman:** The Chairman of the Deacon Board reports and/or is accountable directly to the Pastor on all matters. Meets with the Pastor briefly on Sunday morning before morning worship to obtain counsel that may affect service or upcoming church activity. Facilitates all Deacon Board meetings. Establish committees as needed; ask for volunteers to serve on the committees and/or appoint members of the Leadership to serve on committees. **Vice Chairman:** To carry out duties of the Chairman in his absence; **Secretary:** To record meeting attendance and minutes during meetings. Provide prepared minutes to Chairman no later than two weeks after the meeting.

Executive Committees: *The Executive Committee of Deacons* is authorized to act in behalf of the Deacon Board when time is of the essence. A decision made by *The Executive Committee of Deacons* shall be approved by the Full Board no later than the next meeting of the Deacon Board. The Committee should be made up of the Board Chairman, Vice-Chairman, and the Secretary.

The position of *Executive Officer*, as of 11-21-2025, is replaced with the establishment of ***The Executive Committee of the Church***. This Committee is appointed and authorized by the Pastor to act in the absence of an installed Pastor or when the Pastor is deemed to be physically unable to serve. The Committee has the authority to make decisions, deemed to be in the best interest of the Church, as pertaining to policies, programs, and financials. The Committee does not have the authority to appoint a Pastor. Current members of the Executive Committee of the Church are Elder Bennie Mozie, Minister Neco Green, and Deacon Vernon Kennedy, Sr.

Meetings Regular Leadership meetings shall be on the 3rd Friday during the month of Communion at 7:30 pm and as often as necessary. The Leadership consists of a joint meeting with the Pastor, Clergy, Deacons and Deaconesses for a period of time, then a separate meeting for the Deacon Board along with the Pastor and Clergy and a separate meeting for the Deaconesses along with the Clergy Wives.

See Attachment A for list of officers, terms, and members.

The servant-leader shares power, puts the needs of others first and helps people develop and perform as highly as possible.

Ambassadors for Christ

Bylaws and Regulations Rev. 2/27/16; Rev. 10/23/25

Mission Statement: We, the Ambassadors for Christ, are dedicated to fulfilling the will of God; winning souls, visiting the sick, helping and showing love for our fellow man, most of all spreading the Gospel. We endeavor to enlighten the lost while encouraging the sick and shut-in to trust in our Lord and Savior Jesus Christ.

Target Group: The lost, windows indeed, sick and elderly

President: Leads effort, as lead by the Spirit of Jesus Christ, in spreading the Gospel of Jesus Christ to the lost, visiting the sick, elderly, and widows indeed. Leads team in prayer during missions and as often as requested by those in need. President identifies key missionary areas to work. President provides guidance, training and instruction to those within the group to help edify members of the team. President manages all missionary events while working with Secretary/Treasurer to organize the events. Develops budget with the assistance of the Vice-President, Secretary/ Treasurer.

Vice-President: Acts as the presiding officer in the event the President is absent. The Vice-President will occupy the office of President until a President has been appointed by the Pastor as to not hinder the work of the Lord.

Secretary/Treasurer: Organizes all missionary events as directed by the President. Notifies members of planned events. Notifies members of any changes to missionary events such as times, dates, etc. Responsible for notifying President of member participation status in the event a member is unable to participate. Responsible for the collection of funds, dues, makes withdrawals and purchases. Purchases are to be approved by the President prior to any exchange of funds. Responsible for maintaining effective minutes of all meetings and obtaining attendance. Delivers minute reports as required. Oversees budget and financial accounts that are in place. Treasurer keeps proper records and documentation of all financial accounts. Provides reports of the auxiliary's financial position as required.

Election of Officers:

President: The office of President shall be appointed by the Pastor. This office will be reviewed every two years by the Pastor.

Vice-President, Secretary/ Treasurer: Nominations and elections for each officer shall be held no later than the end of November. This is to provide ample amount of time for exchange of duties, any upcoming business including but not limited to calendar preparations, events, etc. There will be a nomination process after which all elections will be done by written ballot held by the auxiliary members.

Term of Office: Upon being elected, each officer shall serve a two year term beginning and ending in January. In the event an officer is not elected, the current officer of that position shall remain in office until a successor has been elected. Election for new officer must be carried out expediently. Each officer is eligible for re-election. Officers are expected to meet quarterly to maintain unity, and discuss any business related matters. If more meetings are required, it is left at the discretion of the President.

Membership:

Member Duties: Member must be at least 16 years of age . Members must profess to be filled with the Holy Ghost and living a clean and Holy Lifestyle. Members must be a member in good standing according to the church policies. Members in good standing, have been baptized in the name of the Lord Jesus Christ, have a good report of them within and without the Church, obey the rules and regulations of the Church, have regular attendance of Church services and is helpful, and is faithful in tithing and in offerings. Members are expected to be faithful in all missionary events. In the event a member is unable to participate, he/she **must notify the Secretary**. This is to provide the President ample amount of time for any adjustments that may need to occur.

