

CHURCH CONSTITUTION

PREAMBLE

Desiring to uphold, promote, and illuminate the fundamental principles of our faith and to protect equally the rights and privileges of the individual church member as well as the freedom of action of this body in its relation to other Baptist churches and Baptist organizations, this constitution is established.

ARTICLE 1 - NAME

The name of this congregation of believers shall be HERITAGE BAPTIST CHURCH OF MISSOURI CITY, Missouri City, Texas (“the church”).

ARTICLE 2 - PURPOSE

The church shall adhere to the teachings of Christ as set forth in the New Testament. Its objects and purposes are and shall be:

- A. To maintain the public worship of God and the observance of the Christian ordinances,
- B. The study of Christian doctrines and principles and the practice of the Christian life as revealed and taught in the Bible,
- C. The salvation of the lost at home and abroad,
- D. The promotion and advancement of Christ’s cause and kingdom in all the earth, through missions at home and abroad and in other work to accomplish this purpose.

This congregation is organized as a church exclusively for religious, charitable, and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law).

ARTICLE 3 - DOCTRINAL STATEMENT AND CHURCH COVENANT

Section 3.01 – Doctrinal Statement

(A) Love

1. We believe that love one for another as Jesus loves the believer manifests our discipleship, proves our love for God and symbolizes our authority as New Testament churches. Love is therefore the great commandment of the LORD Jesus Christ upon which all others are dependent. (Matt. 22:35-40; John 13:34, 35; John 15:12; 1 John 4:7-21; 1 John 5:1-2; Rev. 2:4,5)

2. We believe that we should demonstrate love for others, not only toward fellow believers, but also toward both those who are not believers and those who oppose us. We are to deal with those who oppose us graciously, gently, patiently, and humbly. God forbids the stirring up of strife, the taking of revenge, or the threat or the use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such sinful actions. (Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10; 17-21; 13:8-10; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; 1 John 3:17-18)
- (B) **The Holy Scriptures.** We believe in the infallible, verbal inspiration of the Old and New Testaments of the whole Bible, which constitute the complete Holy Scriptures, and that the Bible is the all-sufficient rule of faith and practice. (Psalm 119:160; 2 Tim. 3:16, 17) The King James Version of the Bible shall be the official translation of record and rule used by the church. All issues of interpretation and meaning of the Scriptures shall be determined by the Senior Pastor.
- (C) **Dispensationalism.** We believe that the Scriptures interpreted in their natural, literal sense reveal divinely determined dispensations or rules of life which define man's responsibilities in successive ages. These dispensations are not ways of salvation, but rather are divinely ordered stewardships by which God directs man according to His purpose. Three of these dispensations—the law, the church, and the kingdom—are the subjects of detailed revelation in Scripture. (Gen. 1:28; 1 Cor. 9:17; 2 Cor. 3:9-18; Gal. 3:13-25; Eph. 1:10; 3:2-10; Col. 1:24-25, 27; Rev. 20:2-6)
- (D) **The Godhead.** We believe in the personal triune God: Father, Son, and Holy Spirit, equal in divine perfection. (Matt. 28:19)
- (E) **The Person and Work of Christ.**
1. We believe in the virgin birth and sinless humanity of Jesus Christ. (Matt. 1:18-20; 2 Cor. 5:21; 1 Peter 2:22)
 2. We believe in the deity of Jesus Christ. (John 10:30; John 1:1, 14; 2 Cor. 5:19)
 3. We believe that the suffering and death of Jesus Christ was substitutionary for all mankind and is efficacious only to those who believe. (Isa. 53:6; Heb. 2:9; 1 Peter 2:24; 1 Peter 3:18; 2 Peter 3:9; 1 John 2:2)
 4. We believe in the bodily resurrection and ascension of Christ and the bodily resurrection of His saints. (Matt. 28:1-7; Acts 1:9-11; 1 Cor. 15:42-58; 1 Thess. 4: 13-18)

(F) The Person and Work of the Holy Spirit

1. We believe the Holy Spirit is the divine Administrator for Jesus Christ in His Churches. (Luke 24:49; John 14:16, 17; Acts 1:4, 5, 8; Acts 2:1-4)
2. We believe that miraculous spiritual manifestation gifts were done away when the Bible was completed. Faith, Hope and Love are the vital abiding Spiritual Gifts. (1 Cor. Chapters 12 – 14)

(G) The Total Depravity of Man. We believe that Man was created in the image of God and lived in innocency until he fell by voluntary transgression from his sinless state, the result being that all mankind are sinners. (Gen. 1:26; Gen 3:6-24; Rom. 5:12, 19)

(H) Salvation. We believe that the depraved sinner is saved wholly by grace through faith in Jesus Christ, and the requisites to regeneration are repentance toward God and faith in the Lord Jesus Christ (Luke 13:3-5; John 3:16-18; Acts 20:21; Rom. 6:23; Eph. 2:8,9), and that the Holy Spirit convicts sinners, regenerates, seals, secures, and indwells every believer (John 3:6; John 16:8, 9; Rom. 8:9-11; 1 Cor. 6:19, 20; Eph. 4:30; Titus 3:5).

(I) The Eternal Security and Assurance of Believers.

1. We believe that all who trust Jesus Christ for salvation are eternally secure in Him and shall not perish. (John 3:36; John 5:24; John 10:27-30; Rom. 8:35-39; Heb. 10:39; 1 Peter 1:5)
2. We believe that God deals with believers as His children, that He chastises the disobedient, and that He rewards the obedient. (Matt. 16:27; Matt. 25:14-23; John 1:12; Heb. 12:5-11; 2 John 8; Rev. 22:12)

(J) The Church

1. We believe that Jesus Christ established His church during His ministry on earth and that it is always a local, visible assembly of scripturally baptized believers in covenant relationship to carry out the Commission of the Lord Jesus Christ, and each church is an independent, self-governing body, and no other ecclesiastical body may exercise authority over it. We believe that Jesus Christ gave the Great Commission to the New Testament churches only, and that He promised the perpetuity of His churches.

(Matt. 4:18-22; Matt. 16:18; Matt. 28:19; Mark 1:14-20; John 1:35-51; Eph. 3:21)

2. We believe that there are two pictorial ordinances in the Lord's churches: Baptism and the Lord's Supper. Scriptural baptism is the immersion of penitent believers in water, administered by the authority of a New Testament church in the name of the Father, Son, and Holy Spirit. The Lord's Supper is a memorial ordinance, restricted to the members of the church observing the ordinance. (Matt. 28:19, 20; Acts 8:12, 38; Rom. 6:4; 1 Cor. 5:11-13; 1 Cor. 11:1,2,17-20;26)
3. We believe that there are two divinely appointed offices in a church: pastors and deacons, to be filled by men whose qualifications are set forth in Titus and 1 Timothy.
4. We believe that all associations, fellowships, and committees are, and properly should be, servants of, and under control of the churches. (Matt. 20:25-28)

(K) Separation. We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord. God commands His people to separate from all religious apostasy, all sinful pleasures, practices, and associations, and to refrain from all immodest appearances. (Rom. 12:1-2; 14:13; 2 Cor. 6:14-7:1; 2 Tim. 3:1-5; 1 John 2:15-17; 2 John 9-11; Lev. 19:28; 1 Cor. 6:19-20)

(L) The Second Advent of Christ. We believe in the premillennial, personal, bodily return of Christ as the crowning event of the Gentile age. This event will include the resurrection of the righteous to eternal heaven, and the Millennium will be followed by the resurrection of the unrighteous unto eternal punishment in the lake of fire and that the righteous shall enter into the heaven age. (John 14:1-6; 1 Thess. 4:13-18; 2 Thess. 2:8; Rev. 19; Rev. 20:4-6; Rev. 20:11-15; Rev. 21:8)

(M) The Eternal State.

