



# SBC QUARTERLY CONFERENCE MINUTES

SALEM BAPTIST CHURCH

May 19, 2024

## Call Conference to Order

- Church Moderator Peter Thompson called the conference to order.
- Paster Jeff Olds led the congregation in “At Calvary”.
- Moderator Peter Thompson opened in prayer and shared 2 Samuel 22: 2-4 as a reminder that the same God that saved David from adversity is the same God in whom we can trust.
- Attendance of 81 exceeded the quorum requirement of 75.

## Minutes

- February 18, 2024 2.18.24 Regular Quarterly Conference.  
There were no corrections and the minutes were approved as reported.
- February 28, 2024 Special Called Conference.  
There were no corrections and the minutes were approved as reported.

## Constitution & Bylaws and Personnel Committees Joint Report (Bobby Nichols and Ross Warren)

- Notification of change to the Constitution (Article 14.2)
- *This constitution may be amended, altered or repealed by two-thirds (2/3) vote of the members present at any regular conference of the church, provided however, that notice and proposal of such amendment, alteration or repeal be given in writing at the preceding regular conference of the church, and provided to the membership through the mail.*



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- Overview was provided of proposed changes.
  - Remove requirement of church conference approval for hiring of non-ministerial staff.
  - Clarify Stewardship Committee's role in process.
  - Remove termination policy from Constitution as it is covered in the Employee Handbook.

### **Current Article 9.3 – Other Staff Personnel**

Various other professional, administrative, and support staff may be employed by the church upon recommendation of the Personnel Committee in consultation with the Senior Pastor and the Stewardship Committee and must be approved in church conference. The Senior Pastor and the Personnel Committee shall seek out qualified prospects, and present such candidates to the church for approval.

The staff shall be expected to perform such duties as outlined by the Senior Pastor and the Personnel Committee. The work will be performed under the general supervision of the Senior Pastor (or his designee), with instruction from other ministerial personnel and lay leaders on work assignments and special projects. Termination of employment shall be as follows: Two (2) weeks' notice by either the church or the staff member(s). The church may offer two (2) weeks' severance pay in lieu of two (2) weeks' notice.

### **Proposed Article 9.3 – Other Staff Personnel**

Various other professional, administrative, and support staff may be employed by the church upon recommendation of the Personnel Committee in consultation with the Senior Pastor and the Stewardship Committee. The consultation with the Stewardship Committee is solely to get concurrence from a budgetary standpoint.



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The staff shall be expected to perform such duties as outlined by the Senior Pastor and the Personnel Committee. The work will be performed under the general supervision of the Senior Pastor and relevant staff or church leadership.

### **Next Steps**

- Notify members of proposed changes in writing by mail.
- Present motion with amendments to Article 9.3 of Constitution at the August 2024 church conference.

### **Personnel Committee Report (Ross Warren)**

- Onboarding Danny Holland, our new Facilities Manager
- Coordinating volunteers in the office
- Establishing ongoing Salem procedures for the Pastor's Annual Review and conducting the review
- Evaluating Salem Policies and Procedures as they relate to Personnel/updating handbook and policies

### **Committee on Committees Report (Mike Bingham)**

#### **Motion:**

The Committee on Committees submits a recommendation in the form of a motion to add:

- Hope Hucks to the Baptismal Committee and
- Mark Harper to the Senior Adult Committee