Member Offenses: The following actions will result in membership termination.

1. Willfully or repetitious neglect of rules or insubordination.
2. No show, notification of absence, or participation after 3 months.

Dues: The dollar amount and pay rate of dues shall be determined by the officers and set yearly. Any changes to current dues must be ratified by the auxiliary.

Missionary Guidelines:

Witnessing:

- Members shall be divided into teams to efficiently fulfill the goals of the event.
- There shall be a **minimum of 2 members per team** during witnessing events.

Visiting:

- The main objective of the visit shall be to encourage the visitee. Members will offer scripture, prayer and a minimum of 1 song.
- Time limit to spend with visitee is set to no more than (NMT) 45 minutes. This is to prevent any overbearing, and strain on the visitee.
- Secretary shall confirm with visitee 24 hours prior to event.

Cancellations: Cancellations are to be made only by the President. Cancellations can be made due to inclement weather, or insufficient participation. In the event a cancellation has been made, the Secretary must notify all participating members.

See Attachment A for list of officers, terms, and members.

The Brotherhood

Bylaws and Regulations Rev. 2/27/16; Rev. 10/23/25

Mission Statement: To provide essential development, unity and role renewal of men. Where men will be able to embrace the roles given unto them and carry those roles out successfully

Officers:

President: Presiding officer over meetings in accordance to the bylaws of the church. Handles business matters of the brethren in reference to meetings and ensures all business matters are followed through in a timely manner. Responsible for leading and keeping the men of the church alive in their respected roles, an *“example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity” – I Timothy 4:12*. President is capable of providing men with spiritual counsel, guidance, and leadership that we all might be on one accord in Christ. Develops budget with the assistance of the Vice-President, Secretary and Treasurer. Manages all auxiliary extensions of The Brotherhood.

Vice-President: Acts as the presiding officer in the event the President is absent. Carries out the duties of the President in the event the President is unable to carry out his duties by means of death, resignation, temporary incapacitation or in the event has not been elected. The Vice-President will occupy the office of President until a President has been elected.

Secretary: Responsible for maintaining effective minutes of all meetings and obtaining attendance. Delivers minute reports as required. Secretary holds the office of Treasurer in the absence of the Treasurer.

Treasurer: Responsible for the collection of funds, dues, make withdrawals and purchases. Oversees budgets and financial accounts that are in place. Treasurer keeps proper records and documentation of all financial accounts. Provides regular reports of the auxiliary's financial position.

Election of Officers:

President, Vice-President, Secretary and Treasurer:

Nominations and elections for each officer shall be held in October. Nominee must be a member in good standing according to the church policies. Members in good standing, have been baptized in the name of the Lord Jesus Christ, have a good report of them within and without the Church, obey the rules and regulations of the Church, have regular attendance of Church services and is helpful, and is faithful in tithing and in offerings. Nominee must have a good report among the brethren. Nominee is elected by the majority vote of the Brethren.

Term of Office: Upon being elected, each officer shall serve a two year term beginning and ending in February. This is to provide ample amount of time for exchange of duties, any upcoming business including but not limited to calendar preparations, events, etc. In the event an officer is not elected, the current officer of that position shall remain in office until a successor has been elected. Election for new officer must be carried out expediently. Each officer is eligible for re-election. **Brethren:**

Brethren Duties: Male members 18 years of age and older are required to attend all meetings. Brethren are expected to uphold all governing church policies and bylaws. Brethren are expected to participate in organized/unorganized church functions as required.

Meetings: Brethren including Officers are expected to meet at least four times a calendar year as directed by the President. Meetings will be organized by the President and held promptly at 7:30 pm. Meetings outside of the schedule calendar meetings are held at the discretion of the President. In the event one of the Brethren is unable to attend a scheduled meeting, he is expected to notify the President and/or Vice-President. Officers are expected to meet bi-monthly (every other month) to maintain unity, and discuss any business related matters pertaining to the Brotherhood. If more meetings are required, it is left at the discretion of the President

Dues: The dollar amount of dues shall be determined by the officers of The Brotherhood and set yearly. However, any changes to current dues must be ratified by the Brethren. Dues will be utilized in respect to the goals of The Brotherhood.

See Attachment A for list of officers, terms, and members.

The Trustees

(Deacon Board approved 3/21/25)

Trustees are stewards over the property that God has entrusted to the congregation, therefore they are to have the responsibility for the oversight and care of all local church property, buildings, grounds, cemetery, and equipment to accomplish the mission of the church. And of course, the mission of the church is to work for the saving of souls.