1. We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment. (Matt. 25:46; John 5:28, 29; 11:25-26; Rev. 20:5-6, 12-13)
2. We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord. (Luke 23:43; 2 Cor. 5:8; Phil. 1:23; 3:21; 1 Thess. 4:16-17; Rev. 20:4-6)
3. We believe that the souls of unbelievers remain, after death, in conscious punishment and torment until the second resurrection, when with soul and

body reunited, they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment and torment. (Matt. 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess. 1:7-9; Jude 6-7; Rev. 20:11-15)

(N) The Personality of Satan. We believe that Satan is a fallen angel, the archenemy of God and man, the unholy god of this world, and that his destiny is the eternal lake of fire. (Isa. 14:12-15; Ezek. 28:11-19; Matt. 25:41; 2Cor. 4:4; Eph. 6:10-17; Rev. 20:10)

(O) Creation. We believe in the Genesis account of Creation. (Gen. chapters 1-2)

(P) Civil Government.

1. We believe in freedom of worship without interference from the government and affirm our belief in civil obedience, unless the laws and regulations of civil government run contrary to the Holy Scriptures. (Rom. 13:1-7; 1 Peter 2:13-15)
2. We believe civil government is ordained by God. God authorized and established civil government (Romans 13:1-4). Civil government, along with the family and the church, constitute the three great institutions created by God. Each operates as a distinct creation of God, placed under the Lordship of Christ for a specific purpose in God's plan (Colossians 1:16-17). God's role for government is to provide a civil structure where that which is good and right is encouraged and can excel, while restraining and punishing that which is evil (1Peter 2:14).
3. We believe political freedom is accompanied by a biblical duty. As citizens, we are subject to the governing authorities. However, in a political system open to individual citizen participation, a portion of God's authority for civil government is entrusted by God to the individual (Daniel 2:21, 4:17, John 19:10-11a). Therefore we are both subject to, and simultaneously responsible for, civil government. Through our participation in helping bring civil government into conformance with Biblical principles and Judeo-Christian values, we honor God and bless the nation (Proverbs 14:34, 29:2).

(Q) Human Sexuality.

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen.

19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

2. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

(R) Family Relationships

1. We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church. (Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15; 3:4-5, 12)
2. We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are an heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline, including Scriptural corporal correction. (Gen. 1:26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18; 22:15; 23:13-14; Mk. 10:6-12; I Cor. 7:1-16; Eph. 5:21-33; 6:1-4, Col. 3:18-21; Heb. 13:4; I Pet. 3:1-7)

- (S) Divorce and Remarriage.** We believe that God disapproves of and forbids divorce and intends marriage to last until one of the spouses dies. Divorce and remarriage is regarded as adultery except on the grounds of fornication (Matt. 5:31,32). Although divorced and remarried persons, or divorced persons, may hold positions of service in the church and be greatly used of God for Christian service, their effectiveness in the offices of Senior Pastor or Deacon may be compromised (Mal. 2:14-17; Matt. 19:3-12; Rom. 7:1-3; 1 Tim. 3:2-5, 12; Titus 1:6). In particular, men shall not remain in the office of Deacon or Senior Pastor if they file for divorce while holding such an office (I Tim. 3:2-5,12). Should the wife divorce the husband, a Deacon or Senior Pastor shall not remain in office if they remarry. (I Cor. 7:7-40.) Note, in particular, that Associate Pastors, Music Ministers, Youth Ministers, and others, may at the discretion of the Senior Pastor, with the consultation of the Deacons, continue to serve in some limited capacity. We believe that the husband, as the head of the household, bears the sole responsibility for the health of his marriage (Eph. 5:22-33; Col. 3:18-19; Mal. 2:14-17).

- (T) Sanctity of Human Life.** We believe that man was created in God's image, and human life is special above all other creation. We believe that life begins at conception, and the intentional taking of innocent human life at any point from

conception to natural death is murder. We believe abortion, suicide, euthanasia, or any other human intervention that brings about death other than God's divine act, or by God's divine justice as exhibited in his word are considered murder in God's eyes. We also recognize that God's word vests the authority of the power of the sword in the hand of government, and in such God knows the hearts of mankind and he alone can judge the intents of the heart for individual acts in wartime. We reject any teaching that embraces termination of life due to rape, incest, birth defect, gender selection or population control, or the physical or mental well-being of an individual or mother of the unborn child. (Gen 1:27-28; Ex 21:12-14, 22-23; Job 3:16; Ps 51:5; 139:14-16; Isa 44:24, 49:1, 5; Jer 1:5, 20:15-18, Luke 1:44, Rom 13:1-6)

- (U) **Lawsuits Between Believers.** We believe that born-again believers (John 3, Ephesians 2-8-10) are prohibited from bringing civil lawsuits against other born-again believers or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a born-again believer may seek compensation for injuries from another born-again believer's insurance company as long as the claim is pursued without malice or slander. This may include lawsuits if the insurance company is unwilling to accept responsibility without litigation. (1 Cor. 6:1-8; Eph. 4:31-32)
- (V) **Missions.** We believe that God has given the church a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ we must use all available means to go to the foreign nations and not wait for them to come to us. (Matt. 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; 2 Cor. 5:20)
- (W) **Giving.** We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe as a basis for giving, but that every Christian should also give other offerings sacrificially and cheerfully to the support of the church, the relief of those in need, and the spread of the Gospel. We believe that a Christian relinquishes all rights to direct the use of the tithe or offering once the gift has been made. (Gen. 14:20; Prov. 3:9-10; Acts 4:34-37; 1 Cor. 16:2; 2 Cor. 9:6-7; Gal. 6:6; Eph. 4:28; 1 Tim. 5:17-18; 1 John 3:17)

Section 3.02 - Authority Of Doctrinal Statement

The Doctrinal Statement does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the foregoing Doctrinal Statement accurately represents the teaching of the Bible and, therefore, is binding upon all members. All literature used in the church shall be in complete agreement with the Doctrinal Statement.

Section 3.03 - Church Covenant

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Lord and Savior, and on the profession of our faith, having been baptized in the name of the Father and of the Son and of the Holy Ghost, we do now in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, doctrines, and discipline; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and personal devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our language, conversation, and self-control; to avoid the sinful acts described in Galatians 5:19-21; to avoid all gossiping, backbiting, and excessive anger; to abstain from the sale of illegal narcotic drugs, or recreational use of any narcotic drugs; to abstain from the sale and use of intoxicating drink as a beverage; to abstain from the sale and use of pornography; to abstain from gambling; to develop the fruits of the Spirit in our Christian walk, as described in Galatians 5: 22-23; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place, we will as soon as possible unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE 4 - GOVERNMENT AND AFFILIATION

The Government of this church shall rest in its members who compose it. It shall be subject to no other outside power or group, ecclesiastical or otherwise. We do recognize our need for mutual counsel and cooperation with other churches of like faith and order.

We shall affiliate with churches of like faith in the AMERICAN BAPTIST ASSOCIATION, as it now stands. We shall also affiliate with the churches of the MISSIONARY BAPTIST ASSOCIATION OF TEXAS, as it now stands.

CHURCH BYLAWS

ARTICLE 1 - CHURCH MEMBERSHIP

Section 1.01 - General

This is a sovereign and democratic Baptist church under the leadership of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership shall have the right to determine who shall be members of this church, and the conditions of such membership, as stipulated in these bylaws. Except as specifically prohibited by these bylaws, the membership shall also have the right to delegate the responsibilities of the membership to the church officers, the church staff, the Deacons, the committees of the church, or other church members.

Section 1.02 – Qualifications for Membership

A person, who has had and whose life evidences a genuine experience of regeneration through faith in and acceptance of the Lord Jesus Christ as personal Savior; who renounces sin; who endeavors to live a consecrated life wholly unto the Lord; who fully subscribes to the Doctrinal Statement contained herein; who enters into the Church Covenant contained herein; and who agrees to submit to the authority of the church and its leaders as set forth herein; may be presented to the church for membership as described below.