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Motion passes

## Stewardship Committee Report (Madelyn Wells)

- October-April Financial Snapshot

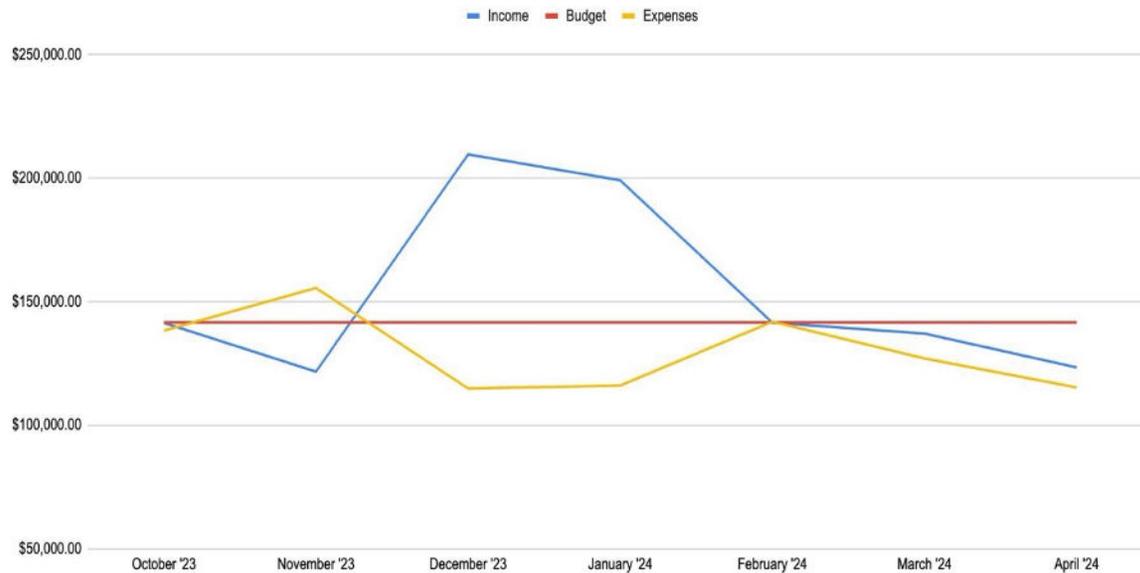
Revenue: \$1,074,272

Budget: \$991,025

Expenses: \$909,304 (even in time of inflation)

Annie Armstrong Giving: \$59,098 (\$35,000 Target)

2023/2024 Budget Year - At a Glance





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## 2024/2025 Budget Planning

- May 13 – Email to each staff member and committee chair who will be completing a budget announcing the timeline (so they can schedule any committee meetings)
- May 28 – Send out budget worksheets and instructions
- July 1 – Budget proposals turned into Stewardship
- July - Stewardship review and revisions
- August - Present and vote on budget at church conference

Questions? [stewardship@salem-bc.org](mailto:stewardship@salem-bc.org)

## Buildings Committee Report (Wes Quick)

- Old JTB House
  - Plans are underway for the eventual removal of this property sitting on Salem Church Road beyond the church on the right just past our last driveway.
  - Water and power will be shut off to this house shortly and doors and windows will be secured as to not welcome unwanted guests.
  - The house is empty and in a state of disrepair. It is the recommendation of the Building Committee that we remove the house, fence and nearby trees for use of this area at a later time.
  - We have contacted the Town of Apex Fire Dept. and they are happy to have the property to burn for training purpose. According to the Fire Chief, this typically accounts for 70% of the cost of demoing and removing the structure. All that should be left after the burn should in theory be the foundation and ash.
  - We will obtain competing bids to do this work.



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- Building C
  - Danny has been fixing things in Building C and Fellowship Hall
  - Two downspouts were leaking around the hood bonnet. Since caulking didn't fix it, 130' of gutter was installed on the kitchen side of Building C.
  - Caulking around the hood was done in the hopes of preventing future leaks. With caulking and gutters installed, we are believed to be in good shape.
  - Gutters were pulled away from the fascia board on the fellowship hall side of the building that have been repaired.
  - Based on documentation and visual appearance, of the roof, the Chapel seems to have storm damage. Danny is having a roof evaluation done (at no cost) to see if the church qualifies for storm damage. This will go a long way in helping an insurance claim if pursued.

### **Grounds Committee Report (Rob Powell)**

- Jay Evans started April 1, 2024.
- Mulch day went well two weeks ago. About forty people completed the work in two hours.

### **Deacons and Pastor Report (Phil Austin and Pastor Brian)**

- Pastor Brian presented the history on Scott Long's request for licensure as a church member qualified to perform pastoral duties in Gospel ministry work.
- Article 13 – *Ministerial License and Ordination 13.1 - When a member announces that he/she feels the call to the ministry, the Senior Pastor or Church Clerk will report the candidate for license to the deacon fellowship. A motion for license will be brought to the church as a joint recommendation by the Senior*



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*Pastor and the deacons. The church, by majority vote, may license him/her as an acknowledgment of the call to the ministry and as an encouragement. The Church Clerk shall furnish the candidate with a certificate of license as his/her credentials. It is understood that the performance of civil duties by the member shall be governed by the state law.*

**Motion-** The Deacons, with the Senior Pastor, submit a recommendation in the form of a motion to give licensure to Scott Long, recognizing and confirming his call to ministry, as in Article 13.1 of Salem's constitution.

There were no questions although a request was made for Scott to stand so we could match his face with his name.

Motion passes.

### **Deacons Report (Phil Austin)**

#### **Election of Deacons**

- *Article 1 - Election of Deacons The procedure for the election of deacons shall be as follows: During the May church conference, the deacons shall present for church approval the number of deacons needed to accomplish effective deacon ministry for the coming church year. Nominations for deacons will be accepted until one month prior to the August conference.*



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- Deacons are presenting for approval the election of at least 7 deacons for the upcoming church year. Several nominees have already indicated willingness to serve. Church members also are welcome to nominate others whom they believe would serve well.

### **Benevolence**

- Phil shared that there are benevolence funds available to assist in times of need within our membership and that there is no stigma attached to benefitting from this fund.
- Phil testified about how benevolence has even ministered to his own family.

End of agenda. Are there any motions for discussion?

Hearing none, a motion to adjourn was made and approved.

Respectfully submitted,

Kim Nichols

Church Clerk



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