Responsibilities

1. Trustees are responsible for order and security.
2. Trustees ensure that the Articles of Incorporation are kept up to date.
3. Trustees conduct an annual review of church-owned property, buildings, vehicles, and equipment with the necessary insurance coverage. This includes an audit/inventory of furnishing and equipment for insurance purposes. *(The annual review and inventory list will be given to the Deacon Board.)*
 - Church-owned property (*land*)
 - Buildings (*Main church, storage unit at main church, Willow Springs, kitchen/restrooms at picnic area, storage unit at picnic area, church #2 in Greenbrier, etc.*)
 - Vehicles (*Burgundy 15-passenger van, green 6- passenger minivan, etc.*)
 - Equipment (*Sound system, instruments, security system, copier, HVAC system, electric panels, baptism pool, plumbing, marque, etc.*)
 - Insurance Coverage for church-owned property, buildings, vehicles, and equipment
4. Trustees conduct accessibility studies to discover and eliminate physical barriers that hinder full participation by all members.
5. As representative of the body, designated Trustees sign all legal documents.
6. **Event Parking:** Trustees must maintain awareness of functions occurring at the church that will require their assistance *i.e. funerals, weddings, etc.* Designated Trustee (s) will be assigned to lead and direct the parking of vehicles, placement of traffic cones, etc.
7. **Security and Concealed Weapons:** Trustees must always maintain awareness of all the safety and security of the church assets, *i.e. people attending services, church property, building, vehicles, equipment, etc.* Trustees will establish a protocol alerting the authorities of security threats, informing the congregation of security measures, and preparing the congregation how to handle security threats. Designated Trustee (s) will be assigned to:
 - monitor security cameras during morning and night church services.
 - ensure operation and regularly test security equipment, *i.e. cameras, alarm, panic buttons, etc.*
 - carry a concealed weapon while on church premises *upon participating in a concealed weapon training, reviewing the SC Open Carry Law, and signing a Consent to Carry and Protect Form (additional responsibilities and expectations will be detailed in the consent form); and*
 - stand guard for the counting of all church offerings.
8. **Cemetery/Grave Markings:** Trustees must maintain awareness of burials to occur at the church cemetery that will require their assistance. Designated Trustee (s) will be assigned to:
 - train with the current plot coordinator to learn how and what to communicate with the funeral director and their staff.
 - how to assign plot designations and ensure the grave diggers adhere to the designations.
 - maintain a record of the plot designations to include all pre-paid order plots.
9. **Annual Inspections:** Trustees must coordinate annual inspections from licensed providers for the HVAC, electrical, and plumbing systems.
10. **Repairs/Replacement:** Any repairs or replacement for church property, buildings, equipment, and vehicles must be submitted to the Finance Committee using the Finance Request Form.
11. Provide a report to the Deacon Board every other month on the Trustee Committee performance.

Qualifications

1. A trustee must be a member in good standing, at least 21 years of age.
2. Trustees should be men with knowledge and skills in the field of asset and property management.
3. They should have the ability to listen and communicate effectively with people of all ages, and the ability to work well with other ministry leaders.
4. They must have a genuine concern for people in general, and for the Church, its members, and its mission.

Appointment, Election and Terms for Service

4. In the absence of an active Chairman, the Deacon Board with the consent of the Pastor may appoint a Chairman of the Trustees.
5. Candidates to serve as a Trustee shall be nominated and approved by the Deacon Board with the advice and consent of the Pastor.
6. The terms of the appointment of a Trustee shall be 3 years.
7. Elections of officers should be held every three (3) years in October to take office in January.
8. Current officers may be re-elected to serve additional terms.
9. Officers will be limited to 2 consecutive terms. Additional terms must be approved by the Deacon board.

Officers

1. The **Chairman** should show evidence of previous effective leadership, especially in asset management; show evidence of an active and growing love for the Lord and for the people of God, which will allow him to be able to act always in the best interest of the Church. The Chairman of Trustees must be able to delegate responsibilities and provide oversight so that projects and tasks are completed in a timely manner. Other responsibilities include facilitating meetings and overall work entrusted to the Trustees, ensuring that Trustees are aligned and assigned to tasks appropriate for their abilities, knowledge and skills.
2. The **Vice Chairman** will carry out duties of the Chairman in his absence.
3. The **Secretary** will record meeting attendance and minutes during meetings. Provide prepared minutes to Chairman no later than two weeks after the meeting.

Meetings: Regular meetings need to be established and held to ensure all Trustees are on the same page with tasks entrusted to them and to follow up on actions items.

Trustees are stewards over the church property that requires godly men to of Bible Holiness Church to be faithful in attendance and observation, collaborative, dedicated, and equipped with certain abilities, knowledge and skills help carry out the work needed to protect the church's assets i.e. people and property. All Trustees must remain a member in good standing unless be removed from serving in this capacity. A signed agreement will be collected from each Trustee acknowledging their adherence to procedures and assigned roles.

See Attachment A for list of officers, terms, and members.

The Trustees Agreement

(Deacon Board approved 3/21/25)

Trustees are stewards over the property that God has entrusted to the congregation, therefore they are to have the responsibility for the oversight and care of all local church property, buildings, grounds, cemetery, and equipment to accomplish the mission of the church. And of course, the mission of the church is to work for the saving of souls.