Any person may offer himself or herself for membership in the church in any of the following ways:

- A. By profession of faith in Jesus Christ and identifying with Him in baptism. Profession of faith in Jesus Christ involves:
 - (1) Personal conviction of sin and the need for forgiveness (*Rom. 10:9-10*).
 - (2) Repentance (turning away from sin) and asking Christ for forgiveness (*I John 1:9*).
 - (3) Receiving Christ as personal Savior and Lord (*Rom. 10:9-10*).
- B. By way of transfer of membership through a letter of recommendation from another scriptural New Testament church of like faith.

- C. By statement of personal faith in Christ, when it is impossible to obtain a letter from another scriptural New Testament church, this church being satisfied that the baptism of the candidate is scriptural and valid.
- D. By restoration, if having been removed from membership, upon majority vote of the congregation after confession is made publicly before the church membership of the sin or sins involved, and satisfactorily evidencing repentance to the pastor (or the deacons if the office of pastor is vacant).

Any person offering himself or herself as a church member must then be counseled by the Senior Pastor, or by another church member provided the Senior Pastor has delegated the counseling for this specific candidate.

The counselor, being convinced of the qualifications of the candidate, will present the candidate to the church membership during a worship service being conducted by the Senior Pastor. The church being satisfied as to their qualifications, and having confirmed such by a majority vote of those present and voting, the candidate shall be a member in good standing with all privileges of the church, unless and until their membership is terminated, or charges have been filed against them before a discipline committee as prescribed in Section 1.07.

Section 1.03 - Duties of a Member

On becoming a member of this church, in addition to the covenant contained in Article 3, Section 3.03, each one further covenants to love, honor, and esteem the Senior Pastor; to pray for him; to recognize his authority in spiritual affairs of the church; to cherish a brotherly love for all members of the church; to support the church in prayer, tithes, offerings and with other financial support as the Lord enables; and in accordance with Biblical commands, to support through a lifestyle walk affirming the beliefs and practices of the church.

Section 1.04 - Privileges of Membership

This church shall expect its members to live exemplary lives in accordance with the teachings of the HOLY BIBLE. The following privileges are available to members of the church in good standing. Members shall be considered in good standing unless and until their membership is terminated or charges have been filed against them before a discipline committee as prescribed in Section 1.07.

- (A) Only members in good standing at least eighteen years of age who are physically present at a duly called business meeting of the church shall be entitled to vote. There shall be no proxy or absentee voting. The eligible membership of the church has certain limited areas to exercise a vote.

- (B) Members shall not initiate any church action that has not been properly introduced by an appropriate committee, and, reviewed by the Senior Pastor and the Deacons at a duly called Deacon's meeting.
- (C) Membership in this church does not afford the members with any property, contractual, or civil rights based on principles of democratic government. Although the general public is invited to all of the church's worship services, the church property remains private property. The Senior Pastor (or in his absence, an individual designated by the deacons) has the authority to suspend or revoke the right of any person, including a member, to enter or remain on church property. If after being notified of such a suspension or revocation, the person enters or remains on church property, the person may, in the discretion of the Senior Pastor (or in his absence, an individual designated by the deacons), be treated as a trespasser.
- (D) A member, upon five-business days prior written request made upon the church, may inspect or copy the prepared financial statements of the church, and the minutes of the proceedings of church business meetings.
 - 1. A member may not, under any circumstances, inspect or copy any record relating to individual contributions to the church, the list of names and addresses of the church members, or the accounting books and financial records of the church.
 - 2. The church may impose a reasonable charge, covering the costs of labor and material, for copies of any documents provided to the member before releasing the copies to the member.
- (E) Every member of the church in good standing is eligible for consideration by the membership as a candidate for committee membership and elective office in the church, except for the office of Deacon.
- (F) Every member of the church in good standing may participate in the ordinances of the church as administered by the church.

Section 1.05 - Termination of Membership

Membership shall be terminated in the following ways:

- (A) The membership of any individual member shall be automatically terminated without notice if the member in question has not attended a regular worship service of the church in the preceding six months. Upon good cause being shown to the Senior Pastor, this provision for termination may be waived in the case of any individual member at the discretion of the Senior Pastor. Only Sunday School records or church financial records shall be used to determine attendance.

- (B) No member of this church may hold membership in another church. If any member unites in membership with another church, that person is automatically terminated without notice from membership in this church.
- (C) A member in good standing may resign at any time, but no letter of transfer or written statement of good standing will be issued upon such resignation, except at the discretion of the Senior Pastor.
- (D) The membership of any member shall be automatically terminated upon the death of that member.
- (E) The membership of any member may be terminated by this church withdrawing fellowship as provided in Section 1.07.
- (F) The membership of any member shall be terminated upon transfer of membership as provided in section 1.06.

Section 1.06 – Transfer of Membership to Another Church

Members not under the disciplinary process of Section 1.07 may transfer their membership through a letter of recommendation to another scriptural New Testament Church of like faith.

Section 1.07 – Discipline of a Member

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Senior Pastor, other members of the church staff, and Deacons are available for counsel and guidance.

The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the following steps shall be taken:

- (A) There shall be a discipline committee consisting of the Senior Pastor and the Deacons. These men shall have sole authority in determining heretical deviations from the Statement of Faith and violations of the church covenant. If the Senior Pastor or a Deacon is the subject of a disciplinary matter, he shall not sit as a member of the discipline committee. The Senior Pastor and Deacons shall be entitled to the same steps as other church members and be subject to the same discipline.

- (B) Members are expected to demonstrate special loyalty and concern for one another. When a member becomes aware of an offense of such magnitude that it hinders spiritual growth and testimony, he is to go alone to the offending party and seek to restore his brother. (Matt. 18:15; 1 Thess. 5:14) Before he goes, he should first examine himself(Gal. 6:1). When he goes, he should go with a spirit of humility and have the goal of restoration(1 Cor. 5:1-13).
- (C) If reconciliation is not reached, a second member, either a Deacon or the Senior Pastor, is to accompany the one seeking to resolve the matter (Matt. 18:16). This second step should also be preceded by self-examination and exercised in a spirit of humility with the goal of restoration.
- (D) If the matter is still unresolved after the steps outlined in subsections (B) and (C) have been taken, the discipline committee, as the church representatives Biblically responsible for putting down murmuring, shall hear the matter. (Matt. 18:17) If the matter is not resolved during the hearing before the discipline committee, the committee shall recommend to the members of the church that they, after self-examination, make an effort personally to go to the offending member and seek that member's restoration. (Matt. 18:15-17; 1 Tim. 5:19-20)
- (E) If the matter is still unresolved after the steps outlined in subsections (B), (C), and (D) have been taken, such members who refuse to repent and be restored are to be removed from the membership of the church upon a majority vote of the membership present at a meeting called for the purpose of considering disciplinary action.(Matt. 18:17; 1 Cor. 5:1-13; 2 Thess. 3:6,14; 1 Tim. 5:19-20; Titus 3:10-11) It is advised that the discipline committee review matter with a Christian attorney prior to the meeting.
- (F) No matter may be heard by the discipline committee or the church unless the steps outlined in subsections (B) and (C) have been taken, except in the case of a public offense.
- (G) If an unrepentant offending party is removed from the church membership, all contact with him from that point forward (except by family members) must be for the sake of restoration. (Matt. 18:17; Rom. 16:17; 1 Cor. 5:1-13; 1 Cor. 5:1-13; 2 Thess. 3:6,14,15)

ARTICLE 2 - CHURCH OFFICERS - GENERAL

Section 2.01— Officers of the Church

The Senior Pastor and Deacons are the scriptural officers of the church. In addition, other officers the church shall elect are a Church Clerk, a Church Treasurer, and Trustees. Furthermore, the church may elect other organizational officers as needed to carry out the work of the church. One person may hold two or more offices, except that of Senior Pastor.

All officers and leaders shall be members of this church and shall deserve and command the respect of the membership of the church in the fulfillment of their respective duties.

These officers may include, but are not limited to those listed in Article 3.

Section 2.02—Designation Of Corporate Officers

As an accommodation to legal relationships outside the church, the Senior Pastor shall serve as president of the corporation; the Church Clerk shall serve as secretary of the corporation; the Church Treasurer shall serve as treasurer of the corporation; and the chairman of the Deacons shall serve as vice president of the corporation. The Trustees and Deacons are also considered as officers of the corporation.

Section 2.03—Eligibility For Office

- (A) The church shall not install or retain an officer who fails to adhere to or expresses disagreement with the Doctrinal Statement. All church officers, upon request of the Senior Pastor, shall affirm their agreement with the Doctrinal Statement (as set forth in Article 3 of the Church Constitution).
- (B) All church officers are approved initially by the Senior Pastor in consultation with the Deacons.
- (C) Only church members are eligible for election or appointment to any church office or position.
- (D) Additional requirements for eligibility may be imposed for specific officers. These are given in Article 3 of these Church Bylaws.

Section 2.04—Terms Of Office

- (A) The relationship between the Senior Pastor and the church shall be permanent unless dissolved at the option of either party by the giving of a month's notice, or less by mutual consent. The procedure for the calling of a Senior Pastor is specified in Article 6. The severance of the relationship between the Senior Pastor and the church may be considered at any church business meeting, provided notice to that effect shall have been given from the pulpit to the church two Sundays prior to said church business meeting. A three-fourths majority of the

- eligible members present and voting shall be required to sever the relationship between the Senior Pastor and the church. Disciplinary removal of the Senior Pastor from church membership automatically terminates his office. A restoration to church membership after disciplinary removal will be subject to the requirements of Section 1.02(D).
- (B) The relationship between a Deacon and the church shall be permanent unless dissolved at the option of either party. The procedure for the appointment of a Deacon is specified in Article 3, Section 3.02. A Deacon may be removed from office for unbiblical conduct, as determined by the Senior Pastor, upon a majority vote of the remaining Deacons. Disciplinary removal of a Deacon from church membership automatically terminates his office. A restoration to church membership after disciplinary removal will be subject to the requirements of Section 1.02(D).
 - (C) The term of service for all officers in the church, shall be indefinite. Officers may resign their office at any time. The Senior Pastor, in consultation with the Deacons, may ask any officer, other than the office of Deacon, to resign. Subsequent to such a request for resignation, from the Senior Pastor and the Deacons, the officer must resign immediately.
 - (D) A vacancy occurring in any office, except in the case of the Senior Pastor or Deacon, may be filled at any regular or special church business meeting.

ARTICLE 3 – CHURCH OFFICERS – RESPONSIBILITIES AND QUALIFICATIONS - SPECIFIC

Section 3.01 - Senior Pastor

The Senior Pastor is responsible for leading the church to function as a New Testament church. The Senior Pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

The Senior Pastor shall preach the Gospel regularly and shall be at liberty to preach the whole counsel of the Word of God as the Lord leads him. He shall administer the ordinances of the church, and tenderly watch over the spiritual interests of the membership.

The Senior Pastor shall serve as the president of the corporation. He shall extend the right hand of fellowship to all new members on behalf of the church and perform such other duties as generally appertain to such a position. The pastor shall be free to choose the means and methods by which he exercises the ministry that God has given him.

All appointments for public worship and Bible study and the arrangements thereof, including time and place shall be under the control of the Senior Pastor.

The Senior Pastor shall be in charge of all services and ordinances and be moderator of all business meetings, unless he is physically or providentially hindered or has charges pending against him or the church is considering his call or dismissal. He shall be ex officio a member of all committees, and ex officio a messenger of the church to Associations in which the church is a participant.

The qualifications of a Senior Pastor are set forth in the Scriptures (I Timothy 3:1-7; Hebrews 13:7, 17, 24; and I Peter 5:1-5).

Section 3.02 - Deacons

Candidates for the office of Deacon shall be observed, and prayerfully considered, for a period of time by the Senior Pastor and the Deacons prior to any recommendation to the Church. The recommended period of time is at least six (6) months.

The deacons of this church, whose qualifications are set forth in Acts 6:1-6 and I Timothy 3: 8-13, shall be as many as the church deems fit and proper. They may be ordained by this church or may be chosen by this church when they have been ordained by other churches and present themselves for membership with us.

Deacons ordained by other churches may be recognized by this Church by a majority vote at a regular or special business meeting provided a recommendation has been given by the Senior Pastor and the Deacons.

All ordinations of this church shall be done only after a presbytery of sister churches has had the opportunity to examine those to be ordained. This shall apply to both deacons and ministers to be ordained.

The Deacons shall assist the Senior Pastor, in such manner as he shall request, in promoting the spiritual welfare of the church, in conducting the religious services, and in performing all other work of the church. They shall make provision for the observance of the ordinances of the church. They shall, if requested by the Senior Pastor, consider applications for church membership. They shall assist the Senior Pastor in visitation and all other evangelistic efforts of the church. The Deacons shall assist the Senior Pastor in caring for the administrative needs of the church's various ministries as requested by the Senior Pastor. They shall provide the pulpit supply if the Senior Pastor is unavailable or the office of Senior Pastor is vacant.

The Deacons shall assemble and elect, from their own number, a chairman who shall also be vice president of the corporation, a vice chairman, and a secretary.

Any Deacon may request to be inactive for an indefinite period of time for personal reasons. Such requests should be made in writing and submitted to the Senior Pastor.

Section 3.03 - Trustees

This church shall have a minimum of three, and a maximum of seven Trustees and they shall be custodians of the church property and buildings. The Trustees shall be responsible for reviewing and signing legal documents affecting the church and its Property. Such signatures shall be in their capacity as Trustees, and not as individuals. All acts of the Trustees relating to the church shall be only as properly directed by the church membership.

The Trustees shall be Deacons. Trustees shall be nominated by the Senior Pastor, and the Deacons, and elected by a majority vote of the Church during a regular or special business meeting.

The board of trustees shall exercise only the following specific powers, upon authorization by a majority vote of the members present at a duly called church business meeting:

- (A) To purchase, hold, lease, or otherwise acquire real and personal property on behalf of the church, and to take real and personal property by will, gift, or bequest on behalf of the church;
- (B) To sell, convey, alienate, transfer, lease, assign, exchange, or otherwise dispose of, and to mortgage, pledge, or otherwise encumber the real and personal property of the church, to borrow money and incur indebtedness for the purpose and the use of the church; to cause to be executed, issued, and delivered for the indebtedness, in the name of the church, promissory notes, bonds, debentures, or other evidence of indebtedness; and to secure repayment by deeds of trust, mortgages, or pledges; and
- (C) To exercise all powers necessary for the dissolution of the church corporation.

Section 3.04 - Church Clerk

The Church Clerk shall keep an accurate record of all transactions of the church. These records shall include, but are not necessarily limited to the following: the minutes of all business meetings, new members, candidates for baptism, baptisms, and dismissals. All records of the clerk shall be considered the property of the church. The Church Clerk shall provide the Chairman of the Deacons with a report prior to each monthly Deacon's meeting. The content of the report shall be determined by the Chairman of the Deacons and the Church Clerk.

In the absence of the Church Clerk, the moderator may appoint any member in good standing to record the minutes of any business meeting. Such minutes must be promptly given to the Church Clerk.

The Church Clerk shall be nominated by the Senior Pastor and the Deacons, and elected by a majority vote of the Church.