Responsibilities

1. Trustees are responsible for order and security. **All**
2. Trustees ensure that the Articles of Incorporation are kept up to date. **Chairman**
3. Trustees conduct an annual review of church-owned property, buildings, vehicles, and equipment with the necessary insurance coverage. This includes an audit/inventory of furnishing and equipment for insurance purposes. *(The annual review and inventory list will be given to the Deacon Board.)*
 - Church-owned property (land) **TO BE ASSIGNED**
 - Buildings (Main church, storage unit at main church, Willow Springs, kitchen/restrooms at picnic area, storage unit at picnic area, church #2 in Greenbrier, etc.) **TO BE ASSIGNED**
 - Vehicles (Burgundy 15-passenger van, green 6-passenger minivan, etc.) **TO BE ASSIGNED**
 - Equipment (Sound system, instruments, security system, copier, HVAC system, electric panels, baptism pool, plumbing, marque, etc.) **TO BE ASSIGNED**
 - Insurance Coverage for church-owned property, buildings, vehicles, and equipment **TO BE ASSIGNED**
4. Trustees conduct accessibility studies to discover and eliminate physical barriers that hinder full participation by all members. **TO BE ASSIGNED**
5. As representative of the body, designated Trustees sign all legal documents. *(Has this ever happened? Does this happen now? What legal documents?)*
6. **Event Parking:** Trustees must maintain awareness of functions occurring at the church that will require their assistance *i.e. funerals, weddings, etc.* Designated Trustee (s) will be assigned to lead and direct the parking of vehicles, placement of traffic cones, etc. **TO BE ASSIGNED**
7. **Security and Concealed Weapons:** Trustees must always maintain awareness of all the safety and security of the church assets, *i.e. people attending services, church property, building, vehicles, equipment, etc.* Trustees will establish a protocol alerting the authorities of security threats, informing the congregation of security measures, and preparing the congregation how to handle security threats. Designated Trustee (s) will be assigned to:
 - monitor security cameras during morning and night church services; **TO BE ASSIGNED**
 - ensure operation and regularly test security equipment *i.e. cameras, alarm, panic buttons, etc.*; **TO BE ASSIGNED**
 - carry a concealed weapon while on church premises *upon participating in a concealed weapon training, reviewing the SC Open Carry Law, and signing a Consent to Carry and Protect Form (additional responsibilities and expectations will be detailed in the consent form)* **TO BE ASSIGNED; and**
 - stand guard for the counting of all church offerings. **TO BE ASSIGNED**
8. **Cemetery/Grave Markings:** Trustees must maintain awareness of burials to occur at the church cemetery that will require their assistance. Designated Trustee (s) will be assigned to:
 - train with the current plot coordinator to learn how and what to communicate to the funeral director and their staff; **TO BE ASSIGNED**
 - how to assign plot designations and ensure the grave diggers adhere to the designations; **TO BE ASSIGNED**
 - maintain a record of the plot designations to include all pre-paid order plots; **TO BE ASSIGNED**
9. **Annual Inspections:** Trustees must coordinate annual inspections from licensed providers for the HVAC, electrical, and plumbing systems. **TO BE ASSIGNED**

10. **Repairs/Replacement:** Any repairs or replacement for church property, buildings, equipment, and vehicles must be submitted to the Finance Committee using the Finance Request Form.
11. Provide a report the Deacon Board every other month on the Trustee Committee performance. **Trustee Chairman**

Trustees are stewards over the church property that requires godly men to of Bible Holiness Church to be faithful in attendance and observation, collaborative, dedicated, and equipped with certain abilities, knowledge and skills help carry out the work needed to protect the church's assets i.e. people and property. All Trustees must remain a member in good standing unless be removed from serving in this capacity. A signed agreement will be collected from each Trustee acknowledging their adherence to procedures and assigned roles.

I agree to be a Trustee under the above procedures and role(s) assigned to me.

Name _____ Signature _____ Date _____

FOR DEACON BOARD ONLY

YOUTH LEADERS COMMITTEE

Revised 9/11/2025

Commitment To Serve

Mission Statement: To provide activities that will help Youth Open Up Their Hearts to Jesus Christ.

Target: Primary Target: K-12 Youth - Secondary Target 18-35

Activity Development

1. Does it line up with our mission and Pastor's Charge?
2. Is our primary target group involved?
3. Is it feasible?
 - A. Do we have adequate manpower?
 - B. Can we afford it?
 - C. Do we have enough time?
 - D. Who will lead the effort?

President: To manage the youth activities and events for the church. Draft budget for department using prior year revenue versus expenses and future activities as a guide. Provide financial or programmatic reports and/or requests to the YLC, Chairman of Deacon Board and/or pastor. To collect all donated funds for the YLC. To approve all expense request. Receive all receipts from Treasurer within one week after activity or event. Receive all bank statements through the mail. Log all transactions on an excel spreadsheet. Provide monthly financial reports during the YLC meetings.

Vice president: To carry out duties of the president in his absence.

Secretary: To log meeting attendance, record minutes during meetings, inform members of change in meeting(s), and purchase cards, flowers, etc. for members when needed.

Treasurer: Receipt and deposit all funds *identifying the transaction*. Make all deposits within one week after receiving them. Give all receipts and deposit slips to the President within one week after deposit. Write checks to youth leaders for upcoming events or reimbursements. *Youth leaders should not purchase any items without prior approval from President in order to receive reimbursement.*

Youth Leaders Member: Lead, assist and/or support all youth leader and sub-committee activities and events as needed.

Election (President, Vice President, Secretary and Treasurer): Members in these offices shall serve a term of at least 3 years. After which a nomination and election period will be held by way of written ballot. Nominations will be held in the month of July and Elections in the month of August. The elected official will take office at the in January to allow time for transition and training.

NOTE: Any officer found not to be performing his or her duties in accordance with the youth leader's committee bylaws, church polices or spirit of operation for the youth leaders committee may be subject to removal as an officer.

-
- Meetings will be scheduled **monthly** on the 2nd **Tuesday @ 7:00 p.m.** The meeting date

may change at which each member will be notified by way of open church announcement, phone calls, texts, emails etc.

- The Executive Committee which consists of the officers will meet as needed and shall make decisions for Youth Leaders Committee.
- Executive Committee will approve the yearly budget with input from the committee members.
- Members are expected to have activities/events well thought of and organized to the extent possible prior to presenting them at meetings. Members should identify materials needed, location, cost, time, committee members and others persons to help etc.
- Final decisions are made by majority vote. All youth department decisions can be overturned by the Chairman of the Deacon Board and/or Pastor.
- All activities should be announced at least 3 weeks prior.
- Upon completion of the activity, the activity leader is expected to provide a report at the next scheduled youth leaders meeting.
- Secretary will take official written minutes during all meetings and provide copies to members within 2 weeks.
- Activities needing the use of church van should be requested using the VEHICLE REQUEST FORM at least two weeks prior.
- Current Youth Leader Subcommittees:
 1. Softball
 2. Tots for Christ 3-7
 3. Juniors for Christ 8-12
 4. Youth For Christ 13-18
 5. Forgiven 8-18
 6. Education Award:
 - A. Bishop E. J. Squirewell College –AGE 35
 - B. High School 9th – 12th
 - C. K-8th
 - D. College Tours
 - E. Back to School
 7. Young Adults 18-39
 8. Adopt- A- Highway – No Report

See Attachment A for list of officers, terms, and members.

BIBLE LIGHT HOLINESS CHURCH – ADULT CHOIR RULES

Revised 1/21/2025; 9/11/2025

Officers

President: To handle business of the choir, maintain order, and ensure guidelines are being met.

Vice-President: To carry out duties of the president in his absence.

Treasurer/Secretary: To collect donations, make deposits, withdrawals, purchases, log rehearsal attendance, take notes and give financial report when needed.

Choir Director: Directs choir from musician area, prepare songs for rehearsals and services and approves members to sing songs.

Musician Director: To oversee the instrument playing and players.

Assistant Choir Director: To carry out the duties of the director in his or her absence and to assist director as needed.

Song Leader: Lead members in song from the musician area.

Choir Member: Sing to the glory of God under the leadership of the director, assistant director or song leader.

Election of Officers

President, Vice-President, Secretary/Treasurer: Members in these offices shall serve a term of two years.

Director, Assistant Director, & Musician Director: This office will be appointed by the Pastor from a short list of candidates provided by the officers of the choir. This office will be reviewed annually by the Pastor.

Participation Requirements

Membership Guidelines

- Participant must have the Holy Ghost.
- Participant must be at least 16 years old.
- Participant must be a member in good standing according to the church policy. A member in good standing is as follows:
 1. Has been baptized in the name of the Lord Jesus Christ.
 2. Has a good report of them within and without the Church.
 3. Obey the rules and regulations of the Church.
 4. Has regular attendance of Church services and is helpful.

5. Is faithful in tithing and in offerings.

- Participant must audition with director.
- Participant must be available and participate at least 75% of the time for rehearsals and all services.

Rehearsal

- Rehearsal is scheduled on the 2nd and 4th Friday of the month unless otherwise scheduled.
- 4th Friday will be designated for a work session to reinforce *protocol, voice strengthening, etc.*
- Members must notify the President and/or Director if unable to attend rehearsal.
- Members who miss rehearsal will not sing with the choir on the following Sunday morning service. That member will be expected to rejoin the choir at the services following Sunday morning.
- Members who are interested in leading/rehearsing a song must notify the director on what will be rehearsed.
- Members will be asked to give donations at each rehearsal, ***to be used for choir business such as flowers, cards, gifts, food for events and activities.***
- Members are subject unto whoever is in charge of rehearsal.
- Attendance will be taken at every calendar scheduled rehearsal.
- 2 Consecutive unexcused absences will result in disciplinary action.