The Church Clerk shall:

- (A) Certify and keep at the office of the church, the original bylaws or a copy, including all amendments or alterations to the bylaws;
- (B) Sign, certify, or attest documents as may be required by law;
- (C) See that all notices are duly given in accordance with the provisions of these bylaws. (In case of the absence or disability of the Church Clerk, or his or her refusal or neglect to act, notice may be given and served by the Senior Pastor or by the Chairman of the Deacons.);
- (D) Be custodian of the records of the church, including the membership roll, baptisms, and certificates of ordination, licenses and commissions;
- (E) See that the reports, statements, certificates, and all other documents and records required by law are properly kept and filed;
- (F) Exhibit at all reasonable times to proper persons on terms provided by law the bylaws and the minutes of the church business meetings;
- (G) Keep an account of any special events in the life of the church which are of historical interest;
- (H) Keep all records at the office of the church and deliver them to any successor upon leaving office;
- (I) Serve as the secretary of the corporation.

Section 3.05 - Church Treasurer

The Church Treasurer shall hold all monies received by the church and pay them out as the church directs. The Church Treasurer shall keep an accurate record of all financial transactions of the church. These records shall include, but are not necessarily limited to the following: all tithes and offerings received, and all expenditures. All records of the Church Treasurer shall be considered the property of the church. The Church Treasurer shall provide the Chairman of the Deacons

with a report prior to each monthly Deacon's meeting. The content of the report shall be determined by the Chairman of the Deacons and the Church Treasurer.

The Church Treasurer shall be a Deacon. The Church Treasurer shall be nominated by the Senior Pastor and the Deacons, and elected by a majority vote of the Church.

The Church Treasurer shall:

- (A) Have charge and custody of, and be responsible for, all funds of the corporation, and deposit all funds in the name of the church in banks, trust companies, or other depositories as shall be selected by the Finance Committee;
- (B) Receive, and give receipt for all contributions, gifts, and donations to the church;
- (C) Disburse, or cause to be disbursed, the funds of the church as may be directed by the Senior Pastor, the Deacons, or the budget adopted by the members of the church at the last quarterly business meeting, taking proper vouchers for the disbursements;
- (D) Keep and maintain adequate and correct accounts of the church's properties and business transactions including account of its assets, liabilities, receipts, disbursements, and capital;
- (E) Make all expenditures of the church (except miscellaneous petty cash disbursements) by check;
- (F) When and as requested, render to the Senior Pastor and the Deacons accounts of all transactions as Church Treasurer and of the financial condition of the church;
- (G) Present a written report of itemized disbursements at the regular quarterly church business meetings and make a general report for the year at the last quarterly church business meeting;
- (H) Keep all church financial records at the office of the church and deliver them to any successor upon leaving office;
- (I) Have the church financial records audited annually by a CPA;
- (J) Serve as treasurer of the corporation.

Section 3.06—Duties of All Officers

Any officer, or person in a position of responsibility, who neglects his duties as outlined in the bylaws may be removed from his office, or position, and another may be appointed by the Senior Pastor, and the Deacons, to serve the un-expired term.

Section 3.07 - Records

All officers, staff members, committee member shall surrender any records in their possession to the Church Clerk at the close of their term of office to be filed as a permanent record of the work of the church. All records are the property of the church and must be kept in the church office.

ARTICLE 4 - STANDING COMMITTEES

The Church shall have the following Standing Committees. The chairman of each Standing Committee shall be a Deacon unless the Senior Pastor and the Deacons agree on an exception. In such a case, the Senior Pastor and the Deacons may nominate a Deacon representative to be elected to that Standing Committee. Except where stipulated otherwise in these bylaws, the chairman for each Standing Committee shall be nominated by the Senior Pastor and the Deacons. The chairman and members of all Standing Committees must be qualified voting Church members. The chairman, Deacon representative, and members for each Standing Committees shall be elected by a majority vote of the Church at a duly called business meeting.

Section 4.01 - Committee on Committees

- A. Purpose: To select, enlist, and nominate all committee members of standing and special committees (except the Committee on Committees and the Personnel Committee), and , in consultation with the Senior Pastor and the Deacons, to recommend such special committees of the church as may be needed.
- B. Duties: The Committee on Committees shall have the following duties:
 - (1) Nominate members of all standing and special committees of the church except the Committee on Committees and Personnel Committees.
 - (2) Be responsible for preparing a job description when a new committee is created, and to present the job description at the same time the new committee is presented to the Senior Pastor and Deacons for concurrence.

- (3) Meet when needed with committee chairmen to plan, coordinate and evaluate the church's committee work.
 - (4) Channel work to the proper committee.
 - (5) In the event of a committee vacancy (except the Committee on Committees and the Personnel Committee), appoint an interim member until the member can be confirmed by a majority vote of the Church at the next regular business meeting.
 - (6) In the event of a vacancy on the Committee on Committees or the Personnel Committee, the Committee on Committees shall recommend a replacement to the Senior Pastor and the Deacons.
 - (7) Provide the Chairman of the Deacons with a report after each committee meeting. The content of the report shall be determined by the Chairman of the Deacons and the Chairman of the Committee on Committees.
- C. Membership: The Committee on Committees shall have nine (9) positions, including the position of chairman, each having a three (3) year term. Terms shall be staggered, with one-third of the positions beginning new terms each year. The members of the Committee on Committees may not serve more than two (2) terms consecutively including partial or unexpired terms, and not more than one member of the same family living in the same household shall serve on the Committee on Committees at the same time. The Chairman and the members of the Committee on Committees shall be nominated by the Senior Pastor and the Deacons. The Chairman of the Committee on Committees shall be a Deacon.

Section 4.02 - Missions Committee

- A. Purpose: To provide leadership and focus for the missionary efforts of the church.
- B. Duties: The Missions Committee shall have the following duties:
 - (1) Plan, implement and evaluate the missions projects and programs of the church.
 - (2) Assist the church staff and program leaders in the implementation of church missions.
 - (3) Review and evaluate requests for missions support.
 - (4) Prepare and recommend to the Finance Committee the annual

missions budget.

- (8) Provide the Chairman of the Deacons with a report after each committee meeting. The content of the report shall be determined by the Chairman of the Deacons, the Chairman of the Missions Committee, and the Deacon representative.
- C. Membership: The Missions Committee shall have nine (9) positions, including the position of chairman, each having a three (3) year term. Terms shall be staggered with one-third (1/3) of the positions beginning new terms each year. Missions Committee members may not serve more than two (2) terms consecutively including partial or un-expired terms.

Section 4.03 - Finance Committee

- A. Purpose: To maintain the financial integrity of the church.
- B. Duties: The Finance Committee shall have the following duties:
- (1) Approve all financial policies and procedures, and review these policies and procedures with the Senior Pastor and the Deacons as needed.
 - (2) Review the financial statement monthly and periodically review systems of collection and accounting. See that committed obligations are properly met; that income and expenditures are kept in proper balance; and that expenditures are in accordance with the budget as approved by the church.
 - (3) See that an annual budget is prepared, presented to the Senior Pastor and the Deacons for concurrence, and then recommended to the congregation for approval by December 1st each year.
 - (4) Assist the staff and/or Deacons with any stewardship emphasis an/or promotion within the congregation.
 - (5) In order to provide operating flexibility, the Finance Committee shall have the authority to approve any necessary reallocation of funds within the approved budget during the fiscal year. This committee shall also have the authority to approve non-budgeted requests and/or over-expenditures up to a maximum accumulation of 5% of the approved annual budget as long as income is sufficient to meet these needs.
 - (6) Establish a procedure for independent audits of the church's

financial affairs.