Worship Service

- Members must notify the Vice President if unable to attend worship services.
- All members/musicians will meet in the conference room for prayer before Sunday morning services.
- Members who are not well enough to give their best should notify the director or president before sitting on the floor.
- During Wednesday night service, choir members will be expected to sit together occupying the 2nd through 5th seats.
- The choir is expected to sing in all services. Members are expected to attend all services.
- Members are expected to represent the church and the choir in a positive manner.
- Consecutive unexcused absences will result in disciplinary action.

Dress Code

- Choir members will be expected to abide by the church dress code in and outside of services.
- The primary Sunday morning choir attire is robes unless a dress code schedule is provided.
- Choir robes must be taken off only in the conference room or its designated place of storage.

Offense

Willful or repetitious neglect of rules or insubordination will result in the following:

1. Verbal conference with President
2. Conference with President or President and Vice-President
3. Suspension of choir membership: 1st time 3 months; 2nd time 6 months; 3rd time 12 months

BIBLE LIGHT HOLINESS CHURCH - YOUTH CHOIR BYLAWS

August 2025; 9/11/2025

Positions and requirements:

- **Youth Choir Director:** With pastoral oversight, responsible for the body of the youth choir and appropriate song selections, creates a schedule for rehearsals and performances, sets the tone for worship, teaches and directs songs, and provides a holiness atmosphere for participation and engagement.
- **Vocal Leaders, Backup Singers, & Musicians:** With direction from the director, provides vocal and or musical support during rehearsals and performances, and is required to practice regularly to maintain skills and talent that does not adversely affect the worship atmosphere.

Purpose: Bible Light Holiness Church youth choir fosters a worshiping atmosphere through singing and use of instruments. This atmosphere develops youth and/or young adults' skills and talents while instilling spiritual discipline in worship and to cultivate unity and long-term church engagement.

Criteria for Participation: It is understood that the youth choir is normally grouped by age for those that are 18 and under. However, the youth choir is not limited to those 18 and under. The youth choir is provided as an opportunity for young adults that do not want to participate in the adult choir with a willingness to worship. Based on past traditions of the church, it is encouraged that young adults that desire to participate are welcome to do so.

Rehearsals: Rehearsals are normally held during a time that is convenient for those that are participating. Ideally rehearsals are held on the 2nd Sunday after the morning service of each month; however, rehearsal can be rescheduled or added at the discretion of the choir director in need to support church programs or other functions when given advance notice. If this is the case, it is the role of the choir director to provide notice and coordinate with those affected.

Note: On occasions, the youth choir may be required to rehearse during intermission time for reasons that support a church service. If this is the case, the choir director will coordinate with the Sunday school superintendent and will govern accordingly.

Expectations: It is expected that the youth will sing on the 3rd Sunday of each month or during church programs when given advance notice. It is understood that performances may change as programs or special services may fall on the date that the youth is expected to perform. If this is the case, notice will be given, and the choir director will coordinate those affected appropriately.

Furthermore, it is expected that those participating will attend church services and rehearsals regularly. If there is one that does not attend church service often or rehearse with those that do, then the choir director will have the authority to intervene with the parent or guardian of the youth and/or the young adult that is participating.

USHERS

*“...I had rather be a doorkeeper in the house of my God...” Psalm 84:10
“Let all things be done decently and in order.” 1 Corinthians 14:40*

President: Serves as the lead coordinator and spiritual guide for the usher ministry, ensuring that worship services run smoothly and reverently. They oversee usher teams, delegate responsibilities, and model hospitality and professionalism. Their role includes preparing the sanctuary before services, welcoming guests, and maintaining order during worship. They are creating an atmosphere where attendees feel respected and spiritually supported.

Vice-President: Assists the President in leadership duties, helps oversee church programs when asked, and steps in whenever the President is unavailable. The Vice President also works closely with other officers to support the unity and smooth operations of the church.

Treasurer: Manages ushers funds, keeps accurate financial records, prepares financial reports, and ensures that offerings and other funds are handled properly and securely.

Secretary: Keeps minutes of meetings, handles correspondence, and assists with communication to members when needed. The Secretary does the scheduling for the Ushers committee.

Election (President, Vice President, Secretary and Treasurer): Members in these offices shall serve a term of at least two years. After which a nomination and election period will be held by way of written ballot. Nominations will be held in the month of December and elections in the month of December. The elected official will take office in January to allow time for transition and training.

The Usher

An usher is an officer of the church that he or she serves. An usher is one who introduces strangers, a door-keeper, a forerunner, or one who walks before persons of rank. The usher makes the members and visitors feel comfortable and of lending spiritual dignity to the whole church service. Ushers are leaders. As such, they reflect the devotion and reverence and joy of encountering God in our worship service. The usher helps the pastor and promotes worship.

The Usher Represents the Church

The usher stands for, and is a part of the church. He or she should be a Christian, not just on Sundays, but every day of the week. The usher is the first person the worshipper comes into contact with, and the must show individual interest to each one. The usher's personality, words, and act will largely set the tempo of the church service and may determine whether or not people come back again. And to our visitors, the usher will want to greet them in a way that says, “Welcome, we’re glad that you chose Bible Light Holiness Church as your place of worship today!” It is an honor to be an usher.

Six Qualifications for an Usher

1. Alertness- The word “alert” means to be quick to act as the occasion demands

2. Christianity- To be a good church usher, you must be a Christian. A Christian is one who professes Jesus Christ as Savior, and accepts Him as Lord.

3. Courageousness- A courageous usher is one who can face life with a smile when things are not pleasant.

4. Courtesy- The one outstanding trait of an usher is to be courteous.

5. Discipline- One should think of his actions in his daily life and realize that self-discipline helps determine the respect others have for you in the position you hold in the church.

6. Promptness- To be prompt means to be quick to act as the occasion demands.

Some Things to Remember

- ⊕ Ushers should be on duty at the time of Sunday school.
- ⊕ Arrive at church 15-20 minutes before service.
- ⊕ Please do not chew gum while on duty.
- ⊕ Dress appropriate & wear usher badge.
- ⊕ After Sunday school, stand at front of church to keep noise at a minimum during altar call.
- ⊕ Greet everyone with a warm smile and a cheerful “Hello”.
- ⊕ Encourage visitors to fill out visitor’s form.
- ⊕ Try to sit the early arrivals to the front, leaving the rear seats for the late ones.
- ⊕ Do not get into the habit of pointing people to their seats rather than ushering them.
- ⊕ Do not show any sign of displeasure when people do not follow you to the seat you have for them; continue to smile.
- ⊕ Before service, check with small children for use of restroom and escort them to and from restroom if another adult is not with them: for ages 3-10.
- ⊕ Try to sit people with small children near the rear, if possible, to avoid being disruptive to the preacher & other people.
- ⊕ When children leave their seats during service it is best to hold them in the rear.
- ⊕ Never sit people during scripture reading or prayer.
- ⊕ During prayer **do not bow your head;** lock or hold doors; be attentive and keep watch over the congregation.
- ⊕ During altar call & prayer line request, stand upfront with paper towels and be prepared to assist with worshippers.
- ⊕ If someone faints or becomes ill during service take them out and call for a Deacon.
- ⊕ Hand out fans and collect them after offering; collect remaining fans after service and check for items left behind.
- ⊕ Be on time and attend your scheduled usher meetings, especially instructional meetings.
- ⊕ If you are unable to usher on date scheduled, please notify President.

Dress Code:

- ⊕ **Female ushers-** white only; white uniform, hat, shoes, and stockings.
- ⊕ **Male ushers-** white shirt, black pants, black ties, & black shoes.

Special Programs & Funerals:

- ⊕ White blouses/shirts and black skirts/bottoms should be worn. Any changes of attire will be announced by the President.

See Attachment A for list of officers, terms, and members.

Bible Light Holiness Church
Name of Faith Based Organization

Healthy Living Policy

WHEREAS:

Bible Light Holiness Church is concerned about the health of our
Name of Faith Based Organization
members and community;

WHEREAS:

People have become more and more interested in making healthier choices including eating smart and moving more;

WHEREAS:

Heart disease, cancer and stroke—the top three causes of death in County, STATE—are largely affected by what choices we make for our bodies as well as what we eat and how active we are;

WHEREAS:

Foods such as fruits, vegetables, whole grain breads and pastas, low-fat dairy products and avoiding drug use are better choices for preventing many diseases;

THEREFORE:

Effective 11/17/2013 it is the policy of

Bible Light Holiness Church
Date
Name of Faith Based Organization

that we will host or organize participation for members and families in activities to promote healthier choices (*examples may include community run/walk events, exercise classes, health fairs, tobacco education, etc.*); and

that all activities and events (*examples of events may include: meetings, potluck events, catered events, community-sponsored events, etc.*) sponsored or supported by this organization will always include opportunities for healthy foods and beverages by:

• **Purchasing and serving one or more of these healthier items:**

- ❖ **Fruits and/or vegetables**—Examples include fresh, frozen, canned or dried fruits (such as grapefruit, oranges, apples, raisins or 100% fruit juices), and fresh, frozen, or canned vegetables
- ❖ **Low-fat milk and dairy products**—Examples include skim/non-fat or 1% milk (also lactose free); low-fat and fat-free yogurt, cheese and ice cream; and calcium-fortified soy beverages
- ❖ **Foods made from grains (like wheat, rice, and oats), especially whole grains**—Examples include low-fat whole-wheat crackers, bread and pasta; whole-grain ready-to-eat cereal; low-fat baked tortilla chips; pita bread
- ❖ **Water**

• **Providing encouragement from group leadership to enjoy healthy foods** (Examples include promotion of healthy lifestyles and group leadership being role models for healthy food choices.)

Elder Art Siff 11/17/2013
Signature, Pastor/Director of Faith Based Organization Date

BIBLE LIGHT HOLINESS CHURCH FAN RULES

Created by FAN Coordinator and FAN Committee members on 3-2-2016

Mission Statement: FAN (Faith, Activity and Nutrition) To enrich our church family by providing the church with opportunities to be more physically active and to eat more fruits, vegetables, whole grains and less fat and salt and provide the church family with information and materials about physically activity and healthy eating.