- (7) Provide the Chairman of the Deacons with a report after each committee meeting. The content of the report shall be determined by the Chairman of the Deacons and the Chairman of the Finance Committee.
- C. Membership: The Finance Committee shall have six (6) positions, each having a three (3) year term. Terms shall be staggered with one-third (1/3) of the positions beginning new terms each year. Finance Committee members may not serve more than two (2) terms consecutively, including partial or unexpired terms. The Church Treasurer shall be the Chairman of the Finance Committee.

Section 4.04 - Personnel Committee

- A. Purpose: To oversee the paid professional staff administration of the church.
- B. Duties:
- (1) Review and recommend personnel policies to the Senior Pastor and the Deacons.
 - (2) Oversee compensation analysis, performance reviews, and any necessary discipline of professional staff.
 - (3) Review and recommend to the Senior Pastor and the Deacons new professional staff positions. Develop and review job descriptions. New professional staff positions shall be nominated by the Senior Pastor and the Deacons, and approved by a majority vote of the church at a regular or special business meeting.
 - (4) Develop and recommend the annual personnel budget to the Finance Committee.
 - (5) Interview and recommend to the Senior Pastor and the Deacons all prospective professional staff except the senior pastor.
 - (6) If the Senior Pastor position is vacant, be responsible for pulpit supply in the absence of an interim pastor. Interview and recommend to the Deacons a prospective interim pastor, if necessary.

- (7) Make a recommendation to the Senior Pastor and the Deacons should there ever be a need for termination of professional staff.
 - (8) Provide the Chairman of the Deacons with a report after each committee meeting. The content of the report shall be determined by the Chairman of the Deacons and the Chairman of the Personnel Committee.
- C. **Membership:** The Personnel Committee shall be nominated by the Senior Pastor and the Deacons, and shall have six (6) positions, including the position of chairman, each having a three (3) year term. Terms shall be staggered, with one-third of the positions beginning new terms each year. Personnel Committee membership shall consist of no less than four (4) Deacons, including the chairman, who shall be a Deacon. The members of the Personnel Committee may not serve more than two (2) consecutive terms, and not more than one member of the same family living in the same household shall serve on the Personnel Committee at the same time. Members of the professional staff, or their family members, under the oversight of the Personnel Committee, may not serve on the Personnel Committee.

Section 4.05 - Christian Education Committee

- A. **Purpose:** To extend the Great Commission and support the mission of the church through the education program of the church.
- B. **Duties:** The Christian Education Committee shall have the following duties:
 - (1) Design and implement plans and programs to establish and encourage regular attendance and participation in Sunday School and other educational programs of the church – emphasis to include both current church members and outreach to community.
 - (2) Monitor and manage Christian Education program to assure successful teaching and learning experience that effectively presents the message of salvation; facilitates Christian growth; and leads to deeper involvement in the church.
 - (3) Assure classes and programs are functioning as ministries meeting members' needs and providing support as appropriate, in addition to teaching and training activities.

- (4) Assure education programs and literature support the mission of, and are in harmony with the doctrinal beliefs of the church, and are appropriate to the intended age-level.
- (5) Assess programs for effectiveness; identify needs; and makes recommendations to church for changes, expansions and improvements.
- (6) Establish program coordination among various programs and activities as necessary.
- (7) Evaluate policies and procedures and make appropriate recommendations to the church to establish adequacy.
- (8) Work with teachers, leaders and workers to assure policies and procedures are effectively implemented.
- (9) Assure programs and classes are properly staffed by evaluating existing staffing, identifying vacancies and other needs, and making appropriate recommendation to church.
- (10) Approve appropriate interim staffing assignments and program adjustments necessary to maintain ongoing program continuity, subject to final church approval at the next regular quarterly business meeting following interim approval.
- (11) Prepare annual budget for finance committee related to committee purpose.
- (12) Review and evaluate requests for program and or budget changes.
- (13) Review budget quarterly and recommend adjustments as appropriate.
- (14) Undertake all other duties needed to successfully advance the purpose of the committee.
- (15) Review with Senior Pastor and the Deacons all items to be brought before the church for approval prior to making recommendations.
- (16) Provide the Chairman of the Deacons with a report after each committee meeting. The content of the report shall be determined by the Chairman of the Deacons and the Chairman of the Christian Education Committee.

- C. Membership: The Christian Education Committee shall have six (6) positions each having a three (3) year term. Terms shall be staggered, with one-third of the positions beginning new terms each year. Christian Education Committee members may not serve more than two (2) terms consecutively, including partial or unexpired terms.

The Director of Christian Education shall be the Chairman of the Christian Education Committee. The Director of Christian Education shall be nominated by the Senior Pastor and the Deacons, and elected by a majority vote of the Church. The Director of Christian Education shall be responsible for the administration of the educational programs of the Church.

In addition, the following will be ex officio members of the Christian Education Committee

- (1) Sunday School Superintendent
- (2) Adult Coordinator
- (3) Youth Coordinator
- (4) Children's Coordinator
- (5) Nursery & Preschool Coordinator

Section 4.06 - Building and Grounds Committee

- A. Purpose: To oversee the maintenance of the church buildings, the contents of the buildings, the church vehicles, and the grounds. This includes, but is not limited to maintaining architectural control, managing building use for weddings and other purposes, determining costs for such building use, handling the set up for special functions, oversight of janitorial service, and managing the use of sound and lighting in coordination with the Minister of Music.
- B. Duties:
- (1) Review and recommend the building, vehicles, and grounds policies and procedures to the Chairman of the Deacons.
 - (2) Ensure that all church building facilities and vehicles are in proper working condition through a program of regular inspections.
 - (3) Ensure that the church building, vehicles, and grounds are in compliance with all applicable codes.

- (4) Ensure that all facilities and vehicles requiring repair or replacement are promptly addressed if covered in the budget of the committee. For items not covered in the budget, a written proposal should be provided to the Finance Committee chairman and to the Chairman of the Deacons.
- (5) Ensure that the church grounds are properly landscaped and that the landscaping is properly maintained.
- (6) Recommend any enhancements to the building facilities or landscaping to the Chairman of the Deacons.
- (7) Provide the Chairman of the Finance Committee with an annual budget for the maintenance of the building, vehicles, and grounds.
- (8) Solicit bids for contracts for services related to buildings and grounds. Submit analysis of the bids, along with a recommendation, to the Chairman of the Deacons.
- (9) Oversee the procurement, deployment, maintenance, and use of all furniture and technical equipment including, but not limited to, sound systems, lighting systems, alarm systems, intercom systems, computer systems, office systems, class room furniture, tables and chairs.
- (10) Oversee the procurement, deployment, maintenance, and use of all storage facilities. Ensure that the church building and grounds are free from clutter.
- (11) Delegate authority to subcommittees when necessary to aid and assist the building and grounds committee
- (12) Handle requests for setup and takedown of tables, chairs, and other required items for special events (e.g. socials, picnics, etc.).
- (13) Provide the Chairman of the Deacons with a report after each committee meeting. The content of the report shall be determined by the Chairman of the Deacons and the Chairman of the Building and Grounds Committee.

C. Membership: The Building and Grounds Committee shall have nine (9) positions, including the position of chairman, each having a three (3) year term. Terms shall be staggered, with one-third of the positions beginning new terms each year. Building and Grounds Committee members may not serve more than two (2) terms consecutively, including partial or unexpired terms.