Pastor: Participate in pastor monthly activities avid supporter in all of the FAN activities.

FAN Coordinator: To conduct monthly meeting to plan FAN and health-related, physical activities for the month. Update bulletin board monthly with Fan information, schedule meeting, etc. Ensure each committee members participate in the planning of the activities.

Assistant-Coordinator: To carry out the duties of the Fan Coordinator in his/her absence and to assist Fan Coordinator as needed

Treasurer/Secretary: To keep track of all purchases for FAN, receipts take notes at monthly meetings. Will give financial report when needed.

Editor- To present monthly newsletter with FAN information and entrée to try for the month and other helpful physical fit information and health bulletin for church and upcoming events.

Committee members: To help carry out the FAN plan under the direction of the FAN Coordinator

Elections of Officers

FAN Coordinator, Assistant Coordinator, and Treasurer/Secretary, Editors: Members will serve a term of two year.

FAN Coordinator & Assistant Coordinator will be appointed by the pastor and a deacon from a short list of qualified members. This office will be reviewed annual by the pastor and a deacon.

See Attachment A for list of officers, terms, and members.

Participations requirements

Memberships Guidelines

1. Participants must be a member in good standing according to church policy.
 - a. Has a good Christian character
 - b. Faithful in all regular service
 - c. Is Health conscious and have a mind to be physically activity
 - d. Members age from 16 and up

Monthly Meeting

1. All FAN members are expected to attend monthly schedule meeting which are schedule for the first Wednesday of each month before Wednesday night worship. If additional meeting are needed they will be discuss with FAN members.
2. All members must notify FAN Coordinator or Assistant Coordinator if unable to attend meeting.
3. Members are subject unto whoever is conducting the meeting.

FAN Activities

1. All members are to participate in FAN activities. Members must Inform FAN Coordinator if unable to participate.
2. Have a positive attitude for FAN and all activities at church promoted by FAN or other committee

Budget

1. Will be discussing at the end of the year plan meeting in October 2016 for upcoming 2017 calendar year.

Offense

Willful or repetitious neglect of rules or insubordination will result in one of the following:

1. Verbal Warning
2. Meeting with FAN Coordinator and Assistant Coordinator
3. Meeting with a FAN Coordinator, Assistant and a deacon
4. Termination of member

Women's Department By-Laws “*Sisters in Action*”

Pastor's Charge: To provide the necessary guidance, support, and fellowship to the end that every woman will know how to possess her vessel in holiness, sanctification, and honor.

Mission Statement: To meet the spiritual, emotional, and physical needs of women by promoting fellowship through a variety of activities that reinforce Bible truths, church policies, and give opportunities for spiritual growth and self improvement.

Term: Two years. Nominations and elections will be held in the month of November. The elected official will take office in January.

NOTE: any officer found not to be performing her duties in accordance with the women's department by-laws, church policies, or failure to show a spirit of cooperation may be subject to removal as an officer.

Duties:

- President:
 - Presides over all meetings
 - Coordinates activities of group
 - Delegates tasks
 - Appoints committees
 - Works with the Executive Board and Deaconesses
 - Create agenda for meetings
 - Official spokesperson
 - Works closely with the Vice President
- Vice President:
 - Assists President and carries out duties of the President in her absence
- Secretary:
 - Maintains all minutes of meetings; makes copies of minutes for President, Chairman of Deaconesses; Board members upon request
- Treasurer:
 - Financial Chief Officer of the organization is responsible for keeping accurate records of all expenditures and revenues. Quarterly statement given to President, Chairman of Deaconesses, Board members upon request

Meetings

- Held quarterly on Friday night (exception – special planned events). Dates posted on church calendar. Any changes will be announced at last three weeks prior to the scheduled meeting
- The executive committee pastor's wife, minister's wife, chairman/vice chairman of deaconesses, president/vice president of women department] will meet as needed and will make final decisions for the women's department when issues cannot be resolved during regular scheduled meetings or needs further discussion. Otherwise final decisions are made by majority vote. All women department decisions can be amended by the Chairman of the Deacon Board and or Pastor
- Upon completion of activity the president, vice president or activity leader is expected to provide a report at the next scheduled meeting.
- All activities and meetings should be announced at least four weeks prior to event

- Activities requiring the use of church van should be requested using the vehicle request form at least four weeks prior to the event. Activities requiring the use of church facilities should be cleared with the church Sextant and chairman of program committee at least four weeks prior to the event.

Membership Guidelines:

- Age requirement – 18 years and up
- Pay required dues
- Willingness to assist in the development of programs
- Respectful and courteous

Goals:

- Meet the needs of each individual (sick and shut-ins)
- Plan activities that promote fellowship
- Provide strength and encouragement through unity
- To become holy respectable women of the church and community

ATTACHMENTS

Not included in this website version