Section 4.07 – Christian Citizenship Committee

- A. Purpose: Design and implement programs that from a Biblical perspective (1) teaches the elements of Christian Citizenship, and (2) trains, encourages and facilitates individual church member effective involvement in the area of civil government, public policy and the political process.
- B. Duties:
- (1) Identify or develop material and methods to communicate to the church membership, in a variety of formats, a clear understanding of Biblical basis for Christian involvement area of civil government, public policy and the political process; expedite implementation.
 - (2) Develop strong working knowledge of activities, both permissible and restricted, for churches under the Internal Revenue Service code and any other applicable laws and regulations, and assure the church activities fully comply in both letter and spirit.
 - (3) Develop working knowledge of opportunities to become involved in civil government, public policy and the political process and identify “how to” strategies.
 - (4) Develop and implement programs for training, equipping and engaging church members.
 - (5) Understand methods and requirements of voter registration and conduct periodic voter registration drives at the church.
 - (6) Understand methods and requirements of “get out the vote” (GOTV) efforts and conduct periodic GOTV initiatives at the church.
 - (7) Develop and communicate to the membership reliable sources of data and information such as websites, organizations, publications, voter guides, and other material suitable for use for church and church member use; provide specific information to church body as applicable.
 - (8) Be an effective and reliable source of timely and accurate information to the church membership on issues, activities and events applicable to committee Purpose.
 - (9) Prepare annual budget for finance committee related to committee Purpose.
- C. Membership: The Christian Citizenship Committee shall have nine (9) positions, including the position of chairman, each having a three (3) year term. Terms shall be staggered, with one-third of the positions beginning new terms each year. Christian Citizenship Committee members may not

serve more than two (2) terms consecutively, including partial or unexpired terms.

ARTICLE 5 - SPECIAL COMMITTEES

The Church may create such Special Committees as needed from time to time, upon the advice of the Committee on Committees, the Senior Pastor, and the Deacons. A Special Committee is one which has a definite assignment for a specific occasion or time. With the completion of its assignment, the committee is automatically dissolved. The responsibility of maintaining the project, should that be necessary, would be assigned to the appropriate standing committee, officer, or staff member.

A Deacon representative for each Special Committee may be nominated by the Senior Pastor and the Deacons. Other members of each Special Committee shall be nominated by the Committee on Committees. The chairman and members of each Special Committee must be qualified voting Church members. The chairman, Deacon representative, and members for each Special Committee shall be elected by a majority vote of the Church at a duly called business meeting.

ARTICLE 6 - SENIOR PASTOR SELECTION PROCESS

Section 6.01 - General

In the event the Senior Pastor position is vacant, or notice has been given, the church shall establish a Pastoral Search Committee within sixty (60) days of the vacancy.

Section 6.02 - Requirements

A candidate for Senior Pastor must currently be a member of a church which is affiliated with the American Baptist Association. Upon good cause being shown to the Deacons, this provision may be waived in the case of any individual candidate at the discretion of the Deacons. The Deacons being convinced that the candidate shall continue to support the affiliation of the church with churches of like faith in the American Baptist Association, as it now stands, may grant such a waiver by a majority vote of the Deacons present at a regularly scheduled Deacons meeting.

Section 6.03 - Pastoral Search Committee

A. Purpose: To assist the church in the selection of a Senior Pastor.

- B. Duties: The Pastoral Search Committee shall have the following duties:
- (1) Screening, evaluating, and initiating contact with potential Senior Pastor candidates.
 - (2) Making recommendations to the church regarding a potential Senior Pastor.
- C. Membership. The Pastoral Search Committee shall be selected as follows:
- (1) The Deacons shall assemble in a regular or called meeting and by secret ballot select seven (7) church members consisting of four (4) active deacons and three (3) women, who shall constitute deacon nominees to the church for the Pastoral Search Committee.
 - (2) After the entire church has been duly notified, a nominating ballot shall be distributed during the regular weekly worship services to allow the church members eighteen years of age or older the privilege, via secret ballot, of nominating four (4) additional church members as nominees for the Pastoral Search Committee. The two (2) men and two (2) women receiving the highest number of votes shall constitute the remaining nominees for the Pastoral Search Committee. This list shall not include names previously submitted by the Deacons, nor immediate family members of those persons. Ballots with more than four (4) names will not be considered. All ballots must be signed and cast prior to the close of the worship service during which they were issued. No proxy or absentee balloting will be allowed. The Deacons of the Church shall act as tellers. Tellers shall maintain the confidentiality of the ballots, and ballots shall be secured and retained for at least ninety (90) days after the election.
 - (3) The seven (7) names selected by the Deacons and the four (4) names selected by the church shall be combined to make a ballot consisting of eleven (11) names. Not more than one member of an immediate family shall be on the ballot. The ballot shall be distributed during the regular weekly worship services, for which the church has been duly notified. Each member of the church shall have the privilege of casting a single ballot for seven (7) of the eleven (11) names on the ballot. Ballots with more than seven (7) names selected will not be considered.

All ballots must be signed and cast prior to the close of the worship service during which they were issued. No proxy or absentee balloting will be allowed. Tellers shall maintain the confidentiality

of the ballots, and ballots shall be secured and retained for at least (90) days after the election.

- (4) The five (5) men and two (2) women receiving the highest number of votes shall constitute the Pastoral Search Committee. The man receiving the highest number of votes shall act as Chairman of the committee.
- (5) Should the Pastoral Search Committee resign, or should the church deem it necessary, during a regular or special business meeting, to appoint a new committee, a new committee shall be selected in the same manner as the original committee. A three-fourths (3/4) vote of the church members present will be required to replace the existing Pastoral Search Committee.
- (6) After submitting a candidate for Senior Pastor and obtaining approval of the candidate from the church, the Pastoral Search Committee shall disband.

Section 6.04 - Church Review of Pastoral Search Committee Nominee

- A. Only one candidate at a time shall be considered.
- B. The Pastoral Search Committee shall notify the church at least one week in advance of presenting a candidate for Senior Pastor to the Church.
- C. The notification shall be made during all regular Sunday morning worship services.
- D. The candidate must come before the church and deliver a sermon during all Sunday morning worship services before the church votes on him. Ballots will be distributed during the worship services.
- E. Each church member, eighteen years of age or older, shall have the privilege, via secret ballot of either affirming or rejecting the Pastor Search Committee's nominee. All ballots must be signed and cast prior to the close of each worship service during which they were issued. Each qualified church member may cast a total of only one ballot. Subsequent ballots by the same person will not be counted. No proxy or absentee balloting will be allowed. Tellers shall maintain the confidentiality of the ballots, the ballots shall be secured and retained for at least ninety (90) days after the election.
- F. If the prospective Senior Pastor does not receive affirmation from at least three-fourths (3/4) of all the ballots cast, the Pastoral Search Committee shall continue to pursue candidates for the position of Senior Pastor,

subject to the provisions of Section 5.03, paragraph C. item 5. above.

ARTICLE 7 - EMPLOYMENT OF STAFF

Section 7.01 – Ministerial Staff

Upon recommendation of the Personnel Committee, the Deacons, and the Senior Pastor, the employment and/or termination of all ministerial staff shall be approved by a three-fourths (3/4) vote of the membership present and voting at a called business meeting.

Section 7.02 – Other Staff

All other staff may be employed subject to the approval of the Personnel Committee, the Senior Pastor, and the Deacons.

ARTICLE 8 - CHURCH ORDINANCES

Section 8.01 - Baptism

This church shall receive for baptism any person who repents of sin and has received Jesus Christ as Savior by personal faith, who professes Him publicly and who indicates a commitment to follow Jesus as Lord.

- A. Baptism shall be by immersion in water as an outward expression of faith in the death, burial, and resurrection of Jesus.
- B. The Senior Pastor, or whoever the church shall authorize, shall administer baptism.
- C. Baptism may be administered during any worship service of the church.

Section 8.02 - The Lord's Supper

The church shall observe the Lord's Supper quarterly, unless otherwise scheduled by the church.

The Senior Pastor and Deacons shall oversee any Lord's Supper observance conducted at the church.

The Senior Pastor will explain the Biblical requirements for participation in the Lord's Supper, and will point out the Biblical consequences of not heeding these requirements. Only members will then be invited to participate in the Lord's Supper.

ARTICLE 9 - CHURCH MEETINGS

Section 9.01 - Worship Services

The regular times of worship shall be Sunday, morning and evening, and Wednesday evening for Bible Study and prayer. The Church shall also conduct worship services at such other times and places (e.g. cell groups, other sister churches, etc.) as shall meet the needs of the Church body. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of worship services. The Senior Pastor shall be responsible for the conduct of all worship services.

Section 9.02 - Business Meetings

- (A) The Moderator of the business meeting shall be the Senior Pastor. In the absence of the Senior Pastor, the Chairman of the Deacons shall preside. In the absence of both the Senior Pastor and the Chairman of the Deacons, the Deacons may elect a moderator by a majority vote of all ordained or recognized Deacons of the Church, otherwise no regular or special business meeting shall be conducted.
- (B) The church shall hold business meetings as needed, but not less than quarterly. A 7-day notice shall be given for the meeting unless extreme urgency renders such notice impractical. The notice shall include the date, the time and place of the meeting, and it must be given in such a manner that all members, who are qualified to vote, have a reasonable opportunity to know of the meeting.
- (C) A quorum for church business meetings consists of those members who attend the business meeting, provided it has been properly called. However, for the sale or purchase of real property, the quorum shall be at least 50 members who are qualified to vote.
- (D) All minutes shall be read and approved and reports received and approved by the church. No motions shall be considered by the church which has not been properly initiated in an appropriate committee or ministry; and submitted to the Senior Pastor and the Deacons for review, discussion, and prayer at a duly called Deacon's meeting. Motions shall not be amended.
- (E) All church business meetings shall be opened and closed with prayer for divine guidance and blessing.
- (F) For any meeting under this article, the moderator, in his sole discretion, shall have full and unilateral authority to require nonmembers to leave the meeting room and to order the immediate removal of any member or other person present who is deemed by the moderator to be disruptive to the proceedings by act or presence. The moderator shall have full authority to order the removal of all children (ages to be determined by the moderator) if the moderator determines, in his sole discretion, that circumstances so warrant. If the moderator determines that compliance with his order of removal is unsatisfactory, the moderator may, in his

sole discretion, revoke the disruptive person's right to remain on the premises in accordance with Section 1.04(C) and treat the person as a trespasser.

Section 9.03—Special Meetings

- (A) The Senior Pastor (or Deacons if the office of Senior Pastor is vacant or the Senior Pastor is the subject of possible disciplinary action) may call a special meeting.
- (B) The same notice shall be given for the special meeting as specified in Section 8.02 (A) for business meetings.
- (C) A meeting for the calling of a Senior Pastor or the severance of the relationship between the church and Senior Pastor shall be called in accordance with the provision of Section 2.04(A).
- (D) Bible conferences, missionary conferences, and revivals may be held as the Senior Pastor deems beneficial.

Section 9.04—Voting

- (A) Except as otherwise specified, all members of this church 18 years of age and older (qualified members), shall be entitled to vote on all matters, unless charges are pending against them.
- (B) Except as otherwise specified in this Constitution and Bylaws, a simple majority of qualified members present and voting shall be required for adoption of any question.
- (C) Except as otherwise specified in this Constitution and Bylaws voting shall be as follows: voting shall, at the moderator's discretion, be by the show of hand, by standing, or by secret ballot, except that a secret ballot may be ordered on any question by two-thirds vote of qualified members present and voting.
- (D) Proxy voting is prohibited.
- (E) Matters pertaining to fellowship, matters legally binding the church, the ordination of members to the ministry or to be deacons, changing associational fellowship, and the call or dismissal of a Senior Pastor shall require two-thirds majority of qualified members present and voting.

Section 9.05—Fiscal Year

The fiscal year of the church shall begin January 1st and end December 31st. The fiscal year may be changed by a vote of the church at any church business meeting under the provisions of these bylaws. A motion to change the fiscal year must originate from the Finance committee.

ARTICLE 10 - PARLIMENTARY AUTHORITY

Meetings shall be conducted in a manner that reflects the principles of generally accepted parliamentary practice to provide fairness to the individual, the minority, the majority, and the entire church body, with the objective of facilitating the orderly conduct business and promoting cooperation and harmony.

The moderator shall, in an impartial manner, use his best effort of good judgment and common sense in interpreting the above standard as it applies to any item of parliamentary procedure. Two-thirds vote of qualified members present and voting shall be required to overturn a parliamentary ruling of the moderator.

ARTICLE 11 - AMENDMENTS

Changes in the Constitution and Bylaws may be made at any business meeting of the church, provided each amendment shall have been presented in writing at a previous business meeting, and copies of the proposed amendment shall be made available to the members present at the earlier meeting, which must have been held at least 14 days previously, and the later business meeting has been announced from the pulpit on at least 2 consecutive Sundays at all worship services prior to the later business meeting.

Amendments to the Constitution and Bylaws shall be by two-thirds (2/3) vote of church members present.

ARTICLE 12 – ORDINATION

Section 12.01—Ordination Qualifications

A male member of this church or its mission churches; who is 18 years of age or older; who gives evidence of a genuine call of God into the work of the ministry; and who possesses the qualifications stated in 1 Timothy 3:1-7 and Titus 1:6-9; may, at the sole discretion of the Senior Pastor and the Deacons, be considered as a candidate for ordination as a minister of the Gospel.

Section 12.02—Ordination Procedure

- (A) Upon a conference with the Senior Pastor and after the Senior Pastor and Deacons have approved the candidate for ordination, the Senior Pastor shall recommend the candidate to the Church at a duly called business meeting. Upon approval of the candidate by the Church by a majority of those present and voting, the Senior Pastor shall call a council to examine and pass on the qualification of the candidate. The ordination council shall consist of ordained ministers and deacons of like faith invited to participate in the examination of the candidate.

- (B) If the candidate is found worthy of ordination by the council, the ordination council may ordain the candidate on behalf of the church.
- (C) The Church may, at any time, withdraw consent for ordination; and may subsequently revoke the ordination, of any candidate.
- (D) The Senior Pastor and the Chairman of the Deacons shall arrange for the ordination service.

ARTICLE 13 – DESIGNATED CONTRIBUTIONS

From time to time the church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. Contributors may suggest uses for their contributions, but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion by vote of the church, based on recommendations from the finance committee. No fiduciary obligation shall be created by any designated contribution made to the church other than to use the contribution for the general furtherance of any of the purposes stated in Article 2 of the Church Constitution.

ARTICLE 14 – BINDING ARBITRATION

Section 14.01—Submission To Arbitration

Believing that lawsuits between believers are prohibited by Scripture, all members of this church agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The right of defense against lawsuit is not relinquished.

Section 14.02—Notice Of Arbitration

In the event of any dispute, claim, question, or disagreement arising out of or relating to these bylaws or any other church matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 13.01, above, and such Procedures for Arbitration as are adopted pursuant to Section 13.04, below.

Section 14.03—Limitations On Arbitration Decisions

- (A) Should any dispute involve matters of church discipline, the arbitrators shall be limited to determining whether the procedures for church discipline as outlined under Section 1.07, were followed.
- (B) Should any dispute involve the removal from office of the Senior Pastor or any church officer, the arbitrators shall be limited to determining whether the procedures set forth in Section 1.07 were followed.

Section 14.04—Arbitration Procedures

The Procedures for Arbitration shall be as adopted by the Senior Pastor and the Deacons.

ARTICLE 15 – REVIEW OF CONSTITUTION AND BYLAWS

The Senior Pastor and the Deacons shall appoint a special committee of Deacons to review, and recommend revisions to, the Constitution and Bylaws every 5 years or sooner.

ADOPTION

This Constitution and these Bylaws were adopted by a two-thirds majority vote of the members present and voting at a duly called meeting of the church.

This Constitution and these Bylaws supersede any other Constitution or Bylaws of Heritage Baptist Church or Bellaire West Baptist Church.

Date

Church Clerk